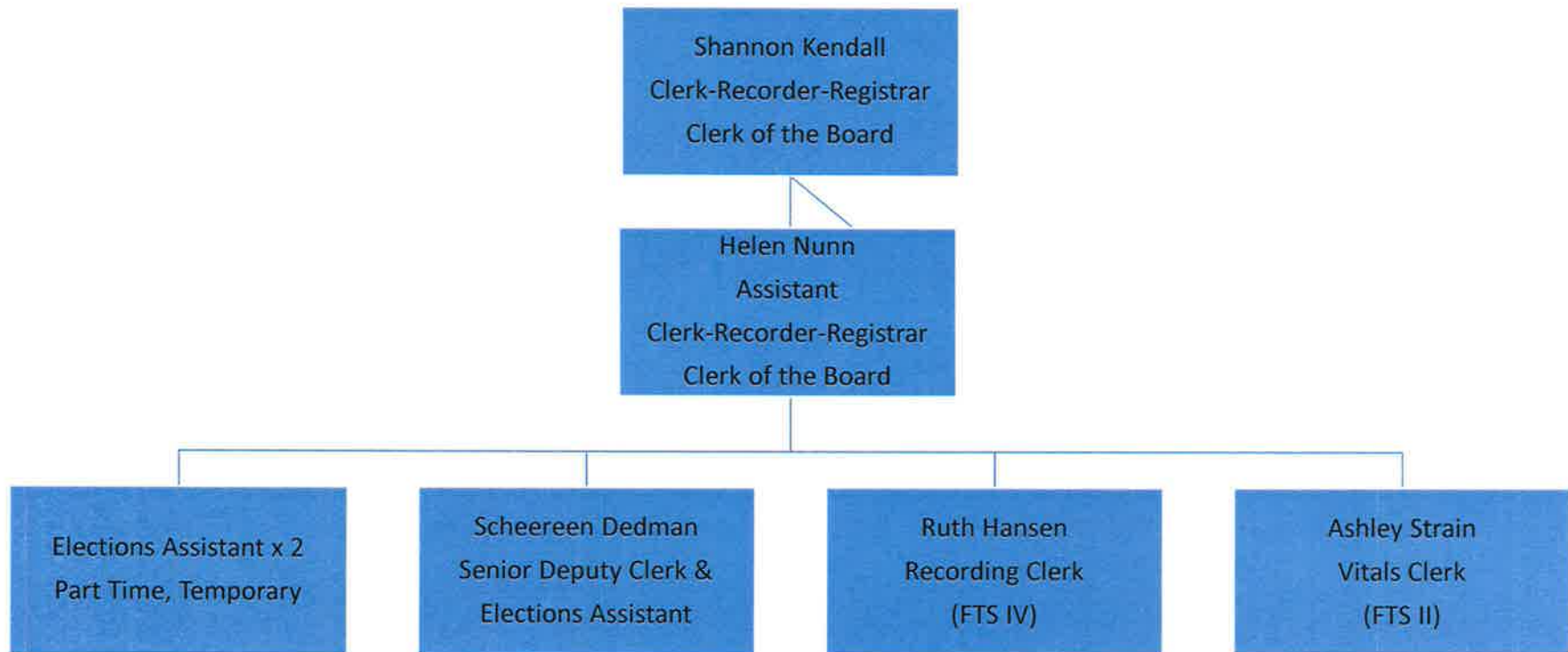


Clerk-Recorder Elections Clerk of the Board of Supervisors



CLERK-RECORDER

Core Services

		Mandated?	
1	RECORDING	Record all property/other documents as required; index same	Y
		Offer E-Recording to customers	N
		Assist at front counter with requests	Y
		Telephone and other research performed for customers as requested	Y

		Mandated?	
2	VITAL STATISTICS	Issue Marriage Licenses; index same	Y
		Issue certified copies of birth, death and marriage certificates	Y
		Assist at front county with requests; telephone assistance; do research	Y
		Perform Marriages	Y

3	EX-OFFICIO CLERK OF THE BOARD	Manage/Prepare agenda packets	N
		Attend meetings, prepare minutes, process minutes orders, etc.	N
		Update BOS website	N
		Clerk other county and other boards as required/requested	N

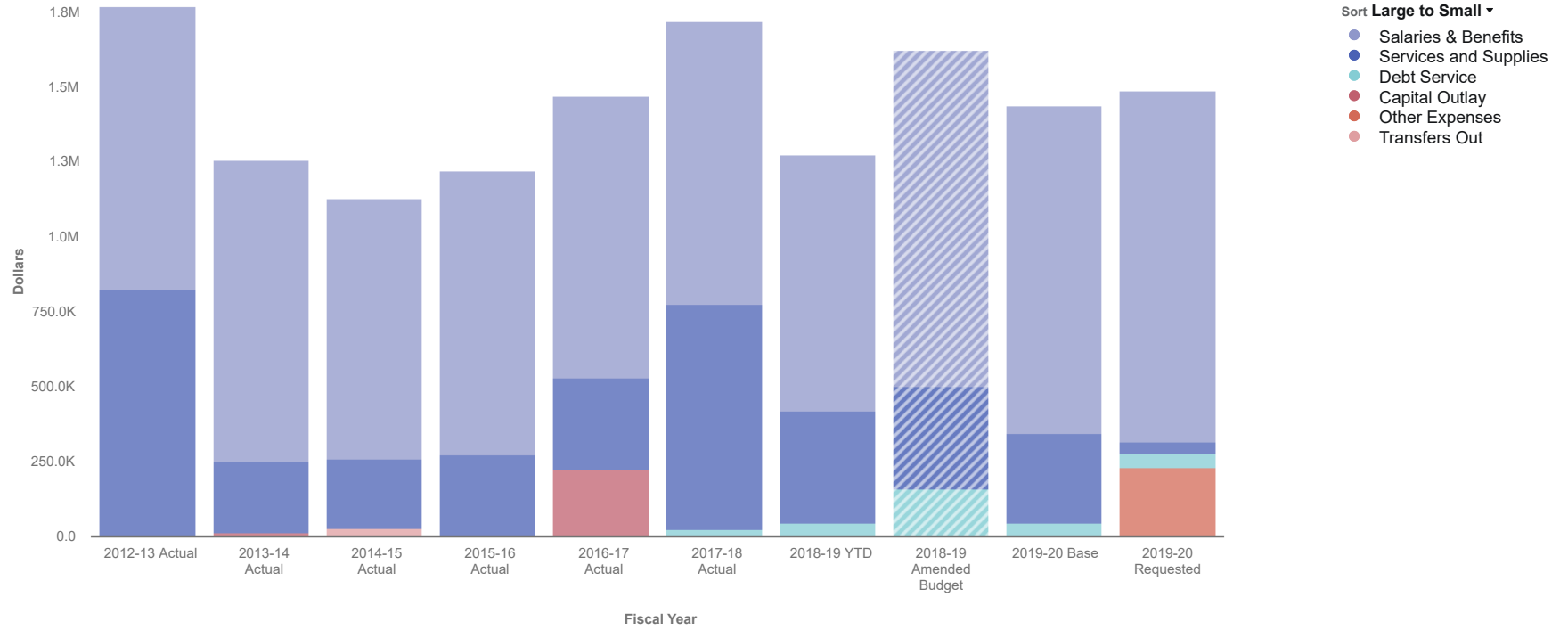
4	ADMINISTRATIVE SUPPORT FOR BOARD OF SUPERVISORS	Prepare and monitor BOS budget	N
		Work with BOS members on travel and training arrangements	N
		Assist BOS with any/all requests to help them perform their duties	N
		Assist constituents in communicating with BOS and in processing requests.	N

5	OTHER SERVICES	Issue and Index all Fictitious Business Name licenses	Y
		Keep track of and collect all Form 700 forms for county and other agencies	Y
		Post and process all CEQA documents	Y
		Maintain public rosters for agencies; maintain and index all contracts	Y

Department Name	Division Name	Associated Goal	Tactic	Result	Internal or External	Target Completion (FY)
Clerk-Recorder	Clerk-Recorder	4B	Maintain historical value of property and other books by continuing records preservation and digitizing project using modernization funds. Keeping on list as potential to move forward this next FY, depending on fund balance.	Decrease in damaged books, provides better customer service and enhanced research experience in office.	Both	19-22
Clerk-Recorder	Clerk-Recorder	4B, 5C	Continue using and gaining experience in previously implemented programs: E-Recording, collection of SB 2 fee, and VitalChek, all of which required updating our current technology and training. We're keeping this on again as we continue to cross-train and learn as time permits.	Measured by reports that will show us how often these new services get utilized during the year. We did not get around to implementing a customer survey this past fiscal year but should have the time/ability to do it this fiscal year. Finally we can rely on verbal/phone customer feedback we receive regarding these services to help determine if they are successful or not.	Both	19-20

Clerk - Recorder - Expenditure Trend

Updated On 13
May, 2019

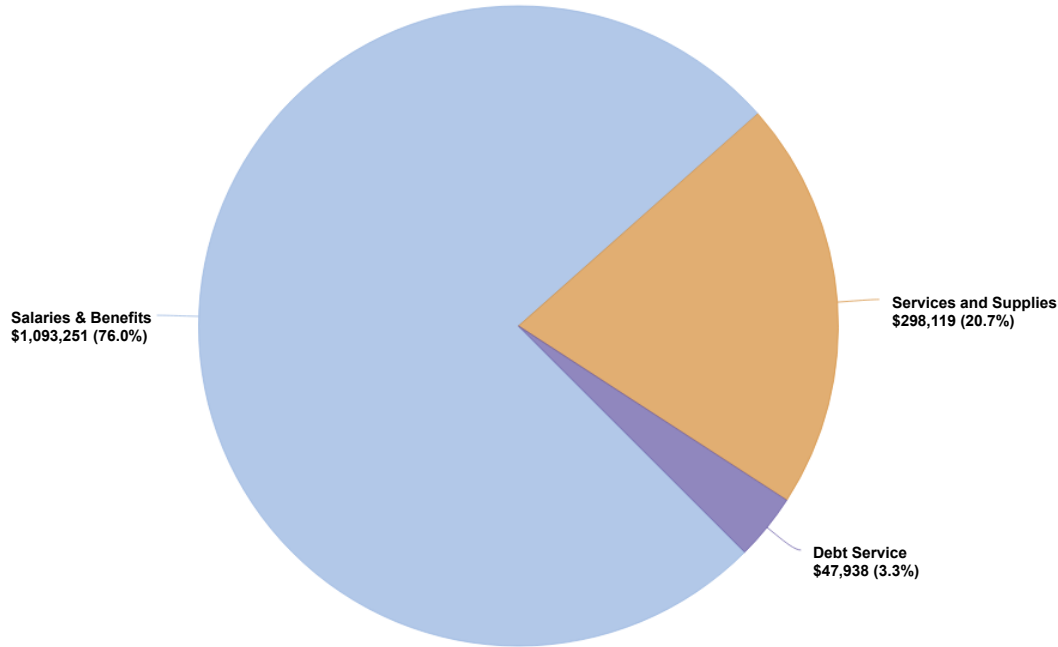


Data filtered by Expenses, Clerk / Recorder / Elections and exported on May 13, 2019. Created with OpenGov

2019-2020 Requested Budget - Expenditures for Clerk/Recorder

Updated On 13
May, 2019

Sort **Large to Small** ▾
● Salaries & Benefits
● Services and Supplies
● Debt Service



Expand All	2019-20 Actual
▶ Salaries & Benefits	\$ 1,093,251
▶ Services and Supplies	298,119
▶ Debt Service	47,938
Total	\$ 1,439,308

Data filtered by Expenses, Clerk / Recorder / Elections and exported on May 13, 2019. Created with OpenGov

FY 2019-2020 BUDGET WORKSHOP

CLERK RECORDER/ ELECTIONS – Workforce Costs by Position

Reports > 6. Workforce Report (GRID VERSION)

Help ▾

Filters

Views

SHOW

TOTAL COMP...

BROKEN DOWN BY

Position Name

FILTERED BY

All >

Filters

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AMOUNTS

Incremental

TOTAL FOR A YEAR

\$656,896.93

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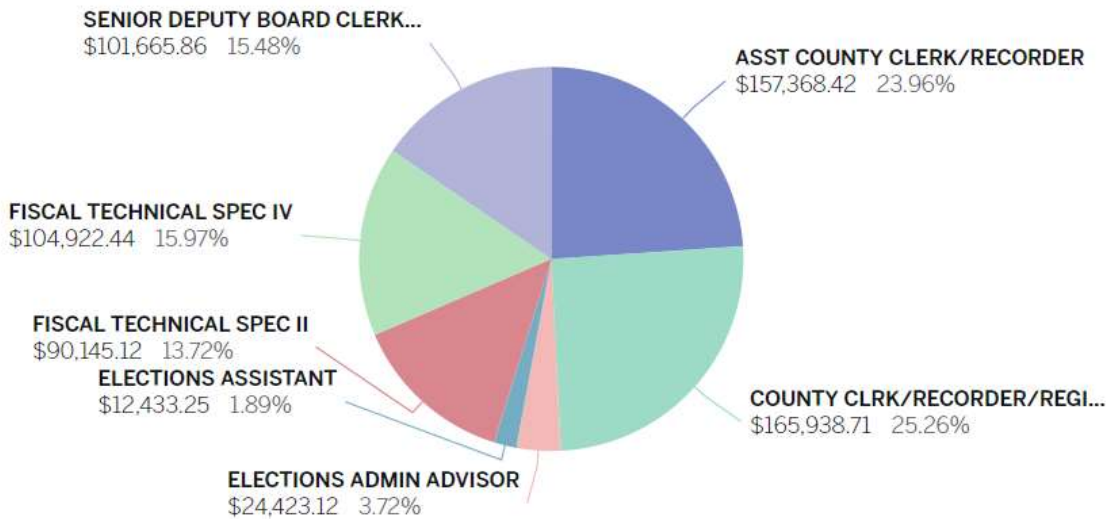
← Back

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{ } CLERK RECORDER x

Updated On 13 May, 2019

VISUALIZATION



Records

**CLERK-RECORDER
DEPARTMENT #180**

DEPARTMENTAL (or Division) OVERVIEW

County Clerk is ex officio Clerk of the Board of Supervisors and issuer/maintainer of various certificates and vital and other records, oaths, appointments; County Recorder keeps and preserves all books, records, deeds, maps and papers deposited and kept in the office and it is the duty of the Recorder to record or cause to be recorded property (and other) documents correctly. In Mono County the Clerk-Recorder is in the same office and performs all duties simultaneously.

PROGRAMS AND SERVICES

Recording/maintaining property documents (we offer E-recording, a valuable and time saving service); processing/maintaining/providing vital records (birth/death records, and marriage licenses – available online through VitalChek or at the counter/by mail); Fair Political Practices Commission (FPPC) Form 700 filing office; processing/maintaining Fictitious Business Name (FBN) applications; processing variety of notices (i.e. California Environmental Quality Act (CEQA) Notices); maintaining roster of County Public Agencies; maintaining all County Contracts; serve as Clerk of the Board of Supervisors; perform marriages; keep website updated; prepare budget. We now offer payment for services by credit card at our counter. The Clerk-Recorder's Office implements and follows new laws as they become approved (such as the Building Homes and Jobs Act which became effective on January 1, 2018) which required us to collect an additional \$75 on various recordable documents.

DESCRIBE WHAT IS NOT INCLUDED IN THIS BUDGET:

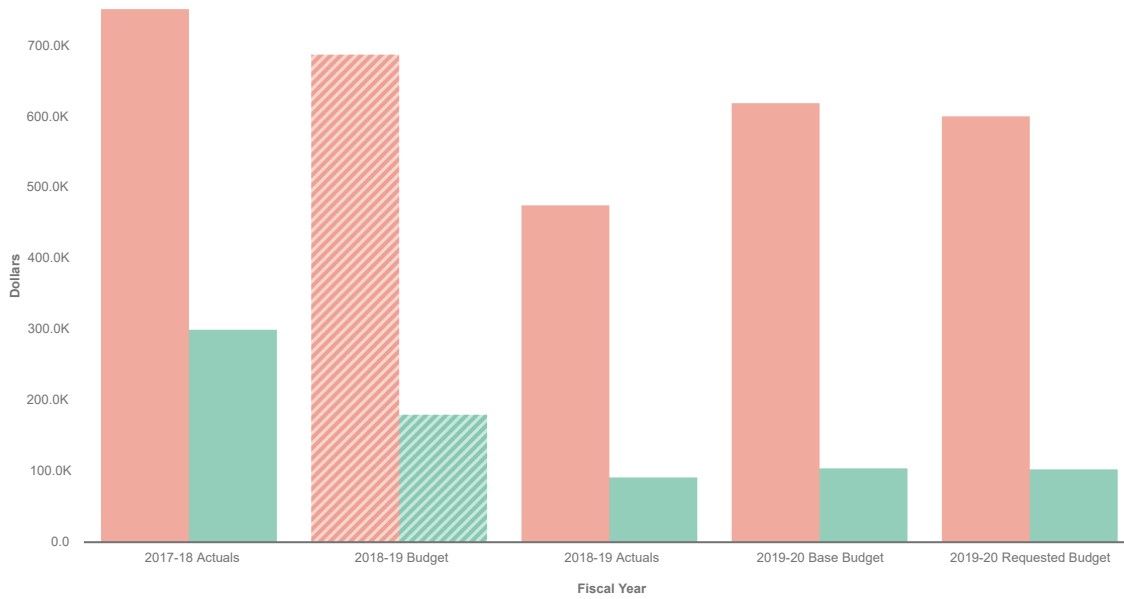
Depending on fund balances, we may push another set of property record books to our vendor for preserving. Or, we will wait a year to let the fund build up. I have not included the amount in either modernization revenue or in the expense line to offset it. Janet mentioned that we could add this project at mid-year should we decide to do that.

Clerk / Recorder 100-27-180

Updated On 10
May, 2019

Sort **Large to Small**

- Expenses
- Revenues



Collapse All	2017-18 Actuals	2018-19 Budget	2018-19 Actuals	2019-20 Base Budget	2019-20 Requested Budget
▼ Revenues	\$ 300,536	\$ 181,294	\$ 92,288	\$ 104,994	\$ 104,500
▶ Charges for Services	108,749	104,994	90,403	104,994	104,500
▶ Miscellaneous Revenues	191,787	76,300	1,886	0	0
▼ Expenses	750,655	687,379	475,504	620,224	601,760
▶ Salaries & Benefits	506,054	555,651	416,388	566,956	539,919
▼ Services and Supplies	244,601	131,728	59,116	21,443	61,841
▼ Services	197,048	75,035	7,661	2,438	3,838
Professional & Specialized Ser	170,435	70,800	4,095	0	0
Special Department Expense	22,285	0	177	0	0
Telephone/Communications	3,128	2,910	2,239	2,438	2,438
Membership Fees	1,200	1,325	1,150	0	1,400
▶ Supplies	14,275	30,384	28,254	7,114	31,102
▶ Insurance	7,838	13,509	13,509	11,891	11,891
▶ Facility	18,164	4,800	3,538	0	4,800
▶ Training	7,276	8,000	6,026	0	9,000
▶ Vehicle	0	0	129	0	1,210
▼ Other Expenses	0	0	0	31,825	0
▶ Other Expenses	0	0	0	31,825	0
Revenues Less Expenses	\$ -450,118	\$ -506,085	\$ -383,216	\$ -515,230	\$ -497,260

Data filtered by Types, GENERAL FUND, COUNTY CLERK/RECORDER and exported on May 10, 2019. Created with OpenGov

**ELECTIONS
DEPARTMENT #181**

DEPARTMENTAL (or Division) OVERVIEW

Conduct all elections held in Mono County, including statewide primary, general and special elections as well as local elections for Mono County, Town of Mammoth Lakes, Special Districts, and School Districts.

PROGRAMS AND SERVICES

This is a mandated function. Registrar maintains County's Voter Registration Database and keeps it updated, performs all task/duties required to successfully run an election (includes keeping up with and following current legislation, Candidate filings, ballot preparation, poll worker management, management of ballot mailing and receipt, and miscellaneous duties as required. The Registrar also updates website and prepares annual budget.

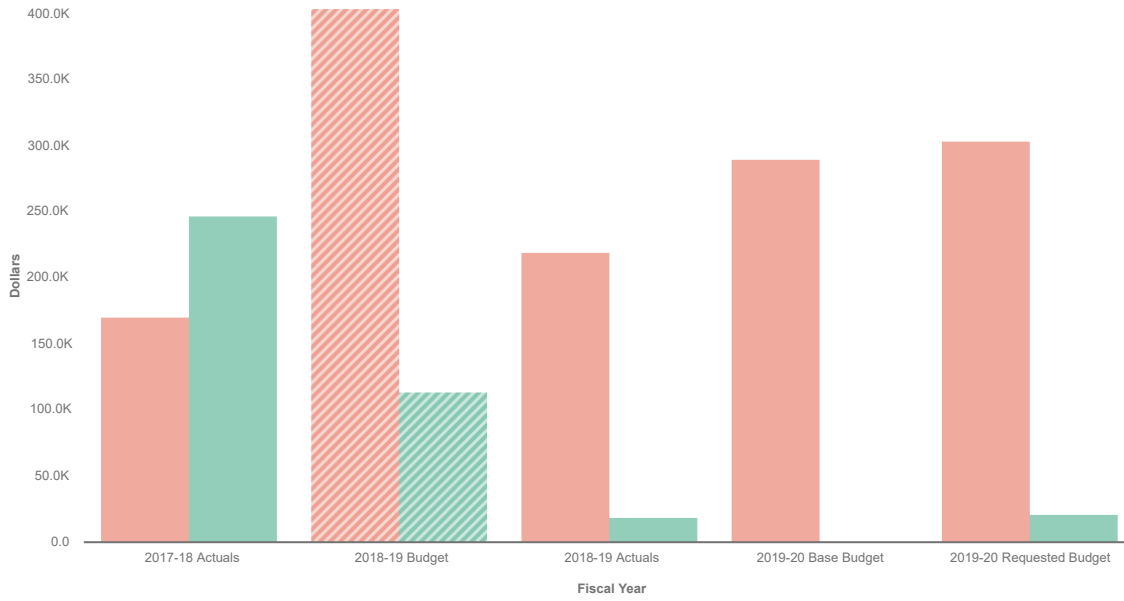
DESCRIBE WHAT'S NOT INCLUDED IN THIS BUDGET:

We have several projects in the works for Elections. These will not require additional general fund money because they are either previously approved grants and/or ongoing projects. These will be detailed further on our Strategic Tactic sheet.

Elections 100-15-181

Updated On 10
May, 2019

Sort **Large to Small**



Collapse All	2017-18 Actuals	2018-19 Budget	2018-19 Actuals	2019-20 Base Budget	2019-20 Requested Budget
▼ Revenues	\$ 246,894	\$ 113,704	\$ 19,434	\$ 1,500	\$ 21,500
▶ Other Financing Sources	224,000	0	0	0	0
▶ Intergovernmental	561	112,204	5,435	0	20,000
▶ Charges for Services	22,333	1,500	13,999	1,500	1,500
▼ Expenses	170,454	402,937	219,331	289,542	303,865
▶ Salaries & Benefits	69,304	122,379	94,908	120,920	114,068
▼ Services and Supplies	77,181	120,416	76,485	1,376	141,860
▶ Services	56,665	56,628	31,956	473	70,973
▶ Supplies	15,923	58,788	40,694	229	63,213
▶ Training	4,593	5,000	3,834	0	7,000
▶ Insurance	0	0	0	674	674
▶ Debt Service	23,969	160,142	47,937	47,938	47,938
▶ Other Expenses	0	0	0	119,308	0
Revenues Less Expenses	\$ 76,440	\$ -289,233	\$ -199,897	\$ -288,042	\$ -282,365

Data filtered by Types, GENERAL FUND, ELECTION DIVISION and exported on May 10, 2019. Created with OpenGov

**BOARD OF SUPERVISORS
DEPARTMENT #010**

DEPARTMENTAL (or Division) OVERVIEW

County Clerk is *ex-officio* Clerk of the Board of Supervisors (Government Code Section 25100 and 26801); serves as support for Board of Supervisors, Assessment Appeals Board, Personnel Appeals Board and various other boards as requested.

PROGRAMS AND SERVICES

For various boards, functions include: managing/preparing agendas and packets, attending meetings, preparing minutes, processing minutes orders, resolutions and ordinances, updates to BOS website, assisting Board members as needed and budget preparation.

This budget funds all the Board of Supervisor salaries/benefits, their training activities both locally and out of the county, the Assessment Appeals Board staffing and other Board staffing, as needed.

DESCRIBE WHAT IS NOT INCLUDED IN THIS BUDGET:

We'd like to explore the possibility of creating some type of fund to set aside money to begin digitizing all Board related documents. Currently, all historical board documents (minutes, resolutions, ordinances), which we are required by law to keep "forever" are in the vault in the old courthouse. This vault is getting rather crowded, and all the documentation is very old. We don't have any funding now to begin the process of digitizing these documents and we feel this has become an important project to tackle and try to push forward in the coming years. We unfortunately don't have any revenue coming in to offset this type of project (like we do with our Modernization funds which help to pay for preserving our property document records). We would like the board to consider setting aside funds (beginning soon) on a yearly basis in order to address this issue. Not only are we running out of space, but our office is the steward of these records and as such, need to be proactive on the preservation and care of them. I am unsure what this looks like financially. Initially we'd like buy-in from the Board and then we can really explore various services and get pricing.

FY 2019-2020 BUDGET WORKSHOP

BOARD OF SUPERVISORS – Workforce Costs by Position

Reports > 6. Workforce Report (GRID VERSION)

Filters Views

SHOW ⚙️
TOTAL COMP... ▾

BROKEN DOWN BY ⚙️
Position Name ▾

FILTERED BY All >
Filters 1 >
Columns >
Aggregates >

AMOUNTS
Incremental ▾

TOTAL FOR A YEAR
\$440,764.35

+ Save view

Search in table Search

← Back ↻ Reset

BOARD OF SUPERVISORS ×
Department contains BOARD OF SUPERVISORS

Updated On **13 May, 2019**

VISUALIZATION

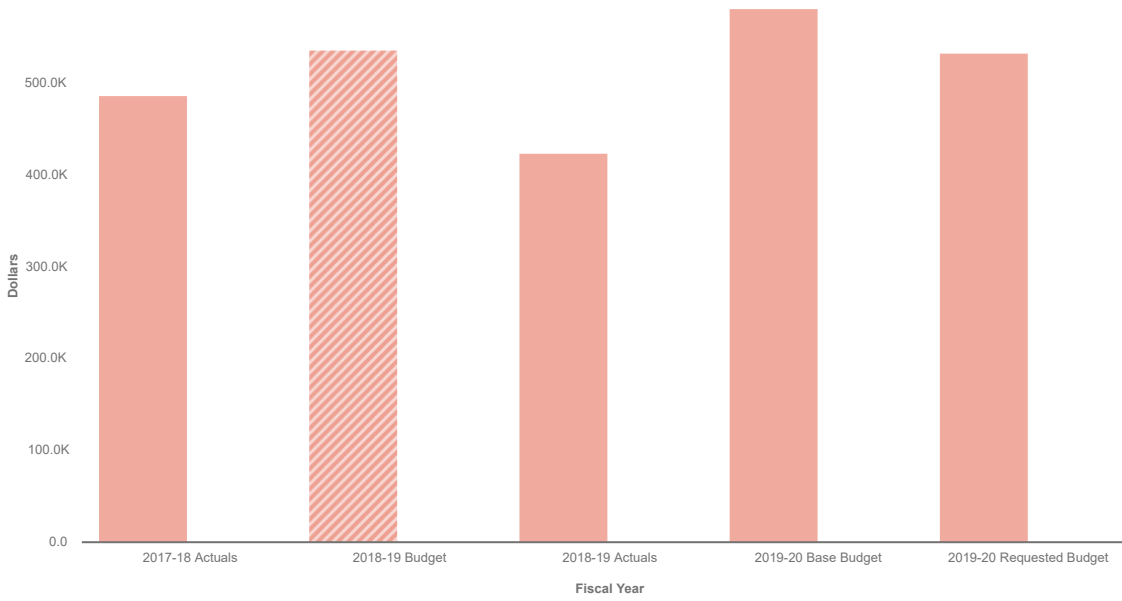
Position	Amount	Percentage
BOARD MEMBER, CHAIR	\$114,035.68	25.87%
BOARD MEMBER	\$326,728.67	74.13%

Records

Board of Supervisors 100-11-010

Updated On 10
May, 2019

Sort **Large to Small** ▾
● Expenses
● Revenues



Collapse All	2017-18 Actuals	2018-19 Budget	2018-19 Actuals	2019-20 Base Budget	2019-20 Requested Budget
▼ Revenues	\$ 808	\$ 502	\$ 354	\$ 502	\$ 450
▶ Charges for Services	502	502	354	502	450
▶ Miscellaneous Revenues	306	0	0	0	0
▼ Expenses	486,893	536,410	424,383	580,530	533,683
▶ Salaries & Benefits	368,780	444,807	344,779	483,943	439,264
▼ Services and Supplies	118,113	91,603	79,604	16,587	94,419
▶ Training	57,242	31,080	21,555	0	33,000
▶ Services	28,184	26,750	26,595	1,500	29,450
▶ Insurance	12,443	14,431	14,431	6,191	6,191
▶ Supplies	8,358	7,940	8,190	4,939	10,939
▶ Vehicle	5,714	5,478	3,866	3,957	8,915
▶ Facility	6,172	5,924	4,968	0	5,924
▶ Other Expenses	0	0	0	80,000	0
Revenues Less Expenses	\$ -486,086	\$ -535,908	\$ -424,029	\$ -580,028	\$ -533,233

Data filtered by Types, GENERAL FUND, BOARD OF SUPERVISORS and exported on May 10, 2019. Created with OpenGov