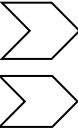


**CLERK-RECORDER**  
Gregory Diaz, County Clerk-Recorder



<input type="checkbox"/> Recorder (20701)	\$ 924,572
<input type="checkbox"/> Elections (10501)	1,367,653
<b>Total</b>	<b>\$ 2,292,225</b>





## Clerk-Recorder Summary

	<u>15/16</u> <u>Actual</u>	<u>16/17</u> <u>Adopted</u>	<u>16/17</u> <u>Estimated</u>	<u>17/18</u> <u>Proposed</u>	<u>17/18</u> <u>Adopted</u>	<u>% Change</u> <u>From Prior</u> <u>Adopted</u>
<b>Revenues</b>						
Taxes	-	-	-	-	-	NA
Licenses, Permits & Franchises	22,593	22,700	21,000	23,610	23,610	4.0%
Fines, Forfeitures, & Penalties	-	-	-	-	-	NA
Use of Money & Property	4,117	-	-	-	-	NA
Federal/State Intergovernmental	24,808	-	67,114	-	-	NA
Charges for Services	851,132	1,065,810	1,121,784	1,001,557	1,001,557	-6.0%
Miscellaneous Revenues	4,630	900	800	850	850	-5.6%
Other Financing Sources	-	-	-	-	-	NA
General Fund Transfers	-	-	-	-	-	NA
General Fund Allocation	1,384,663	1,006,969	1,074,458	1,275,253	1,275,253	26.6%
<b>Total Revenues</b>	<b>2,291,943</b>	<b>2,096,379</b>	<b>2,285,156</b>	<b>2,301,270</b>	<b>2,301,270</b>	<b>10%</b>
<b>Expenses</b>						
Salaries & Benefits	978,774	949,082	1,016,409	1,086,726	1,086,726	14.5%
Services & Supplies	739,947	774,436	750,445	813,629	813,629	5.1%
Other Charges	160,416	252,131	298,163	270,594	270,594	7.3%
Overhead Cost Allocation (A87)	311,511	286,636	298,923	312,224	312,224	8.9%
Capital Assets	10,019	-	61,194	-	-	NA
Other Financing Uses	-	-	-	-	-	NA
Interfund Activity	(46,928)	(161,573)	(215,321)	(190,948)	(190,948)	NA
Contingency	-	-	-	-	-	NA
<b>Total Expenses</b>	<b>2,153,739</b>	<b>2,100,712</b>	<b>2,209,813</b>	<b>2,292,225</b>	<b>2,292,225</b>	<b>9%</b>
<b>Fund Balance Added (Used)</b>	<b>138,204</b>	<b>(4,333)</b>	<b>75,343</b>	<b>9,045</b>	<b>9,045</b>	
<b>Staffing:</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>9.00</b>	<b>9.00</b>	

		June 30, 2017 Projected Fund Balance	FY 17/18 Revenue	FY 17/18 Expense	FY 17/18 Net Change	June 30, 2018 Projected Fund Balance
GENERAL FUND	Fund #0101	*	2,056,270	2,056,270	-	*
MICROGRAPHICS	Fund #1154	1,646	37,000	37,686	(686)	-
SS# TRUNCATION	Fund #1155	254,030	37,000	34,022	2,978	257,008
AUTOMATION	Fund #1157	202,544	163,000	159,147	3,853	206,397
RECORDER-VRIP	Fund #1336	56,990	8,000	5,100	2,900	59,890
			<b>2,301,270</b>	<b>2,292,225</b>	<b>9,045</b>	

\* See General Fund Balance and Reserves in Section 1 for the FY 2017-18 General Fund analysis.



# Clerk-Recorder

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## Mission Statement:

To perform professionally the duties of the Nevada County Clerk-Recorder with integrity, a spirit of innovation, accessibility, transparency, and efficient use of taxpayer resources, while emphasizing outstanding customer service.

## Service Description:

Process, secure, and maintain official records and vital records (defined as Birth, Death and Marriage 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 2016-17:

- No backlog with examining, scanning and indexing Official Records.
- No backlog with examining, scanning and indexing Official Maps.
- No backlog with examining, scanning and indexing Vital Records.
- Continuing to stay current in mailing original recorded documents to customers.
- Timely postings of State Fish & Wildlife, Water Resources Board and PG&E notices.
- Compliance with new laws including modifications of vital applications and new document types.

## Objectives & Performance Measures for 2017-18:

### 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 – 1993, 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 1856 - 1979 into Recorders software program allowing a more efficient access for staff and public.

### Performance Measures:

- Create and install 1856-1979 official records into software system.
- Digitize all vital records from 1856-1970.
- Index and verify documents and vitals.
- Link all images to indices.

### Objective:

Continue the Nevada County Military Service Record Assistance Program.

### Performance Measures:

- Locate and scan all military Reports of Separation (hereinafter DD214) from 1912 to present.
- Create an index for DD214s.
- Link images to the index.
- Send the records to The National Personnel Record Center in Missouri.

Service Budget Unit Code	- 20701
Office/Department	- 071/072 Clerk-Recorder
Major Service Area	- Public Protection/Other Protection



# Recorder (20701)

	<u>15/16</u> <u>Actual</u>	<u>16/17</u> <u>Adopted</u>	<u>16/17</u> <u>Estimated</u>	<u>17/18</u> <u>Proposed</u>	<u>17/18</u> <u>Adopted</u>	<u>% Change</u> <u>From Prior</u> <u>Adopted</u>
<b>Revenues</b>						
Taxes	-	-	-	-	-	NA
Licenses, Permits & Franchises	22,593	22,700	21,000	23,610	23,610	4.0%
Fines, Forfeitures, & Penalties	-	-	-	-	-	NA
Use of Money & Property	4,117	-	-	-	-	NA
Federal/State Intergovernmental	-	-	-	-	-	NA
Charges for Services	807,597	805,210	888,880	909,157	909,157	12.9%
Miscellaneous Revenues	4,630	900	800	850	850	-5.6%
Other Financing Sources	-	-	-	-	-	NA
General Fund Transfers	-	-	-	-	-	NA
General Fund Allocation	97,498	-	-	-	-	NA
<b>Total Revenues</b>	<b>936,435</b>	<b>828,810</b>	<b>910,680</b>	<b>933,617</b>	<b>933,617</b>	<b>13%</b>
<b>Expenses</b>						
Salaries & Benefits	490,072	509,050	534,930	607,553	607,553	19.4%
Services & Supplies	131,537	158,537	144,637	172,985	172,985	9.1%
Other Charges	82,633	211,940	250,305	224,778	224,778	6.1%
Overhead Cost Plan (A87)	139,533	115,189	120,786	110,204	110,204	-4.3%
Capital Assets	-	-	-	-	-	NA
Other Financing Uses	-	-	-	-	-	NA
Interfund Activity	(45,544)	(161,573)	(215,321)	(190,948)	(190,948)	NA
Contingency	-	-	-	-	-	NA
<b>Total Expenses</b>	<b>798,231</b>	<b>833,143</b>	<b>835,337</b>	<b>924,572</b>	<b>924,572</b>	<b>11%</b>
<b>Fund Balance Added (Used)</b>	<b>138,204</b>	<b>(4,333)</b>	<b>75,343</b>	<b>9,045</b>	<b>9,045</b>	
<b>Staffing:</b>	<b>4.60</b>	<b>4.60</b>	<b>4.60</b>	<b>5.60</b>	<b>5.60</b>	

## 2017/18 Fund Analysis:

		Revenues	Expenses	Fund Balance Added (Used)
GENERAL FUND	Fund # 0101	688,617	688,617	-
MICROGRAPHICS	Fund # 1154	37,000	37,686	(686)
SS# TRUNCATION	Fund # 1155	37,000	34,022	2,978
AUTOMATION	Fund # 1157	163,000	159,147	3,853
RECORDER - VRIP	Fund # 1336	8,000	5,100	2,900
		<b>933,617</b>	<b>924,572</b>	<b>9,045</b>

## Comments/Analysis of Differences:

## Public Hearing Comments:

Adopted as proposed.



# Elections

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## Mission Statement:

To perform professionally the duties of the Nevada County Registrar of Voters with integrity, a spirit of innovation, accessibility, transparency, and efficient use of taxpayer resources, while emphasizing outstanding customer service.

## Service Description:

Prepares and conducts federal, state and local elections in accordance with California Elections Law and Help America Vote Act (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
- Fair Political Practices Commission (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 2016-17:

- Successfully prepared and conducted the 2016 November Statewide Presidential General Election. No Variances were found.
- Updated and revamped procedures for populating and deploying our electronic poll books which resulted in a successful November General Election.
- Had a successful mock election focusing on VoteCal/County Election Management System connectivity and the proper flow and accuracy of voter information.
- Successfully used Social Media for Election Information and Education.
- Successfully established our Poll Workers teaching Poll Worker Training Program.
- Established efficient traffic-flow lobby to offer increased election services including on-demand ballot generation at the Rood Center.



# Elections

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## Objectives & Performance Measures for 2017-18:

### Objective:

Implement Conditional Voter Registration (CVR) which was enacted in 2012, to be operative on January 1 following the certification of VoteCal. VoteCal was certified on September 26, 2016; therefore CVR became operative January 1, 2017.

### Performance Measures:

- Allow for a registrant to cast a conditional provisional ballot when the registrant delivers to the county election office a properly executed affidavit of registration during the period 14 days before the Election and continuing through and including Election Day.
- Conduct Voter Education for CVR.
- Deliver training for staff and voters on proper processing and application of CVR.
- Create a satellite location (Truckee) to offer CVR.

### Objective:

Prepare for Implementation of the Voters Choice Act (SB 450), which allows for expanded Vote by Mail Ballot opportunities and the use of Vote Centers.

### Performance Measures:

- Create a draft Election Administration Plan with input from the public to implement SB 450.
- Create and submit to the California Secretary Of State a Voter Education and Outreach Plan.
- Create secured connectivity to safeguard voter information being transmitted to vote centers.
- Locate Vote Center and Ballot Drop-Off locations.
- Prepare a plan for acquiring new voting equipment.

### Objective:

Implement AB 683 which codifies the Voting Accessibility Advisory Committee.

### Performance Measures:

- Nevada County Elections' website must be updated to meet the latest accessibility standards.

### Objective:

Implement AB 2252 which allows voters with disabilities to request an accessible vote-by-mail ballot, which they can read and mark independently.

### Performance Measures:

- Update procedures and processes to allow for the additional types of vote-by-mail requests.

Service Budget Unit Code	- 10501
Office/Department	- 073 Elections
Major Service Area	- General Government







## Elections (10501)

	<u>15/16</u> <u>Actual</u>	<u>16/17</u> <u>Adopted</u>	<u>16/17</u> <u>Estimated</u>	<u>17/18</u> <u>Proposed</u>	<u>17/18</u> <u>Adopted</u>	<u>% Change</u> <u>From Prior</u> <u>Adopted</u>
<b>Revenues</b>						
Taxes	-	-	-	-	-	NA
Licenses, Permits & Franchises	-	-	-	-	-	NA
Fines, Forfeitures, & Penalties	-	-	-	-	-	NA
Use of Money & Property	-	-	-	-	-	NA
Federal/State Intergovernmental	24,808	-	67,114	-	-	NA
Charges for Services	43,534	260,600	232,904	92,400	92,400	-64.5%
Miscellaneous Revenues	-	-	-	-	-	NA
Other Financing Sources	-	-	-	-	-	NA
General Fund Transfers	-	-	-	-	-	NA
General Fund Allocation	1,287,165	1,006,969	1,074,458	1,275,253	1,275,253	26.6%
<b>Total Revenues</b>	<b>1,355,507</b>	<b>1,267,569</b>	<b>1,374,476</b>	<b>1,367,653</b>	<b>1,367,653</b>	<b>8%</b>
<b>Expenses</b>						
Salaries & Benefits	488,702	440,032	481,479	479,173	479,173	8.9%
Services & Supplies	608,410	615,899	605,808	640,644	640,644	4.0%
Other Charges	77,783	40,191	47,858	45,816	45,816	14.0%
Overhead Cost Plan (A87)	171,978	171,447	178,137	202,020	202,020	17.8%
Capital Assets	10,019	-	61,194	-	-	NA
Other Financing Uses	-	-	-	-	-	NA
Interfund Activity	(1,385)	-	-	-	-	NA
Contingency	-	-	-	-	-	NA
<b>Total Expenses</b>	<b>1,355,507</b>	<b>1,267,569</b>	<b>1,374,476</b>	<b>1,367,653</b>	<b>1,367,653</b>	<b>8%</b>
<b>Fund Balance Added (Used)</b>	-	-	-	-	-	
<b>Staffing:</b>	<b>3.40</b>	<b>3.40</b>	<b>3.40</b>	<b>3.40</b>	<b>3.40</b>	
<b>2017/18 Fund Analysis:</b>						
					Fund Balance	
		Revenues	Expenses	Added (Used)		
GENERAL FUND	Fund # 0101	1,367,653	1,367,653	-		
		<b>1,367,653</b>	<b>1,367,653</b>	<b>-</b>		

### Comments/Analysis of Differences:

### Public Hearing Comments:

Adopted as proposed.



