

16. Approve the Proposed 2025-26 Budget for Clerk/Elections, including any supplemental materials, and take related actions, as outlined in the referenced budget documents, and as recommended by the County Executive Officer ()



County of Santa Cruz Board of Supervisors

Agenda Item Submittal

From: County Clerk/Elections

Subject: Proposed 2025-26 Budget for Clerk/Elections

Meeting Date: June 3, 2025

Formal Title: Approve the Proposed 2025-26 Budget for Clerk/Elections, including any supplemental materials, and take related actions, as outlined in the referenced budget documents, and as recommended by the County Executive Officer

Recommended Action

Approve the Proposed 2025-26 Budget for Clerk/Elections, including any supplemental materials, as provided in the referenced budget documents:

- [Proposed Budget](#)
- [Continuing Agreements List](#)

Executive Summary

The Proposed 2025-26 Budget for the Clerk/Elections Department supports two divisions: Clerk Services and Elections with funded staffing of 14.0 funded full-time equivalent (FTE) positions.

Discussion

The mission of the Clerk/Elections Department is to conduct all local, state and federal elections, issue marriage licenses, file fictitious business name statements, accept passport applications, administer notary oaths, serve as the Commissioner of Civil Marriages, and conduct various other professional registrations in a secure, transparent and timely fashion. Department and division operational objectives are shown in the 2025-26 Proposed Budget document and 2025-27 Operational Plan. Both are available online at: www.SCCVision.us

The Clerk/Elections Proposed Budget includes negotiated salary and benefit increases as well as a change in facility charges to properly reflect the cost of facility services and utilities.

The budget reflects important service changes, including the expansion of clerk services in Watsonville from two to three days; as well as a reduction in revenue and expenses resulting from the transition from a General Election year to a non-General Election year with only one scheduled primary election, resulting in reduced revenue from district election charges and less demand for consolidated election services such as candidate filing, ballot creation, mailings, processing, and certification.

Staffing of 14.0 FTE positions is status quo for 2025-26.

Budgeted funding will continue to support ongoing staff work, including providing year-round clerk services at two locations, resourcing special events such as Passport Saturdays, and administering the June 2026 California Primary Election.

Over the next fiscal year, the department will be focused primarily on voter education and outreach through sustainable media partnerships, youth civics education, and expanding media presence.

Financial Impact

The Clerk/Elections Proposed Budget includes \$5,677,260 in expenditures offset by \$786,170 in revenues and \$4,891,090 in General Fund contribution. This reflects a total General Fund contribution increase of \$60,940 or 1% from the Fiscal Year 2024-25 Adopted Budget.

Strategic Initiatives

Operational Plan - Operational Excellence

Submitted By:

Tricia Webber, County Clerk

Recommended By:

Carlos J. Palacios, County Executive Officer

Artificial Intelligence Acknowledgment:

Artificial Intelligence (AI) did not significantly contribute to the development of this agenda item.



Clerk-Elections 2025-26 Proposed Budget

Tricia Webber
County Clerk

Rita Sanchez
Assistant County Clerk

June 3, 2025



Presentation Overview



Our Mission



How We are Organized



Budget Overview



Fiscal & Staffing Details



Federal/State risks & Emerging Issues



Request & Questions

Our Mission

To conduct all local, state and federal elections and provide clerk services in a secure, transparent and timely fashion.



Divisions & Services



CLERK SERVICES

- Accept passport applications
- Issue marriage licenses
- Serve as Commissioner of Civil Marriages
- File fictitious business name statements
- Administer notary oaths
- Provide other services



ELECTIONS




- Administer all state, local, and federal elections

Clerk/Elections




Summary of Proposed Budget

| | 2024-25 Adopted | 2025-26 Proposed | Amount of Change | Percent Change |
|--------------------------------------|--------------------|---------------------|---------------------|-------------------|
| Revenues | \$1,659,875 | \$786,170 | \$(873,705) | -53% |
| Expenses | \$6,490,025 | \$5,677,260 | \$(812,765) | -13% |
| General Fund Contribution | \$4,830,150 | \$4,891,090 | \$60,940 | 1% |
| Funded Staffing | 14.00 | 14.00 | - | % |

Major Budget Changes from Adopted Revenues

| | Amount | Title of change in revenue |
|---|------------|--|
|  | \$ 22,061 | Expanded clerk services in Watsonville |
|  | \$ 106,030 | State grant revenues (project completion) |
|  | \$ 750,000 | Election services charges for a non-General Election year with only one scheduled primary election |

Major Budget Changes from Adopted Expenses

| | Amount | Title of change in expenditure/expense |
|---|------------|---|
|  | \$ 405,324 | Salaries and benefits. Reduced extra help staff and overtime during non-General Election years. |
|  | \$ 611,843 | Services and supplies reduced during non-General Election years. |
|  | \$ 136,174 | GSD services and charges |

Emerging Issues

- **Signed Executive Order 14248**
 - Introduces significant changes to the United States election process
 - Requires proof of citizenship when registering to vote
 - Mandates all mail-in ballots must be received by Election Day to be counted
 - Allows for the Department of Government Efficiency (DOGE) Administrator and the Secretary of Homeland Security to review State voter registration records
- **Safeguard American Voter Eligibility (SAVE)**
 - Requires all voter registration to occur in person
 - Registrants provide citizen documentation and identification



Clerk/Elections

Approve the Proposed Budget for the Clerk/Elections Department, including any Supplemental Materials, which includes

- Revenues of \$786,170
- Expenses of \$5,677,260
- General Fund Contribution of \$4,891,090
- Staffing of 14.00 funded FTEs

