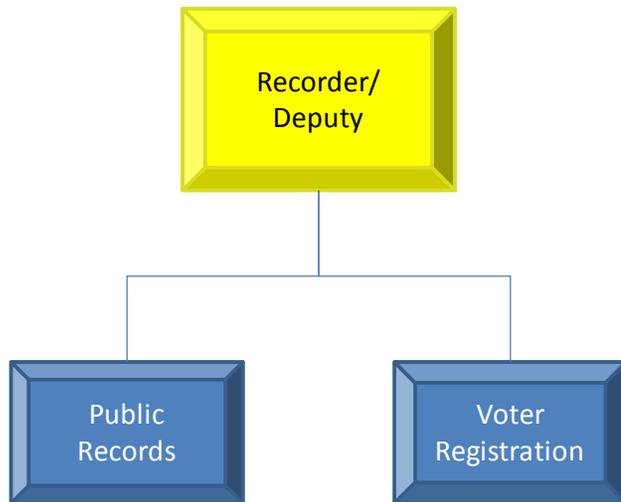


MISSION STATEMENT

To create public records, maintain said records to archival standards and provide convenient access to these records for public viewing. Also, to provide residents access to the electoral process through the maintenance of a voter registration system and an early voting process.

ORGANIZATION



The department is managed by the County Recorder. The County Recorder is an elected office.

MAJOR FUNCTIONS

Public Records: Records, indexes and preserves documents as permanent public records. Upon request and for a fee, copies of records will be provided. The staff assists customers in finding records and they conduct statutory record searches.

Voter Registration: Maintains voter records for the County, supplies voter information according to statute, provides early ballot voted ballot verification services and certifies signatures on petitions.



PERFORMANCE REPORTING

Performance Measure Actuals & Benchmark - Recorder

The following measures are departmental priorities identified in the County-wide Strategic Plan:

Department Goal:	Target/Benchmark				
Measure:	FY2014	FY2015	FY2016	FY2017	FY2018
To provide easy access to County departments, records & services.					
% of digital records viewable internet.	20%	40%	60%	80%	100%
% of residents in Yuma County who agree that the availability of public records meets their needs.	80%	80%	80%	80%	80%
% of documents indexed.	20%	40%	60%	80%	100%
Improve processing rate of early ballot returns.					
% of early ballots processed within 24 hours.	80%	95%	95%	95%	95%
Increase and Maintain Voter Outreach and Public Education Opportunities.					
# of public education opportunities and voter outreach events.	12	15	15	15	15
Increase early ballots submission.					
% of early ballots returned.	30%	60%	60%	60%	60%

STRATEGIC GOALS

Recording/Public Records

Customer Satisfaction

Goal: To provide easy access to County departments, records & services.

Objective: Annually, increase the number of digitized records viewable via internet by 20%.

Indicator: Percentage of digital records viewable via internet.

Current Status: 20%

Strategy: Utilize current resources to digitize records currently on microfiche and when funding is available, contract services through reputable vendor to enhance archived records for digital quality and digitize current microfiche.

Objective: By the next survey, to have 80% or more of residents in Yuma County to agree that the availability of public records meets their needs.

Indicator: Percentage of residents in Yuma County who agree that the availability of public records meets their needs.

Current Status: 80%

Strategy: No change in the department's budget is needed to continue to accomplish this objective.

County Resources

Objective: Index 100% of recorded documents within 48 hours of recordation by FY2018.

Indicator: Percentage of documents indexed.

Current Status: 20%

Strategy: When funding is available, increase staffing levels to meet market standards in comparing to other entities' staffing levels in order to accomplish the daily functions more efficiently and meet this particular goal.



PERFORMANCE REPORTING (CONT)

Voter Registration/Early Voting

County Resources

Goal: Improve processing rate of early ballot returns.
Objective: Process 95% of early ballots received within 24 hours by FY14/15.
Indicator: Percentage of early ballots processed within 24 hours.
Current Status: 80%.
Strategy: When funding is available, acquire up-to-date technology that allows digitization of returned ballots for digitized signature verification.

Goal: Increase and Maintain Voter Outreach and Public Education Opportunities.

Objective: Increase the number of public education opportunities and voter outreach events to 15 by FY14/15.
Indicator: Number of public education opportunities and voter outreach events.
Current Status: 12
Strategy: When funding is available, increase staffing levels to meet market standards in comparing to other entities' staffing levels in order to accomplish the daily functions more efficiently and meet this particular goal.

Voter Registration/Early Voting (continued)

County Resources

Goal: Increase early ballots submission.
Objective: Increase the percentage of returned early ballots of those mailed to early voters to 60% by FY14/15.
Indicator: Percentage of early ballots returned.
Current Status: 30%.
Strategy: Utilize existing resources to foster more efficient communication with voters to emphasize and encourage returned ballots. When funding is available, increase resources and/or staffing levels to focus on public outreach and education.

SIGNIFICANT ACCOMPLISHMENTS

The Recorder's Office implemented the capability to allow for intranet access for County departments searching various records as well as an internet searchable database for public use searching public records.

ADDITIONAL KEY INPUT INDICATORS

Indicator	FY11/12
Number of documents processed and recorded	30,670



INITIATIVES NEW FOR 2014

This is a continuation budget this fiscal year. There are no major new initiatives, programs or additional resources.

STAFFING LEVELS

Authorized Positions by Major Function

	2010-11	2011-12	2012-13	2013-14
Recorder & Deputy	2.00	2.00	2.00	2.00
Public Records	5.50	5.50	5.47	5.00
Voter Registration	4.00	4.00	3.00	3.00
Total	11.50	11.50	10.47	10.00

Authorized Positions by Funding Source

	2010-11	2011-12	2012-13	2013-14
General fund	10.00	10.00	9.00	9.00
Special revenue fund	1.50	1.50	1.47	1.00
Total	11.50	11.50	10.47	10.00

The department has transferred .47 FTE to Information Technology Services for the Database Administrator position.

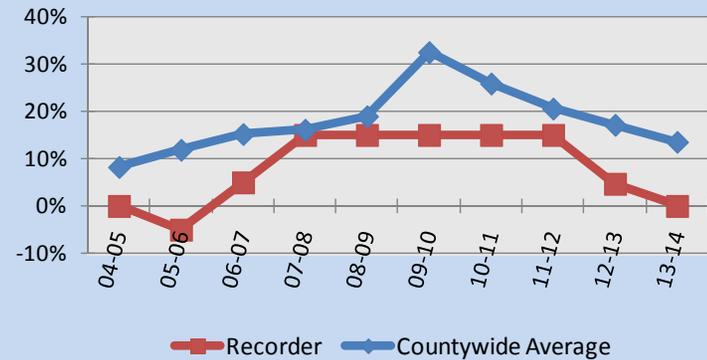
The County Recorder is an elected official. All of the other employees are regular County employees. Grant funds are not typically available for functions performed by the Recorder's office.

STAFFING LEVELS

Authorized Positions by Classification

	2010-11	2011-12	2012-13	2013-14
Recorder	1.00	1.00	1.00	1.00
Deputy	1.00	1.00	1.00	1.00
Database Administrator	0.50	0.50	0.47	0.00
Voter Registration Coordinator	1.00	1.00	1.00	1.00
Voter Registration Technician	1.00	1.00	1.00	1.00
Clerk III	2.00	2.00	2.00	2.00
Clerk II	2.00	2.00	2.00	2.00
Voter Registration Clerk	2.00	2.00	1.00	1.00
Micrographics Technician	1.00	1.00	1.00	1.00
Total	11.50	11.50	10.47	10.00

Recorder's Growth in Positions Compared to FY04 Base Yr. - All Funds



The Recorder's staffing level has remained constant since fiscal year 2003-04. This is less than the Countywide Average of 13.5%.



FUNDING LEVELS

Revenue: General Fund support is at the level needed for General Fund Expenditures. The decrease in Special Revenue is due to a projected reduction in Recording Fees and Interest on Investments.

Personnel: The net decrease is primarily the result of transferring .47 FTE to the Information Technology Services budget.

Supplies and Services: There are no substantial changes for this fiscal year.

Capital Outlay: There is no Capital Outlay budgeted this fiscal year.

Operations	Actual 2010-11	Actual 2011-12	Budget 2012-13	Estimate 2012-13	Budget 2013-14	% Change
Sources						
General Revenue	\$ 565,907	\$ 551,973	\$ 599,785	\$ 583,661	\$ 602,903	0.52%
Special Revenue	133,986	119,000	133,069	122,322	121,400	-8.77%
Balance Forward	961,510	741,545	247,819	267,874	264,351	6.67%
Total Sources	\$ 1,661,403	\$ 1,412,518	\$ 980,673	\$ 973,857	\$ 988,654	0.81%
Uses						
Personnel	475,454	443,601	496,793	478,495	470,949	-5.20%
Supplies & Services	247,573	209,043	238,791	231,011	237,873	-0.38%
Capital Outlay	196,831	-	-	-	-	N/A
Debt Service	-	-	-	-	-	N/A
Reserves & Contingencies	-	-	245,089	-	279,832	14.18%
Total Uses	\$ 919,858	\$ 652,644	\$ 980,673	\$ 709,506	\$ 988,654	0.81%
Other Sources & Uses						
Transfers In	-	-	-	-	-	N/A
Transfers Out	-	(492,000)	-	-	-	N/A
Total Other Sources & Uses	\$ -	\$ (492,000)	\$ -	\$ -	\$ -	N/A
Other Restricted	\$ 741,545	\$ 267,874	\$ -	\$ 264,351	\$ -	N/A