

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

484



**FROM:** Registrar of Voters

**SUBMITTAL DATE:**  
July 22, 2005

**SUBJECT:** Election Charges/Fees for Services

**RECOMMENDED MOTION:** That the Board of Supervisors introduce Ordinance No. 738.2 and conduct a public hearing on August 23, 2005, for proposed adoption of this Ordinance.

**BACKGROUND:** The existing fee schedule for services was originally developed in 1989, with adjustments in 1993 and 2000. A majority of the fees are unchanged or based on established governmental codes. The existing fee for candidate statement deposits has not kept pace with actual costs resulting in the department subsidizing the cost of candidate statements. The proposed fee increase is structured to recover the department's actual costs from the printing vendor.

FORM APPROVED  
COUNTY COUNSEL

AUG 03 2005

BY *Robert E. Byrd*

*Barbara Dunmore*

BARBARA DUNMORE, Registrar of Voters

FISCAL PROCEDURES APPROVED  
 ROBERT E. BYRD, Auditor-Controller  
 BY *Robert E. Byrd* 7/2/05  
 Deputy

<b>FINANCIAL DATA</b>	Current F.Y. Total Cost:	\$ N/A	In Current Year Budget:	N/A
	Current F.Y. Net County Cost:	\$ N/A	Budget Adjustment:	No
	Annual Net County Cost:	\$ N/A	For Fiscal Year:	05/06

<b>SOURCE OF FUNDS:</b>	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

**C.E.O. RECOMMENDATION:** **APPROVE**  
*Lisa Brandl*

**County Executive Office Signature**

- Dep't Recomm.:  Consent  Policy
- Per Exec. Ofc.:  Consent  Policy

Prev. Agn. Ref.: 06/27/2000 (7.6) | District: ALL | Agenda Number:

3.67

COUNTY OF RIVERSIDE  
 AUG 03 2005  
 OFFICE EXECUTIVE



**REGISTRAR OF VOTERS**  
**CHARGES / FEES FOR SERVICES**  
**PROPOSED UPDATE 07/22/05**

<b>SERVICES</b>	<b>CHARGES / FEES</b>
<b>Absentee Voter File</b> a) Initial Requests b) Updates Complete Absentee Issue Period	a) \$ 100.00 first day of absentee period only b) \$ 600.00 daily updates for entire absentee issue period
<b>Certified Copies</b> (Govt. Codes 26831;26833;E.C. 2167) a) Registration Affidavit b) Any other document	a) \$ 1.50 b) \$ 1.75 plus charge for copying
<b>Election Calendar</b>	\$ 2.00
<b>List of Candidates</b> Hard copy or Electronic Transmission	\$ 0.50 first page \$ 0.10 each page thereafter
<b>Mailing Label Data</b> a) Individual voter or head of household	a) \$ 35.00 per 1,000 names or portion thereof
<b>Master Voter File</b> a) Countywide (CD ROM) b) Per District (CD ROM) c) Street Index of Voters	a) \$ 385.00 b) \$ 100.00 district c) \$ 5.00 for 1 <sup>st</sup> 1,000 names plus \$ 1.00 per 1,000 names or portion thereof
<b>Precinct Maps</b> District Maps	\$ 35.00
<b>Recall Pamphlets</b>	\$ 3.00
<b>Research of Source Data</b> (when authorized – staff availability basis)	\$ 35.00 per hour plus copying and postage charges
<b>Signature Verification</b>	\$ 0.50 per signature
<b>Voter Notifications</b> Via postcard (subject to postage rate change)	\$ 0.50 per voter notification
<b>Reproduced Documents</b> (without certification)  -Fax / Transmission service requested by purchaser <u>Exceptions:</u> a) Campaign Disclosure; Statements of Economic Interest (Govt. Code 81008) b) Statement of Votes Cast c) Statement of Votes Cast (CD) (PDF or EXCEL)	\$ 0.50 for 1 <sup>st</sup> page plus \$ 0.10 for each additional page(s) of same document / item \$ 2.50 plus \$ 0.50 per page  a) \$ 0.10 per page b) \$ 30.00 per bound volume, or as quoted c) \$ 100.00
<b>Returned Check Charge</b>	\$ 31.00
<b>Candidate Statement Deposit</b> Printing of candidate statement in the sample ballot pamphlet	Actual vendor printing costs (request calculation schedule)

**Proposed Amendments 07/22/05**  
**Deletions (strike-through) Additions (shaded)**

**REGISTRAR OF VOTERS**

**EXHIBIT C**

SERVICES	CHARGES/FEES
<b>ABSENTEE VOTER FILE</b>	
a) Initial Requests	a) \$100.00
b) Updates: 1 - Daily	b) 1 - \$25.00
2 - Weekly	2 - \$150.00
3 - Complete Absentee Issue Period	b) 3 - \$600.00
<b>CERTIFIED COPIES:</b> (Gov. Code 26831; 26833; E.C. 2167)	
a) Registration Affidavit	a) \$1.75- \$1.50
b) Any other document	b) \$1.25 \$1.75 plus charge for copying
<b>ELECTION CALENDAR</b>	\$2.00
<b>LIST OF CANDIDATES</b>	\$0.50 first page \$0.10 each page thereafter
<b>Hard Copy or Electronic Transmission</b>	
<b>MAILING LABELS:</b>	
a) Individual voter or Head of Household	a) \$35.00 per 1,000 names or portion thereof
<b>MASTER VOTER FILE:</b>	
a) Alpha list by jurisdiction (as available)	a) \$7.00 per 1,000 names or portion thereof
b) Countywide (CD ROM)	b) \$385.00
c) Per District (CD ROM)	c) \$100.00 per District
d) Street Index of Voters	d) \$5.00 for 1 <sup>st</sup> 1,000 names plus \$1.00 per 1,000 names or portion thereof
<b>PRECINCT MAPS: District Maps</b>	<b>\$35.00</b>
<b>RECALL PAMPHLETS</b>	\$3.00 each plus postage
<b>RESEACH &amp; COPY OF REGISTRATION AFFIDAVIT</b> (when authorized pursuant to E.C. 19001 et seq.)	\$2.25 per name
<b>RESEARCH OF SOURCE DATA</b> (when authorized - staff availability basis)	\$35.00 per hr plus copying & postage charges
<b>SIGNATURE VERIFICATION</b>	\$0.50 per signature
<b>VOTER NOTIFICATIONS</b>	
a) Via postcard (subject to postage rate change)	a) \$0.50 per voter notification
b) Letter (or other method)	b) As quoted
<b>REPRODUCED DOCUMENTS</b> (if material must be specifically reproduced for purchaser - no certification required)	\$0.50 for 1 <sup>st</sup> page plus \$0.10 for each additional page(s) of same document/item
- FAX service requested by purchaser	- \$2.50 plus \$0.50 per page
<b>Exceptions:</b>	
a) Campaign Statements; statements of economic interest (Govt. Code 81008)	a) \$0.10 per page
b) Statement of Votes Cast (Complete abstract of major elections)	b) \$30.00 per bound volume, or as quoted
c) Statement of Votes Cast (CD) (PDF or EXCEL)	c) \$100.00
<b>RETURNED CHECK CHARGE</b>	\$15.00 \$31.00
<b>CANDIDATE STATEMENT DEPOSIT</b>	<del>\$7.00 per 1,000 registered voter in the jurisdiction, plus \$135.00 set-up/ handling fee,</del>
Printing of candidate statement in the sample ballot pamphlet	plus translation charges
schedule)	Actual vendor printing costs (request calculation

**Note:** No charge for blank campaign disclosure forms and manuals; nomination forms (upon payment of filing fee, if applicable); registration forms. Charge for postage may apply.

Cash not accepted for amounts due in excess of \$100.00 (CHECK OR MONEY ORDER is required)

**Checks and Money Orders taken in payment must be in exact amount of purchase only.**

Individuals wishing to research election materials (i.e., microfiche, roster indexes, etc., will sign daily log.) (Does not apply to campaign statements and statements of economic interest.) No unauthorized persons shall, under any circumstances, be permitted access to original affidavit files.



**SEQUOIA VOTING SYSTEMS**  
 90 West Poplar Road, Porterville, CA 93257

**COST FOR PRINTING  
 CANDIDATE'S STATEMENTS OF QUALIFICATION  
 IN SAMPLE BALLOT BOOKLETS  
 FOR 2005-2006  
 Riverside County**

**CALCULATION FOR 200 WORD CANDIDATE'S STATEMENT:**

Typesetting	\$ 99.00/ea.	for each candidate
Plate Combination Changes (Front & Back Combos)	\$ 120.00/ea.	divided by number of candidates on a page
Text Page Setup	\$ 105.00/ea.	divided by number of candidates on a page
Booklet Run Charges	\$ 58.00/ea.	divided by number of candidates on a page

Following is the calculation to use when determining costs for each candidate's statement of qualification that is submitted for 2005-2006.

<u>Number of Candidates</u>	<u>Base Charge</u> Per candidate	<u>Run Charge (per 1000)</u> per candidate
1	\$ 324.00	\$ 58.00/M
2	\$ 211.50	\$ 29.00/M/ea.
3	\$ 174.00	\$ 19.33/M/ea.
4	\$ 155.25	\$ 14.50/M/ea.