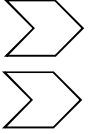


**CLERK-RECORDER**  
Gregory Diaz, County Clerk-Recorder



<input type="checkbox"/> Recorder (20701)	\$ 945,931
<input type="checkbox"/> Elections (10501)	1,089,345
<b>Total</b>	<b>\$ 2,035,276</b>





## Clerk-Recorder Summary

	<u>12/13</u> <u>Actual</u>	<u>13/14</u> <u>Adopted</u>	<u>13/14</u> <u>Estimated</u>	<u>14/15</u> <u>Proposed</u>	<u>14/15</u> <u>Adopted</u>	<u>% Change</u> <u>From Prior</u> <u>Adopted</u>
<b>Revenues</b>						
Taxes	-	-	-	-	-	NA
Licenses, Permits & Franchises	-	22,000	26,306	26,488	26,488	20.4%
Fines, Forfeitures, & Penalties	-	-	-	-	-	NA
Use of Money & Property	-	200	94	-	-	-100.0%
Federal/State Intergovernmental	4,638	-	360	-	-	NA
Charges for Services	305,955	1,096,409	889,260	1,067,657	1,067,657	-2.6%
Miscellaneous Revenues	-	950	1,098	1,100	1,100	15.8%
Other Financing Sources	-	-	-	-	-	NA
General Fund Transfers	-	-	-	-	-	NA
General Fund Allocation	850,760	938,567	942,915	822,175	822,175	-12.4%
<b>Total Revenues</b>	<b>1,161,353</b>	<b>2,058,126</b>	<b>1,860,033</b>	<b>1,917,420</b>	<b>1,917,420</b>	<b>-7%</b>
<b>Expenses</b>						
Salaries & Benefits	451,699	1,020,561	994,590	1,073,476	1,073,476	5.2%
Services & Supplies	604,503	781,640	970,050	1,084,748	1,084,748	38.8%
Other Charges	-	-	-	-	-	NA
Overhead Cost Allocation (A87)	105,151	54,329	54,329	155,777	155,777	186.7%
Capital Assets	-	-	-	-	-	NA
Other Financing Uses	-	-	-	-	-	NA
Interfund Activity	-	(13,926)	(157,762)	(278,725)	(278,725)	NA
Contingency	-	-	-	-	-	NA
<b>Total Expenses</b>	<b>1,161,353</b>	<b>1,842,604</b>	<b>1,861,207</b>	<b>2,035,276</b>	<b>2,035,276</b>	<b>10%</b>
<b>Fund Balance Added (Used)</b>	<b>-</b>	<b>215,522</b>	<b>(1,174)</b>	<b>(117,856)</b>	<b>(117,856)</b>	
<b>Staffing:</b>	<b>11.00</b>	<b>11.00</b>	<b>11.00</b>	<b>11.00</b>	<b>11.00</b>	

		June 30, 2014 Projected Fund Balance	FY 14/15 Revenue	FY 14/15 Expense	FY 14/15 Net Change	June 30, 2015 Projected Fund Balance
General Fund	Fund #0101	*	1,708,657	1,708,657	-	*
Micrographics Administration	Fund #1154	49,982	33,674	81,545	(47,871)	2,111
SS# Truncation	Fund #1155	174,887	33,677	27,872	5,805	180,692
Automation Administration	Fund #1157	212,695	135,283	211,102	(75,819)	136,876
Recorder - VRIP	Fund #1336	42,701	6,129	6,100	29	42,730
			<b>1,917,420</b>	<b>2,035,276</b>	<b>(117,856)</b>	

\* See General Fund Balance and Reserves in Section 1 for the FY 2014-15 General Fund analysis.



# Clerk-Recorder

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## Mission Statement:

To serve the public by recording, preserving, and retrieving official and vital public records in a courteous and professional manner while consistently conforming to state and federal law governing these practices.

## Service Description:

Process, secure, and maintain official records in a timely and accurate manner to ensure compliance with local, state and federal laws while providing exceptional Customer Service and easy access to all official records.

## Major Accomplishments in 2013-14:

- No Backlog with scanning and indexing Official Records
- No Backlog with scanning and indexing Official Maps
- Installed Informational slide show covering fees and functions of the County Recorder.
- Improved processes for the recording of DD-214
- Began customer service training with David Rabiner

## Objectives & Performance Measures for 2014-15:

### Objective:

Prepare to implement electronic recording pursuant to the Electronic Recording Delivery Act of 2004.

### Performance Measures:

- Review and install any additional software and hardware needed for the county and for external submitters.
- Complete system certification from the Attorney General.
- Contact prospective submitters of electronic documents.
- Complete a systems test period and prepare an implementation plan.

### Objective:

Complete conversion of Official Records, from 1980 – Present, to digital images to comply with the Social Security Truncation Program as outlined in CA Government Code.

## Performance Measures:

- Install images into software system.
- Create a digital image then link images to index.
- Review and redact images.

## Objective:

Digitize and install Official Records from 1928 - 1979 into Recorders software program allowing a more efficient access for staff and public.

## Performance Measures:

- Create and install 1928-1979 official records into software system.
- Index and verify documents.
- Link images to index.

Service Budget Unit Code	- 20701
Office/Department	- Clerk-Recorder
Major Service Area	- Public Protection/Other Protection



# Recorder (20701)

	<u>12/13</u>	<u>13/14</u>	<u>13/14</u>	<u>14/15</u>	<u>14/15</u>	<u>% Change</u>
	<u>Actual</u>	<u>Adopted</u>	<u>Estimated</u>	<u>Proposed</u>	<u>Adopted</u>	<u>From Prior</u>
						<u>Adopted</u>
<b>Revenues</b>						
Taxes	-	-	-	-	-	NA
Licenses, Permits & Franchises	-	22,000	26,306	26,488	26,488	20.4%
Fines, Forfeitures, & Penalties	-	-	-	-	-	NA
Use of Money & Property	-	200	94	-	-	-100.0%
Federal/State Intergovernmental	-	-	-	-	-	NA
Charges for Services	-	1,012,220	797,580	800,487	800,487	-20.9%
Miscellaneous Revenues	-	950	1,098	1,100	1,100	15.8%
Other Financing Sources	-	-	-	-	-	NA
General Fund Transfers	-	-	-	-	-	NA
General Fund Allocation	-	-	-	-	-	NA
<b>Total Revenues</b>	<b>-</b>	<b>1,035,370</b>	<b>825,078</b>	<b>828,075</b>	<b>828,075</b>	<b>-20%</b>
<b>Expenses</b>						
Salaries & Benefits	-	606,470	584,277	656,205	656,205	8.2%
Services & Supplies	-	212,733	385,166	490,297	490,297	130.5%
Other Charges	-	-	-	-	-	NA
Overhead Cost Allocation (A87)	-	14,571	14,571	78,154	78,154	NA
Capital Assets	-	-	-	-	-	NA
Other Financing Uses	-	-	-	-	-	NA
Interfund Activity	-	(13,926)	(157,762)	(278,725)	(278,725)	NA
Contingency	-	-	-	-	-	NA
<b>Total Expenses</b>	<b>-</b>	<b>819,848</b>	<b>826,252</b>	<b>945,931</b>	<b>945,931</b>	<b>15%</b>
<b>Fund Balance Added (Used)</b>	<b>-</b>	<b>215,522</b>	<b>(1,174)</b>	<b>(117,856)</b>	<b>(117,856)</b>	
<b>Staffing:</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	
<b>2014/15 Fund Analysis:</b>						
		<u>Revenues</u>	<u>Expenses</u>	<u>Fund Balance</u>		
				<u>Added (Used)</u>		
General Fund	Fund #0101	619,312	619,312	-		
Micrographics Administration	Fund #1154	33,674	81,545	(47,871)		
SS# Truncation	Fund #1155	33,677	27,872	5,805		
Automation Administration	Fund #1157	135,283	211,102	(75,819)		
Recorder - VRIP	Fund #1336	6,129	6,100	29		
		<b>828,075</b>	<b>945,931</b>	<b>(117,856)</b>		

**Comments/Analysis of Differences:**

**Public Hearing Comments:**

Adopted as proposed.



# Elections

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## Mission Statement:

The success of the democratic process requires fair and open elections that accurately reflect the intent of the electorate. The Nevada County Registrar of Voters is responsible for protecting the integrity of the process, and promoting public trust and confidence through administration of fair and accurate elections.

## Service Description:

Prepares and conducts federal, state and local elections in accordance with California Elections Law and HAVA directives. The Elections operations consist of five distinct categories:

### Campaign/Candidate Services

- Prepare Election Calendar
- Prepare, Proof, and Print Candidate Handbook
- Accept and Administer Candidate Filing Paperwork
- Candidate Qualification
- Contest Eligibility Determination
- FPPC Filings

### Vote-By-Mail/Precinct Ballot/Sample Ballot Processing

- Mock Ballot(s) Creation
- Election Ballot(s) Creation
- Proof Ballots
- Create Election Voter Files
- Prepare, Proof, and Print Sample Ballots
- Ballot Inventory
- Vote-By-Mail Ballot Processing

### Warehouse/Drayage Operations

- Conduct Logic and Accuracy Testing, required for Secretary of State Pre-Certification
- Program Precinct-Specific Voting Equipment (210 machines)
- Follow Chain of Custody Procedures
- Follow Security Measures
- Deliver to and Retrieve Equipment from Poll Locations
- Reprogram Equipment after Each Election
- Asset Tracking

- Precinct Specific Supply Preparation
- Mitigation Supply Deployment

### Polls/Precinct Services

- Create Election Voting Consolidations
- Locate Polling Places (40+)
- Suitability Survey
- Contract with Polling Locations
- Set Delivery Schedule
- Recruit Poll Workers and Field Election Deputies (FEDs) (300+)
- Assign Poll Workers and FEDs to a Poll Location
- Train Poll Workers and FEDs on Election Equipment and Polling Procedures

### Voter Registration/Outreach

- EMS Software Maintenance
- Process Voter Registrations
- Voter Notifications
- Update Voter Registration Information
- Student Outreach
- Post-Election Outreach

### Major Accomplishments in 2013-14:

- Obtained HAVA Grant of \$30,000.
- Purchased 3D issue software with the HAVA Grant money to create Audio E-Books for the seeing impaired of the Candidate Handbook, Poll Worker Training Manual and Voter Information Manual.
- Created the Charter including the business analysis and needs assessment for a new automated FPPC Kiosk Filing System.
- Installation of desk scanners to scan voter registration cards upfront as they come into our office for quicker work flow and more efficient time management.
- Complete reprecincting of school and special district lines.
- Implement Democracy Live for military and overseas voters.
- Implement AB 1717 “opt-out” feature to reduce sample ballot pamphlet printing costs.
- Drafted the 2013 Report of the Nevada County Elections Office; available on our website.



# Elections

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## Objectives & Performance Measures for 2014-15:

### Objective:

Conduct the 2014 Federal, State and Local General Elections fairly and openly by ensuring all involved parties adhere to Federal and State Laws.

### Performance Measures:

- Prepare and Conduct the 2014 Federal Election.
- Prepare and Conduct the 2014 Statewide Election.
- Recruit and Train 320 Poll Workers.
- Incorporating mock elections as a staple for Poll Worker Training Programs to ensure proper administration of the Election Day processes.

### Objective:

Using Technology with our Outreach Efforts.

### Performance Measures:

- Creating QR Codes mailing cards with Election information and Election Office functions for voter outreach.
- Creating mobile application for outreach and information.

Service Budget Unit Code	- 10501
Office/Department	- Clerk-Recorder/Elections
Major Service Area	- General Government







# Elections (10501)

	12/13 <u>Actual</u>	13/14 <u>Adopted</u>	13/14 <u>Estimated</u>	14/15 <u>Proposed</u>	14/15 <u>Adopted</u>	% Change From Prior <u>Adopted</u>
<b>Revenues</b>						
Taxes	-	-	-	-	-	NA
Licenses, Permits & Franchises	-	-	-	-	-	NA
Fines, Forfeitures, & Penalties	-	-	-	-	-	NA
Use of Money & Property	-	-	-	-	-	NA
Federal/State Intergovernmental	4,638	-	360	-	-	NA
Charges for Services	305,955	84,189	91,680	267,170	267,170	217.3%
Miscellaneous Revenues	-	-	-	-	-	NA
Other Financing Sources	-	-	-	-	-	NA
General Fund Transfers	-	-	-	-	-	NA
General Fund Allocation	850,760	938,567	942,915	822,175	822,175	-12.4%
<b>Total Revenues</b>	<b>1,161,353</b>	<b>1,022,756</b>	<b>1,034,955</b>	<b>1,089,345</b>	<b>1,089,345</b>	<b>7%</b>
<b>Expenses</b>						
Salaries & Benefits	451,699	414,091	410,313	417,271	417,271	0.8%
Services & Supplies	604,503	568,907	584,884	594,451	594,451	4.5%
Other Charges	-	-	-	-	-	NA
Overhead Cost Allocation (A87)	105,151	39,758	39,758	77,623	77,623	95.2%
Capital Assets	-	-	-	-	-	NA
Other Financing Uses	-	-	-	-	-	NA
Interfund Activity	-	-	-	-	-	NA
Contingency	-	-	-	-	-	NA
<b>Total Expenses</b>	<b>1,161,353</b>	<b>1,022,756</b>	<b>1,034,955</b>	<b>1,089,345</b>	<b>1,089,345</b>	<b>7%</b>
<b>Fund Balance Added (Used)</b>	-	-	-	-	-	
<b>Staffing:</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	
<b>2014/15 Fund Analysis:</b>						
					Fund Balance Added (Used)	
General Fund	Fund #0101	1,089,345	1,089,345		-	
		<b>1,089,345</b>	<b>1,089,345</b>		-	

Comments/Analysis of Differences:

## Public Hearing Comments:

Adopted as proposed.



