



**MEMORANDUM  
OFFICE OF THE  
PLACER COUNTY CLERK – RECORDER –  
REGISTRAR OF VOTERS**

**TO:** Honorable Board of Supervisors  
**FROM:** Jim McCauley, Placer County Clerk – Recorder – Registrar of Voters  
**DATE:** September 23, 2008  
**SUBJECT:** Approve Fee Changes for Elections Division

**Recommendation**

Conduct a public hearing for amendment of Placer County Code Sect. 2.116.140 relating to various fee changes for the Elections Division of the County Clerk-Recorder-Registrar of Voters.

**Background**

The County has long billed election costs for cities, schools and special districts consolidating with the November (even-year) General Elections at a flat rate per registered voter. This rate, which is currently \$1.25 per registered voter, allows cities, schools and districts to budget in advance for their board elections. The rate is also almost always less costly to local agencies than would be the cost for conducting separate November odd-year, district board elections (called uniform district elections or UDEL's) that would be required if the district elections were not consolidated with the County's November General Elections or for the actual costs that local agencies incur holding special elections.

The \$1.25 rate does not include any costs that are reimbursed by the State for vote by mail (absentee) ballots, and the County bills the State for these costs and receives these mandate reimbursements directly. As part of its recent triennial audit of vote-by-mail ballot costs, however, the State indicated that should the County intend to continue billing local agencies on a fixed rate per registered voter basis for November General Elections, then the County's billings to cities and districts should clearly indicate that vote by mail<sup>1</sup> absentee costs are not part of the rate charged by the County, that the County files reimbursement claims to the State for all the reimbursable vote-by-mail costs, and that cities and districts in the County should not file such claims since they do not incur reimbursable costs. Accordingly, an ordinance change is recommended to clarify that the \$1.25 rate charged to local agencies does not include vote by mail costs.

In addition, the current fee ordinance specifies that if a local agency places a measure on the ballot in addition to its district board/city council election in a November General Election, the "second" ballot item is only charged at \$.01 more per registered voter. However, this charge to districts no longer covers sample ballot printing costs which are now \$.025 per page. Measures typically require more sample ballot pages than other district contests because of arguments for and against, rebuttals, and sometime even detailed project plans included. A

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<sup>1</sup> The State does not consider ballots "cast" in mail ballot precincts to be vote by mail absentee voting; any cities or districts having such precincts would therefore still be charged at the \$1.25 rate per registered voter.

change in the fee ordinance is therefore needed to cover the increased costs of sample ballot pages for local agency measures in the November General Elections. (An ordinance change is not needed for other elections because these are already billed based on actual charges.)

Finally, the Elections Division charges for certain products and services including producing precinct maps, voter labels, and various reports for campaigns and candidate use. However, the data media output and costs of such services have evolved with technology such that the descriptions in the existing fee ordinance have become outdated and inconsistent with current charges, except for the hourly rate for archival election research, which is significantly below current actual cost.

### **Summary of Proposed Fee Changes for Elections**

The proposed fee ordinance changes would: (1) clarify that the \$1.25 per registered voter charge for local agency contests in November General Elections does not include any costs attributable to state mandated programs which are claimed by the County; (2) increase the charge for additional contests in November General Elections to include the cost of additional sample ballot pages at \$0.025 per page for measures; (3) update descriptions for various election-related services, adjust fees to current amounts charged, and increase the hourly rate for election research from \$12.00 to \$40.00 per hour to cover current, actual election and information technology staff labor costs.

If approved, the proposed charge for additional sample ballot pages for measures would result in cost recoveries to the County of approximately \$986 for the upcoming November General Election and would affect five school/community college districts as follows: Los Rios Community College District, estimated at \$50; Center Unified School District, estimated at \$79; Alta Dutch Flat Elementary School District, estimated at \$150; Tahoe Truckee Unified School District, estimated at \$200, and Colfax Elementary School District, estimated at \$508. The districts have been notified by the department of the proposed increases and your board will be advised on any responses received by the date of the hearing.

### **Issue Statement**

Your Board must approve any proposed, non-statutorily mandated fees or fee changes by ordinance.

### **Fiscal Impact**

Implementation of the proposed fees and fee changes would result in an estimated biennial increase of \$986 in Placer County revenues to recover sample ballot costs for measures in November General Elections. There should be no net changes in revenues for other election services based on the fee changes proposed, which are reflective of current charges, except for election research. The latter is variable depending on the amount of research requested, if any, but would likely be less than \$100 annually.

Department staff will be available to discuss the recommended fee ordinance changes for the Elections Division with your Board at the September 23 meeting.

Attachment:  
Proposed Ordinance

**Before the Board of Supervisors  
County of Placer, State of California**

**In the matter of: AN ORDINANCE  
AMENDING SECTION 2.116.140 OF THE PLACER  
COUNTY CODE RELATING TO COUNTY  
ELECTION FEES**

Ord. No.: \_\_\_\_\_

FIRST READING: \_\_\_\_\_  
SECOND READING: \_\_\_\_\_

The following **Ordinance** was duly passed by the Board of Supervisors of the County of Placer at a regular meeting held \_\_\_\_\_, by the following vote on roll call:

Ayes:

Noes:

• Absent:

Signed and approved by me after its passage.

\_\_\_\_\_  
Chairman, Board of Supervisors

Attest:  
Clerk of said Board

\_\_\_\_\_  
Ann Holman

**THE BOARD OF SUPERVISORS OF THE COUNTY OF PLACER, STATE OF CALIFORNIA, DOES HEREBY ORDAIN AS FOLLOWS:**

**2.116.140 County clerk/elections division fee schedule.**

The Placer County clerk-recorder-registrar of voters shall charge and collect the following fees for services performed:

<b>A. LOCAL JURISDICTION ELECTION CHARGES</b>	
<b><u>November consolidated general election charges</u></b> <b><u>(Charges exclude costs attributable to state reimbursable mandated programs)</u></b>	
Election set-up fee (basic <u>base fee</u> ) per jurisdiction ( <u>applies to all jurisdictions</u> ):	
Less than 250 voters	\$100.00
Between 251—1,000 voters	250.00
Between 1,001—5,000 voters	500.00
More than 5,000 voters	750.00
<b><u>Charges per jurisdiction going to election</u></b> Consolidated Nov. general election per jurisdiction	\$1.25 per <u>registered</u> resident-voter
Add'l. Nov. general contests for same jurisdiction	\$0.01 per <u>registered</u> resident voter, <b><u>plus cost of additional sample ballot pages for measures</u></b>
<b><u>Charges for a</u></b> All other elections not conducted at <b><u>the</u></b> Nov. general <b><u>elections</u></b>	Proportional share of cost
<b>B. MASTER VOTER FILE INFORMATION FEES</b>	
Personal computer — 3 1/2" diskette	\$ 25.00 per disk
Computer tape — 1600 BPI*	
County-wide, registered voter file — <u>on CD</u>	<b><u>100.00</u></b> per file request 140.00
<b><u>County-wide, registered voter file with voter history</u></b> <b><u>(may specify up to 5 elections for history) — on CD</u></b>	<b><u>125.00</u></b> per file request
Per district, <u>per 30,000 voters — on CD or by e-mail</u>	<b><u>25.00</u></b> per file request 100.00
Voter labels	.10 per label
*Requestor may supply his/her own tape meeting the necessary specifications or purchase tapes from the elections division for \$14.00 per tape.	
<b>C. VOTE BY MAIL (ABSENTEE) VOTER TRACKING INFORMATION FEES</b>	
Initial PC diskette <u>report, provided on CD or by e-mail</u>	\$35.00 per diskette <u>initial request, per election</u>
Subsequent diskettes <u>update reports, provided on CD or by e-mail</u>	10.00 per diskette <u>update request, per election</u>
<b>D. PRECINCT INDEX FEES</b>	
Alphabetical voter list/walking list	
Price per 5,000 names, rounded up to next 5,000	\$ 5.00
Specialty alphabetical voter list/walking list	
Price per 1,000 names, rounded up to next 1,000	10.00
<b>E. STATEMENT OF VOTES CAST</b>	
Paper or electronic copy, per election	\$40.00
<b>F. MAP CHARGES</b>	
Precinct/district maps	
First map sheet	\$6.00
Each additional map sheet	4.00
Precinct/district specialty maps	
Map size 8 ½ 8" x 11 10" (per page)	5.00
Map size 8.5" x 14" (per page)	5.00
Map size 11" x 17" (per page)	8.00
Map size 13" x 19" (per page)	<b><u>9.00</u></b>

<u>Map size 18" x 24" (per page)</u>	<u>10.00</u>
Map size <u>24 22" x 36 34"</u> (plotted per page)	<u>15.00</u> <del>12.00</del>
Map size <u>36 34" x 48 44" or less than</u> <u>countywide/district wide precinct or district specialty</u> <u>maps</u> (plotted per page <u>or on CD</u> )	<u>20.00</u> <del>12.00</del>
Map size 36" x 60" <u>or countywide/district wide</u> <u>precinct or district specialty maps</u> (wall size per page <u>or on CD</u> )	50.00
<b>G. MISCELLANEOUS FEES</b>	
Historical/archive research	
Research of election/voter-related information	<u>\$40.00</u> per hour <del>12.00</del>
Search of FPPC forms 5 years old or older	5.00 per request
Certificate of voter registration (travel card)	5.00 each
Certified copy of voter registration	1.75 each
Copies	
First page of any document	0.50
Each additional page of same document	0.25
Financial disclosure/conflict of interest (FPPC)	0.10 per page

The Placer County clerk-elections division may add estimated postage costs to the final bill for any of the items above if the purchaser requests mail delivery and the total postage is one dollar (\$1.00) or more. (Ord. 5190-B (Attach. A), 2002: Ord. 5037-B (Attach. B), 2000: prior code § 2.2900)

