

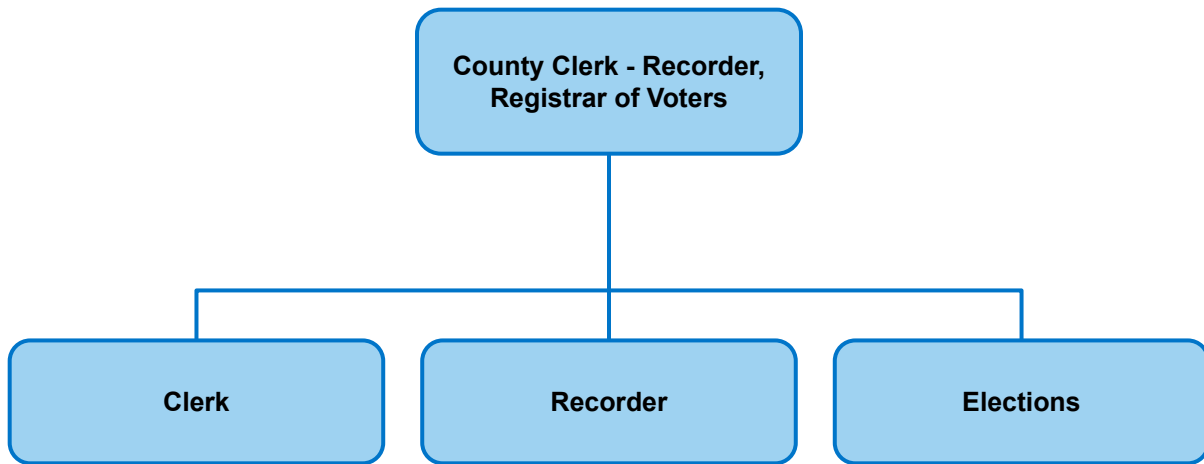
**Mission Statement:**

Provide the public with courteous, prompt and professional service. Work as a team with loyalty and respect for each other. Strive to increase our knowledge and skills. Share ideas and information with others.

**Clerk-Recorder-Elections  
Cost Center Summary  
Fiscal Year 2021-22**

Cost Center	FY 2019-20 Actuals	FY 2020-21 Adopted Budget	FY 2021-22 Recommended Budget	FY 2021-22 Adopted Budget	YOY % Change
<b>General Fund</b>					
Clerk-Recorder-Elections	\$ 11,980,649	\$ 11,451,758	\$ 11,743,908	\$ 11,743,908	2.55%
<b>Funded Positions</b>					
Clerk-Recorder-Elections	51	52	52	52	
<b>Total Funded Positions</b>	<b>51</b>	<b>52</b>	<b>52</b>	<b>52</b>	<b>0.00%</b>
<b>Total Allocated Positions</b>	<b>65</b>	<b>52</b>	<b>52</b>	<b>52</b>	<b>0.00%</b>

**Clerk - Recorder / Elections**



**Clerk-Recorder-Elections – Cost Center 07001**

**Purpose:**

Recorder – Provides direct services to the public that facilitate business and personal transactions through recording and maintenance of real property transactions and accepts applications for new passports on behalf of the U.S. Department of State. Clerk – Delivers quality customer service by issuing maps, vital record copies (e.g. birth and death certificates), marriage licenses, performing civil wedding ceremonies, filing fictitious business name statements as well as other professional registrations, and providing permanent filmed and imaged records for all recorded and filed documents. Elections – Promotes high levels of civic involvement by registering eligible voters, encouraging informed voter and candidate participation, conducting timely, legally compliant, transparent and accurate federal, state, county, municipal, school district and special district elections and related services for the county’s citizens, candidates and public officials.

**Major Budget Adjustments and Initiatives:**

- Increase in Professional and Special Services of \$101,840 for Translation Services increased due to Census Results, increased SearchPros rates and Restoration/Preservation of Clerk-Recorder Maps.
- Increase in Special Department Expenditures of \$413,030 for voting booths, ballot boxes, ballot printing and poll worker payroll.
- Increase in Equipment of \$184,000 for a new SUV (\$36,000), Server Replacement (\$30,000), Kodak Archive Writer (\$67,000), MicroFilm viewer/printer (\$32,000) and Document Scanner (\$20,000).
- Decrease in Intangible Assets of \$700,000 for a one-time purchase of a new recording system in the prior year.
- Decrease in Election Services Revenue of \$375,000 for funding the Clerk-Recorder-Elections receives during major election years.
- Decrease of \$556,035 in Automation Trust Revenue for one time purchases of automation equipment made in Fiscal Year 2020-21.
- Increase of \$338,761 in Micrographics Trust Revenue for one time purchases of recording related equipment in Fiscal Year 2021-22.

<b>Program Title</b>	<b>Program Description</b>	<b>Program Cost</b>
Recorder	Real Property Land Records – Provides for the recordation, preservation and continuity of permanent records. Passport Acceptance Agent – Serves as an authorized passport acceptance agent and accepts applications for new passports on behalf of the U.S. Department of State.	\$ 4,057,966
Clerk Services	Vital Records – Repository for birth, death and marriage vital records. Marriages – Issues marriage licenses, performs civil marriage ceremonies, and deputizes members of the public to perform civil marriage ceremonies. Filings / Registrations – Accepts documents for filing and public information / viewing, including environmental impact reports, fictitious business name statements and various bonds and certifications.	\$ 1,653,885
Elections	Elections – Conducts federal, state and local elections for Placer County. Voter Registration – Registers voters and maintains the voter registration database. Voter Outreach – Ensures that all eligible Placer County voters have the opportunity to cast their ballots on Election Day. Candidate Services – Delivers election services to candidates, officeholders and to various special districts and school districts throughout the County. Campaign Disclosure Documents and Statements of Economic Interest Filing Officer – Performs filing officer duties related to campaign disclosure documents and Statements of Economic Interest (Form 700) forms.	\$ 6,032,057

**County of Placer**  
**Financing Sources and Uses by Budget Unit by Object**  
**Governmental Funds**  
**Fiscal Year 2021-22**

**Budget Unit: General Fund**  
**Function: Reporting General Function**  
**Cost Center: CC07001 Clerk-Recorder-Elections**

Detail by Revenue Category and Expenditure Object	2019-20 Actuals	2020-21 Adopted Budget	2021-22 Recommended Budget	2021-22 Adopted Budget
1	2	3	4	5
<b>Revenue</b>				
Recording Fees	2,442,884	1,810,000	1,810,000	1,810,000
Other Fees and Charges	5,871	5,000	5,000	5,000
Redaction Trust	31,691	89,567	12,944	12,944
Automation Trust	401,695	1,062,850	506,815	506,815
Micrographics Trust	250,834	283,012	621,773	621,773
Election Services	265,954	625,000	250,000	250,000
Elections Recording Trust	241,804	103,682	54,591	54,591
Vital & Health Trust	38,957	131,837	40,250	40,250
Court Fees and Costs	5,740	6,000	6,000	6,000
Forfeitures and Penalties	2,431	2,000	2,000	2,000
State Aid - Other Programs	2,159,210	1,000	1,000	1,000
Miscellaneous	366,656	207,500	303,000	303,000
Other Taxes	4,749,406	5,000,000	5,000,000	5,000,000
<b>Total Revenue</b>	<b>\$ 10,963,133</b>	<b>\$ 9,327,448</b>	<b>\$ 8,613,373</b>	<b>\$ 8,613,373</b>
<b>Expenditures / Appropriations</b>				
Communication Services Expense	123,099	1,190	7,101	7,101
Retired Employee Group Insurance	3,529	-	-	-
Sick Leave Payoff	264	-	-	-
Janitorial Supplies	17	-	-	-
Maintenance - Building	-	-	307,365	307,365
Training / Education	-	-	8,010	8,010
Employee Group Insurance	663,669	727,048	741,885	741,885
Equipment	1,772,724	348,000	532,000	532,000
Food	(15)	-	-	-
Refuse Disposal	3,777	200	200	200
Maintenance - Janitorial	97,903	-	-	-
Insurance	34,985	33,445	25,950	25,950
Intangible Assets	-	700,000	-	-
Transfer Out A-87 Costs	458,557	394,620	675,683	675,683
Intra Fund Services	15,276	13,000	13,000	13,000
Campus Services - PCGC	46,177	-	-	-
Maintenance	535,765	567,299	539,869	539,869
Fuels & Lubricants	1,711	2,500	1,000	1,000
Parts	36,185	1,300	1,300	1,300
Drug & Alcohol Testing	-	300	300	300
Professional / Membership Dues	5,240	7,095	5,320	5,320
Warranties	124,678	116,250	126,000	126,000
Department Cash Shortage	33	50	50	50
Postage	327,039	357,968	345,615	345,615
Other Supplies	43,382	60,850	62,466	62,466

continued

Detail by Revenue Category and Expenditure Object	2019-20	2020-21	2021-22	2021-22
	Actuals	Adopted Budget	Recommended Budget	Adopted Budget
1	2	3	4	5
Printing	53,250	1,579	71,689	71,689
Professional and Special Services - General	333,746	437,721	539,559	539,559
Professional and Special Services - Technical, Engineering and Environmental	149,764	336,487	-	-
Professional and Special Services - County	-	40,800	-	-
Professional and Special Services - Information Technology	327,298	425,608	376,600	376,600
Rents and Leases - Buildings & Improvements	27,997	30,460	61,710	61,710
Other Postemployment Benefits (OPEB)	343,794	354,900	223,080	223,080
401 (k) Employer Match	4,228	6,000	6,000	6,000
Payroll Tax	253,887	283,504	284,351	284,351
Retirement	1,037,710	1,231,914	1,414,018	1,414,018
Overtime and Call Back	57,932	31,000	33,000	33,000
Extra Help	-	10,000	10,000	10,000
Cafeteria Plans (Non-PERS)	166,889	194,266	193,600	193,600
Salary Savings	-	(258,280)	(268,675)	(268,675)
Salaries and Wages	3,336,707	3,827,691	3,819,087	3,819,087
Employee Paid Sick Leave	14,264	-	-	-
PC Acquisition	438	40,470	73,521	73,521
Employee Benefits Systems	63,960	62,445	63,910	63,910
Small Equipment	20,913	14,800	38,800	38,800
Advertising	17,096	20,200	20,200	20,200
Special Department Expense	1,317,785	806,390	1,219,420	1,219,420
Transportation and Travel	31,425	41,565	41,000	41,000
Utilities	116,013	168,180	111,697	111,697
Workers Comp Insurance	11,558	12,943	18,227	18,227
<b>Total Expenditures / Appropriations</b>	<b>\$ 11,980,649</b>	<b>\$ 11,451,758</b>	<b>\$ 11,743,908</b>	<b>\$ 11,743,908</b>
<b>Total</b>	<b>\$ (1,017,517)</b>	<b>\$ (2,124,310)</b>	<b>\$ (3,130,535)</b>	<b>\$ (3,130,535)</b>