



**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%.

✓ 20% of digital records are viewable via internet.

**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.

✓ 80% of residents in Yuma County agree that the availability of public records meets their needs.

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

✓ 20% of recorded documents are indexed within 48 hours of recordation.

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

✓ 80% of early ballots are processed within 24 hours.

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

✓ 12 public education opportunities and voter outreach events are available.

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

✓ 30% of early ballots are returned.

Strategic Plan: [www.yumacountyaz.gov/strategicplan](http://www.yumacountyaz.gov/strategicplan)

## 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	18	18
Increase early ballots submission.					
% of early ballots returned.	30%	60%	60%	65%	65%



## AUTHORIZED FULL TIME EQUIVALENT

Authorized Positions by Major Function				
	2012-13	2013-14	2014-15	2015-16
Recorder & Deputy	2.00	2.00	2.00	2.00
Public Records	5.47	5.00	5.00	5.00
Voter Registration	3.00	3.00	3.00	3.00
<b>Total</b>	<b>10.47</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>

There are no staffing changes for FY15/16.

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.

## 2016 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:** There are no substantial changes this fiscal year.

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

Recorder	Actual 2012-13	Actual 2013-14	Budget 2014-15	Estimate 2014-15	Budget 2015-16	% Change
<b>Sources</b>						
General Revenue	\$ 570,227	\$ 572,672	\$ 623,953	\$ 622,475	\$ 637,903	2.24%
Special Revenue	142,402	115,354	120,000	90,806	115,354	-3.87%
Balance Forward	267,874	288,419	298,711	316,066	142,304	-52.36%
<b>Total Sources</b>	<b>\$ 980,503</b>	<b>\$ 976,445</b>	<b>\$ 1,042,664</b>	<b>\$ 1,029,347</b>	<b>\$ 895,561</b>	<b>-14.11%</b>
<b>Uses</b>						
Personnel	460,502	452,774	488,997	487,927	497,803	1.80%
Supplies & Services	231,582	207,605	252,595	399,116	253,576	0.39%
Capital Outlay	-	-	-	-	-	N/A
Debt Service	-	-	-	-	-	N/A
Reserves & Contingencies	-	-	301,072	-	144,182	-52.11%
<b>Total Uses</b>	<b>\$ 692,084</b>	<b>\$ 660,379</b>	<b>\$ 1,042,664</b>	<b>\$ 887,043</b>	<b>\$ 895,561</b>	<b>-14.11%</b>
<b>Other Sources &amp; Uses</b>						
Transfers In	-	-	-	-	-	N/A
Transfers Out	-	-	-	-	-	N/A
<b>Total Other Sources &amp; Uses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>N/A</b>
Other Restricted	<b>\$ 288,419</b>	<b>\$ 316,066</b>	<b>\$ -</b>	<b>\$ 142,304</b>	<b>\$ -</b>	<b>N/A</b>