Updating County Data

Districts

- List of Tax Codes and District Assignments
 Clerk is to receive updated Tax Code Area List each year from Assessor or Treasurer.
- Verify Districts in Registration System
 - Add any new Districts
 - Note any districts that have dissolved
- Add, update or remove Districts
 - Go to Activities -> Maintain County Data -> Maintain Districts then select the District from the District Types drop-down.

District Lists

- > Description field should be the District Name.
 - Description is used on Idaho Votes in polling place and registration search results as well as VIP.
 - Can abbreviate or shorten.
 - Don't use just the District Number as voters won't know what that means.
- Number field
 - Recommended to match the district number on the Tax Code Area List for easy matching and updating.

Maintain Districts Activities -> Maintain County Data -> Maintain Districts	
Maintain Voting Districts	GEM / GEM
District Types *	



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Voting Areas

- Assigns the combination of Districts in a particular area
- Based on County Precinct and Tax Code Area
 May have more than one Voting Area for a single County Precinct and Tax Code Area combination.
 School Zones
 - · Commissioner sub-districts if you add them
- Have this information ready before entering or modifying a Voting Area.



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Maint	ain Voting District Assign	ment	GEM / GEM
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	COUNTY DISTRICT (CNY)	100	Modify
	SCHOOL DISTRICT (SCH)	200	
	OTHER DISTRICT (OTH)	210	Delete
	RECREATION DISTRICT (REC.)	210	and the second se
	SCHOOL ZONE (SCHZ)	200-3	
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New Distric	t Assignment		GEM / GEM
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	COUNTY PRECINCT (CPR.)	×	
	TAX CODE AREA (TAX)		
	CONGRESSIONAL DISTRICT (CNG	2 *	
	LEGISLATIVE DISTRICT (LEG)	(w)	
	CEMETERY DISTRICT (CEN)		
	SEWER DISTRICT (SEW)		
	LIBRARY DISTRICT (LIB.)	×	
	FIRE DISTRICT (FIR)	*	
	CITY DISTRICT (CTY)	×	
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	RECREATION DISTRICT (REC.)	×	
	SCHOOL ZONE (SCHZ)	E.	
	Confirm	Close	

Streets

- Electors are then assigned to Streets for automatic assignment to districts.
- Modifying Streets
 Maintain Streets
 - Street Overlap Cleanup

Street or Rural Street

- > What is the difference between a street and a rural street?
- House Numbers Maintain Street
- No House Numbers Maintain Rural Street





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Adding a Street Name

- > Select the Pre-Direction
- Add the Name of the Street
- $\,{}_{\circ}\,$ For a numbered street, enter just the number.
- Select the Post-Direction
- Select the Street Type
- Do NOT enter the Pre-direction, Post-Direction or Street Type in the Street Name field.

Deleting Streets or Segments

- You can't delete a street or street segment while there are registered voter's attached to it.
 - ${\scriptstyle \circ}\,$ This includes any cancelled or purged voters.

Deleting a Street Activities -> Maintain County Data -> Maintain Street Maintain Street Districts GEM / GEM Street Search Existing Street Names Towns -Caldwell ~ [Districts Low High County Taxcode Range Range Precinct Area Voting Area Select Side View C AL 0 100 9 08-LT 2 Business Addresses Homeless Shelters Add Delete Confirm Add/Update Delete Street Reset

Street Overlap Cleanup

- Locks all county users out of the application.
 Coordinate with other users.
- Only use for:
 - Dividing street segments into multiple ranges.
 Modifying Low and High range while adding segments.
- May have more than one user working in Street Overlap Cleanup at once.
 Never on the same street!

Street Overlap Cleanup Screen Activities -> Street Overlap Cleanup
Street Overlap Cleanup GEM / GEM
Status: NotStarted/Completed
Maintain Street Districts
Start Complete



Maintaining the Street

- Confirm each street as it is completed.
 Make all changes to the street before clicking on the Confirm Add/Update pushbutton.
- System checks for:
 - Overlapping Ranges
 - House numbers not included in the current ranges
- Recommendations
 - Add street segments before changing original street segment.

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Distri	cts							
Select	Side		Low Range	Range	Precinct	Area	Voting Area	View
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=	Even	•	2202	2214	F1001 •	00300 -	4210005274-0030 ?	View
0								

Missing House Numbers

 System will identify the missing house numbers.

The following voter record(s) are missing house numbers by current modifications. Cannot Save Changes.

a ores and	Name	Address	Birth Date	Status
005155668 0	SUERRY ANGELIECE NICOLE	2211 ALEX DR, FILER, ID-83328	10/09/1983	P
010201781 0	DURHAM JOSEPH JAMES	2211 ALEX DR, FILER, ID-83328	01/20/1981	A
000231348	COOK JENNIFER LYNETTE	2213 ALEX DR, FILER, ID-83328	11/04/1978	A
010366656	COOK CHRISTOPHER M	2213 ALEX DR, FILER, ID-83328	09/08/1976	A

Completing Street Overlap Cleanup

- Complete often if working with streets with a large number of voters.
- If more than 1 person is working in Street Overlap Cleanup,
 - Be sure all users are finished with their streets and have confirmed their changes.
 - Only 1 user can complete the process.
- > Any user may complete the process.





Petitioning for New District or Annexing Property

- > System has Annexation feature.
 - Allows for the temporary assignment of a code to street segments involved without modifying current voting area assignments.
 - Contact Secretary of State's Office for assistance or with questions.

