



**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 FY16/17.

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

CR- Increase the number of public education opportunities and voter outreach events to 15 by FY16/17.

✓ 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 FY16/17.

✓ 30% of early ballots are returned.

Strategic Plan: 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 via the internet.	20%	40%	20%	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%	20%	80%	100%
Improve processing rate of early ballot returns.					
% of early ballots processed within 24 hours.	80%	95%	80%	95%	95%
Increase and Maintain Voter Outreach and Public Education Opportunities.					
# of public education opportunities and voter outreach events.	12	15	12	18	18
Increase early ballots submission.					
% of early ballots returned.	30%	60%	30%	65%	65%

AUTHORIZED FULL TIME EQUIVALENT

Authorized Positions by Major Function				
	2013-14	2014-15	2015-16	2016-17
Recorder & Deputy	2.00	2.00	2.00	2.00
Public Records	5.00	5.00	5.00	5.00
Voter Registration	3.00	3.00	3.00	3.00
Total	10.00	10.00	10.00	10.00

The department has no staffing changes for fiscal year 2016-17.

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.

2017 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: The Capital Outlay budget is in the Capital Lease line items for the Relia-Vote Rival Inserter.

Recorder	Actual 2013-14	Actual 2014-15	Budget 2015-16	Estimate 2015-16	Budget 2016-17	% Change
Sources						
General Revenue	\$ 572,672	\$ 590,266	\$ 637,903	\$ 637,903	\$ 710,470	11.38%
Special Revenue	115,354	108,305	115,354	109,511	109,000	-5.51%
Balance Forward	288,419	316,066	142,304	317,806	172,919	21.51%
Total Sources	\$ 976,445	\$ 1,014,637	\$ 895,561	\$ 1,065,220	\$ 992,389	10.81%
Uses						
Personnel	452,774	454,316	497,803	429,291	500,442	0.53%
Supplies & Services	207,605	242,515	253,576	463,010	250,623	-1.16%
Capital Outlay	-	-	-	-	69,045	-
Debt Service	-	-	-	-	-	-
Reserves & Contingencies	-	-	144,182	-	172,279	19.49%
Total Uses	\$ 660,379	\$ 696,831	\$ 895,561	\$ 892,301	\$ 992,389	10.81%
Other Sources & Uses						
Transfers In	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-
Total Other Sources & Uses	\$ -	\$ -	\$ -	\$ -	\$ -	-
Other Restricted	\$ 316,066	\$ 317,806	\$ -	\$ 172,919	\$ -	-