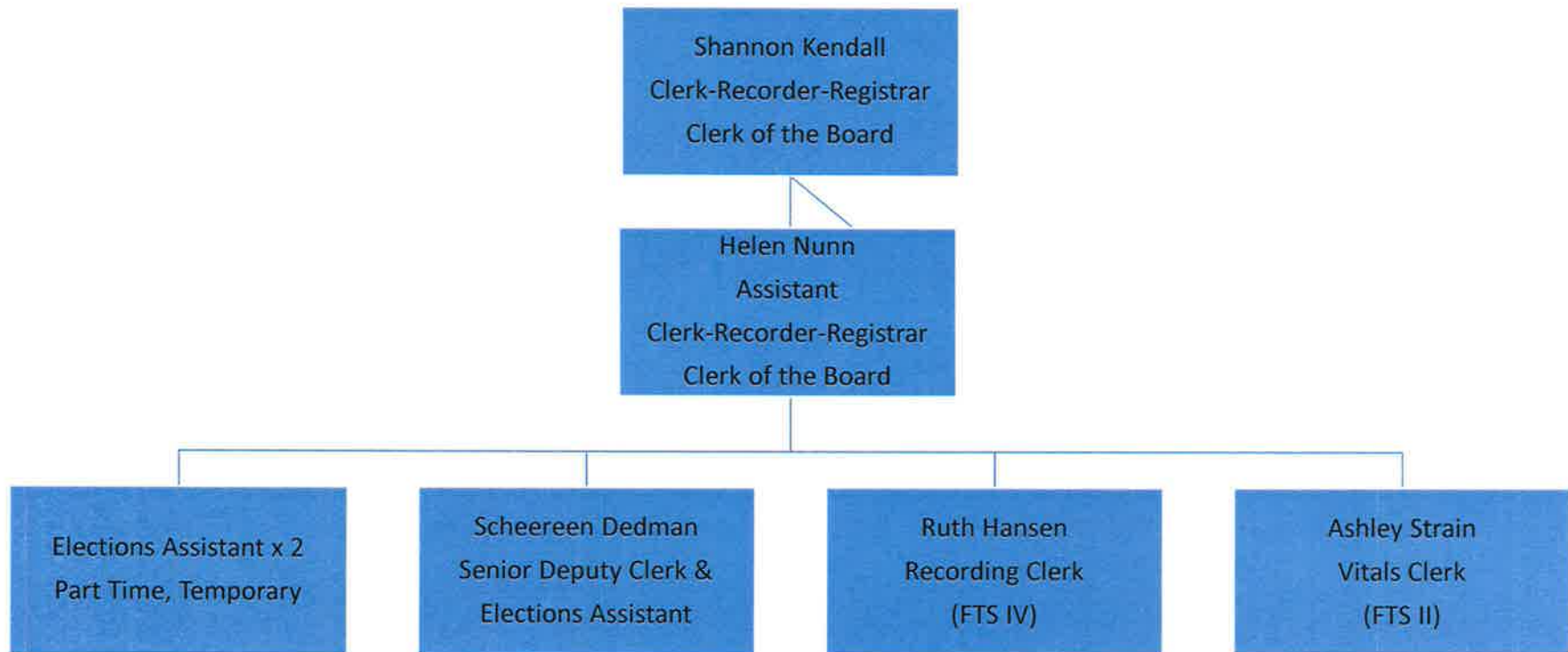


Clerk-Recorder Elections Clerk of the Board of Supervisors



**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

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 |

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|----------|--------------------------------------|--|---|
| 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 |

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|----------|--|---|---|
| 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 |

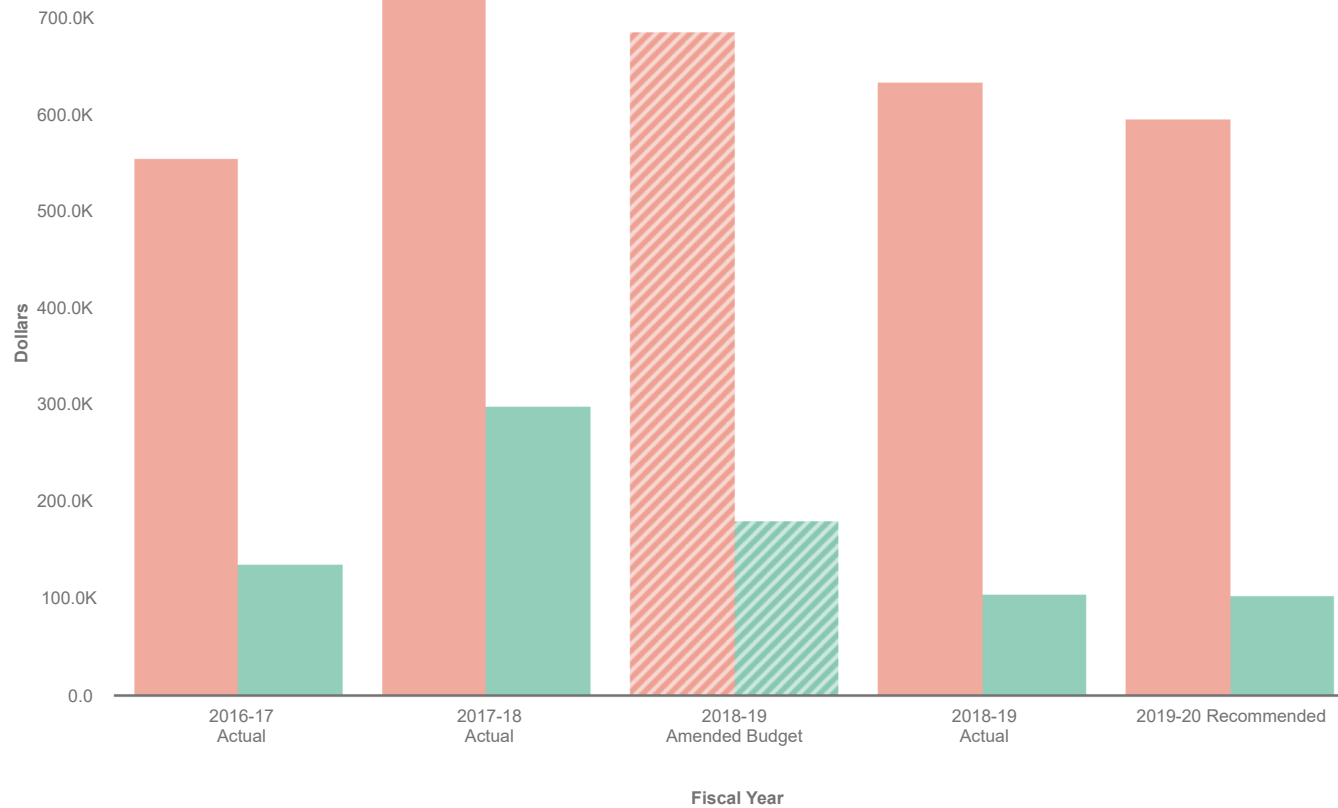
| Department Name | Division Name | Associated Goal | Tactic | What Does Success Look Like? | Internal or External | Target Completion (FY) |
|-----------------|----------------|-----------------|--|---|----------------------|------------------------|
| Clerk-Recorder | Clerk-Recorder | 4b | Maintain 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. | Yes, 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. | Yes, both | 19-20 |
| Clerk-Recorder | Clerk-Recorder | 4b, 4f | Review entire fee structure in Department, doing time studies and other research, to change fees as appropriate. At the same time, make sure we are utilizing all of the Clerk-Recorder revenue funds allowable by the state. Take new fee schedule to the Board for approval and implement in the office. | Adjusting fees (where applicable/appropriate) would allow for additional revenues into the Clerk-Recorder's office, which is easily measured against the previous year. | Yes, both | 20-22 |

Clerk Recorder 100-27-180



Sort **Large to Small**

- Expenses
- Revenues



| Collapse All | 2016-17 Actual | 2017-18 Actual | 2018-19 Amended Budget | 2018-19 Actual | 2019-20 Recommended |
|-------------------------------|----------------|----------------|------------------------|----------------|---------------------|
| ▼ Revenues | \$ 135,920 | \$ 300,536 | \$ 181,294 | \$ 105,974 | \$ 104,500 |
| ▶ Charges for Services | 90,329 | 108,749 | 104,994 | 104,037 | 104,500 |
| ▶ Miscellaneous Revenues | 45,591 | 191,787 | 76,300 | 1,937 | 0 |
| ▼ Expenses | 556,043 | 750,655 | 687,379 | 635,803 | 597,298 |
| ▶ Salaries & Benefits | 474,674 | 506,054 | 555,651 | 513,628 | 535,458 |
| ▶ Services and Supplies | 81,370 | 244,601 | 131,728 | 122,175 | 61,841 |
| Revenues Less Expenses | \$ -420,123 | \$ -450,118 | \$ -506,085 | \$ -529,829 | \$ -492,798 |

**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.

Mandated?

| | | | |
|---|---|--|---|
| 1 | Conduct ALL elections locally and statewide | Maintain voter registration database; keep update | Y |
| | | Perform ALL tasks required to run successful election; legislation | Y |
| | | Provide voter outreach via media, schools, presentations, etc | N |
| | | Update website frequently | N |

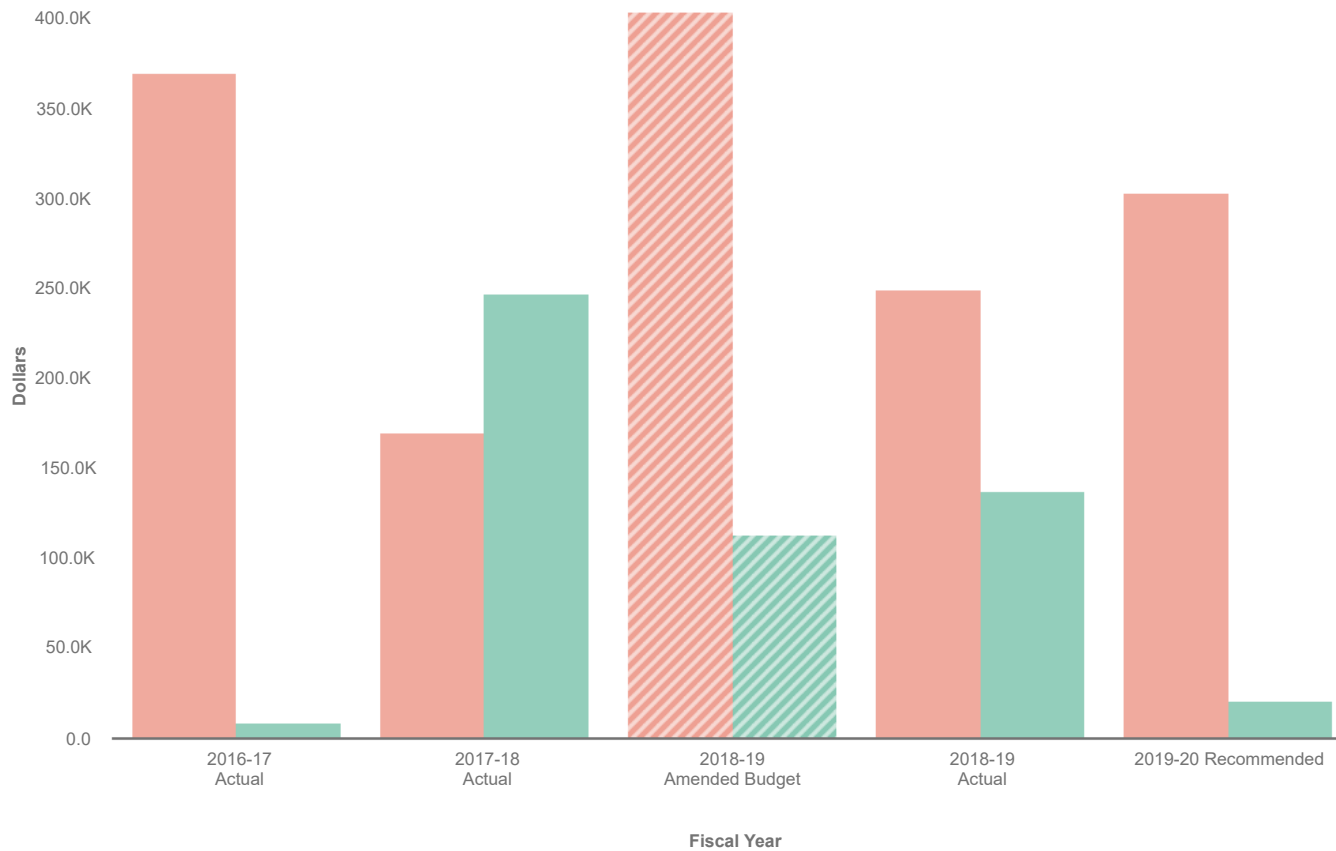
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Mandated?

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| Department Name | Division Name | Associated Goal | Tactic | What Does Success Look Like? | Internal or External | Target Completion (FY) |
|---------------------|---------------|-----------------|---|---|----------------------|------------------------|
| Registrar of Voters | Elections | 4b | Continue improving election practices and voter experience. | Measured by error-free elections evidenced by successful, timely certifications to state, potential Post-Election surveys to voters for both the March and November elections, and positive feedback from both voters and poll workers. We will provide a survey again at polling places to check how this new equipment is received by our voters. We will also provide extensive training to our poll workers and will be able to gauge their reaction to the new equipment. We will also poll our workers after the election to determine how the check-in process was (hopefully) improved and how much time it saved. | Both | 19-20 |
| Registrar of Voters | Elections | 4b, 4d | Implement Electronic Poll Books at Polling Places. | Measured by the amount of reimbursements we get back from state as a result of our billing for things we've either spent money on or training we've attended depending on what's allowable in the grant. The money coming back to the county will be evidence of us using our HAVA grant monies. Also, our improved website and security measures will be evident to the public as well. | External | 19-20 |
| Registrar of Voters | Elections | 4b | Purchase new voting booths, attend accessible training, improve website and make sure we are compliant with cyber security procedures all using HAVA funding. | An increase in voter registration of young individuals will help us see how well we accomplished this tactic. | External | 19-20 |
| Registrar of Voters | Elections | 4b | Develop a presentation involving outreach to young voters to increase voter registration and take to all schools in Mono County prior to March 2020 Election. | | | |

Elections 100-15-181



Sort **Large to Small**

- Expenses
- Revenues

| Collapse All | 2016-17 Actual | 2017-18 Actual | 2018-19 Amended Budget | 2018-19 Actual | 2019-20 Recommended |
|-------------------------------|----------------|----------------|------------------------|----------------|---------------------|
| ▼ Revenues | \$ 9,352 | \$ 246,894 | \$ 113,704 | \$ 137,794 | \$ 21,500 |
| ▶ Intergovernmental | 6,349 | 561 | 112,204 | 123,587 | 20,000 |
| ▶ Other Financing Sources | 0 | 224,000 | 0 | 0 | 0 |
| ▶ Charges for Services | 3,002 | 22,333 | 1,500 | 14,208 | 1,500 |
| ▼ Expenses | 369,942 | 170,454 | 402,937 | 249,658 | 303,165 |
| ▶ Services and Supplies | 70,687 | 77,181 | 120,416 | 92,107 | 141,860 |
| ▶ Salaries & Benefits | 74,852 | 69,304 | 122,379 | 109,613 | 113,367 |
| ▶ Debt Service | 0 | 23,969 | 160,142 | 47,937 | 47,938 |
| ▶ Capital Outlay | 224,403 | 0 | 0 | 0 | 0 |
| Revenues Less Expenses | \$ -360,590 | \$ 76,440 | \$ -289,233 | \$ -111,864 | \$ -281,665 |

**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.

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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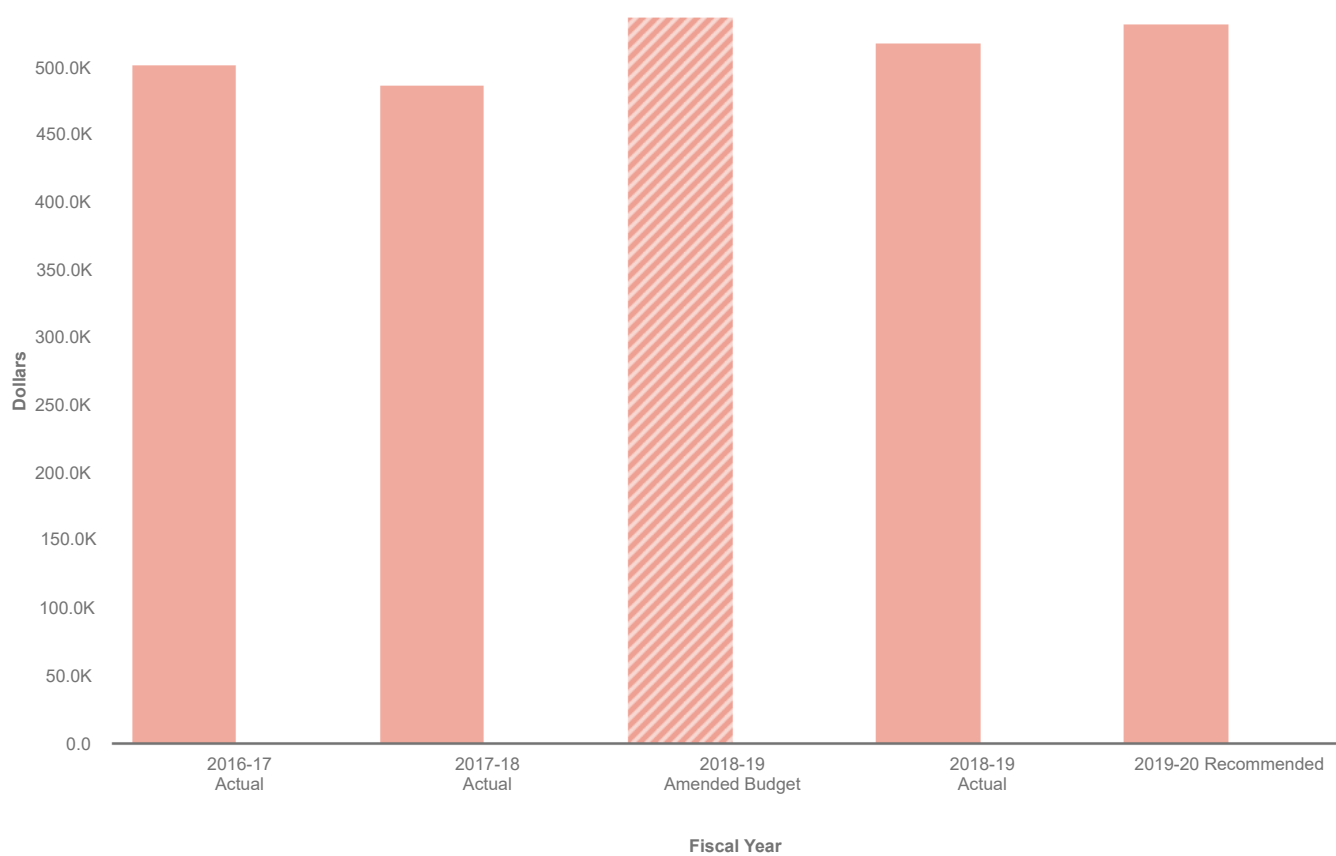
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| Department Name | Division Name | Associated Goal | Tactic | What Does Success Look Like? | Internal or External | Target Completion (FY) |
|----------------------|----------------------|-----------------|---|---|----------------------|------------------------|
| Board of Supervisors | Board of Supervisors | 4b | <p>Ongoing for every fiscal year: Meet all mandated Board deadlines for projects, including completion of the legislative platform, regular agenda requirements, and special projects. Continue to support effective and efficient Board meetings and recording of all actions for the public. Assist Board as requested in responding to inquiries effectively.</p> <p>Implementation of some type of fund to help build up fees to begin a project to digitize all Board related documents. We are running out of room in the courthouse vault. A lot of Board documents are required, by law, to be kept forever - with the option of digitizing said documents to satisfy this requirement. We are interested in having a conversation with the Board to determine how we might begin to set aside funds each fiscal year to hopefully begin this process in several years.</p> | <p>Measured by number of Board-related deadlines achieved on time, date of completing the legislative platform or other projects, and results from informal and other surveys from the Board, staff, and the public about service related to Board matters.</p> | Both | 19-20 |
| Board of Supervisors | Board of Supervisors | 4b | <p>Unfortunately we don't have have any fees coming in that we can set aside to do this as we do with our property documents and the modernization fund (in the Clerk-Recorder Division). It is our thought that preserving these records is a priority and because we're running out of room to store them here, now is a good time to begin looking to the future. Initially we are just wanting the Board to think about and consider creating a fund for this purpose, that we could put into the Board's budget every year, allowing a balance to build enough that we could then pursue the options, cost, etc. to do this. We don't know what this looks like financially, but it IS becoming a priority.</p> | <p>Measured by the time saved having documents digitized as opposed to having to physically search the indexes, visit the vault, pull the records, copy them and replace them. It is time consuming and we really do get a lot of requests for this type of research from the public. Further, customer service will be sped up by this process which is always a goal.</p> | | 19-??? |

Board of Supervisors 100-11-010



Sort **Large to Small**

- Expenses
- Revenues

| Collapse All | 2016-17 Actual | 2017-18 Actual | 2018-19 Amended Budget | 2018-19 Actual | 2019-20 Recommended |
|----------------------------------|----------------|----------------|------------------------|----------------|---------------------|
| ▼ Revenues | \$ 462 | \$ 808 | \$ 502 | \$ 354 | \$ 450 |
| ► Charges for Services | 462 | 502 | 502 | 354 | 450 |
| ► Miscellaneous Revenues | 0 | 306 | 0 | 0 | 0 |
| ▼ Expenses | 502,143 | 486,893 | 536,410 | 518,485 | 532,271 |
| ► Salaries & Benefits | 393,155 | 368,780 | 444,807 | 432,504 | 437,852 |
| ► Services and Supplies | 108,987 | 118,113 | 91,603 | 85,981 | 94,419 |
| Revenues Less Expenses | \$ -501,681 | \$ -486,086 | \$ -535,908 | \$ -518,131 | \$ -531,821 |