



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: 06/23/2026

Project Title / Description: Pima County Recorder's Office – April FY26 Document Storage & Retrieval Fund Report

Agenda Item Report

Introduction / Background: 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

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.

Discussion: The attached report reflects the personnel expenditures, the monthly revenue total, and the fund balance of the Document Storage & Retrieval Fund Report for April 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 recommend that the Board of Supervisors ratify the attached August 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

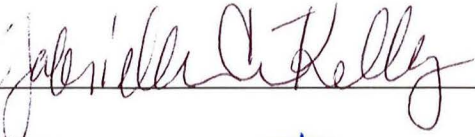
Board of Supervisor District: • 1

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Department: Recorder

Name: Vanessa Grimaldo

Telephone: 5207244223

Department Director Signature:  Date: 6/3/2024

Deputy County Administrator Signature: _____ Date: _____

County Administrator Signature:  Date: 6/4/2024

Public Service Center Building
240 N. Stone Ave., 1st Floor
Tucson, AZ 85701

Doc. Recording: (520) 724-4350
Voter Registration: (520) 724-4330



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GABRIELLA CAZARES-KELLY, Recorder

DOCUMENT STORAGE & RETRIEVAL FUND

Summary Report

APRIL 2026

FUND BALANCE AS OF 04/01/2026

\$79,113.68

REVENUES

APRIL 2026	
Conversion Fee	\$54,410.00
Commingled Interest	\$262.67
Misc. Revenue	\$0.00

TOTAL REVENUES

\$54,672.67

EXPENDITURES

APRIL 2026	
Salaries & Benefits	\$49,205.38
50180SC - New Software	\$1,134.23
50063SC - Software Maint & Support	\$13,376.59
50181SC-Computer Equip- Non Capital	\$0.00
50241SC - R&M Equipment	\$0.00
50068SC - Other Professional Services	\$3,645.00
50102SC - Employee Training	\$0.00

TOTAL EXPENDITURES

\$67,361.20

ENDING FUND BALANCE AS OF 04/30/2026

\$66,425.15