

County of Sacramento
Voter Registration and Elections
Fee Schedule
for Calendar Year 2020



TABLE OF CONTENTS

| | |
|--|----------|
| GENERAL INFORMATION | 1 |
| ELECTION ADMINISTRATION | 1 |
| Administration of Elections | 1 |
| Campaign Disclosure Statements | 1 |
| Candidate Filing Fees..... | 1 |
| Candidate Statements | 1 |
| Notice of Intent to Circulate County Initiative Petition | 2 |
| Registration Information | 2 |
| Vote Recounts | 2 |
| AVAILABLE SERVICES..... | 3 |
| Abstracts of Registration | 3 |
| Certification of a Document | 3 |
| Copy Services | 3 |
| Election Equipment and Supplies for Loan..... | 3 |
| Maps..... | 4 |
| Postage | 4 |
| Reports and Voter files | 4 |
| Research of Records..... | 4 |
| Roster Book Search | 4 |
| Search of Affidavit on File..... | 4 |
| Signature Verification | 4 |
| ORDERING INSTRUCTIONS FOR MAPS, REPORTS, AND VOTER FILES..... | 5 |
| RECORDS ACCESS | 5 |
| Viewing Voter Registration Records | 5 |
| Agreement..... | 5 |
| Penalties for Unauthorized Use..... | 5 |
| FEE SCHEDULE FOR CALENDAR YEAR 2020-2021 | 6 |

GENERAL INFORMATION

The “**Fee Schedule**” may be revised periodically due to changes in costs.

Fees may be paid either by cash, check, money order, or credit card, unless otherwise noted. Checks and money orders should be made payable to “County of Sacramento”. The cost of a returned check is determined by Sacramento County Code – SCC1520 Section 2.01.030.

ELECTION ADMINISTRATION

Administration of Elections

Each participating agency pays a prorated share of the cost of the election. Voter Registration and Elections includes in its annual budget the estimated cost of regularly scheduled and anticipated special elections. Any additional contest in a regularly scheduled election that increases the number of ballot cards will be charged for the actual cost of the additional ballot card. Any agency that calls a special election that was not anticipated and therefore not included in the annual budget is required to prepay the estimated cost of the election before the election is administered.

Please note, all districts consolidating with the election must pay the base setup fee even if their contest(s) are off ballot.

Secondly, if your district’s only contest on ballot is a Measure, the measure is considered the first contest and will be charged the base setup fee plus the first contest rate.

Campaign Disclosure Statements

Some campaign disclosure statement filings are accessible online at www.elections.saccounty.gov. For those statements that are not accessible, please visit the Voter Registration and Elections office to view or purchase.

Candidate Filing Fees

Candidates for a county office or a judicial office in Sacramento County shall pay a fee equal to 1% of the annual salary for that office. There is no filing fee for an office for which there is no fixed salary or for an office with a salary of \$2,500 annually or less. Election Code § 8104

Candidate Statements

Candidate statements are printed in the County Voter Information Guides and mailed to registered voters. Each candidate for any nonpartisan local office or for voter nominated legislative office (if he/she agrees to campaign expenditure limitations) may voluntarily submit a candidate statement of qualifications.

Voter Registration and Elections will estimate the total cost of printing, handling, translating, and mailing candidate statements. Fees are paid by the candidate. Candidates are required to pay the fee at the time they file their nomination papers. The

actual cost may vary significantly from the estimate specified in the Candidate's Guide. Candidates must pay any difference between the estimated cost and the actual cost within 30 days of receiving the bill. If the estimated fee is higher than the actual fee, the difference will be refunded after the election. Election Code § 13307

Please refer to the current "Candidate's Guide" for additional information.

Notice of Intent to Circulate County Initiative Petition

Any qualified person who wishes to circulate a county initiative petition must file a "Notice of Intent to Circulate Petition" with the Voter Registration and Elections office. A fee of \$200.00 must be paid at the time the notice of intent is filed. The fee will be refunded within one year of filing the notice of intent if the Registrar certifies the petition as sufficient. Election Code § 9103

Registration Information

"Registration Information" means all information maintained in the general index to the Affidavits of Registration, whether in electronic form or in the Index of Registered Voters, pursuant to Elections Code Section 2183. This includes all information partially or solely derived from the aforementioned data whether displayed, transmitted or stored in any format or on any media whatsoever. Administrative Code § 19001

Vote Recounts

Any voter may request, in writing, a recount of votes for any local office or measure. The written request must be filed with the Voter Registration and Elections office within five days after the completion of the official canvass of votes.

A request to recount the votes in a statewide race must be filed with the Secretary of State within five days after the completion of the official canvass of votes

The requestor may specify whether the recount will be done manually or electronically. The Registrar of Voters will provide an estimate of the cost to conduct a recount, based on the type requested, the appropriate level of staffing and the estimated time to complete it. Election Code § 15627

The cost of a recount may consist of but is not limited to:

Manual Recount

- Compensation of one recount board for every 10 precincts to be recounted. A recount board is made up of one election supervisor, one election assistant and two election clerks. Poll Worker Stipend rate is used for calculating the recount board cost.
- Production of relevant material (see Research of Records fee)

Electronic Recount

- Testing and certifying the accuracy of the ballot counting program before and after the ballots are counted

Accuracy Board

- Logic and Accuracy Testing, Ballot Tabulation, and Machine Reports

Other costs

- Security
- Cost of publications
- Supervision and staff time
- Computer time, per hour
- Overhead costs

The requestor of the recount shall, at the beginning of each day of the recount, deposit with the Registrar of Voters sufficient funds to cover the estimated cost of the recount. If the recount reverses the results of the official canvass, all deposits shall be returned. If the results are not reversed, the requestor shall be entitled to a return of funds in excess of the actual costs of conducting the recount. The requestor may terminate the recount at any time. Election Code §§ 15620, 15621, 15624 and 15627

AVAILABLE SERVICES

Abstracts of Registration

Abstracts of Registration are available for purchase in person with proof of identification. Abstracts are certified records of voter registration in Sacramento County. Purchase is exclusive to the voter's own records.

Certification of a Document on File

Any public document on file with Voter Registration and Elections can be certified by the Registrar of Voters or a deputy for a fee. Where appropriate, search and copy fees may also apply.

Copy Services

Most public documents on file with our office can be copied for a fee. Some documents are prohibited for duplication. Where appropriate, search fees may also apply.

Election Equipment and Supplies for Loan

Voting booths and ballot boxes may be loaned for government, scholastic, or non-profit use. Generally, voting equipment is not loaned 90 days before or after an election. Advanced notice of one week is requested. All borrowers must sign a receipt, indicating the date the equipment will be returned. By signing the receipt, borrowers acknowledge that they will be responsible for replacing or repairing equipment that is damaged or lost.

Request for delivery or pick-up of equipment by Voter Registration and Elections staff will be charged to any organization requesting the service at actual cost, including labor time and mileage.

Maps

Voter Registration and Elections can produce precinct maps and maps that indicate the boundaries of districts within Sacramento County including Congressional districts, Senate districts, Assembly districts, Board of Supervisor districts, City and Council districts, Special districts, and School districts.

Purchasers are advised that maps produced by Voter Registration and Elections are for display purposes only and independent verification of data and boundaries should be obtained by the user. The County of Sacramento does not warrant the accuracy or completeness of maps and disclaims liability for their fitness for use. Maps purchased from Voter Registration and Elections may not be reproduced or resold without the express written consent of Voter Registration and Elections.

Customized maps are available upon request.

Postage

A fee to cover postage of mailed material will be collected in advance. A requestor may provide Voter Registration and Elections with their Federal Express account information.

Reports and Voter Files

Reports and Voter Files described in this booklet are generated from the database of registered voters maintained by Voter Registration and Elections.

Research of Records

Staff will research, on request, the historical records maintained on-site. Many records created prior to 1975 have been removed from Voter Registration and Elections and are archived in the Sacramento Archives and Museum Collection Center.

There is a minimum charge of ½ hour for research. Other fees, such as copying and postage, may also apply.

Roster Book Search

The fee for this service covers staff time in locating the appropriate Rosters of Voters and making them available to the requestor.

Search of Affidavit on File

All current and many recently canceled records are maintained on the department's computer files. A search of current and past Affidavits of Registration can be done for a fee. The fee is based on each year researched and whether the record can be accessed from the computer files. Fees apply whether the record is found or not. Other fees, such as copying and certification, may also apply.

Signature Verification

Voter Registration and Elections will verify signatures for another government agency only in connection with an election or petition circulated by registered voters within Sacramento County.

ORDERING INSTRUCTIONS FOR MAPS, REPORTS, AND VOTER FILES

Complete the applicable request form:

- Application to Access Voter Registration Information
- Map Request Form

A request form must be completed before any map, file, or report can be released. All request forms are available online at www.elections.saccounty.gov.

RECORDS ACCESS

Viewing Voter Registration Records

When an individual, government agency or political entity requests information on registered voters, an “**Application to Access Voter Registration Information**” must be completed, signed and approved before any information can be released. This form is available in person at the Voter Registration and Elections office.

Agreement

By signing the “**Application to Access Voter Registration Information**,” the applicant agrees to use the information only for election or governmental purposes.

The applicant further agrees not to sell, lease or deliver possession of the registration information, or a copy or any portion thereof, to any person, organization or agency without receiving prior written authorization to do so from Sacramento County Voter Registration and Elections.

Penalties for Unauthorized Use

Any unauthorized use shall result in a penalty equal to the sum of \$.50, multiplied by the number of time each registration record is used by the applicant in an unauthorized manner. Election Code § 18109; California Administrative Code §§ 19001 – 19009

**FEE SCHEDULE
FOR CALENDAR YEAR 2020-2021**

ADMINISTRATIVE FEES

| | | |
|--------------------|---------|----------------|
| Returned Check Fee | \$53.00 | SCC § 2.01.030 |
|--------------------|---------|----------------|

CAMPAIGN DISCLOSURE STATEMENTS

| | | | |
|----------------------------|--------|----------|-------------|
| Political Reform Documents | \$0.10 | per page | GOV § 81008 |
|----------------------------|--------|----------|-------------|

| | | | |
|---|--------|-------------|-----------------------|
| Political Reform Document Retrieval (older than 5 years) | \$5.00 | per request | GOV §§ 81008 26854 |
|---|--------|-------------|-----------------------|

| | | | |
|---------------------------------|--------|----------|-------------|
| Statement of Economic Interests | \$0.10 | per page | GOV § 81008 |
|---------------------------------|--------|----------|-------------|

CANDIDATE FILING FEES

| | | |
|----------|---------------------------------------|-----------|
| Assessor | 1% of first year salary for office | EC § 8104 |
|----------|---------------------------------------|-----------|

| | | |
|----------------------|---------------------------------------|-----------|
| Board of Supervisors | 1% of first year salary for office | EC § 8104 |
|----------------------|---------------------------------------|-----------|

| | | |
|------------------------------------|--------|-----|
| Central Committee / County Council | No fee | N/A |
|------------------------------------|--------|-----|

| | | |
|---------------------------|--------|-----|
| County Board of Education | No fee | N/A |
|---------------------------|--------|-----|

| | | |
|-------------------|---------------------------------------|-----------|
| District Attorney | 1% of first year salary for office | EC § 8104 |
|-------------------|---------------------------------------|-----------|

| | | |
|-----------------------------|---------------------------------------|-----------|
| Judge of the Superior Court | 1% of first year salary for office | EC § 8104 |
|-----------------------------|---------------------------------------|-----------|

| | | |
|---------|---------------------------------------|-----------|
| Sheriff | 1% of first year salary for office | EC § 8104 |
|---------|---------------------------------------|-----------|

CANDIDATE STATEMENTS

| | | |
|--|-------------|------------|
| Cost estimate for statement space in County Voter Information Guide | Actual Cost | EC § 13307 |
|--|-------------|------------|

COPY FEES

| | |
|------------|--------|
| First Page | \$1.00 |
|------------|--------|

| | | |
|--------------------|--------|----------|
| Additional Page(s) | \$0.10 | per page |
|--------------------|--------|----------|

ELECTION ADMINISTRATION

March 3, 2020 Presidential Primary Election

| | | |
|---|------------|----------------------|
| District Base Set-Up, including Measures | \$4,920.00 | EC §§ 10002 10520 |
|---|------------|----------------------|

| | | | |
|-----------------------------------|----------|-------------------------|----------------------|
| First Contest, including Measures | \$1.0539 | per registered voter | EC §§ 10002 10520 |
|-----------------------------------|----------|-------------------------|----------------------|

| | | | |
|--|----------|-------------------------|----------------------|
| Additional Contest, including Measures | \$0.0729 | per registered voter | EC §§ 10002 10520 |
|--|----------|-------------------------|----------------------|

| | | | | | |
|--|-------------|----------------------|----|------|----------------|
| Additional Page over 4 in the County Voter Information Guide – Measures only | \$0.0122 | per registered voter | EC | \$\$ | 10002 10520 |
| Contest Requiring Additional Ballot Card(s) | Actual Cost | | EC | \$\$ | 10002 10520 |

November 3, 2020 Presidential General Election

| | | | | | |
|--|-------------|----------------------|----|------|----------------|
| District Base Set-Up, including Measures | \$1,887.00 | | EC | \$\$ | 10002 10520 |
| First Contest, including Measures | \$1.2295 | per registered voter | EC | \$\$ | 10002 10520 |
| Additional Contest, including Measures | \$0.1035 | per registered voter | EC | \$\$ | 10002 10520 |
| Additional Page over 4 in the County Voter Information Guide – Measures only | \$0.0149 | per registered voter | EC | \$\$ | 10002 10520 |
| Contest Requiring Additional Ballot Card(s) | Actual Cost | | EC | \$\$ | 10002 10520 |
| Special Elections | Actual Cost | | EC | \$\$ | 10002 10520 |

ELECTION EQUIPMENT FOR LOAN

| | | | | | |
|---------------|--------|----------|--|--|--|
| Ballot Boxes | \$3.00 | per item | | | |
| Voting Booths | \$4.00 | per item | | | |

*Minimum charge of \$21.00

FILES AND REPORTS

| | | | | | |
|---|---------------|--|--|--|--|
| Custom Reports | \$105.00 | | | | |
| Election Day Voting Activity Status Report | No fee | | | | |
| Voter File | \$80.00 | | | | |
| Voting Activity Status Report E-29 through E-1 | \$308.00 | | | | |
| Voting Activity Status Report E-29 through completion of canvass | \$616.00 | | | | |
| Voting Activity Status Report E-45 through completion of canvass Including UOCAVA | \$770.00 | | | | |
| Walking List – Emailed PDF | \$29.00 | | | | |
| Walking List – Printed Copy | See Copy Fees | | | | |

MAPS

| | | |
|--------------------------------|----------|---------------|
| Standard Map Set-up Fee | \$125.00 | |
| Custom Map Set-up Fee | \$275.00 | |
| Map Print Fee (24x36 or 36x48) | \$10.00 | per hard copy |

PETITIONS: INITIATIVES, REFERENDUM, AND RECALLS

| | | |
|--|-----------|-----------|
| Notice of Intent to Circulate County Initiative Petition | \$200.00* | EC § 9103 |
|--|-----------|-----------|

*Refundable within one year of filing notice if petition is certified as sufficient

| | | |
|--------------------------|-------------|---------------|
| Set-up Fee | \$1.00 | per page |
| Signature Check | \$2.00 | per signature |
| Withdrawal of Signatures | Actual Cost | |

POSTAGE

| | |
|---------|-------------|
| Postage | Actual Cost |
|---------|-------------|

REGISTRATION SERVICES

| | | |
|---|---------|-----------|
| Abstract of Registration | \$1.50 | EC § 2167 |
| Certification of Document on File | \$1.50 | |
| Certified Copy of Registration | \$1.50 | EC § 2167 |
| Letter of Verification of Current Records | \$10.00 | |

RESEARCH OF RECORDS

| | | |
|--------------------------------|-----------|----------|
| Research of Historical Records | \$110.00* | per hour |
|--------------------------------|-----------|----------|

*Cost is in half-hour increments with a minimum of one half-hour

VOTE RECOUNT

| | |
|--|-------------|
| Legal Notices | Actual Cost |
| Recount Board (manual or electronic tally) | Actual Cost |
| Security | Actual Cost |
| Staff Time and Supervision | Actual Cost |