

COB - BOSAIR FORM

06/24/2026 12:05 PM (MST)

Submitted by Vanessa.Grimaldo@recorder.pima.gov



BOARD OF SUPERVISORS AGENDA ITEM REPORT (BOSAIR)

All fields are required. Enter N/A if not applicable. For number fields, enter 0 if not applicable.

Award Type:	Agenda Item
BOSAIR Activity:	Board Meeting Request
Requested Board Meeting Date:	07/14/2026
Project Title / Description:	Pima County Recorder’s Office – May FY26 Document Storage & Retrieval Fund Report

Agenda Item Report


Introduction / Background:	<p>The Pima County Recorder’s Office generates revenue from individual document recording. For every document recorded, a \$4.00 fee is transferred into a special revenue fund to support the digital conversion of documents and maintain the technological infrastructure used to preserve the documents recorded. See A.R.S § 11-475.01</p> <p>Pursuant to Pima County Resolution No. 1993-200, the Recorder presents to the Board of Supervisors a monthly report documenting the revenue generated, expenditures made, and remaining balance of the Document Storage & Retrieval Fund.</p>
Discussion:	The attached report reflects the personnel expenditures, the monthly revenue total, and the fund balance of the Document Storage & Retrieval Fund Report for May FY26.
Conclusion:	The Document Storage & Retrieval Fund continues to support the on-going technology needs of the Pima County Recorder’s Office by covering operational costs that would otherwise need to be paid for with monies from the General Fund.
Recommendation:	It is recommended that the Board of Supervisors ratify the attached May FY26 Document Storage & Retrieval Fund Report.
Fiscal Impact:	N/A
Support of Prosperity Initiative:	N/A
Provide information that explains how this activity supports the selected Prosperity Initiative	N/A
Board of Supervisor District:	• 1

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Department: Recorder

Name: Vanessa Grimaldo

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Department Director Signature:  Date: 6/24/2026 | 4:58 PM MST

Deputy County Administrator Signature: _____ Date: _____

County Administrator Signature:  Date: 6/25/2026 | 9:27 AM MST

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GABRIELLA CÁZARES-KELLY, Recorder

DOCUMENT STORAGE & RETRIEVAL FUND

Summary Report

MAY 2026

FUND BALANCE AS OF 05/01/2026

\$66,425.15

REVENUES

MAY 2026	
Conversion Fee	\$42,308.00
Commingled Interest	\$219.83
Misc. Revenue	\$0.00

TOTAL REVENUES

\$42,527.83

EXPENDITURES

MAY 2026	
Salaries & Benefits	\$38,678.25
50180SC - New Software	\$1,681.72
50063SC - Software Maint & Support	\$1,130.36
50181SC-Computer Equip- Non Capital	\$31,147.06
50241SC - R&M Equipment	\$0.00
50068SC - Other Professional Services	\$15,638.86
50102SC - Employee Training	\$0.00

TOTAL EXPENDITURES

\$88,276.25

ENDING FUND BALANCE AS OF 05/31/2026

\$20,676.73