



**Robyn Pouquette,
County Recorder**

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.

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.

2013-2018 OBJECTIVES

CS- Annually, increase the number of digitized records viewable via internet by 20%.

CS- 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.

CR- Index 100% of recorded documents within 48 hours of recordation by FY2018.

CR- Process 95% of early ballots received within 24 hours by FY14/15.

CR- Increase the number of public education opportunities and voter outreach events to 15 by FY14/15.

CR- Increase the percentage of returned early ballots of those mailed to early voters to 60% by FY14/15.

Strategic Plan: www.yumacountyaz.gov/strategicplan

2014 RESULTS

- ✓ 20% of digital records are viewable via internet.
- ✓ 80% of residents in Yuma County agree that the availability of public records meets their needs.
- ✓ 20% of recorded documents are indexed within 48 hours of recordation.
- ✓ 80% of early ballots are processed within 24 hours.
- ✓ 12 public education opportunities and voter outreach events are available.
- ✓ 30% of early ballots are returned.



PERFORMANCE REPORTING

Performance Measure Actuals & Benchmark - Recorder

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

Department Goal: Measure:	Target/Benchmark				
	FY2014	FY2015	FY2016	FY2017	FY2018
To provide easy access to County departments, records & services.					
% of digital records viewable via the 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	18	18
Increase early ballots submission.					
% of early ballots returned.	30%	60%	60%	65%	65%

AUTHORIZED FULL TIME EQUIVALENT

Authorized Positions by Major Function				
	2011-12	2012-13	2013-14	2014-15
Recorder & Deputy	2.00	2.00	2.00	2.00
Public Records	5.50	5.47	5.00	5.00
Voter Registration	4.00	3.00	3.00	3.00
Total	11.50	10.47	10.00	10.00

There are no staffing changes for FY14-15.

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.



2015 ANNUAL BUDGET

Revenue: General Fund support is at the level needed for General Fund Expenditures. There are no substantial changes in Special Revenue.

Personnel: There are no substantial changes this fiscal year.

Supplies and Services: The net increase is primarily the result of an increase to the Data Processing/Communication Equipment Repair & Maintenance Services line item in the General Fund and the Office Supplies, Photography Services and Travel Expenses line items in the Recorder's Fund.

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

Operations	Actual 2011-12	Actual 2012-13	Budget 2013-14	Estimate 2013-14	Budget 2014-15	% Change
Sources						
General Revenue	\$ 551,967	\$ 570,227	\$ 602,903	\$ 589,145	\$ 623,953	3.49%
Special Revenue	119,000	142,402	121,400	120,500	120,000	-1.15%
Balance Forward	741,545	267,874	264,351	288,419	298,711	13.00%
Total Sources	\$ 1,412,512	\$ 980,503	\$ 988,654	\$ 998,064	\$ 1,042,664	5.46%
Uses						
Personnel	443,601	460,502	470,949	457,501	488,997	3.83%
Supplies & Services	209,037	231,582	237,873	241,852	252,595	6.19%
Capital Outlay	-	-	-	-	-	N/A
Debt Service	-	-	-	-	-	N/A
Reserves & Contingencies	-	-	279,832	-	301,072	7.59%
Total Uses	\$ 652,638	\$ 692,084	\$ 988,654	\$ 699,353	\$ 1,042,664	5.46%
Other Sources & Uses						
Transfers In	-	-	-	-	-	N/A
Transfers Out	(492,000)	-	-	-	-	N/A
Total Other Sources & Uses	\$ (492,000)	\$ -	\$ -	\$ -	\$ -	N/A
Other Restricted	\$ 267,874	\$ 288,419	\$ -	\$ 298,711	\$ -	N/A