

# Recorder

**Expenditures:** 3,706,892

**Revenues:** 4,544,000

**FTEs** 64.0

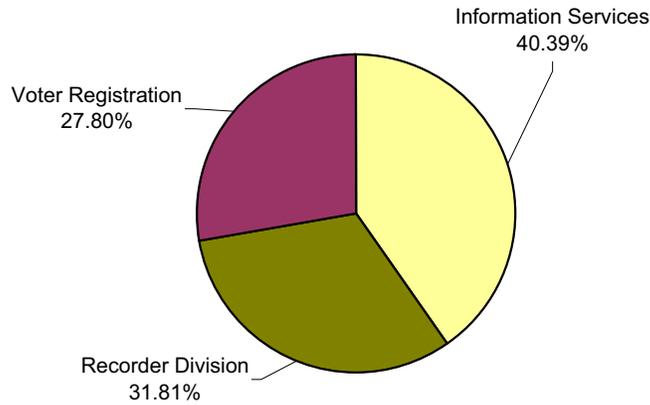
**Function Statement:**

Record and maintain all documents presented for public information. Maintain voter registration rolls in an efficient and cost effective manner. Conduct early voting activity as prescribed by Title 16 of the Arizona Revised Statutes.

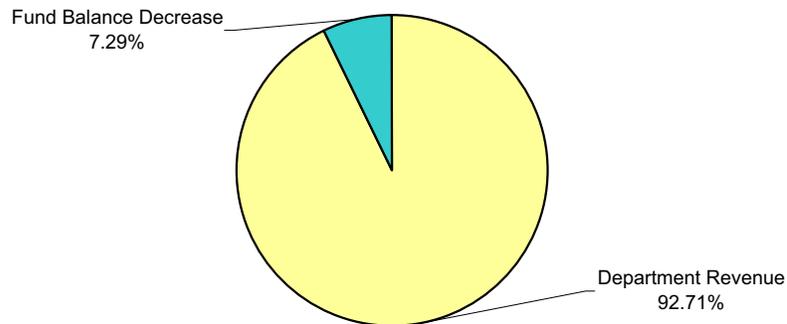
**Mandates:**

ARS Title 11: Counties; Title 16: Elections and Electors; Title 19: Initiative, Referendum and Recall; and Title 48: Special Taxing Districts

## Expenditures by Program



## Sources of All Funding



## Department Summary by Program

Department: **RECORDER**

<b>Expenditures by Program</b>	<b>FY2002/03 Actual</b>	<b>FY2003/04 Adopted</b>	<b>FY2004/05 Adopted</b>
INFORMATION SERVICES	1,167,312	1,647,873	1,497,127
RECORDER DIVISION	932,682	952,447	1,179,060
VOTER REGISTRATION	944,059	770,250	1,030,705
<b>Total Expenditures</b>	<b>3,044,053</b>	<b>3,370,570</b>	<b>3,706,892</b>

### **Funding by Source**

**Revenues**

INFORMATION SERVICES	1,446,529	1,075,100	1,140,000
RECORDER DIVISION	3,615,239	2,950,000	3,364,000
VOTER REGISTRATION	144,767	50,000	40,000

<b>Total Revenues</b>	<b>5,206,535</b>	<b>4,075,100</b>	<b>4,544,000</b>
<b>Net Operating Transfers In/(Out)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other Funding Sources</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Fund Balance Decrease/(Increase)</b>	<b>(279,217)</b>	<b>572,773</b>	<b>357,127</b>
<b>General Fund Support</b>	<b>(1,883,265)</b>	<b>(1,277,303)</b>	<b>(1,194,235)</b>
<b>Total Program Funding</b>	<b>3,044,053</b>	<b>3,370,570</b>	<b>3,706,892</b>

### **Staffing (FTEs) by Program**

INFORMATION SERVICES	6.0	8.0	8.0
RECORDER DIVISION	21.8	22.0	27.0
VOTER REGISTRATION	24.1	11.0	29.0
<b>Total Staffing (FTEs)</b>	<b>51.9</b>	<b>41.0</b>	<b>64.0</b>

Note: Expenditures in FY2004/05 increased by \$336,322 to provide for overtime and temporary help anticipated for the primary and general elections and the County redistricting process.

## Program Summary

**Department:** RECORDER  
**Program:** INFORMATION SERVICES

**Function**

Modernize and keep the Recorder's document storage and retrieval systems current with technology. Maintain optimum uptime on systems for the Recorder's online system and the voter registration system.

**Description of Services**

Update and maintain the Recorder's document storage and retrieval systems pursuant to ARS 11-475.01. Keep the local area network operating with no unscheduled downtime. Make annual changes to programming for voter registration to comply with changes in statutes and variations in election requirements for jurisdictions affected. Perform annual changes to recording and voter registration software required by manufacturers modifications and updates.

**Program Goals and Objectives**

- Keep local area network operating with no unscheduled downtime
- Make annual changes to programming for voter registration to comply with changes in statutes and variations in election requirements for jurisdictions affected
- Perform annual changes to recording and voter registration software required by manufacturers modifications and updates

<u>Program Performance Measures</u>	<u>FY2002/03 Actual</u>	<u>FY2003/04 Estimated</u>	<u>FY2004/05 Planned</u>
Computer system uptime	100%	100%	100%

<u>Program Expenditures by Object</u>	<u>FY2002/03 Actual</u>	<u>FY2003/04 Adopted</u>	<u>FY2004/05 Adopted</u>
PERSONAL SERVICES	307,348	389,073	407,927
SUPPLIES AND SERVICES	307,413	669,000	674,000
CAPITAL OUTLAY	552,551	589,800	415,200
<b>Total Program Expenditures</b>	<b>1,167,312</b>	<b>1,647,873</b>	<b>1,497,127</b>

<u>Program Funding by Source</u>	<u>FY2002/03 Actual</u>	<u>FY2003/04 Adopted</u>	<u>FY2004/05 Adopted</u>
<b>Revenues</b>			
CHARGES FOR SERVICES	1,386,240	1,000,000	1,100,000
INTEREST	60,289	75,000	40,000
MISCELLANEOUS	0	100	0
<b>Special Programs Revenue Sub-Total</b>	<b>1,446,529</b>	<b>1,075,100</b>	<b>1,140,000</b>
<b>Net Operating Transfers In/(Out)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other Funding Sources</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Fund Balance Decrease/(Increase)</b>	<b>(279,217)</b>	<b>572,773</b>	<b>357,127</b>
<b>General Fund Support</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Program Funding</b>	<b>1,167,312</b>	<b>1,647,873</b>	<b>1,497,127</b>

<u>Program Staffing (FTEs)</u>	<u>FY2002/03 Actual</u>	<u>FY2003/04 Adopted</u>	<u>FY2004/05 Adopted</u>
Program Staffing (FTEs)	6.0	8.0	8.0

## Program Summary

**Department:** RECORDER  
**Program:** RECORDER DIVISION

**Function**

Provide quality service to the public by ensuring prompt and efficient recording and filing of documents presented for public record and expeditious retrieval and reproduction of documents in accordance with statutory requirements.

**Description of Services**

Receive, record, index, maintain, and permanently preserve all instruments presented for recording as a public document as mandated by ARS Title 11. Maintain a public access area for all recorded documents to allow convenient public inspection of all documents by the public.

**Program Goals and Objectives**

- Enter all information for recording each document with attention to accuracy, then check each entry by another operator, perform a third check, electronically image, and return through the mail room
- Record all documents presented, on the day of receipt (statutory requirement), answer all telephone inquires promptly and courteously, complete cashiering close out daily with no overage/shortage
- Process all documents completely through the mail room, return within 7 work days
- Assist members of public visiting public access area within an average of 5 minutes
- Survey all title companies for customer satisfaction

<u>Program Performance Measures</u>	<u>FY2002/03 Actual</u>	<u>FY2003/04 Estimated</u>	<u>FY2004/05 Planned</u>
Documents recorded	285,000	285,000	285,000
Documents reviewed for accuracy (2nd check)	100%	100%	100%
Documents reviewed for accuracy (3rd check)	100%	100%	100%
Telephone inquiries answered daily	50	50	50
Pages microfilmed and digitized	1,425,000	1,425,000	1,425,000
All documents returned by mail/private courier	yes	yes	yes
Customers assisted daily in public area	80	85	85
Average cost per document recorded	\$3.15	\$3.15	\$3.15
Documents received and recorded same day	100%	100%	100%
Number of documents recorded per day	1,188	1,188	1,188
Average time spent with customers in public area	5 min	5 min	5 min
Time to process document to return to originator	7 days	7 days	7 days
Customers served in 5 minutes	85%	85%	85%
Accuracy rate for recorded documents	99.5%	99.5%	99.5%

<u>Program Expenditures by Object</u>	<u>FY2002/03 Actual</u>	<u>FY2003/04 Adopted</u>	<u>FY2004/05 Adopted</u>
PERSONAL SERVICES	766,080	803,149	994,610
SUPPLIES AND SERVICES	166,602	149,298	184,450
<b>Total Program Expenditures</b>	<b>932,682</b>	<b>952,447</b>	<b>1,179,060</b>
<u>Program Funding by Source</u>			
<b>Revenues</b>			
CHARGES FOR SERVICES	3,334,130	2,800,000	3,100,000
MISCELLANEOUS	281,109	150,000	264,000
<b>Operating Revenue Sub-Total</b>	<b>3,615,239</b>	<b>2,950,000</b>	<b>3,364,000</b>
<b>Net Operating Transfers In/(Out)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other Funding Sources</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Fund Balance Decrease/(Increase)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>General Fund Support</b>	<b>(2,682,557)</b>	<b>(1,997,553)</b>	<b>(2,184,940)</b>
<b>Total Program Funding</b>	<b>932,682</b>	<b>952,447</b>	<b>1,179,060</b>
<b>Program Staffing (FTEs)</b>	<b>21.8</b>	<b>22.0</b>	<b>27.0</b>

## Program Summary

**Department:** RECORDER  
**Program:** VOTER REGISTRATION

**Function**

Provide quality service to the public by promptly registering or making changes to voter files and maintaining voter files in an orderly and efficient manner. Conduct early voting in an orderly and efficient manner while providing quality service. Verify petition signatures on petitions for recall, initiative, referendum, annexations, or challenged candidates for office.

**Description of Services**

Protect the rights of all eligible voters by conducting early voting in compliance with state and federal law and preserving all voted ballots for tabulation by the Division of Elections. Maintain voter registration rolls as mandated in accordance with ARS Title 16 in an efficient and cost effective manner for Pima County and all taxing districts within Pima County (schools, fire districts, water districts, cities, and towns).

**Program Goals and Objectives**

- Enter information from voter registration affidavits into the voter registration computer system correctly and digitize affidavits
- File correctly original affidavits
- Issue accurately early ballots at remote voting sites and by U.S. mail
- Mail voter registration cards, generated by information entered, within 30 days (ARS Title 16-164)
- Issue and mail early ballots within 48 hours after request (ARS Title 16-542)
- Issue early ballots and receive voted ballots, validate each and turn over to Pima County Elections Division for tabulation within mandated time allowed (ARS Title 16)

<u>Program Performance Measures</u>	<u>FY2002/03 Actual</u>	<u>FY2003/04 Estimated</u>	<u>FY2004/05 Planned</u>
Voter registration affidavits processed	60,000	60,000	60,000
Voter cancellations processed	39,000	39,000	39,000
Telephone inquiries received	20,800	20,800	20,800
Average cost per affidavit	\$4.27	\$4.27	\$4.27
Political parties satisfied with service	100%	100%	100%
Early ballots issued	150,000	90,000	150,000
Ballots issued and mailed within statutory requirements	100%	100%	100%
Early ballots received and validated (signatures verified)	135,000	81,000	140,000
Ballots turned over to Pima County Elections within statutory requirements	100%	100%	100%

<u>Program Expenditures by Object</u>	<u>FY2002/03 Actual</u>	<u>FY2003/04 Adopted</u>	<u>FY2004/05 Adopted</u>
PERSONAL SERVICES	599,919	415,515	969,752
SUPPLIES AND SERVICES	344,140	354,735	60,953
<b>Total Program Expenditures</b>	<b>944,059</b>	<b>770,250</b>	<b>1,030,705</b>

<u>Program Funding by Source</u>	<u>FY2002/03 Actual</u>	<u>FY2003/04 Adopted</u>	<u>FY2004/05 Adopted</u>
<b>Revenues</b>			
CHARGES FOR SERVICES	144,767	50,000	40,000
<b>Operating Revenue Sub-Total</b>	<b>144,767</b>	<b>50,000</b>	<b>40,000</b>
<b>Net Operating Transfers In/(Out)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other Funding Sources</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Fund Balance Decrease/(Increase)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>General Fund Support</b>	<b>799,292</b>	<b>720,250</b>	<b>990,705</b>
<b>Total Program Funding</b>	<b>944,059</b>	<b>770,250</b>	<b>1,030,705</b>

<u>Program Staffing (FTEs)</u>	<u>24.1</u>	<u>11.0</u>	<u>29.0</u>

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