

## GENERAL GOVERNMENT INDEX

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## 1000 – NON DEPARTMENTAL REVENUES

Dennis Huey, Auditor - Controller

### MISSION STATEMENT & DEPARTMENTAL FUNCTIONS:

This budget unit reflects the total revenues of the County of Mendocino that are discretionary in nature and can therefore be allocated for any general County purpose at the discretion of the Board of Supervisors.

Historically, discretionary revenues have included all local general taxes (property, sales, room occupancy, property transfer, etc.) as well as major State subsidies including Motor Vehicle In Lieu, Timber Yield, Open Space, Trailer Coach and Homeowner Property Tax Exemption reimbursements.

Over the years, Federal Revenue Sharing, State Bailout Funding, and Stabilization monies have also been included as part of the County's discretionary pool of resources.

### MAJOR BUDGET FLUCTUATIONS FROM PRIOR YEAR:

Estimates for total Current Secured Tax revenues for Fiscal Year 2004-05 assumes that all of the impact of the AB 8 tax shift from the county to the schools under ERAF will be absorbed by local agencies excepting for schools. Also, the County Administrative Office's recommended budget assumes the impact of a further tax reduction of approximately \$975,000 to be diverted to the State for Fiscal Year 2004-05. For reporting purposes in this proposed budget, the specific impact of this reduction is assumed to be in the Current Secured Property Tax line item; however, it appears likely that the impact of the monetary reduction will occur within the discretionary Vehicle License Fee revenue line item and, therefore, this will be adjusted during the final budget proceedings.

Estimates of assessed valuation increase for the local property secured tax roll is estimated at five (5) percent while the unsecured tax roll is expected to show an increase in value of approximately six (6) percent.

This budget also contains expenditure appropriations reflecting the county general fund contributions to other special revenue funds such as the Library fund, Transportation fund and Debt Service fund along with a significant increase to the Water Agency to address the Board of Supervisors' commitments to those programs. Estimated Net County Cost impact for Fiscal Year 2004-05 is a decrease in appropriations from the previous year of approximately \$740,000.

With the State economy slowly recovering from its previous lows, sales and use taxes and timber yield taxes are showing signs of a positive rebound while room occupancy taxes will remain relatively constant this year. With the current State/Local fiscal restructuring set to take place upon passage of the State budget for Fiscal Year 2004-05, particularly with regard to the proposed "swapping" of sales tax and vehicle license tax revenues for an increased share of local property taxes, major changes will occur within this budget in comparing revenue data from prior years. Most other discretionary revenues are anticipated to increase at a relatively constant percentage as in the prior fiscal year.

### FINAL BUDGET ACTION:

During Final Budget Deliberations, the Board of Supervisors approved the Recommended Budget from the County Administrative Officer for Non Departmental Revenue with the following adjustment:

- |   |           |
|---|-----------|
| a) Recognition of Prior Secured tax collections which were paid in partial settlement on a five year repayment plan by property owners. | \$500,000 |
|---|-----------|

# 1000 – NON DEPARTMENTAL REVENUES

## Dennis Huey, Auditor - Controller

STATE CONTROLLER  
COUNTY BUDGET ACT  
(1985)

COUNTY OF MENDOCINO  
STATE OF CALIFORNIA  
BUDGET UNIT FINANCING USES DETAIL  
FINAL BUDGET FOR FISCAL YEAR 2004-05

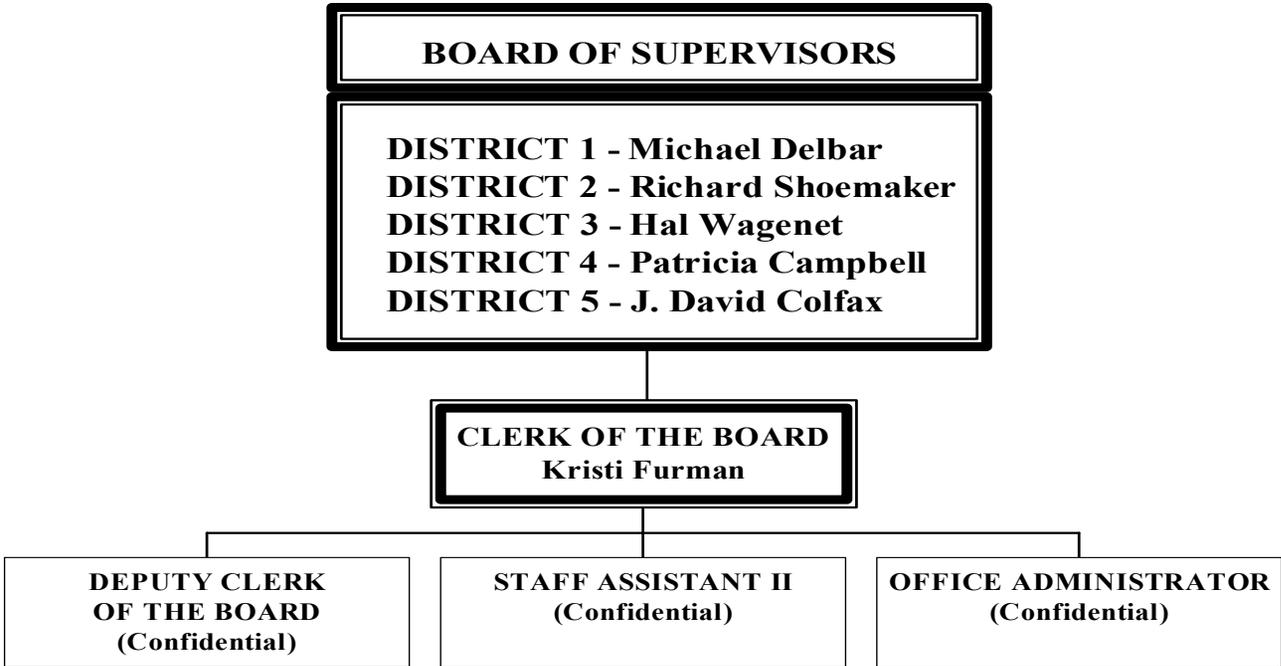
COUNTY BUDGET FORM  
SCHEDULE 9

CLASSIFICATION:

FUNCTION: 1 GENERAL GOVERNMENT  
ACTIVITY: 102 GENERAL - FINANCE

BUDGET UNIT: 1000 NONDEPARTMENTAL REVENUE  
FUND: 1100 COUNTY GENERAL

FINANCING USES CLASSIFICATION (1)	2002-03 BUDGET (2)	2002-03 ACTUALS (3)	2003-04 BUDGET (4)	2003-04 ACTUALS (5) 06/30/04	2004-05 REQUEST (6)	2004-05 RECOMMEND (7)	2004-05 ADOPTED (8)
EXPEND TRANSFER AND REIMB							
865380 INTRAFUND TRANSFERS	-271,323	-47,684	0	-47,981	0	0	0
865802 OPERATING TRANSFER OUT	5,157,668	5,743,626	6,510,293	6,635,293	6,047,819	5,771,722	5,924,136
<b>TOTAL EXPEND TRANSFER AND REIMB</b>	<b>4,886,345</b>	<b>5,695,942</b>	<b>6,510,293</b>	<b>6,587,312</b>	<b>6,047,819</b>	<b>5,771,722</b>	<b>5,924,136</b>
<b>TOTAL NET APPROPRIATIONS</b>	<b>4,886,345</b>	<b>5,695,942</b>	<b>6,510,293</b>	<b>6,587,312</b>	<b>6,047,819</b>	<b>5,771,722</b>	<b>5,924,136</b>
LESS: REVENUES							
821110 PROPERTY TAX CURRENT SECU	17,825,000	17,752,276	19,187,287	18,755,194	19,175,000	19,325,000	19,258,481
821120 PROPERTY TAX CURRENT UNSE	675,000	644,774	675,000	721,152	730,000	750,000	750,000
821130 SUPPLEMENTAL ROLL TAX	500,000	643,404	675,000	623,103	650,000	675,000	675,000
821210 PROPERTY TAX PRIOR SECURE	1,675,209	2,398,714	1,900,000	1,641,166	1,800,000	1,850,000	2,350,000
821220 PROPERTY TAX PRIOR UNSECU	18,000	33,613	25,000	98,437	30,000	30,000	30,000
821400 PENALTY & COST ON DELINQ	1,250,000	1,344,124	1,400,000	1,152,682	1,400,000	1,460,000	1,460,000
821500 SALES & USE TAX	4,050,000	4,199,514	4,400,000	4,346,956	4,900,000	4,750,000	4,750,000
821510 SALES TAX-PUBLIC SAFETY	5,200,000	5,105,723	5,150,000	5,664,481	5,500,000	5,750,000	5,750,000
821600 TIMBER YIELD TAX	500,000	334,330	335,000	440,602	350,000	475,000	475,000
821700 HIGHWAY PROPERTY RENTAL	100	0	100	0	100	100	100
821701 ROOM OCCUPANCY TAX	4,100,000	3,551,463	3,800,000	3,520,421	3,800,000	3,800,000	3,800,000
821702 PROPERTY TRANSFER TAX	550,000	576,950	650,000	692,485	600,000	700,000	700,000
822210 FRANCHISE	675,000	665,285	675,000	676,036	675,000	675,000	675,000
824100 INTEREST	900,000	300,873	750,000	115,588	350,000	350,000	350,000
824200 RENTS & CONCESSIONS	5,000	0	5,000	0	0	0	0
825150 MOTOR VEHICLE IN LIEU	6,500,000	6,349,425	6,700,000	7,059,769	6,600,000	6,750,000	6,750,000
825454 OPEN SPACE SUBVENTION	595,000	573,543	595,000	604,803	605,000	605,000	605,000
825481 HOMEOWNERS PROP TAX RELIE	340,000	336,485	340,000	334,154	340,000	340,000	340,000
825490 STATE OTHER	130,000	130,027	130,000	130,000	130,000	390,000	390,000
825650 FEDERAL GRAZING FEE	100	122	100	94	100	100	100
825660 FEDERAL LAND IN LIEU TAX	225,000	242,442	148,376	151,104	160,000	160,000	160,000
826390 OTHER CHARGES	0	36,826	0	0	0	0	0
826402 CO COST PLAN CHARGES	229,500	236,243	225,000	239,878	240,000	240,000	240,000
827400 PRIOR YEAR REVENUE	0	0	0	51,244	0	0	0
827600 OTHER SALES	1,100	0	1,100	0	1,100	1,100	1,100
827700 OTHER	3,500	2,684	3,500	1,071	3,500	3,500	3,500
827701 REFUND JURY & WITNESS FEE	1,000	398	1,000	1,128	1,000	1,000	1,000
827707 DONATION	0	0	0	1	0	0	0
827715 TOBACCO STLMT	0	746,884	0	367,410	450,000	450,000	450,000
827802 OPERATING TRANSFER IN	0	0	354,517	0	354,517	364,554	397,554
827803 LOAN/BOND PROCEEDS	0	4,811,500	0	0	0	0	0
<b>TOTAL REVENUES</b>	<b>45,948,509</b>	<b>51,017,622</b>	<b>48,125,980</b>	<b>47,388,959</b>	<b>48,845,317</b>	<b>49,895,354</b>	<b>50,361,835</b>
<b>TOTAL NET COUNTY COST</b>	<b>-41,062,164</b>	<b>-45,321,680</b>	<b>-41,615,687</b>	<b>-40,801,647</b>	<b>-42,797,498</b>	<b>-44,123,632</b>	<b>-44,437,699</b>



**1010 – BOARD OF SUPERVISORS / CLERK OF THE BOARD**  
**Hal Wagenet, Chairman / Kristi Furman, Clerk of the Board**

**MISSION STATEMENT & DEPARTMENTAL FUNCTIONS:**

BOARD OF SUPERVISORS: Mendocino County is a General Law County that is governed by the Board of Supervisors comprising five full-time members elected by their respective districts, serving as the legislative and executive body of County government and various Special Districts. Pursuant to the California Government Code, the Board of Supervisors enacts legislation governing Mendocino County and determines overall policies for County departments and Special Districts.

The mission of the Mendocino County Board of Supervisors is to create and maintain a responsive and responsible government that enhances the quality of life of the people of Mendocino County. Toward this end, it is the County's goal to deliver services that will meet the public safety, health, social, cultural, educational, transportation, economic, and environmental needs of our community (Adopted - August 1999).

The Board is responsible for exercising its legislative and quasi-judicial authority, within budgetary constraints, to provide for the health, welfare and safety of the residents of the County of Mendocino. This is accomplished through regular and special Board meetings, by community outreach and interaction with constituents, and by Board Members serving on a number of local, state, and national boards and commissions representing the interests of the citizens of Mendocino County.

Four Standing Board Committees review organizational policy matters upon referral, and present policy recommendations to the full Board. These committees include: Criminal Justice, General Government, Health and Human Services, and Public Resources. Committees comprise two members of the Board, each serving on two committees, with assignments determined by the incoming Chairman at the start of each calendar year. The Board also conducts workshops throughout the year with the intent of setting goals and policies for the County. Board responsibilities also include adopting the County's annual budget and establishing salaries within the County organization.

The Board adopts a master schedule in January of each year reflecting regular Board meetings scheduled for each Tuesday of the month, monthly committee meetings, Board workshops, and any special meetings. Exceptions to regularly scheduled Board meetings include holidays and 5th Tuesdays.

In addition to the duties depicted above, Board members are assigned by the Chairman, or appointed by the Board, to represent the County on approximately 40 special assignment committees. Those assignments include: Mendocino Council of Governments; Local Agency Formation Commission; Mendocino Transit Authority; Solid Waste Joint Powers Authority; Ukiah Valley Sanitation District; and the FIRST 5 Commission (a complete listing of Board member assignments is on file with the Clerk of the Board).

In carrying out the mandates set by law, the Board is also charged with performing the following specific duties: To conduct appeal hearings related to decisions of the Planning Commission and to consider General Plan amendments, coastal development permits, and minor/major subdivisions; to act as the County Board of Equalization providing County taxpayers with a system for appealing valuations placed on their properties by the Assessor; to act as the Mendocino County Redevelopment Agency addressing redevelopment within the County; to serve as the Air Quality Management District Board of Directors; to serve as the Mendocino County Water Agency Board of Directors; to serve as the In Home Support Services (IHSS) Public Authority Governing Board; and to serve as the appointing authority designating citizen representatives to Special Districts, County committees, and local, state, and national boards and commissions.

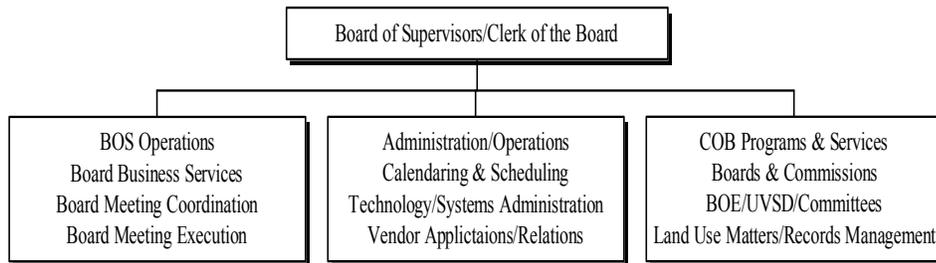
## 1010 – BOARD OF SUPERVISORS / CLERK OF THE BOARD

### Hal Wagenet, Chairman / Kristi Furman, Clerk of the Board

The Board of Supervisors also serves as officers of the Public Facilities Corporation (PFC), a non-profit public benefit corporation that determines and controls the County of Mendocino’s capital financing for acquisition, construction, improvement, and remodeling public buildings and facilities.

**CLERK OF THE BOARD:** The Clerk of the Board serves as the Department Head for the Board of Supervisors and is responsible for administering and directing the business of the Board of Supervisors and Clerk of the Board department.

Pursuant to government statutes, most Clerk of the Board programs are mandated by the State of California, while others are established pursuant to local regulations or administrative policy. Departmental staff performs a variety of functions in support of the Board and individual District Supervisors, including Board business services, constituency support services, technical support services, regulatory and policy guidance, and associated responsibilities. Staff promotes close coordination and cooperation with Board members, County agencies and departments, community representatives, members of the public, and state and federal agencies. The chart below graphically displays the programmatic intricacies of Clerk of the Board operations:



Clerk of the Board staff further supports the Board and the organization by providing administrative, regulatory, legal, technical, and programmatic guidance associated with the following areas of service: Board operations; Board business services; constituency services; land use matters (appeals, Williamson Act contract execution, Subdivision Map Act processing, property acquisition/recording, regulatory guidance); Board of Equalization; Board records management including administration of an automated records imaging and retention system, systems administration and operation of 18 computer workstations; administration of a systems server and local area network; and maintenance of the departmental website. Additional programs administered by the Clerk of the Board include board and commissions (in excess of 115 boards/1,100+ individual appointees), special districts, community services districts, advisory committees, and various other boards and commissions; contract management; codification of County Ordinances and maintenance of the Mendocino County Code. Staff also performs duties associated with serving as the secretary to: the Public Facilities Corporation, the Redevelopment Agency of the County of Mendocino, the IHSS Public Authority Governing Board, the Mendocino County Water Agency, the Ukiah Valley Sanitation District, the City Selection Committee, and the Employee Suggestion Award Committee.

Staff attends all meetings of the Board of Supervisors and prepares all meeting correspondence, adhering to strictly mandated production schedules for agendas, legal notices, and meeting minutes. Staff also prepares Board initiated staff reports, Committee reports, and special projects as directed. Staff is responsible for preserving all records of the Board of Supervisors, serving as the records center for County offices and the public on all Board actions. In addition, Clerk of the Board staff assists others by providing administrative, regulatory, legal, technical, and programmatic guidance related to Board actions.

**1010 – BOARD OF SUPERVISORS / CLERK OF THE BOARD**  
**Hal Wagenet, Chairman / Kristi Furman, Clerk of the Board**

**MAJOR ACCOMPLISHMENTS:**

As directed during the 2003/2004 Budget Hearings, the Clerk of the Board presented a Business Plan to the Board of Supervisors in the fall of 2003, reflecting a restructured Clerk of the Board office that promoted the efficient delivery of mandated programs and provided a sustainable level of public service. The plan called for an internal departmental restructuring/reorganization largely based upon the changing business environment of Clerk of the Board offices throughout the State, and in keeping with previously established goals and objectives for the Clerk of the Board. Staff embarked upon this assessment in collaboration with the County Administrative Office and the Human Resources Department. In recent years, legislative changes, advancements in technology, increased accessibility of internet resources, increases in regulatory matters, customer demands, and E-Government, have resulted in inescapable program growth and expansion. In keeping with established goals and objectives, the department's internal restructuring plan was designed to confront impacts resulting from this ever-changing business environment.

As of this writing, implementation of the structural elements of the reorganization is complete. It is anticipated that the remaining elements of the departmental restructuring will be completed by the fall of 2004. Emphasis will be placed on determining the equitable and manageable redistribution of numerous program mandates and related production deadlines; internal administration of departmental infrastructure, computer operating systems, and records management applications; and review of non-mandated services; and the consequential customer service implications, corresponding to the finite resources of a four member staffing configuration.

Through reduction of non-mandated services, the department was able to meet all mandated deadlines, staff all essential Board meetings, coordinate and carry out a myriad of Board directives, and offer guidance to fellow departments in executing various business transactions. Staff regrets that Clerk of the Board Workshops have been suspended at this time, as these are an effective means of instructing and assisting other County departments in Board proceedings. It is hoped that staff will be able to offer this beneficial service in the future.

**GOALS AND OBJECTIVES:**

The Clerk of the Board's department is committed to sustaining service levels in performing mandated services, while also recognizing that many non-mandated services and projects will be deferred during this period of diminished resources. For Fiscal Year 2004/2005 select projects and program conversion goals have been placed in a non-active status. However, should the County's financial outlook improve to the degree of considering restoration of resources, the department is prepared to reactivate targeted program conversions and other valuable business services.

As noted above, staff's emphasis for the current fiscal year will involve a re-evaluation of service levels based upon the departmental restructuring. Active monitoring of service levels in sustaining compliance with the department's policy and production mandates continues to receive priority attention.

**MAJOR POLICY CONSIDERATIONS:**

Since April 2003 the office of the Clerk of the Board implemented various service modifications, utilizing opportunities for streamlining programs and procedures when possible, and reducing services only as a last resort. During this time, the Clerk of the Board public service hours were modified, providing services Monday – Thursday, 8:00 a.m. – 5:00 p.m.; and restricted service, by appointment only, on Fridays. To offset this service modification, efforts continue to be made to provide satellite services by

**1010 – BOARD OF SUPERVISORS / CLERK OF THE BOARD**  
**Hal Wagenet, Chairman / Kristi Furman, Clerk of the Board**

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way of posting information on our departmental website, and greater use of technology as an alternative to walk-in customer transactions. While this structure has enabled staff to maintain compliance with most deadline sensitive mandated functions, departmental staff continues to be very challenged in providing for the timely and accurate execution of the volume and array of mandated programs and services.

Three consecutive years of reduced funding have impacted all areas of Board and Clerk of the Board operations. With this year's proposed funding level for Budget Unit 1010, allocations for operating costs have been reduced to the degree that basic functions are approaching non-compliance; all areas of service in the department have undergone assessment for further streamlining and/or suspension during this fiscal year. Staff will continue to communicate to the Board and the Administrative Office, those areas of reduction believed to be unacceptable.

In compliance with the budget directive calling for the utilization of Mandatory Time Off (MTO), Clerk of the Board staff proposes to comply with this directive in achieving our targeted funding allocation. In order to minimize probable service disruptions due to these staffing restrictions, the department of the Clerk of the Board proposes to fulfill this directive by closure of the department during the Board meeting recess at the end of the calendar year (tentatively December 20-24, 2004).

Effective June 30, 2004, the Fifth District satellite office in Andersen Valley will be vacated due to budget constraints. Alternative service delivery options are under consideration with the General Services Department.

**CONTINGENCY PLAN:**

In the event that implementation of Mandatory Time Off (MTO) is unsuccessful, the Board of Supervisors/Clerk of the Board Budget Unit 1010, will implement Voluntary Time Off (VTO), utilizing a similar implementation plan, in order to meet the department's Net County Cost Assignment.

**COUNTY ADMINISTRATIVE OFFICE COMMENTS:**

Initially, the Proposed budget was developed, at the discretion of the Department Head, assuming the availability of ten (10) days Mandatory Time Off (MTO) as a balancing strategy. However, due to the need to ensure the ability to implement budget balancing strategies in a timely fashion and the continuing uncertainty regarding the availability of MTO as a budget balancing tool, the Proposed Budget was ultimately revised to reflect alternative strategies to the use of MTO. As such, the Contingency Plan as described will be implemented unless revised by the Board of Supervisors, after public comment, during the Final Budget deliberations in August.

As indicated above, the department intends to implement Voluntary Time Off at an equivalent number of days and salary savings. The County Administrative Office will continue to work with the Clerk of the Board in an effort to restore its public service office hours to five days per week.

Additionally, Board travel appropriations were increased by \$9,000 to reflect last year's level.

**FINAL BUDGET ACTION:**

During Final Budget Deliberations, the Board of Supervisors approved the Recommended Budget from the County Administrative Officer for Board of Supervisors/Clerk of the Board with the following adjustment:

- a) Provided funding to eliminate the need for employee Voluntary Time Off \$17,761

**1010 – BOARD OF SUPERVISORS / CLERK OF THE BOARD**  
**Hal Wagenet, Chairman / Kristi Furman, Clerk of the Board**

**AUTHORIZED POSITIONS:**

	Funded	Funded
	<u>2003-2004</u>	<u>2004-2005</u>
TOTAL:	9	9

**COUNTY ADMINISTRATIVE OFFICE NOTES:**

**SALARIES & BENEFITS**

Acct. 1011 Provides funding for 9 positions. Includes five Board members, Clerk of the Board and three supporting staff.

**SERVICES & SUPPLIES**

Acct. 2120 Provides for service agreement of Questys records management system and County Code on-line services.

Acct. 2189 Provides for code update service contract with Book Publishing Company.

**FIXED ASSETS**

Acct. 4370 Provides funding for repair or replacement of microfiche reader/printer or other vital equipment as needed.

**REVENUES**

Acct. 6390 Provides for reimbursement for secretarial services for Ukiah Valley Sanitation District.

Acct. 7600 Provides for revenues from sales of copies, audiotapes, etc.

Acct. 7700 Provides for revenues from appeals and miscellaneous planning matters.

**1010 – BOARD OF SUPERVISORS / CLERK OF THE BOARD**  
**Hal Wagenet, Chairman / Kristi Furman, Clerk of the Board**

STATE CONTROLLER  
COUNTY BUDGET ACT  
(1985)

COUNTY OF MENDOCINO  
STATE OF CALIFORNIA  
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FINAL BUDGET FOR FISCAL YEAR 2004-05

COUNTY BUDGET FORM  
SCHEDULE 9

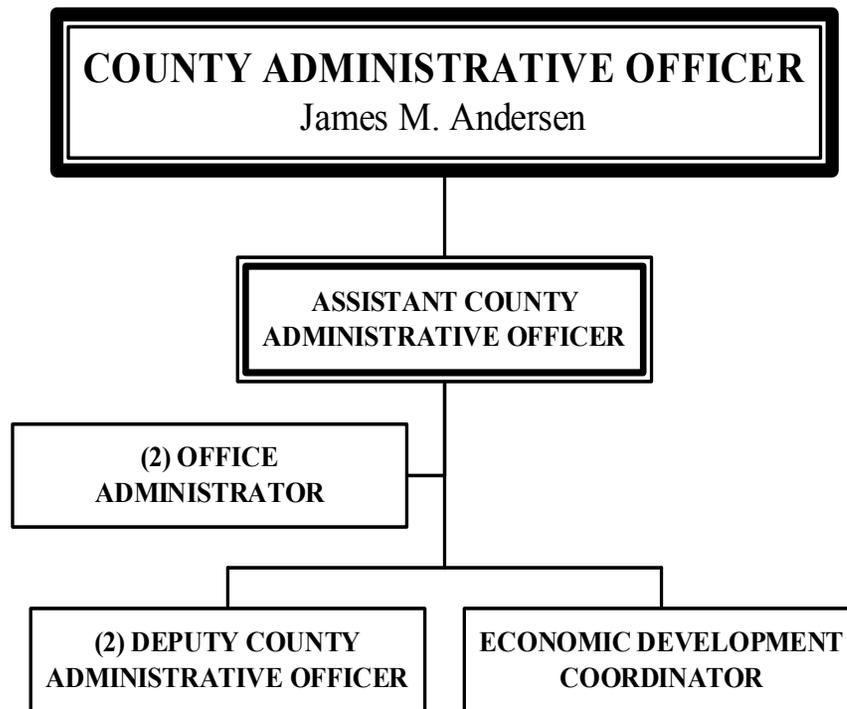
CLASSIFICATION:

FUNCTION: 1 GENERAL GOVERNMENT  
ACTIVITY: 101 GENERAL - LEGISLATIVE AND ADMI

BUDGET UNIT: 1010 BOARD OF SUPERVISORS  
FUND: 1100 COUNTY GENERAL

FINANCING USES CLASSIFICATION (1)	2002-03 BUDGET (2)	2002-03 ACTUALS (3)	2003-04 BUDGET (4)	2003-04 ACTUALS (5) 06/30/04	2004-05 REQUEST (6)	2004-05 RECOMMEND (7)	2004-05 ADOPTED (8)
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>							
861011 REGULAR EMPLOYEES	410,061	409,908	422,546	391,144	419,248	419,248	437,009
861012 EXTRA HELP	15,712	17,027	10,000	25,575	1,500	1,500	1,500
861013 OVERTIME REG EMP	1,800	1,665	1,000	2,877	1,170	1,170	1,170
861021 CO CONT TO RETIREMENT	45,183	46,522	53,268	50,666	57,096	57,096	57,096
861022 CO CONT TO OASDI	24,146	24,396	24,202	23,322	25,443	25,443	25,443
861023 CO CONT TO OASDI-MEDIC	5,648	5,952	5,660	5,825	5,947	5,947	5,947
861024 CO CONT TO RET INCREMENT	23,355	22,702	26,446	25,057	28,211	28,211	28,211
861030 CO CONT TO EMPLOYEE INSUR	50,233	80,713	68,303	57,456	59,721	61,632	61,632
861031 CO CONT UNEMPLOYMENT INSU	0	0	166	223	166	534	534
861035 CO CONT WORKERS COMPENSAT	2,407	12,583	3,713	4,385	3,713	6,770	6,770
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>578,545</b>	<b>621,468</b>	<b>615,304</b>	<b>586,530</b>	<b>602,215</b>	<b>607,551</b>	<b>625,312</b>
<b>SERVICES &amp; SUPPLIES</b>							
862060 COMMUNICATIONS	9,000	7,060	9,000	8,211	9,260	9,260	9,260
862101 INSURANCE-GENERAL	73,596	73,596	3,365	3,302	3,365	3,467	3,467
862120 MAINTENANCE-EQUIPMENT	4,075	972	3,472	3,707	4,000	4,000	4,000
862150 MEMBERSHIPS	975	225	975	150	855	855	855
862170 OFFICE EXPENSE	20,000	18,228	20,000	18,411	21,112	21,112	21,112
862187 EDUCATION & TRAINING	0	28	4,000	707	4,000	4,000	4,000
862189 PROF & SPEC SVCS-OTHR	2,500	2,961	2,500	3,534	11,000	11,000	11,000
862190 PUBL & LEGAL NOTICES	2,500	3,035	3,000	1,319	3,500	3,500	3,500
862210 RNTS & LEASES BLD GRD	4,200	4,200	4,200	4,200	0	0	0
862239 SPEC DEPT EXP	687	9,521	750	480	1,010	1,010	1,010
862250 TRNSPRTATION & TRAVEL	12,000	11,513	10,000	10,480	8,754	10,000	10,000
862253 TRAVEL & TRSP OUT OF COUN	16,055	11,533	15,000	10,559	8,619	15,000	15,000
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>145,588</b>	<b>142,872</b>	<b>76,262</b>	<b>65,060</b>	<b>75,475</b>	<b>83,204</b>	<b>83,204</b>
<b>FIXED ASSETS</b>							
864370 EQUIPMENT	4,500	11,743	6,000	6,046	3,052	3,052	3,052
<b>TOTAL FIXED ASSETS</b>	<b>4,500</b>	<b>11,743</b>	<b>6,000</b>	<b>6,046</b>	<b>3,052</b>	<b>3,052</b>	<b>3,052</b>
<b>TOTAL NET APPROPRIATIONS</b>	<b>728,633</b>	<b>776,083</b>	<b>697,566</b>	<b>657,636</b>	<b>680,742</b>	<b>693,807</b>	<b>711,568</b>
<b>LESS: REVENUES</b>							
825398 SB90 REIMBURSEMENT	0	13,834	0	0	0	0	0
826390 OTHER CHARGES	1,000	0	1,000	0	1,000	1,000	1,000
827600 OTHER SALES	2,600	1,371	2,600	687	2,600	2,600	2,600
827700 OTHER	5,000	4,515	5,000	6,329	5,000	5,000	5,000
<b>TOTAL REVENUES</b>	<b>8,600</b>	<b>19,720</b>	<b>8,600</b>	<b>7,016</b>	<b>8,600</b>	<b>8,600</b>	<b>8,600</b>
<b>TOTAL NET COUNTY COST</b>	<b>720,033</b>	<b>756,363</b>	<b>688,966</b>	<b>650,620</b>	<b>672,142</b>	<b>685,207</b>	<b>702,968</b>

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**1020 - ADMINISTRATION**  
**James M. Andersen, County Administrative Officer**

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**MISSION STATEMENT & DEPARTMENTAL FUNCTIONS:**

It is the mission of the County Administrative Office to assist the Board of Supervisors, the departments of the County, and other collaborating agencies and individuals in providing services that enhance the quality of life for the citizens of Mendocino County. In this endeavor, it is the specific mission of the County Administrative Office to seek to understand the unique roles and perspectives of all of the parties that will participate in development, debate, adoption, implementation, and maintenance of public policies and programs, and to serve as a competent, professional, and courteous liaison.

It is also the responsibility of the County Administrative Office to develop and orchestrate the necessary human, fiscal, technological, and other resources to accomplish the organizational mission.

Each member of the County Administrative Office, in their leadership capacity within the County and community, serves as a model for professional conduct and ethics, compliance with laws, policies, rules and procedures, and enthusiastic commitment to the calling of public service.

The County Administrative Officer reports directly to the Board of Supervisors and is responsible for:

- ❖ Implementing and monitoring Board policies.
- ❖ Administering and coordinating County operations and programs.
- ❖ Advocating the County's position on legislative matters, and evaluating and implementing the impact of new laws.
- ❖ Preparing and administering the proposed and final budgets.
- ❖ Capital facility planning for all County departments.
- ❖ Economic development initiatives.
- ❖ Assist in the coordination of the County's insurance programs.
- ❖ Participating in the labor negotiation process.

**MAJOR ACCOMPLISHMENTS:**

- ❖ Preparation of a balanced proposed budget. Assisted the Board of Supervisors in developing a balanced final budget that provided a continuation of the county's current service delivery while addressing the difficulties of economic uncertainty and federal/state funding cutbacks. Attempting to address Board identified priorities, including law enforcement, roads, general plan update, housing, water and human resources. Continued efforts to further refine the budget process to enhance and expedite final budget deliberations. Includes assisting the Auditor-Controller in the development of the Governmental Accounting Standards Board (GASB) Management Discussion and Analysis (to be presented to the Board of Supervisors prior to August 2003).
- ❖ Maintained a cohesive Executive Management Team, and working toward a more cohesive management approach (between managers and between the Board and their managers). Examples include participation in the Human Resources policies, budget strategies and evaluation processes.
- ❖ Coordinated the compilation of federal and state legislative programs, and provided advocacy for such programs through on-site meetings with key legislators, legislative staff, lobbyists, and the solicitation and development of support letters.
- ❖ Continued regular meetings (six times per year) with the City Managers of Fort Bragg, Ukiah and Willits to discuss issues of mutual concern, and to explore ways of collaborating on such issues.
- ❖ Completed oversight and financing of capital improvement projects.
- ❖ Began review process of Department Head evaluations.

**1020 - ADMINISTRATION**  
**James M. Andersen, County Administrative Officer**

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- ❖ Appointed Deputy County Administrative Officer as Interim Department Head of Child Support Services; Recruited and trained new Assistant County Administrative Officer.
- ❖ Participated/facilitated Information Technology Committee Strategic Planning process (on-going).
- ❖ Coordinated cable franchise negotiations with cities.
- ❖ Conducted pre-application meetings with potential business relocation prospects.
- ❖ Coordinated the implementation of the Indian Gaming Local Community Benefit Committee pursuant to SB 621, which resulted in successful grant funding requests to the State Controller's office for the County and local jurisdictions.
- ❖ Worked with Risk Management and Treasurer-Tax Collector on the transfer of the retiree health administration and vendor contracts.
- ❖ Participated with CAOAC and local court/county negotiations regarding facility transfers.
- ❖ Completed negotiations on AB 233 Court Memorandum of Understanding detailing County services to be provided to Courts for trial court operations.
- ❖ Actively participated in Economic Development activities including but not limited to: providing staff services to the Redevelopment Agency, completed the Final Redevelopment Environmental Impact Report, Preliminary Report, Redevelopment Plan and Report on the Plan to establish the County's first Redevelopment Project Area. Completed the 2004 Comprehensive Economic Development Strategy with the assistance of the Economic Development & Financing Corporation.
- ❖ Prepared CDBG funded Online Economic Development Guide with the assistance of County Information Services.
- ❖ Completed CDBG funded Tourism and Agriculture Economic Indicators Report.
- ❖ Provided contract management for economic development efforts being performed by the Mendocino County Promotional Alliance, Redevelopment, Community Development Services Economic Development & Finance Corporation, Applied Development Economics, PlanWest Partners, and West Company.
- ❖ Worked closely with the Economic Development & Financing Corporation and the City of Ukiah to prepare a pre-application to the federal Economic Development Administration for the construction of the Orr Creek Bridge and related improvements to Brush Street.
- ❖ Actively participated in SEIU Contract Negotiations and advisory committee to Negotiation Team.
- ❖ Provided liaison services and contract management with housing related programs being performed by Community Development Commission, Northern Circle Indian Housing Authority, and Rural Community Housing Development Corporation.
- ❖ Performed full range of liaison duties with Public Resources, Health and Human Services, General Government, and Criminal Justice Departments, Coordinating Councils, and Board Committees.
- ❖ Assisted in the review and negotiations of several alternatives for securing additional water for the current and future needs of Mendocino County. Chief among these projects was the Coyote Valley Dam Feasibility project.
- ❖ Met the objective of maintaining total debt service at its existing level.
- ❖ Established a task force to evaluate both operational and cost effectiveness of the MESA program.
- ❖ Continued to provide coordination and oversight in the preparation of responses to the Grand Jury Reports.
- ❖ Participated in the second Health and Human Services Rural Challenge Conference.

**1020 - ADMINISTRATION**  
**James M. Andersen, County Administrative Officer**

<b>GOALS AND OBJECTIVES:</b>
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Goals:

- ❖ Assist the Board of Supervisors in the formulation of policy and the analysis of policy options by delivering well thought out work products, which can be used as the basis for discussion, and to insure timely implementation of Board of Supervisors' policies.
- ❖ Assist the managers of the County's operating departments by providing consultation and other management services.
- ❖ Continue to refine the County's budgeting process so as to present pertinent financial data in a manner which is more comprehensive, useful, and easily understood, including the development of a budget supplemental that is concise, visual, and informative to the general public.
- ❖ Work with the County's Human Resource Department, bargaining units, and the labor organizations that represent them with the goal of improving the quality of labor relations and employee development in the County.
- ❖ Facilitate an understanding of County policies and procedures with representatives of other governmental agencies, the business community, and the general public.
- ❖ Keep the Board of Supervisors apprised of legislative issues that could affect Mendocino County at the state and federal level.

**Health & Human Services:**

- ❖ Continue participation in the Health and Human Services Rural Challenge efforts.

**Criminal Justice:**

- ❖ Examine alternatives to the delivery of the third level conflict public defender cases.
- ❖ Continue to work with the Courts towards a smooth transition from Court employees being County employees to a separate non-County group of employees. Continue negotiations with the State for transition of court facilities.
- ❖ Continue to work with the Courts and General Services to enhance the security measures at the Courthouse.

**Finance/Miscellaneous:**

- ❖ Assist the Board on policy development with regard to housing.
- ❖ Continue participation in labor negotiations.
- ❖ Continue to perform full range of liaison duties with Public Resources, Health and Human Services, General Government, and Criminal Justice Departments, Coordinating Councils, and Board Committees.
- ❖ Continue review of the County Policy Manual and update as necessary.
- ❖ Develop a progressive public relations campaign including an "Annual Report" which identifies the County "vision", goals/objectives, accomplishments, areas of special interest and emphasis.
- ❖ Work with various community organizations to implement a comprehensive and viable economic development program.
- ❖ Coordinate the renewal of the franchise with Adelphia Communications.
- ❖ Monitor the proper funding of the County Health Plan, General Liability and Workers' Compensation Program.
- ❖ Monitor the state's progress and work with CSAC concerning negotiations with tribal casinos and their impact on local government services.
- ❖ Monitor and participate in various groups concerning funding for Homeland Security.
- ❖ Work with County Counsel on the PG&E franchise renewal.
- ❖ Finalize redevelopment budget and Five-Year Implementation Plan and begin program implementation.

**1020 - ADMINISTRATION**  
**James M. Andersen, County Administrative Officer**

- ❖ Update of Economic Development Website and complete Potter Valley Community Action Plan and Covelo Community Service District Fire Protection Feasibility Study.
- ❖ Provide assistance to businesses located in the unincorporated area of the County.
- ❖ Finalize Economic Development Administration Grant in cooperation with the City of Ukiah and Economic Development & Financing Corporation.
- ❖ Redefine services to be provided by the County's Block grant funded Business Assistance Program.

**Public Resources:**

- ❖ Examine alternative sources of revenue to provide stable resources for short and long-term needs of the County's road system with less reliance on the General Fund.
- ❖ Work with the Department of Transportation, Division of Solid Waste for an increase in franchise fees for the financing of closure costs for our landfills and explore the use of surcharge on disposal bills for closure costs to free up franchise fees for other uses.
- ❖ Support the Environmental Health Departments efforts related to the development of a "long-range" Septage Management Plan for the County of Mendocino.
- ❖ Work with Sanitation District and participate in other interagency activities on implementation of long range Septage Management Plan.

**COUNTY ADMINISTRATIVE OFFICE COMMENTS:**

Pursuant to the Board of Supervisors expressed desire to maintain staffing levels within this Department, the Proposed Budget assumes funding to fill a full-time Deputy County Administrative Officer in March 2005 or a full time Senior Analyst in January 2005.

**FINAL BUDGET ACTION:**

During Final Budget Deliberations, the Board of Supervisors approved the Recommended Budget from the County Administrative Officer for Administration with the following adjustment:

- a) Provided funding for economic development activities \$300,000

The Board agreed to develop a committee to evaluate possible uses of the funding to advance the economic development activities of Mendocino County. It is anticipated that the committee will bring recommendations to the full Board for approval.

**AUTHORIZED POSITIONS:**

	<u>Funded 2003-2004</u>	<u>Funded 2004-2005</u>
TOTAL:	7	7

**COUNTY ADMINISTRATIVE OFFICE NOTES:**

**SALARIES & BENEFITS**

Acct. 1011 Provides funding for 4 professional staff, 2 administrative staff and the addition of an analyst (position presently allocated as Assistant CAO).

**1020 - ADMINISTRATION**  
**James M. Andersen, County Administrative Officer**

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**TRANSFER & REIMBURSEMENTS**

Acct. 5380 Provides for Transfer from the health and human services departments for a portion of the cost of a Deputy County Administrative Officer.

**REVENUES**

Acct. 5490 Provides for funding from CDGB, Redevelopment and other economic development related programs.

# 1020 - ADMINISTRATION

## James M. Andersen, County Administrative Officer

STATE CONTROLLER  
COUNTY BUDGET ACT  
(1985)

COUNTY OF MENDOCINO  
STATE OF CALIFORNIA  
BUDGET UNIT FINANCING USES DETAIL  
FINAL BUDGET FOR FISCAL YEAR 2004-05

COUNTY BUDGET FORM  
SCHEDULE 9

CLASSIFICATION:

FUNCTION: 1 GENERAL GOVERNMENT  
ACTIVITY: 101 GENERAL - LEGISLATIVE AND ADMI

BUDGET UNIT: 1020 COUNTY ADMINISTRATOR  
FUND: 1100 COUNTY GENERAL

FINANCING USES CLASSIFICATION (1)	2002-03 BUDGET (2)	2002-03 ACTUALS (3)	2003-04 BUDGET (4)	2003-04 ACTUALS (5) 06/30/04	2004-05 REQUEST (6)	2004-05 RECOMMEND (7)	2004-05 ADOPTED (8)
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>							
861011 REGULAR EMPLOYEES	439,458	395,495	458,433	426,523	435,179	475,179	475,179
861021 CO CONT TO RETIREMENT	49,065	45,367	52,956	53,345	53,511	53,511	53,511
861022 CO CONT TO OASDI	24,734	22,506	26,318	24,521	25,129	25,129	25,129
861023 CO CONT TO OASDI-MEDIC	6,143	5,558	6,480	6,029	6,311	6,311	6,311
861024 CO CONT TO RET INCREMENT	24,010	22,192	25,715	26,496	25,976	25,976	25,976
861030 CO CONT TO EMPLOYEE INSUR	27,378	38,144	31,505	30,163	31,505	32,513	32,513
861031 CO CONT UNEMPLOYMENT INSU	0	0	1,270	1,270	1,270	3,190	3,190
861035 CO CONT WORKERS COMPENSAT	4,588	4,588	7,496	7,496	7,037	10,991	10,991
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>575,376</b>	<b>533,850</b>	<b>610,173</b>	<b>575,843</b>	<b>585,918</b>	<b>632,800</b>	<b>632,800</b>
<b>SERVICES &amp; SUPPLIES</b>							
862060 COMMUNICATIONS	6,100	6,973	6,000	6,080	6,000	6,000	6,000
862101 INSURANCE-GENERAL	6,536	6,537	1,472	1,449	1,472	1,682	1,682
862120 MAINTENANCE-EQUIPMENT	0	75	0	0	0	0	0
862150 MEMBERSHIPS	2,250	845	2,250	870	2,250	2,250	2,250
862170 OFFICE EXPENSE	14,000	12,114	12,500	9,625	12,500	12,500	12,500
862187 EDUCATION & TRAINING	1,000	745	0	1,265	0	0	0
862189 PROF & SPEC SVCS-OTHR	10,000	5,070	0	14,245	7,500	7,500	7,500
862190 PUBL & LEGAL NOTICES	0	1,589	0	869	0	0	0
862239 SPEC DEPT EXP	0	241	0	0	0	0	300,000
862250 TRANSPRTATION & TRAVEL	1,000	836	1,000	1,943	1,000	1,000	1,000
862253 TRAVEL & TRSP OUT OF COUN	4,760	4,958	3,000	4,901	5,000	5,000	5,000
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>45,646</b>	<b>39,983</b>	<b>26,222</b>	<b>41,247</b>	<b>35,722</b>	<b>35,932</b>	<b>335,932</b>
<b>EXPEND TRANSFER AND REIMB</b>							
865380 INTRAFUND TRANSFERS	-80,000	-70,000	-90,000	-97,827	-90,000	-90,000	-90,000
<b>TOTAL EXPEND TRANSFER AND REIMB</b>	<b>-80,000</b>	<b>-70,000</b>	<b>-90,000</b>	<b>-97,827</b>	<b>-90,000</b>	<b>-90,000</b>	<b>-90,000</b>
<b>TOTAL NET APPROPRIATIONS</b>	<b>541,022</b>	<b>503,833</b>	<b>546,395</b>	<b>519,263</b>	<b>531,640</b>	<b>578,732</b>	<b>878,732</b>
<b>LESS: REVENUES</b>							
825398 SB90 REIMBURSEMENT	0	4,125	0	0	0	0	0
825490 STATE OTHER	20,000	15,199	30,128	20,785	30,128	30,128	30,128
827700 OTHER	500	200	500	600	500	500	500
<b>TOTAL REVENUES</b>	<b>20,500</b>	<b>19,524</b>	<b>30,628</b>	<b>21,385</b>	<b>30,628</b>	<b>30,628</b>	<b>30,628</b>
<b>TOTAL NET COUNTY COST</b>	<b>520,522</b>	<b>484,309</b>	<b>515,767</b>	<b>497,878</b>	<b>501,012</b>	<b>548,104</b>	<b>848,104</b>

**0402 – COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**  
**James M. Andersen, County Administrative Officer**

**GRANT DESCRIPTION:**

Provides funding for Economic Development by organizing local business loans, making infrastructure grants, assisting in the development of micro-enterprises, or planning and technical assistance activities in Mendocino County

**GRANT INCEPTION DATE:** Multiple

**CURRENT GRANT PERIOD:** Multiple

**SOURCE OF FUNDS:** State of California, Department of Housing and Community Development

**CONTINUITY OF GRANT:** This is a competitive grant program that the County can apply for on a yearly basis.

**EMPLOYEES (full time equivalent):** None

<b>GRANT FUNDING AND BUDGET:</b>	02-EDBG -858	02-EDBG -883	01-EDBG -827	03-EDBG- 0065
Personnel:	00	00.00	\$ .00	\$ .00
Operating Expenses:	00	00.00	.00	.00
Capital Expenditures ( <i>Equipment</i> ):	00	00.00	.00	.00
Other Costs*:	00	473,750.00	365,315.00	35,000.00
Indirect Costs **:	35,000	26,250.00	16,885.00	.00
<b>TOTAL</b>	<b>\$35,000</b>	<b>\$500,000.00</b>	<b>\$382,200.00</b>	<b>\$35,000.00</b>

\* *Business Assistance contracts, loan &, grants.*

\*\* *Payment to County for internal services.*

**COUNTY MATCH REQUIRED:** Yes

**COUNTY MATCH AMOUNT:** Various amounts as adopted by Resolution of the Board of Supervisors per applications activities; the source of matching funds is from the collection of loan repayments from CBDG programs that provides for expenditure of those collections are eligible source of matching funds.

**INDEPENDENT AUDIT REQUIRED:** Yes

**1025 – REDEVELOPMENT**  
**James M. Andersen, County Administrative Officer**

**MISSION STATEMENT & DEPARTMENTAL FUNCTIONS:**

The Mendocino County Board of Supervisors has formed a Community Redevelopment Agency under the authority granted to the Board in Community Redevelopment Law as set forth in Health and Safety Code Sections 33000 et. Seq. of the State of California. The Board of Supervisors sits concurrently as the Redevelopment Agency of the County of Mendocino. The County Administrative Office provides staff support. Budget Unit 1025 distinguishes the general administrative functions of the Agency, including the accounting of statutory “pass through” payments of Agency revenues to taxing entities.

**MAJOR ACCOMPLISHMENTS:**

Accomplishments for Fiscal Year 2003-04:

- ❖ Adoption of the Redevelopment Plan; and
- ❖ Certification of the Environmental Impact Report on the Redevelopment Plan.

**GOALS AND OBJECTIVES:**

Goals:

- ❖ Maintain a fiscal sound Redevelopment Agency and Project Area.
- ❖ Account for general administrative expenditures of the Agency.

**COUNTY ADMINISTRATIVE OFFICE COMMENTS:**

During Fiscal Year 2004-05 budget deliberations, the County Administrative Office reported staffs intent to create additional budget units, in series with Budget Unit 1025, to assist with the auditing and budgeting of financial transactions of the agency over the anticipated 45 year lifespan of the Redevelopment Project Area. Additionally, staff reported that for the Final Budget, each new budget unit would conservatively allocate operating expenditures for Fiscal Year 2004-2005 and thereby allocating any remaining revenues to fund balance.

**FINAL BUDGET ACTION:**

During Final Budget Deliberations, the Board of Supervisors approved the Recommended Budget and strategy for the Final Budget as proposed from the County Administrative Office.

# 1025 – REDEVELOPMENT

## James M. Andersen, County Administrative Officer

STATE CONTROLLER  
COUNTY BUDGET ACT  
(1985)

COUNTY OF MENDOCINO  
STATE OF CALIFORNIA  
BUDGET UNIT FINANCING USES DETAIL  
FINAL BUDGET FOR FISCAL YEAR 2004-05

COUNTY BUDGET FORM  
SCHEDULE 9

CLASSIFICATION:

FUNCTION: 1 GENERAL GOVERNMENT  
ACTIVITY: 102 GENERAL - FINANCE

BUDGET UNIT: 1025 COUNTY REDEVELOPMENT AGENCY  
FUND: 1420 COUNTY REDEVELOPMENT AGENCY

FINANCING USES CLASSIFICATION (1)	2002-03 BUDGET (2)	2002-03 ACTUALS (3)	2003-04 BUDGET (4)	2003-04 ACTUALS (5)	2004-05 REQUEST (6)	2004-05 RECOMMEND (7)	2004-05 ADOPTED (8)
				06/30/04			
861012 EXTRA HELP	0	112	0	0	0	0	0
TOTAL SALARIES & EMPLOYEE BENEFITS	0	112	0	0	0	0	0
SERVICES & SUPPLIES							
862150 MEMBERSHIPS	0	0	0	0	0	0	1,040
862170 OFFICE EXPENSE	2,000	2,622	7,000	1,026	1,000	1,000	0
862181 AUDITING & FISCAL SVC	0	0	0	0	0	0	1,408
862183 LEGAL FEES	0	0	0	0	0	0	1,200
862189 PROF & SPEC SVCS-OTHR	140,000	111,146	140,000	21,200	0	0	0
862190 PUBL & LEGAL NOTICES	0	0	0	0	0	0	120
862239 SPEC DEPT EXP	30,000	5,537	30,000	6,025	12,996	12,996	2,000
TOTAL SERVICES & SUPPLIES	172,000	119,305	177,000	28,251	13,996	13,996	5,768
OTHER CHARGES							
863113 PYMNTS OTHER GOV AGNC	0	0	0	0	19,553	19,553	20,531
863310 INTEREST	0	0	0	0	5,000	5,000	0
863311 PRINCIPAL	0	0	0	0	5,000	5,000	0
TOTAL OTHER CHARGES	0	0	0	0	29,553	29,553	20,531
EXPEND TRANSFER AND REIMB							
865380 INTRAFUND TRANSFERS	0	0	0	0	0	0	71,468
TOTAL EXPEND TRANSFER AND REIMB	0	0	0	0	0	0	71,468
TOTAL NET APPROPRIATIONS	172,000	119,417	177,000	28,251	43,549	43,549	97,767
LESS: REVENUES							
821110 PROPERTY TAX CURRENT SECU	0	0	0	0	97,766	97,766	97,767
824100 INTEREST	0	-2,854	0	-3,594	0	0	0
TOTAL REVENUES	0	-2,854	0	-3,594	97,766	97,766	97,767
TOTAL FUND BALANCE CONTRIBUTION	172,000	122,271	177,000	31,845	-54,217	-54,217	0

**1026 – REDEVELOPMENT HOUSING COMPONENT**  
**James M. Andersen, County Administrative Officer**

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**MISSION STATEMENT & DEPARTMENTAL FUNCTIONS:**

The Mendocino County Board of Supervisors has formed a Community Redevelopment Agency under the authority granted to the Board in Community Redevelopment Law as set forth in Health and Safety Code Sections 33000 et. seq. of the State of California. The Board of Supervisors sits concurrently as the Redevelopment Agency of the County of Mendocino.

The California Community Redevelopment Law requires that at least 20 percent of all tax increment revenues generated within the boundaries of a redevelopment area be set aside specifically to improve housing conditions for residents of low to moderate income.

Housing programs and projects in this budget unit will be designed to fulfill the Agency's obligation to improve housing conditions and supply throughout the project area.

The County Administrative Office provides staff support, with specialized legal services provided by the firm of Goldfarb & Lipman. Other County Departments and independent contractors provide services to the Agency, as appropriate.

**MAJOR ACCOMPLISHMENTS:**

Accomplishments for fiscal year 2003-2004:

- ❖ Adoption of Redevelopment Plan on July 8, 2003 by Ordinance No. 4111
- ❖ Certification of the Environmental Impact Report on the Redevelopment Plan.

**GOALS AND OBJECTIVES:**

- ❖ Development of programs and projects to expand and improve housing opportunities for persons of low to moderate income.

**COUNTY ADMINISTRATIVE OFFICE COMMENTS:**

During Fiscal Year 2004-05 budget deliberations, the County Administrative Office reported staffs intent to create additional budget units, in series with Budget Unit 1025, to assist with the auditing and budgeting of financial transactions of the agency over the anticipated 45 year lifespan of the Redevelopment Project Area. Additionally, staff reported that for the Final Budget, each new budget unit would conservatively allocate operating expenditures for Fiscal Year 2004-2005 and thereby allocating any remaining revenues to fund balance.

Agency activities for Fiscal Year 2004-2005 will focus on establishing planning and budgeting for the first five-years of tax increment.

Redevelopment planning documents, including the Implementation Plan for the First Five Years for July 1, 2003 through June 30, 2008 identified that the Agency will receive its first allocation of tax increment revenues in fiscal year 2004-2005. The preliminary budgets contained in the Implementation Plan conservatively assumed that tax increment revenues would be limited and therefore Agency actions and projects during these first five years would be financed on a pay-as-you-go basis directly from annual tax increment revenues.

**1026 – REDEVELOPMENT HOUSING COMPONENT**  
**James M. Andersen, County Administrative Officer**

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**FINAL BUDGET ACTION:**

During Final Budget Deliberations, the Board of Supervisors approved the Recommended Budget and strategy for the Final Budget as proposed by from the County Administrative Office for the Redevelopment Housing Component.

**1026 – REDEVELOPMENT HOUSING COMPONENT**  
**James M. Andersen, County Administrative Officer**

STATE CONTROLLER  
COUNTY BUDGET ACT  
(1985)

COUNTY OF MENDOCINO  
STATE OF CALIFORNIA  
BUDGET UNIT FINANCING USES DETAIL  
FINAL BUDGET FOR FISCAL YEAR 2004-05

COUNTY BUDGET FORM  
SCHEDULE 9

CLASSIFICATION:

FUNCTION: 1 GENERAL GOVERNMENT  
ACTIVITY: 102 GENERAL - FINANCE

BUDGET UNIT: 1026 RDA - HOUSING COMPONENT  
FUND: 1420 COUNTY REDEVELOPMENT AGENCY

FINANCING USES CLASSIFICATION (1)	2002-03 BUDGET (2)	2002-03 ACTUALS (3)	2003-04 BUDGET (4)	2003-04 ACTUALS (5) 06/30/04	2004-05 REQUEST (6)	2004-05 RECOMMEND (7)	2004-05 ADOPTED (8)
SERVICES & SUPPLIES							
862060 COMMUNICATIONS	0	0	0	0	0	0	300
862170 OFFICE EXPENSE	0	0	0	0	0	0	100
862181 AUDITING & FISCAL SVC	0	0	0	0	0	0	500
862183 LEGAL FEES	0	0	0	0	0	0	1,000
862187 EDUCATION & TRAINING	0	0	0	0	0	0	1,000
862190 PUBL & LEGAL NOTICES	0	0	0	0	0	0	200
862250 TRNSPRTATION & TRAVEL	0	0	0	0	0	0	500
TOTAL SERVICES & SUPPLIES	0	0	0	0	0	0	3,600
EXPEND TRANSFER AND REIMB							
865380 INTRAFUND TRANSFERS	0	0	0	0	0	0	-19,554
TOTAL EXPEND TRANSFER AND REIMB	0	0	0	0	0	0	-19,554
TOTAL NET APPROPRIATIONS	0	0	0	0	0	0	-15,954
=====							
TOTAL FUND BALANCE CONTRIBUTION	0	0	0	0	0	0	-15,954
=====							

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**1027 – REDEVELOPMENT COMMUNITY & ECONOMIC DEVELOPMENT**  
**James M. Andersen, County Administrative Officer**

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**MISSION STATEMENT & DEPARTMENTAL FUNCTIONS:**

The Mendocino County Board of Supervisors has formed a Community Redevelopment Agency under the authority granted to the Board in Community Redevelopment Law as set forth in Health and Safety Code Sections 33000 et. seq. of the State of California. The Board of Supervisors sits concurrently as the Redevelopment Agency of the County of Mendocino.

Projects and programs supported by this budget unit are in support to the Agency's mission to improve business, neighborhood, and housing conditions in the Redevelopment Project Area.

The County Administrative Office provides staff support, with specialized legal services provided by the firm of Goldfarb & Lipman. Other County Departments and independent contractors provide services to the Agency, as appropriate.

**MAJOR ACCOMPLISHMENTS:**

Accomplishments for fiscal year 2003-2004:

- ❖ Adoption of Redevelopment Plan on July 8, 2003 by Ordinance No. 4111
- ❖ Certification of the Environmental Impact Report on the Redevelopment Plan.

**GOALS AND OBJECTIVES:**

- ❖ Elimination, over time, of blighted physical and economic conditions in the Project Area.
- ❖ Preparation, as may be appropriate, of market assessments, plans, and design guidelines to ensure timely and proper revitalization of the Project Area.
- ❖ Development and implementation of business retention, expansion and business attraction strategies as a means to generating new jobs and to intensify tax increment revenues for housing programs, community and economic development.
- ❖ Enhancement of the quality and livability of established residential neighborhoods.
- ❖ Improvement of public infrastructure and services.
- ❖ Relocation of incompatible land uses and removal of materials that are hazardous to public health and well being.
- ❖ Implementation of Community Redevelopment Law as set forth in Health and Safety Code Sections 33000 et. seq.

**COUNTY ADMINISTRATIVE OFFICE COMMENTS:**

During Fiscal Year 2004-05 budget deliberations, the County Administrative Office reported staffs intent to create additional budget units, in series with Budget Unit 1025, to assist with the auditing and budgeting of financial transactions of the agency over the anticipated 45 year lifespan of the Redevelopment Project Area. Additionally, staff reported that for the Final Budget, each new budget unit would conservatively allocate operating expenditures for Fiscal Year 2004-2005 and thereby allocating any remaining revenues to fund balance.

Agency activities for Fiscal Year 2004-2005 will focus on establishing planning and budgeting for the first five-years of tax increment.

Redevelopment planning documents, including the Implementation Plan for the First Five Years for July 1, 2003 through June 30, 2008 identified that the Agency will receive its first allocation of tax increment

**1027 – REDEVELOPMENT COMMUNITY & ECONOMIC DEVELOPMENT**  
**James M. Andersen, County Administrative Officer**

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revenues in fiscal year 2004-2005. The preliminary budgets contained in the Implementation Plan conservatively assumed that tax increment revenues would be limited and therefore Agency actions and projects during these first five years would be financed on a pay-as-you-go basis directly from annual tax increment revenues.

**FINAL BUDGET ACTION:**

During Final Budget Deliberations, the Board of Supervisors approved the Recommended Budget from the County Administrative Officer for Redevelopment Community & Economic Development.

**1027 – REDEVELOPMENT COMMUNITY & ECONOMIC DEVELOPMENT**  
**James M. Andersen, County Administrative Officer**

STATE CONTROLLER  
COUNTY BUDGET ACT  
(1985)

COUNTY OF MENDOCINO  
STATE OF CALIFORNIA  
BUDGET UNIT FINANCING USES DETAIL  
FINAL BUDGET FOR FISCAL YEAR 2004-05

COUNTY BUDGET FORM  
SCHEDULE 9

CLASSIFICATION:

FUNCTION: 1 GENERAL GOVERNMENT  
ACTIVITY: 102 GENERAL - FINANCE

BUDGET UNIT: 1027 RDA - COMMUNITY & ECONOMIC DEV  
FUND: 1420 COUNTY REDEVELOPMENT AGENCY

FINANCING USES CLASSIFICATION (1)	2002-03 BUDGET (2)	2002-03 ACTUALS (3)	2003-04 BUDGET (4)	2003-04 ACTUALS (5)	2004-05 REQUEST (6)	2004-05 RECOMMEND (7)	2004-05 ADOPTED (8)
				06/30/04			
862170 OFFICE EXPENSE	0	0	0	0	0	0	200
862181 AUDITING & FISCAL SVC	0	0	0	0	0	0	500
862183 LEGAL FEES	0	0	0	0	0	0	1,000
862187 EDUCATION & TRAINING	0	0	0	0	0	0	1,100
862190 PUBL & LEGAL NOTICES	0	0	0	0	0	0	250
862250 TRNSPRTATION & TRAVEL	0	0	0	0	0	0	600
TOTAL SERVICES & SUPPLIES	0	0	0	0	0	0	3,650
EXPEND TRANSFER AND REIMB							
865380 INTRAFUND TRANSFERS	0	0	0	0	0	0	-41,914
TOTAL EXPEND TRANSFER AND REIMB	0	0	0	0	0	0	-41,914
TOTAL NET APPROPRIATIONS	0	0	0	0	0	0	-38,264
=====	=====	=====	=====	=====	=====	=====	=====
TOTAL FUND BALANCE CONTRIBUTION	0	0	0	0	0	0	-38,264
=====	=====	=====	=====	=====	=====	=====	=====

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**1028 – REDEVELOPMENT DEBT SERVICE COMPONENT**  
**James M. Andersen, County Administrative Officer**

**MISSION STATEMENT & DEPARTMENTAL FUNCTIONS:**

The Mendocino County Board of Supervisors has formed a Community Redevelopment Agency under the authority granted to the Board in Community Redevelopment Law as set forth in Health and Safety Code Sections 33000 et. Seq. of the State of California. The Board of Supervisors sits concurrently as the Redevelopment Agency of the County of Mendocino. The County Administrative Office provides staff support.

Community Redevelopment Law authorizes a Redevelopment Agency to finance or refinance redevelopment projects, in whole or in part, to establish debt, in order to receive the Agency's share of tax increment. Types of debt may include but are not limited to: bonds, payments to the Agency's housing fund and other taxing entities, development agreements, leases and reimbursements.

This budget unit accounts for the payment of principal and interest as well as the related annual costs of the Redevelopment Agency's indebtedness.

**MAJOR ACCOMPLISHMENTS:**

Accomplishments for Fiscal Year 2003-04:

- ❖ Adoption of the Redevelopment Plan; and
- ❖ Certification of the Environmental Impact Report on the Redevelopment Plan.

**GOALS AND OBJECTIVES:**

Goals:

- ❖ Maintain a fiscal sound Redevelopment Agency and Project Area.
- ❖ Account for general administrative expenditures of the Agency.

**COUNTY ADMINISTRATIVE OFFICE COMMENTS:**

During Fiscal Year 2004-05 budget deliberations, the County Administrative Office reported staffs intent to create additional budget units, in series with Budget Unit 1025, to assist with the auditing and budgeting of financial transactions of the agency over the anticipated 45 year lifespan of the Redevelopment Project Area. Additionally, staff reported that for the Final Budget, each new budget unit would conservatively allocate operating expenditures for Fiscal Year 2004-2005 and thereby allocating any remaining revenues to fund balance.

The budget for Fiscal Year 2004-2005 includes a payment of both principal and interest to reimburse the County General Fund, which financed the planning and adoption efforts for Redevelopment Project Area.

**FINAL BUDGET ACTION:**

During Final Budget Deliberations, the Board of Supervisors approved the Recommended Budget and strategy for the Final Budget as proposed by the County Administrative Office.

**1028 – REDEVELOPMENT DEBT SERVICE COMPONENT**  
**James M. Andersen, County Administrative Officer**

STATE CONTROLLER  
 COUNTY BUDGET ACT  
 (1985)

COUNTY OF MENDOCINO  
 STATE OF CALIFORNIA  
 BUDGET UNIT FINANCING USES DETAIL  
 FINAL BUDGET FOR FISCAL YEAR 2004-05

COUNTY BUDGET FORM  
 SCHEDULE 9

CLASSIFICATION:

FUNCTION: 1 GENERAL GOVERNMENT  
 ACTIVITY: 102 GENERAL - FINANCE

BUDGET UNIT: 1028 RDA - DEBT SERVICE COMPONENT  
 FUND: 1420 COUNTY REDEVELOPMENT AGENCY

FINANCING USES CLASSIFICATION (1)	2002-03 BUDGET (2)	2002-03 ACTUALS (3)	2003-04 BUDGET (4)	2003-04 ACTUALS (5) 06/30/04	2004-05 REQUEST (6)	2004-05 RECOMMEND (7)	2004-05 ADOPTED (8)
OTHER CHARGES							
863310 INTEREST	0	0	0	0	0	0	5,000
863311 PRINCIPAL	0	0	0	0	0	0	5,000
TOTAL OTHER CHARGES	0	0	0	0	0	0	10,000
EXPEND TRANSFER AND REIMB							
865380 INTRAFUND TRANSFERS	0	0	0	0	0	0	-10,000
TOTAL EXPEND TRANSFER AND REIMB	0	0	0	0	0	0	-10,000
TOTAL NET APPROPRIATIONS	0	0	0	0	0	0	0
=====							
TOTAL FUND BALANCE CONTRIBUTION	0	0	0	0	0	0	-10,000
=====							



# 1110 – AUDITOR - CONTROLLER

## Dennis Huey, Auditor ~ Controller

### MISSION STATEMENT & DEPARTMENTAL FUNCTIONS:

The Auditor-Controller is the chief financial officer of the County and exercises general supervision over the accounting of all organizations under the control of the Board of Supervisors as well as those special districts and school districts whose funds are maintained by the County Treasury. In addition to maintaining all basic financial information, the Auditor-Controller analyzes accounting reports, supplies fiscal information, and acts as financial counsel to the County Administrative Officer and Board of Supervisors.

Specific mandated duties include the general receipting and disbursing of all County funds in the County Treasury including payroll, claims against the County, public assistance checks, and property tax allocations; assistance in the compilation and publication of the County's proposed and final budgets; budgetary control and monitoring; maintenance of the property tax rolls; property tax rate calculations under Proposition 13; spending limitation calculations under Proposition 4 (Gann Limit); financial compliance with the State Controller's Office; internal operational audits of County departments, and related organizations; fiscal compliance of all grants maintained by the County; and compilation of the Countywide Cost Allocation Plan.

Non-mandated services currently provided include, but are not limited to, limited assistance to special districts in the compilation of state mandated financial reports, room occupancy audits of operations within the unincorporated areas of the County, and the monitoring of sales tax collections and allocations by the State Board of Equalization to local jurisdictions within Mendocino County. These non-mandated services have proven to be financially beneficial to the County by monitoring the accuracy of financial compliance of both the taxpaying public and State agencies.

### MAJOR ACCOMPLISHMENTS:

- ❖ Successful in keeping current our document-imaging program for accounts payable invoices and receipts of all departments.
- ❖ Successfully completed yet another year (our second year) in the transition to the new financial reporting model as mandated by the Governmental Accounting Standards Board (GASB) Statement No. 34. The general purpose financial statements for the fiscal year ending June 30, 2003, reflects this new reporting standard, the purpose of which was to provide the general public with a more easily understandable format in reading financial statements.
- ❖ Actively participated as a member of the Health Benefits Committee (HBC) in the complete redesign of our county health benefit plan in an effort to bring about financial stability to the County Health Plan.
- ❖ Actively participated as a member of the County Labor Negotiations Advisory Committee in assisting Human Resources and the CAO in their negotiations with the bargaining units.
- ❖ Actively participated as a member of the County Budget Team assisting, compiling and preparing a balanced proposed and final budget document.
- ❖ Actively participated as a member of the County Court Facilities Task Force in beginning negotiations with the State for the scheduled transition of currently owned court facilities to the State.
- ❖ Enhanced financial benefits and provided for a wider array of investment choices to employees by bringing in a third deferred compensation vendor/provider.

**1110 – AUDITOR - CONTROLLER**  
**Dennis Huey, Auditor ~ Controller**

**GOALS AND OBJECTIVES:**

- ❖ Assist the County Administrative Office in the timely compilation of the proposed and final adopted county budgets.
- ❖ Continued participation on both the Information Services Technology and Health Benefits Committees.
- ❖ Continue to make enhancements to the financial reporting system for greater user friendliness.
  - ~ Educate and encourage departments to utilize the financial system software as a management tool.
  - ~ Allow certain high volume departments the ability to print vendor checks at their satellite locations.
  - ~ Begin the process of investigating the expansion of our new check printing technology to include the ability of accepting payments for county services and tax/fine obligations over the internet.

**CONTINGENCY PLAN:**

The budget requested by this department was prepared on the assumption that mandatory time off (MTO) was an available option in meeting its assigned net county cost for Fiscal Year 2004-05. In the absence of MTO being available as a balancing strategy, the Department has informed the County Administrative Officer that its alternative scenario in meeting its budgetary target will be a combination of voluntary time off (VTO) and selective cuts in services and supplies cost.

**COUNTY ADMINISTRATIVE OFFICE COMMENTS:**

Initially, the Proposed Budget was developed assuming, at the discretion of the Department Head, the availability of ten (10) days Mandatory Time Off (MTO) as a balancing strategy. However, due to the need to ensure the ability to implement budget balancing strategies in a timely fashion and the continuing uncertainty regarding the availability of MTO as a budget balancing tool, the Proposed Budget was ultimately revised to reflect alternative strategies to the use of MTO. As such, the Contingency Plan as described will be implemented unless revised by the Board of Supervisors, after public comment, during the Final Budget deliberations in August.

This Department has indicated that in order to meet reduced funding levels, that approximately 18 days of Voluntary Time Off (VTO) per employee will be required equating to an approximate \$36,000 in salary savings. It is the County Administrative Office's recommendation that this proposal be reviewed during Final Budget Deliberations.

**FINAL BUDGET ACTION:**

During Final Budget Deliberations, the Board of Supervisors approved the Recommended Budget from the County Administrative Officer for the Auditor-Controller with the following adjustment:

- a) Provided funding to eliminate the need for employee Voluntary Time Off \$38,000

**AUTHORIZED POSITIONS:**

	<u>Funded</u>	<u>Funded</u>
	<u>2003-2004</u>	<u>2004-2005</u>
TOTAL:	9.5	9.5

**1110 – AUDITOR - CONTROLLER**  
**Dennis Huey, Auditor ~ Controller**

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**COUNTY ADMINISTRATIVE OFFICE NOTES:**

**SALARIES & BENEFITS**

1011 Provides funding for 9.5 FTE. Assumes VTO equivalent to approximately \$36,000.

**SERVICES & SUPPLIES**

Acct. 2150 Provides for Membership in State Association of County Auditors (\$300).  
Acct. 2200 Provides for lease payments for the Pitney Bowes copier.

**REVENUES**

Acct 6115 Provides for charges to special districts for levying Benefit Assessments onto the annual tax rolls.  
Acct 6120 Provides for accounting services for various special districts and grants.  
Acct. 6121 Provides for fees for audit services to grants.  
Acct. 7700 Provides for excess proceeds from stale dated trust accounts.

# 1110 – AUDITOR - CONTROLLER

## Dennis Huey, Auditor ~ Controller

STATE CONTROLLER  
COUNTY BUDGET ACT  
(1985)

COUNTY OF MENDOCINO  
STATE OF CALIFORNIA  
BUDGET UNIT FINANCING USES DETAIL  
FINAL BUDGET FOR FISCAL YEAR 2004-05

COUNTY BUDGET FORM  
SCHEDULE 9

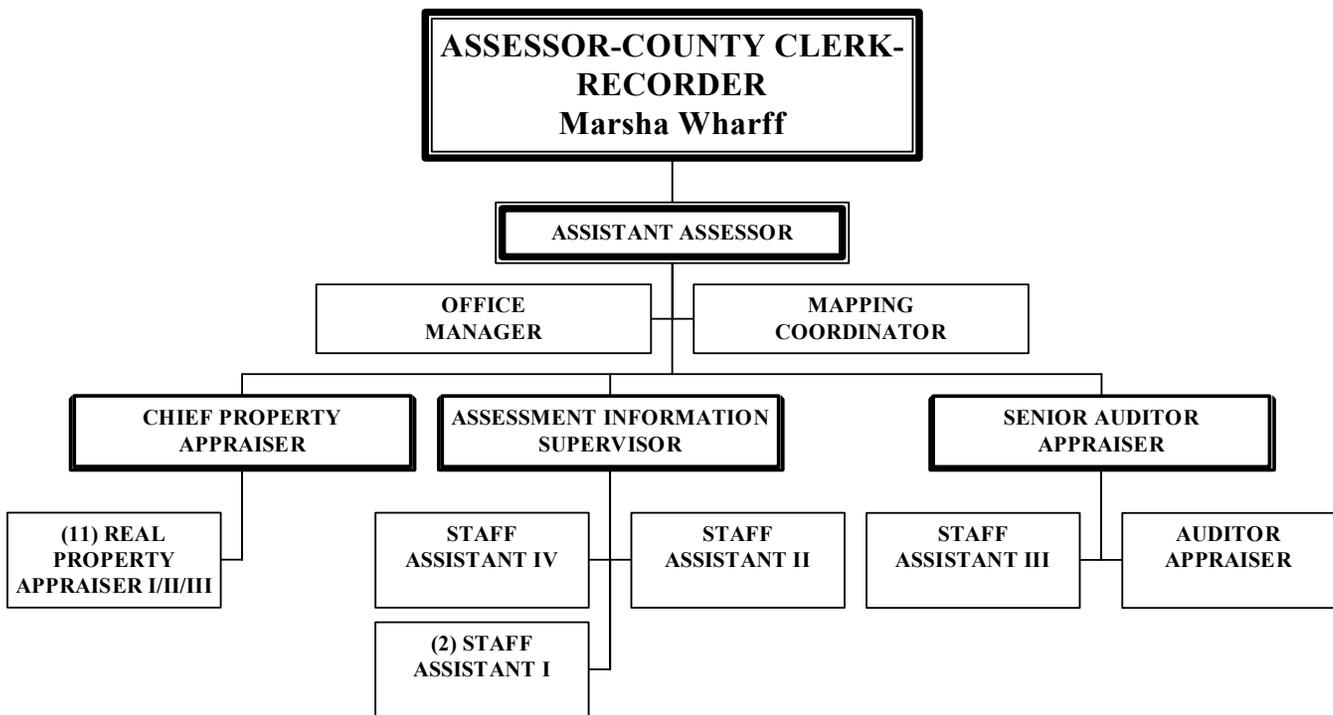
CLASSIFICATION:

FUNCTION: 1 GENERAL GOVERNMENT  
ACTIVITY: 102 GENERAL - FINANCE

BUDGET UNIT: 1110 AUDITOR-CONTROLLER  
FUND: 1100 COUNTY GENERAL

FINANCING USES CLASSIFICATION (1)	2002-03 BUDGET (2)	2002-03 ACTUALS (3)	2003-04 BUDGET (4)	2003-04 ACTUALS (5) 06/30/04	2004-05 REQUEST (6)	2004-05 RECOMMEND (7)	2004-05 ADOPTED (8)
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>							
861011 REGULAR EMPLOYEES	456,014	455,727	482,783	503,465	472,004	472,004	510,004
861012 EXTRA HELP	12,676	19,891	13,871	0	0	0	0
861013 OVERTIME REG EMP	1,000	5,997	500	3,327	0	0	0
861021 CO CONT TO RETIREMENT	45,451	47,091	54,730	58,344	61,971	61,971	61,971
861022 CO CONT TO OASDI	23,234	25,370	23,870	27,916	28,136	28,136	28,136
861023 CO CONT TO OASDI-MEDIC	5,850	6,661	6,293	7,010	6,812	6,812	6,812
861024 CO CONT TO RET INCREMENT	22,026	22,853	27,489	29,262	31,111	31,111	31,111
861030 CO CONT TO EMPLOYEE INSUR	48,478	73,257	58,222	60,322	64,270	66,326	66,326
861031 CO CONT UNEMPLOYMENT INSU	0	0	332	332	553	1,134	1,134
861035 CO CONT WORKERS COMPENSAT	1,876	1,876	2,744	2,744	2,245	4,066	4,066
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>616,605</b>	<b>658,723</b>	<b>670,834</b>	<b>692,722</b>	<b>667,102</b>	<b>671,560</b>	<b>709,560</b>
<b>SERVICES &amp; SUPPLIES</b>							
862060 COMMUNICATIONS	4,000	3,275	3,750	3,052	3,500	3,500	3,500
862101 INSURANCE-GENERAL	934	934	1,992	1,958	1,151	2,064	2,064
862120 MAINTENANCE-EQUIPMENT	1,500	1,956	1,500	6,240	2,000	2,000	2,000
862150 MEMBERSHIPS	850	300	850	480	300	300	300
862170 OFFICE EXPENSE	50,000	47,286	50,000	41,210	43,000	43,000	43,000
862171 PAPER SUPPLIES	500	2,677	1,750	1,960	1,600	1,600	1,600
862187 EDUCATION & TRAINING	2,000	753	1,000	235	0	0	0
862190 PUBL & LEGAL NOTICES	300	0	150	19	150	150	150
862200 RNTS & LEASES-EQUPMNT	2,400	0	3,000	0	1,500	1,500	1,500
862239 SPEC DEPT EXP	1,000	869	1,000	954	1,000	1,000	1,000
862250 TRNSPRTATION & TRAVEL	2,000	2,327	2,500	2,058	1,750	1,750	1,750
862253 TRAVEL & TRSP OUT OF COUN	4,170	1,419	3,250	1,624	1,700	1,700	1,700
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>69,654</b>	<b>61,796</b>	<b>70,742</b>	<b>59,790</b>	<b>57,651</b>	<b>58,564</b>	<b>58,564</b>
<b>OTHER CHARGES</b>							
863340 TAXES & ASSESSMENTS	0	-5,762	0	122	0	0	0
<b>TOTAL OTHER CHARGES</b>	<b>0</b>	<b>-5,762</b>	<b>0</b>	<b>122</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>FIXED ASSETS</b>							
864370 EQUIPMENT	3,000	2,140	0	0	0	0	0
<b>TOTAL FIXED ASSETS</b>	<b>3,000</b>	<b>2,140</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL NET APPROPRIATIONS</b>	<b>689,259</b>	<b>716,897</b>	<b>741,576</b>	<b>752,634</b>	<b>724,753</b>	<b>730,124</b>	<b>768,124</b>
<b>LESS: REVENUES</b>							
825398 SB90 REIMBURSEMENT	0	3,943	0	0	0	0	0
826115 DEBT SERVICE FEE	58,000	57,744	73,000	78,386	75,000	75,000	75,000
826120 ACCOUNTING FEE	146,000	216,769	227,100	243,224	230,100	230,100	230,100
826121 AUDIT FEE	7,500	10,331	7,500	2,014	7,500	7,500	7,500
827600 OTHER SALES	230	222	450	119	450	450	450
827700 OTHER	15,000	674	15,000	6,880	15,000	15,000	15,000
827703 CANCELLED OUTLAWED WARRANT	11,000	10,910	11,000	7,987	11,000	11,000	11,000
827802 OPERATING TRANSFER IN	650	650	650	650	650	650	650
<b>TOTAL REVENUES</b>	<b>238,380</b>	<b>301,243</b>	<b>334,700</b>	<b>339,260</b>	<b>339,700</b>	<b>339,700</b>	<b>339,700</b>
<b>TOTAL NET COUNTY COST</b>	<b>450,879</b>	<b>415,654</b>	<b>406,876</b>	<b>413,374</b>	<b>385,053</b>	<b>390,424</b>	<b>428,424</b>

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**1120 – ASSESSOR**  
 Marsha Wharff, Assessor-County Clerk - Recorder

**1120 – ASSESSOR**  
**Marsha A. Wharff, Assessor / County Clerk - Recorder**

**MISSION STATEMENT & DEPARTMENTAL FUNCTIONS:**

The Mission of the Assessor Division of the office of Assessor-County Clerk-Recorder is to provide competent and efficient assessment services in a manner resulting in equitable and fair treatment of all county taxpayers.

The Assessor is an elected county official pursuant to the California State Constitution. As of January 3, 1999, the Office of Assessor was officially consolidated with the Office of County Clerk-Recorder. The Assessor Division performs duties as mandated by state and local laws.

This Division maintains the county's record of property owners. It must discover, locate, map and value all taxable property within the county and annually prepare the assessment roll. The roll contains the values of all taxable land within the county, the values of improvements and personal property and the names and addresses of the owners. This includes the review and application of appropriate exemptions.

This Division must perform mandatory audits of businesses whose property statements have exceeded \$300,000 for the last four years.

This Division represents the County at Board of Equalization Assessment Appeal hearings.

**MAJOR ACCOMPLISHMENTS:**

This Division managed its budget within the net county cost assigned and continues to utilize Property Tax Administration funds to increase the value of the assessed roll, benefiting the county and all districts who receive its proceeds.

This Division is continuing to scan parcel cards into the county's imaging system. Scanned cards are now easily accessible to all staff with just a few keystrokes. This continues to save endless hours of search time previously done by staff to locate parcel cards.

**GOALS AND OBJECTIVES:**

- ❖ Discover and locate all locally assessable property in the County.
- ❖ Annually prepare a local assessment roll to include the reappraisal of personal property and any real property that has undergone a change in ownership or contains new construction.
- ❖ Surrender the annual roll to the County Auditor-Controller by July 1 of each year.
- ❖ Prepare timely supplemental assessments of any real property that undergoes a change in ownership or that is newly constructed.
- ❖ Perform mandatory audits of business personal property and fixtures.
- ❖ Timely updates of parcel boundary changes in the county's GIS system.

**CONTINGENCY PLAN:**

This budget does not include use of Mandatory Time Off (MTO) as a balancing strategy. The budget was balanced assuming a 5% vacancy factor. Therefore, it will not be impacted should negotiations for MTO be unsuccessful.

**1120 – ASSESSOR**  
**Marsha A. Wharff, Assessor / County Clerk - Recorder**

**COUNTY ADMINISTRATIVE OFFICE COMMENTS:**

Initially, the Proposed Budget was developed assuming, at the discretion of the Department Head, the availability of ten (10) days Mandatory Time Off (MTO) as a balancing strategy. However, due to the need to ensure the ability to implement budget balancing strategies in a timely fashion and the continuing uncertainty regarding the availability of MTO as a budget balancing tool, the Proposed Budget was ultimately revised to reflect alternative strategies to the use of MTO. This budget, however, as indicated in the Contingency Plan, did not anticipate the use of MTO as a balancing strategy.

In order to meet AB 719 (Property Tax Loan Program) contract provisions with the State Department of Finance, this Department is required to maintain and fund twenty-two (22) positions. This budget unit funds twenty-four (24) positions, two (2) of which are offset by AB 589 funds (State-County Property Tax Administration Grant Program).

The Proposed Budget assumes funding at current staffing levels with a 5% vacancy factor. A reduction in current staffing levels would have resulted in the Department's inability to complete supplemental tax rolls equating to a loss of more than one million dollars in revenues generated.

**FINAL BUDGET ACTION:**

During Final Budget Deliberations, the Board of Supervisors approved the Recommended Budget from the County Administrative Officer for the Assessor.

**AUTHORIZED POSITIONS:**

	<u>Funded</u> <u>2003-2004</u>	<u>Funded</u> <u>2004-2005</u>
TOTAL:	24	24

**COUNTY ADMINISTRATIVE OFFICE NOTES:**

**SALARIES & BENEFITS**

Acct. 1011 Provides for funding of 24 positions with two positions being reimbursed from the Property Tax Administration Fund (BU 1121) and provides for a salary savings of 5% to meet the assigned net county cost.

**REVENUES**

Acct. 6390 Provides for fees collected for minor subdivisions and boundary line adjustments.  
 Acct. 7600 Provides for fees collected for sale of Assessor data.

# 1120 – ASSESSOR

## Marsha A. Wharff, Assessor / County Clerk - Recorder

STATE CONTROLLER  
COUNTY BUDGET ACT  
(1985)

COUNTY OF MENDOCINO  
STATE OF CALIFORNIA  
BUDGET UNIT FINANCING USES DETAIL  
FINAL BUDGET FOR FISCAL YEAR 2004-05

COUNTY BUDGET FORM  
SCHEDULE 9

CLASSIFICATION:

FUNCTION: 1 GENERAL GOVERNMENT  
ACTIVITY: 102 GENERAL - FINANCE

BUDGET UNIT: 1120 ASSESSOR  
FUND: 1100 COUNTY GENERAL

FINANCING USES CLASSIFICATION (1)	2002-03 BUDGET (2)	2002-03 ACTUALS (3)	2003-04 BUDGET (4)	2003-04 ACTUALS (5) 06/30/04	2004-05 REQUEST (6)	2004-05 RECOMMEND (7)	2004-05 ADOPTED (8)
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>							
861011 REGULAR EMPLOYEES	882,569	930,370	935,516	901,294	1,011,930	961,930	961,930
861012 EXTRA HELP	0	19,699	0	8,824	0	0	0
861013 OVERTIME REG EMP	0	16,661	0	11,352	0	0	0
861021 CO CONT TO RETIREMENT	109,599	107,937	117,015	113,306	131,776	131,776	131,776
861022 CO CONT TO OASDI	55,043	56,063	57,015	53,265	61,582	61,582	61,582
861023 CO CONT TO OASDI-MEDIC	12,869	13,528	13,365	12,784	14,449	14,449	14,449
861024 CO CONT TO RET INCREMENT	51,633	50,620	56,840	54,686	63,793	63,793	63,793
861030 CO CONT TO EMPLOYEE INSUR	88,236	154,069	122,622	108,394	129,360	133,499	133,499
861031 CO CONT UNEMPLOYMENT INSU	0	0	2,903	2,903	2,903	9,283	9,283
861035 CO CONT WORKERS COMPENSAT	16,172	16,172	20,333	20,333	20,333	25,905	25,905
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>1,216,121</b>	<b>1,365,119</b>	<b>1,325,609</b>	<b>1,287,141</b>	<b>1,436,126</b>	<b>1,402,217</b>	<b>1,402,217</b>
<b>SERVICES &amp; SUPPLIES</b>							
862060 COMMUNICATIONS	5,500	6,032	5,100	5,966	5,100	5,100	5,100
862101 INSURANCE-GENERAL	9,562	9,563	3,634	3,556	3,634	32,610	32,610
862120 MAINTENANCE-EQUIPMENT	400	75	400	0	400	400	400
862150 MEMBERSHIPS	435	435	435	435	435	435	435
862170 OFFICE EXPENSE	20,000	23,221	20,000	22,108	22,000	22,000	22,000
862181 AUDITING & FISCAL SVC	500	1,531	500	452	500	500	500
862187 EDUCATION & TRAINING	4,000	3,589	4,000	3,552	4,000	4,000	4,000
862239 SPEC DEPT EXP	0	736	0	125	0	0	0
862250 TRNSPRTATION & TRAVEL	15,125	14,764	15,000	14,924	15,000	15,000	15,000
862253 TRAVEL & TRSP OUT OF COUN	5,000	5,137	5,000	4,624	5,000	5,000	5,000
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>60,522</b>	<b>65,083</b>	<b>54,069</b>	<b>55,742</b>	<b>56,069</b>	<b>85,045</b>	<b>85,045</b>
<b>EXPEND TRANSFER AND REIMB</b>							
865380 INTRAFUND TRANSFERS	0	0	0	-11	0	0	0
<b>TOTAL EXPEND TRANSFER AND REIMB</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-11</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL NET APPROPRIATIONS</b>	<b>1,276,643</b>	<b>1,430,202</b>	<b>1,379,678</b>	<b>1,342,872</b>	<b>1,492,195</b>	<b>1,487,262</b>	<b>1,487,262</b>
<b>LESS: REVENUES</b>							
825490 STATE OTHER	0	0	131,838	0	150,825	150,825	150,825
826390 OTHER CHARGES	30,000	27,336	30,000	30,798	30,000	30,000	30,000
827600 OTHER SALES	10,000	9,438	10,000	8,223	12,000	12,000	12,000
827602 SALE OF MAP-ASSESSOR	500	112	500	340	500	500	500
827802 OPERATING TRANSFER IN	0	116,673	0	96,170	0	0	0
<b>TOTAL REVENUES</b>	<b>40,500</b>	<b>153,559</b>	<b>172,338</b>	<b>135,531</b>	<b>193,325</b>	<b>193,325</b>	<b>193,325</b>
<b>TOTAL NET COUNTY COST</b>	<b>1,236,143</b>	<b>1,276,643</b>	<b>1,207,340</b>	<b>1,207,341</b>	<b>1,298,870</b>	<b>1,293,937</b>	<b>1,293,937</b>

**1121 – ASSESSOR’S PROPERTY TAX ADMIN PROGRAM (AB 589)**  
**Marsha Wharff, Assessor / County Clerk - Recorder**

**MISSION STATEMENT & DEPARTMENTAL FUNCTIONS:**

The Property Tax Administration Program Budget of the Assessor Division of the office of Assessor/County Clerk-Recorder is funded through a grant from the state for the purpose of enhancing the property tax administration system by providing supplemental resources. Funding identified in this budget unit cannot be used to supplant the level of funding and staffing, as it existed in the Assessor’s office in the 1993-1994 Fiscal Year.

The County enters into a contract with the state, whereby the County receives credit for the increase in the tax roll above the annual trend. Grants are awarded each year as long as the increase to the tax base is sufficient to cover the cost of the grant from the portion of the increase attributable to schools.

**MAJOR ACCOMPLISHMENTS:**

The terms of the contract have been met each year since its inception.

**COUNTY ADMINISTRATIVE OFFICE COMMENTS:**

Grant requirements dictate that this budget unit maintain funding and staffing at specific levels. Failure to meet this requirement would result in the elimination of the program funds.

**FINAL BUDGET ACTION:**

During Final Budget Deliberations, the Board of Supervisors approved the Recommended Budget from the County Administrative Officer for the Assessor’s Property Tax Administrative Program.

**AUTHORIZED POSITIONS:**

	Funded	Funded
	<u>2003-2004</u>	<u>2004-2005</u>
TOTAL:	0*	0*

*\*2 positions funded through this budget unit are allocated and shown within Budget Unit 1120 – Assessor. See note below in Salaries & Benefits.*

**COUNTY ADMINISTRATIVE OFFICE NOTES:**

**SALARIES & BENEFITS**

Acct. 1011 Provides funding for two full time positions in Budget Unit 1120, Assessor.

**SERVICES & SUPPLIES**

Acct. 2189 Provides funding for improvements to the county's property system.

**REVENUES**

Acct. 5490 Provides for property tax administration loan from state.

**1121 – ASSESSOR’S PROPERTY TAX ADMIN PROGRAM (AB 589)**  
**Marsha Wharff, Assessor / County Clerk - Recorder**

STATE CONTROLLER  
COUNTY BUDGET ACT  
(1985)

COUNTY OF MENDOCINO  
STATE OF CALIFORNIA  
BUDGET UNIT FINANCING USES DETAIL  
FINAL BUDGET FOR FISCAL YEAR 2004-05

COUNTY BUDGET FORM  
SCHEDULE 9

CLASSIFICATION:

FUNCTION: 1 GENERAL GOVERNMENT  
ACTIVITY: 102 GENERAL - FINANCE

BUDGET UNIT: 1121 ASSESSOR LOAN PROGRAM (AB719)  
FUND: 1219 ASSESSOR AB818

FINANCING USES CLASSIFICATION (1)	2002-03 BUDGET (2)	2002-03 ACTUALS (3)	2003-04 BUDGET (4)	2003-04 ACTUALS (5) 06/30/04	2004-05 REQUEST (6)	2004-05 RECOMMEND (7)	2004-05 ADOPTED (8)
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>							
861011 REGULAR EMPLOYEES	96,282	25,922	96,282	0	100,000	100,000	100,000
861012 EXTRA HELP	10,000	1,455	4,500	0	4,500	4,500	4,500
861013 OVERTIME REG EMP	10,000	0	10,000	0	10,700	10,700	10,700
861021 CO CONT TO RETIREMENT	10,337	2,784	11,402	0	11,471	11,471	11,471
861022 CO CONT TO OASDI	5,968	1,527	5,968	0	5,968	5,968	5,968
861023 CO CONT TO OASDI-MEDIC	1,396	378	1,396	0	1,396	1,396	1,396
861024 CO CONT TO RET INCREMENT	4,992	1,344	5,767	0	5,767	5,767	5,767
861030 CO CONT TO EMPLOYEE INSUR	9,239	2,369	11,023	0	11,023	11,376	11,376
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>148,214</b>	<b>35,779</b>	<b>146,338</b>	<b>0</b>	<b>150,825</b>	<b>151,178</b>	<b>151,178</b>
<b>SERVICES &amp; SUPPLIES</b>							
862060 COMMUNICATIONS	1,500	624	600	583	600	600	600
862120 MAINTENANCE-EQUIPMENT	1,300	1,035	1,300	1,797	1,300	1,300	1,300
862170 OFFICE EXPENSE	5,500	2,250	3,197	548	3,197	3,197	3,197
862181 AUDITING & FISCAL SVC	4,000	2,664	3,000	0	5,000	5,000	5,000
862187 EDUCATION & TRAINING	1,000	25	500	0	500	500	500
862189 PROF & SPEC SVCS-OTHR	6,000	3,400	3,000	0	3,000	3,000	3,000
862239 SPEC DEPT EXP	0	9,300	0	0	0	0	0
862250 TRNSPRATION & TRAVEL	2,500	113	500	0	500	500	500
862253 TRAVEL & TRSP OUT OF COUN	1,500	0	1,500	0	1,500	1,500	1,500
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>23,300</b>	<b>19,411</b>	<b>13,597</b>	<b>2,928</b>	<b>15,597</b>	<b>15,597</b>	<b>15,597</b>
<b>FIXED ASSETS</b>							
864370 EQUIPMENT	6,000	2,078	2,000	1,596	15,000	15,000	15,000
<b>TOTAL FIXED ASSETS</b>	<b>6,000</b>	<b>2,078</b>	<b>2,000</b>	<b>1,596</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>
<b>EXPEND TRANSFER AND REIMB</b>							
865802 OPERATING TRANSFER OUT	0	116,673	0	96,170	0	0	0
<b>TOTAL EXPEND TRANSFER AND REIMB</b>	<b>0</b>	<b>116,673</b>	<b>0</b>	<b>96,170</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL NET APPROPRIATIONS</b>	<b>177,514</b>	<b>173,941</b>	<b>161,935</b>	<b>100,694</b>	<b>181,422</b>	<b>181,775</b>	<b>181,775</b>
<b>LESS: REVENUES</b>							
824100 INTEREST	0	1,782	1,500	1,667	1,500	1,500	1,500
825490 STATE OTHER	160,875	160,435	160,435	160,435	179,922	179,922	179,922
<b>TOTAL REVENUES</b>	<b>160,875</b>	<b>162,217</b>	<b>161,935</b>	<b>162,102</b>	<b>181,422</b>	<b>181,422</b>	<b>181,422</b>
<b>TOTAL FUND BALANCE CONTRIBUTION</b>	<b>16,639</b>	<b>11,724</b>	<b>0</b>	<b>-61,408</b>	<b>0</b>	<b>353</b>	<b>353</b>

**1122 – ASSESSOR PROPERTY CHARACTERISTICS**  
**Marsha Wharff, Assessor / County Clerk - Recorder**

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**MISSION STATEMENT & DEPARTMENTAL FUNCTIONS:**

The Property Characteristics Budget of the Assessor Division of the office of Assessor/County Clerk-Recorder is funded through fees collected for providing property characteristics to those who request them. Funding in this budget unit can only be used to support, maintain, improve and provide for the creation, retention, automation and retrieval of Assessor information.

**MAJOR ACCOMPLISHMENTS:**

Funds have been used to enhance the current property system and the Assessor's imaging system.

**FINAL BUDGET ACTION:**

During Final Budget Deliberations, the Board of Supervisors approved the Recommended Budget from the County Administrative Officer for the Assessor Property Characteristics.

**COUNTY ADMINISTRATIVE OFFICE NOTES:**

**SERVICES & SUPPLIES**

Acct. 2239 Provides for special projects.

**REVENUES**

Acct. 7600 Provides for fees collected from sale of property characteristic information.

# 1122 – ASSESSOR PROPERTY CHARACTERISTICS

## Marsha Wharff, Assessor / County Clerk - Recorder

STATE CONTROLLER  
 COUNTY BUDGET ACT  
 (1985)

COUNTY OF MENDOCINO  
 STATE OF CALIFORNIA  
 BUDGET UNIT FINANCING USES DETAIL  
 FINAL BUDGET FOR FISCAL YEAR 2004-05

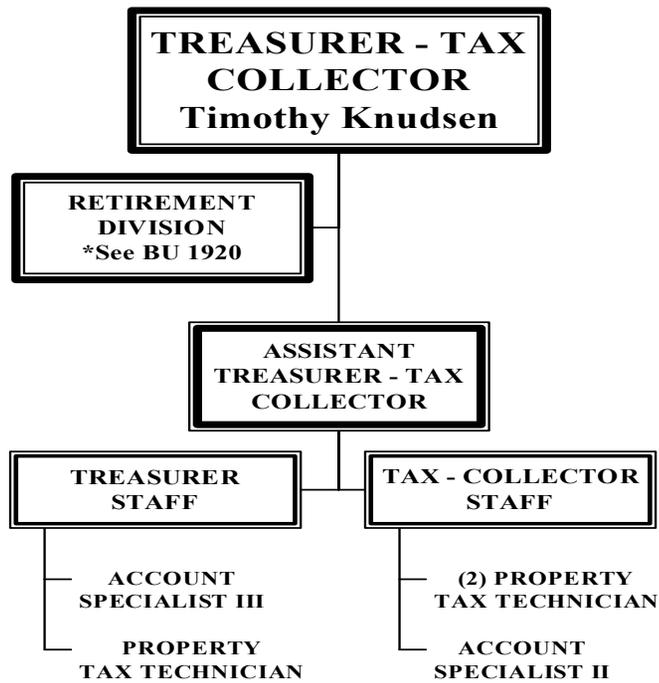
COUNTY BUDGET FORM  
 SCHEDULE 9

CLASSIFICATION:

FUNCTION: 1 GENERAL GOVERNMENT  
 ACTIVITY: 102 GENERAL - FINANCE

BUDGET UNIT: 1122 PROPERTY CHARACTERISTICS  
 FUND: 1220 ASSESSOR PROP CHARACTERISTICS

FINANCING USES CLASSIFICATION (1)	2002-03 BUDGET (2)	2002-03 ACTUALS (3)	2003-04 BUDGET (4)	2003-04 ACTUALS (5) 06/30/04	2004-05 REQUEST (6)	2004-05 RECOMMEND (7)	2004-05 ADOPTED (8)
SERVICES & SUPPLIES							
862239 SPEC DEPT EXP	15,000	4,487	15,000	0	15,000	15,000	15,000
TOTAL SERVICES & SUPPLIES	15,000	4,487	15,000	0	15,000	15,000	15,000
TOTAL NET APPROPRIATIONS	15,000	4,487	15,000	0	15,000	15,000	15,000
=====							
LESS: REVENUES							
824100 INTEREST	0	545	0	616	0	0	0
827600 OTHER SALES	15,000	14,252	15,000	14,379	15,000	15,000	15,000
TOTAL REVENUES	15,000	14,797	15,000	14,995	15,000	15,000	15,000
=====							
TOTAL FUND BALANCE CONTRIBUTION	0	-10,310	0	-14,995	0	0	0
=====							



**1130 - TREASURER-TAX COLLECTOR**  
**Timothy Knudsen, Treasurer-Tax Collector**

**MISSION STATEMENT & DEPARTMENTAL FUNCTIONS:**

TREASURER: The Treasurer is responsible for the collection, custody, investment and disbursements of the funds of the County, School Districts, Special Districts and Trust Funds. All money collected by the above entities is deposited in the County Treasury. The Treasurer's department pools the money that is deposited by these entities for investment purposes, while segregating the individual account transactions for interest apportionment purposes.

All checks issued by the above entities are cleared through the Treasurer's office, after first being processed by the County's clearing bank - Bank of America. The money that has been deposited by the various County agencies is invested to the fullest extent possible until it is needed to pay the debts of the County or the agency.

Funds are invested for periods ranging from overnight, or over the weekend, to seven days and longer depending on the expected cash requirement versus the cash available. Every effort is made to maximize the return on investment of the available funds, while safeguarding the original investment.

TAX COLLECTOR: The Tax Collector is responsible for collecting the property taxes and special assessments that are billed to County residents during the year. Currently the Tax Collector's Office mails approximately 56,000 current secured tax bills and approximately 6,200 unsecured tax bills to County residents. In addition, this office mails numerous supplemental tax bills.

The tax bills are processed by the Tax Collector's office both during the peak periods of December 10th and April 10th for current secured bills and throughout the year for supplemental bills.

As a cost savings effort property tax bills are printed in house by the county Information Services Department. Annual notices have been mailed to delinquent taxpayers as an alternative to the more expensive, and possibly less effective notices in local newspapers.

Business License revenue has increased considerably as a result of information provided to the Tax Collector's Office by the Assessor reporting individuals who appear to have opened new businesses based on the type of equipment being reported on the Unsecured Property Tax records

The Treasurer - Tax Collector is designated the Administrator of the County Employees Retirement System. In Fiscal Year 1992-93, the retirement system assumed responsibility for the administration costs of the system. For this reason 1/3 of the salary of the Treasurer - Tax Collector is being reimbursed to the county from the retirement system.

**CONTINGENCY PLAN:**

If implementation of Mandatory Time Off (MTO) is not successful, the Assigned Net County Cost for this department will be achieved by leaving the position that is currently filled by an employee on long term Workers Compensation leave vacant for an extended period of time.

**COUNTY ADMINISTRATIVE OFFICE COMMENTS:**

Initially, the Proposed Budget was developed assuming, at the discretion of the Department Head, the availability of ten (10) days Mandatory Time Off (MTO) as a balancing strategy. However, due to the need to ensure the ability to implement budget balancing strategies in a timely fashion and the continuing

**1130 - TREASURER-TAX COLLECTOR**  
**Timothy Knudsen, Treasurer-Tax Collector**

uncertainty regarding the availability of MTO as a budget balancing tool, the Proposed Budget was ultimately revised to reflect alternative strategies to the use of MTO.

This department anticipates balancing its budget through salary savings realized due to the long-term absence of an employee. Should the position become vacant, as indicated above, the department will leave the position vacant for an extended period of time and use extra-help to meet departmental needs during the tax season.

**FINAL BUDGET ACTION:**

During Final Budget Deliberations, the Board of Supervisors approved the Recommended Budget from the County Administrative Officer for the Treasurer-Tax Collector.

**AUTHORIZED POSITIONS:**

	<u>Funded</u> <u>2003-2004</u>	<u>Funded</u> <u>2004-2005</u>
TOTAL:	7	7

**COUNTY ADMINISTRATIVE OFFICE NOTES:**

**SALARIES & BENEFITS**

Acct. 1011 Provides funding for 7 full time positions.

**SERVICES & SUPPLIES**

Acct. 2120 Provides for maintenance charge for the remittance processor.

Acct. 2190 Provides for publications required by law for notice of taxes due, unpaid assessments, and tax defaulted properties.

Acct. 2200 Provides for one-month (final) lease payment for remittance.

**REVENUES**

Acct. 6113 Provides for charges when delinquent taxes are redeemed.

Acct. 6151 Provides for revenue from other entities for banking services.

Acct. 7600 Provides for reimbursement from Retirement System for program administration.

Acct. 7700 Provides for revenue from sale of copies of reports.

# 1130 - TREASURER-TAX COLLECTOR

## Timothy Knudsen, Treasurer-Tax Collector

STATE CONTROLLER  
COUNTY BUDGET ACT  
(1985)

COUNTY OF MENDOCINO  
STATE OF CALIFORNIA  
BUDGET UNIT FINANCING USES DETAIL  
FINAL BUDGET FOR FISCAL YEAR 2004-05

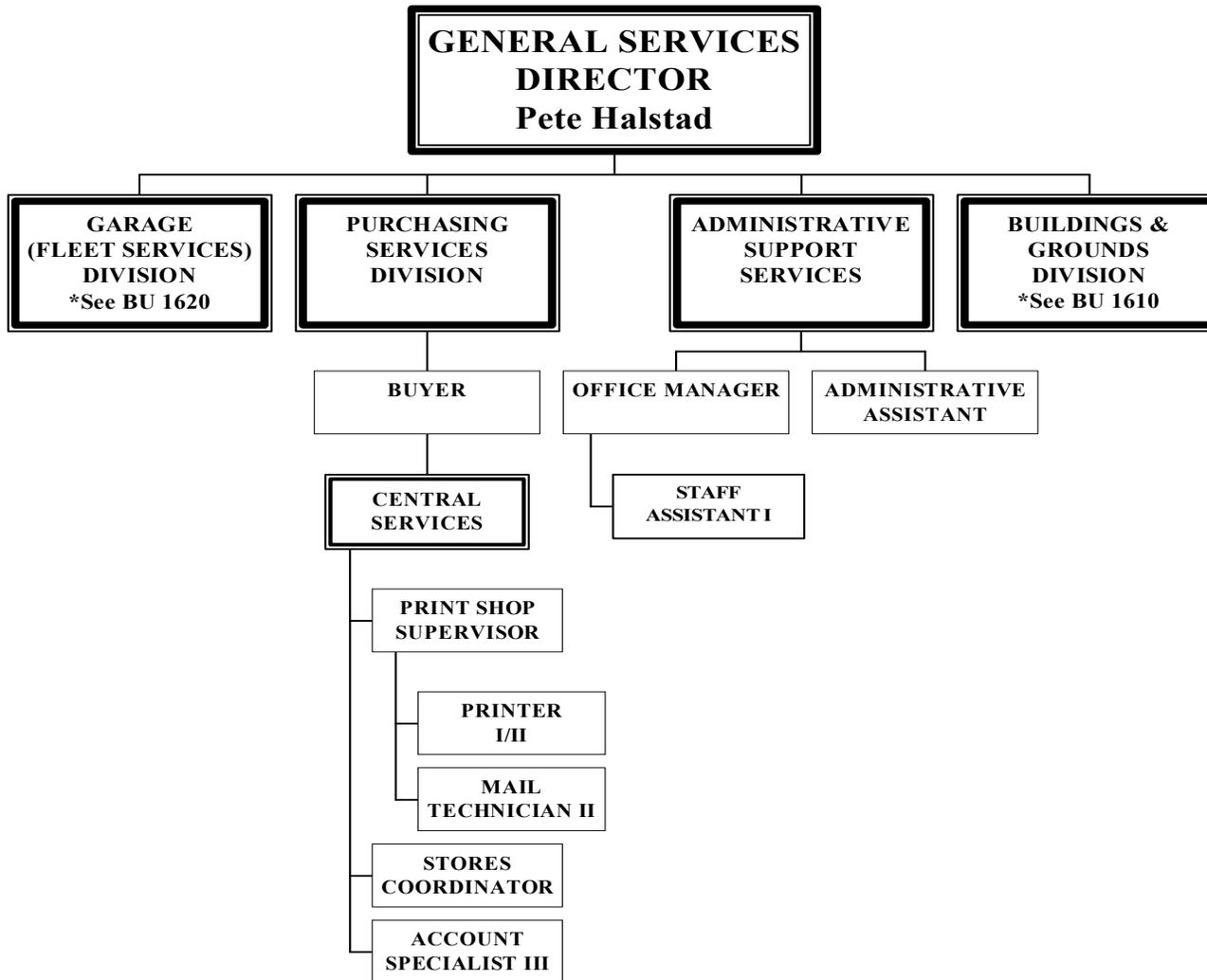
COUNTY BUDGET FORM  
SCHEDULE 9

CLASSIFICATION:

FUNCTION: 1 GENERAL GOVERNMENT  
ACTIVITY: 102 GENERAL - FINANCE

BUDGET UNIT: 1130 TREASURER-TAX COLLECTOR  
FUND: 1100 COUNTY GENERAL

FINANCING USES CLASSIFICATION (1)	2002-03 BUDGET (2)	2002-03 ACTUALS (3)	2003-04 BUDGET (4)	2003-04 ACTUALS (5) 06/30/04	2004-05 REQUEST (6)	2004-05 RECOMMEND (7)	2004-05 ADOPTED (8)
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>							
861011 REGULAR EMPLOYEES	304,815	320,631	335,495	326,391	324,284	324,284	324,284
861012 EXTRA HELP	2,150	2,212	0	1,862	0	0	0
861021 CO CONT TO RETIREMENT	33,327	34,727	40,546	38,977	38,972	38,972	38,972
861022 CO CONT TO OASDI	18,302	18,728	20,143	18,568	19,445	19,445	19,445
861023 CO CONT TO OASDI-MEDIC	4,280	4,412	4,711	4,452	4,547	4,547	4,547
861024 CO CONT TO RET INCREMENT	16,154	16,842	20,396	19,603	19,608	19,608	19,608
861030 CO CONT TO EMPLOYEE INSUR	32,753	51,504	39,654	37,734	41,219	42,538	42,538
861031 CO CONT UNEMPLOYMENT INSU	0	0	854	854	1,890	2,137	2,137
861035 CO CONT WORKERS COMPENSAT	4,937	4,937	7,284	7,284	1,975	5,202	5,202
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>416,718</b>	<b>453,993</b>	<b>469,083</b>	<b>455,725</b>	<b>451,940</b>	<b>456,733</b>	<b>456,733</b>
<b>SERVICES &amp; SUPPLIES</b>							
862060 COMMUNICATIONS	3,500	2,535	2,600	2,479	2,600	2,600	2,600
862101 INSURANCE-GENERAL	734	735	1,528	1,508	869	1,675	1,675
862120 MAINTENANCE-EQUIPMENT	10,000	15,210	10,000	10,864	10,000	10,000	10,000
862150 MEMBERSHIPS	200	200	200	0	200	200	200
862170 OFFICE EXPENSE	45,000	42,987	37,000	44,365	37,000	37,000	37,000
862189 PROF & SPEC SVCS-OTHR	1,000	0	0	0	0	0	0
862190 PUBL & LEGAL NOTICES	6,000	4,227	4,000	5,950	4,000	4,000	4,000
862200 RNTS & LEASES-EQPMNT	36,282	36,434	36,282	36,282	3,023	3,023	3,023
862253 TRAVEL & TRSP OUT OF COUN	2,490	296	0	0	0	0	0
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>105,206</b>	<b>102,624</b>	<b>91,610</b>	<b>101,448</b>	<b>57,692</b>	<b>58,498</b>	<b>58,498</b>
<b>FIXED ASSETS</b>							
864370 EQUIPMENT	0	0	0	822	0	0	0
<b>TOTAL FIXED ASSETS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>822</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL NET APPROPRIATIONS</b>	<b>521,924</b>	<b>556,617</b>	<b>560,693</b>	<b>557,995</b>	<b>509,632</b>	<b>515,231</b>	<b>515,231</b>
<b>LESS: REVENUES</b>							
821400 PENALTY & COST ON DELINQ	0	0	28,681	28,681	19,303	19,303	19,303
822200 BUSINESS LICENSE	90,000	78,238	90,000	80,719	90,000	90,000	90,000
822603 LUMBER MILL PERMIT	800	980	800	735	800	800	800
825398 SB90 REIMBURSEMENT	0	1,521	0	0	0	0	0
826112 TAX DEEDED ADM FEE	2,600	3,300	2,600	3,000	2,600	2,600	2,600
826113 50 REDEMPTION FEE ACC TO	19,000	12,230	19,000	11,810	19,000	19,000	19,000
826114 RELEASE OF LIEN	0	1,680	0	2,090	0	0	0
826151 TREASURER COST REIMB	203,554	203,554	222,170	222,170	192,692	192,692	192,692
826390 OTHER CHARGES	2,500	945	2,500	1,120	2,500	2,500	2,500
826404 RETURNED CHECK CHARGE	400	340	400	660	400	400	400
827600 OTHER SALES	37,059	38,910	40,972	41,998	41,440	41,440	41,440
827700 OTHER	8,011	7,725	8,000	8,811	8,000	8,000	8,000
<b>TOTAL REVENUES</b>	<b>363,924</b>	<b>349,423</b>	<b>415,123</b>	<b>401,794</b>	<b>376,735</b>	<b>376,735</b>	<b>376,735</b>
<b>TOTAL NET COUNTY COST</b>	<b>158,000</b>	<b>207,194</b>	<b>145,570</b>	<b>156,201</b>	<b>132,897</b>	<b>138,496</b>	<b>138,496</b>



**1160 – GENERAL SERVICES**  
 Pete Halstad, Director

## 1160 – GENERAL SERVICES

### Pete Halstad, Director

#### MISSION STATEMENT & DEPARTMENTAL FUNCTIONS:

- ❖ To conduct the department's business in a manner consistent with the Mendocino County Board of Supervisors' mission statement;
- ❖ To provide excellent customer service to internal and external customers;
- ❖ To ensure the efficient and economical acquisition of goods and services for County departments within the framework of State statutes, County ordinances, Board policies, and ethical practices;
- ❖ To develop and maintain good relations between the County and its suppliers;
- ❖ To ensure that all qualified vendors and contractors are allowed fair and equal opportunity to compete for the County's business; and
- ❖ To add maximum value to the County's purchasing process.

The General Services Department includes the divisions of Purchasing, Buildings and Grounds (BU 1610), and Garage (BU 1620). In addition to its administrative role in facilities and fleet management, the department's primary responsibility is for the cost-effective acquisition of materials and equipment on behalf of County departments. Aside from Purchasing, the services provided to County departments include processing formal bids and requests for proposal/qualifications, printing, mail courier, telecommunications, fixed asset tracking, real property acquisition and management, and surplus equipment disposal. The department also is responsible for managing the Vehicle Replacement Fund (BU 0711) and participates in the development and administration of the Capital Improvement Plan.

#### MAJOR ACCOMPLISHMENTS:

- ❖ Issued a Request for Proposals for parks consultancy services for a countywide parks needs assessment, in order to determine the best use of allocated Proposition 40 Per Capita funds.
- ❖ In conjunction with Buildings and Grounds, issued a Request for Proposals, selected a vendor, and purchased and installed new playground equipment at various parks using Proposition 12 funds.
- ❖ Reorganized Central Services to provide better supervision in the Print Shop and mailroom, and to enhance the Purchasing function.
- ❖ Added low-cost color copying to the services in the Print Shop.
- ❖ Formed a team of County managers to lead negotiations with the Administrative Office of the Courts regarding the potential transfer of County-owned court facilities to the Courts.
- ❖ Worked with Administration, County Counsel, Risk Management, Human Resources, and the Department of Transportation in the preparation of the Americans with Disabilities Act (ADA) Transition Plans and Self-Evaluation Plan for eventual presentation to the Board of Supervisors for adoption in Fiscal Year 2004-05.
- ❖ Led the County Communications Committee in the process of formulating a recommendation to the Board of Supervisors for the replacement of the microwave system "backbone" and identification of the most advantageous repeater site locations.
- ❖ Worked with the Department of Transportation in acquisition and lease-purchase financing of miscellaneous equipment, pursuant to the recommendation of the Department of Transportation's management audit.
- ❖ Worked with vendors and departments to evaluate cell phone vendors and reduce cell phone costs.
- ❖ Continued to work with the County Administrator's Office and the United States General Services Agency toward making a final recommendation to the Board of Supervisors regarding acquisition of federal surplus property at the former Point Arena Air Force Base.

## 1160 – GENERAL SERVICES

### Pete Halstad, Director

- ❖ Negotiated the no-cost acquisition of a portion of property on Porzio Lane, Ukiah, in exchange for the release of cross easements encumbering County-owned property at 731 and 737 South State Street.
- ❖ Negotiated the sale of a portion of surplus County property on Marina Drive in Calpella.
- ❖ Worked with Sheriff's Office, Buildings and Grounds, and Board of Corrections representatives on the bid and re-bid of the grant-funded Jail Expansion project.
- ❖ Worked with Buildings and Grounds, Farm Advisor, Agricultural Commissioner, and Water Agency Director on plans and bid for the remodel of 890 North Bush Street.
- ❖ Completed multi-year, nearly \$18 million capital facilities construction program with the opening of the Willits Integrated Services Center; the dedication of the Museum's Artifacts Storage Building and Exhibition and Learning Center; and the remodeling of 890 North Bush Street for the Agricultural Commissioner, Farm Advisor, and Water Agency and 579 Low Gap Road for Human Resources.
- ❖ Worked with volunteers to enhance Low Gap and Mill Creek Parks in Ukiah.
- ❖ Issued a Request for Proposals for courier services and consolidated departments under a Blanket Purchase Order contract.

#### GOALS AND OBJECTIVES:

##### Goals:

- ❖ To provide excellent customer service and add maximum value to the Purchasing function.
- ❖ To help County departments meet the challenge of continuing to deliver a full array of services in an era of diminishing resources.

##### Objectives:

- ❖ Continue to lead the Communications Committee toward identifying the optimal microwave system replacement.
- ❖ Work cooperatively with the County Administrator's Office and Information Services toward identifying and implementing opportunities for the cost-effective installation of County-owned telephone switching and voice mail systems.
- ❖ Continue to lead negotiations between the County and the Administrative Office of the Courts toward a decision regarding the management of court facilities that will be in the County's best long-term interests, within the provisions of SB 1732.
- ❖ Finalize a recommendation to the Board of Supervisors regarding the Point Arena Air Force Base.
- ❖ With the help of a consultant, develop a recommendation for the use of Proposition 40 Parks and Recreation Per Capita Bond funds from the State of California.
- ❖ Working with Information Services, complete the development of a website to provide information to the public about utilizing the County Parks system and doing business with the County via the Purchasing Division, as well as an intranet site for General Services' client departments.
- ❖ Through presence on the Internet and possible participation in public forums, expand outreach to encourage vendors and contractors to do business with the County.
- ❖ Work with vendors to lower telephone and cell phone costs and enhance cell phone coverage.
- ❖ Presentation of the ADA Transition Plans and Self-Evaluation Plan to the Board of Supervisors for adoption.

## 1160 – GENERAL SERVICES

Pete Halstad, Director

### MAJOR POLICY CONSIDERATIONS:

- ❖ Because of three consecutive years of reduced net County cost, the Board of Supervisors finally deleted the vacant Buyer position in the spring of 2004. General Services continues to cope with understaffing in its Purchasing function through a combination of office reorganization/reassignment of duties and Board-approved delegation of routine small-dollar purchasing authority to selected departments. Specifically, in Fiscal Year 2003-04, the creation of the Print Shop Supervisor position has enabled the Stores Coordinator to devote more time to assisting the Buyer in routine purchasing.
- ❖ General Services will work closely with the Board of Supervisors to develop the best recommendation for the use of Proposition 40 Parks and Recreation bond monies, a decision regarding the acquisition of all or part of the Point Arena Air Force Base property, and the possible terms of a negotiated transfer of responsibility for Courts facilities to the Administrative Office of the Courts. In addition, through the Communications Committee, General Services will assist the Board in identifying a replacement system and potential funding sources for the countywide microwave system.

### CONTINGENCY PLAN:

In order to meet its assigned net County cost, regardless of whether Mandatory Time Off (MTO) is allowed as a budget balancing strategy, selected employees have agreed to take a combined total of 156 Voluntary Time Off (VTO) days in Fiscal Year 2004-05. If MTOs are not approved, selected additional General Services' employees have each agreed to take up to five (5) VTO days, for a total of 30 additional VTO days.

### COUNTY ADMINISTRATIVE OFFICE COMMENTS:

Initially, the Proposed Budget was developed assuming, at the discretion of the Department Head, the availability of ten (10) days Mandatory Time Off (MTO) as a balancing strategy. However, due to the need to ensure the ability to implement budget balancing strategies in a timely fashion and the continuing uncertainty regarding the availability of MTO as a budget balancing tool, the Proposed Budget was ultimately revised to reflect alternative strategies to the use of MTO. As such, the Contingency Plan as described will be implemented unless revised by the Board of Supervisors, after public comment, during the Final Budget deliberations in August.

As part of the County's Proposed Budget balancing strategy, General Services was requested to include an additional \$44,863 in salary savings. This savings has been spread throughout Budget Units 1160 - General Services, 1610 - Buildings and Grounds and 1620 - Garage.

### FINAL BUDGET ACTION:

During Final Budget Deliberations, the Board of Supervisors approved the Recommended Budget from the County Administrative Officer for General Services with the following adjustments:

- a) Provided funding to eliminate the need for employee Voluntary Time Off \$10,214

**1160 – GENERAL SERVICES**  
**Pete Halstad, Director**

**AUTHORIZED POSITIONS:**

	Funded	Funded
	<u>2003-2004</u>	<u>2004-2005</u>
TOTAL:	8.08	8.35

**COUNTY ADMINISTRATIVE OFFICE NOTES:**

**SALARIES & BENEFITS**

Acct 1101 Provides funding for portions of staff salaries and benefits charged to Buildings and Grounds (BU 1610) and Garage (BU 1620). Includes the General Services Director (30%), Office Manager (53%), one Buyer, Administrative Assistant (60%), Print Shop Supervisor, Printer I/II, Account Specialist III (65.38%), Staff Assistant I, Stores Coordinator, and Mail Technician.

**SERVICES & SUPPLIES**

Acct 2062 Provides for T-1 phone lines for microwave/radio system.  
 Acct 2063 Provides for cell phone service for departments.  
 Acct 2121 Provides for maintenance of the microwave radio system.  
 Acct 2188 Provides for Print Shop supplies.  
 Acct 2239 Provides for Environmental Health HAZMAT Business Plan, shredder bags, mail machine supplies, Stores inventory computer supplies and contingency for inventory Stores audit.

**TRANSFER & REIMBURSEMENTS**

Acct 5380 Provides for transfers from departments for charges for purchasing, copying, printing, mail, microwave and cellular telephone services, typewriter maintenance and UPS/Federal Express.

**REVENUES**

Acct 6190 Provides for Purchasing (Stores) services fees.  
 Acct 6390 Provides for UPS/Federal Express, mail service, microwave and cellular telephone services, typewriter maintenance from non-General Fund accounts.

# 1160 – GENERAL SERVICES

## Pete Halstad, Director

STATE CONTROLLER  
COUNTY BUDGET ACT  
(1985)

COUNTY OF MENDOCINO  
STATE OF CALIFORNIA  
BUDGET UNIT FINANCING USES DETAIL  
FINAL BUDGET FOR FISCAL YEAR 2004-05

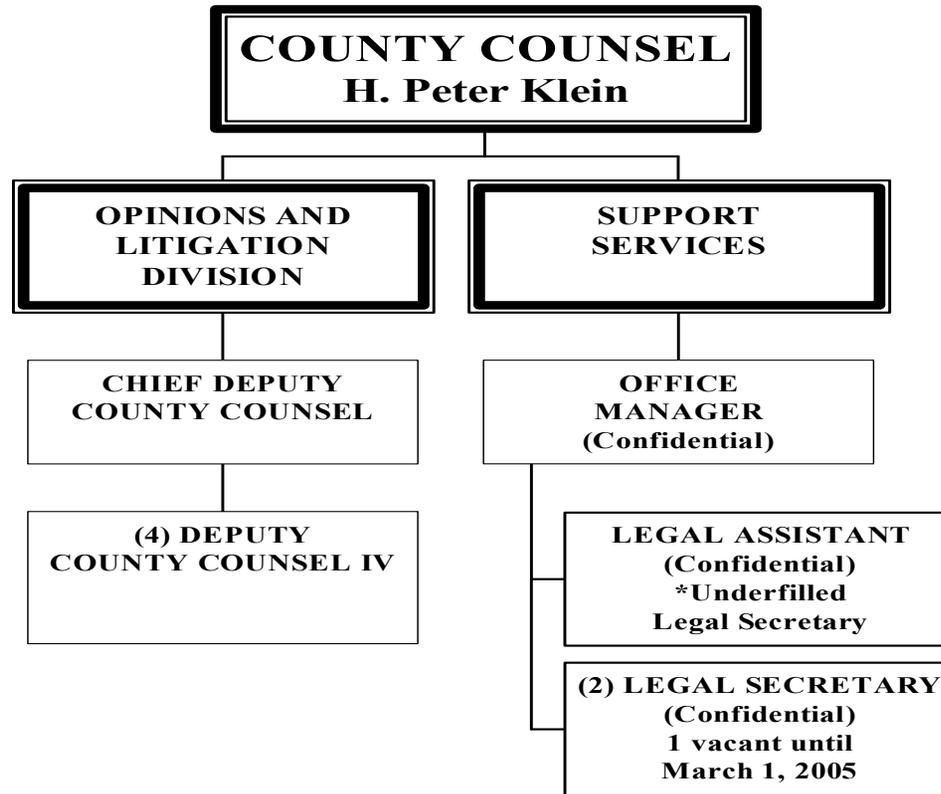
COUNTY BUDGET FORM  
SCHEDULE 9

CLASSIFICATION:

FUNCTION: 1 GENERAL GOVERNMENT  
ACTIVITY: 102 GENERAL - FINANCE

BUDGET UNIT: 1160 GENERAL SERVICES  
FUND: 1100 COUNTY GENERAL

FINANCING USES CLASSIFICATION (1)	2002-03 BUDGET (2)	2002-03 ACTUALS (3)	2003-04 BUDGET (4)	2003-04 ACTUALS (5) 06/30/04	2004-05 REQUEST (6)	2004-05 RECOMMEND (7)	2004-05 ADOPTED (8)
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>							
861011 REGULAR EMPLOYEES	306,277	296,025	291,697	266,501	267,525	267,525	277,739
861013 OVERTIME REG EMP	0	0	0	1,981	0	0	0
861021 CO CONT TO RETIREMENT	33,214	31,902	35,238	32,659	33,044	33,044	33,044
861022 CO CONT TO OASDI	18,989	17,686	18,086	15,889	16,587	16,587	16,587
861023 CO CONT TO OASDI-MEDIC	4,442	4,145	4,229	3,739	3,879	3,879	3,879
861024 CO CONT TO RET INCREMENT	15,929	15,434	17,736	16,490	16,589	16,589	16,589
861030 CO CONT TO EMPLOYEE INSUR	38,270	60,344	48,627	43,698	50,174	51,780	51,780
861031 CO CONT UNEMPLOYMENT INSU	0	0	348	348	348	1,078	1,078
861035 CO CONT WORKERS COMPENSAT	43,443	43,443	47,965	47,965	47,965	14,057	14,057
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>460,564</b>	<b>468,979</b>	<b>463,926</b>	<b>429,270</b>	<b>436,111</b>	<b>404,539</b>	<b>414,753</b>
<b>SERVICES &amp; SUPPLIES</b>							
862060 COMMUNICATIONS	4,000	3,227	3,000	3,257	3,000	3,000	3,000
862062 COMM MICROWAVE	33,700	31,801	33,700	30,604	33,700	33,700	33,700
862063 CELLULAR COMM	75,000	77,870	80,000	88,740	80,000	80,000	80,000
862090 HOUSEHOLD EXPENSE	200	10	0	16	0	0	0
862101 INSURANCE-GENERAL	3,437	3,436	7,461	7,313	3,437	11,678	11,678
862120 MAINTENANCE-EQUIPMENT	16,900	18,855	19,100	17,892	15,100	15,100	15,100
862121 MAINT EQUIP MICROWAVE	25,200	30,900	31,445	28,500	31,445	31,445	31,445
862122 MAINTENANCE-TYPEWRITERS	17,000	7,870	15,000	4,725	15,000	15,000	15,000
862150 MEMBERSHIPS	300	311	300	0	0	0	0
862170 OFFICE EXPENSE	8,000	8,020	7,000	8,211	7,000	7,000	7,000
862172 OFFICE EXPENSE-FEDEX/UPS	15,000	15,503	15,000	12,537	15,000	15,000	15,000
862187 EDUCATION & TRAINING	500	0	0	0	0	0	0
862188 PRINTING	50,000	59,542	52,400	38,419	45,000	45,000	45,000
862200 RNTS & LEASES-EQUPMNT	11,500	14,405	13,896	15,450	12,000	12,000	12,000
862201 RENTS & LEASES-COPIERS	150,112	145,105	144,000	147,646	147,000	147,000	147,000
862239 SPEC DEPT EXP	3,000	-2,180	3,000	2,254	6,000	6,000	6,000
862250 TRNSPRTATION & TRAVEL	3,965	2,780	3,300	3,437	5,000	5,000	5,000
862253 TRAVEL & TRSP OUT OF COUN	1,000	372	0	152	0	0	0
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>418,814</b>	<b>417,827</b>	<b>428,602</b>	<b>409,153</b>	<b>418,682</b>	<b>426,923</b>	<b>426,923</b>
<b>EXPEND TRANSFER AND REIMB</b>							
865380 INTRAFUND TRANSFERS	-463,206	-458,912	-449,271	-408,157	-449,271	-449,271	-449,271
<b>TOTAL EXPEND TRANSFER AND REIMB</b>	<b>-463,206</b>	<b>-458,912</b>	<b>-449,271</b>	<b>-408,157</b>	<b>-449,271</b>	<b>-449,271</b>	<b>-449,271</b>
<b>TOTAL NET APPROPRIATIONS</b>	<b>416,172</b>	<b>427,894</b>	<b>443,257</b>	<b>430,266</b>	<b>405,522</b>	<b>382,191</b>	<b>392,405</b>
<b>LESS: REVENUES</b>							
825490 STATE OTHER	0	0	0	4,685	0	0	0
826190 PURCHASING FEE	54,188	117,411	96,008	97,316	87,986	87,986	87,986
826274 INTERFD REVENUE-PRINTING	21,152	16,625	19,236	14,897	19,236	19,236	19,236
826275 INTERFD REVENUE-XEROX	23,369	7,411	22,874	21,118	22,874	22,874	22,874
826390 OTHER CHARGES	33,056	31,771	33,274	47,093	33,274	33,274	33,274
827500 SALE OF FIXED ASSETS	1,000	2,542	1,000	1,895	1,000	1,000	1,000
827600 OTHER SALES	29,782	39,974	33,848	36,927	33,848	33,848	33,848
827700 OTHER	0	1,210	0	130	0	0	0
827713 VEND MACHINE	6,000	8,670	6,000	8,227	6,000	6,000	6,000
<b>TOTAL REVENUES</b>	<b>168,547</b>	<b>225,614</b>	<b>212,240</b>	<b>232,288</b>	<b>204,218</b>	<b>204,218</b>	<b>204,218</b>
<b>TOTAL NET COUNTY COST</b>	<b>247,625</b>	<b>202,280</b>	<b>231,017</b>	<b>197,978</b>	<b>201,304</b>	<b>177,973</b>	<b>188,187</b>



**1210 – COUNTY COUNSEL**  
**H. Peter Klein, County Counsel**

**1210 – COUNTY COUNSEL**  
**H. Peter Klein, County Counsel**

**MISSION STATEMENT & DEPARTMENTAL FUNCTIONS:**

The County Counsel is charged by State law with the responsibility to defend or prosecute all civil actions and proceedings that concern the County or any of its officers. The County Counsel is also required to provide legal advice and representation to the following: all County officers and departments, boards and commissions, special districts governed by the Board of Supervisors, and the Mendocino County Grand Jury. The County Counsel also acts as legal advisor on a fee for services basis to special districts, the Mendocino Community Development Commission, the Mendocino Transit Authority, Mendocino Council of Governments, other Joint Powers Agencies, and LAFCO.

**MAJOR ACCOMPLISHMENTS:**

**LEGAL OPINIONS:** The County Counsel Office has issued over 1813 legal opinions.

**LITIGATION:** The County Counsel's Office is successful in 90 to 95 percent of all litigation defended by or commenced by the County. The County Counsel aggressively pursues all avenues of settlement of cases if advantageous to the County.

**LAND USE LAW ENFORCEMENT CASES:** The County Counsel Office pursues building, planning, zoning, environmental health, and air quality cases.

**JUVENILE DEPENDENCY CASES:** The two juvenile attorneys handle all phases of these cases from inception through appeal. These cases involve abused, neglected or abandoned children. The cases are resolved when the children are returned to their families, placed in long term foster care, placed in a guardianship, or adopted into a new family.

**CONSERVATORSHIPS AND PUBLIC ADMINISTRATOR CASES:** The County Counsel Office represents the Public Guardian/Public Administrator in conservatorship and estate cases for the Department of Social Services.

**GOALS AND OBJECTIVES:**

- ❖ To provide a sound program of preventative law through accurate and timely legal advice to the Board of Supervisors, County officers, departments, boards and commissions, as well as special districts governed by the Board of Supervisors.
- ❖ To provide the best possible legal defense for the County in suits brought against the County.
- ❖ To provide legal representation and advocacy to all County offices, departments, boards and commissions, and special districts governed by the Board of Supervisors.
- ❖ To continue to assist the County in reducing dependency upon outside counsel by retaining experienced staff counsel, secretarial and para-professional support through employee development and training.
- ❖ To enforce mandated state, federal and local laws in the areas of planning, zoning and building, Solid Waste, water quality, environmental health and air quality.
- ❖ To extend the above services to independent special districts and other public agencies on a fee for service basis and on an “as time permits” basis.

**1210 – COUNTY COUNSEL**  
**H. Peter Klein, County Counsel**

**MAJOR POLICY CONSIDERATIONS:**

To meet its reduced net county cost, this department's budget reflects a reduction of \$35,903. The department anticipates not be filling a Legal Technician II position until March 1, 2005 in order to meet this reduction. However, should the proposal for the modifications of the Legal Technician series be approved, this will result in additional costs for our Department. Therefore, we would postpone filling the Legal Technician II position until the end of the fiscal year. This reduction will impact support staff services. Reduction in these areas will make it very difficult to achieve departmental goals/objectives.

The County Counsel Office is mandated to represent its clients, and, as such, cannot control its workload. This office handles virtually all litigation in-house except in rare instances.

The department anticipates this reduction will necessitate a delay in support staff response, and anticipates the use of extra help to keep the law library current or to augment staff shortages due to an unanticipated need to respond to litigation as necessary. Outside counsel would be necessary if staffing levels for attorneys are reduced to meet the department's assigned NCC.

**CONTINGENCY PLAN:**

The County Counsel budget will be balanced without the use of Mandatory Time Off as a balancing strategy by leaving the vacant Legal Technician II position unfilled until March 2005. Should the proposal for the modifications of the Legal Technician series be approved, this will result in additional costs for the County Counsel Department. Therefore, the department would postpone filling the Legal Technician II position until the end of the fiscal year.

**COUNTY ADMINISTRATIVE OFFICE COMMENTS:**

Initially, the Proposed Budget was developed assuming, at the discretion of the Department Head, the availability of ten (10) days Mandatory Time Off (MTO) as a balancing strategy. However, due to the need to ensure the ability to implement budget balancing strategies in a timely fashion and the continuing uncertainty regarding the availability of MTO as a budget balancing tool, the Proposed Budget was ultimately revised to reflect alternative strategies to the use of MTO. This budget, however, as indicated in the Contingency Plan, did not anticipate the use of MTO as a balancing strategy.

**FINAL BUDGET ACTION:**

During Final Budget Deliberations, the Board of Supervisors approved the Recommended Budget from the County Administrative Officer for County Counsel.

**AUTHORIZED POSITIONS:**

	<u>Funded</u> <u>2003-2004</u>	<u>Funded</u> <u>2004-2005</u>
TOTAL:	10	10

**COUNTY ADMINISTRATIVE OFFICE NOTES:**

**SALARIES & BENEFITS**

Acct. 1011 Eleven positions allocated. Nine (9) funded for the full year and 1 Legal Tech II position funded for a maximum of 3 months.

**1210 – COUNTY COUNSEL**  
**H. Peter Klein, County Counsel**

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**TRANSFER & REIMBURSEMENTS**

Acct. 5380 Provides for direct billing for legal services to Social Services (cost for two juvenile full-time attorneys and one Staff Assistant II - Confidential).

**REVENUES**

Acct. 6161 Provides for billing to special districts, retirement fund, and others. Does not include billing to other County departments.

Acct. 6278 Provides for operating transfers from General Liability Insurance Fund.

# 1210 – COUNTY COUNSEL

## H. Peter Klein, County Counsel

STATE CONTROLLER  
COUNTY BUDGET ACT  
(1985)

COUNTY OF MENDOCINO  
STATE OF CALIFORNIA  
BUDGET UNIT FINANCING USES DETAIL  
FINAL BUDGET FOR FISCAL YEAR 2004-05

COUNTY BUDGET FORM  
SCHEDULE 9

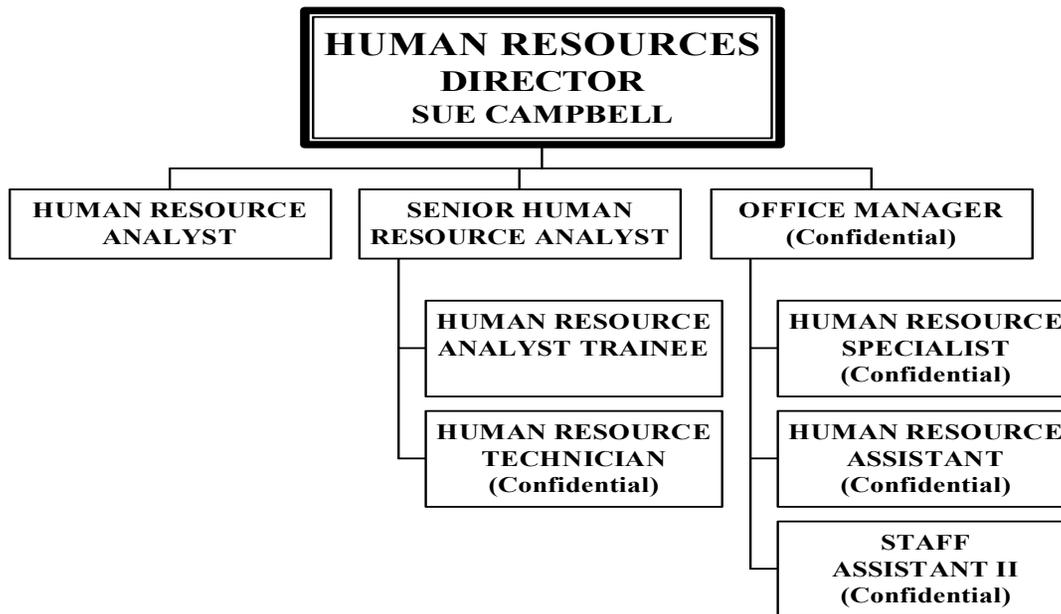
CLASSIFICATION:

FUNCTION: 1 GENERAL GOVERNMENT  
ACTIVITY: 103 GENERAL - COUNSEL

BUDGET UNIT: 1210 COUNTY COUNSEL  
FUND: 1100 COUNTY GENERAL

FINANCING USES CLASSIFICATION (1)	2002-03 BUDGET (2)	2002-03 ACTUALS (3)	2003-04 BUDGET (4)	2003-04 ACTUALS (5) 06/30/04	2004-05 REQUEST (6)	2004-05 RECOMMEND (7)	2004-05 ADOPTED (8)
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>							
861011 REGULAR EMPLOYEES	604,012	567,551	594,162	599,274	568,842	568,842	568,842
861012 EXTRA HELP	10,000	2,706	10,000	1,404	10,000	10,000	10,000
861013 OVERTIME REG EMP	0	5,228	0	6,089	0	0	0
861021 CO CONT TO RETIREMENT	80,336	67,029	83,412	74,630	79,783	79,783	79,783
861022 CO CONT TO OASDI	39,444	31,745	35,592	33,575	35,592	35,592	35,592
861023 CO CONT TO OASDI-MEDIC	9,250	7,972	8,652	8,420	8,652	8,652	8,652
861024 CO CONT TO RET INCREMENT	35,958	29,644	38,743	36,406	38,743	38,743	38,743
861030 CO CONT TO EMPLOYEE INSUR	61,684	74,061	58,626	60,354	67,500	69,660	69,660
861031 CO CONT UNEMPLOYMENT INSU	0	0	1,873	1,873	1,873	3,635	3,635
861035 CO CONT WORKERS COMPENSAT	10,857	10,857	6,943	6,943	7,000	10,273	10,273
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>851,541</b>	<b>796,793</b>	<b>838,003</b>	<b>828,968</b>	<b>817,985</b>	<b>825,180</b>	<b>825,180</b>
<b>SERVICES &amp; SUPPLIES</b>							
862060 COMMUNICATIONS	18,000	4,043	18,000	3,990	18,210	18,210	18,210
862061 COMM LEASE	850	0	850	0	850	850	850
862101 INSURANCE-GENERAL	1,131	1,132	2,439	2,382	1,131	2,662	2,662
862120 MAINTENANCE-EQUIPMENT	2,337	506	2,337	1,151	2,337	2,337	2,337
862150 MEMBERSHIPS	10,000	5,653	10,000	5,882	10,000	10,000	10,000
862170 OFFICE EXPENSE	17,000	17,604	17,000	16,866	18,000	18,000	18,000
862187 EDUCATION & TRAINING	6,000	858	6,000	1,730	6,000	6,000	6,000
862189 PROF & SPEC SVCS-OTHR	2,500	0	2,500	-2,162	2,500	2,500	2,500
862190 PUBL & LEGAL NOTICES	400	1,670	400	4,292	400	400	400
862239 SPEC DEPT EXP	34,912	43,514	34,912	46,317	37,938	37,938	37,938
862250 TRNSPRATION & TRAVEL	4,000	2,028	4,000	3,540	4,000	4,000	4,000
862253 TRAVEL & TRSP OUT OF COUN	14,230	6,598	15,000	5,917	15,000	15,000	15,000
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>111,360</b>	<b>83,606</b>	<b>113,438</b>	<b>89,905</b>	<b>116,366</b>	<b>117,897</b>	<b>117,897</b>
<b>FIXED ASSETS</b>							
864370 EQUIPMENT	0	3,467	0	108	0	0	0
<b>TOTAL FIXED ASSETS</b>	<b>0</b>	<b>3,467</b>	<b>0</b>	<b>108</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>EXPEND TRANSFER AND REIMB</b>							
865380 INTRAFUND TRANSFERS	-275,000	-314,287	-294,000	-364,786	-296,000	-296,000	-296,000
<b>TOTAL EXPEND TRANSFER AND REIMB</b>	<b>-275,000</b>	<b>-314,287</b>	<b>-294,000</b>	<b>-364,786</b>	<b>-296,000</b>	<b>-296,000</b>	<b>-296,000</b>
<b>TOTAL NET APPROPRIATIONS</b>	<b>687,901</b>	<b>569,579</b>	<b>657,441</b>	<b>554,195</b>	<b>638,351</b>	<b>647,077</b>	<b>647,077</b>
<b>LESS: REVENUES</b>							
823204 MISC COURT FINE	5,000	0	5,000	0	5,000	5,000	5,000
826161 LEGAL SERVICES	30,000	15,173	30,000	21,750	30,000	30,000	30,000
826163 LEGAL SERVICES REIMB	20,000	9,651	20,000	9,094	20,000	20,000	20,000
826230 ESTATE FEE-PUBLIC ADM	4,000	5,338	4,000	17,895	4,000	4,000	4,000
826278 INTERFUND REVENUE - LEGAL	135,000	135,000	155,000	155,000	165,000	165,000	165,000
826390 OTHER CHARGES	150	175	150	100	150	150	150
827600 OTHER SALES	600	8	600	450	600	600	600
827700 OTHER	800	0	800	75	800	800	800
<b>TOTAL REVENUES</b>	<b>195,550</b>	<b>165,345</b>	<b>215,550</b>	<b>204,364</b>	<b>225,550</b>	<b>225,550</b>	<b>225,550</b>
<b>TOTAL NET COUNTY COST</b>	<b>492,351</b>	<b>404,234</b>	<b>441,891</b>	<b>349,831</b>	<b>412,801</b>	<b>421,527</b>	<b>421,527</b>

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1320 – HUMAN RESOURCES  
Sue Campbell, Director

## **1320 – HUMAN RESOURCES**

### **Sue Campbell, Director**

<b>MISSION STATEMENT &amp; DEPARTMENTAL FUNCTIONS:</b>
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The Human Resources team is dedicated to exceeding the expectations of our fellow employees, County departments and our community by providing the highest quality of customer service. We strive to:

- ❖ Administer the Civil Service System to ensure the recruitment, selection, retention and motivation of the best-qualified staff.
- ❖ Administer collective bargaining Memorandums of Understandings (MOUs) to assure consistency, fairness, management and employee advocacy, and MOU integrity.
- ❖ Develop and administer wage and salary programs that provide fair and equitable compensation.
- ❖ Create and maintain a positive, productive and safe work environment.
- ❖ Administer all programs and services fairly and in accordance with guidelines and standards.
- ❖ Monitor developments in and maintain compliance with all applicable laws, regulations and contractual agreements.
- ❖ Adopt, review, revise and implement fair and effective workplace policies and procedures that cultivate and support a respectful work environment.
- ❖ Maximize the use of technology to simplify processes and improve efficiency.
- ❖ Build accountability at all levels for achieving successful outcomes.
- ❖ Establish and maintain collaborative methods of assessment to ensure that we are providing quality services to the community.
- ❖ Encourage initiative and innovation, with a creative openness to new ideas and a willingness to embrace change.
- ❖ Deliver exceptional quality services in a courteous and timely manner.

It is the ongoing responsibility of the Human Resources Department (HR) to provide guidance and assistance to the County Board of Supervisors concerning the management and development of its human resources and to provide human resource services in support of County Administration and County employees. In this regard, the Department provides services in, but is not limited to, the following areas:

- ❖ Labor relations – Acts as the Boards’ representative, negotiates Memorandums of Understanding (MOU) regarding 6 (six) bargaining units, interpretations and maintenances of MOUs, meets with employees and their union representatives regarding issues and problems, monitors grievances, and fosters employee discipline. Acts to advise the Board, Commission and management regarding these issues.
- ❖ Compensation analysis – conduct salary and benefit surveys to make recommendations regarding employee compensation.
- ❖ Employee and management development (training) – analyze needs and determine training programs.
- ❖ Organizational structure – analyze staffing needs to determine appropriate lines of authority, reporting relationships and classification allocation.
- ❖ Work environment and organizational culture – monitor work environment issues and take action to make recommendations, which will create a work environment for management and employees that fosters an effective and efficient organization.
- ❖ Strategic planning – introduction of strategic planning and the fostering of its use.
- ❖ Maintenance of the classification and compensation plan - analyze requests to adjust pay grade levels, reclassify positions and increase allocations, and make recommendations for corrections.
- ❖ Discrimination policy development and investigation – act as the County’s representative to develop and maintain policies, advises the Board and Management regarding possible discrimination conducts investigations, meet with employees and their representatives (union).

## 1320 – HUMAN RESOURCES

### Sue Campbell, Director

- ❖ The Director acts as the ADA Compliance Officer for the entire County for matters related to both employment and public access to and use of facilities.
- ❖ Payroll processing – process position and employee status changes, maintain computerized records, which integrate with the Payroll Department, and establish proper employee compensation in relation to MOU and other considerations. This includes maintaining employee evaluation and step increases.
- ❖ Employee selection – conduct recruitment, devise selection plans, interviews and tests, administer tests and other selection devices, maintain candidate eligibility lists in accordance with Civil Service Commission Rules, and explain policies and procedures.
- ❖ Employment records – maintain paper based and computer files concerning employment.
- ❖ Civil Service Commission – the Human Resource Director acts as the Secretary to the Commission and is responsible for setting meetings, preparing agendas, researching concerns, making reports and advising the Commission.

#### MAJOR ACCOMPLISHMENTS:

- ❖ Calculated seniority on 942 employees.
- ❖ Negotiated the voluntary and involuntary layoff language with all units.
- ❖ Published quarterly Human Resources Newsletters and made available online.
- ❖ Completed thirteen (13) desk audits and reclassification requests.
- ❖ Developed five (5) new class specifications.
- ❖ Handled eighteen (18) reviews of department concerns and sent forward for action.
- ❖ Processed seven-teen (17) grievances and harassment complaints.
- ❖ Conducted ten (10) Civil Service Commission meetings.
- ❖ Worked with HR Steering Committee to in reviewing contract language, policies, etc.
- ❖ Posted 112 recruitment flyers.
- ❖ Conducted 105 exams and created eligibility lists.
- ❖ Improved employee selection through examination development.
- ❖ Certified 204 candidates from eligibility lists.
- ❖ Hired 285 new employees.
- ❖ Conducted twenty-six (26) new employee orientations.
- ❖ Processed 3,000 personnel transactions.
- ❖ Orchestrated twelve (12) countywide training workshops.
- ❖ Prepared pilot project of “change management” in the Department of Transportation.
- ❖ Participated as resource for the Health Benefits Committee and Safety Council.
- ❖ Processed fifty-three (53) leave without pay requests.
- ❖ Processed 132 Family Medical Leave Act (FMLA) requests.
- ❖ Utilizing the Human Resources management module of the payroll/personnel computer system, tracked employee grievances and employee countywide training attendance.
- ❖ Maintained the applicant tracking system that is in compliance with the California Department of Fair Employment and Housing and the State and Federal grant regulating agencies.

#### GOALS AND OBJECTIVES

- ❖ Establish Pay for Performance/Rewards program.
- ❖ Set up “Basic Training” for customer relations, communications, Americans with Disabilities Act (ADA), sexual harassment training.
- ❖ Perform analysis and make recommendations on reclassifications.
- ❖ Relocate Human Resources office.
- ❖ Establish ADA policy.

**1320 – HUMAN RESOURCES**  
**Sue Campbell, Director**

- ❖ Review of HR Role/Civil Service in Discipline.
- ❖ Provide customer service.
- ❖ Consolidate 6 (six) MOU's for easier access to bargaining units negotiated contract.
- ❖ Complete EERP (Employer-Employee Relations Policy) negotiations.
- ❖ Develop HR Basic Policy Manual.

**CONTINGENCY PLAN:**

The Human Resources budget will be balanced without the use of Mandatory Time Off (MTO) as a balancing strategy due to the elimination of a vacant position and delayed hiring of a replacement analyst.

**COUNTY ADMINISTRATIVE OFFICE COMMENTS:**

Initially, the Proposed Budget was developed assuming, at the discretion of the Department Head, the availability of ten (10) days Mandatory Time Off (MTO) as a balancing strategy. However, due to the need to ensure the ability to implement budget balancing strategies in a timely fashion and the continuing uncertainty regarding the availability of MTO as a budget balancing tool, the Proposed Budget was ultimately revised to reflect alternative strategies to the use of MTO. As such, the Contingency Plan as described will be implemented unless revised by the Board of Supervisors, after public comment, during the Final Budget deliberations in August.

It is anticipated that the vacant Senior Analyst position will be filled in August.

**FINAL BUDGET ACTION:**

During Final Budget Deliberations, the Board of Supervisors approved the Recommended Budget from the County Administrative Officer for Human Resources.

**AUTHORIZED POSITIONS:**

	<u>Funded 2003-2004</u>	<u>Funded 2004-2005</u>
TOTAL:	9.5	9

**COUNTY ADMINISTRATIVE OFFICE NOTES:**

**SALARIES & BENEFITS**

Acct. 1011 Provides for 1 HR Director; 1 Office Manager, 1 Sr. HR Analyst, 1 HR Analyst, 1 HR Analyst Trainee, 1 HR Technician, 1 HR Specialist, 1 Staff Assistant II, 1 HR Assistant

**SERVICES & SUPPLIES**

Acct. 2150 Provides for membership to County Personnel Administrators Association Western Regional Interbank for testing materials.  
 Acct. 2189 Provides for Civil Service Commissioner stipend.  
 Acct. 2239 Provides for Countywide training workshops/expenses and oral panel expenses.

**OTHER CHARGES**

Acct. 2190 Provides for purchase of publications and recruitment advertising.

# 1320 – HUMAN RESOURCES

## Sue Campbell, Director

STATE CONTROLLER  
COUNTY BUDGET ACT  
(1985)

COUNTY OF MENDOCINO  
STATE OF CALIFORNIA  
BUDGET UNIT FINANCING USES DETAIL  
FINAL BUDGET FOR FISCAL YEAR 2004-05

COUNTY BUDGET FORM  
SCHEDULE 9

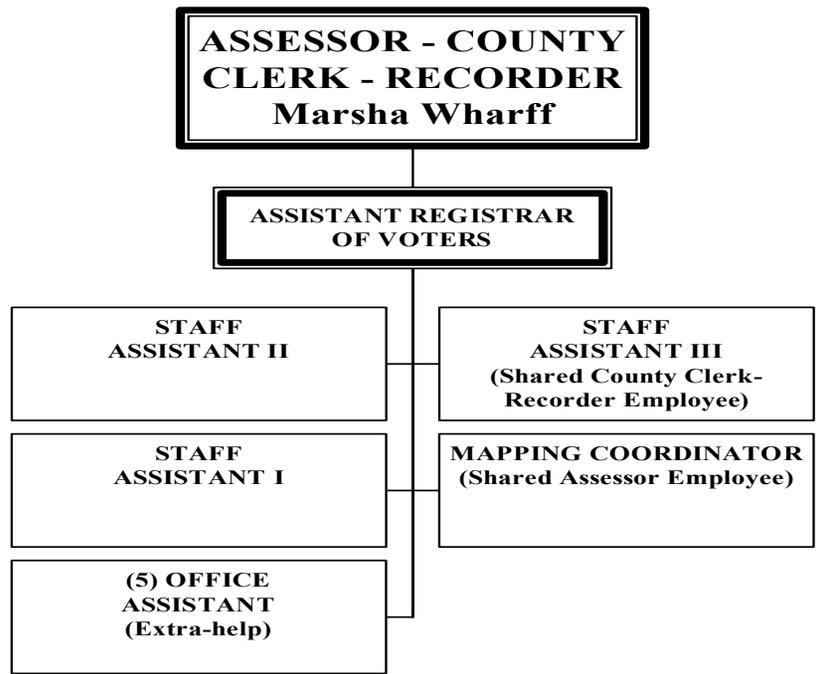
CLASSIFICATION:

FUNCTION: 1 GENERAL GOVERNMENT  
ACTIVITY: 104 GENERAL - PERSONNEL

BUDGET UNIT: 1320 HUMAN RESOURCES  
FUND: 1100 COUNTY GENERAL

FINANCING USES CLASSIFICATION (1)	2002-03 BUDGET (2)	2002-03 ACTUALS (3)	2003-04 BUDGET (4)	2003-04 ACTUALS (5) 06/30/04	2004-05 REQUEST (6)	2004-05 RECOMMEND (7)	2004-05 ADOPTED (8)
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>							
861011 REGULAR EMPLOYEES	459,926	367,796	404,384	418,208	421,320	421,320	421,320
861012 EXTRA HELP	0	10,163	0	0	0	0	0
861021 CO CONT TO RETIREMENT	47,723	39,510	54,401	50,757	50,523	50,523	50,523
861022 CO CONT TO OASDI	24,194	21,870	27,525	24,600	23,612	23,612	23,612
861023 CO CONT TO OASDI-MEDIC	5,658	5,369	6,468	5,934	5,520	5,520	5,520
861024 CO CONT TO RET INCREMENT	23,244	19,226	27,234	25,328	25,215	25,215	25,215
861030 CO CONT TO EMPLOYEE INSUR	43,566	51,856	37,924	38,687	39,346	40,605	40,605
861031 CO CONT UNEMPLOYMENT INSU	0	0	2,114	2,114	2,114	6,838	6,838
861035 CO CONT WORKERS COMPENSAT	4,713	4,713	9,286	9,286	9,286	11,836	11,836
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>609,024</b>	<b>520,503</b>	<b>569,336</b>	<b>574,914</b>	<b>576,936</b>	<b>585,469</b>	<b>585,469</b>
<b>SERVICES &amp; SUPPLIES</b>							
862060 COMMUNICATIONS	4,000	3,728	3,500	3,806	3,500	3,500	3,500
862101 INSURANCE-GENERAL	544	544	1,043	1,023	544	1,088	1,088
862120 MAINTENANCE-EQUIPMENT	2,817	1,970	2,000	1,456	1,750	1,750	1,750
862150 MEMBERSHIPS	1,500	2,014	500	1,799	500	500	500
862170 OFFICE EXPENSE	29,000	31,501	10,000	9,833	8,400	8,400	8,400
862187 EDUCATION & TRAINING	25,599	6,813	0	0	0	0	0
862189 PROF & SPEC SVCS-OTHR	30,663	18,671	4,000	1,956	1,400	1,400	1,400
862190 PUBL & LEGAL NOTICES	500	919	500	701	1,750	1,750	1,750
862200 RNTS & LEASES-EQUPMNT	2,000	2,081	2,000	1,908	2,000	2,000	2,000
862239 SPEC DEPT EXP	23,047	25,494	23,047	14,959	21,147	21,147	21,147
862250 TRNSPRTATION & TRAVEL	930	1,123	500	1,590	2,000	2,000	2,000
862253 TRAVEL & TRSP OUT OF COUN	2,000	2,672	0	0	0	0	0
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>122,600</b>	<b>97,530</b>	<b>47,090</b>	<b>39,031</b>	<b>42,991</b>	<b>43,535</b>	<b>43,535</b>
<b>FIXED ASSETS</b>							
864370 EQUIPMENT	6,114	11,831	0	0	0	0	0
<b>TOTAL FIXED ASSETS</b>	<b>6,114</b>	<b>11,831</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL NET APPROPRIATIONS</b>	<b>737,738</b>	<b>629,864</b>	<b>616,426</b>	<b>613,945</b>	<b>619,927</b>	<b>629,004</b>	<b>629,004</b>
<b>LESS: REVENUES</b>							
825398 SB90 REIMBURSEMENT	0	1,114	0	0	0	0	0
827600 OTHER SALES	100	54	100	84	100	100	100
<b>TOTAL REVENUES</b>	<b>100</b>	<b>1,168</b>	<b>100</b>	<b>84</b>	<b>100</b>	<b>100</b>	<b>100</b>
<b>TOTAL NET COUNTY COST</b>	<b>737,638</b>	<b>628,696</b>	<b>616,326</b>	<b>613,861</b>	<b>619,827</b>	<b>628,904</b>	<b>628,904</b>

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**1410 – COUNTY CLERK ~ ELECTIONS DIVISION**  
**Marsha A. Wharff, Assessor / County Clerk - Recorder**

**MISSION STATEMENT & DEPARTMENTAL FUNCTIONS:**

The mission of the Elections Division of the office of Assessor-County Clerk-Recorder is to maintain the public record and promote public confidence in the administration of fair and impartial elections.

The Elections Division of the office of Assessor-County Clerk-Recorder performs duties as mandated by state, federal and local laws.

This Division registers voters and maintains the voter registration files for the County of Mendocino. This includes adequately stocking distribution centers throughout the County with registration forms, supplying individuals and organizations with an adequate number of registration forms in conformance with state regulations, and notifying the public of approaching registration deadlines.

This Division administers and conducts all federal, state, county, school district and special district elections and administers and conducts municipal elections under agreement with each city.

The conduct of elections includes publishing legal notices as required by law, issuing, accepting and certifying nomination papers for candidates, accepting arguments and rebuttal arguments for qualified measures, obtaining impartial analyses and fiscal impact statements for qualified measures from appropriate county officers, and checking signatures on initiative, referendum and recall petitions submitted for filing and qualification for a ballot.

This function also includes ordering sufficient official, absentee and sample ballots; ordering supplies for each polling place and assembling them into kits; ordering assemblies for each voting booth and preparing the voting booths for distribution to the polling places; securing sufficient and adequate polling places; securing sufficient election officers to staff each polling place; preparing a secure distribution and return plan for supplies and voted ballots; hiring sufficient staff to distribute and return supplies and ballots; hiring sufficient staff for the election night counting center; and instructing election officers, delivery and return personnel and election night personnel in their duties.

The conduct of elections also includes mailing sample ballots, processing absentee ballot applications, verifying signatures on voted absentee ballot envelopes, preparing ballot counting program parameters for each election, preparing test ballots, testing equipment and ballot counting programs, certifying test results to the state and finally, counting all voted ballots, canvassing the returns from each precinct, certifying the results to the proper entities and issuing certificates of elections to elected candidates.

The Division accepts for filing, and maintains for public access, campaign statements of candidates for each election and for elected officials required to file them. This includes ordering forms to be printed, distributing forms and manuals to candidates and officers, auditing forms that are filed, assessing penalties for late filings and collecting penalties assessed.

**MAJOR ACCOMPLISHMENTS:**

The Division is required to adhere to strict deadlines established by law and must complete many labor-intensive tasks in a very short period of time. Through the use of an automated election management system, which includes imaging, staff again met deadlines in every case throughout the year.

This Division was required to replace its punchcard voting system before the 2004 Primary. It successfully procured and installed a new optical scan voting system for the November 2003 Consolidated Districts Elections. This was done only one month after having to conduct a countywide

**1410 – COUNTY CLERK ~ ELECTIONS DIVISION**  
**Marsha A. Wharff, Assessor / County Clerk - Recorder**

election on its old system for the recall of the governor of the State of California. The department will, over the next several months, obtain the second part of the new voting system, one touchscreen for each polling place in the county to comply with federal requirements. By contract, each touchscreen, will contain a voter verifiable paper audit trail.

**GOALS AND OBJECTIVES:**

- ❖ To make voter registration readily available to all who desire to register;
- ❖ To conduct fair and impartial elections; and
- ❖ To produce accurate election results.

**MAJOR BUDGET FLUCTUATIONS FROM PRIOR YEAR:**

This budget year contains one countywide election as opposed to the previous budget year, which contained two countywide elections, plus a special statewide recall election. Ballots and other supplies in the new voting system are much more expensive than the voting system the County was required by law to replace.

**CONTINGENCY PLAN:**

This budget does not include use of Mandatory Time Off as a balancing strategy. Therefore, it will not be impacted should negotiations for Mandatory Time Off be unsuccessful.

**COUNTY ADMINISTRATIVE OFFICE COMMENTS:**

Initially, the Proposed Budget was developed assuming, at the discretion of the Department Head, the availability of ten (10) days Mandatory Time Off (MTO) as a balancing strategy. However, due to the need to ensure the ability to implement budget balancing strategies in a timely fashion and the continuing uncertainty regarding the availability of MTO as a budget balancing tool, the Proposed Budget was ultimately revised to reflect alternative strategies to the use of MTO. This budget, however, as indicated in the Contingency Plan did not anticipate the use of MTO as a balancing strategy.

Pursuant to Board direction, this department received funding to cover the mandated election costs.

**FINAL BUDGET ACTION:**

During Final Budget Deliberations, the Board of Supervisors approved the Recommended Budget from the County Administrative Officer for the County Clerk – Elections Division with an adjustment to reflect an increase in appropriations and revenue in the amount of \$735,266 to complete the purchase and installation of a new optical scan and touchscreen voting system. Funding for the system has been provided by the state through Proposition 41 funds and from the federal government HAVA (Help America Vote Act) funds.

**AUTHORIZED POSITIONS:**

	<u>Funded</u> <u>2003-2004</u>	<u>Funded</u> <u>2004-2005</u>
TOTAL:	3	3

**1410 – COUNTY CLERK ~ ELECTIONS DIVISION**  
**Marsha A. Wharff, Assessor / County Clerk - Recorder**

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**COUNTY ADMINISTRATIVE OFFICE NOTES:**

**SALARIES & BENEFITS**

Acct. 1011 Provides for three full time employees.

**SERVICES & SUPPLIES**

Acct. 2231 Provides for services and supplies for elections.

Acct. 2239 Provides for monthly maintenance costs of the Election Management System.

**REVENUES**

Acct. 3300 Provides for fines for late filing of conflict of interest and campaign statements.

Acct. 6140 Provides for certificates of registration, computer data and reimbursement for election services.

# 1410 – COUNTY CLERK ~ ELECTIONS DIVISION

## Marsha A. Wharff, Assessor / County Clerk - Recorder

STATE CONTROLLER  
COUNTY BUDGET ACT  
(1985)

COUNTY OF MENDOCINO  
STATE OF CALIFORNIA  
BUDGET UNIT FINANCING USES DETAIL  
FINAL BUDGET FOR FISCAL YEAR 2004-05

COUNTY BUDGET FORM  
SCHEDULE 9

CLASSIFICATION:

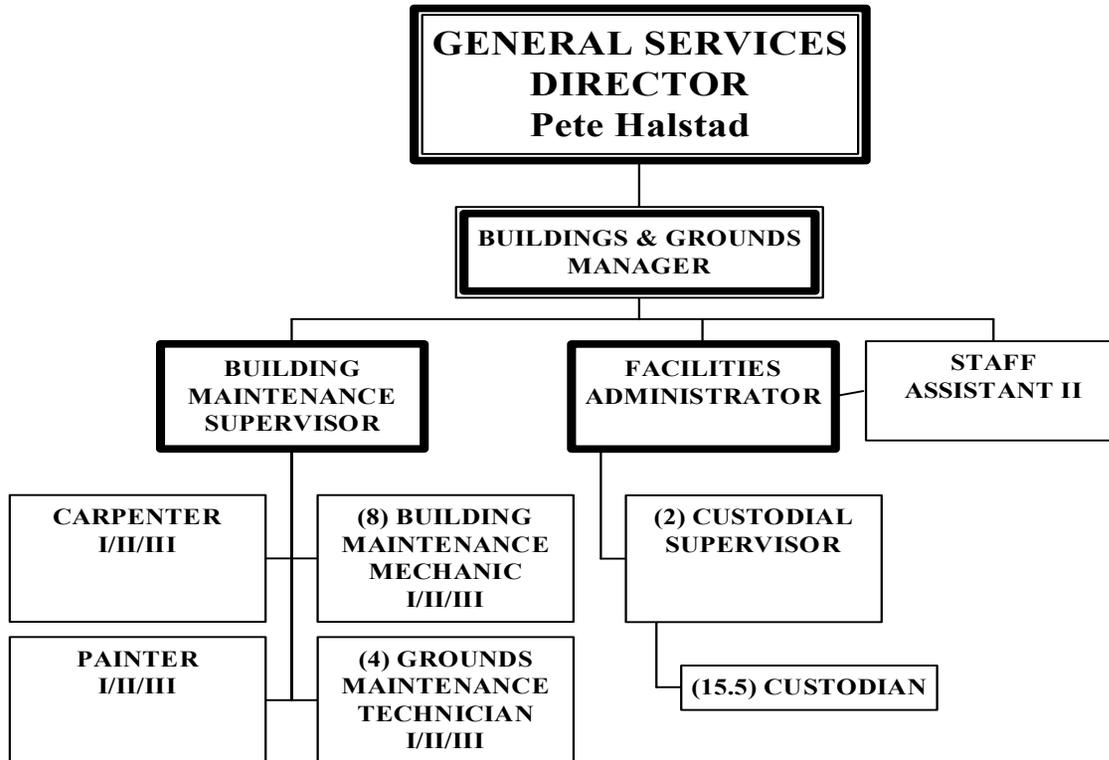
FUNCTION: 1 GENERAL GOVERNMENT  
ACTIVITY: 105 GENERAL - ELECTIONS

BUDGET UNIT: 1410 COUNTY CLERK-ELECTION  
FUND: 1100 COUNTY GENERAL

FINANCING USES CLASSIFICATION (1)	2002-03 BUDGET (2)	2002-03 ACTUALS (3)	2003-04 BUDGET (4)	2003-04 ACTUALS (5) 06/30/04	2004-05 REQUEST (6)	2004-05 RECOMMEND (7)	2004-05 ADOPTED (8)
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>							
861011 REGULAR EMPLOYEES	98,925	100,464	105,673	106,313	108,518	108,518	108,518
861012 EXTRA HELP	10,000	8,769	28,000	28,955	10,000	10,000	10,000
861013 OVERTIME REG EMP	500	617	1,500	2,332	500	500	500
861021 CO CONT TO RETIREMENT	11,642	11,773	14,009	13,893	19,667	19,667	19,667
861022 CO CONT TO OASDI	6,285	5,985	7,600	6,479	6,777	6,777	6,777
861023 CO CONT TO OASDI-MEDIC	1,466	1,459	1,750	1,793	1,750	1,750	1,750
861024 CO CONT TO RET INCREMENT	5,615	5,759	6,926	6,868	9,723	9,723	9,723
861030 CO CONT TO EMPLOYEE INSUR	16,000	20,027	17,009	10,875	7,172	7,401	7,401
861031 CO CONT UNEMPLOYMENT INSU	0	0	125	125	125	400	400
861035 CO CONT WORKERS COMPENSAT	1,431	1,431	4,739	4,739	4,739	4,637	4,637
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>151,864</b>	<b>156,284</b>	<b>187,331</b>	<b>182,372</b>	<b>168,971</b>	<b>169,373</b>	<b>169,373</b>
<b>SERVICES &amp; SUPPLIES</b>							
862060 COMMUNICATIONS	2,000	1,526	2,000	3,248	2,500	2,500	2,500
862101 INSURANCE-GENERAL	298	298	635	624	635	1,060	1,060
862120 MAINTENANCE-EQUIPMENT	1,500	2,226	3,775	858	1,575	1,575	1,575
862150 MEMBERSHIPS	300	200	300	50	150	150	150
862170 OFFICE EXPENSE	20,000	7,392	21,500	28,768	17,500	17,500	17,500
862187 EDUCATION & TRAINING	1,100	0	1,100	358	0	0	0
862190 PUBL & LEGAL NOTICES	900	732	1,700	2,337	500	500	500
862210 RNTS & LEASES BLD GRD	2,700	2,470	5,000	6,660	2,500	2,500	2,500
862231 ELECTION SUP & SERVCS	90,575	96,324	199,584	263,432	105,000	105,000	105,000
862239 SPEC DEPT EXP	39,400	39,138	40,350	40,347	42,400	42,400	42,400
862250 TRNSPRTATION & TRAVEL	100	0	100	97	100	100	100
862253 TRAVEL & TRSP OUT OF COUN	2,700	1,722	2,700	1,144	2,000	2,000	2,000
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>161,573</b>	<b>152,028</b>	<b>278,744</b>	<b>347,923</b>	<b>174,860</b>	<b>175,285</b>	<b>175,285</b>
<b>FIXED ASSETS</b>							
864370 EQUIPMENT	0	0	0	146,837	0	0	735,266
<b>TOTAL FIXED ASSETS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>146,837</b>	<b>0</b>	<b>0</b>	<b>735,266</b>
<b>TOTAL NET APPROPRIATIONS</b>	<b>313,437</b>	<b>308,312</b>	<b>466,075</b>	<b>677,132</b>	<b>343,831</b>	<b>344,658</b>	<b>1,079,924</b>
<b>LESS: REVENUES</b>							
823300 FORFEITURE & PENALTY	500	1,170	1,000	1,815	1,000	1,000	1,000
825490 STATE OTHER	0	0	0	129,753	0	0	735,266
826140 ELECTION SERVICES	75,000	76,615	172,600	161,552	80,100	80,100	80,100
<b>TOTAL REVENUES</b>	<b>75,500</b>	<b>77,785</b>	<b>173,600</b>	<b>293,120</b>	<b>81,100</b>	<b>81,100</b>	<b>816,366</b>
<b>TOTAL NET COUNTY COST</b>	<b>237,937</b>	<b>230,527</b>	<b>292,475</b>	<b>384,012</b>	<b>262,731</b>	<b>263,558</b>	<b>263,558</b>

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**1610 – BUILDINGS AND GROUNDS DIVISION**  
**Pete Halstad, General Services Director**



**1610 – BUILDINGS AND GROUNDS**  
**Pete Halstad, General Services Director**

**MISSION STATEMENT & DEPARTMENTAL FUNCTIONS:**

The mission of the Buildings and Grounds Division is to provide competent, professional, and efficient:

- ❖ Buildings, grounds, and parks maintenance and operations
- ❖ Janitorial services
- ❖ Space planning assistance
- ❖ Facility design coordination and management
- ❖ Facility capital project and construction management
- ❖ Coordination of energy conservation and retrofit programs
- ❖ Coordination of recycling and waste management programs for County facilities
- ❖ Leadership in property (purchase and lease) acquisition and management

Buildings and Grounds, a division of General Services, is charged with routine and responsive maintenance, custodial, and groundskeeping responsibilities for all County-owned and many leased facilities. Included in this responsibility is that of operating and maintaining all County-owned parks and recreation areas. Buildings and Grounds maintains these public recreational facilities and some 100 buildings, comprising approximately 700,000 square feet, and their adjacent grounds and parking facilities throughout the county, using its skilled crew of building maintenance mechanics, experienced grounds maintenance technicians, and custodians, augmented, when necessary and cost-effective, by outside contractors and trades people.

**MAJOR ACCOMPLISHMENTS:**

- ❖ Completion of Phase II of the Willits Integrated Services Center, including construction of two new modular office buildings and renovation and remodeling of the historic “log house”. The office buildings provide County-owned space for programs that were previously scattered in a variety of leased spaces in the Willits area. One new building houses Social Services and Probation; the other accommodates Mental Health and Public Health, including Alcohol and Other Drug Programs (AODP). The “log house” serves as the Social Services Family Center, as well as a drop-in center day-care facility for the other departments. A “granny unit” that matches the architecture of the old house is leased to a community-based organization, which has plans to renovate and remodel it to accommodate a youth drop-in center. Completion of this project brings to completion the County’s 2000 Certificates of Participation (COP) funded Capital Improvement Program.
- ❖ Completed an energy efficiency project through an energy services company to retrofit lighting; heating, ventilation, and air conditioning; and building automated controls at eight outlying County facilities in the PG & E service area.
- ❖ Worked with Sheriff’s staff and an architect to design and bid for a State of California Board of Corrections grant-funded project to expand and improve adult detention facilities.
- ❖ Completed major renovation and remodeling of office space at 890 North Bush Street in Ukiah (the former Public Health building) to accommodate the Agricultural Commissioner, University Cooperative Extension (Farm Advisor), and Water Agency.
- ❖ Completed minor remodeling and ADA-compliance upgrade of the building formerly occupied by the Agricultural Commissioner and Farm Advisor, to provide office space for the Human Resources Department.
- ❖ Working with the Courts and the Sheriff’s staff, completed a project to enhance Courthouse security, including video surveillance and access control.
- ❖ Working with Public Health Department staff, developed design and plans to remodel the Fort Bragg Public Health building. This project followed vacation of a large portion of the building

**1610 – BUILDINGS AND GROUNDS**  
**Pete Halstad, General Services Director**

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by a private clinic and enabled AODP to move back in, eliminating the need for the leased facility it had occupied. This project also brought the interior of the building into ADA compliance.

- ❖ In conjunction with General Services, issued a Request for Proposals, selected a vendor, and purchased and installed new, updated, safer playground equipment at various parks using Proposition 12 funds.
- ❖ Working with an architect, Library staff, and the Fort Bragg Friends of the Library, developed plans and specifications for a major remodel of the Fort Bragg Library and put the project out to bid for construction during Fiscal Year 2004-05.
- ❖ With General Services, continued to lead County departments in energy conservation and recycling programs.

**GOALS AND OBJECTIVES:**

Goals:

- ❖ Keep County facilities safe, sanitary, clean and neat.
- ❖ Maintain and improve County parks.
- ❖ Assist departments in space planning and manage design and construction of any required new and/or remodeled facilities.
- ❖ Play a leading role in recycling and energy conservation.
- ❖ Continue to improve appearance, condition, function, safety and energy efficiency of County facilities.

Objectives:

- ❖ Complete relocation of various departments in accordance with the Low Gap complex space plan. Complete minor remodeling of facilities required by the moves.
- ❖ Subject to available funding, continue the process of retrofitting County facilities for compliance with Title II of the Americans with Disabilities Act (ADA).
- ❖ With Board approval, begin construction of Board of Corrections grant-funded project to expand and improve the Adult Detention Facility.
- ❖ Assume responsibility for building maintenance and janitorial service of new facilities, as they come into service.
- ❖ Perform preventative and corrective maintenance under the Capital Maintenance Reserve program.
- ❖ Implement improved tracking of preventative and other maintenance.
- ❖ Lobby all departments to improve participation in recycling and energy conservation programs.
- ❖ Take steps to improve convenience and effectiveness of recycling infrastructure to reduce solid waste generated.
- ❖ Continue to pursue opportunities for cost-effective energy retrofitting of County facilities.

**MAJOR POLICY CONSIDERATIONS:**

Funding levels continue to decrease substantially and require increasingly creative approaches to assure that service levels will not be excessively diminished. Despite a lessening of energy shortages and costs, the County must continue its commitment to energy conservation and energy efficiency retrofit projects. These growing fiscal challenges notwithstanding, the Buildings and Grounds Division is committed to achieving its various objectives within its net County cost.

**1610 – BUILDINGS AND GROUNDS**  
**Pete Halstad, General Services Director**

**CONTINGENCY PLAN:**

In order to meet its assigned net County cost, regardless of whether Mandatory Time Off (MTO) is imposed for departmental employees, selected Buildings and Grounds employees have agreed to take a combined total of 104 Voluntary Time Off (VTO) days in Fiscal Year 2004-05. If MTOs are not approved, the department will take the following additional measures:

- ❖ Selected additional employees have each agreed to take up to five VTO days, for a combined total of 160 additional VTO days.
- ❖ Vacant Building Maintenance Technician I/II/III position will remain vacant until at least mid-fiscal year.

As part of the County's budget balancing strategy, the vacant 0.5 FTE Grounds Maintenance Technician was unallocated in May 2004. In addition, as part of the budget balancing strategy for the Garage (BU 1620), the Building Maintenance Supervisor was promoted to Acting Garage Manager, a situation that is expected to be the case for all of Fiscal Year 2004-05, with or without the use of MTOs as a balancing strategy. In the aggregate, these budget-balancing strategies represent a significant challenge to the remaining management, building maintenance, and groundskeeping employees, particularly in light of the current interest in and emphasis on parks enhancement, the necessity to reduce operating costs by minimizing outside contracts (e.g., HVAC repair, landscape maintenance), and the recent addition of over 100,000 square feet of new County buildings and several acres of landscaped grounds.

**COUNTY ADMINISTRATIVE OFFICE COMMENTS:**

Initially, the Proposed Budget was developed assuming, at the discretion of the Department Head, the availability of ten (10) days Mandatory Time Off (MTO) as a balancing strategy. However, due to the need to ensure the ability to implement budget balancing strategies in a timely fashion and the continuing uncertainty regarding the availability of MTO as a budget balancing tool, the Proposed Budget was ultimately revised to reflect alternative strategies to the use of MTO. As such, the Contingency Plan as described will be implemented unless revised by the Board of Supervisors, after public comment, during the Final Budget deliberations in August.

As part of the County's Proposed Budget balancing strategy, General Services was requested to include an additional \$44,863 in salary savings. This savings has been spread throughout Budget Units 1160 - General Services, 1610 - Buildings and Grounds and 1620 - Garage.

**FINAL BUDGET ACTION:**

During Final Budget Deliberations, the Board of Supervisors approved the Recommended Budget from the County Administrative Officer for Buildings and Grounds with the following adjustments:

- |    |   |          |
|----|---|----------|
| a) | Provide for transfer from Sheriff for unanticipated grant funds received from Alien Apprehension Fund to fund three months salary of Building Maintenance Technician. | \$15,000 |
| b) | Provided funding to eliminate the need for employee Voluntary Time Off  | \$15,075 |

**1610 – BUILDINGS AND GROUNDS**  
**Pete Halstad, General Services Director**

**AUTHORIZED POSITIONS:**

	Funded	Funded
	<u>2003-2004</u>	<u>2004-2005</u>
TOTAL:	36.6	36.83

**COUNTY ADMINISTRATIVE OFFICE NOTES:**

**SALARIES & BENEFITS**

Acct 1101 Provides for a portion of staff salaries and benefits charged to General Services (BU 1160) and Garage (BU 1620). Includes the General Services Director (33.50%), Office Manager (25%), Account Specialist III (34.62%), and Administrative Assistant (40%). Positions funded by this budget unit are: Buildings and Grounds Manager, Facilities Administrator, Staff Assistant II, Building Maintenance Supervisor, Carpenter, Painter, Building Maintenance Mechanics I/II/III (8), Grounds Maintenance Technicians I/II/III (4), Custodial Supervisors (2), and Custodians (15.5). Vacancy Factor: 0%

**SERVICES & SUPPLIES**

Acct 2090 Provides for garbage collection and janitorial supplies for all County buildings and parks.

Acct 2130 Provides for unanticipated, emergency and routine maintenance for County buildings and parks.

Acct 2189 Provides for professional/special services for inspection of Mill Creek and Chinquapin Dams.

Acct 2210 Provides for radio repeater site leases and lease payment for various County office facilities.

Acct 2260 Provides for utility costs of County buildings and parks.

**TRANSFER & REIMBURSEMENTS**

Acct 5380 Provides for reimbursements from General Fund departments for janitorial and maintenance services.

**REVENUES**

Acct 6277 Provides for reimbursements from non-General Fund departments for janitorial and maintenance services.

# 1610 – BUILDINGS AND GROUNDS

## Pete Halstad, General Services Director

STATE CONTROLLER  
COUNTY BUDGET ACT  
(1985)

COUNTY OF MENDOCINO  
STATE OF CALIFORNIA  
BUDGET UNIT FINANCING USES DETAIL  
FINAL BUDGET FOR FISCAL YEAR 2004-05

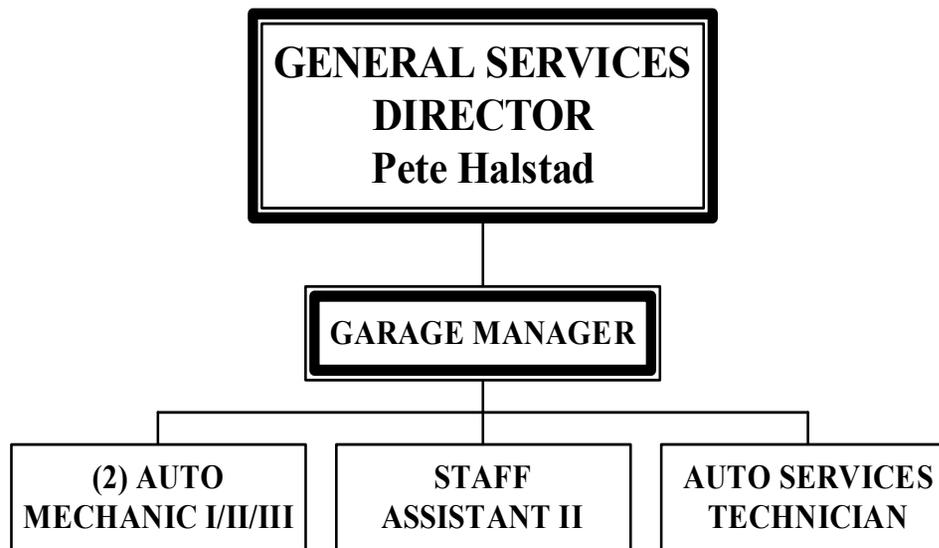
COUNTY BUDGET FORM  
SCHEDULE 9

CLASSIFICATION:

FUNCTION: 1 GENERAL GOVERNMENT  
ACTIVITY: 107 GENERAL - PROPERTY MANAGEMENT

BUDGET UNIT: 1610 BUILDINGS & GROUNDS  
FUND: 1100 COUNTY GENERAL

FINANCING USES CLASSIFICATION (1)	2002-03 BUDGET (2)	2002-03 ACTUALS (3)	2003-04 BUDGET (4)	2003-04 ACTUALS (5) 06/30/04	2004-05 REQUEST (6)	2004-05 RECOMMEND (7)	2004-05 ADOPTED (8)
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>							
861011 REGULAR EMPLOYEES	1,158,373	1,030,566	1,160,098	1,112,952	1,153,355	1,108,672	1,138,747
861012 EXTRA HELP	9,903	72,926	14,742	25,963	1,300	1,300	1,300
861013 OVERTIME REG EMP	6,200	19,369	6,200	15,320	6,200	6,200	6,200
861021 CO CONT TO RETIREMENT	127,743	111,313	138,669	131,200	139,080	139,080	139,080
861022 CO CONT TO OASDI	71,940	62,043	72,029	66,057	69,871	69,871	69,871
861023 CO CONT TO OASDI-MEDIC	16,765	15,884	16,646	16,267	16,572	16,572	16,572
861024 CO CONT TO RET INCREMENT	61,143	54,142	68,724	65,565	68,850	68,850	68,850
861030 CO CONT TO EMPLOYEE INSUR	175,914	205,345	182,570	158,285	175,555	181,173	181,173
861031 CO CONT UNEMPLOYMENT INSU	0	0	4,767	4,767	4,767	16,142	16,142
861035 CO CONT WORKERS COMPENSAT	87,198	87,198	140,918	140,918	140,918	152,104	152,104
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>1,715,179</b>	<b>1,658,786</b>	<b>1,805,363</b>	<b>1,737,294</b>	<b>1,776,468</b>	<b>1,759,964</b>	<b>1,790,039</b>
<b>SERVICES &amp; SUPPLIES</b>							
862050 CLTHG & PRSNAL ITEMS	1,300	7,303	800	2,897	1,000	1,000	1,000
862060 COMMUNICATIONS	8,000	12,420	8,000	12,817	11,000	11,000	11,000
862090 HOUSEHOLD EXPENSE	135,000	118,306	100,000	115,515	110,000	110,000	110,000
862101 INSURANCE-GENERAL	49,680	49,680	19,997	19,367	19,997	20,724	20,724
862120 MAINTENANCE-EQUIPMENT	5,000	4,034	3,000	1,945	3,000	3,000	3,000
862130 MAINT-STRC IMPR & GRN	218,074	334,643	208,074	224,157	202,000	202,000	202,000
862131 MAINT STR/IMP/GRDS PROJEC	36,040	0	0	0	0	0	0
862132 PREVENTIVE MAINT	0	10,107	0	10,603	0	0	0
862140 MED DNTL & LAB SUPLS	500	0	500	0	500	500	500
862150 MEMBERSHIPS	150	210	150	210	0	0	0
862170 OFFICE EXPENSE	9,000	9,725	7,000	8,591	6,000	6,000	6,000
862185 MEDICAL & DENTAL SVCS	0	52	0	0	500	500	500
862187 EDUCATION & TRAINING	2,000	1,486	1,000	824	0	0	0
862189 PROF & SPEC SVCS-OTHR	1,500	2,792	1,500	0	1,500	1,500	1,500
862190 PUBL & LEGAL NOTICES	500	243	500	344	200	200	200
862200 RNTS & LEASES-EQPMNT	6,000	6,772	6,000	9,892	6,000	6,000	6,000
862210 RNTS & LEASES BLD GRD	36,118	39,064	30,897	32,703	30,096	30,096	30,096
862220 SMALL TOOLS & INSRMNT	5,500	7,778	3,500	7,108	3,500	3,500	3,500
862239 SPEC DEPT EXP	14,430	6,321	6,830	17,615	19,010	19,010	19,010
862250 TRNSPRATION & TRAVEL	31,990	30,968	31,990	35,627	33,600	33,600	33,600
862253 TRAVEL & TRSP OUT OF COUN	2,000	973	1,000	983	0	0	0
862260 UTILITIES	811,181	740,455	700,202	767,775	810,000	810,000	810,000
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>1,373,963</b>	<b>1,383,332</b>	<b>1,130,940</b>	<b>1,268,973</b>	<b>1,257,903</b>	<b>1,258,630</b>	<b>1,258,630</b>
<b>FIXED ASSETS</b>							
864370 EQUIPMENT	0	1,636	0	2,119	0	0	0
<b>TOTAL FIXED ASSETS</b>	<b>0</b>	<b>1,636</b>	<b>0</b>	<b>2,119</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>EXPEND TRANSFER AND REIMB</b>							
865380 INTRAFUND TRANSFERS	-488,818	-535,422	-500,328	-550,122	-651,016	-651,016	-666,016
<b>TOTAL EXPEND TRANSFER AND REIMB</b>	<b>-488,818</b>	<b>-535,422</b>	<b>-500,328</b>	<b>-550,122</b>	<b>-651,016</b>	<b>-651,016</b>	<b>-666,016</b>
<b>TOTAL NET APPROPRIATIONS</b>	<b>2,600,324</b>	<b>2,508,332</b>	<b>2,435,975</b>	<b>2,458,264</b>	<b>2,383,355</b>	<b>2,367,578</b>	<b>2,382,653</b>
<b>LESS: REVENUES</b>							
824200 RENTS & CONCESSIONS	0	201	0	1,201	0	0	0
825490 STATE OTHER	4,800	2,591	4,800	1,833	4,800	4,800	4,800
826277 INTERFUND REVENUE-JANITOR	50,000	97,907	89,070	88,501	97,684	97,684	97,684
826375 PARKS & REC FEE	6,000	5,545	6,000	6,678	6,400	6,400	6,400
827600 OTHER SALES	0	49	0	12	0	0	0
827700 OTHER	0	235	0	30	0	0	0
827705 PAY TELEPHONE	200	121	100	29	100	100	100
<b>TOTAL REVENUES</b>	<b>61,000</b>	<b>106,649</b>	<b>99,970</b>	<b>98,284</b>	<b>108,984</b>	<b>108,984</b>	<b>108,984</b>
<b>TOTAL NET COUNTY COST</b>	<b>2,539,324</b>	<b>2,401,683</b>	<b>2,336,005</b>	<b>2,359,980</b>	<b>2,274,371</b>	<b>2,258,594</b>	<b>2,273,669</b>



1620 – GARAGE  
Pete Halstad, General Services Director

**1620 – GARAGE**  
**Pete Halstad, General Services Director**

**MISSION STATEMENT & DEPARTMENTAL FUNCTIONS:**

The mission of the County Garage is:

- ❖ To provide safe, reliable, and efficient transportation for the employees, volunteers, and clients of Mendocino County;
- ❖ To maintain an appropriately sized fleet of clean, well-maintained pool cars available to County employees;
- ❖ To maintain and repair the County fleet in a timely and cost-effective manner;
- ❖ To maintain and provide a safe, compliant, and cost-effective vehicle fueling and maintenance facility for County vehicles;
- ❖ To provide and/or coordinate emergency repair services for vehicles traveling both in and out of the County; and
- ❖ To provide leadership in exploring opportunities for the optimal, cost-effective use of alternatively fueled energy-efficient vehicles.

The Garage Division of General Services is responsible for the maintenance, repair and in-town fueling of more than 275 vehicles in the County fleet. The fleet is comprised of Sheriff's patrol vehicles, four-wheel drive utility vehicles, light trucks, vans, and four- and six-cylinder passenger sedans. Included among these are 38 "pool" cars that are available for use by all County departments. In the aggregate, Garage-maintained vehicles travel in excess of three million miles per year. The Garage is funded through a per-mile operating cost to user departments.

**MAJOR ACCOMPLISHMENTS:**

- ❖ Continued to maintain an excellent safety record.
- ❖ Through regular safety meetings, acquisition of new equipment, and diligent employee involvement, continued to enhance the safety and environmental cleanliness of Garage operations.
- ❖ Tested commercial fuel additive intended to increase fuel efficiency and reduce emissions.
- ❖ Reduced General Liability Trust Fund (GLTF) costs for minor body and fender repair by performing repairs in-house.

**GOALS AND OBJECTIVES:**

Goal:

To continually improve the safety and efficiency of the vehicle fleet and the Garage operation.

Objectives:

- ❖ To continue to investigate opportunities for increasing fleet vehicle fuel efficiency.
- ❖ To work with the departments toward the development of a ride-sharing/carpooling program.
- ❖ To keep abreast of changing technology and explore cost-effective opportunities for the acquisition of alternatively fueled vehicles.
- ❖ To work with departments to minimize offsite (e.g., Voyager credit card, private cardlock) vehicle fueling.
- ❖ To continually encourage cooperation and teamwork among Garage staff in order to ensure vehicle safety and service quality.
- ❖ In coordination with Risk Management, provide instruction to County employees in safe and fuel-efficient driving practices.

**1620 – GARAGE**  
**Pete Halstad, General Services Director**

- ❖ Extend the useful life of coast-stationed County vehicles by instructing employees in a program of regular car washing and rust inspection, and reduce outsourcing costs by encouraging all out-stationed employees to schedule County vehicle maintenance at the Garage.

**MAJOR POLICY CONSIDERATIONS:**

Based upon General Services' recommendation, the County Administrative Officer's budget instructions to all departments includes a cost per mile for the operation of all types of vehicles at \$0.26. This is a \$0.02 per mile increase to departments relative to Fiscal Year 2003-04, and reflects the skyrocketing increase in fuel costs. In order to maintain an operating cost of \$0.26 per mile, the average cost per gallon of fuel must not exceed \$1.75 per gallon over the course of the fiscal year. This means that the cost of fuel must significantly decline between now and June 30, 2005 in order for the Garage to meet its assigned net County cost. Nonetheless, in order to minimize the cost for fuel, employees must practice efficient driving habits, suggestions for which have been and will continue to be distributed to departments by General Services. In addition, employees must make every effort to purchase fuel at the County Garage, where fuel is purchased in bulk quantities at the lowest possible price, rather than by using the Voyager credit card or cardlock fueling stations. Finally, if fuel prices do not stabilize at an average of approximately \$1.75 per gallon, a policy decision may have to be made during the course of the fiscal year regarding adjusting the cost per mile charged to departments.

**CONTINGENCY PLAN:**

In order to meet its assigned net County cost, regardless of whether Mandatory Time Off (MTO) is imposed for departmental employees, selected employees have agreed to take a combined total of 26 Voluntary Time Off (VTO) days in Fiscal Year 2004-05. In addition, with or without MTOs, the Garage Manager position will be filled at the level of Acting Garage Manager by the Building Maintenance Supervisor for most or all of Fiscal Year 2004-05. If MTOs are not approved, selected Garage employees have each agreed to take up to five VTO days, for a total of 10 additional VTO days.

**COUNTY ADMINISTRATIVE OFFICE COMMENTS:**

Initially, the Proposed Budget was developed assuming, at the discretion of the Department Head, the availability of ten (10) days Mandatory Time Off (MTO) as a balancing strategy. However, due to the need to ensure the ability to implement budget balancing strategies in a timely fashion and the continuing uncertainty regarding the availability of MTO as a budget balancing tool, the Proposed Budget was ultimately revised to reflect alternative strategies to the use of MTO. As such, the Contingency Plan as described will be implemented unless revised by the Board of Supervisors, after public comment, during the Final Budget deliberations in August.

As part of the County's Proposed Budget balancing strategy, General Services was requested to include an additional \$44,863 in salary savings. This savings has been spread throughout Budget Units 1160 - General Services, 1610 - Buildings and Grounds and 1620 - Garage.

**FINAL BUDGET ACTION:**

During Final Budget Deliberations, the Board of Supervisors approved the Recommended Budget from the County Administrative Officer for the Garage with the following adjustment:

- a) Provided funding to eliminate the need for employee Voluntary Time Off \$4,711

**1620 – GARAGE**  
**Pete Halstad, General Services Director**

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**AUTHORIZED POSITIONS:**

	<u>Funded</u> <u>2003-2004</u>	<u>Funded</u> <u>2004-2005</u>
TOTAL:	5.32	5.32

**COUNTY ADMINISTRATIVE OFFICE NOTES:**

**SALARIES & BENEFITS**

Acct. 1011 Provides for Garage Manager, two (2) Auto Mechanics I/II/III, an Auto Service Technician, and a Staff Assistant II. Also includes 10% of General Services Director's salary and 22% of Office Manager's salary. Vacancy Factor: 0%.

**SERVICES & SUPPLIES**

Acct. 2239 Provides for maintenance and repair parts, supplies (except fuel), and outsourced repairs.

**TRANSFER & REIMBURSEMENTS**

Acct. 5380 Provides for reimbursement for vehicle maintenance and operation at \$0.26 per mile.

**REVENUES**

Acct. 6276 Provides for reimbursements from non-General Fund departments.  
Acct. 7600 Provides for reimbursements from grant funds.

# 1620 – GARAGE

## Pete Halstad, General Services Director

STATE CONTROLLER  
COUNTY BUDGET ACT  
(1985)

COUNTY OF MENDOCINO  
STATE OF CALIFORNIA  
BUDGET UNIT FINANCING USES DETAIL  
FINAL BUDGET FOR FISCAL YEAR 2004-05

COUNTY BUDGET FORM  
SCHEDULE 9

CLASSIFICATION:

FUNCTION: 1 GENERAL GOVERNMENT  
ACTIVITY: 110 GENERAL - OTHER

BUDGET UNIT: 1620 COUNTY GARAGE  
FUND: 1100 COUNTY GENERAL

FINANCING USES CLASSIFICATION (1)	2002-03 BUDGET (2)	2002-03 ACTUALS (3)	2003-04 BUDGET (4)	2003-04 ACTUALS (5) 06/30/04	2004-05 REQUEST (6)	2004-05 RECOMMEND (7)	2004-05 ADOPTED (8)
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>							
861011 REGULAR EMPLOYEES	203,589	173,901	186,660	163,258	175,086	175,086	179,797
861012 EXTRA HELP	0	17,531	0	15,303	0	0	0
861013 OVERTIME REG EMP	0	68	0	430	0	0	0
861021 CO CONT TO RETIREMENT	23,704	19,932	24,491	21,343	23,731	23,731	23,731
861022 CO CONT TO OASDI	12,623	10,314	11,573	9,650	10,856	10,856	10,856
861023 CO CONT TO OASDI-MEDIC	2,951	2,671	2,707	2,489	2,538	2,538	2,538
861024 CO CONT TO RET INCREMENT	11,550	9,717	12,119	10,613	11,671	11,671	11,671
861030 CO CONT TO EMPLOYEE INSUR	27,746	34,438	27,530	24,792	24,350	25,129	25,129
861031 CO CONT UNEMPLOYMENT INSU	0	0	182	182	182	710	710
861035 CO CONT WORKERS COMPENSAT	9,754	9,754	27,655	27,655	27,655	29,773	29,773
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>291,917</b>	<b>278,326</b>	<b>292,917</b>	<b>275,715</b>	<b>276,069</b>	<b>279,494</b>	<b>284,205</b>
<b>SERVICES &amp; SUPPLIES</b>							
862050 CLTHG & PRSNAL ITEMS	0	0	0	52	0	0	0
862060 COMMUNICATIONS	750	1,002	750	875	750	750	750
862090 HOUSEHOLD EXPENSE	3,700	3,964	3,700	5,160	3,700	3,700	3,700
862101 INSURANCE-GENERAL	2,465	2,465	3,417	3,333	2,465	3,328	3,328
862120 MAINTENANCE-EQUIPMENT	1,100	3,915	1,000	2,053	1,500	1,500	1,500
862140 MED DNTL & LAB SUPLS	100	0	0	19	0	0	0
862170 OFFICE EXPENSE	1,250	2,581	1,000	1,193	1,000	1,000	1,000
862176 FUEL EXPENSE	256,000	290,838	300,000	333,384	350,000	350,000	350,000
862185 MEDICAL & DENTAL SVCS	0	0	0	1,600	0	0	0
862187 EDUCATION & TRAINING	2,000	684	1,000	889	0	0	0
862200 RNTS & LEASES-EQUPMNT	1,000	1,405	100	0	0	0	0
862220 SMALL TOOLS & INSRMNT	1,500	1,691	1,000	860	500	500	500
862239 SPEC DEPT EXP	114,420	97,871	98,000	109,978	110,000	110,000	110,000
862250 TRNSPRTATION & TRAVEL	1,550	1,080	1,000	1,033	1,000	1,000	1,000
862253 TRAVEL & TRSP OUT OF COUN	1,000	99	250	118	0	0	0
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>386,835</b>	<b>407,595</b>	<b>411,217</b>	<b>460,547</b>	<b>470,915</b>	<b>471,778</b>	<b>471,778</b>
<b>FIXED ASSETS</b>							
864370 EQUIPMENT	0	1,640	0	0	0	0	0
<b>TOTAL FIXED ASSETS</b>	<b>0</b>	<b>1,640</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>EXPEND TRANSFER AND REIMB</b>							
865380 INTRAFUND TRANSFERS	-674,862	-741,492	-684,926	-620,147	-731,796	-731,796	-731,796
<b>TOTAL EXPEND TRANSFER AND REIMB</b>	<b>-674,862</b>	<b>-741,492</b>	<b>-684,926</b>	<b>-620,147</b>	<b>-731,796</b>	<b>-731,796</b>	<b>-731,796</b>
<b>TOTAL NET APPROPRIATIONS</b>	<b>3,890</b>	<b>-53,931</b>	<b>19,208</b>	<b>116,115</b>	<b>15,188</b>	<b>19,476</b>	<b>24,187</b>
<b>LESS: REVENUES</b>							
826276 INTERFD REVENUE-GARAGE	14,112	10,724	14,110	72,967	15,054	15,054	15,054
827600 OTHER SALES	31,032	30,374	31,030	31,880	33,150	33,150	33,150
<b>TOTAL REVENUES</b>	<b>45,144</b>	<b>41,098</b>	<b>45,140</b>	<b>104,847</b>	<b>48,204</b>	<b>48,204</b>	<b>48,204</b>
<b>TOTAL NET COUNTY COST</b>	<b>-41,254</b>	<b>-95,029</b>	<b>-25,932</b>	<b>11,268</b>	<b>-33,016</b>	<b>-28,728</b>	<b>-24,017</b>

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**1710 – CAPITAL IMPROVEMENT PROJECTS**  
**James M. Andersen, County Administrative Officer**

**MISSION STATEMENT & DEPARTMENTAL FUNCTIONS:**

The Capital Improvement Fund provides monies for facility enhancements and large-scale maintenance projects. In the current budget, this is defined as any project with an estimated cost of more than \$3,000.

With the adoption by the Board of Supervisors of Mendocino County Policy No. 33, capital maintenance projects - including roof replacements, parking lot repairs, heating and air conditioning upgrades or replacements, and all other significant maintenance or repair costs - are funded for the most part through the Capital Maintenance Reserve Fund on the basis of an industry standard cost per square foot. Since the Fund's inception, the per-square-foot rate has been established at \$0.64. In Fiscal Year 2004-05, General Services/Buildings and Grounds will be responsible for the capital maintenance of some 641,000 square feet of County buildings. At a rate of \$0.64 per square foot, therefore, the Capital Maintenance Reserve Fund should be funded at over \$400,000. However, because of the severe budget difficulties, the amount has been reduced to \$75,000, or barely enough to provide the minimum level of emergency capital repairs to the Jail and other County facilities.

Budget Unit 1710, in normal years, would also include funding for such projects as Americans with Disabilities Act (ADA) retrofits for the removal of barriers to disabled access in County facilities, and for the cost-effective energy efficiency retrofitting of selected facilities. These projects will of necessity be suspended until the Capital Maintenance Reserve Fund is able to once again be fully – or, at least, adequately – funded.

- I. Projects Recommended for Funding in Fiscal Year 2004-2005
  - ❖ Capital Maintenance Reserve Fund (account 827802)

<u>Project Description</u>	<u>Cost</u>
1) Unanticipated emergency repairs	\$25,000
2) Miscellaneous Jail repairs	25,000
3) Repair roof at Willits Justice Center	25,000
<b>Subtotal:</b>	<b>\$75,000</b>
 <b>Total Projects Recommended for Funding Fiscal Year 2004-2005:</b>	 <b>\$75,000</b>

<b>GRAND TOTAL ~ BUDGET UNIT 1710:</b>	<b>\$75,000</b>
--	-----------------

**COUNTY ADMINISTRATIVE OFFICE COMMENTS:**

In order to address the Americans with Disabilities Act (ADA) retrofits for the removal of barriers to disabled access in County facilities, the Director of General Services will be proposing the development of a formula to establish a reserve specific to addressing these needs. Staff will be presenting this proposal for Board consideration in the near future.

**FINAL BUDGET ACTION:**

During Final Budget Deliberations, the Board of Supervisors approved the Recommended Budget from the County Administrative Officer for the Capital Improvement Projects.

# 1710 – CAPITAL IMPROVEMENT PROJECTS

## James M. Andersen, County Administrative Officer

STATE CONTROLLER  
COUNTY BUDGET ACT  
(1985)

COUNTY OF MENDOCINO  
STATE OF CALIFORNIA  
BUDGET UNIT FINANCING USES DETAIL  
FINAL BUDGET FOR FISCAL YEAR 2004-05

COUNTY BUDGET FORM  
SCHEDULE 9

CLASSIFICATION:

FUNCTION: 1 GENERAL GOVERNMENT  
ACTIVITY: 107 GENERAL - PROPERTY MANAGEMENT

BUDGET UNIT: 1710 CAPITAL IMPROVEMENTS  
FUND: 1201 ACCUM CAPITAL OUTLAY

FINANCING USES CLASSIFICATION (1)	2002-03 BUDGET (2)	2002-03 ACTUALS (3)	2003-04 BUDGET (4)	2003-04 ACTUALS (5) 06/30/04	2004-05 REQUEST (6)	2004-05 RECOMMEND (7)	2004-05 ADOPTED (8)
SERVICES & SUPPLIES							
862170 OFFICE EXPENSE	0	0	0	224	0	0	0
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>224</b>	<b>0</b>	<b>0</b>	<b>0</b>
FIXED ASSETS							
864350 LAND	0	0	0	695	0	0	0
864360 STRCTURS & IMPRVMENTS	663,000	754,567	1,349,956	1,685,790	75,000	75,000	75,000
864370 EQUIPMENT	0	0	0	25	0	0	0
<b>TOTAL FIXED ASSETS</b>	<b>663,000</b>	<b>754,567</b>	<b>1,349,956</b>	<b>1,686,510</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>
<b>TOTAL NET APPROPRIATIONS</b>	<b>663,000</b>	<b>754,567</b>	<b>1,349,956</b>	<b>1,686,734</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>
LESS: REVENUES							
823110 CRIMINAL JUSTICE CONST FU	75,000	88,000	205,000	210,155	0	0	0
823120 COURTHOUSE CONSTRUCTION F	0	9,530	35,000	3,949	0	0	0
824100 INTEREST	0	3,920	0	-627	0	0	0
825490 STATE OTHER	0	9,705	405,000	363,702	0	0	165,000
826390 OTHER CHARGES	0	0	0	0	0	0	165,747
827600 OTHER SALES	0	0	0	480	0	0	0
827802 OPERATING TRANSFER IN	479,000	991,062	294,000	367,371	75,000	75,000	75,000
<b>TOTAL REVENUES</b>	<b>554,000</b>	<b>1,102,217</b>	<b>939,000</b>	<b>945,030</b>	<b>75,000</b>	<b>75,000</b>	<b>405,747</b>
<b>TOTAL FUND BALANCE CONTRIBUTION</b>	<b>109,000</b>	<b>-347,650</b>	<b>410,956</b>	<b>741,704</b>	<b>0</b>	<b>0</b>	<b>-330,747</b>

**1712 – CAPITAL PROJECTS**  
**James M. Andersen, County Administrative Officer**

**MISSION STATEMENT & DEPARTMENTAL FUNCTIONS:**

The Capital Projects budget is used to account for the purchase or construction of major capital facilities. In Fiscal Year 2003-04, under the management of General Services/Buildings and Grounds, the County completed an ambitious three-year capital construction program totaling some \$18,000,000. These projects included:

- ❖ Social Services' Children's Services building, 731 South State Street, Ukiah
- ❖ Animal Shelter, 298 Plant Road, Ukiah
- ❖ Public Health Department's main office, 1120 South Dora Street, Ukiah
- ❖ Willits Integrated Services Center, 221 South Lenore Street, Willits
- ❖ Museum Exhibition and Learning Center, 400 East Commercial, Willits
- ❖ Museum Artifacts Storage Building, 400 East Commercial, Willits
- ❖ Administration Center Storage Facility, 501 Low Gap Road, Ukiah
- ❖ Low Gap Road/North Bush Street space re-use plan/remodeling

For Fiscal Year 2004-2005, the following capital projects are budgeted:

- ❖ Donations (Friends of the Fort Bragg Library)

<u>Project Description</u>	<u>Cost</u>
Fort Bragg Library Remodel	\$300,000
<b>Subtotal:</b>	<b>\$300,000</b>

<b>Total</b>	<b>\$300,000</b>
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**FINAL BUDGET ACTION:**

During Final Budget Deliberations, the Board of Supervisors approved the Recommended Budget from the County Administrative Officer for Capital Projects.

# 1712 – CAPITAL PROJECTS

## James M. Andersen, County Administrative Officer

STATE CONTROLLER  
COUNTY BUDGET ACT  
(1985)

COUNTY OF MENDOCINO  
STATE OF CALIFORNIA  
BUDGET UNIT FINANCING USES DETAIL  
FINAL BUDGET FOR FISCAL YEAR 2004-05

COUNTY BUDGET FORM  
SCHEDULE 9

CLASSIFICATION:

FUNCTION: 1 GENERAL GOVERNMENT  
ACTIVITY: 107 GENERAL - PROPERTY MANAGEMENT

BUDGET UNIT: 1712 CAPITAL PROJECTS  
FUND: 1300 CAPITAL PROJECTS

FINANCING USES CLASSIFICATION (1)	2002-03 BUDGET (2)	2002-03 ACTUALS (3)	2003-04 BUDGET (4)	2003-04 ACTUALS (5) 06/30/04	2004-05 REQUEST (6)	2004-05 RECOMMEND (7)	2004-05 ADOPTED (8)
SERVICES & SUPPLIES							
862170 OFFICE EXPENSE	0	4,655	0	3,420	0	0	0
862239 SPEC DEPT EXP	0	414	0	0	0	0	0
862250 TRNSPRATION & TRAVEL	0	1,717	0	2,012	0	0	0
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>0</b>	<b>6,786</b>	<b>0</b>	<b>5,432</b>	<b>0</b>	<b>0</b>	<b>0</b>
FIXED ASSETS							
864360 STRCTURS & IMPRVMENTS	0	290,271	0	2,393	0	0	0
864365 CONSTRUCTION IN PROGRESS	6,146,000	2,900,972	3,850,000	2,561,538	300,000	300,000	300,000
<b>TOTAL FIXED ASSETS</b>	<b>6,146,000</b>	<b>3,191,243</b>	<b>3,850,000</b>	<b>2,563,931</b>	<b>300,000</b>	<b>300,000</b>	<b>300,000</b>
<b>TOTAL NET APPROPRIATIONS</b>	<b>6,146,000</b>	<b>3,198,029</b>	<b>3,850,000</b>	<b>2,569,363</b>	<b>300,000</b>	<b>300,000</b>	<b>300,000</b>
=====							
LESS: REVENUES							
824100 INTEREST	0	43,824	0	15,062	0	0	0
825490 STATE OTHER	870,000	831,760	700,000	0	0	0	0
827600 OTHER SALES	0	2,700	0	1,860	0	0	0
827700 OTHER	0	55,693	0	0	0	0	0
827707 DONATION	0	0	150,000	0	300,000	300,000	300,000
827802 OPERATING TRANSFER IN	293,000	293,000	0	126,998	0	0	0
<b>TOTAL REVENUES</b>	<b>1,163,000</b>	<b>1,226,977</b>	<b>850,000</b>	<b>143,920</b>	<b>300,000</b>	<b>300,000</b>	<b>300,000</b>
=====							
<b>TOTAL FUND BALANCE CONTRIBUTION</b>	<b>4,983,000</b>	<b>1,971,052</b>	<b>3,000,000</b>	<b>2,425,443</b>	<b>0</b>	<b>0</b>	<b>0</b>
=====							

**1810 – PROMOTION**  
**James M. Andersen, County Administrative Officer**

**MISSION STATEMENT & DEPARTMENTAL FUNCTIONS:**

This budget unit includes memberships in organizations that promote the economic development of Mendocino County. Also included are memberships that provide professional services in the area of legislative analysis and advocacy involving the State and Federal Government. Funding includes appropriations directed toward the Economic Development Financing Corporation (EDFC) and the Mendocino County Promotional Alliance to provide marketing and promotional activities to stimulate economic growth in Mendocino County.

**MAJOR ACCOMPLISHMENTS:**

Don Peterson, the County's Legislative Representative, and the California State Association of Counties (CSAC) helped the Board of Supervisors and staff keep abreast of current legislation at the State level that impacted Mendocino County during Fiscal Year 2003-04. Appropriations to EDFC and the Promotional Alliance contributed to strengthening our local economy by providing resources to promote and invest in projects beneficial to Mendocino County. The County also engages the services of Alcalde and Fay as the Washington D.C. advocate.

**GOALS AND OBJECTIVES:**

Goals:

- ❖ Enhance the overall economic development of the County.
- ❖ Join in lobbying efforts of California State Association of Counties (CSAC) to protect our ability to serve the public and minimize mandates from the State.

Objectives:

- ❖ Maintain our participation in regional commissions to promote economic development and to enhance the well being of the County.
- ❖ Continue our contract with our County Legislative Representative.
- ❖ Continue our membership in CSAC for lobbying efforts.
- ❖ Continue to fund Economic Development & Financing Corporation and the Mendocino County Promotional Alliance.

**COUNTY ADMINISTRATIVE OFFICE COMMENTS:**

As part of the budget balancing strategy, the proposed budget eliminates membership dues for participation in the following Agencies-Organizations: National Association of Counties "NACO" (\$1,626), North Coastal Counties Supervisors Association (\$650), Eel-Russian River Commission (\$1,500).

Last year, the Board of Supervisors approved the use of Debt Service Forward Agreement proceeds to fund a one-time expenditure of \$150,000 to Mendocino County Alliance which increased their allocation for the year to \$300,000. The Fiscal Year 2004-05 Proposed Budget assumes an allocation of \$150,000.

**FINAL BUDGET ACTION:**

During Final Budget Deliberations, the Board of Supervisors approved the Recommended Budget from the County Administrative Officer for Promotion with the following adjustment:

- |    |  |           |
|----|--|-----------|
| a) | Eliminated funding for Mendocino County Alliance | \$150,000 |
|----|--|-----------|

**1810 – PROMOTION**  
**James M. Andersen, County Administrative Officer**

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While, the Board agreed to eliminate specific funding to the Mendocino County Alliance, it did place \$300,000 within the Administration budget (BU 1020) for the purposes of advancing the economic development activities of Mendocino County. The Board agreed to establish a committee to evaluate possible uses of the funding. It is anticipated that the committee will bring recommendations to the full Board for approval.

<b>COUNTY ADMINISTRATIVE OFFICE NOTES:</b>
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<b>SERVICES &amp; SUPPLIES</b>
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Acct. 2189	Provides for State legislative representative (\$15,000), California State Association of Counties (\$21,615), EDFC Support (\$29,000), Promotional Alliance (\$150,000), Washington legislative advocate (\$60,000).
Acct. 2253	Provides for travel to Washington DC.

# 1810 – PROMOTION

## James M. Andersen, County Administrative Officer

STATE CONTROLLER  
COUNTY BUDGET ACT  
(1985)

COUNTY OF MENDOCINO  
STATE OF CALIFORNIA  
BUDGET UNIT FINANCING USES DETAIL  
FINAL BUDGET FOR FISCAL YEAR 2004-05

COUNTY BUDGET FORM  
SCHEDULE 9

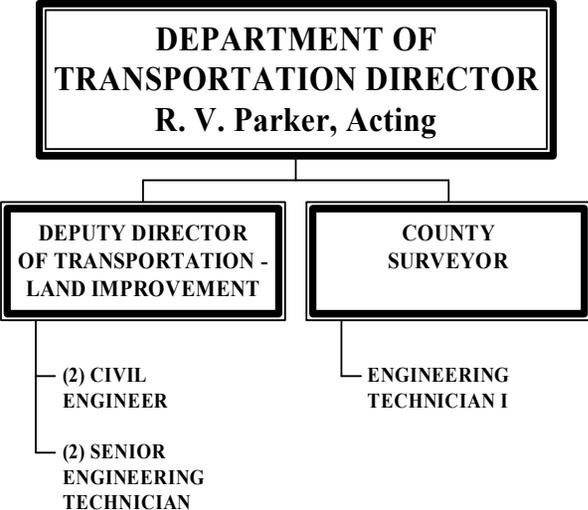
CLASSIFICATION:

FUNCTION: 1 GENERAL GOVERNMENT  
ACTIVITY: 109 GENERAL - PROMOTION

BUDGET UNIT: 1810 PROMOTION  
FUND: 1100 COUNTY GENERAL

FINANCING USES CLASSIFICATION (1)	2002-03 BUDGET (2)	2002-03 ACTUALS (3)	2003-04 BUDGET (4)	2003-04 ACTUALS (5) 06/30/04	2004-05 REQUEST (6)	2004-05 RECOMMEND (7)	2004-05 ADOPTED (8)
SERVICES & SUPPLIES							
862150 MEMBERSHIPS	2,395	24,588	2,150	24,253	2,150	2,150	2,150
862189 PROF & SPEC SVCS-OTHR	548,020	529,710	427,241	409,674	277,241	273,241	123,241
862253 TRAVEL & TRSP OUT OF COUN	5,000	-347	5,000	246	5,000	5,000	5,000
862254 TRAVEL ADVANCE	0	0	0	0	0	0	0
TOTAL SERVICES & SUPPLIES	555,415	553,951	434,391	434,173	284,391	280,391	130,391
TOTAL NET APPROPRIATIONS	555,415	553,951	434,391	434,173	284,391	280,391	130,391
=====							
LESS: REVENUES							
821701 ROOM OCCUPANCY TAX	0	0	0	0	0	0	0
TOTAL REVENUES	0	0	0	0	0	0	0
=====							
TOTAL NET COUNTY COST	555,415	553,951	434,391	434,173	284,391	280,391	130,391
=====							

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**1910 – TRANSPORTATION ~ LAND IMPROVEMENT**  
**R. V. Parker, Acting Director of Transportation**

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**MISSION STATEMENT & DEPARTMENTAL FUNCTIONS:**

DEPARTMENT OF TRANSPORTATION (DOT) MISSION: To enhance the quality of life in Mendocino County, in partnership with other County agencies, by meeting the commercial, public and personal mobility needs of the County transportation system users in an efficient, safe and environmentally sound manner.

LAND IMPROVEMENT DIVISION: The overall mission of the Land Improvement Division is to assure orderly development that coordinates with and protects private and public properties (including the County Maintained Road System) and the environment, with public safety as the primary consideration.

Services provided include review and comment on land development referrals from the Department of Planning and Building Services regarding applications for subdivisions, boundary line adjustments, use and development permits, General Plan amendments, rezoning and variances. Services provided on these referrals extend from application review through the approval process at the Planning Commission and the Board of Supervisors and through the construction/compliance phase to assure compliance with relevant conditions of approval. The Division issues and administers encroachment permits (for work within County Road rights of way), transportation permits (for extra-legal loads traveling on County Maintained Roads) and temporary road closures, all as mandated by State law and local ordinance. The Division also evaluates drainage liability issues within the County Maintained Road System. Other Land Improvement Division services include providing engineering and administrative support for management of Little River Airport and Round Valley Airport. Within all of these functions, Division personnel respond to numerous inquiries from the public and professional communities, by mail, e-mail, telephone and at our service counters.

COUNTY SURVEYOR'S OFFICE: The overall mission of the County Surveyor's Office is to perform mandated functions for the County as prescribed in State Statutes and County Codes. These include, but are not limited to, reviewing subdivision maps, parcel maps, record of survey maps, corner records, legal descriptions for unilateral agreements and boundary line adjustments and processing maps and descriptions for recording with the County Recorder's Office. In addition to maintaining indexes of recorded maps and documents, the County Surveyor's Office also provides assistance to other County Departments that need technical assistance with legal descriptions or survey related issues and provides assistance to the public for survey research and mapping questions, using indexing and maps on file in the County Surveyor's Office. Furthermore, the County Surveyor's Office provides support for the County Geographic Information System Coordinator on surveying and mapping related issues.

**MAJOR ACCOMPLISHMENTS:**

LAND IMPROVEMENT DIVISION: In Fiscal Year 2003-04, the Land Improvement Division processed numerous subdivision tentative maps, use and development permits with the requisite inspections of required improvements. Construction inspection services were provided for the Laytonville Water District Phase I Water System Improvement Project and the SBC Fiber Communications installation project on Flynn Creek Road, CR 135, and Comptche Ukiah Road, CR 223. The Division has continued its involvement in the development of a County-wide Geographic Information System (GIS) and implementation of the permit tracking system. The Division has also continued its participation in the "Five Counties" Salmonid Conservation Plan effort through providing engineering and administrative support for removal of two fish passage barriers and construction of two precast concrete arch culverts by Department of Transportation (DOT) Road Division personnel. One project was located on Deer Creek at Wilderness Lodge Road, CR 320 (Branscomb area), and the other

## 1910 – TRANSPORTATION ~ LAND IMPROVEMENT

### R. V. Parker, Acting Director of Transportation

project was located on Digger Creek at Ocean Drive, CR 436 (Fort Bragg area). Working in concert with the County Water Agency, the Division has successfully completed the Road Erosion Inventory of County Maintained Roads in the Russian River Watershed, thus completing the Road Erosion Inventory of the County Maintained Road System. The Division continues working to obtain grant funds to implement corrective measures for the discrepancies identified in the Road Erosion Inventory. The Division is continuing implementation and training on use of the Five Counties Road Maintenance Manual to bring our road maintenance practices in compliance with today's tightening environmental regulations. The Division has increased its efforts to evaluate County road drainage systems to reduce the potential for damage to public and private properties. The Division continues leading the process that will result in a comprehensive set of County road standards. The Division provided support to County Counsel in connection with various matters of litigation and to the County Administrative Office in support of economic development efforts.

COUNTY SURVEYOR'S OFFICE: In Fiscal Year 2003 - 04, the County Surveyor's Office processed 2 major subdivision maps, 12 minor subdivisions, 92 boundary line adjustment legal description projects and 49 record of surveys. Miscellaneous descriptions and other referrals were also processed by the County Surveyor's Office, including providing a legal description for an emergency access easement from General Services to Ukiah Summercreek Associates and providing assistance with land acquisition for Porzio Lane project through General Services. The office assisted General Services with land sale and boundary line adjustment between the County and Mr. Jack Pavlovic for Marina Estates Subdivision on Marina Drive in Calpella. The office assisted County Counsel's Office with legal descriptions for Round Valley Airport Land Exchange. The County Surveyor's Office supported the DOT Solid Waste Division with legal descriptions and GIS/GPS mapping issues and the DOT Land Improvement Division with mapping, GIS/GPS and survey information on County Airports. The office provided training and support to DOT Road Division personnel on GIS/GPS related issues and projects. The office has continued its involvement in the development and use of a County-wide Geographic Information System (GIS) and use of Global Positioning System (GPS) equipment. The public computer for researching indexes has been a time saver for both the County Surveyor's Office personnel and the public.

#### GOALS AND OBJECTIVES:

##### LAND IMPROVEMENT DIVISION:

Goals: In Fiscal Year 2004-05, the Land Improvement Division will strive to provide for public safety and the protection of public and private properties and the environment. The Division will work to facilitate orderly development through our role in the land development process and our permitting functions. The Division will work to respond to referrals in a timely manner by attempting to meet both existing and future processing time standards.

##### Objectives:

- ❖ Monitor and enhance our efficiency by expanding our computerized multi-department permit tracking system, and the County Geographic Information System.
- ❖ Provide for orderly development by utilizing Division staff and professional services to complete the process of producing a comprehensive set of Road Standards for the County.
- ❖ Coordinate Departmental efforts to achieve a road system with minimal impacts on the environment, protecting, improving and restoring fisheries, including salmonid habitat.

##### COUNTY SURVEYOR'S OFFICE:

Goals: In Fiscal Year 2004-05, the County Surveyor's Office will strive to provide continued service to the professional surveying and engineering public, as well as to the general public, in matters dealing with surveying and mapping information. As well as providing public service, the office must focus on

## 1910 – TRANSPORTATION ~ LAND IMPROVEMENT

### R. V. Parker, Acting Director of Transportation

meeting mandated review time frames to keep as current as possible with mapping and legal description reviews.

Objectives: Monitor and enhance our efficiency by expanding the office's computerized multi-department permit tracking system and increasing use of the County Geographic Information System.

#### CONTINGENCY PLAN:

In the event that implementation of Mandatory Time Off (MTO) is unsuccessful, there will be no staffing impact to the Land Improvement Division or the County Surveyor's Office. If the implementation of MTO were unsuccessful, it is anticipated that there would be \$17,462 less funding for Director participation in BU 1910 (Land Improvement and County Surveyor's Office) activities.

#### COUNTY ADMINISTRATIVE OFFICE COMMENTS:

Initially, the Proposed Budget was developed assuming, at the discretion of the Department Head, the availability of ten (10) days Mandatory Time Off (MTO) as a balancing strategy. However, due to the need to ensure the ability to implement budget balancing strategies in a timely fashion and the continuing uncertainty regarding the availability of MTO as a budget balancing tool, the Proposed Budget was ultimately revised to reflect alternative strategies to the use of MTO. As such, the Contingency Plan as described will be implemented unless revised by the Board of Supervisors, after public comment, during the Final Budget deliberations in August.

#### FINAL BUDGET ACTION:

During Final Budget Deliberations, the Board of Supervisors approved the Recommended Budget from the County Administrative Officer for Transportation - Land Improvement.

#### AUTHORIZED POSITIONS:

	Funded 2003-2004	Funded 2004-2005
TOTAL:	7	7

#### COUNTY ADMINISTRATIVE OFFICE NOTES:

##### SALARIES & BENEFITS

Acct. 1011 Provides for 7 full time positions and 26.9% of Director's salary.

##### SERVICES & SUPPLIES

Acct. 2189 Provides for reimbursement to the Road Fund and permit tracking maintenance.

# 1910 – TRANSPORTATION ~ LAND IMPROVEMENT

**R. V. Parker, Acting Director of Transportation**

STATE CONTROLLER  
COUNTY BUDGET ACT  
(1985)

COUNTY OF MENDOCINO  
STATE OF CALIFORNIA  
BUDGET UNIT FINANCING USES DETAIL  
FINAL BUDGET FOR FISCAL YEAR 2004-05

COUNTY BUDGET FORM  
SCHEDULE 9

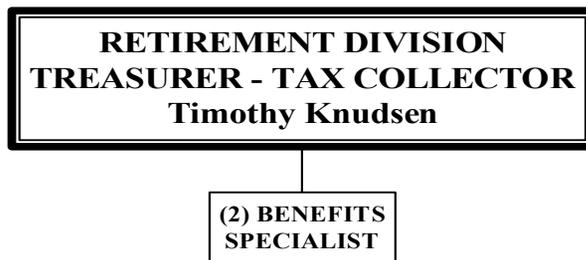
CLASSIFICATION:

FUNCTION: 1 GENERAL GOVERNMENT  
ACTIVITY: 110 GENERAL - OTHER

BUDGET UNIT: 1910 ENGINEERING & TECHNICAL ASSIST  
FUND: 1100 COUNTY GENERAL

FINANCING USES CLASSIFICATION (1)	2002-03 BUDGET (2)	2002-03 ACTUALS (3)	2003-04 BUDGET (4)	2003-04 ACTUALS (5) 06/30/04	2004-05 REQUEST (6)	2004-05 RECOMMEND (7)	2004-05 ADOPTED (8)
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>							
861011 REGULAR EMPLOYEES	425,705	448,764	372,242	372,939	399,619	402,984	402,984
861012 EXTRA HELP	2,444	19,294	0	3,297	30,000	30,000	15,000
861013 OVERTIME REG EMP	10,000	1,419	2,000	1,114	4,000	4,000	4,000
861021 CO CONT TO RETIREMENT	48,131	49,156	46,039	46,849	52,927	51,267	51,267
861022 CO CONT TO OASDI	26,389	25,975	23,076	22,038	24,775	24,871	24,871
861023 CO CONT TO OASDI-MEDIC	6,169	6,546	5,395	5,230	5,725	5,816	5,816
861024 CO CONT TO RET INCREMENT	23,398	23,922	23,046	23,355	26,338	25,515	25,515
861030 CO CONT TO EMPLOYEE INSUR	40,215	72,268	50,674	49,442	62,239	63,161	63,161
861031 CO CONT UNEMPLOYMENT INSU	0	0	385	385	385	5,494	5,494
861035 CO CONT WORKERS COMPENSAT	14,208	14,208	5,565	5,565	5,565	7,511	7,511
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>596,659</b>	<b>661,552</b>	<b>528,422</b>	<b>530,214</b>	<b>611,573</b>	<b>620,619</b>	<b>605,619</b>
<b>SERVICES &amp; SUPPLIES</b>							
862060 COMMUNICATIONS	3,500	3,240	3,000	3,631	3,200	3,200	3,200
862101 INSURANCE-GENERAL	661	661	1,179	1,141	1,179	815	815
862120 MAINTENANCE-EQUIPMENT	9,500	13,136	9,500	8,026	10,400	10,400	10,400
862150 MEMBERSHIPS	1,180	869	1,180	1,316	1,275	1,275	1,275
862170 OFFICE EXPENSE	6,000	11,925	5,317	10,235	5,800	5,800	5,800
862184 ARCH ENG & PLAN SVCS	11,444	0	11,444	0	0	0	0
862187 EDUCATION & TRAINING	7,947	1,648	3,000	593	3,000	3,000	3,000
862189 PROF & SPEC SVCS-OTHR	10,930	56,243	10,250	23,660	18,530	18,530	33,530
862200 RNTS & LEASES-EQUPMNT	800	553	800	0	800	800	800
862220 SMALL TOOLS & INSRMNT	0	53	0	181	0	0	0
862239 SPEC DEPT EXP	100	1,085	100	1,614	300	300	300
862250 TRNSPRTATION & TRAVEL	8,180	4,272	15,480	3,425	10,180	10,180	10,180
862253 TRAVEL & TRSP OUT OF COUN	2,150	946	2,150	286	2,350	2,350	2,350
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>62,392</b>	<b>94,631</b>	<b>63,400</b>	<b>54,108</b>	<b>57,014</b>	<b>56,650</b>	<b>71,650</b>
<b>FIXED ASSETS</b>							
864360 STRCTURS & IMPRVMENTS	0	0	0	0	9,445	9,445	9,445
<b>TOTAL FIXED ASSETS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9,445</b>	<b>9,445</b>	<b>9,445</b>
<b>EXPEND TRANSFER AND REIMB</b>							
865802 OPERATING TRANSFER OUT	60,911	0	0	0	0	0	0
<b>TOTAL EXPEND TRANSFER AND REIMB</b>	<b>60,911</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL NET APPROPRIATIONS</b>	<b>719,962</b>	<b>756,183</b>	<b>591,822</b>	<b>584,322</b>	<b>678,032</b>	<b>686,714</b>	<b>686,714</b>
<b>LESS: REVENUES</b>							
821501 TRANSPORTATION FUNDS	11,444	300	11,444	0	0	0	0
826171 FINAL MAP FILING FEE	6,000	2,140	2,420	5,960	5,400	5,400	5,400
826172 PARCEL MAP MS FILING FEE	6,500	5,300	5,300	10,140	10,600	10,600	10,600
826175 PLAN CK AND INSPECTION FE	40,000	19,448	20,000	0	120,000	120,000	120,000
826177 BASIC IMP INSP FEE	2,500	2,375	900	1,465	1,350	1,350	1,350
826178 SUBD AGRMT PROCESSING FEE	2,020	0	660	730	1,320	1,320	1,320
826181 RECORD-SURVEY EXAM FEE	23,000	16,160	14,400	15,540	14,500	14,500	14,500
826182 TENTATIVE MAP SUBDIV	99,862	57,982	50,000	89,000	73,840	73,840	73,840
827601 SALE OF MAP-SURVEYOR	2,200	1,596	1,800	1,565	1,500	1,500	1,500
827700 OTHER	0	57,993	20,116	18,497	0	0	0
<b>TOTAL REVENUES</b>	<b>193,526</b>	<b>163,294</b>	<b>127,040</b>	<b>142,897</b>	<b>228,510</b>	<b>228,510</b>	<b>228,510</b>
<b>TOTAL NET COUNTY COST</b>	<b>526,436</b>	<b>592,889</b>	<b>464,782</b>	<b>441,425</b>	<b>449,522</b>	<b>458,204</b>	<b>458,204</b>

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**1920 – RETIREMENT**  
**Timothy Knudsen, Treasurer-Tax Collector**

**MISSION STATEMENT & DEPARTMENTAL FUNCTIONS:**

This budget includes the cost of administrative support to the Retirement Board. The Retirement Board is responsible for the administration of the retirement system and for the investment program of the County Employees Retirement System.

The Retirement Board consists of nine members. Four members are appointed by the Board of Supervisors, two members are elected by general county employees, one member is elected by county safety employees, one member is elected by county retirees, and one member is the County Treasurer-Tax Collector who is an ex-officio Board member and Administrator of the retirement system.

The Retirement Budget maintains the records of the retirement system, prepares the financial reports of the system, and calculates the benefits of retiring county employees.

In Fiscal Year 1992-93, the Retirement System assumed responsibility for the cost of administration of the system. The actual expenditures for the two Benefits Specialists and 1/3 of the salary and benefits of the Retirement Administrator (Treasurer-Tax Collector) plus other administration costs are being reimbursed to the County. The total amount to be reimbursed to the county is limited to eighteen one hundreds of one percent of the total assets of the retirement system.

**CONTINGENCY PLAN:**

Due to increased workload for this department caused by numerous terminations, the Ventura County settlement and the buying of enhanced retirement benefits, this department does not anticipate the use of Mandatory Time Off (MTO) as a balancing strategy.

**COUNTY ADMINISTRATIVE OFFICE COMMENTS:**

Initially, the Proposed Budget was developed assuming, at the discretion of the Department Head, the availability of ten (10) days Mandatory Time Off (MTO) as a balancing strategy. This budget was developed without the intended use of MTO as a balancing strategy.

**FINAL BUDGET ACTION:**

During Final Budget Deliberations, the Board of Supervisors approved the Recommended Budget from the County Administrative Officer for Retirement.

**AUTHORIZED POSITIONS:**

	Funded <u>2003-2004</u>	Funded <u>2004-2005</u>
TOTAL:	2	2

**COUNTY ADMINISTRATIVE OFFICE NOTES:**

**SALARIES & BENEFITS**

Acct. 1011 Provides for 1/3 Treasurer-Tax Collector as Retirement Administrator and 2 full time Benefit Specialist positions.

**1920 – RETIREMENT**  
**Timothy Knudsen, Treasurer-Tax Collector**

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**SERVICES & SUPPLIES**

- Acct. 2150 Provides for membership in California Association of Public Retirement Systems (CALAPERS) and the State Association of County Retirement Systems (SACRS).
- Acct. 2189 Provides for monthly fees to Board members.

**REVENUES**

- Acct. 7700 Provides for reimbursement from the retirement fund for the cost of administering the program.

# 1920 – RETIREMENT

## Timothy Knudsen, Treasurer-Tax Collector

STATE CONTROLLER  
COUNTY BUDGET ACT  
(1985)

COUNTY OF MENDOCINO  
STATE OF CALIFORNIA  
BUDGET UNIT FINANCING USES DETAIL  
FINAL BUDGET FOR FISCAL YEAR 2004-05

COUNTY BUDGET FORM  
SCHEDULE 9

CLASSIFICATION:

FUNCTION: 1 GENERAL GOVERNMENT  
ACTIVITY: 110 GENERAL - OTHER

BUDGET UNIT: 1920 RETIREMENT  
FUND: 1100 COUNTY GENERAL

FINANCING USES CLASSIFICATION (1)	2002-03 BUDGET (2)	2002-03 ACTUALS (3)	2003-04 BUDGET (4)	2003-04 ACTUALS (5) 06/30/04	2004-05 REQUEST (6)	2004-05 RECOMMEND (7)	2004-05 ADOPTED (8)
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>							
861011 REGULAR EMPLOYEES	78,550	80,578	82,837	83,563	84,628	84,628	84,628
861012 EXTRA HELP	0	67	0	6,680	12,438	12,438	12,438
861021 CO CONT TO RETIREMENT	8,402	8,541	9,676	9,722	9,915	9,915	9,915
861022 CO CONT TO OASDI	4,784	4,797	4,997	4,994	5,108	5,108	5,108
861023 CO CONT TO OASDI-MEDIC	1,118	1,123	1,168	1,265	1,194	1,194	1,194
861024 CO CONT TO RET INCREMENT	4,050	4,123	4,907	4,930	5,025	5,025	5,025
861030 CO CONT TO EMPLOYEE INSUR	9,239	13,200	11,024	10,675	11,373	11,737	11,737
861031 CO CONT UNEMPLOYMENT INSU	0	0	83	83	67	267	267
861035 CO CONT WORKERS COMPENSAT	902	902	1,352	1,352	1,086	220	220
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>107,045</b>	<b>113,331</b>	<b>116,044</b>	<b>123,264</b>	<b>130,834</b>	<b>130,532</b>	<b>130,532</b>
<b>SERVICES &amp; SUPPLIES</b>							
862060 COMMUNICATIONS	600	32	600	40	600	600	600
862101 INSURANCE-GENERAL	267	267	679	661	847	774	774
862150 MEMBERSHIPS	1,750	1,750	1,750	1,750	1,750	1,750	1,750
862170 OFFICE EXPENSE	4,000	7,162	5,000	8,825	5,000	5,000	5,000
862189 PROF & SPEC SVCS-OTHR	2,000	1,750	2,000	1,225	2,000	2,000	2,000
862250 TRANSPRTATION & TRAVEL	0	559	0	951	0	0	0
862253 TRAVEL & TRSP OUT OF COUN	9,000	11,916	10,000	9,217	10,000	10,000	10,000
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>17,617</b>	<b>23,436</b>	<b>20,029</b>	<b>22,669</b>	<b>20,197</b>	<b>20,124</b>	<b>20,124</b>
<b>TOTAL NET APPROPRIATIONS</b>	<b>124,662</b>	<b>136,767</b>	<b>136,073</b>	<b>145,933</b>	<b>151,031</b>	<b>150,656</b>	<b>150,656</b>
<b>LESS: REVENUES</b>							
825398 SB90 REIMBURSEMENT	0	336	0	0	0	0	0
827700 OTHER	124,662	136,431	136,073	145,932	151,031	150,656	150,656
<b>TOTAL REVENUES</b>	<b>124,662</b>	<b>136,767</b>	<b>136,073</b>	<b>145,932</b>	<b>151,031</b>	<b>150,656</b>	<b>150,656</b>
<b>TOTAL NET COUNTY COST</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>

**1940 – MISCELLANEOUS**  
**Dennis Huey, Auditor ~ Controller**

**MISSION STATEMENT & DEPARTMENTAL FUNCTIONS:**

The Miscellaneous budget serves several purposes:

**TAX AND REVENUE ANTICIPATION NOTES (TRANS):** Accounting for the cash proceeds and related costs of the County's annual short term (one year) borrowing of cash through a financing vehicle known as Tax and Revenue Notes. The purpose of this annual borrowing is to facilitate the periodic cash flow needs of the County during its "dry period" (i.e., before receipt of property taxes and other tax revenues). Funds are borrowed at low tax-exempt rates at the beginning of each fiscal year and reinvested (before it is spent) at rates generally in excess of its cost. The net interest earnings are known as "arbitrage".

**TEETER PLAN REPAYMENT:** In Fiscal Year 1993-94 the County opted into the Teeter Plan and this budget unit provides for the payment of the current annual installment (principal and interest) on the "buyout" of the entire prior and current year delinquent secured property taxes. The source for funding this installment payment is reflected in Budget Unit 1000, Non-Departmental Revenues, as increased revenue to account 82-1210 (property tax prior secure).

**NONASSIGNABLE COSTS:** The Miscellaneous budget also serves as a "catch-all" for costs, which are not assignable to any other specific budget unit or department. The major cost elements within this budget include general legal expenses, judgment and damages claims not payable from our insurance reserves, employee education, training benefits pursuant to existing negotiated benefits paid on prior year earnings to Safety Officers, vacation "buyouts" pursuant to Memorandums of Understanding, and non-assignable medical as well as general liability insurance premium costs.

**MAJOR BUDGET FLUCTUATIONS FROM PRIOR YEAR:**

Working in conjunction with the County Treasurer, it has been determined that the County will qualify for approximately \$22 million in short term TRANS borrowing for Fiscal Year 2004-05 based on its demonstrated cash flow needs. At this time, it is believed that the "arbitrage" interest earnings spread (i.e., the difference between the interest earnings versus the cost of borrowing said funds) should be in the neighborhood of 40 to 60 basis points but, with a fluctuating interest market, it is purely an estimate as of the writing of this narrative.

The Proposed Budget assumes continued funding for those programs identified in the Fiscal Year 2003-04 budget. These include funds for the Resource Conservation District, Victim Witness and Special Emphasis Victim Assistance (SEVA) Grants, Downtown employee parking, and the countywide management-training program.

The amount required to fund the County's Teeter Plan obligation for this fiscal period is set at a level to correlate the appropriation required to maintain the Teeter Plan Fund delinquency balance to an amount requiring no greater than a five year repayment schedule.

**COUNTY ADMINISTRATIVE OFFICE COMMENTS:**

This budget unit includes funding for the Resource Conservation District (\$32,960), Victim Witness grant program (\$43,000) and Special Emphasis Victim Assistance grant program (\$25,000). There is an increased appropriation required to fund annual Teeter Plan obligation. This budget unit assumes no external financing of Teeter Plan obligation.

**1940 – MISCELLANEOUS**  
**Dennis Huey, Auditor ~ Controller**

**FINAL BUDGET ACTION:**

During Final Budget Deliberations, the Board of Supervisors approved the Recommended Budget from the County Administrative Officer for the Miscellaneous Budget Unit with the following adjustment:

- a) Elimination of County overmatch to the Special Emphasis Victim Assistance Grant Program. Required County match of \$27,500 provided in the District Attorney's Budget Unit 2070. \$25,000

**COUNTY ADMINISTRATIVE OFFICE NOTES:**

**SALARIES & BENEFITS**

Acct. 1011, Provides for Vacation In-Lieu buyout pursuant to Memorandums of  
1022, Understanding.  
1023

**SERVICES & SUPPLIES**

Acct. 2181 Provides for audit of County financials.  
Acct. 2183 Provides for outside legal counsel.  
Acct. 2185 Provides for management physicals and sexual assault exams.  
Acct. 2187 Provides for management training/wellness program costs.  
Acct. 2189 Provides for TRANS cost of issuance (\$50,000), cable franchise consultancy (\$7,500), and miscellaneous unspecified projects (\$12,500).  
Acct. 2239 Provides for downtown employee parking permit fees paid to the City of Ukiah (\$7,000).

**OTHER CHARGES**

Acct. 3280 Provides funding for Resource Conservation District, Victim Witness grant program and Special Emphasis Victim Assistance grant program.  
Acct. 3310 Provides for Projected interest cost of TRANS and the Teeter Plan along with interest cost of borrowing from the General Liability Fund to complete the construction of the Administrative Center.  
Acct. 3311 Provides for annual installment payment on Teeter Plan buyout.

**REVENUES**

Acct. 4100 Provides for projected interest earnings on TRANS.

# 1940 – MISCELLANEOUS

## Dennis Huey, Auditor ~ Controller

STATE CONTROLLER  
COUNTY BUDGET ACT  
(1985)

COUNTY OF MENDOCINO  
STATE OF CALIFORNIA  
BUDGET UNIT FINANCING USES DETAIL  
FINAL BUDGET FOR FISCAL YEAR 2004-05

COUNTY BUDGET FORM  
SCHEDULE 9

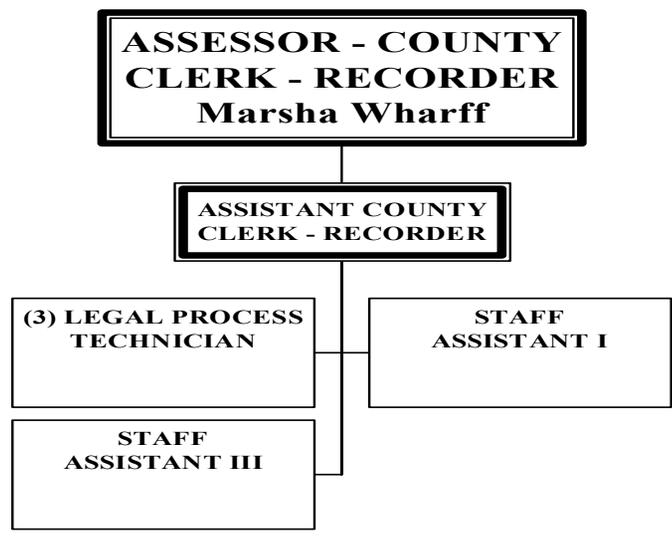
CLASSIFICATION:

FUNCTION: 1 GENERAL GOVERNMENT  
ACTIVITY: 110 GENERAL - OTHER

BUDGET UNIT: 1940 MISCELLANEOUS BUDGET  
FUND: 1100 COUNTY GENERAL

FINANCING USES CLASSIFICATION (1)	2002-03 BUDGET (2)	2002-03 ACTUALS (3)	2003-04 BUDGET (4)	2003-04 ACTUALS (5) 06/30/04	2004-05 REQUEST (6)	2004-05 RECOMMEND (7)	2004-05 ADOPTED (8)
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>							
861011 REGULAR EMPLOYEES	115,000	104,193	105,000	121,960	115,000	115,000	115,000
861014 MISCELLANEOUS	15,000	0	15,000	0	0	0	0
861021 CO CONT TO RETIREMENT	12,000	12,368	11,000	16,306	11,000	11,000	11,000
861022 CO CONT TO OASDI	7,000	6,460	6,500	7,561	6,500	6,500	6,500
861023 CO CONT TO OASDI-MEDIC	1,650	1,511	1,500	1,768	1,500	1,500	1,500
861024 CO CONT TO RET INCREMENT	6,500	6,043	6,000	8,062	6,000	6,000	6,000
861030 CO CONT TO EMPLOYEE INSUR	0	105,032	0	0	0	0	0
861035 CO CONT WORKERS COMPENSAT	9,687	0	49	49	15,027	4,656	4,656
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>166,837</b>	<b>235,607</b>	<b>145,049</b>	<b>155,706</b>	<b>155,027</b>	<b>144,656</b>	<b>144,656</b>
<b>SERVICES &amp; SUPPLIES</b>							
862101 INSURANCE-GENERAL	0	0	178,098	172,719	102,934	90,165	90,165
862170 OFFICE EXPENSE	250	660	250	81	250	250	250
862181 AUDITING & FISCAL SVC	33,000	36,190	38,000	39,480	40,000	40,000	40,000
862183 LEGAL FEES	10,000	10,480	10,000	49,393	20,000	20,000	20,000
862185 MEDICAL & DENTAL SVCS	2,000	3,614	2,000	1,396	2,000	2,000	2,000
862187 EDUCATION & TRAINING	111,500	96,804	105,000	87,810	105,000	105,000	105,000
862189 PROF & SPEC SVCS-OTHR	50,000	76,771	65,000	94,288	70,000	70,000	70,000
862239 SPEC DEPT EXP	15,000	11,549	221,000	249,507	221,000	15,000	15,000
862253 TRAVEL & TRSP OUT OF COUN	250	0	250	0	0	0	0
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>222,000</b>	<b>236,068</b>	<b>619,598</b>	<b>694,674</b>	<b>561,184</b>	<b>342,415</b>	<b>342,415</b>
<b>OTHER CHARGES</b>							
863280 CONTR TO OTHER AGNCS	98,398	81,023	100,960	58,848	32,960	100,960	75,960
863310 INTEREST	1,800,000	891,964	835,000	610,612	800,000	800,000	800,000
863311 PRINCIPAL	1,850,000	1,850,000	1,950,000	1,950,000	2,050,000	2,050,000	2,050,000
<b>TOTAL OTHER CHARGES</b>	<b>3,748,398</b>	<b>2,822,987</b>	<b>2,885,960</b>	<b>2,619,460</b>	<b>2,882,960</b>	<b>2,950,960</b>	<b>2,925,960</b>
<b>EXPEND TRANSFER AND REIMB</b>							
865802 OPERATING TRANSFER OUT	0	3,000	0	3,000	0	0	0
<b>TOTAL EXPEND TRANSFER AND REIMB</b>	<b>0</b>	<b>3,000</b>	<b>0</b>	<b>3,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL NET APPROPRIATIONS</b>	<b>4,137,235</b>	<b>3,297,662</b>	<b>3,650,607</b>	<b>3,472,840</b>	<b>3,599,171</b>	<b>3,438,031</b>	<b>3,413,031</b>
<b>LESS: REVENUES</b>							
824100 INTEREST	2,000,000	758,742	1,270,258	581,865	1,169,377	1,169,377	1,169,377
827400 PRIOR YEAR REVENUE	0	51,073	0	0	0	0	0
827700 OTHER	0	44	0	0	0	0	0
<b>TOTAL REVENUES</b>	<b>2,000,000</b>	<b>809,859</b>	<b>1,270,258</b>	<b>581,865</b>	<b>1,169,377</b>	<b>1,169,377</b>	<b>1,169,377</b>
<b>TOTAL NET COUNTY COST</b>	<b>2,137,235</b>	<b>2,487,803</b>	<b>2,380,349</b>	<b>2,890,975</b>	<b>2,429,794</b>	<b>2,268,654</b>	<b>2,243,654</b>

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**1941 – CLERK ~ RECORDER**  
**Marsha A. Wharff, Assessor / County Clerk - Recorder**

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**MISSION STATEMENT & DEPARTMENTAL FUNCTIONS:**

The mission of the County Clerk-Recorder Division of the Assessor-County Clerk-Recorder Department is to preserve the public record in a secure and easily accessible environment for retrieval by the public.

COUNTY CLERK DIVISION performs a variety of mandated duties. These include issuing marriage licenses, filing and indexing confidential marriage certificates, and issuing certified copies of such marriage certificates to persons after proper identification is produced. The Division also:

- ❖ Accepts for filing: fictitious business name statements, abandonment, proofs of publication of such statements and withdrawal of partnership statements. An index to these filings is maintained and copies are provided to the public for a fee, when requested.
- ❖ Accepts notary bonds for filing, maintains records of those filed, and certifies to the authenticity of a notary for a fee, when requested.
- ❖ Accepts oaths of office for filing and maintains the roster of public officers for the County.
- ❖ Files and maintains as public records: Powers of Attorney, appointments of Humane Officers, registrations of Private Professional Photocopiers, Process Servers and Unlawful Detainer Assistants and county inventories.
- ❖ Collects fees for filing of Notices of Determination under the state Environmental Quality Act that are transmitted monthly to the Department of Fish and Game. Collects an administrative fee to cover the cost of processing these papers.

This Division also performs marriage ceremonies as a Commissioner of Civil Marriages and accepts passport applications as an Acceptance Agent on behalf of the Passport Agency. These are non-mandated duties. The fee collected for these services is based on the cost to provide each service.

RECORDER DIVISION performs the mandated duties of recording, indexing and maintaining for public access, all documents authorized by law to be recorded. Records in this office date back to the beginning of the County. It is imperative that records be well preserved and easily accessible as current property transactions depend on the accuracy and availability of previously recorded documents. The Division also:

- ❖ Records marriage certificates, files birth and death certificates, indexes and maintains these records for public access. The Division provides, for a fee, a copy of any record maintained for public access.
- ❖ Mails notice when required by law. A fee is collected to recover the cost of providing this service.
- ❖ Microfilms its records for security purposes, maintaining a copy of the film off site. Documents are now scanned into an optical imaging system and are available for public viewing within hours after they are recorded.

**MAJOR ACCOMPLISHMENTS:**

Over the last year this division saw an 18% increase in the number of documents presented for recording. Staff continued to meet all deadlines for recording and indexing documents as prescribed by law.

**1941 – CLERK ~ RECORDER**  
**Marsha A. Wharff, Assessor / County Clerk - Recorder**

**GOALS AND OBJECTIVES:**

The office of the County Clerk-Recorder strives to:

- ❖ Perform mandated duties in the most cost effective and efficient manner;
- ❖ Maintain the public record in a secure and easily accessible environment; and
- ❖ Provide courteous and efficient service to members of the public who require information maintained by our office.

**MAJOR BUDGET FLUCTUATIONS FROM PRIOR YEAR:**

Document recordings have increased resulting in an increase in recording fees collected.

**CONTINGENCY PLAN:**

There is no impact if negotiations for Mandatory Time Off are unsuccessful, as this balancing strategy was not used in the preparation of this budget.

**COUNTY ADMINISTRATIVE OFFICE COMMENTS:**

Initially, the Proposed Budget was developed assuming, at the discretion of the Department Head, the availability of ten (10) days Mandatory Time Off (MTO) as a balancing strategy. This budget was developed without the intended use of MTO as a balancing strategy.

**FINAL BUDGET ACTION:**

During Final Budget Deliberations, the Board of Supervisors approved the Recommended Budget from the County Administrative Officer for the Clerk – Recorder.

**AUTHORIZED POSITIONS:**

	Funded 2003-2004	Funded 2004-2005
TOTAL:	7	6

**COUNTY ADMINISTRATIVE OFFICE NOTES:**

**SALARIES & BENEFITS**

Acct. 1011 Provides for funding of 6 of 7 allocated positions.

**SERVICES & SUPPLIES**

Acct. 2239 Provides for Indexing/Imaging System licensing fee.

**REVENUES**

Acct. 2602 Provides for Marriage license fees.  
Acct. 6259 Provides for Lien notice mailing fees.  
Acct. 6261 Provides for Recording fees.  
Acct. 6266 Provides for Miscellaneous Clerk's filing fees.  
Acct. 7600 Provides for copy fees.  
Acct. 7700 Provides for overages.

# 1941 – CLERK ~ RECORDER

## Marsha A. Wharff, Assessor / County Clerk - Recorder

STATE CONTROLLER  
COUNTY BUDGET ACT  
(1985)

COUNTY OF MENDOCINO  
STATE OF CALIFORNIA  
BUDGET UNIT FINANCING USES DETAIL  
FINAL BUDGET FOR FISCAL YEAR 2004-05

COUNTY BUDGET FORM  
SCHEDULE 9

CLASSIFICATION:

FUNCTION: 1 GENERAL GOVERNMENT  
ACTIVITY: 110 GENERAL - OTHER

BUDGET UNIT: 1941 COUNTY CLERK  
FUND: 1100 COUNTY GENERAL

FINANCING USES CLASSIFICATION (1)	2002-03 BUDGET (2)	2002-03 ACTUALS (3)	2003-04 BUDGET (4)	2003-04 ACTUALS (5) 06/30/04	2004-05 REQUEST (6)	2004-05 RECOMMEND (7)	2004-05 ADOPTED (8)
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>							
861011 REGULAR EMPLOYEES	220,600	189,268	195,969	168,008	204,552	204,552	204,552
861012 EXTRA HELP	0	348	0	897	0	0	0
861021 CO CONT TO RETIREMENT	26,100	22,042	30,649	22,697	32,508	32,508	32,508
861022 CO CONT TO OASDI	13,600	11,573	12,034	10,025	12,564	12,564	12,564
861023 CO CONT TO OASDI-MEDIC	3,200	2,712	2,814	2,359	2,938	2,938	2,938
861024 CO CONT TO RET INCREMENT	12,800	10,782	15,127	11,219	16,071	16,071	16,071
861030 CO CONT TO EMPLOYEE INSUR	23,835	32,985	29,966	24,078	35,117	36,241	36,241
861031 CO CONT UNEMPLOYMENT INSU	0	0	249	249	249	934	934
861035 CO CONT WORKERS COMPENSAT	27,255	27,255	17,450	17,416	17,450	51,663	51,663
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>327,390</b>	<b>296,965</b>	<b>304,258</b>	<b>256,948</b>	<b>321,449</b>	<b>357,471</b>	<b>357,471</b>
<b>SERVICES &amp; SUPPLIES</b>							
862060 COMMUNICATIONS	3,000	2,129	2,500	2,861	3,000	3,000	3,000
862101 INSURANCE-GENERAL	996	996	28,671	27,721	28,671	2,285	2,285
862120 MAINTENANCE-EQUIPMENT	4,150	1,336	2,150	930	1,650	1,650	1,650
862150 MEMBERSHIPS	800	280	800	725	800	800	800
862170 OFFICE EXPENSE	33,000	37,983	35,000	33,961	38,400	38,400	38,400
862187 EDUCATION & TRAINING	1,500	0	1,500	641	1,000	1,000	1,000
862239 SPEC DEPT EXP	18,000	16,914	18,000	17,819	0	0	0
862253 TRAVEL & TRSP OUT OF COUN	4,400	4,770	4,400	3,399	3,250	3,250	3,250
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>65,846</b>	<b>64,408</b>	<b>93,021</b>	<b>88,057</b>	<b>76,771</b>	<b>50,385</b>	<b>50,385</b>
<b>EXPEND TRANSFER AND REIMB</b>							
865380 INTRAFUND TRANSFERS	0	-1,537	0	-2,006	1,500	1,500	1,500
<b>TOTAL EXPEND TRANSFER AND REIMB</b>	<b>0</b>	<b>-1,537</b>	<b>0</b>	<b>-2,006</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>
<b>TOTAL NET APPROPRIATIONS</b>	<b>393,236</b>	<b>359,836</b>	<b>397,279</b>	<b>342,999</b>	<b>399,720</b>	<b>409,356</b>	<b>409,356</b>
<b>LESS: REVENUES</b>							
822602 MARRIAGE LIC, FCC GC 2684	21,800	25,277	22,000	24,299	30,776	30,776	30,776
826255 RECORDER MODERNIZATION FE	0	0	36,792	0	0	0	0
826259 RECORDER SERVICE FEE	1,800	2,185	2,100	2,130	2,100	2,100	2,100
826261 RECORDING FEE	227,400	279,869	265,000	299,693	302,000	302,000	302,000
826266 CLERK FEE	61,000	64,058	64,000	60,862	73,190	73,190	73,190
826404 RETURNED CHECK CHARGE	0	60	0	50	0	0	0
827600 OTHER SALES	55,200	59,393	57,000	60,481	57,000	57,000	57,000
827700 OTHER	1,500	2,119	1,800	3,051	3,000	3,000	3,000
<b>TOTAL REVENUES</b>	<b>368,700</b>	<b>432,961</b>	<b>448,692</b>	<b>450,566</b>	<b>468,066</b>	<b>468,066</b>	<b>468,066</b>
<b>TOTAL NET COUNTY COST</b>	<b>24,536</b>	<b>-73,125</b>	<b>-51,413</b>	<b>-107,567</b>	<b>-68,346</b>	<b>-58,710</b>	<b>-58,710</b>

**1942 – RECORDER’S MODERNIZATION**  
**Marsha A. Wharff, Assessor / Clerk - Recorder**

**MISSION STATEMENT & DEPARTMENTAL FUNCTIONS:**

The Modernization Budget Unit of the Assessor-County Clerk-Recorder Department is dedicated to the modernized creation, retention and retrieval of County Clerk-Recorder records.

All documents recorded in the Recorder's Division and filed in the County Clerk Division of the office of the Assessor-County Clerk-Recorder are optically scanned and made available for public viewing daily.

The restoration of early handwritten records that are worn and are not able to be filmed in their current state is a long-term project that is continuing and is partially funded out of this budget unit. These records are being sent to a restoration site where the books are unbound; the pages are cleaned, deacidified and filmed, then rebound with non-acidic binding. This project is time consuming and very expensive. The Clerk-Recorder’s Office is continuing with the second phase of this project, which is restoration of handwritten vital records books.

The second long-term project involves entering the County’s old indices into its computer system. These indices date back to the beginning of the county and many are worn and becoming unreadable. This project will preserve the information and, at the same time, free up office space. In the past it was done on an "as time allows" basis, but the Department now sends out a set of the indices to be data entered off-site. As this process is both time consuming and expensive, it is expected it will be ongoing for several years. Funding of this budget unit is provided through fee collection at the time of recording and filing.

**MAJOR ACCOMPLISHMENTS:**

- ❖ Scanned images are regularly available for public viewing by the end of the day on which documents are recorded.
- ❖ Restored a portion of handwritten vital records this year.

**GOALS AND OBJECTIVES:**

- ❖ To provide accurate high quality scanned images of Clerk-Recorder records; and
- ❖ To continue with ongoing projects.

**FINAL BUDGET ACTION:**

During Final Budget Deliberations, the Board of Supervisors approved the Recommended Budget from the County Administrative Officer for the Recorder’s Modernization budget.

**COUNTY ADMINISTRATIVE OFFICE NOTES:**

**SERVICES & SUPPLIES**

Acct. 2239 Provides funding for index conversion of grantor-grantee indices, restoration of handwritten vital and miscellaneous records, licensing fee - indexing/imaging system.

**REVENUES**

Acct. 6255 Provides for funding from modernization fees collected at time of recording.  
Acct. 6390 Provides for funding from vital modernization fees collected on the sale of vital records.

# 1942 – RECORDER’S MODERNIZATION

## Marsha A. Wharff, Assessor / Clerk - Recorder

STATE CONTROLLER  
COUNTY BUDGET ACT  
(1985)

COUNTY OF MENDOCINO  
STATE OF CALIFORNIA  
BUDGET UNIT FINANCING USES DETAIL  
FINAL BUDGET FOR FISCAL YEAR 2004-05

COUNTY BUDGET FORM  
SCHEDULE 9

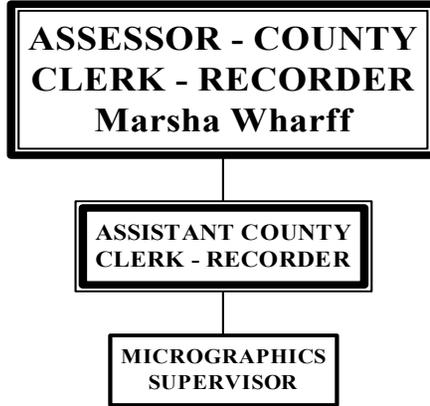
CLASSIFICATION:

FUNCTION: 1 GENERAL GOVERNMENT  
ACTIVITY: 110 GENERAL - OTHER

BUDGET UNIT: 1942 MODERNIZATION  
FUND: 1217 RECORDER MODERNIZATION

FINANCING USES CLASSIFICATION (1)	2002-03 BUDGET (2)	2002-03 ACTUALS (3)	2003-04 BUDGET (4)	2003-04 ACTUALS (5) 06/30/04	2004-05 REQUEST (6)	2004-05 RECOMMEND (7)	2004-05 ADOPTED (8)
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>							
861011 REGULAR EMPLOYEES	0	0	24,122	22,122	0	0	0
861021 CO CONT TO RETIREMENT	0	0	3,225	2,956	0	0	0
861022 CO CONT TO OASDI	0	0	1,495	1,370	0	0	0
861023 CO CONT TO OASDI-MEDIC	0	0	349	319	0	0	0
861024 CO CONT TO RET INCREMENT	0	0	1,594	1,461	0	0	0
861030 CO CONT TO EMPLOYEE INSUR	0	0	6,005	5,504	0	0	0
861035 CO CONT WORKERS COMPENSAT	46	0	46	34	46	46	46
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>46</b>	<b>0</b>	<b>36,836</b>	<b>33,766</b>	<b>46</b>	<b>46</b>	<b>46</b>
<b>SERVICES &amp; SUPPLIES</b>							
862060 COMMUNICATIONS	200	0	200	0	200	200	200
862120 MAINTENANCE-EQUIPMENT	1,000	758	3,000	1,531	3,000	3,000	3,000
862170 OFFICE EXPENSE	2,000	1,348	2,000	699	2,000	2,000	2,000
862187 EDUCATION & TRAINING	0	200	0	0	0	0	0
862239 SPEC DEPT EXP	85,000	60,657	195,000	72,394	174,000	174,000	174,000
862253 TRAVEL & TRSP OUT OF COUN	0	135	0	0	0	0	0
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>88,200</b>	<b>63,098</b>	<b>200,200</b>	<b>74,624</b>	<b>179,200</b>	<b>179,200</b>	<b>179,200</b>
<b>FIXED ASSETS</b>							
864370 EQUIPMENT	85,000	11,960	0	74,540	50,000	50,000	50,000
<b>TOTAL FIXED ASSETS</b>	<b>85,000</b>	<b>11,960</b>	<b>0</b>	<b>74,540</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>
<b>EXPEND TRANSFER AND REIMB</b>							
865802 OPERATING TRANSFER OUT	0	502	0	0	0	0	0
<b>TOTAL EXPEND TRANSFER AND REIMB</b>	<b>0</b>	<b>502</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL NET APPROPRIATIONS</b>	<b>173,246</b>	<b>75,560</b>	<b>237,036</b>	<b>182,930</b>	<b>229,246</b>	<b>229,246</b>	<b>229,246</b>
<b>LESS: REVENUES</b>							
824100 INTEREST	0	4,455	0	4,691	0	0	0
826255 RECORDER MODERNIZATION FE	173,246	147,050	177,036	147,973	169,246	169,246	169,246
826390 OTHER CHARGES	0	10,240	60,000	8,568	60,000	60,000	60,000
<b>TOTAL REVENUES</b>	<b>173,246</b>	<b>161,745</b>	<b>237,036</b>	<b>161,232</b>	<b>229,246</b>	<b>229,246</b>	<b>229,246</b>
<b>TOTAL FUND BALANCE CONTRIBUTION</b>	<b>0</b>	<b>-86,185</b>	<b>0</b>	<b>21,698</b>	<b>0</b>	<b>0</b>	<b>0</b>

**1944\* – CLERK-RECORDER - MICROGRAPHICS**  
**Marsha Wharff, Assessor – County Clerk - Recorder**



\*Formerly Budget Unit 1943

**1944 – CLERK ~ RECORDER ~ MICROGRAPHICS**  
**Marsha Wharff – Assessor / County Clerk - Recorder**

**MISSION STATEMENT & DEPARTMENTAL FUNCTIONS:**

The Micrographics Division of the Assessor/County Clerk-Recorder Department is dedicated to the micrographic reproduction of records of this and other County departments and to the retention and retrieval of County Clerk-Recorder records. This division daily films all documents recorded in the Recorder's Division and filed in the County Clerk Division of the office of the Assessor/County Clerk-Recorder.

As time allows and as needed this division films records for other divisions of this office and other county departments.

The restoration of early handwritten records that are worn and are not able to be filmed in their current state is a long-term project that is continuing in this division. These records are being sent to a restoration site where the books are unbound; the pages are cleaned, deacidified and filmed, then rebound with non-acidic binding. This project is time consuming and very expensive. The Department is continuing with the second phase of this project this year, which is restoration of handwritten vital record books.

Microfilm and microfiche continue to be made in-house and stored off-site for security purposes as required by law. They also continue to be sold upon request.

Funding of this budget unit is provided through fee collection at the time of recording and filing as well as through payment for duplicate copies of microfiche and microfilm.

**MAJOR ACCOMPLISHMENTS:**

- ❖ Microfilmed images are regularly available for public viewing by the morning after the day on which documents are recorded.
- ❖ Restored a portion of handwritten vital record books this year.

**GOALS AND OBJECTIVES:**

- ❖ Provide accurate high quality microfilm and microfiche of the Clerk-Recorder records and records of other County departments as contracted in a timely manner;
- ❖ Continue with ongoing projects.

**COUNTY ADMINISTRATIVE OFFICE COMMENTS:**

Budget expenses are offset through use of the Modernization Fund and micrographic fees.

**FINAL BUDGET ACTION:**

During Final Budget Deliberations, the Board of Supervisors approved the Recommended Budget from the County Administrative Officer for the Clerk – Recorder's Modernization budget.

**AUTHORIZED POSITIONS:**

	<u>Funded</u>	<u>Funded</u>
	<u>2003-2004</u>	<u>2004-2005</u>
TOTAL:	2	1

**1944 – CLERK ~ RECORDER ~ MICROGRAPHICS**  
**Marsha Wharff – Assessor / County Clerk - Recorder**

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**COUNTY ADMINISTRATIVE OFFICE NOTES:**

**SERVICES & SUPPLIES**

Acct. 2239 Provides funding for restoration of handwritten vital records.

**REVENUES**

Acct. 6255 Provides for transfer in of modernization fees from BU 1944 to assist with funding this budget unit when necessary.

Acct. 6260 Provides for micrographic fees collected at time of recording.

**1944 – CLERK ~ RECORDER ~ MICROGRAPHICS**  
**Marsha Wharff – Assessor / County Clerk - Recorder**

STATE CONTROLLER  
COUNTY BUDGET ACT  
(1985)

COUNTY OF MENDOCINO  
STATE OF CALIFORNIA  
BUDGET UNIT FINANCING USES DETAIL  
FINAL BUDGET FOR FISCAL YEAR 2004-05

COUNTY BUDGET FORM  
SCHEDULE 9

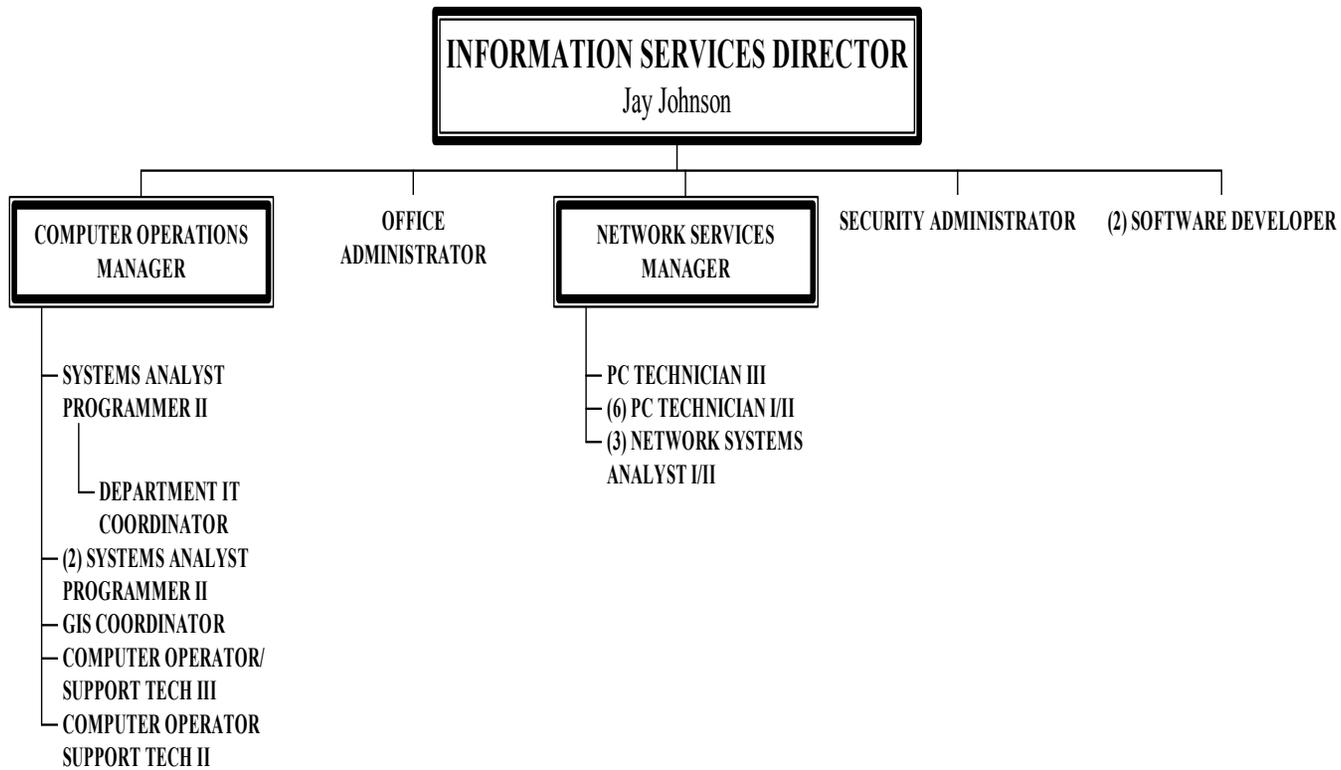
CLASSIFICATION:

FUNCTION: 1 GENERAL GOVERNMENT  
ACTIVITY: 110 GENERAL - OTHER

BUDGET UNIT: 1944 MICROGRAPHICS  
FUND: 1218 MICROGRAPHICS

FINANCING USES CLASSIFICATION (1)	2002-03	2002-03	2003-04	2003-04	2004-05	2004-05	2004-05
	BUDGET (2)	ACTUALS (3)	BUDGET (4)	ACTUALS (5) 06/30/04	REQUEST (6)	RECOMMEND (7)	ADOPTED (8)
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>							
861011 REGULAR EMPLOYEES	32,000	24,873	32,667	32,967	33,342	33,342	33,342
861021 CO CONT TO RETIREMENT	3,700	2,952	4,368	4,400	4,457	4,457	4,457
861022 CO CONT TO OASDI	1,950	1,431	2,026	1,940	2,067	2,067	2,067
861023 CO CONT TO OASDI-MEDIC	500	335	473	454	483	483	483
861024 CO CONT TO RET INCREMENT	1,900	1,443	2,159	2,175	2,204	2,204	2,204
861030 CO CONT TO EMPLOYEE INSUR	6,405	8,125	7,548	7,309	7,787	8,036	8,036
861031 CO CONT UNEMPLOYMENT INSU	0	0	42	42	42	267	267
861035 CO CONT WORKERS COMPENSAT	51	51	51	0	51	0	0
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>46,506</b>	<b>39,210</b>	<b>49,334</b>	<b>49,287</b>	<b>50,433</b>	<b>50,856</b>	<b>50,856</b>
<b>SERVICES &amp; SUPPLIES</b>							
862060 COMMUNICATIONS	350	236	250	232	250	250	250
862101 INSURANCE-GENERAL	130	129	147	145	147	128	128
862120 MAINTENANCE-EQUIPMENT	9,500	10,056	10,500	8,839	10,500	10,500	10,500
862150 MEMBERSHIPS	150	0	150	0	150	150	150
862170 OFFICE EXPENSE	8,800	6,427	7,000	6,534	7,000	7,000	7,000
862194 A-87 COSTS	5,800	7,078	5,800	7,167	5,800	5,800	5,800
862210 RNTS & LEASES BLD GRD	1,600	993	1,400	1,329	1,600	1,600	1,600
862239 SPEC DEPT EXP	25,000	20,837	25,000	0	25,000	25,000	25,000
862250 TRNSPRATION & TRAVEL	0	0	0	1	0	0	0
862253 TRAVEL & TRSP OUT OF COUN	1,000	0	1,000	0	1,000	1,000	1,000
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>52,330</b>	<b>45,756</b>	<b>51,247</b>	<b>24,247</b>	<b>51,447</b>	<b>51,428</b>	<b>51,428</b>
<b>TOTAL NET APPROPRIATIONS</b>	<b>98,836</b>	<b>84,966</b>	<b>100,581</b>	<b>73,534</b>	<b>101,880</b>	<b>102,284</b>	<b>102,284</b>
<b>LESS: REVENUES</b>							
824100 INTEREST	0	234	0	59	0	0	0
826255 RECORDER MODERNIZATION FE	14,599	0	45,581	11,746	46,880	47,035	47,035
826260 MICROGRAPHIC FEE	64,186	32,844	25,000	37,199	25,000	25,000	25,000
827600 OTHER SALES	20,000	30,962	30,000	24,526	30,000	30,000	30,000
827700 OTHER	51	0	0	0	0	0	0
827802 OPERATING TRANSFER IN	0	502	0	0	0	0	0
<b>TOTAL REVENUES</b>	<b>98,836</b>	<b>64,542</b>	<b>100,581</b>	<b>73,530</b>	<b>101,880</b>	<b>102,035</b>	<b>102,035</b>
<b>TOTAL FUND BALANCE CONTRIBUTION</b>	<b>0</b>	<b>20,424</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>249</b>	<b>249</b>

**1960 – INFORMATION SERVICES**  
**Jay Johnson, Director**



## 1960 – INFORMATION SERVICES

**Jay Johnson, Director**

### **MISSION STATEMENT & DEPARTMENTAL FUNCTIONS:**

The mission of Information Services is to define, understand, and meet the constantly evolving information technology needs of Mendocino County by implementing current technologies and exploring innovative ways to increase the efficiency and effectiveness of the County. Using progressive management techniques, Information Services will evaluate the on-going improvements in the technological base used by the County to meet the demands of the public as well as our in-house needs in a timely and cost-effective manner. Organizational and programmatic efforts will provide technical training and support personnel and end-user training to promote the most efficient use of computer technology on the widest possible scale.

Information Services serves as the “umbrella organization” for information technologies (IT) for the County and is charged with delivery of on-going information technology services for all County departments.

### **MAJOR ACCOMPLISHMENTS:**

- ❖ Countywide Groupwise calendaring and e-mail program countywide roll out is in progress. Provides customizable collaborative calendars, e-mail, task management, and instant messaging.
- ❖ Virtual Private Network (VPN) rollout. All remote connectivity to County networks is VPN.
- ❖ Retired County modem pool.
- ❖ Negotiated annual support contract with Willits Police Department.
- ❖ Continue to upgrade Wide Area Network (WAN) to Fiber Optic switches and wiring, and currently integrating a majority of all County Departments into the WAN.
- ❖ Upgraded Sheriff’s network to integrate into County fiber WAN.
- ❖ Implementing Novell/Netware OS rollout with security enhancements and directory services.
- ❖ Implemented public wireless Internet connectivity at the library.
- ❖ Implemented Public Defender/client Video Conferencing over fiber network.
- ❖ Continuing upgrades to all departmental network security hardware and software.
- ❖ Accomplished the complete roll out of Sophos AV, including administration of installed systems, virus reporting, and Remote Update for users off the County WAN.
- ❖ Rolling out multiple DMS servers for Criminal Justice.
- ❖ Implemented a new Business License system for Treasurer/Tax Collector.
- ❖ Designed and implemented web based minutes and agenda posting and automated email.
- ❖ Provided Geographic Information Services
- ❖ Designed and implemented new web based Risk Management database.
- ❖ Implemented and upgraded new Mental Health billing application hardware and software.
- ❖ Cost identified for Payroll/HR system enhancements and software upgrade.
- ❖ Developed Web based adhoc Crystal report generation for end user at the desktop with no programming necessary.
- ❖ Consulted and supervised technical implementation of new electronic elections system.
- ❖ Implemented Internet based Clerk Recorder indexing system for retrieval of property related documents (iCRIS) for title companies.
- ❖ Enhanced Supplemental billing process.
- ❖ Implemented remote redundant email spooling server.
- ❖ Worked with Buildings and Grounds to spec, design and implement technology infrastructure of Willits Integrated Service Center (WISC).
- ❖ Rolled out redundant DNS server.
- ❖ In the process of replacing 350 obsolete, vulnerable desktop computer across departments.

## 1960 – INFORMATION SERVICES

**Jay Johnson, Director**

- ❖ Implemented 24/7 on call coverage for Public Safety.
- ❖ Designed and rolled out state of the art virus protection and spam filtering software and hardware.
- ❖ Implemented custom automated Microsoft OS critical patch utility.
- ❖ Worked with Buildings and Grounds to rewire data and phones for the Admin. Center Agriculture, Water Agency, Farm Advisor remodel.
- ❖ Development and production Windows and Linux servers deployed.
- ❖ Rolled out multiple new database servers including MySQL and MSQL.
- ❖ Upgraded email servers.
- ❖ Rolled out four (4) node Novell Cluster.
- ❖ Extended SAN capacity and connectivity to multiple servers.
- ❖ Established WAN fiber connectivity to the Administration Center.
- ❖ Established WAN fiber connectivity to Child Support Services.
- ❖ Established WAN fiber connectivity to Public Health.
- ❖ Completed Phase I of Road's Centerline Project.
- ❖ GIS acquired \$5,000 DMV grant.
- ❖ GIS developed contract for services with LAFCO.
- ❖ GIS provided various maps to Redevelopment Agency throughout year.
- ❖ Assisted various departments in gathering GPS data and utilizing GPS units.
- ❖ Enhancements made to ArcIMS intranet site.

### GOALS AND OBJECTIVES:

#### Goals:

- ❖ Redesign of Social Services Network to enhance productivity and reduce vulnerability.
- ❖ Provide WAN fiber connectivity to Social Services, Transportation, Courthouse, Probation and Library.
- ❖ Transition the Courts onto their own AS/400 and establish secure, interoperable connections for other criminal justice departments.
- ❖ Complete upgrade of all PC's in the County to either Windows 2000 or Windows XP.
- ❖ Upon fiber reaching the major campuses, rollout of Novell ifolder and edirectory software on all applicable PC's.
- ❖ Internet deployment of GIS.
- ❖ Research centralized GIS implementation.
- ❖ Work with Assessor to implement electronic mapping.
- ❖ Begin Phase II of Road's Centerline Project.
- ❖ Complete training on Geodatalayer creator and SDE administration.
- ❖ Continue to roll out Document Imaging to departments.
- ❖ Implement final phase of IVR (Integrated Voice Response) system for Child Support Services.
- ❖ Integrate Sheriff's accounting system to the County's Financial Accounting system.
- ❖ Further expand training curriculum to include more applications and variety of classes. Explore new ways to deliver training curriculum including computer based and Internet based training.
- ❖ High-speed connectivity to the Internet.
- ❖ Researching the integration of Public Health's billing with Mental Health's billing application.
- ❖ Wireless connectivity and redundancy for the Administration Center campus and other County buildings in the Ukiah Valley.
- ❖ Roll out online training application and computer-based training.
- ❖ Work with Clerk of the Board to develop web based video streaming of the Board of Supervisor's meetings.
- ❖ Research possible Microsoft OS replacements.
- ❖ Upon completion of DMS server upgrade, upgrade AS/400 to current operating system.

## 1960 – INFORMATION SERVICES

**Jay Johnson, Director**

### Objectives:

- ❖ Further research and expand video conferencing technology and capabilities including Intranet/Internet delivery mechanisms.
- ❖ Continue research replacements for County legacy software including Finance, Payroll, Human Resources, and Jalan.
- ❖ Continue to organize the Information Services department in such a way as to provide more efficient and effective service and technology for County departments.
- ❖ Assist in training and educating all County Information Services staff in information technology best practices and professional services.
- ❖ Expand fiber infrastructure to other agencies.
- ❖ Plan and develop web based e-government strategies.

### MAJOR POLICY CONSIDERATIONS:

Information Services proposes that the County combine its individual departmental fixed asset budgets for Information Technology into one technology replacement fund administered by the Information Services Department and approach desktop computers and standard office software as a cost of doing business. It is proposed that the cost be fixed for each employee who uses computers. This fund would provide standard desktop hardware and software for all employees who use computers. These computers, and software would be replaced on a rotating three-year schedule.

### COUNTY ADMINISTRATIVE OFFICE COMMENTS:

The County Administrative Office's balancing strategy for this Department included restoration of \$305,000 to eliminate initially proposed Mandatory Time Off (MTO) of approximately 20 hours per pay period per employee. In addition, it includes funding of \$60,000 to maintain the GIS PC technician position, which provides for the continued "basic service" level of GIS.

This budget also includes anticipated funding in the amount of \$50,000 from Mendocino College for information services technical support. It should be noted that this funding is contingent upon the College's ability to secure grant funds for this venture.

While the County Administrative Office agrees the proposal identified under "Major Policy Considerations", due to current fiscal constraints, we cannot recommend implementation this fiscal year.

### FINAL BUDGET ACTION:

During Final Budget Deliberations, the Board of Supervisors approved the Recommended Budget from the County Administrative Officer for Information Services.

### AUTHORIZED POSITIONS:

	<u>Funded</u> <u>2003-2004</u>	<u>Funded</u> <u>2004-2005</u>
TOTAL:	24	24

**1960 – INFORMATION SERVICES**  
**Jay Johnson, Director**

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**COUNTY ADMINISTRATIVE OFFICE NOTES:**

**SALARIES & BENEFITS**

Acct. 1011 Provides funding 23 FTE. Vacancy Factor: 0%.

**SERVICES & SUPPLIES**

Acct. 2239 Provides for software licenses and software purchases, AS/400 software subscriptions for IS and Sheriff, miscellaneous items for fiber and internet connectivity.

**FIXED ASSETS**

Acct. 4370 Provides for network security and sundry hardware.

**TRANSFER & REIMBURSEMENTS**

Acct. 5380 Provides for reimbursement for services provided to Social Services and for data communication charges incurred by other departments.

**REVENUES**

Acct. 3110 Provides funds from Criminal Justice Improvement Funds for Sheriff's AS/400 lease, Jalan - AS/400 DMS replacement and maintenance, and 10% of network equipment maintenance.

Acct. 6392 Provides funding from Superior Court for e-mail, internet, RS6K services, Community Development Services contract, title company system access, Willits Police Department for IT services, and LAFCO for GIS services.

# 1960 – INFORMATION SERVICES

## Jay Johnson, Director

STATE CONTROLLER  
COUNTY BUDGET ACT  
(1985)

COUNTY OF MENDOCINO  
STATE OF CALIFORNIA  
BUDGET UNIT FINANCING USES DETAIL  
FINAL BUDGET FOR FISCAL YEAR 2004-05

COUNTY BUDGET FORM  
SCHEDULE 9

CLASSIFICATION:

FUNCTION: 1 GENERAL GOVERNMENT  
ACTIVITY: 110 GENERAL - OTHER

BUDGET UNIT: 1960 INFORMATION SERVICES  
FUND: 1100 COUNTY GENERAL

FINANCING USES CLASSIFICATION (1)	2002-03 BUDGET (2)	2002-03 ACTUALS (3)	2003-04 BUDGET (4)	2003-04 ACTUALS (5)	2004-05 REQUEST (6)	2004-05 RECOMMEND (7)	2004-05 ADOPTED (8)
				06/30/04			
861011 REGULAR EMPLOYEES	1,070,176	1,005,006	1,181,437	1,173,436	1,173,988	1,233,988	1,233,988
861012 EXTRA HELP	112,000	54,085	51,000	42,492	20,000	20,000	20,000
861013 OVERTIME REG EMP	6,000	3,034	6,000	12,833	40,000	40,000	40,000
861021 CO CONT TO RETIREMENT	117,622	117,490	148,098	157,933	165,108	165,108	165,108
861022 CO CONT TO OASDI	62,531	60,438	69,329	70,946	80,907	80,907	80,907
861023 CO CONT TO OASDI-MEDIC	14,624	14,928	16,259	17,249	18,922	18,922	18,922
861024 CO CONT TO RET INCREMENT	60,870	57,343	73,763	78,351	81,870	81,870	81,870
861030 CO CONT TO EMPLOYEE INSUR	103,244	155,043	136,769	141,085	158,654	163,731	163,731
861031 CO CONT UNEMPLOYMENT INSU	0	0	2,455	2,455	2,455	8,951	8,951
861035 CO CONT WORKERS COMPENSAT	11,036	11,036	11,386	11,386	11,386	15,619	15,619
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>1,558,103</b>	<b>1,478,403</b>	<b>1,696,496</b>	<b>1,708,166</b>	<b>1,753,290</b>	<b>1,829,096</b>	<b>1,829,096</b>
<b>SERVICES &amp; SUPPLIES</b>							
862060 COMMUNICATIONS	14,780	11,375	14,400	15,045	20,600	20,600	20,600
862061 COMM LEASE	30,503	64,150	88,272	57,470	49,550	49,550	49,550
862101 INSURANCE-GENERAL	1,945	1,945	4,318	4,216	4,318	5,097	5,097
862120 MAINTENANCE-EQUIPMENT	89,670	70,324	159,300	200,624	275,146	275,146	275,146
862130 MAINT-STRC IMPR & GRN	0	0	14,500	0	14,500	14,500	14,500
862170 OFFICE EXPENSE	16,807	9,772	21,310	16,082	20,250	20,250	20,250
862171 PAPER SUPPLIES	2,000	1,657	2,350	1,989	4,300	4,300	4,300
862187 EDUCATION & TRAINING	21,000	22,041	30,000	5,734	23,500	23,500	23,500
862189 PROF & SPEC SVCS-OTHR	16,500	20,783	9,200	9,659	6,500	6,500	6,500
862200 RNTS & LEASES-EQUPMNT	46,500	35,019	43,000	32,101	46,500	46,500	46,500
862220 SMALL TOOLS & INSRMNT	0	0	10,000	3,585	10,000	10,000	10,000
862239 SPEC DEPT EXP	230,400	350,225	158,400	150,721	80,500	80,500	80,500
862250 TRNSPRTATION & TRAVEL	3,000	2,545	5,500	4,901	5,500	5,500	5,500
862253 TRAVEL & TRSP OUT OF COUN	8,300	4,591	5,800	1,499	6,000	6,000	6,000
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>481,405</b>	<b>594,427</b>	<b>566,350</b>	<b>503,626</b>	<b>567,164</b>	<b>567,943</b>	<b>567,943</b>
<b>FIXED ASSETS</b>							
864370 EQUIPMENT	18,000	285,660	40,000	76,985	40,000	40,000	40,000
<b>TOTAL FIXED ASSETS</b>	<b>18,000</b>	<b>285,660</b>	<b>40,000</b>	<b>76,985</b>	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>
<b>EXPEND TRANSFER AND REIMB</b>							
865380 INTRAFUND TRANSFERS	-47,300	-185,467	-125,780	-186,744	-163,516	-163,516	-163,516
865802 OPERATING TRANSFER OUT	0	23,967	0	0	0	0	0
<b>TOTAL EXPEND TRANSFER AND REIMB</b>	<b>-47,300</b>	<b>-161,500</b>	<b>-125,780</b>	<b>-186,744</b>	<b>-163,516</b>	<b>-163,516</b>	<b>-163,516</b>
<b>TOTAL NET APPROPRIATIONS</b>	<b>2,010,208</b>	<b>2,196,990</b>	<b>2,177,066</b>	<b>2,102,033</b>	<b>2,196,938</b>	<b>2,273,523</b>	<b>2,273,523</b>
<b>LESS: REVENUES</b>							
823110 CRIMINAL JUSTICE CONST FU	78,633	78,633	67,880	67,880	65,880	65,880	65,880
825670 FEDERAL OTHER REVENUE	0	0	0	53,785	0	0	0
826392 DATA PROCESSING SERVICES	6,840	94,374	185,420	148,773	64,920	114,920	114,920
826402 CO COST PLAN CHARGES	84,000	0	0	0	0	0	0
827802 OPERATING TRANSFER IN	0	10,000	0	5,000	0	0	0
<b>TOTAL REVENUES</b>	<b>169,473</b>	<b>183,007</b>	<b>253,300</b>	<b>275,438</b>	<b>130,800</b>	<b>180,800</b>	<b>180,800</b>
<b>TOTAL NET COUNTY COST</b>	<b>1,840,735</b>	<b>2,013,983</b>	<b>1,923,766</b>	<b>1,826,595</b>	<b>2,066,138</b>	<b>2,092,723</b>	<b>2,092,723</b>