

| COUNTY CLERK-RECORDER / REGISTRAR OF VOTERS APPROPRIATION SUMMARY Fiscal Year 2011-12 | | | | | |
|--|--------------|--|----------------------------|----------------|----------------------|
| ADMINISTERED BY: | | COUNTY CLERK-RECORDER / REGISTRAR OF VOTERS | | | |
| Appropriation | FY 2010-11 | | FY 2011-12 Proposed Budget | | |
| | Budget | Position Allocations | Recommended Budget | Percent Change | Position Allocations |
| GENERAL FUND County Clerk / Recorder | \$ 9,038,023 | 65 | \$ 8,610,904 | -4.7% | 65 |
| TOTAL ALL FUNDS | \$ 9,038,023 | 65 | \$ 8,610,904 | -4.7% | 65 |

Mission Statement

To provide courteous, prompt and professional recording and elections services as required by federal and state law to the citizens and public agencies of the County with the utmost integrity, fairness, consistency, legal compliance and cost-effectiveness, using both trained and committed staff of the Office and technology to advance operations.

Budget Summary and Changes

The FY 2011-12 Proposed Budget continues the existing level of program services as well as funding for 55 positions, with no reductions to mandated responsibilities or other programs in the Clerk-Recorder and Elections functions. The year over year reduction to budget (\$427,119) displayed in the above table is largely the result of one-time equipment and software purchases in FY 2010-11. In FY 2011-12, General Fund support increases \$538,107 to partially offset the biennial loss of \$750,000 general election revenues, while department trust funds from recorder and automation fees continue at the level of \$1.5 million. Revenues from recorder fees are increased by \$370,220, as a full-year benefit of the Chapter 606, Statutes of 2009 (SB 676) recording fee increase approved by the Board of Supervisors in FY 2010-11. The combined Presidential Primary / Statewide Primary election, projected to be held in the spring of 2012, is fully funded. No additional elections related to the State Budget or other Governor / Legislature initiatives are assumed at this time.

Department Comments

The requested budget for FY 2011-12 is anticipated to allow for both the Clerk-Recorder and Elections Offices to meet expected workloads and services and to continue incorporating technology and facility strategies to improve services and security while constraining expenditures in recognition of current economic conditions. The requested budget includes funding for projected costs of the spring 2012 Presidential and State / Local Primary Election, and it is expected that Placer County voters will continue to turn out in record numbers for statewide elections.

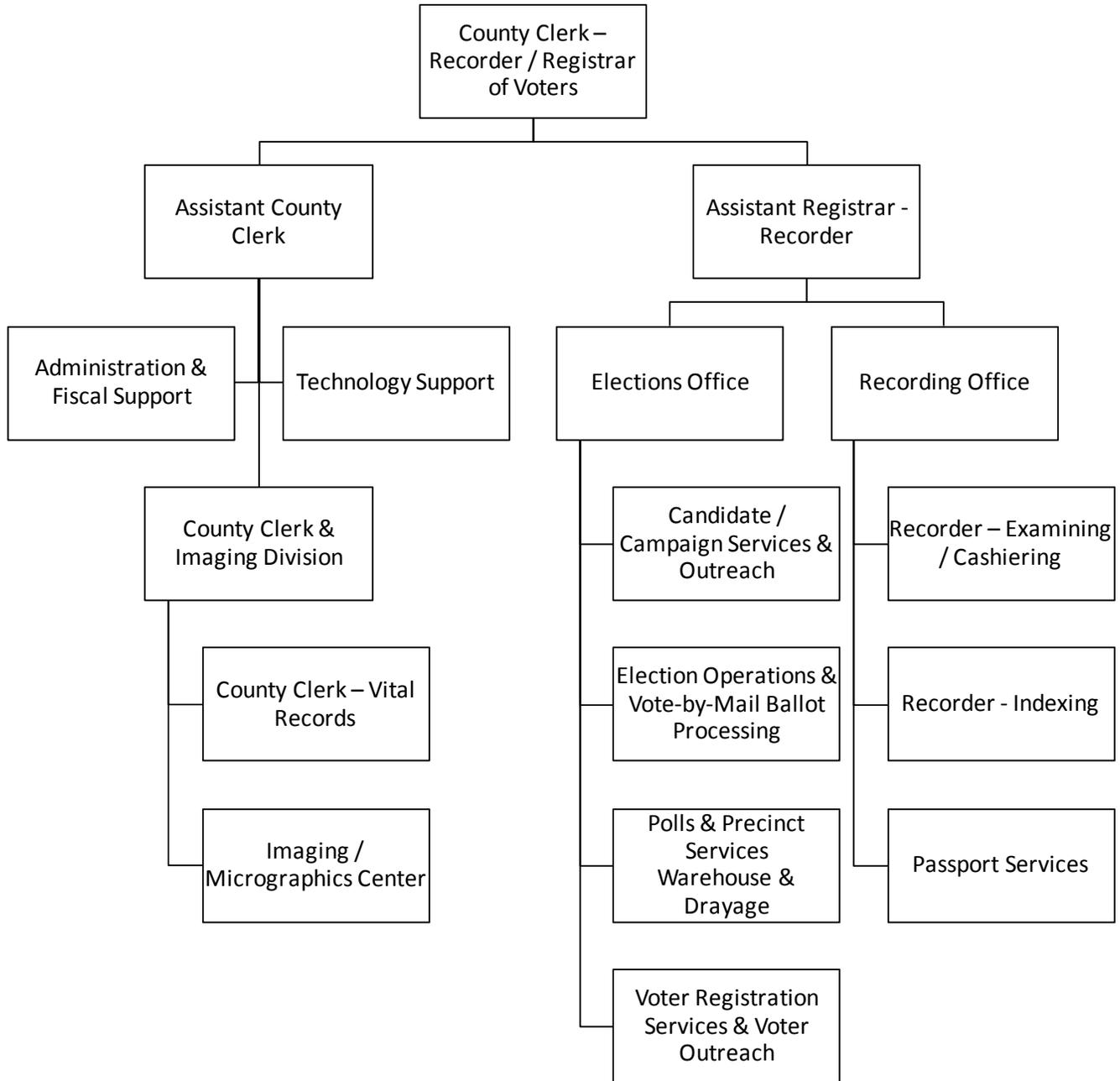
During FY 2011-12, the Clerk-Recorder-Registrar of Voters will be in year two of a three-year plan presented to the County Executive Office in 2010, which enables the Office to maintain appropriate staffing levels, while also paying for many critical operations and associated equipment and maintenance costs with trust and recording funds. During FY 2011-12, office staff will continue to be reassigned from Clerk-Recorder to Elections on an as-needed basis to minimize the number of temporary workers required during election cycles. However, with the volume of work required for a major election and recording volumes increasing slowly but steadily throughout the year, the

Office of Clerk-Recorder-Elections will require that its 55 fully funded positions be filled to continue to provide an appropriate level of service to the public.

The Office of Clerk-Recorder is also continuing its implementation of a state-of-the-art Clerk-Recorder system, which will include electronic recording, redaction or truncation of Social Security Numbers, and automated indexing technologies. This new system has been acquired and will be maintained using related trust revenues, and is expected to reduce mail costs, enhance services to businesses and the public, and improve office efficiencies. Additionally, as part of the Clerk-Recorder-Registrar of Voters' overall plan to constrain expenditures, the elected official will continue to seek to reduce costs associated with elections, including drayage and ballot printing services. Finally, the Clerk-Recorder-Registrar of Voters will also continue to work toward improvements for election warehouse utilization and enhancements for election security.

Final Budget Changes from the Proposed Budget

OFFICE OF THE COUNTY CLERK – RECORDER / REGISTRAR OF VOTERS



County Clerk-Recorder 22300

Program Purpose: To enhance the public trust and to facilitate business and personal transactions through the provision of accurate, current, complete and legally accessible information to the public, title companies, other businesses, and public agencies through the recording and indexing of property and vital records in the County, the issuance of certified copies of official documents, maintenance of specified registrations, and securing of permanent filmed and imaged records for all recorded and filed documents.

Major Budget Adjustment Proposed for 2011-12

- Expense and offsetting trust fund reimbursement reduction of \$394,607 related to FY 2010-11 one-time equipment purchases

Elections 22300

Program Purpose: To maintain the integrity of the elections process and to encourage informed voter and candidate participation through voter registration and outreach, carrying out of legal compliant federal, state and local elections, and provision of related services for the County’s citizens, candidates and public officials and for the cities, schools, and special districts within the County.

Major Budget Adjustment Proposed for 2011-12

- General Fund Net County Cost increase of \$538,107 to partially offset the biennial loss of \$750,000 general election revenues

POSITION INFORMATION

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County of Placer
Financing Sources and Uses by Budget Unit by Object
Governmental Funds
Fiscal Year 2011-12

Budget Unit **General Fund - 100**

Function **General**

Activity **County Clerk-Recorder - 22300**

| Detail by Revenue Category and Expenditure Object | 2009-10 Final Actuals | 2010-11 Estimated | 2011-12 Recommended | 2011-12 Adopted by the Board of Supervisors |
|---|-----------------------------|----------------------|------------------------|--|
| 1 | 2 | 3 | 4 | 5 |
| Revenue | | | | |
| Taxes | | | | |
| 6168 Real Property Transfer Tax | \$ 2,392,802 | \$ 2,200,000 | \$ 2,200,000 | \$ |
| Total Taxes | \$ 2,392,802 | \$ 2,200,000 | \$ 2,200,000 | \$ |
| Fines, Forfeits & Penalties | | | | |
| 6860 Forfeitures & Penalties | \$ 545 | \$ | \$ | \$ |
| Total Fines, Forfeits & Penalties | \$ 545 | \$ | \$ | \$ |
| Rev from Use of Money & Property | | | | |
| 6940 Registered Warrant Interest | \$ 11 | \$ | \$ | \$ |
| Total Rev from Use of Money & Property | \$ 11 | \$ | \$ | \$ |
| Intergovernmental Revenue | | | | |
| 7232 State Aid - Other | \$ 12,212 | \$ | \$ | \$ |
| 7234 State Aid - Mandated Costs | 408,391 | \$ | \$ | \$ |
| Total Intergovernmental Revenue | \$ 420,603 | \$ | \$ | \$ |
| Charges for Services | | | | |
| 8117 Election Services | \$ 91,343 | \$ 750,000 | \$ 90,000 | \$ |
| 8141 Civil Process Services | 18,260 | 14,000 | 15,000 | \$ |
| 8150 County Clerk Fees | 382,009 | 392,500 | 392,500 | \$ |
| 8152 Electronic Recording Fees | 2,724 | 279,277 | 62,480 | \$ |
| 8155 Recording Fees Recorder | 663,242 | 1,069,780 | 1,440,000 | \$ |
| 8156 Micrographic Fees | 56,079 | 440,122 | 413,910 | \$ |
| 8157 Recording Fees Vital Statistics | 3,041 | 5,800 | 5,800 | \$ |
| 8159 Redaction Fees | | 11,754 | 11,754 | \$ |
| 8218 Forms and Photocopies | 4,413 | 3,000 | 3,000 | \$ |
| 8254 Recorders Automation Fees | 1,075,826 | 1,402,500 | 978,063 | \$ |
| 8312 Candidates Statement Fees | 24,610 | 15,000 | 4,000 | \$ |
| Total Charges for Services | \$ 2,321,547 | \$ 4,383,733 | \$ 3,416,507 | \$ |
| Miscellaneous Revenues | | | | |
| 8761 Insurance Refunds | \$ 1,725 | \$ | \$ | \$ |
| 8764 Miscellaneous Revenues | 1,017 | \$ | \$ | \$ |
| 8766 Cash Overage | 3,890 | \$ | 2,000 | \$ |
| Total Miscellaneous Revenues | \$ 6,632 | \$ | \$ 2,000 | \$ |
| Total Revenue | \$ 5,142,140 | \$ 6,583,733 | \$ 5,618,507 | \$ |
| Expenditures / Appropriations | | | | |
| Salaries & Benefits | | | | |
| 1001 Employee Paid Sick Leave | \$ 4,390 | \$ | \$ | \$ |
| 1002 Salaries and Wages | 2,943,211 | 3,385,203 | 3,400,439 | \$ |
| 1003 Extra Help | 167,527 | 182,000 | 183,500 | \$ |
| 1005 Overtime & Call Back | 23,629 | 45,325 | 45,225 | \$ |
| 1011 Salary Savings | | (85,824) | (12,248) | \$ |
| 1018 Taxable Meal Reimbursements | 604 | 250 | 1,250 | \$ |
| 1300 P.E.R.S. | 632,297 | 768,009 | 831,785 | \$ |
| 1301 F.I.C.A. | 242,238 | 278,722 | 277,631 | \$ |
| 1303 Other - Post Employment Benefits | 389,313 | 385,095 | 343,678 | \$ |
| 1310 Employee Group Ins | 514,855 | 594,805 | 566,500 | \$ |
| 1315 Workers Comp Insurance | 28,948 | 32,473 | 4,536 | \$ |
| 1325 401 (k) Employer Match | 2,499 | 4,500 | 4,500 | \$ |
| Total Salaries & Benefits | \$ 4,949,511 | \$ 5,590,558 | \$ 5,646,796 | \$ |
| Services & Supplies | | | | |
| 2051 Communications - Telephone | \$ 82,697 | \$ 109,500 | \$ 115,750 | \$ |
| 2052 Mobile Communication Devices | 5,883 | 7,600 | 4,600 | \$ |
| 2290 Maintenance - Equipment | 26,735 | 44,375 | 50,495 | \$ |
| 2291 Maintenance - Computer Equip | 237,730 | 225,753 | 226,498 | \$ |
| 2439 Membership/Dues | 2,084 | 4,550 | 3,950 | \$ |
| 2461 Dept Cash Shortage | 20 | | | \$ |
| 2481 PC Acquisition | 1,250 | 7,000 | 14,350 | \$ |
| 2511 Printing | 46,467 | 68,000 | 67,800 | \$ |
| 2522 Other Supplies | 21,776 | 48,000 | 53,775 | \$ |
| 2523 Office Supplies & Exp | 36,802 | 54,500 | 49,800 | \$ |
| 2524 Postage | 228,356 | 272,200 | 293,700 | \$ |

County of Placer
Financing Sources and Uses by Budget Unit by Object
Governmental Funds
Fiscal Year 2011-12

Budget Unit **General Fund - 100**

Function **General**

Activity **County Clerk-Recorder - 22300**

| Detail by Revenue Category and Expenditure Object | 2009-10 Final Actuals | 2010-11 Estimated | 2011-12 Recommended | 2011-12 Adopted by the Board of Supervisors |
|---|-----------------------------|----------------------|------------------------|--|
| 1 | 2 | 3 | 4 | 5 |
| 2555 Prof/Spec Svcs - Purchased | 214,894 | 445,921 | 457,308 | |
| 2556 Prof/Spec Svcs - County | 1,855 | | | |
| 2701 Publications & Legal Notices | 1,208 | 17,500 | 18,500 | |
| 2709 Countywide System Charges | 9,909 | 5,767 | 5,490 | |
| 2710 Rents & Leases - Equipment | 830 | 850 | | |
| 2727 Rents & Leases - Bldgs & Impr | 70,719 | 81,340 | 80,235 | |
| 2770 Fuels & Lubricants | | 1,200 | 1,200 | |
| 2831 Precinct Costs | 282,582 | 470,000 | 470,000 | |
| 2832 Election Outreach Costs | 2,502 | 7,500 | 7,500 | |
| 2833 Voter Registration Supplies | 6,244 | 5,000 | 5,000 | |
| 2834 Election Supplies | 34,340 | 40,000 | 40,000 | |
| 2835 Ballot Printing & Materials | 305,162 | 450,000 | 577,500 | |
| 2840 Special Dept Expense | 3,001 | 6,875 | 5,650 | |
| 2844 Training | 4,538 | 28,200 | 31,400 | |
| 2860 Library Materials | 7,674 | 8,100 | 8,100 | |
| 2931 Travel & Transportation | 2,957 | 21,602 | 21,000 | |
| 2932 Mileage | 1,461 | 4,100 | 4,100 | |
| 2933 Lodging | 852 | 8,500 | 9,500 | |
| 2941 County Vehicle Mileage | 12,982 | 17,572 | 21,500 | |
| 2964 Meals/Food Purchases | 942 | 6,250 | 6,400 | |
| 2965 Utilities | 6,665 | 8,500 | 8,850 | |
| Total Services & Supplies | \$ 1,661,117 | \$ 2,476,255 | \$ 2,659,951 | |
| Capital Assets | | | | |
| 4161 Intangible Assets | \$ 345,312 | \$ | \$ | \$ |
| 4451 Equipment | 22,334 | 479,607 | 85,000 | |
| Total Capital Assets | \$ 367,646 | \$ 479,607 | \$ 85,000 | |
| Intrafund Transfers Out | | | | |
| 5404 I/T Maintenance - Services | \$ | \$ | \$ 10,590 | \$ |
| 5405 I/T Maintenance - Bldgs & Improvements | 7,713 | 21,704 | 13,450 | |
| 5552 I/T - MIS Services | 173,964 | 190,500 | 180,792 | |
| 5556 I/T - Professional Services | | 271,899 | 4,500 | |
| 5880 I/T-Public Safety Svcs | 9,003 | 7,500 | 9,825 | |
| Total Intrafund Transfers Out | \$ 190,680 | \$ 491,603 | \$ 219,157 | |
| Intrafund Transfers In | | | | |
| 5002 I/T - County General Fund | \$ (50) | \$ | \$ | \$ |
| 5004 I/T - Road Fund | (350) | | | |
| 5008 I/T - County Office Bldg Fund | (150) | | | |
| Total Intrafund Transfers In | \$ (550) | \$ | \$ | \$ |
| Total Expenditures / Appropriations | \$ 7,168,404 | \$ 9,038,023 | \$ 8,610,904 | |
| Net Cost | \$ 2,026,264 | \$ 2,454,290 | \$ 2,992,397 | |