

Mission Statement:

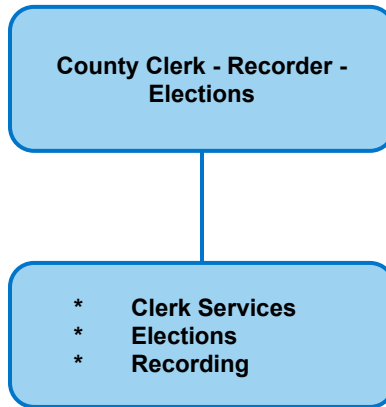
Provide the public with courteous, prompt and professional service. Work as a team with loyalty and respect for each other. Strive to increase our knowledge and skills. Share ideas and information with others.

**Clerk Recorder Elections
Cost Center Summary
Fiscal Year 2022-23**

Cost Center	FY 2020-21 Actuals	FY 2021-22 Adopted Budget	FY 2022-23 Recommended Budget	FY 2022-23 Adopted Budget	YOY % Change
General Fund					
Clerk-Recorder-Elections	\$ 11,012,558	\$ 11,743,908	\$ 11,757,023	\$ 11,757,023	0.11%
Funded Positions					
Clerk-Recorder-Elections	52	52	53	53	
Total Funded Positions	52	52	53	53	1.92%
Total Allocated Positions	52	52	53	53	1.92%

Clerk - Recorder - Elections

Ryan Ronco, Clerk - Recorder



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 Election Services Revenue of \$500,000 for funding the Clerk-Recorder-Elections receives for the November General Election.
- Increase of \$1.9 million in Recording Fees Revenue for the increased trend of fees being collected year over year.
- Decrease in Micrographics Trust of \$421,600 for revenue used for one-time purchases in the prior fiscal year.
- Decrease in Equipment of \$532,000 for one time purchases of a vehicle and mail sorting automation system.
- Increase in Salaries and Benefits of \$130,396 mostly due to an increase of one funded allocation.
- Increase in Maintenance - Building of \$211,219 due to the increase in expenditures charged by Facilities Management.
- Decrease in Professional and Special Services - General of \$307,118 due to the decreased need in consulting.

Program Title	Program Description	Program Cost
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.	\$ 3,614,862
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.	\$ 1,738,373
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.	\$ 6,403,788

County of Placer
Cost Center Budget Detail
Governmental Funds
Fiscal Year 2022-23

Fund: General Fund
Cost Center: CC07001 Clerk-Recorder-Elections

Ledger Account	2020-21 Actuals	2021-22 Adopted Budget	2022-23 Recommended Budget	2022-23 Adopted Budget
1	2	3	4	5
Revenue				
Other Taxes	8,570,194	5,000,000	5,000,000	5,000,000
Forfeitures and Penalties	1,644	2,000	2,000	2,000
State Aid - Other Programs	677,097	1,000	-	-
Aid from Other Agencies	184,825	-	-	-
Election Services	1,289,974	250,000	750,000	750,000
Court Fees and Costs	7,520	6,000	6,000	6,000
Recording Fees	3,335,154	1,810,000	3,710,000	3,710,000
Automation Trust	340,010	506,815	459,925	459,925
Electronic Recording Trust	316,006	54,591	254,591	254,591
Micrographics Trust	252,003	621,773	200,173	200,173
Redaction Trust	11,623	12,944	12,944	12,944
Vital & Health Trust	14,617	40,250	38,455	38,455
Other Fees and Charges	8,054	5,000	5,000	5,000
Miscellaneous	530,296	303,000	303,000	303,000
Total Revenue	\$ 15,539,017	\$ 8,613,373	\$ 10,742,088	\$ 10,742,088
Expenditures / Appropriations				
Salaries and Wages	3,520,601	3,819,087	3,836,675	3,836,675
Salary Savings	-	(268,675)	(263,765)	(263,765)
Employee Paid Sick Leave	346	-	-	-
Extra Help	-	10,000	10,000	10,000
Overtime and Call Back	149,533	33,000	83,000	83,000
Cafeteria Plans (Non-PERS)	162,410	193,600	194,466	194,466
Retirement	1,079,141	1,414,018	1,467,304	1,467,304
Payroll Tax	271,057	284,351	286,121	286,121
Other Postemployment Benefits (OPEB)	296,178	223,080	162,551	162,551
401 (k) Employer Match	5,094	6,000	12,000	12,000
Employee Group Insurance	682,819	741,885	787,522	787,522
Retired Employee Group Insurance	3,833	-	-	-
Workers Comp Insurance	12,007	18,227	29,095	29,095
Communication Services Expense	42,007	7,101	7,101	7,101
Refuse Disposal	124	200	200	200
Insurance	33,446	25,950	34,117	34,117
Parts	49,790	1,300	1,800	1,800
Maintenance	533,164	539,869	589,007	589,007
Maintenance - Building	336,486	307,365	518,584	518,584
Fuels & Lubricants	1,156	1,000	4,000	4,000
Drug & Alcohol Testing	-	300	300	300
Professional / Membership Dues	4,998	5,320	5,320	5,320
Warranties	126,000	126,000	126,000	126,000
Department Cash Shortage	-	50	50	50
Printing	58,525	71,689	48,209	48,209
Other Supplies	62,531	62,466	62,692	62,692

continued

Ledger Account	2020-21 Actuals	2021-22 Adopted Budget	2022-23 Recommended Budget	2022-23 Adopted Budget
1	2	3	4	5
Postage	323,510	345,615	325,865	325,865
Professional and Special Services - General	477,694	539,559	232,441	232,441
Professional and Special Services - County	689	-	16,345	16,345
Professional and Special Services - Information Technology	429,011	376,600	369,820	369,820
Short-Term Rents and Leases - Equipment	1,497	-	-	-
Rents and Leases - Buildings & Improvements	47,900	61,710	41,110	41,110
Employee Benefits Systems	51,016	63,910	63,132	63,132
PC Acquisition	55,627	73,521	78,571	78,571
Small Equipment	20,844	38,800	29,950	29,950
Advertising	17,434	20,200	20,200	20,200
Special Department Expense	922,249	1,219,420	1,225,920	1,225,920
Training / Education	7,235	8,010	22,045	22,045
Transportation and Travel	20,758	41,000	43,099	43,099
Utilities	168,180	111,697	168,964	168,964
Transfer Out A-87 Costs	394,619	675,683	1,104,212	1,104,212
Equipment	587,630	532,000	-	-
Intra Fund Services	-	13,000	13,000	13,000
Intrafund Transfers / Services Out	55,422	-	-	-
Total Expenditures / Appropriations	\$ 11,012,558	\$ 11,743,908	\$ 11,757,023	\$ 11,757,023
Total	\$ 4,526,459	\$ (3,130,535)	\$ (1,014,935)	\$ (1,014,935)