

September 12, 2023

Regular

Meeting

Item #7c. -

Department

Overview -

Clerk /

Recorder /

Registrar /

Clerk of the

Board of

Supervisors

Clerk-Recorder-Registrar- Clerk of the Board

Department Overview

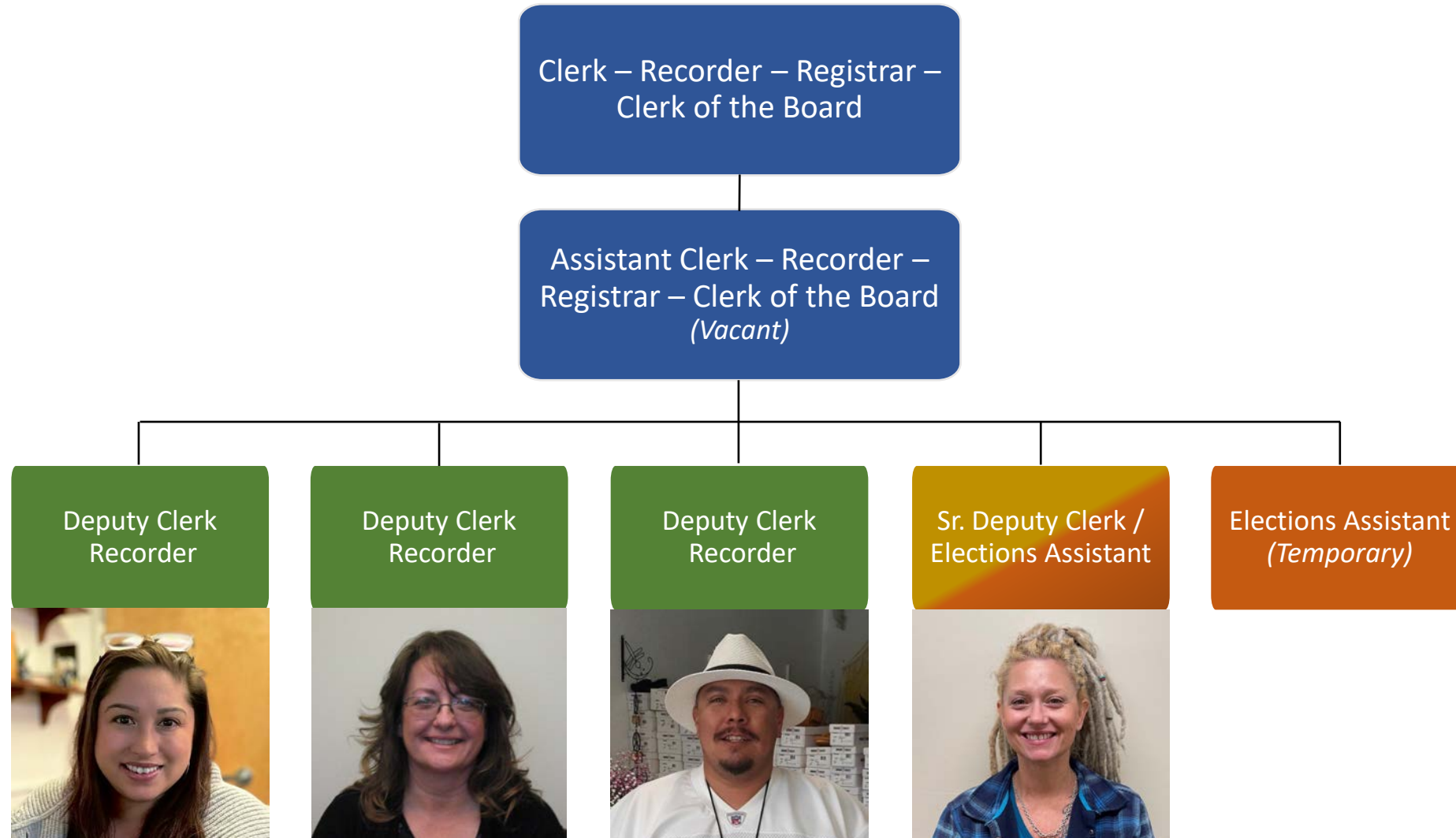
October 17, 2023





CLERK – RECORDER – REGISTRAR – CLERK OF THE BOARD

Departmental Organizational Chart



DIVISIONS

Clerk / Recorder

Clerk of the Board

Elections

Core Values



Customer Service – Provide a quality experience to the customers we serve.



Teamwork – Collaboration is essential to achieving our goals and creating a positive work environment where everyone feels valued and supported.



Integrity – Strive to make ethical, transparent, and well-intentioned decisions.



Respect – Value everyone and treat people with dignity and professionalism.



Communication – Encourage using effective clear communication that results in mutual understanding.

County Clerk-Recorder Division

- ❖ Vital Records: Birth, Death, Marriage Certificates (380 requests processed)
- ❖ Marriage Licenses (150 issued)
- ❖ Fictitious Business Name Statements (115 processed)
- ❖ California Environmental Quality Act (CEQA) (50 notices processed/posted)
- ❖ Maintain and index all County contracts
- ❖ Maintain public rosters of County Public Agencies
- ❖ Fair Political Practices Commission (FPPC) Form 700 filing officer



County Clerk-Recorder Division



- ❖ Real Property Recordings and Indexing (3,500 recordings)
- ❖ Maintain official record documents, maps, and vital records for births, deaths, and marriages in Mono County from 1861 to present.
- ❖ Professional Registrations (notary public, process server, photocopier, legal document assistant and unlawful detainer assistant registrations)
- ❖ Official Record Copies and Research Requests
- ❖ New records management program in the process of being implemented. Anticipated February 2024 launch date.

Clerk of the Board of Supervisors

- ❖ Administrative support for the Board of Supervisors meetings (average 36 regular, special, joint meetings held per year)
- ❖ Administrative support for the Assessment Appeals Board (average 8 hearings held per year)



Assessment Appeals Board

- ❖ Section 16 of article XIII of the CA Constitution provides in part:
 - ❖ “The county board of supervisors, or one or more assessment appeals boards created by the county board of supervisors, shall constitute the county board of equalization for the county.”
- ❖ Assessment Appeals Boards are quasi-judicial bodies consisting of impartial persons, who hear evidence from both parties before deciding upon the value of the property in question.
 - ❖ Three regular members, two alternate members. Currently one regular member vacancy, one alternate member vacancy.
- ❖ The intent is to provide Taxpayers with a venue independent of the Assessor’s Office to have their Assessment reviewed.

Assessment Appeals Board

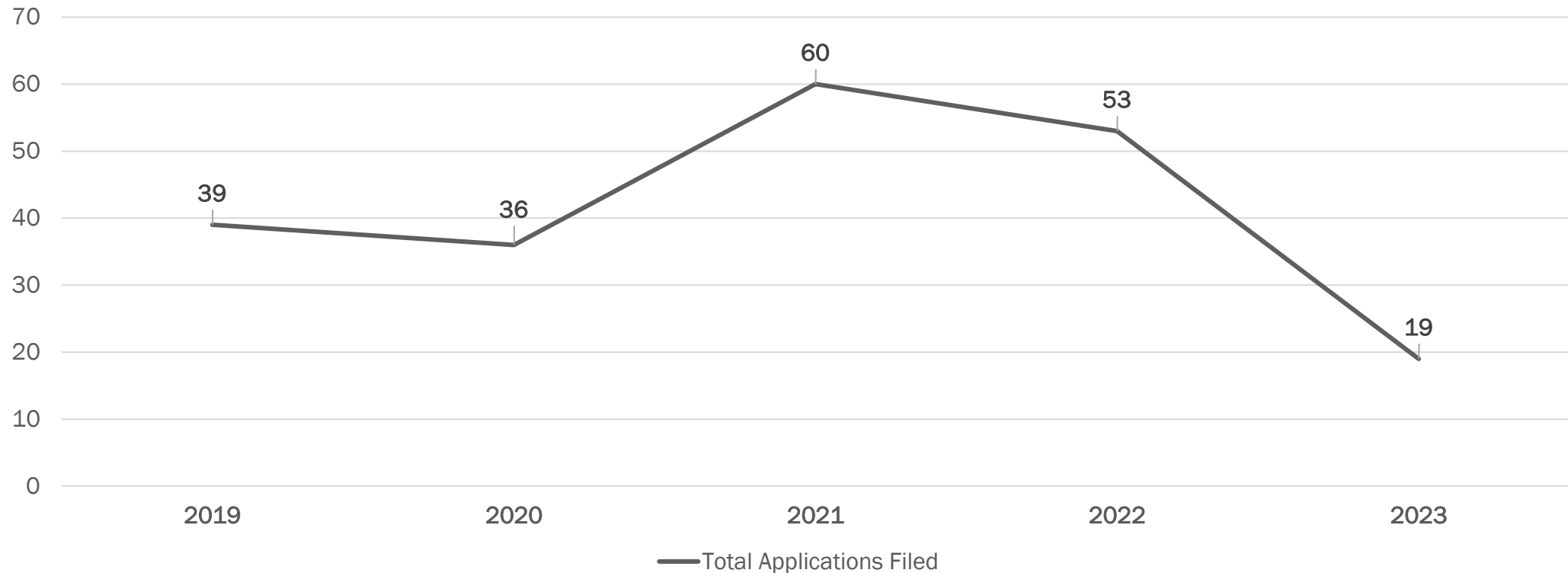
- ❖ Types of Assessments:
 - ❖ **Regular Assessment:** for annual assessments; can be appealed during the annual filing period July 2 to September 15 (extended to November 30 when Assessor does not mail notices of assessment.)
 - ❖ **Supplemental Assessment:** for changes in ownership or completed construction; can be appealed within 60 days of notice.
 - ❖ **Escape Assessment:** for property under-assessed in the prior year; can be appealed within 60 days of notice.
 - ❖ **Calamity Assessment:** for property with at least \$10,000 of damage caused by a natural disaster; can be appealed within 6 months of notice.

- ❖ Assessment Appeals are initiated by an Affected Party, usually the Taxpayer or their Representative, filing an *Assessment Appeal Application* with the Clerk of the Board.

- ❖ Assessment Appeal Applications are resolved by:
 - ❖ **Stipulation** (An agreement between the Applicant and the Assessor)
 - ❖ **Withdrawal** by the Applicant
 - ❖ **Hearing** with the Assessment Appeals Board

Assessment Appeals Board

Total applications filed 2019-2023:



Elections Division



- ❖ Conduct all Federal, State, County, school, and special district elections in the County, as well as the general municipal elections for the Town of Mammoth Lakes.
 - ❖ November 7, 2023, Special District Election
 - ❖ March 5, 2024, Presidential Primary Election
 - ❖ November 5, 2024, General Election
- ❖ Collaborate with IT, Public Works, and Sheriff for equipment setup, poll place setup, and transportation.
- ❖ Process 4,000-6,000 Vote-by-Mail ballots every Federal election.
- ❖ Maintain voter registration information for approximately 8,000 voters.
- ❖ Election Education Series

Other Current and Upcoming Projects

- ❖ Implementation of the Restrictive Covenant Modification Plan
 - ❖ Records to be Reviewed for Redaction: 600,000
- ❖ Records to be Preserved and/or Digitized:
 - ❖ 300 Record Books (1861-1989: approximately 150,000 Pages)
 - ❖ Board of Supervisors Resolutions (1953-1990: approximately 3,000 records)
 - ❖ Board of Supervisors Ordinances (1888-1984: approximately 1,000 records)
 - ❖ Board of Supervisors Minutes, agendas and packets (1968-2008: approximately 3,500 records)

Questions?
