

CLERK / RECORDER

Board of Supervisors (#010), Clerk-Recorder (#180) and Elections (#181)

DEPARTMENT MISSION STATEMENT

N/A

DEPARTMENTAL OVERVIEW

Our Department is divided into three divisions:

Board of Supervisors: 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.

Clerk-Recorder: County Clerk is the 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.

Elections: Conducts 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.

CHALLENGES, ISSUES and OPPORTUNITIES

The COVID-19 pandemic has posed many challenges for the entire Department in the past year. With all meetings becoming virtual in nature, and without being able provide consistent (in person) customer service, our office has had to perform duties in an entirely different way. With COVID continuing to be a factor, our Department will continue to face these challenges and need to think outside of the box to provide the best customer service we can. We're hopeful that we will be able to begin offering all our counter services soon, even if modified. With the decrease in these services, wedding ceremonies and license fees are down, which affects the service fee revenue generated for our Department. I see an opportunity, however, to begin generating that revenue again soon.

For the Board of Supervisors, last FY, we approached the Board with the possibility of implementing some type of fund to help build fees to then use to digitize all Board related documents. While this idea was met with enthusiasm, we were not able to get any momentum on this project due to Elections and of course, COVID. I am submitting a Policy Item for this project for this FY so that it does not get forgotten. If we can't pay for it all up front, perhaps the Board can agree to set aside funds for a few years to pay for it. It does remain an important project to get accomplished and will be a benefit to county employees and customers alike. Additionally, our agenda platform, Novus, is slowly being phased out so we will be working to edit our current agenda templates to get the most use out of Novus for as long as possible, while providing the county and customers with an efficient agenda process as well as an accurate, professional agenda.

On the Clerk-Recorder's side, I feel that while we have had to find solutions to provide efficient customer service, despite COVID, we were able to figure out a new "norm" and work around a lot of obstacles. We don't have anything major planned for this Division in the next Fiscal Year (again, that is a bit prohibitive in our economic culture), but we're still looking at having an online search for recorded documents as well as potentially getting back on track with continuing to refurbish any outstanding property books in our vault – perhaps next FY. Alternatively, we may delve into this refurbishing project at mid-year, depending on the workflow in the Clerk's office.

The November 2020 Election was challenging to say the least. We were able to offer all six of our polling locations and sent every voter a vote by mail ballot. We anticipate that there will most likely be a Recall Election for Governor Newsom probably in November of 2021 (not originally planned) in addition to the Primary Election in June 2021. It is our belief that we will continue to be required to practice extreme safety due to COVID and we are hopeful that the State will provide additional grant monies to help offset these two elections. To date, that is not known. Another facet to this upcoming FY, will be the redistricting process which our office will take part in, as needed and which will affect our Election Management Districting system.

All of these challenges are opportunities to fine tune our services and to be more efficient than ever.

CORE SERVICES AND PROGRAM DESCRIPTIONS

Board of Supervisors: Clerk of the Board 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. We also clerk other meetings as required/requested. These services are not mandated. 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.

Clerk-Recorder: 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. The Clerk-Recorder's Office implements and follows new laws as they become approved.

Elections: 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.

DEPARTMENTAL (or Division) ACTION PLAN FOR 2021-2022

Board of Supervisors: for this fiscal year, and in light of the ongoing COVID-19 requirements, the Clerk of the Board needs to continue focusing on producing legally sound agendas, providing proper in-person meeting options, clerking additional meetings and providing continued/ongoing support for the Board members. We are committed to pursuing the project of digitizing board documents and will provide a policy request to that affect. We will also be fine tuning and editing our agenda template, working with IT

and Granicus to get the best use out of our current platform, Novus. The success of digitizing board documents as well as updating the agenda template will be measured by how many customer requests we get for these types of documents (to ascertain how often people utilize this service) and by being able to increase efficiency in the agenda process.

Clerk-Recorder: as mentioned above, we will work towards working within the COVID-19 requirements to carry on and provide excellent customer service. We will begin researching ways to implement an online search engine for recorded documents to be used by the public in addition to working towards the restoration of more of our old property books, maybe later in the fiscal year. We are also very interested in taking part/assisting in the county fee restructure which is an ongoing project. Increasing our fees would help with revenue which would then assist in being able to work on some of our tactics.

Elections: It appears we may now have two elections for FY 21-22: a potential Recall Election in addition to the Primary Election in June. As such, our office will be stretched to its limits and doing any large election projects will not be possible. We were initially planning on only the June 2022 Primary, but if the State calls a Recall Election, we now must plan for and be prepared for conducting two elections in the upcoming fiscal year. This will create additional costs (not anticipated but mandated) in the Elections budget. We will be required to conduct upcoming elections in much the same way we did our November election: under strict COVID safety requirements while still providing in person voting opportunities. We will also be required to mail every voter a vote by mail ballot, which will continue to increase costs. Utilizing our approved temporary staff will be extremely important. We will also be assisting in the redistricting process which will affect how district boundary lines are currently set up in our Election Management System. The best measurement for Elections continues to be error-free, accurate, safe, fair elections and a great voting experience for our voters.

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	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

4	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

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Board of Supervisors

Core Services

		Mandated?	
1	Clerk to Board of Supervisors	Managing/preparing agendas	N
		Attending meetings, preparing minutes, etc.	N
		Website updates	N
		Clerking other meetings as required/requested	N

		Mandated?	
2	Provide Administrative support to BOS members	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

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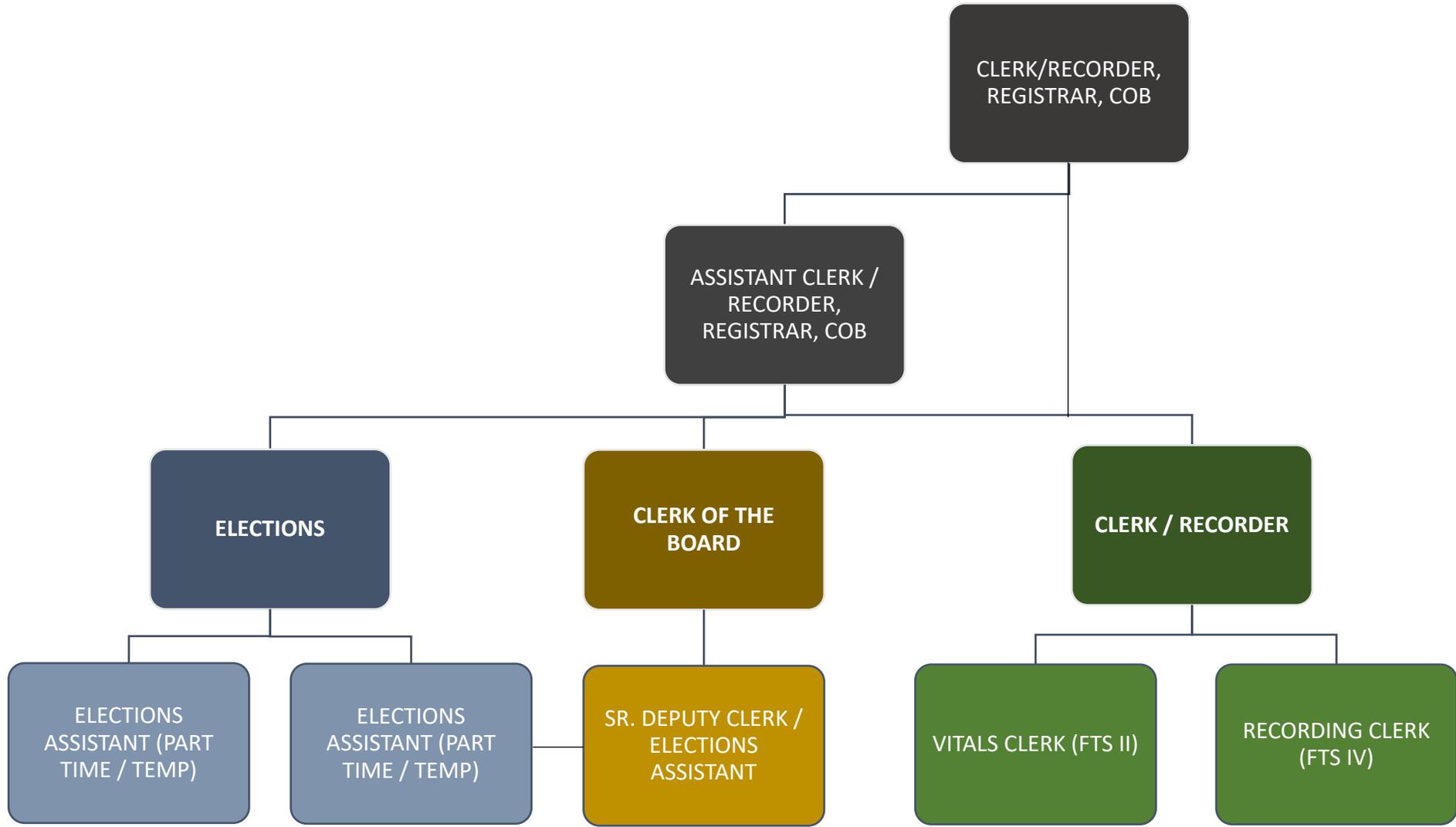
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CLERK / RECORDER, REGISTRAR, CLERK OF THE BOARD

Departmental Organizational Chart



DIVISIONS

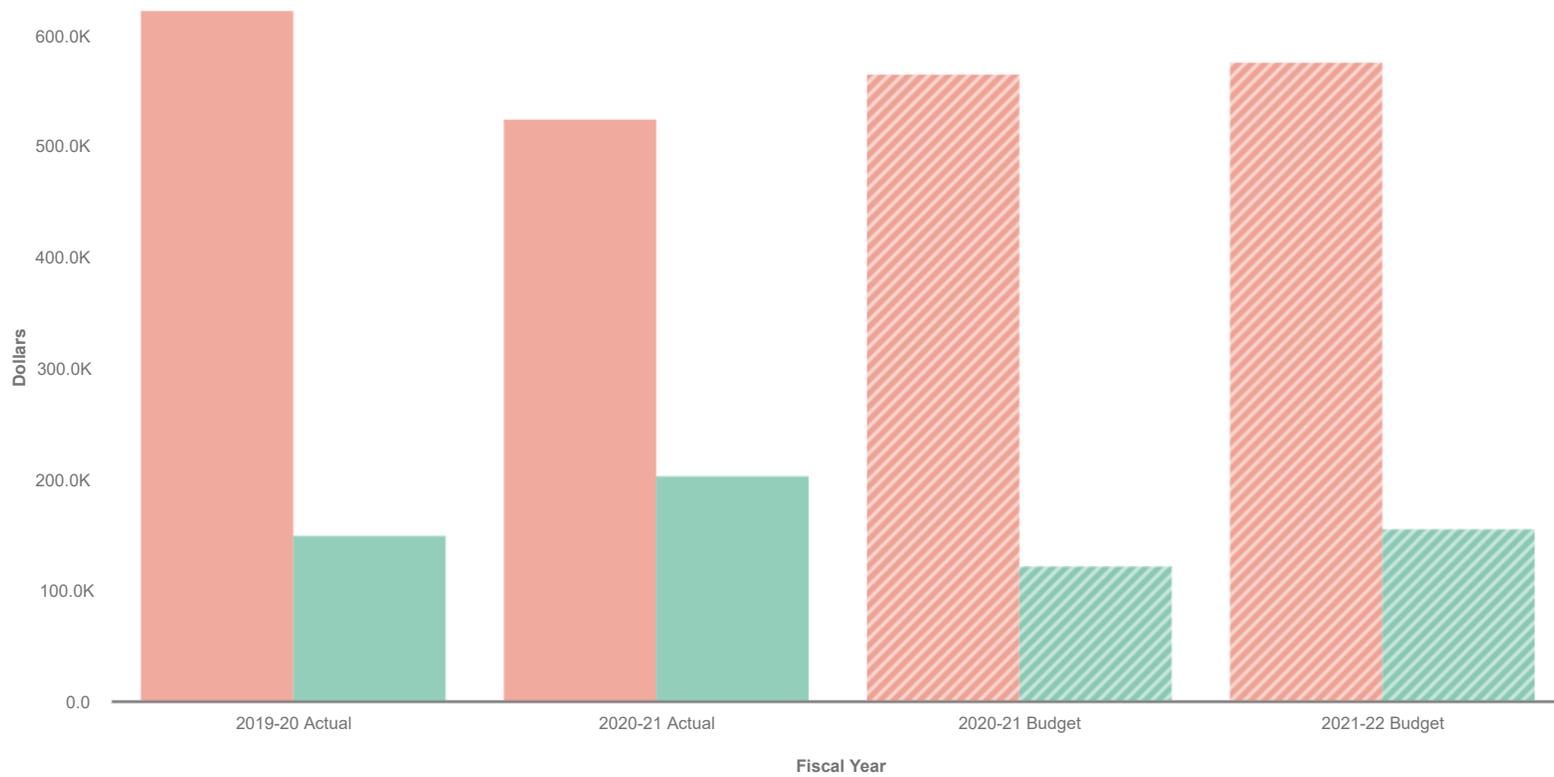
ELECTIONS CLERK OF THE BOARD CLERK / RECORDER

0. 2021-22 Recommended Budget

CLERK RECORDER 100-27-180



Visualization



Sort **Large to Small**

- Expenses
- Revenues

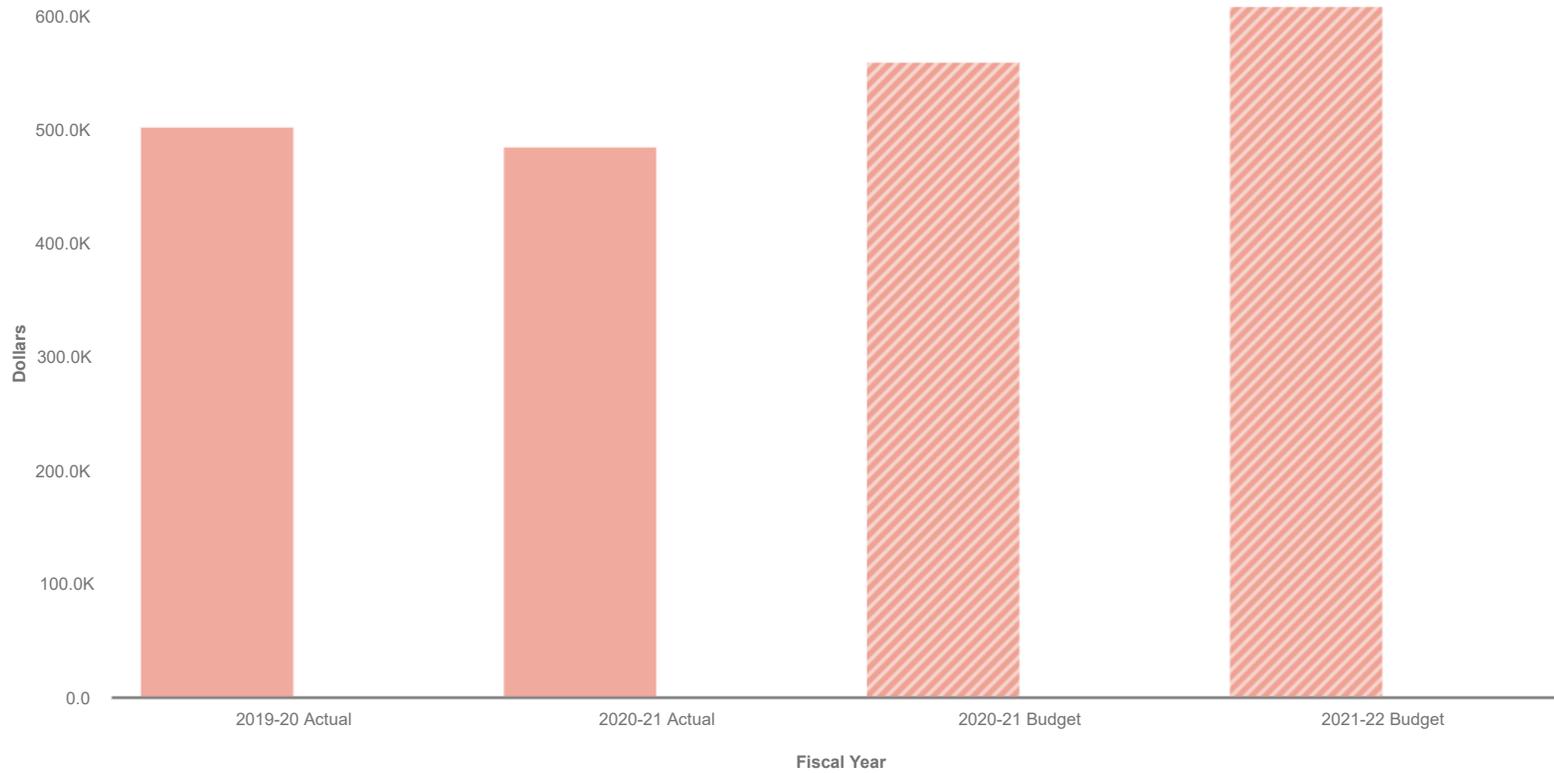
Collapse All	2019-20 Actual	2020-21 Actual	2020-21 Budget	2021-22 Budget
▼ Revenues	\$ 150,499	\$ 204,505	\$ 123,598	\$ 156,598
▶ Charges for Services	150,291	204,364	123,598	156,598
▶ Miscellaneous Revenues	209	141	0	0
▼ Expenses	622,199	525,558	566,087	576,783
▶ Salaries & Benefits	577,475	480,886	510,945	519,285
▶ Services and Supplies	44,724	44,672	55,142	57,498
Revenues Less Expenses	\$ -471,700	\$ -321,054	\$ -442,489	\$ -420,185

0. 2021-22 Recommended Budget

2. Board of Supervisors 100-12-010



Visualization



Sort Large to Small

- Expenses
- Revenues

Expand All	2019-20 Actual	2020-21 Actual	2020-21 Budget	2021-22 Budget
▼ Revenues	\$ 1,636	\$ 0	\$ 1,636	\$ 1,636
▶ Charges for Services	1,636	0	1,636	1,636
▼ Expenses	503,371	485,711	560,138	608,416
▶ Salaries & Benefits	426,678	380,914	420,156	467,081
▶ Services and Supplies	76,693	104,797	139,982	141,335
Revenues Less Expenses	\$ -501,735	\$ -485,711	\$ -558,502	\$ -606,780

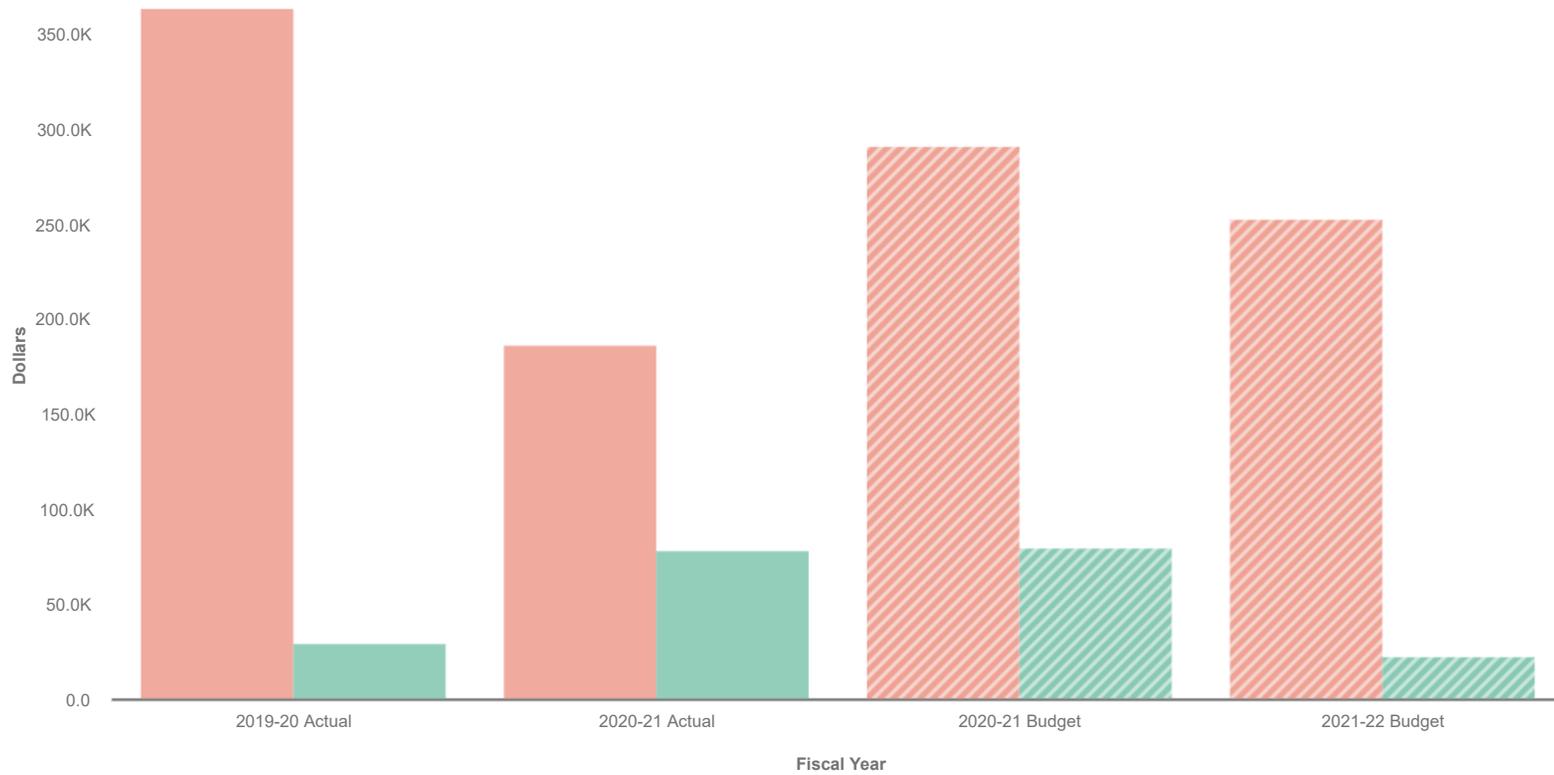
Data filtered by Types, GENERAL FUND, BOARD OF SUPERVISORS, No Project and exported on June 2, 2021. Created with OpenGov

0. 2021-22 Recommended Budget

3. Elections 100-15-181



Visualization



Sort Large to Small

- Expenses
- Revenues

Collapse All	2019-20 Actual	2020-21 Actual	2020-21 Budget	2021-22 Budget
▼ Revenues	\$ 29,979	\$ 78,836	\$ 79,951	\$ 23,335
▶ Intergovernmental	10,170	57,169	73,951	15,335
▶ Charges for Services	19,810	21,668	6,000	8,000
▼ Expenses	363,421	187,192	291,446	253,497
▶ Services and Supplies	106,886	128,472	170,967	141,111
▶ Salaries & Benefits	94,841	58,720	120,479	112,386
▶ Debt Service	161,693	0	0	0
Revenues Less Expenses	\$ -333,441	\$ -108,356	\$ -211,495	\$ -230,162