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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.

BUDGET IMPACTS:

Estimates for total Current Secured Tax revenues for Fiscal Year 2006-2007 assumes that all of the impact of the AB 8 tax shift from the County to the Schools under ERAF will once again be absorbed by local agencies excepting for schools. For the past two years, the County has been shackled by the financial burden of Proposition 1A, a burden that has cost nearly two million dollars of discretionary funding. That financial burden to local government no longer applies beginning in Fiscal Year 2006-07.

Estimates of assessed valuation increase for the local property secured tax roll is estimated at seven percent while the unsecured tax roll is expected to show no growth from the preceding year.

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 continued allocations to the Water Agency, Building Maintenance, Capital Projects and Capital Improvements to address the Board of Supervisors' commitments to those programs. Estimated net county cost impact for Fiscal Year 2006-2007 is a decrease in appropriation support from the previous year of approximately $825,000.

With the State economy continuing to show a strong fiscal base, sales and use taxes, vehicle license fees and timber yield taxes are evidence of this continued economic prosperity while room occupancy taxes is beginning to show more encouraging gains this next year. Most other discretionary revenues are anticipated to increase at a relatively constant percentage as in the prior fiscal year.

FINAL BUDGET ACTION:

During the Final Budget Deliberations, the Board of Supervisors approved the Recommended Budget from the County Executive Office for Non-Department Revenue.

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 2006-07

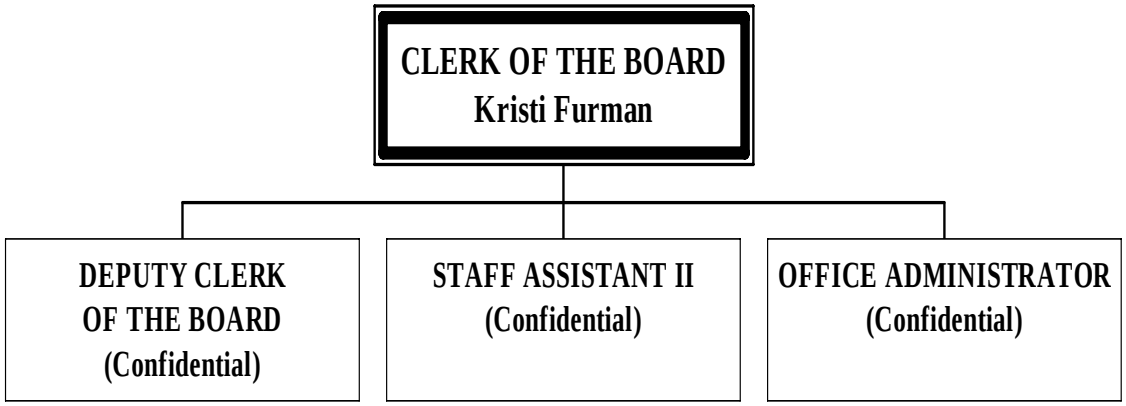
COUNTY BUDGET FORM
SCHEDULE 9

CLASSIFICATION:
FUNCTION: 1 GENERAL GOVERNMENT
ACTIVITY: 102 GENERAL - FINANCE

BUDGET UNIT: 1000 NONDEPARTMENTAL REVENUE
FUND: 1100 COUNTY GENERAL

FINANCING USES CLASSIFICATION (1)	2004-05 BUDGET (2)	2004-05 ACTUALS (3)	2005-06 BUDGET (4)	2005-06 ACTUALS (5) 06/30/06	2006-07 REQUEST (6)	2006-07 RECOMMEND (7)	2006-07 ADOPTED (8)
865802 OPERATING TRANSFER OUT	5,924,136	6,052,065	7,470,546	7,977,214	6,559,993	6,644,892	6,948,737
TOTAL EXPEND TRANSFER AND REIMB	5,924,136	6,052,065	7,470,546	7,977,214	6,559,993	6,644,892	6,948,737
TOTAL NET APPROPRIATIONS	5,924,136	6,052,065	7,470,546	7,977,214	6,559,993	6,644,892	6,948,737
LESS: REVENUES							
821110 PROPERTY TAX CURRENT SECU	19,258,481	19,003,162	20,900,000	20,786,899	23,350,000	23,350,000	23,780,000
821120 PROPERTY TAX CURRENT UNSE	750,000	751,398	765,000	790,784	770,000	770,000	805,000
821130 SUPPLEMENTAL ROLL TAX	675,000	1,079,472	925,000	1,205,285	1,050,000	1,050,000	1,200,000
821210 PROPERTY TAX PRIOR SECURE	2,350,000	1,957,035	2,000,000	1,747,600	1,900,000	1,900,000	1,800,000
821220 PROPERTY TAX PRIOR UNSECU	30,000	46,119	50,000	44,141	50,000	50,000	45,000
821400 PENALTY & COST ON DELINQ	1,460,000	1,297,431	1,350,000	1,822,689	1,275,000	1,275,000	1,450,000
821500 SALES & USE TAX	4,750,000	3,046,821	3,600,000	3,185,963	3,300,000	3,300,000	3,500,000
821510 SALES TAX-PUBLIC SAFETY	5,750,000	6,312,335	6,400,000	6,313,678	6,600,000	6,600,000	6,450,000
821600 TIMBER YIELD TAX	475,000	394,003	400,000	594,585	500,000	500,000	550,000
821700 HIGHWAY PROPERTY RENTAL	100	0	100	0	0	0	0
821701 ROOM OCCUPANCY TAX	3,800,000	3,689,389	3,800,000	3,808,103	3,900,000	3,900,000	3,850,000
821702 PROPERTY TRANSFER TAX	700,000	816,139	900,000	718,973	750,000	750,000	725,000
821704 PROP TAX IN-LIEU OF VLF	0	6,628,816	7,200,000	8,279,550	8,400,000	8,400,000	8,250,000
821705 IN-LIEU OF SALES TAX	0	1,009,367	1,300,000	946,697	975,000	975,000	1,100,000
822210 FRANCHISE	675,000	719,714	675,000	684,630	675,000	675,000	675,000
823300 FORFEITURE & PENALTY	0	1,188	1,200	0	0	0	0
824100 INTEREST	350,000	263,928	275,000	511,450	450,000	450,000	625,000
825150 MOTOR VEHICLE IN LIEU	6,750,000	9,610	0	58,042	0	0	0
825454 OPEN SPACE SUBVENTION	605,000	609,602	610,000	617,199	617,000	617,000	617,000
825481 HOMEOWNERS PROP TAX RELIE	340,000	327,551	330,000	321,085	322,000	322,000	322,000
825490 STATE OTHER	390,000	254,097	260,000	218,936	380,000	380,000	219,000
825650 FEDERAL GRAZING FEE	100	94	100	58	100	100	100
825660 FEDERAL LAND IN LIEU TAX	160,000	226,537	235,000	234,428	230,000	230,000	241,000
826390 OTHER CHARGES	0	0	0	0	0	0	30,000
826402 CO COST PLAN CHARGES	240,000	211,845	220,000	209,010	220,000	220,000	440,659
827400 PRIOR YEAR REVENUE	0	156	0	541	0	0	0
827600 OTHER SALES	1,100	0	0	0	0	0	0
827700 OTHER	3,500	11,609	3,500	27,287	3,500	503,500	503,500
827701 REFUND JURY & WITNESS FEE	1,000	1,540	1,500	958	1,500	1,500	3,100
827715 TOBACCO STLMT	450,000	466,220	475,000	427,905	400,000	400,000	425,000
827802 OPERATING TRANSFER IN	397,554	364,555	398,776	398,087	373,000	373,000	400,000
TOTAL REVENUES	50,361,835	49,499,733	53,075,176	53,954,563	56,492,100	56,992,100	58,006,359
TOTAL NET COUNTY COST	-44,437,699	-43,447,668	-45,604,630	-45,977,349	-49,932,107	-50,347,208	-51,057,622

1010 – CLERK OF THE BOARD
Kristi Furman. Clerk of the Board



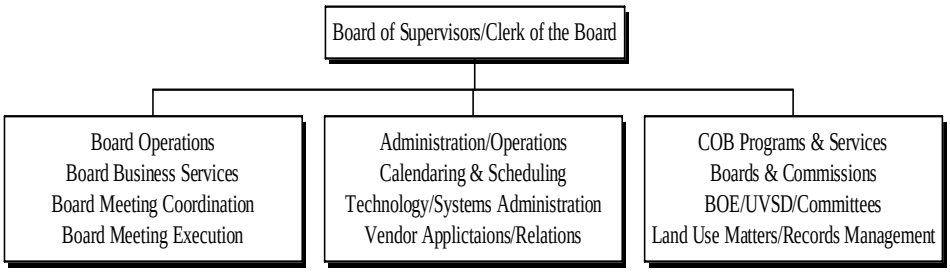
1010 – CLERK OF THE BOARD
Kristi Furman, Clerk of the Board

MISSION STATEMENT & DEPARTMENTAL FUNCTIONS:

BOARD OF SUPERVISORS/CLERK OF THE BOARD: 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. *(Please see new Budget Unit No.1015 for additional information pertaining to the Board of Supervisors).*

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. The mission of the Office of the Clerk of the Board is to strive for excellence in public service by providing respectful and responsive service to the Board, the community, and customer departments.

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, regulatory and policy guidance, technical support services, 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 and operational responsibilities of Clerk of the Board Office:



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/Agricultural Preserves, Subdivision Map Act processing, property acquisition/recordation, 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 boards 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.

MAJOR ACCOMPLISHMENTS:

In Fiscal Year 2005/2006, select service enhancements were realized through collaborative efforts with fellow County departments, including televising Board proceedings, coordination of off-site Board of Supervisors meetings, conversion of internal electronic communications systems and data storage infrastructure, and enhancements to the departmental website.

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 was able to offer in-service training on agenda processes, Boards & Commissions and Questys Records Management system training on the newly upgraded system.

GOALS AND OBJECTIVES ON THE HORIZON:

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 again be deferred during this period of diminished resources. 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 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.

COUNTY EXECUTIVE OFFICE COMMENTS:

The County Executive Office recommended for Fiscal Year 2006-07, that this budget be separated to provide a more transparent method in allocating funding to the Board of Supervisors and the Clerk of the Board budgets. Board operations are now in Budget Unit 1015.

FINAL BUDGET ACTION:

During the Final Budget Deliberations, the Board of Supervisors approved the Recommended Budget from the County Executive Office for the Clerk of the Board.

AUTHORIZED POSITIONS:

	2005-2006	2006-2007
TOTAL:	4	4

1010 – CLERK OF THE BOARD
Kristi Furman, Clerk of the Board

COUNTY EXECUTIVE OFFICE NOTES:

SALARIES & BENEFITS

Acct. 1011 Provides funding for 4 positions. Includes 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.

FIXED ASSETS

Acct. 5380 Provides for repair/replacement of Microfiche reader/printer.

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 – CLERK OF THE BOARD
Kristi Furman, Clerk of the Board

STATE CONTROLLER
COUNTY BUDGET ACT
(1985)

COUNTY OF MENDOCINO
STATE OF CALIFORNIA
BUDGET UNIT FINANCING USES DETAIL
FINAL BUDGET FOR FISCAL YEAR 2006-07

COUNTY BUDGET FORM
SCHEDULE 9

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

BUDGET UNIT: 1010 CLERK OF THE BOARD
FUND: 1100 COUNTY GENERAL

FINANCING USES CLASSIFICATION (1)	2004-05 BUDGET (2)	2004-05 ACTUALS (3)	2005-06 BUDGET (4)	2005-06 ACTUALS (5) 06/30/06	2006-07 REQUEST (6)	2006-07 RECOMMEND (7)	2006-07 ADOPTED (8)
SALARIES & EMPLOYEE BENEFITS							
861011 REGULAR EMPLOYEES	437,009	442,161	446,322	429,177	190,289	190,289	190,289
861012 EXTRA HELP	1,500	9,562	1,500	45,356	10,000	10,000	10,000
861013 OVERTIME REG EMP	1,170	4,714	1,170	11,889	1,500	1,500	1,500
861021 CO CONT TO RETIREMENT	57,096	57,172	69,105	63,841	29,544	29,544	29,544
861022 CO CONT TO OASDI	25,443	26,604	26,058	26,127	11,141	11,141	11,141
861023 CO CONT TO OASDI-MEDIC	5,947	6,362	6,091	6,846	2,605	2,605	2,605
861024 CO CONT TO RET INCREMENT	28,211	28,259	29,559	27,029	12,372	12,372	12,372
861030 CO CONT TO EMPLOYEE INSUR	61,632	57,761	56,901	49,883	27,846	27,846	27,846
861031 CO CONT UNEMPLOYMENT INSU	534	703	318	412	319	130	130
861035 CO CONT WORKERS COMPENSAT	6,770	7,964	7,351	8,650	3,012	3,620	3,620
TOTAL SALARIES & EMPLOYEE BENEFITS	625,312	641,262	644,375	669,210	288,628	289,047	289,047
SERVICES & SUPPLIES							
862060 COMMUNICATIONS	9,260	8,116	9,500	10,273	4,500	4,500	4,500
862101 INSURANCE-GENERAL	3,467	3,467	3,467	3,467	3,467	1,387	1,387
862120 MAINTENANCE-EQUIPMENT	4,000	5,473	4,000	4,616	4,292	4,292	4,292
862150 MEMBERSHIPS	855	0	475	295	475	475	475
862170 OFFICE EXPENSE	21,112	16,480	20,510	15,696	13,010	18,010	18,010
862187 EDUCATION & TRAINING	4,000	0	4,000	850	1,500	4,000	4,000
862189 PROF & SPEC SVCS-OTHR	11,000	1,382	4,790	4,193	0	4,790	4,790
862190 PUBL & LEGAL NOTICES	3,500	2,883	3,500	1,829	3,500	3,500	3,500
862239 SPEC DEPT EXP	1,010	2,249	750	1,004	750	750	750
862250 TRNSPRTATION & TRAVEL	10,000	15,234	18,502	22,669	0	0	0
862253 TRAVEL & TRSP OUT OF COUN	15,000	16,537	15,000	18,774	0	0	0
TOTAL SERVICES & SUPPLIES	83,204	71,821	84,494	83,666	31,494	41,704	41,704
FIXED ASSETS							
864370 EQUIPMENT	3,052	0	5,552	794	3,052	3,052	3,052
TOTAL FIXED ASSETS	3,052	0	5,552	794	3,052	3,052	3,052
EXPEND TRANSFER AND REIMB							
865380 INTRAFUND TRANSFERS	0	-75	0	0	0	0	0
TOTAL EXPEND TRANSFER AND REIMB	0	-75	0	0	0	0	0
TOTAL NET APPROPRIATIONS	711,568	713,008	734,421	753,670	323,174	333,803	333,803
LESS: REVENUES							
825398 SB90 REIMBURSEMENT	0	0	0	63,596	0	0	0
826390 OTHER CHARGES	1,000	0	1,000	0	1,000	1,000	1,000
827600 OTHER SALES	2,600	2,119	2,600	562	2,600	2,600	2,600
827700 OTHER	5,000	5,870	5,000	4,995	5,000	5,000	5,000
TOTAL REVENUES	8,600	7,989	8,600	69,153	8,600	8,600	8,600
TOTAL NET COUNTY COST	702,968	705,019	725,821	684,517	314,574	325,203	325,203

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1015 – BOARD OF SUPERVISORS

J. David Colfax, Chairman

BOARD OF SUPERVISORS

DISTRICT 1 - Michael Delbar
DISTRICT 2 - Jim R. Wattenburger
DISTRICT 3 - Hal Wagenet
DISTRICT 4 - Kendall Smith
DISTRICT 5 - J. David Colfax

1015 – BOARD OF SUPERVISORS
J. David Colfax, Chairman

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/Legislative, 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 response to constituent interest, the Board has scheduled three off-site Board of Supervisors meetings in 2006.

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 special 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.

The members of Board of Supervisors also serve 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 of public buildings and facilities.

1015 – BOARD OF SUPERVISORS
J. David Colfax, Chairman

In early 2005, the Board adopted an ordinance creating the position of Chief Executive Officer for the County of Mendocino, transferring the authority for appointment and evaluation of County Department Heads, and organizational administration and executive management functions to the Executive Officer. In coordination with the County Executive Office, the Board of Supervisors has adopted a County work plan for calendar year 2006 identifying priority services and focusing resources on accomplishing specific countywide goals.

COUNTY EXECUTIVE OFFICE COMMENTS:

The County Executive Office recommended for Fiscal Year 2006-07, that this budget be separated from the Clerk of the Board budget to provide a more transparent method in allocating funding to the Board of Supervisors and the Clerk of the Board budget.

During the Proposed Budget, the County Executive Office recommended funding from Budget Unit #1810 for travel in the amount of $10,000 to be transferred to this Budget Unit. The County Executive Office also recommended additional funding of $10,000 for travel from the General Fund. This budget also has anticipated funding for NACO and CSAC representative travel.

FINAL BUDGET ACTION:

During the Final Budget Deliberations, the Board of Supervisors approved the Recommended Budget from the County Executive Office for the Board of Supervisors with additional funding of $70,000 for special department expense pending future policy decisions on reimbursement.

AUTHORIZED POSITIONS:

	2005-2006	2006-2007
TOTAL:	5	5

COUNTY EXECUTIVE OFFICE NOTES:

SALARIES & BENEFITS

Acct. 1011 Provides funding for 5 Board of Supervisor positions.

1015 – BOARD OF SUPERVISORS
J. David Colfax, Chairman

STATE CONTROLLER
COUNTY BUDGET ACT
(1985)

COUNTY OF MENDOCINO
STATE OF CALIFORNIA
BUDGET UNIT FINANCING USES DETAIL
FINAL BUDGET FOR FISCAL YEAR 2006-07

COUNTY BUDGET FORM
SCHEDULE 9

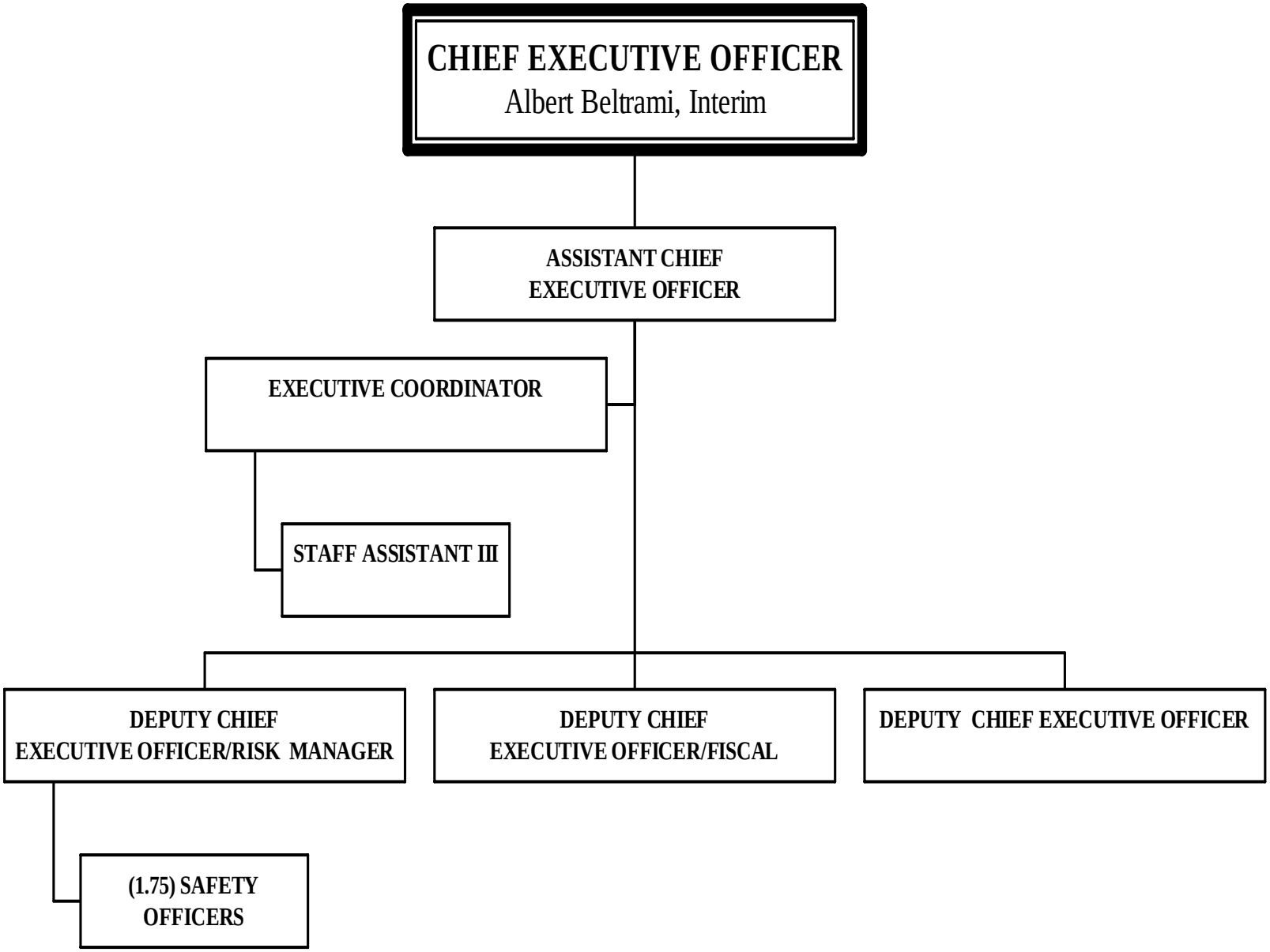
CLASSIFICATION:
FUNCTION: 1 GENERAL GOVERNMENT
ACTIVITY: 101 GENERAL - LEGISLATIVE AND ADMI

BUDGET UNIT: 1015 BOARD OF SUPERVISORS
FUND: 1100 COUNTY GENERAL

FINANCING USES CLASSIFICATION (1)	2004-05 BUDGET (2)	2004-05 ACTUALS (3)	2005-06 BUDGET (4)	2005-06 ACTUALS (5) 06/30/06	2006-07 REQUEST (6)	2006-07 RECOMMEND (7)	2006-07 ADOPTED (8)
SALARIES & EMPLOYEE BENEFITS							
861011 REGULAR EMPLOYEES	0	0	0	0	258,293	258,293	258,293
861021 CO CONT TO RETIREMENT	0	0	0	0	37,584	37,584	37,584
861022 CO CONT TO OASDI	0	0	0	0	14,878	14,878	14,878
861023 CO CONT TO OASDI-MEDIC	0	0	0	0	3,478	3,478	3,478
861024 CO CONT TO RET INCREMENT	0	0	0	0	15,764	15,764	15,764
861030 CO CONT TO EMPLOYEE INSUR	0	0	0	0	42,563	42,563	42,563
861031 CO CONT UNEMPLOYMENT INSU	0	0	0	0	0	187	187
861035 CO CONT WORKERS COMPENSAT	0	0	0	0	4,339	5,431	5,431
TOTAL SALARIES & EMPLOYEE BENEFITS	0	0	0	0	376,899	378,178	378,178
SERVICES & SUPPLIES							
862060 COMMUNICATIONS	0	0	0	0	5,000	5,000	5,000
862101 INSURANCE-GENERAL	0	0	0	0	0	2,080	2,080
862170 OFFICE EXPENSE	0	0	0	0	7,500	2,500	2,500
862187 EDUCATION & TRAINING	0	0	0	0	2,500	0	0
862189 PROF & SPEC SVCS-OTHR	0	0	0	0	4,790	0	0
862239 SPEC DEPT EXP	0	0	0	0	0	0	70,000
862250 TRNSPRTATION & TRAVEL	0	0	0	0	18,502	28,502	28,502
862253 TRAVEL & TRSP OUT OF COUN	0	0	0	0	18,000	28,000	28,000
TOTAL SERVICES & SUPPLIES	0	0	0	0	56,292	66,082	136,082
FIXED ASSETS							
864370 EQUIPMENT	0	0	0	0	2,500	2,500	2,500
TOTAL FIXED ASSETS	0	0	0	0	2,500	2,500	2,500
TOTAL NET APPROPRIATIONS	0	0	0	0	435,691	446,760	516,760
TOTAL NET COUNTY COST	0	0	0	0	435,691	446,760	516,760

1020 – EXECUTIVE OFFICE

Albert Beltrami, Interim Chief Executive Officer



1020– COUNTY EXECUTIVE OFFICE
Albert Beltrami, Interim Chief Executive Officer

MISSION STATEMENT & DEPARTMENTAL FUNCTIONS

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

Each member of the County Executive 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 Executive 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:

- Addressed space needs of Public Defender by facilitating the relocation of the Alternate Defender to new leased space and through the purchase of a space-saving filing system.
- Assisted in the completion of the Criminal Justice Facilities Master Plan.
- Developed a comprehensive federal and state legislative program and designated a staff member to provide support to the program as a priority assignment.
- Developed and, following adoption by the Board of Supervisors, initiated implementation of an ordinance creating a Chief Executive Officer and redefining the scope and responsibilities of the Executive Office.
- Assisted the Board of Supervisors in developing a balanced budget that provided a continuation of the county's current service delivery while addressing the difficulties of economic uncertainty and federal/state funding cutbacks. Continued efforts to further refine the budget process to enhance and expedite final budget deliberations. Prepared and refined the development of the Governmental Accounting Standards Board (GASB) Management Discussion and Analysis (to be presented to the Board of Supervisors prior to August 2005).
- Maintained a cohesive Executive Management Team, and working toward a more open and inclusive management approach (among directors and between the Board and their directors). 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.

- Held periodic meetings 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.
- Coordinated cable franchise negotiations with cities.
- 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.
- Participated with AOC 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.
- Marketed the County's Business Assistance Program, in partnership with the Redwood Empire Small Business Development Center, to 2,908 licensed businesses in the unincorporated areas of Mendocino County.
- Conducted meetings with potential housing, business relocation and expansion prospects, in addition to providing approximately 300 hours of consultations to administer the County's Community Development Block Grant and Program Income Reuse Programs in collaboration with West Company, the Mendocino Workforce Investment Board (WIB), Community Development Services, Economic Development & Financing Corporation (EDFC), State Assistance Fund for Enterprise, Business and Industrial Development Corporation (SAFE-BIDCO), the Arcata Economic Development Corporation (AEDC), and private financial institutions.
- Provided staff services to the Redevelopment Agency of the County of Mendocino.
- Prepared and presented PowerPoint overview of County economic development opportunities and efforts at the joint meeting of the Greater Ukiah Chamber of Commerce and Mendocino Workforce Investment Board.
- Participated in local economic and community development activities including but not limited to: completing the Redwood Valley Community Action Plan and initiating the preparation of the Potter Valley Community Action Plan; and assisting the Mendocino Winegrowers Alliance and Mendocino County Lodging Association in considering the formation of business improvement districts.
- Provided contract management for economic development efforts being performed by the Mendocino County Promotional Alliance, Redwood Empire Small Business Development Center, Community Development Services, Economic Development & Finance Corporation, PlanWest Partners, and West Company.
- Prepared content to enhance the County's online Economic Development Guide at: http://www.co.mendocino.ca.us/econdev/
- Provided liaison services and contract management with housing and community development projects being performed by Community Development Commission, Northern Circle Indian Housing Authority, and Rural Community Housing Development Corporation.
- Actively participated in SEIU Contract Negotiations and advisory committee to Negotiation Team.
- Performed full range of liaison duties with Public Resources, Health and Human Services, General Government, and Criminal Justice Departments, Coordinating Councils, and Board Committees.
- Met the objective of maintaining total debt service at its existing level.
- Reviewed operational and cost effectiveness of the MESA program**.**
- Continued to provide coordination and oversight in the preparation of responses to the Grand Jury Reports.

GOALS AND OBJECTIVES:

Overall 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 ensure timely implementation of Board of Supervisors' policies.

- Assist the directors of the County's operating departments by providing consultation and other management services.
- Continue to refine the County's budgeting process to present pertinent financial data in a manner which is more comprehensive, useful, and easily understood, including the development of budget materials that are 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, and provide staff support for the Board's annual legislative program.
- Continue the evolution of the Executive Office with regard to an effective internal structure and highly functioning external relationships.

Health & Human Services:

- Perform liaison duties for Health and Human Services Coordinating Council and Board Health and Human Services Committee.
- Work with Health and Human Services Departments in forming and restructuring a Health and Human Services Agency to increase services while increasing productivity within the internal structural organization.
- Implemented the reorganization of the transfer of Animal Care and Control under the direction of Public Health/Environmental Health.

Criminal Justice:

- Examine alternatives and facilitate the implementation of alternatives to the delivery of mental health, substance abuse, and physical health services within the jail, including pre-trial services in lieu of incarceration.
- Continue to work with the AOC regarding negotiations with the State for transition of court facilities.
- Monitor the jail construction project and next phases of the Criminal Justice Facilities Master Plan.
- Perform liaison duties for Criminal Justice Coordinating Council and Board Criminal Justice Committee.
- Continue to work with the County Counsel, Courts, CSAC and the AOC on the termination of the County revenue sharing agreement with the Courts, and the AB139 Civil Assessments revenue that has been transferred to the State.

General Government:

- Perform liaison duties General Government Coordinating Council and Board General Government Committee.
- Coordinate with Information Services the implementation of Public Education Government (PEG) funding.
- Work with County Counsel on the PG&E franchise renewal.
- Finalize Redevelopment budget and Five-Year Implementation Plan and begin program implementation.
- Update the County's Economic Development Website at: www.co.mendocino.ca.us/econdev with statistical information and other content developed in cooperation with other agencies, such as the Workforce Investment Board and Mendocino County Information Services Department.
- Complete Potter Valley Community Action Plan.
- Provide assistance to businesses located in or wishing to locate in the unincorporated area of the County.

- Redefine services to be provided by the County's Community Development Block Grant Funded Economic Enterprise and Program Income Reuse Plan.

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.
- 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.
- Continue to work with various County Departments in an effort to implement a "Storm Water Plan" for County of Mendocino.
- Work with the Planning and Building Department in implementing a restructure of resource staff for a Planning Special Team to support a continuing effort to plan and implement various long-term projects including a Grading Ordinance and a Revised General Plan.
- Perform liaison duties for Public Resources Coordinating Council and Board Public Resources Committee.

Cultural Services:

- Work with the Librarian and General Services to improve the Branch Library facility and services in Covelo.
- Work with Museum on long term goals of increasing revenue resources.

COUNTY EXECUTIVE OFFICE COMMENTS:

The requested budgets submitted by Departments assumed a 6.5 % reduction to prior year Net County Cost assignments. During Proposed Budget conferences, the County Executive Office made additional adjustments to Net County Cost assignments based on Board priorities and objectives, and funding requirements for fixed and program costs.

The County Executive Office appropriated an additional $104,000 that includes 7 FTE. For Fiscal Year 2006-07, this budget anticipates a transfer of the Economic Development Coordinator position to Budget Unit 1810 (Promotions).

FINAL BUDGET ACTION:

During the Final Budget Deliberations, the Board of Supervisors approved the Recommended Budget from the County Executive Office for the County Executive Office with additional funding of $45,000 for a dual fill position.

AUTHORIZED POSITIONS:

	Funded 2005-2006	Funded 2006-2007
TOTAL:	8	7

COUNTY EXECUTIVE OFFICE NOTES:

SALARIES & BENEFITS

Acct. 1011 Provides funding for 5 professional staff, 2 administrative staff which includes 3 FTE funded by the General Liability budget (1 FTE 35% and 2 FTE 50%)

FIXED ASSETS

Acct. 4370 Provides for repair/replacement of 3 computers.

TRANSFER & REIMBURSEMENTS

Acct. 5380 Provides for Transfer from the Budget Unit #1025 for financial assistance.

REVENUES

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

1020– COUNTY EXECUTIVE OFFICE
Albert Beltrami, Interim Chief Executive Officer

STATE CONTROLLER
COUNTY BUDGET ACT
(1985)

COUNTY OF MENDOCINO
STATE OF CALIFORNIA
BUDGET UNIT FINANCING USES DETAIL
FINAL BUDGET FOR FISCAL YEAR 2006-07

COUNTY BUDGET FORM
SCHEDULE 9

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

BUDGET UNIT: 1020 COUNTY EXECUTIVE OFFICE
FUND: 1100 COUNTY GENERAL

FINANCING USES CLASSIFICATION (1)	2004-05 BUDGET (2)	2004-05 ACTUALS (3)	2005-06 BUDGET (4)	2005-06 ACTUALS (5) 06/30/06	2006-07 REQUEST (6)	2006-07 RECOMMEND (7)	2006-07 ADOPTED (8)
SALARIES & EMPLOYEE BENEFITS							
861011 REGULAR EMPLOYEES	475,179	359,870	535,180	502,463	458,811	528,311	561,311
861012 EXTRA HELP	0	6,180	0	13,875	0	4,000	16,000
861013 OVERTIME REG EMP	0	0	0	100	0	0	0
861021 CO CONT TO RETIREMENT	53,511	42,633	78,933	81,778	102,687	94,763	94,763
861022 CO CONT TO OASDI	25,129	19,949	31,976	29,282	39,825	35,923	35,923
861023 CO CONT TO OASDI-MEDIC	6,311	5,170	7,478	7,238	9,314	8,402	8,402
861024 CO CONT TO RET INCREMENT	25,976	20,836	34,039	30,055	40,396	37,023	37,023
861030 CO CONT TO EMPLOYEE INSUR	32,513	33,966	66,789	54,139	72,441	60,862	60,862
861031 CO CONT UNEMPLOYMENT INSU	3,190	3,163	1,537	1,686	1,600	1,920	1,920
861035 CO CONT WORKERS COMPENSAT	10,991	10,991	6,739	6,739	6,900	4,777	4,777
TOTAL SALARIES & EMPLOYEE BENEFITS	632,800	502,758	762,671	727,355	731,974	775,981	820,981
SERVICES & SUPPLIES							
862060 COMMUNICATIONS	6,000	5,920	6,000	5,689	6,500	6,500	6,500
862101 INSURANCE-GENERAL	1,682	1,681	1,713	1,713	1,500	1,591	1,591
862120 MAINTENANCE-EQUIPMENT	0	75	1,500	0	500	500	500
862150 MEMBERSHIPS	2,250	1,100	2,000	899	1,500	1,500	1,500
862170 OFFICE EXPENSE	12,500	12,081	10,500	15,222	15,000	17,000	17,000
862187 EDUCATION & TRAINING	0	410	500	0	1,000	2,000	2,000
862189 PROF & SPEC SVCS-OTHR	7,500	88,903	32,000	59,734	25,000	55,000	55,000
862190 PUBL & LEGAL NOTICES	0	1,795	1,500	3,211	1,500	2,500	2,500
862239 SPEC DEPT EXP	300,000	287,595	0	7,705	5,000	5,000	5,000
862250 TRNSPRTATION & TRAVEL	1,000	1,896	1,000	493	1,000	1,000	1,000
862253 TRAVEL & TRSP OUT OF COUN	5,000	3,324	3,000	9,315	3,000	5,000	5,000
TOTAL SERVICES & SUPPLIES	335,932	404,780	59,713	103,981	61,500	97,591	97,591
FIXED ASSETS							
864370 EQUIPMENT	0	0	5,000	4,528	5,000	5,000	5,000
TOTAL FIXED ASSETS	0	0	5,000	4,528	5,000	5,000	5,000
EXPEND TRANSFER AND REIMB							
865380 INTRAFUND TRANSFERS	-90,000	-70,000	0	0	0	0	0
TOTAL EXPEND TRANSFER AND REIMB	-90,000	-70,000	0	0	0	0	0
TOTAL NET APPROPRIATIONS	878,732	837,538	827,384	835,864	798,474	878,572	923,572
LESS: REVENUES							
825398 SB90 REIMBURSEMENT	0	0	0	38,651	0	0	0
825490 STATE OTHER	30,128	11,832	15,000	18,513	15,000	15,000	15,000
827700 OTHER	500	300	5,500	6,267	5,500	5,500	5,500
827802 OPERATING TRANSFER IN	0	0	2,500	2,500	2,500	2,500	2,500
TOTAL REVENUES	30,628	12,132	23,000	65,931	23,000	23,000	23,000
TOTAL NET COUNTY COST	848,104	825,406	804,384	769,933	775,474	855,572	900,572

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0402 – COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
Albert Beltrami, Interim Chief Executive Officer

GRANT DESCRIPTION:

Provides funding for specific economic development activities under the control of the State Community Development Block Grant (CDBG) Program. The County seeks these funds to supplement other private or public countywide economic development resources, such as: 1) gap financing (loans) usually in cooperation with other financial sources to retain or expand businesses seeking to create or retain jobs; 2) grant funding to agencies that provide microenterprise (small business) training to individuals or businesses, and: 3) special economic development planning studies.

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

GRANT FUNDING AND BUDGET:	04-EDBG-0634
Personnel:	.00
Operating Expenses:	.00
Capital Expenditures *(Equipment):*	.00
Other Costs*:	286,875.00
Indirect Costs **:	13,125.00
TOTAL	$300,000.00

* **Business assistance contracts, microenterprise training, loans & grants.**

** **Potential reimbursement 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, in-kind services, funding from private sources, and/or interagency agreements with service providers.

INDEPENDENT AUDIT REQUIRED: Yes

1025 – REDEVELOPMENT
Albert Beltrami, Interim Chief Executive 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 Executive 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:

- Prepared annual reporting requirements to the California State Controller and County Auditor-Controller.
- Completed the Agency's first audit and management report for fiscal year ending June 30, 2005.

GOALS AND OBJECTIVES:

Goals:

- Maintain a fiscal sound Redevelopment Agency and Project Area.
- Account for general administrative expenditures of the Agency.
- Budget for effective Agency administration and project/program management.

Objectives for 2006-2007:

- Complete mid-term report on the Agency's Five Year Implementation Plan.
- Complete fiscal year 2005-2006 audit and annual reports to State Controller, State Department of Housing and Community Development, and Statement of Indebtedness to County Auditor-Controller.
- Provide comprehensive administration and management training for County personnel involved in administrative, fiscal control and project management functions of the Agency.

COUNTY EXECUTIVE OFFICE COMMENTS:

Budget Unit 1025 provides for the essential operations of the Redevelopment Agency. The Agency may partner with county departments or agencies for staff services to provide administration, project management, public services, and fiscal controls. The Agency reimburses the county for those costs.

FINAL BUDGET ACTION:

During the Final Budget Deliberations, the Board of Supervisors approved the Recommended Budget from the County Executive Office for Redevelopment.

1025 – REDEVELOPMENT
Albert Beltrami, Interim Chief Executive Officer

STATE CONTROLLER
COUNTY BUDGET ACT
(1985)

COUNTY OF MENDOCINO
STATE OF CALIFORNIA
BUDGET UNIT FINANCING USES DETAIL
FINAL BUDGET FOR FISCAL YEAR 2006-07

COUNTY BUDGET FORM
SCHEDULE 9

CLASSIFICATION:
FUNCTION: 1 GENERAL GOVERNMENT
ACTIVITY: 102 GENERAL - FINANCE

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

FINANCING USES CLASSIFICATION (1)	2004-05 BUDGET (2)	2004-05 ACTUALS (3)	2005-06 BUDGET (4)	2005-06 ACTUALS (5) 06/30/06	2006-07 REQUEST (6)	2006-07 RECOMMEND (7)	2006-07 ADOPTED (8)
SERVICES AND SUPPLIES							
862150 MEMBERSHIPS	1,040	0	1,040	0	1,290	1,290	1,290
862170 OFFICE EXPENSE	0	551	700	620	300	300	300
862181 AUDITING & FISCAL SVC	1,408	0	1,400	0	5,000	5,000	5,000
862183 LEGAL FEES	1,200	0	0	0	2,000	2,000	2,000
862187 EDUCATION & TRAINING	0	0	2,000	0	1,000	1,000	1,000
862189 PROF & SPEC SVCS-OTHR	0	739	0	7,353	0	0	0
862190 PUBL & LEGAL NOTICES	120	0	120	0	120	120	120
862239 SPEC DEPT EXP	2,000	29,697	80,472	120,814	0	0	0
862250 TRNSPRTATION & TRAVEL	0	0	500	0	0	0	0
862253 TRAVEL & TRSP OUT OF COUN	0	0	0	0	5,000	5,000	5,000
TOTAL SERVICES & SUPPLIES	5,768	30,987	86,232	128,787	14,710	14,710	14,710
OTHER CHARGES							
863113 PYMNTS OTHER GOV AGNC	20,531	14,775	0	78,678	0	0	0
863280 CONTR TO OTHER AGNCS	0	0	22,183	0	0	0	0
863311 PRINCIPAL	0	0	0	0	10,000	10,000	10,000
TOTAL OTHER CHARGES	20,531	14,775	22,183	78,678	10,000	10,000	10,000
EXPEND TRANSFER AND REIMB							
865380 INTRAFUND TRANSFERS	71,468	0	0	0	0	0	0
865802 OPERATING TRANSFER OUT	0	0	2,500	2,500	5,000	5,000	5,000
TOTAL EXPEND TRANSFER AND REIMB	71,468	0	2,500	2,500	5,000	5,000	5,000
TOTAL NET APPROPRIATIONS	97,767	45,762	110,915	209,965	29,710	29,710	29,710
LESS: REVENUES							
821110 PROPERTY TAX CURRENT SECU	97,767	79,436	110,915	311,666	0	0	0
821130 SUPPLEMENTAL ROLL TAX	0	19,049	0	66,238	0	0	0
821210 PROPERTY TAX PRIOR SECURE	0	0	0	92,417	0	0	0
824100 INTEREST	0	-4,887	4,991	-1,736	0	0	0
TOTAL REVENUES	97,767	93,598	115,906	468,585	0	0	0
TOTAL FUND BALANCE CONTRIBUTION	0	-47,836	-4,991	-258,620	29,710	29,710	29,710

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1026 – REDEVELOPMENT HOUSING COMPONENT
Albert Beltrami, Interim Chief Executive 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 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.

MAJOR ACCOMPLISHMENTS:

- The County Executive Office held discussions with staff from the Community Development Commission of Mendocino County (the CDC) about opportunities to improve (rehabilitate or reconstruct) the CDC's inventory of affordable housing in the boundaries of the Redevelopment Project Area.

GOALS AND OBJECTIVES:

Goal:
- Expansion and improvement of housing opportunities for persons of low to moderate income.

Objective:
- Collect and allocate tax increment revenues to provide financing to create and/or improve the supply of affordable housing.

COUNTY EXECUTIVE OFFICE COMMENTS:

Affordable housing activities are financed from a minimum 20% share of Redevelopment Agency tax increment revenue. Tax increment revenue is connected to the growth or decline in the secured and unsecured property tax roll value. Redevelopment Agency tax increment revenues are statutorily allocated and shared with the Agency's Affordable Housing Fund (BU 1026) and other public entities, including fire & school districts, the County of Mendocino, and other special districts as identified in Redevelopment Area documents.

1026 – REDEVELOPMENT HOUSING COMPONENT
Albert Beltrami, Interim Chief Executive Officer

STATE CONTROLLER
COUNTY BUDGET ACT
(1985)

COUNTY OF MENDOCINO
STATE OF CALIFORNIA
BUDGET UNIT FINANCING USES DETAIL
FINAL BUDGET FOR FISCAL YEAR 2006-07

COUNTY BUDGET FORM
SCHEDULE 9

CLASSIFICATION:
FUNCTION: 1 GENERAL GOVERNMENT
ACTIVITY: 102 GENERAL - FINANCE

BUDGET UNIT: 1026 RDA HOUSING COMPONENT
FUND: 1421 RDA TAX INCR/DEBT SVC

FINANCING USES CLASSIFICATION (1)	2004-05 BUDGET (2)	2004-05 ACTUALS (3)	2005-06 BUDGET (4)	2005-06 ACTUALS (5) 06/30/06	2006-07 REQUEST (6)	2006-07 RECOMMEND (7)	2006-07 ADOPTED (8)
SERVICES & SUPPLIES							
862060 COMMUNICATIONS	300	0	300	0	300	300	300
862170 OFFICE EXPENSE	100	0	200	0	0	0	0
862181 AUDITING & FISCAL SVC	500	0	1,400	0	1,400	1,400	1,400
862183 LEGAL FEES	1,000	0	0	0	2,000	2,000	2,000
862187 EDUCATION & TRAINING	1,000	0	1,000	0	0	0	0
862189 PROF & SPEC SVCS-OTHR	0	0	1,000	0	4,000	4,000	4,000
862190 PUBL & LEGAL NOTICES	200	0	120	0	120	120	120
862239 SPEC DEPT EXP	0	0	2,000	0	0	0	0
862250 TRNSPRTATION & TRAVEL	500	0	500	0	500	500	500
TOTAL SERVICES & SUPPLIES	3,600	0	6,520	0	8,320	8,320	8,320
OTHER CHARGES							
863113 PYMNTS OTHER GOV AGNC	0	0	0	0	75,000	75,000	75,000
TOTAL OTHER CHARGES	0	0	0	0	75,000	75,000	75,000
EXPEND TRANSFER AND REIMB							
865380 INTRAFUND TRANSFERS	-19,554	-19,697	-22,183	-90,814	0	0	0
865802 OPERATING TRANSFER OUT	0	0	0	0	4,000	4,000	4,000
TOTAL EXPEND TRANSFER AND REIMB	-19,554	-19,697	-22,183	-90,814	4,000	4,000	4,000
TOTAL NET APPROPRIATIONS	-15,954	-19,697	-15,663	-90,814	87,320	87,320	87,320
TOTAL FUND BALANCE CONTRIBUTION	-15,954	-19,697	-15,663	-90414	87,320	87,320	87,320

1027 – REDEVELOPMENT COMMUNITY & ECONOMIC DEVELOPMENT
Albert Beltrami, Interim Chief Executive 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 33000et. 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 to implement the Agency's mission to improve business, neighborhood, and housing conditions in the Redevelopment Project Area.

MAJOR ACCOMPLISHMENTS:

- Participated in Health and Human Services Standing Committee discussions relative to blight elimination and code enforcement activities in the project area.

GOALS AND OBJECTIVES:

Goals:
- Elimination, over time, of blighted physical and economic conditions in the Project Area.
- Preparation of market assessments, plans, and design guidelines to ensure timely and proper revitalization of the Project Area.
- Development and implementation of business attraction, retention and expansion strategies to generate tax-increment revenues for affordable housing programs.
- 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.
- Implementation of Community Redevelopment Law as set forth in Health and Safety Code Sections 33000 et. seq.

Objectives:
- Examine opportunities to enhance the quality and livability of established residential neighborhoods and commercial and industrial areas.
- Implement projects and programs to achieve Redevelopment Agency Goals.

COUNTY EXECUTIVE OFFICE COMMENTS:

Affordable housing, community and economic development activities are financed from tax increment revenue. Tax increment revenue is connected to the growth or decline in the secured and unsecured property tax roll value. Redevelopment Agency tax increment revenues are statutorily allocated and shared with the Agency's Affordable Housing Fund (BU 1026) and other public entities, including fire & school districts, the County of Mendocino, and other special districts as identified in Redevelopment Area documents.

FINAL BUDGET ACTION:

During the Final Budget Deliberations, the Board of Supervisors approved the Recommended Budget from the County Executive Office for the Housing Community & Economic Development.

1027 – REDEVELOPMENT COMMUNITY & ECONOMIC DEVELOPMENT
Albert Beltrami, Interim Chief Executive Officer

STATE CONTROLLER
COUNTY BUDGET ACT
(1985)

COUNTY OF MENDOCINO
STATE OF CALIFORNIA
BUDGET UNIT FINANCING USES DETAIL
FINAL BUDGET FOR FISCAL YEAR 2006-07

COUNTY BUDGET FORM
SCHEDULE 9

CLASSIFICATION:
FUNCTION: 1 GENERAL GOVERNMENT
ACTIVITY: 102 GENERAL - FINANCE

BUDGET UNIT: 1027 RDA PROJECT COSTS
FUND: 1422 RDA HOUSING COMPONENT

FINANCING USES CLASSIFICATION (1)	2004-05 BUDGET (2)	2004-05 ACTUALS (3)	2005-06 BUDGET (4)	2005-06 ACTUALS (5) 06/30/06	2006-07 REQUEST (6)	2006-07 RECOMMEND (7)	2006-07 ADOPTED (8)
SERVICES & SUPPLIES							
862060 COMMUNICATIONS	0	0	0	0	400	400	400
862170 OFFICE EXPENSE	200	0	400	0	400	400	400
862181 AUDITING & FISCAL SVC	500	0	0	0	0	0	0
862183 LEGAL FEES	1,000	0	0	0	3,000	3,000	3,000
862187 EDUCATION & TRAINING	1,100	0	1,000	0	500	500	500
862189 PROF & SPEC SVCS-OTHR	0	765	2,000	0	20,000	20,000	20,000
862190 PUBL & LEGAL NOTICES	250	0	120	0	1,000	1,000	1,000
862239 SPEC DEPT EXP	0	0	2,000	0	15,000	15,000	15,000
862250 TRNSPRTATION & TRAVEL	600	0	500	0	500	500	500
862253 TRAVEL & TRSP OUT OF COUN	0	0	0	0	1,200	1,200	1,200
TOTAL SERVICES & SUPPLIES	3,650	765	6,020	0	42,000	42,000	42,000
EXPEND TRANSFER AND REIMB							
865380 INTRAFUND TRANSFERS	-41,914	0	-30,944	0	0	0	0
865802 OPERATING TRANSFER OUT	0	0	0	0	140,000	140,000	140,000
TOTAL EXPEND TRANSFER AND REIMB	-41,914	0	-30,944	0	140,000	140,000	140,000
TOTAL NET APPROPRIATIONS	-38,264	765	-24,924	0	182,000	182,000	182,000
TOTAL FUND BALANCE CONTRIBUTION	-38,264	765	-24,924	0	182,000	182,000	182,000

1028 – REDEVELOPMENT DEBT SERVICE COMPONENT
Albert Beltrami, Interim Chief Executive 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 Chief Executive Office provides staff support.

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

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, loans, leases and reimbursements. Redevelopment projects and programs currently financed on a pay-as-you-go basis in addition to debt payments (principal and interest) made to the County of Mendocino.

MAJOR ACCOMPLISHMENTS:

- The Redevelopment Agency of the County of Mendocino made its second payment of principal and interest to the County of Mendocino for costs associated with the adoption of the Redevelopment Project Area.

GOALS AND OBJECTIVES:

Budget for payments of principal and interest and the associated annual costs of the Redevelopment Agency's indebtedness.

FINAL BUDGET ACTION:

During the Final Budget Deliberations, the Board of Supervisors approved the Recommended Budget from the County Executive Office for Redevelopment Debt Service Component.

1028 – REDEVELOPMENT DEBT SERVICE COMPONENT
Albert Beltrami, Interim Chief Executive Officer

STATE CONTROLLER
COUNTY BUDGET ACT
(1985)

COUNTY OF MENDOCINO
STATE OF CALIFORNIA
BUDGET UNIT FINANCING USES DETAIL
PROPOSED BUDGET FOR FISCAL YEAR 2006-07

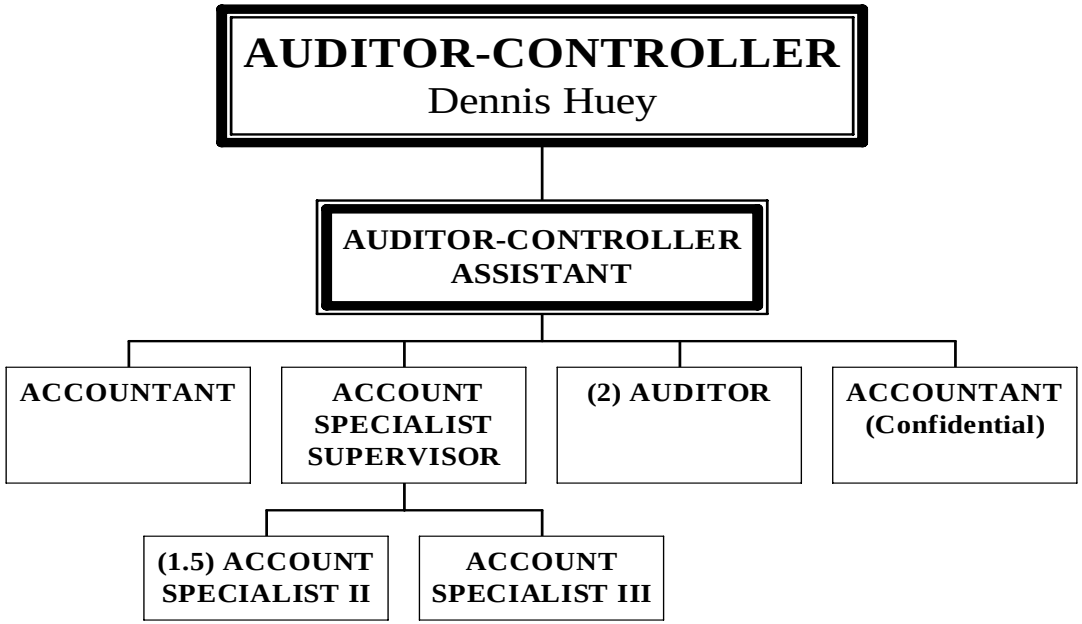
COUNTY BUDGET FORM
SCHEDULE 9

CLASSIFICATION:
FUNCTION: 1 GENERAL GOVERNMENT
ACTIVITY: 102 GENERAL - FINANCE

BUDGET UNIT: 1028 RDA - DEBT SERVICE COMPONENT
FUND: 1423 RDA DEBT SERVICE COMPONENT

FINANCING USES CLASSIFICATION (1)	2004-05 BUDGET (2)	2004-05 ACTUALS (3)	2005-06 BUDGET (4)	2005-06 ACTUALS (5) * 06/14/06	2006-07 REQUEST (6)	2006-07 RECOMMEND (7)	2006-07 ADOPTED (8)
OTHER CHARGES							
863113 PYMNTS OTHER GOV AGNC	0	0	0	0	26,250	26,250	0
863310 INTEREST	5,000	0	5,000	0	0	0	0
863311 PRINCIPAL	5,000	0	25,000	0	0	0	0
TOTAL OTHER CHARGES	10,000	0	30,000	0	26,250	26,250	0
EXPEND TRANSFER AND REIMB							
865380 INTRAFUND TRANSFERS	-10,000	-10,000	-30,000	0	0	0	0
865802 OPERATING TRANSFER OUT	0	0	0	0	98,750	98,750	0
TOTAL EXPEND TRANSFER AND REIMB	-10,000	-10,000	-30,000	0	98,750	98,750	0
TOTAL NET APPROPRIATIONS	0	-10,000	0	0	125,000	125,000	0
LESS: REVENUES							
821110 PROPERTY TAX CURRENT SECU	0	0	0	0	125,000	125,000	0
TOTAL REVENUES	0	0	0	0	125,000	125,000	0
TOTAL FUND BALANCE CONTRIBUTION	0	-10,000	0	0	0	0	0

1110 – AUDITOR-CONTROLLER
Dennis Huey, Auditor-Controller



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 fourth 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, 2005, 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 Team in assisting Human Resources and the CEO in their successful negotiations with the SEIU bargaining unit.
- 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 the ongoing negotiations with the State for the scheduled transition of currently owned court facilities to the State.
- Actively participated as a member of the County Finance System Task Force in the selection and implementation of a new finance system software for the County.

GOALS AND OBJECTIVES:

- Assist the County Executive Office in the timely compilation of the proposed and final adopted county budgets.

1110 – AUDITOR-CONTROLLER
Dennis Huey, Auditor - Controller

- Implementation of the new payroll and human resources system software by January 1, 2007.
- Implementation of the all other new finance system software by the target date of July 1, 2007.

COUNTY EXECUTIVE OFFICE COMMENTS:

The requested budgets submitted by Departments assumed a 6.5 % reduction to prior year Net County Cost assignments. During Proposed Budget conferences, the County Executive Office made additional adjustments to Net County Cost assignments based on Board priorities and objectives, and funding requirements for fixed and program costs.

The County Executive Office appropriated an additional $38,000 based on Fiscal Year 05/06 Net County cost including benefit increases.

FINAL BUDGET ACTION:

During the Final Budget Deliberations, the Board of Supervisors approved the Recommended Budget from the County Executive Office for Auditor/Controller with additional funding of $15,000 for a transitional dual fill position providing 2 months of training.

AUTHORIZED POSITIONS:

	Funded 2005-2006	Funded 2006-2007
TOTAL:	9.5	9.5

COUNTY EXECUTIVE OFFICE NOTES:

SALARIES & BENEFITS

Acct 1011 - Provides funding for 9.5 positions.

SERVICES & SUPPLIES

Acct. 2150 - Membership in State Association of County Auditors ($300)..

REVENUES

Acct. 6115 - Represents charges to special districts for levying Benefit Assessments onto the annual tax rolls.
Acct. 6120 - Fees for accounting services for various special districts and grants as well as recoupment of administrative charges for the supplemental tax roll processing.
Acct. 6121 - Fees for audit services to grant.
Acct. 7700 - 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 2006-07

COUNTY BUDGET FORM
SCHEDULE 9

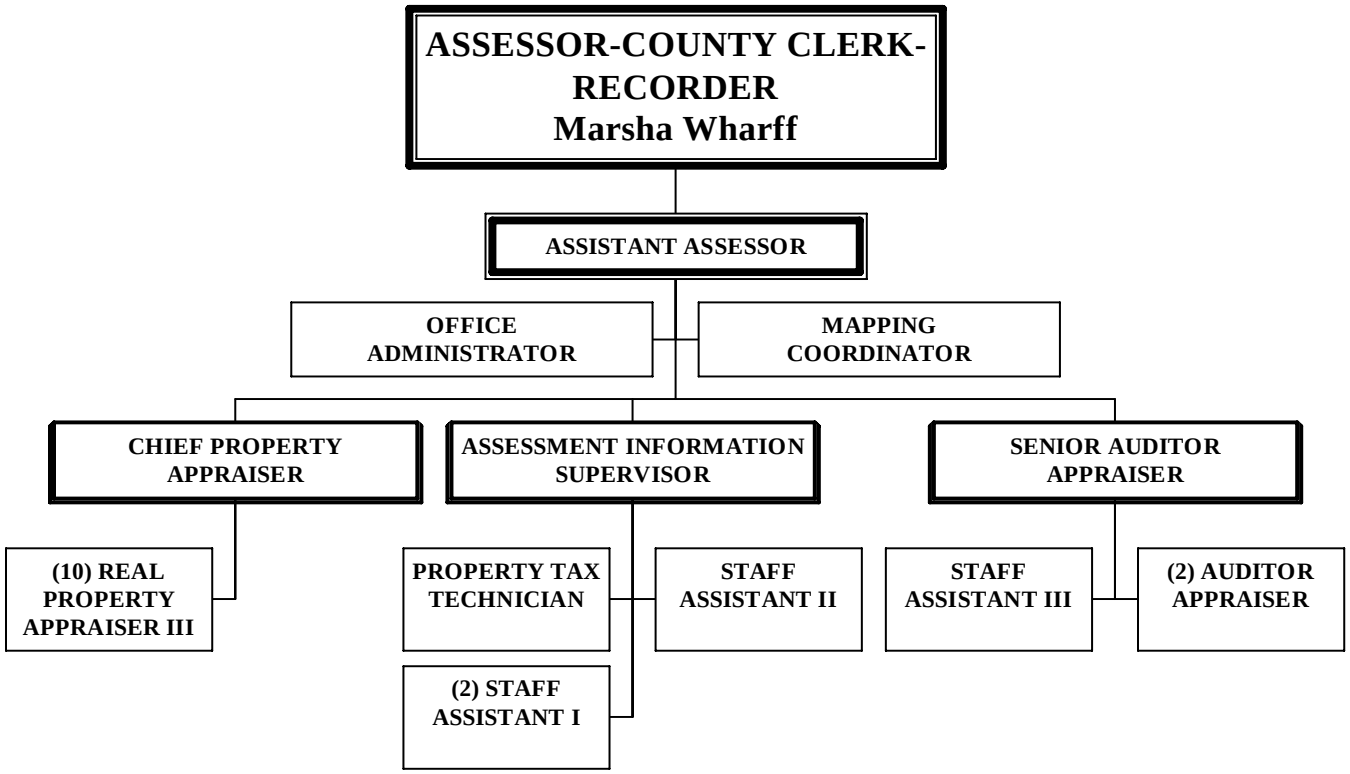
CLASSIFICATION:
FUNCTION: 1 GENERAL GOVERNMENT
ACTIVITY: 102 GENERAL - FINANCE

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

FINANCING USES CLASSIFICATION (1)	2004-05 BUDGET (2)	2004-05 ACTUALS (3)	2005-06 BUDGET (4)	2005-06 ACTUALS (5) 06/30/06	2006-07 REQUEST (6)	2006-07 RECOMMEND (7)	2006-07 ADOPTED (8)
SALARIES & EMPLOYEE BENEFITS							
861011 REGULAR EMPLOYEES	510,004	517,352	506,061	529,661	503,435	541,435	556,435
861012 EXTRA HELP	0	0	0	111	0	0	0
861013 OVERTIME REG EMP	0	564	0	0	0	0	0
861021 CO CONT TO RETIREMENT	61,971	60,711	79,736	73,612	70,918	70,918	70,918
861022 CO CONT TO OASDI	28,136	28,722	29,689	29,614	30,550	30,550	30,550
861023 CO CONT TO OASDI-MEDIC	6,812	7,108	7,208	7,276	7,400	7,400	7,400
861024 CO CONT TO RET INCREMENT	31,111	30,437	34,037	31,225	30,558	30,558	30,558
861030 CO CONT TO EMPLOYEE INSUR	66,326	67,238	78,150	68,970	80,249	80,249	80,249
861031 CO CONT UNEMPLOYMENT INSU	1,134	1,139	676	674	676	674	674
861035 CO CONT WORKERS COMPENSAT	4,066	4,066	4,338	4,338	4,338	2,858	2,858
TOTAL SALARIES & EMPLOYEE BENEFITS	709,560	717,337	739,895	745,481	728,124	764,642	779,642
SERVICES & SUPPLIES							
862060 COMMUNICATIONS	3,500	3,233	3,500	3,018	3,500	3,500	3,500
862101 INSURANCE-GENERAL	2,064	2,063	2,119	2,119	2,119	1,938	1,938
862120 MAINTENANCE-EQUIPMENT	2,000	3,810	3,500	1,719	3,000	3,000	3,000
862150 MEMBERSHIPS	300	1,050	300	1,049	1,000	1,000	1,000
862170 OFFICE EXPENSE	43,000	46,058	45,000	32,282	45,000	45,000	45,000
862171 PAPER SUPPLIES	1,600	2,110	2,500	2,010	2,200	2,200	2,200
862187 EDUCATION & TRAINING	0	300	0	335	0	0	0
862190 PUBL & LEGAL NOTICES	150	22	100	0	100	100	100
862200 RNTS & LEASES-EQUPMNT	1,500	0	0	0	0	0	0
862239 SPEC DEPT EXP	1,000	248	500	0	500	500	500
862250 TRNSPRTATION & TRAVEL	1,750	1,020	1,250	2,629	2,000	2,000	2,000
862253 TRAVEL & TRSP OUT OF COUN	1,700	1,791	1,750	593	2,000	2,000	2,000
TOTAL SERVICES & SUPPLIES	58,564	61,705	60,519	45,754	61,419	61,238	61,238
OTHER CHARGES							
863340 TAXES & ASSESSMENTS	0	1	0	-2	0	0	0
TOTAL OTHER CHARGES	0	1	0	-2	0	0	0
TOTAL NET APPROPRIATIONS	768,124	779,043	800,414	791,233	789,543	825,880	840,880
LESS: REVENUES							
825398 SB90 REIMBURSEMENT	0	0	0	684	0	0	0
826115 DEBT SERVICE FEE	75,000	83,371	82,500	88,182	92,000	92,000	92,000
826120 ACCOUNTING FEE	230,100	247,634	240,100	256,087	250,100	250,100	250,100
826121 AUDIT FEE	7,500	0	5,000	5,623	5,000	5,000	5,000
826390 OTHER CHARGES	0	0	0	2,033	1,000	1,000	1,000
827600 OTHER SALES	450	144	300	445	300	300	300
827700 OTHER	15,000	5,313	9,000	2,009	9,000	9,000	9,000
827703 CANCELLED OUTLAWED WARRAN	11,000	9,089	11,000	7,639	9,000	9,000	9,000
827802 OPERATING TRANSFER IN	650	650	650	650	650	650	650
TOTAL REVENUES	339,700	346,201	348,550	363,352	367,050	367,050	367,050
TOTAL NET COUNTY COST	428,424	432,842	451,864	427,881	422,493	458,830	473,830

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 $400,000 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.

This Division has made most of the forms used by taxpayers available for downloading on its website, saving staff time and money to mail out forms to taxpayers.

All parcel maps are now drawn electronically, a great improvement from drawing them in pen and ink. They are now easily transferred to the county's Geographic Information System (GIS) system.

The County participates in the California Assessors' Association's standard data record filing of business property statements. The electronic data is entered into the system by the filer and then downloaded by the participating county eliminating the need for the county, to enter much of the data themselves.

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.

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

CONTINGENCY PLAN:

The budget was balanced assuming a 5% vacancy factor and with the use of unspent funds in the Property Tax Administration Fund and the Property Characteristics Fund. The Property Tax Administration Program has ended. This fund will most likely be depleted this year and there is no program in place to replace it. The Property Characteristics fund still has deposits coming in, but will be drawn down significantly this year.

COUNTY EXECUTIVE OFFICE COMMENTS:

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 requested budgets submitted by Departments assumed a 6.5 % reduction to prior year Net County Cost assignments. During Proposed Budget conferences, the County Executive Office made additional adjustments to Net County Cost assignments based on Board priorities and objectives, and funding requirements for fixed and program costs.

FINAL BUDGET ACTION:

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

AUTHORIZED POSITIONS:

	Funded 2005-2006	Funded 2006-2007
TOTAL:	22	22

COUNTY EXECUTIVE OFFICE NOTES:

SALARIES & BENEFITS

Acct. 1011 Provides for funding of 22 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 2006-07

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)	2004-05 BUDGET (2)	2004-05 ACTUALS (3)	2005-06 BUDGET (4)	2005-06 ACTUALS (5) 06/30/06	2006-07 REQUEST (6)	2006-07 RECOMMEND (7)	2006-07 ADOPTED (8)
SALARIES & EMPLOYEE BENEFITS							
861011 REGULAR EMPLOYEES	961,930	907,904	1,021,870	972,280	1,004,608	1,004,608	1,004,608
861012 EXTRA HELP	0	8,840	0	3,554	0	0	0
861013 OVERTIME REG EMP	0	11,752	0	2,000	0	0	0
861021 CO CONT TO RETIREMENT	131,776	112,766	151,521	143,983	150,947	150,947	150,947
861022 CO CONT TO OASDI	61,582	53,685	61,480	56,973	61,198	61,198	61,198
861023 CO CONT TO OASDI-MEDIC	14,449	12,878	14,395	13,552	14,307	14,307	14,307
861024 CO CONT TO RET INCREMENT	63,793	56,162	64,646	61,031	63,295	63,295	63,295
861030 CO CONT TO EMPLOYEE INSUR	133,499	113,775	141,005	130,447	156,300	156,300	156,300
861031 CO CONT UNEMPLOYMENT INSU	9,283	9,210	5,719	6,002	5,719	5,662	5,662
861035 CO CONT WORKERS COMPENSAT	25,905	25,905	26,693	26,693	26,693	15,288	15,288
TOTAL SALARIES & EMPLOYEE BENEFITS	1,402,217	1,312,877	1,487,329	1,416,515	1,483,067	1,471,605	1,471,605
SERVICES & SUPPLIES							
862060 COMMUNICATIONS	5,100	4,623	4,500	5,819	6,900	6,900	6,900
862101 INSURANCE-GENERAL	32,610	34,817	34,885	34,885	34,885	33,674	33,674
862120 MAINTENANCE-EQUIPMENT	400	539	400	420	1,400	1,400	1,400
862150 MEMBERSHIPS	435	555	555	555	555	555	555
862170 OFFICE EXPENSE	22,000	24,688	25,000	24,446	26,000	26,000	26,000
862181 AUDITING & FISCAL SVC	500	492	500	1,077	3,000	3,000	3,000
862187 EDUCATION & TRAINING	4,000	3,494	4,000	6,364	5,500	5,500	5,500
862189 PROF & SPEC SVCS-OTHR	0	0	0	0	30,000	30,000	30,000
862239 SPEC DEPT EXP	0	330	0	2,160	1,000	1,000	1,000
862250 TRNSPRTATION & TRAVEL	15,000	15,239	17,000	17,621	19,000	19,000	19,000
862253 TRAVEL & TRSP OUT OF COUN	5,000	3,314	5,000	4,131	6,000	6,000	6,000
TOTAL SERVICES & SUPPLIES	85,045	88,091	91,840	97,478	134,240	133,029	133,029
EXPEND TRANSFER AND REIMB							
865802 OPERATING TRANSFER OUT	0	1,796	0	0	0	0	0
TOTAL EXPEND TRANSFER AND REIMB	0	1,796	0	0	0	0	0
TOTAL NET APPROPRIATIONS	1,487,262	1,402,764	1,579,169	1,513,993	1,617,307	1,604,634	1,604,634
LESS: REVENUES							
825490 STATE OTHER	150,825	0	0	0	0	0	0
826390 OTHER CHARGES	30,000	60,350	41,000	28,085	41,000	41,000	41,000
827600 OTHER SALES	12,000	10,708	8,000	9,506	8,000	8,000	8,000
827602 SALE OF MAP-ASSESSOR	500	68	100	0	100	100	100
827802 OPERATING TRANSFER IN	0	37,700	156,947	103,280	284,338	284,338	284,338
TOTAL REVENUES	193,325	108,826	206,047	140,871	333,438	333,438	333,438
TOTAL NET COUNTY COST	1,293,937	1,293,938	1,373,122	1,373,122	1,283,869	1,271,196	1,271,196

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 is part of the Assessor Division of the office of Assessor/County Clerk-Recorder. The Property Tax Administration Program Budget was 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 could not be used to supplant the level of funding and staffing, as it existed in the Assessor's office in Fiscal Year 1993-94. Funding for the program ended last year and this budget reflects the use of the remaining dollars in the fund.

MAJOR ACCOMPLISHMENTS:

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

COUNTY EXECUTIVE OFFICE COMMENTS:

The requested budgets submitted by Departments assumed a 6.5 % reduction to prior year Net County Cost assignments. During Proposed Budget conferences, the County Executive Office made additional adjustments to Net County Cost assignments based on Board priorities and objectives, and funding requirements for fixed and program costs.

FINAL BUDGET ACTION:

During the Final Budget Deliberations, the Board of Supervisors approved the Recommended Budget from the County Executive Office for Assessor's Property Tax Administration Program.

AUTHORIZED POSITIONS:

	Funded 2005-2006	Funded 2006-2007
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 EXECUTIVE 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.

FIXED ASSETS

Acct. 4370 Provides funding for miscellaneous replacement of equipment.

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 2006-07

COUNTY BUDGET FORM
SCHEDULE 9

CLASSIFICATION:
FUNCTION: 1 GENERAL GOVERNMENT
ACTIVITY: 102 GENERAL - FINANCE

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

FINANCING USES CLASSIFICATION (1)	2004-05 BUDGET (2)	2004-05 ACTUALS (3)	2005-06 BUDGET (4)	2005-06 ACTUALS (5) 06/30/06	2006-07 REQUEST (6)	2006-07 RECOMMEND (7)	2006-07 ADOPTED (8)
861011 REGULAR EMPLOYEES	100,000	0	0	0	0	0	0
861012 EXTRA HELP	4,500	4,906	0	0	0	0	0
861013 OVERTIME REG EMP	10,700	0	0	0	0	0	0
861021 CO CONT TO RETIREMENT	11,471	0	0	0	0	0	0
861022 CO CONT TO OASDI	5,968	0	0	0	0	0	0
861023 CO CONT TO OASDI-MEDIC	1,396	71	0	0	0	0	0
861024 CO CONT TO RET INCREMENT	5,767	0	0	0	0	0	0
861030 CO CONT TO EMPLOYEE INSUR	11,376	0	0	0	0	0	0
861035 CO CONT WORKERS COMPENSAT	0	0	15	15	0	0	0
TOTAL SALARIES & EMPLOYEE BENEFITS	151,178	4,977	15	15	0	0	0
SERVICES & SUPPLIES							
862060 COMMUNICATIONS	600	1,879	600	1,244	0	0	0
862101 INSURANCE-GENERAL	0	75	109	109	109	94	94
862120 MAINTENANCE-EQUIPMENT	1,300	1,630	1,300	1,035	0	0	0
862170 OFFICE EXPENSE	3,197	3,564	3,197	2,328	0	0	0
862181 AUDITING & FISCAL SVC	5,000	0	5,000	75	0	0	0
862187 EDUCATION & TRAINING	500	0	500	0	0	0	0
862189 PROF & SPEC SVCS-OTHR	3,000	0	3,000	0	0	0	0
862239 SPEC DEPT EXP	0	37,418	50,000	3,366	0	0	0
862250 TRNSPRTATION & TRAVEL	500	1,769	500	1,800	0	0	0
862253 TRAVEL & TRSP OUT OF COUN	1,500	0	1,500	148	0	0	0
TOTAL SERVICES & SUPPLIES	15,597	46,335	65,706	10,105	109	94	94
FIXED ASSETS							
864370 EQUIPMENT	15,000	621	15,000	4,271	0	0	0
TOTAL FIXED ASSETS	15,000	621	15,000	4,271	0	0	0
EXPEND TRANSFER AND REIMB							
865802 OPERATING TRANSFER OUT	0	39,856	156,947	103,280	200,000	200,000	200,000
TOTAL EXPEND TRANSFER AND REIMB	0	39,856	156,947	103,280	200,000	200,000	200,000
TOTAL NET APPROPRIATIONS	181,775	91,789	237,668	117,671	200,109	200,094	200,094
LESS: REVENUES							
824100 INTEREST	1,500	3,617	2,770	9,799	2,770	2,755	2,755
825490 STATE OTHER	179,922	160,435	234,898	160,435	0	0	0
TOTAL REVENUES	181,422	164,052	237,668	170,234	2,770	2,755	2,755
TOTAL FUND BALANCE CONTRIBUTION	353	-72,263	0	-52,563	197,339	197,339	197,339

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

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 the Final Budget Deliberations, the Board of Supervisors approved the Recommended Budget from the County Executive Office for the Assessor Property Characteristics.

COUNTY EXECUTIVE 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 2006-07

COUNTY BUDGET FORM
SCHEDULE 9

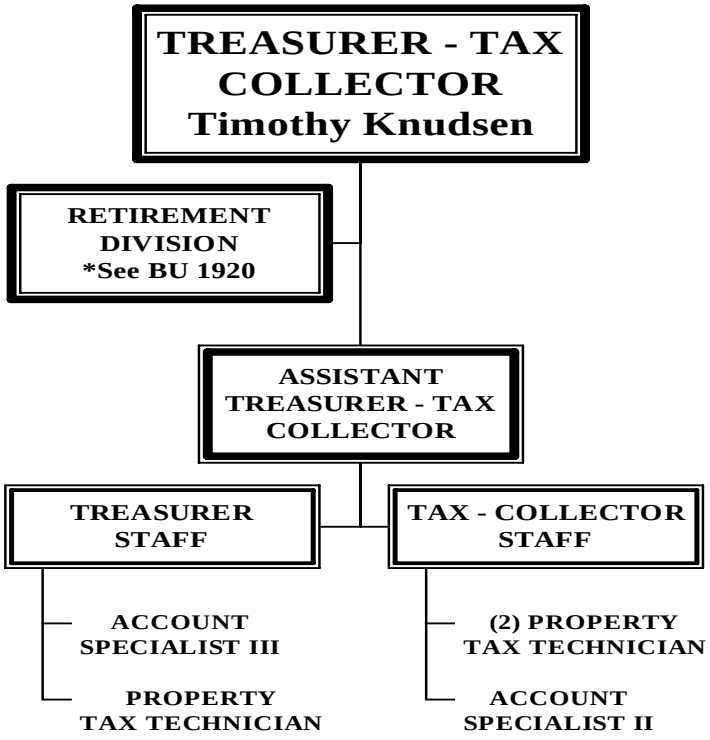
CLASSIFICATION:
FUNCTION: 1 GENERAL GOVERNMENT
ACTIVITY: 102 GENERAL - FINANCE

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

FINANCING USES CLASSIFICATION (1)	2004-05 BUDGET (2)	2004-05 ACTUALS (3)	2005-06 BUDGET (4)	2005-06 ACTUALS (5) 06/30/06	2006-07 REQUEST (6)	2006-07 RECOMMEND (7)	2006-07 ADOPTED (8)
SERVICES & SUPPLIES							
862239 SPEC DEPT EXP	15,000	2,100	15,000	2,496	15,000	15,000	15,000
TOTAL SERVICES & SUPPLIES	15,000	2,100	15,000	2,496	15,000	15,000	15,000
FIXED ASSETS							
864370 EQUIPMENT	0	0	0	3,237	0	0	0
TOTAL FIXED ASSETS	0	0	0	3,237	0	0	0
EXPEND TRANSFER AND REIMB							
865802 OPERATING TRANSFER OUT	0	0	0	0	84,338	84,338	84,338
TOTAL EXPEND TRANSFER AND REIMB	0	0	0	0	84,338	84,338	84,338
TOTAL NET APPROPRIATIONS	15,000	2,100	15,000	5,733	99,338	99,338	99,338
LESS: REVENUES							
824100 INTEREST	0	1,287	0	2,989	0	0	0
827600 OTHER SALES	15,000	28,946	15,000	11,292	15,000	15,000	15,000
TOTAL REVENUES	15,000	30,233	15,000	14,281	15,000	15,000	15,000
TOTAL FUND BALANCE CONTRIBUTION	0	-28,133	0	-8,548	84,338	84,338	84,338

1130 – TREASURER – TAX COLLECTOR

Timothy Knudsen, Treasurer – Tax Collector



1130 – TREASURER – TAX Collector
Timothy Knudesn, 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.

COUNTY EXECUTIVE OFFICE COMMENTS:

The requested budgets submitted by Departments assumed a 6.5 % reduction to prior year Net County Cost assignments. During Proposed Budget conferences, the County Executive Office made additional adjustments to Net County Cost assignments based on Board priorities and objectives, and funding requirements for fixed and program costs.

This budget was submitted meeting assigned Net County Cost.

1130 – TREASURER – TAX Collector
Timothy Knudesn, Treasurer – Tax Collector

FINAL BUDGET ACTION:

During the Final Budget Deliberations, the Board of Supervisors approved the Recommended Budget from the County Executive Office for Treasure – Tax Collector with additional funding of $10,000 for a transitional dual fill position providing 2 months of training.

AUTHORIZED POSITIONS:

	Funded 2005-2006	Funded 2006-2007
TOTAL:	7	7

COUNTY EXECUTIVE 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, Treasure-Tax Collector

STATE CONTROLLER
COUNTY BUDGET ACT
(1985)

COUNTY OF MENDOCINO
STATE OF CALIFORNIA
BUDGET UNIT FINANCING USES DETAIL
FINAL BUDGET FOR FISCAL YEAR 2006-07

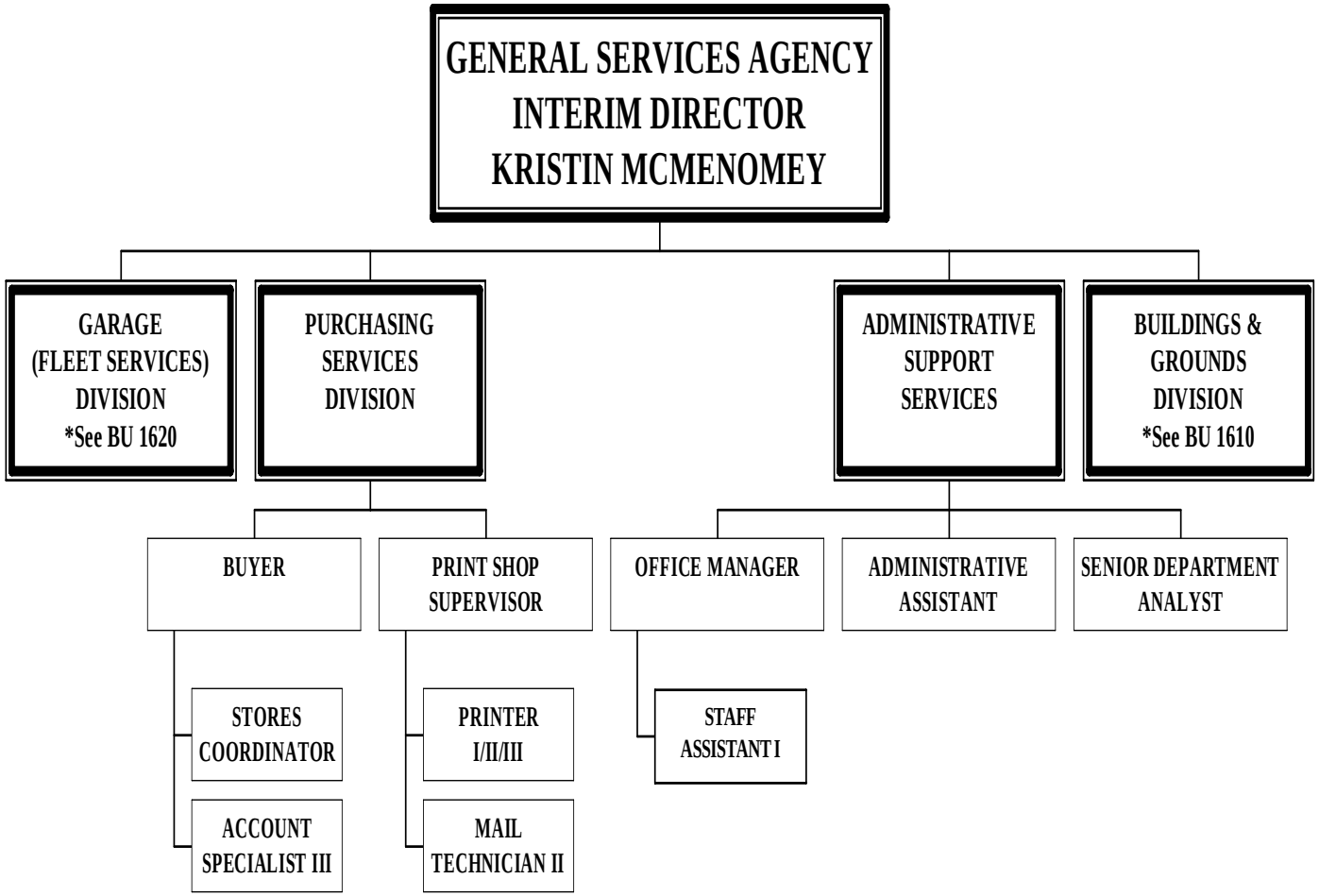
COUNTY BUDGET FORM
SCHEDULE 9

CLASSIFICATION:
FUNCTION: 1 GENERAL GOVERNMENT
ACTIVITY: 102 GENERAL - FINANCE

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

FINANCING USES CLASSIFICATION (1)	2004-05 BUDGET (2)	2004-05 ACTUALS (3)	2005-06 BUDGET (4)	2005-06 ACTUALS (5) 06/30/06	2006-07 REQUEST (6)	2006-07 RECOMMEND (7)	2006-07 ADOPTED (8)
SALARIES & EMPLOYEE BENEFITS							
861011 REGULAR EMPLOYEES	324,284	312,245	315,456	319,494	326,372	326,372	336,372
861012 EXTRA HELP	0	6,231	5,000	7,181	0	0	0
861021 CO CONT TO RETIREMENT	38,972	36,973	45,412	44,916	48,745	48,745	48,745
861022 CO CONT TO OASDI	19,445	17,949	18,692	18,610	19,998	19,998	19,998
861023 CO CONT TO OASDI-MEDIC	4,547	4,388	4,371	4,534	4,673	4,673	4,673
861024 CO CONT TO RET INCREMENT	19,608	18,615	19,110	19,062	20,429	20,429	20,429
861030 CO CONT TO EMPLOYEE INSUR	42,538	38,257	44,154	41,816	48,862	48,862	48,862
861031 CO CONT UNEMPLOYMENT INSU	2,137	2,122	1,057	1,099	1,057	1,042	1,042
861035 CO CONT WORKERS COMPENSAT	5,202	5,202	14,395	14,395	14,395	15,993	15,993
TOTAL SALARIES & EMPLOYEE BENEFITS	456,733	441,982	467,647	471,107	484,531	486,114	496,114
SERVICES & SUPPLIES							
862060 COMMUNICATIONS	2,600	2,425	2,600	2,361	2,600	2,600	2,600
862101 INSURANCE-GENERAL	1,675	1,675	1,680	1,680	1,680	1,510	1,510
862120 MAINTENANCE-EQUIPMENT	10,000	11,641	12,000	12,621	12,000	12,000	12,000
862150 MEMBERSHIPS	200	200	200	200	200	200	200
862170 OFFICE EXPENSE	37,000	42,763	39,000	46,715	39,000	39,000	39,000
862190 PUBL & LEGAL NOTICES	4,000	3,685	4,000	3,692	4,000	4,000	4,000
862200 RNTS & LEASES-EQUPMNT	3,023	3,024	0	2,431	0	0	0
862253 TRAVEL & TRSP OUT OF COUN	0	0	1,100	527	1,100	1,100	1,100
TOTAL SERVICES & SUPPLIES	58,498	65,413	60,580	70,227	60,580	60,410	60,410
FIXED ASSETS							
864370 EQUIPMENT	0	0	0	16,853	0	0	0
TOTAL FIXED ASSETS	0	0	0	16,853	0	0	0
TOTAL NET APPROPRIATIONS	515,231	507,395	528,227	558,187	545,111	546,524	556,524
LESS: REVENUES							
821400 PENALTY & COST ON DELINQ	19,303	19,303	19,347	19,347	19,347	19,347	19,347
822200 BUSINESS LICENSE	90,000	87,831	85,000	91,464	90,000	90,000	90,000
822603 LUMBER MILL PERMIT	800	875	800	770	800	800	800
824100 INTEREST	0	0	0	16,853	0	0	0
825398 SB90 REIMBURSEMENT	0	0	0	1	0	0	0
826112 TAX DEEDED ADM FEE	2,600	3,150	2,600	2,250	2,600	2,600	2,600
826113 50 REDEMPTION FEE ACC TO	19,000	11,570	15,000	11,850	15,000	15,000	15,000
826114 RELEASE OF LIEN	0	2,350	0	1,900	0	0	0
826151 TREASURER COST REIMB	192,692	192,692	198,079	198,079	228,429	228,429	228,429
826390 OTHER CHARGES	2,500	1,085	2,500	2,450	2,500	2,500	2,500
826404 RETURNED CHECK CHARGE	400	460	400	350	400	400	400
827600 OTHER SALES	41,440	42,323	42,390	44,084	33,856	33,856	33,856
827700 OTHER	8,000	13,997	10,000	7,629	10,000	10,000	10,000
TOTAL REVENUES	376,735	375,636	376,116	397,027	402,932	402,932	402,932
TOTAL NET COUNTY COST	138,496	131,759	152,111	161,160	142,179	143,592	153,592

1160 – GENERAL SERVICES AGENCY
Kristin McMenomey, Interim Director



1160 – GENERAL SERVICES AGENCY
Kristin McMenomey, Interim 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 Agency includes the divisions of Purchasing (BU 1160), Buildings and Grounds (BU 1610) Garage (BU 1620) and Information Services (BU 1960). In addition to its administrative role in facilities and fleet management, the department's primary responsibility is 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 is also responsible for managing the Vehicle Replacement Fund (BU 0711) and participates in the development and administration of the Capital Improvement Plan, and the management of the Capital Improvements (BU 1710) and Capital Projects (BU 1712) budgets.

MAJOR ACCOMPLISHMENTS:

- Developed new Request for Proposals boilerplate.
- Issued RFP and participated in selection process for new Finance/Human Resources/Payroll software systems.
- Issued RFP for direct purchase office supplies.
- Updated the County's Vehicle use policy and ordinance and implemented a Vehicle Use Program tracking and monitoring system
- Developed preliminary departmental Website
- Developed Proposition 40 funding allocation and program administration guidelines
- Created departmental annual operational calendar of ongoing and recurring operational deadlines
- Initiated process for succession/transition planning
- With Human Resources, County Counsel, Department of Transportation, and County Executive Office, finalized the ADA Transition Plans and Self-Evaluation Plan

GOALS AND OBJECTIVES:

Goals:

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

Objectives:

- Finalize a recommendation for the Board of Supervisors for the optimal design and potential funding sources for the replacement of the County-wide microwave system.
- Continue to participate in negotiations between the County and the Administrative Office of the Courts regarding the potential transfer of title to or responsibility for County-owned court facilities, pursuant to SB 1732.

- Finalize and publish 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 Agency client departments.
- Develop and implement workshops to provide training to departments in the use of their direct purchase authority.
- Participate in evaluation of possible streamlining or restructuring of General Services Agency functions.
- Continue to monitor departmental use of County vehicles and make recommendations for optimal fleet size and configuration.
- Participate in review and possible revision of Mendocino County Policy No. 1, Purchasing and Contracting**.**

COUNTY EXECUTIVE OFFICE COMMENTS:

The requested budgets submitted by Departments assumed a 6.5 % reduction to prior year Net County Cost assignments. During Proposed Budget conferences, the County Executive Office made additional adjustments to Net County Cost assignments based on Board priorities and objectives, and funding requirements for fixed and program costs.

The County Executive Office appropriated an additional $144,146, which includes a funding split for the salary of the Director and Office Manager split with BU 1620, and 1 FTE Senior Department Analyst position. This budget anticipates utilizing salary savings to meet the assigned Net County Cost.

FINAL BUDGET ACTION:

During the Final Budget Deliberations, the Board of Supervisors approved the Recommended Budget from the County Executive Office for General Services Agency.

AUTHORIZED POSITIONS:

	Funded 2005-2006	Funded 2006-2007
TOTAL:	8.35	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 Director (45%), Office Manager (45%), one Buyer, Administrative Assistant (95%), Print Shop Supervisor, Printer I/II, Account Specialist III (95%), Staff Assistant I, Stores Coordinator, and Mail Technician, and Senor Department Analyst position.

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 AGENCY
Kristin McMenomey, Interim Director

STATE CONTROLLER
COUNTY BUDGET ACT
(1985)

COUNTY OF MENDOCINO
STATE OF CALIFORNIA
BUDGET UNIT FINANCING USES DETAIL
FINAL BUDGET FOR FISCAL YEAR 2006-07

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)	2004-05 BUDGET (2)	2004-05 ACTUALS (3)	2005-06 BUDGET (4)	2005-06 ACTUALS (5) 06/30/06	2006-07 REQUEST (6)	2006-07 RECOMMEND (7)	2006-07 ADOPTED (8)
SALARIES & EMPLOYEE BENEFITS							
861011 REGULAR EMPLOYEES	277,739	266,848	273,581	289,485	290,293	343,693	318,947
861012 EXTRA HELP	0	7,230	11,400	12,954	0	0	0
861013 OVERTIME REG EMP	0	0	0	576	0	0	0
861021 CO CONT TO RETIREMENT	33,044	33,919	44,621	40,801	40,692	49,026	49,026
861022 CO CONT TO OASDI	16,587	15,362	16,983	16,949	17,226	20,376	20,376
861023 CO CONT TO OASDI-MEDIC	3,879	3,798	4,143	4,210	4,207	4,943	4,943
861024 CO CONT TO RET INCREMENT	16,589	17,106	17,824	17,310	17,071	20,597	20,597
861030 CO CONT TO EMPLOYEE INSUR	51,780	50,146	63,327	52,724	53,252	53,252	53,252
861031 CO CONT UNEMPLOYMENT INSU	1,078	1,217	743	741	743	741	741
861035 CO CONT WORKERS COMPENSAT	14,057	14,057	22,073	22,073	22,073	15,411	15,411
TOTAL SALARIES & EMPLOYEE BENEFITS	414,753	409,683	454,695	457,823	445,557	508,039	483,293
SERVICES & SUPPLIES							
862060 COMMUNICATIONS	3,000	2,925	3,000	3,014	3,000	3,000	3,000
862062 COMM MICROWAVE	33,700	29,119	33,700	30,704	33,700	33,700	33,700
862063 CELLULAR COMM	80,000	86,208	80,000	109,824	80,000	80,000	80,000
862090 HOUSEHOLD EXPENSE	0	5	0	63	0	0	0
862101 INSURANCE-GENERAL	11,678	12,182	10,190	10,190	10,190	9,651	9,651
862120 MAINTENANCE-EQUIPMENT	15,100	17,165	17,000	19,102	12,657	12,657	12,657
862121 MAINT EQUIP MICROWAVE	31,445	30,768	31,445	28,776	31,445	31,445	31,445
862122 MAINTENANCE-TYPEWRITERS	15,000	8,095	15,000	2,175	15,000	15,000	15,000
862150 MEMBERSHIPS	0	210	0	360	0	0	0
862170 OFFICE EXPENSE	7,000	9,774	7,000	11,659	7,000	7,000	7,000
862172 OFFICE EXPENSE-FEDEX/UPS	15,000	9,741	15,000	10,355	15,000	15,000	15,000
862187 EDUCATION & TRAINING	0	222	0	319	0	0	0
862188 PRINTING	45,000	40,690	40,000	54,513	40,000	40,000	40,000
862200 RNTS & LEASES-EQUPMNT	12,000	21,399	18,000	18,957	25,485	25,485	25,485
862201 RENTS & LEASES-COPIERS	147,000	152,171	147,000	173,880	147,000	147,000	147,000
862239 SPEC DEPT EXP	6,000	563	3,000	1,715	3,490	3,490	3,490
862250 TRNSPRTATION & TRAVEL	5,000	3,595	5,500	5,127	5,500	5,500	5,500
862253 TRAVEL & TRSP OUT OF COUN	0	469	0	-143	0	0	0
TOTAL SERVICES & SUPPLIES	426,923	425,301	425,835	480,590	429,467	428,928	428,928
FIXED ASSETS							
864360 STRCTURS & IMPRVMENTS	0	0	0	0	0	0	4,000
864370 EQUIPMENT	0	1,931	0	0	0	0	0
TOTAL FIXED ASSETS	0	1,931	0	0	0	0	4,000
EXPEND TRANSFER AND REIMB							
865380 INTRAFUND TRANSFERS	-449,271	-417,000	-442,078	-460,090	-472,326	-397,326	-397,326
TOTAL EXPEND TRANSFER AND REIMB	-449,271	-417,000	-442,078	-460,090	-472,326	-397,326	-397,326
TOTAL NET APPROPRIATIONS	392,405	419,915	438,452	478,323	402,698	539,641	518,895
LESS: REVENUES							
825398 SB90 REIMBURSEMENT	0	0	0	1,257	0	0	0
825490 STATE OTHER	0	1,218	0	106	0	0	0
826190 PURCHASING FEE	87,986	111,974	122,786	119,847	120,000	120,000	120,000
826274 INTERFD REVENUE-PRINTING	19,236	16,426	17,118	18,257	19,830	19,830	19,830
826275 INTERFD REVENUE-XEROX	22,874	24,268	22,874	26,904	24,080	24,080	24,080
826390 OTHER CHARGES	33,274	48,875	35,007	48,565	35,609	35,609	35,609
827500 SALE OF FIXED ASSETS	1,000	2,360	1,266	1,625	1,266	1,266	1,266
827600 OTHER SALES	33,848	38,698	34,725	53,980	36,725	36,725	36,725
827700 OTHER	0	10	0	0	0	0	0
827713 VEND MACHINE	6,000	7,358	6,000	7,376	6,000	6,000	6,000
TOTAL REVENUES	204,218	251,187	239,776	277,917	243,510	243,510	243,510
TOTAL NET COUNTY COST	188,187	168,728	198,676	200,406	159,188	296,131	275,385

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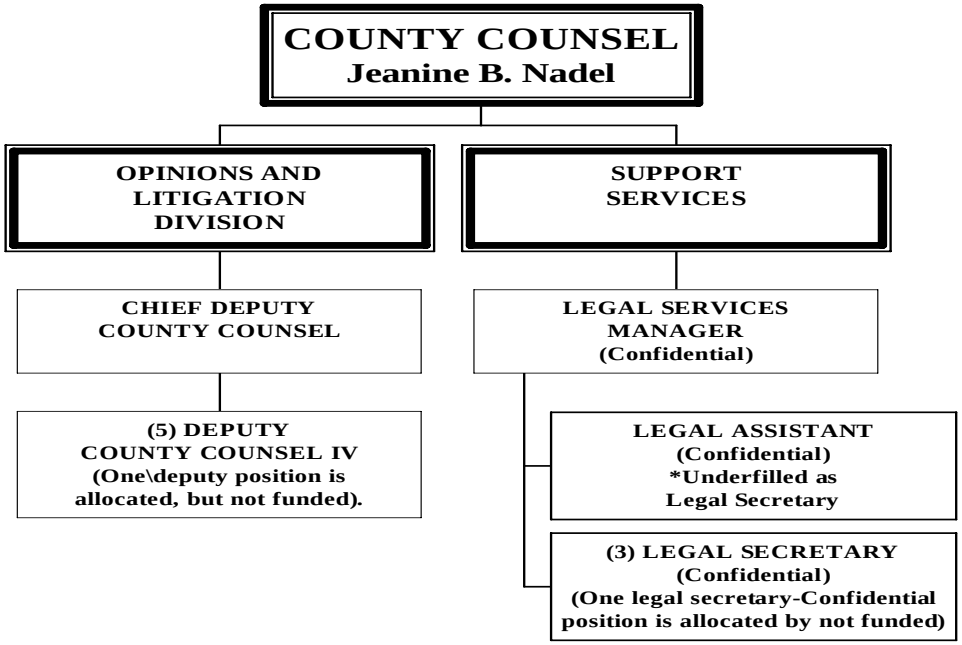
1210 – COUNTY COUNSEL
Jeanine B. Nadel. County Counsel



1210 – COUNTY COUNSEL
Jeanine B. Nadel, 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 Office of County Counsel has issued over 1,494 legal opinions.

LITIGATION: The Office of County Counsel 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 AND ADVISORY SUPPORT: The Office of County Counsel provides advisory and litigation support in all building, planning, zoning, environmental health, and air quality projects and cases. The office has also enhanced its code enforcement support to Planning and Building Services.

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 Office of County Counsel 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 and proactive legal support 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 advocacy and collaborative support 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.

1210 – COUNTY COUNSEL
Jeanine B. Nadel, County Counsel

COUNTY EXECUTIVE OFFICE COMMENTS:

The requested budgets submitted by Departments assumed a 6.5 % reduction to prior year Net County Cost assignments. During Proposed Budget conferences, the County Executive Office made additional adjustments to Net County Cost assignments based on Board priorities and objectives, and funding requirements for fixed and program costs.

The County Executive Office appropriated funding to the 05/06 Net County Cost including benefits.

FINAL BUDGET ACTION:

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

AUTHORIZED POSITIONS:

	Funded 2005-2006	Funded 2006-2007
TOTAL:	10	10

COUNTY EXECUTIVE OFFICE NOTES:

SALARIES & BENEFITS

Acct. 1011 Provides funding for ten positions.

TRANSFER & REIMBURSEMENTS

Acct. 5380 Provides for direct billing for legal services to Social Services (cost for two juvenile full-time attorneys and one Legal Secretary - 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
Jeanine B. Nadel, County Counsel

STATE CONTROLLER
COUNTY BUDGET ACT
(1985)

COUNTY OF MENDOCINO
STATE OF CALIFORNIA
BUDGET UNIT FINANCING USES DETAIL
FINAL BUDGET FOR FISCAL YEAR 2006-07

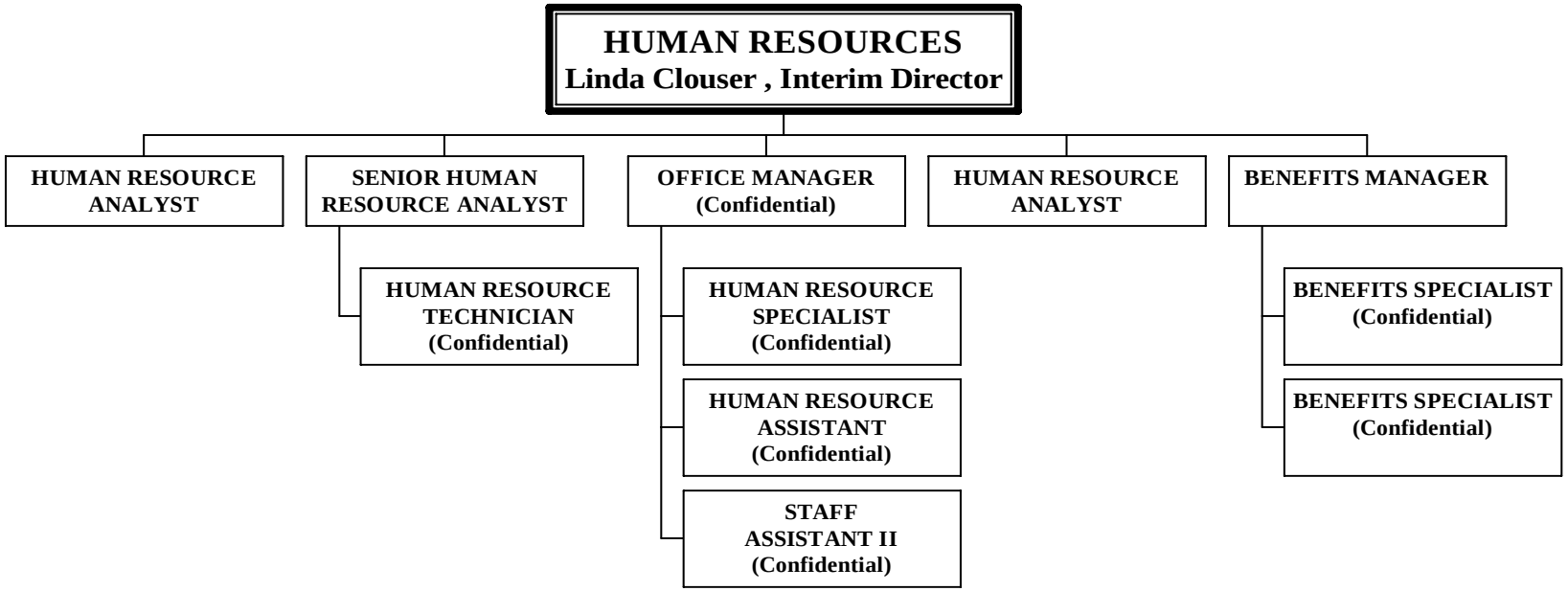
COUNTY BUDGET FORM
SCHEDULE 9

CLASSIFICATION:
FUNCTION: 1 GENERAL GOVERNMENT
ACTIVITY: 103 GENERAL - COUNSEL

BUDGET UNIT: 1210 COUNTY COUNSEL
FUND: 1100 COUNTY GENERAL

FINANCING USES CLASSIFICATION (1)	2004-05 BUDGET (2)	2004-05 ACTUALS (3)	2005-06 BUDGET (4)	2005-06 ACTUALS (5) 06/30/06	2006-07 REQUEST (6)	2006-07 RECOMMEND (7)	2006-07 ADOPTED (8)
SALARIES & EMPLOYEE BENEFITS							
861011 REGULAR EMPLOYEES	568,842	612,326	640,291	641,388	689,431	689,431	689,431
861012 EXTRA HELP	10,000	1,847	10,000	828	0	0	0
861013 OVERTIME REG EMP	0	6,384	0	8,479	0	0	0
861021 CO CONT TO RETIREMENT	79,783	73,946	103,223	96,812	103,737	103,737	103,737
861022 CO CONT TO OASDI	35,592	34,502	38,081	38,562	39,000	39,000	39,000
861023 CO CONT TO OASDI-MEDIC	8,652	8,653	9,215	9,055	9,348	9,348	9,348
861024 CO CONT TO RET INCREMENT	38,743	36,260	44,352	40,278	44,000	44,000	44,000
861030 CO CONT TO EMPLOYEE INSUR	69,660	64,727	80,073	74,940	94,000	94,000	94,000
861031 CO CONT UNEMPLOYMENT INSU	3,635	3,609	1,794	1,866	1,794	2,072	2,072
861035 CO CONT WORKERS COMPENSAT	10,273	10,273	11,314	11,314	11,314	7,355	7,355
TOTAL SALARIES & EMPLOYEE BENEFITS	825,180	852,527	938,343	923,522	992,624	988,943	988,943
SERVICES & SUPPLIES							
862060 COMMUNICATIONS	18,210	4,904	18,210	4,894	15,000	15,000	15,000
862061 COMM LEASE	850	0	850	0	850	850	850
862101 INSURANCE-GENERAL	2,662	2,688	2,819	2,819	2,819	2,623	2,623
862120 MAINTENANCE-EQUIPMENT	2,337	930	2,337	628	2,000	2,000	2,000
862150 MEMBERSHIPS	10,000	5,542	10,000	5,822	10,000	10,000	10,000
862170 OFFICE EXPENSE	18,000	17,244	18,000	22,104	18,000	18,000	17,240
862183 LEGAL FEES	0	0	0	0	10,000	10,000	10,000
862187 EDUCATION & TRAINING	6,000	819	6,000	1,334	6,000	6,000	6,000
862189 PROF & SPEC SVCS-OTHR	2,500	165	2,500	436	2,500	2,500	2,500
862190 PUBL & LEGAL NOTICES	400	2,913	400	2,980	400	400	400
862239 SPEC DEPT EXP	37,938	55,739	37,938	57,020	38,750	38,750	38,750
862250 TRNSPRTATION & TRAVEL	4,000	3,390	4,000	3,921	4,000	4,000	4,000
862253 TRAVEL & TRSP OUT OF COUN	15,000	9,501	15,000	7,230	15,000	15,000	15,000
TOTAL SERVICES & SUPPLIES	117,897	103,835	118,054	109,188	125,319	125,123	124,363
FIXED ASSETS							
864370 EQUIPMENT	0	0	0	0	0	0	760
TOTAL FIXED ASSETS	0	0	0	0	0	0	760
EXPEND TRANSFER AND REIMB							
865380 INTRAFUND TRANSFERS	-296,000	-371,719	-360,000	-318,403	-395,000	-395,000	-395,000
865802 OPERATING TRANSFER OUT	0	10,000	0	0	0	0	0
TOTAL EXPEND TRANSFER AND REIMB	-296,000	-361,719	-360,000	-318,403	-395,000	-395,000	-395,000
TOTAL NET APPROPRIATIONS	647,077	594,643	696,397	714,307	722,943	719,066	719,066
LESS: REVENUES							
823204 MISC COURT FINE	5,000	0	5,000	0	5,000	5,000	5,000
825398 SB90 REIMBURSEMENT	0	0	0	18,553	0	0	0
826161 LEGAL SERVICES	30,000	32,653	30,000	26,793	35,000	35,000	35,000
826163 LEGAL SERVICES REIMB	20,000	8,809	20,000	14,153	20,000	20,000	20,000
826230 ESTATE FEE-PUBLIC ADM	4,000	26,333	4,000	8,420	4,000	4,000	4,000
826278 INTERFUND REVENUE - LEGAL	165,000	165,000	175,000	175,000	185,000	185,000	185,000
826390 OTHER CHARGES	150	250	150	310	150	150	150
827600 OTHER SALES	600	0	600	28	600	600	600
827700 OTHER	800	198	800	185	800	800	800
TOTAL REVENUES	225,550	233,243	235,550	243,442	250,550	250,550	250,550
TOTAL NET COUNTY COST	421,527	361,400	460,847	470,865	472,393	468,516	468,516

1320 – HUMAN RESOURCES
Linda Clouser. Interim Director



1320 – HUMAN RESOURCES
Linda Clouser, Interim Director

MISSION STATEMENT & DEPARTMENTAL FUNCTIONS:

The Human Resources Department reports to the Chief Executive Officer The HR Director is appointed by the CEO and serves as the Secretary of the Civil Service Commission. It is our mission to ensure that highly qualified individuals are recruited, developed and retained. The Human Resources team is dedicated to exceeding the expectations of fellow employees, county departments and our community by providing the highest quality of customer service.

IN OUR MISSION STATEMENT WE STRIVE TO:

- Administer the Civil Service System to ensure the recruitment, selection, retention and motivation of the best-qualified staff.
- 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.

Our vision is to become an exemplary provider of Human Resource services by creating professional partnerships with our clients. The Human Resources (HR) team values integrity, ethics, professionalism, quality customer service, public service, teamwork and fun. We are dedicated to meeting and exceeding the expectations of our fellow employees, County departments and our community by providing quality customer service.

It is the ongoing responsibility of the HR Department 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 Executive Office, County departments and County employees. The HR Department provides services in, but is not limited to, the following areas:

- Recruitment and applicant testing;
- Policy development and administration;
- Processes personnel actions;
- Orients, trains and develops staff;
- Administers the classification and compensation plan;
- Administers benefits for employees and retirees;
- Manages labor and employee relations, including contract negotiations and administration, grievances and discipline;
- Manages appeal processes; and advises and consults on all personnel matters;
- Conducts investigations of alleged discrimination and other personnel issues; and
- Manages the County Workers' Compensation and Return to Work Programs, in coordination with departments.

1320 – HUMAN RESOURCES
Linda Clouser, Interim Director

MAJOR ACCOMPLISHMENTS:

- Completed negotiations with DSA, MCLEMA, Probation Juvenile Hall Counselors, and Probation Officer bargaining units; held numerous meetings with SEIU regarding issues.
- Created and implemented a new department head evaluation.
- Increased HR Analyst services to County departments.
- Successful integration of the Benefits and Worker's Compensation Division; streamlining leave coordination; completion of benefit fairs, informational meetings and quarterly newsletters.
- Drafted policies on pre-employment and updated the Alcohol and Drug Free Workplace policy.
- Drafted Civil Service Rule revisions for review by Department Heads and bargaining groups.
- Provide training, in coordination with the Auditor's office, for department representatives regarding HR processes and employee leaves.

GOALS AND OBJECTIVES:

- Conduct a training needs assessment and create supervisory training.
- Complete MOU consolidation for easier access to bargaining units negotiated contract.
- Begin the development of a HR Policy Manual.
- Meet and confer on policies and revised Civil Service Rules and take to the CSC for approval.
- Update the County's Classification and Compensation Plan.
- Complete negotiations with Public Attorneys Association (PAA), SEIU, Confidential, Management and Department Head groups.

COUNTY EXECUTIVE OFFICE COMMENTS:

The requested budgets submitted by Departments assumed a 6.5 % reduction to prior year Net County Cost assignments. During Proposed Budget conferences, the County Executive Office made additional adjustments to Net County Cost assignments based on Board priorities and objectives, and funding requirements for fixed and program costs.

During the Proposed Budget Conferences, the County Executive Office appropriated an additional $92,305 to the funding level of the 05/06 Net County Cost including benefits.

FINAL BUDGET ACTION:

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

AUTHORIZED POSITIONS:

	Funded 2005-2006	Funded 2006-2007
TOTAL:	9	9

COUNTY EXECUTIVE OFFICE NOTES:

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
Linda Clouser, Interim Director

STATE CONTROLLER
COUNTY BUDGET ACT
(1985)

COUNTY OF MENDOCINO
STATE OF CALIFORNIA
BUDGET UNIT FINANCING USES DETAIL
FINAL BUDGET FOR FISCAL YEAR 2006-07

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)	2004-05 BUDGET (2)	2004-05 ACTUALS (3)	2005-06 BUDGET (4)	2005-06 ACTUALS (5) 06/30/06	2006-07 REQUEST (6)	2006-07 RECOMMEND (7)	2006-07 ADOPTED (8)
SALARIES & EMPLOYEE BENEFITS							
861011 REGULAR EMPLOYEES	421,320	318,938	430,105	411,100	455,713	455,713	455,713
861021 CO CONT TO RETIREMENT	50,523	38,671	61,867	63,062	73,459	73,459	73,459
861022 CO CONT TO OASDI	23,612	18,807	25,805	24,590	26,937	26,937	26,937
861023 CO CONT TO OASDI-MEDIC	5,520	4,487	6,035	5,751	6,307	6,307	6,307
861024 CO CONT TO RET INCREMENT	25,215	19,164	28,824	26,701	30,793	30,793	30,793
861030 CO CONT TO EMPLOYEE INSUR	40,605	45,974	73,926	63,927	71,938	71,938	71,938
861031 CO CONT UNEMPLOYMENT INSU	6,838	6,699	3,134	3,312	3,134	3,073	3,073
861035 CO CONT WORKERS COMPENSAT	11,836	11,836	9,773	9,773	9,773	8,021	8,021
TOTAL SALARIES & EMPLOYEE BENEFITS	585,469	464,576	639,469	608,216	678,054	676,241	676,241
SERVICES & SUPPLIES							
862060 COMMUNICATIONS	3,500	4,452	3,850	3,386	3,500	7,350	3,500
862101 INSURANCE-GENERAL	1,088	1,088	1,133	1,133	1,133	2,604	2,604
862120 MAINTENANCE-EQUIPMENT	1,750	1,164	1,170	0	0	0	0
862150 MEMBERSHIPS	500	2,099	500	2,330	630	1,260	3,275
862170 OFFICE EXPENSE	8,400	11,613	12,000	10,877	4,000	8,692	8,000
862187 EDUCATION & TRAINING	0	0	0	762	0	0	10,000
862189 PROF & SPEC SVCS-OTHR	1,400	171,177	65,104	67,650	480	72,480	72,480
862190 PUBL & LEGAL NOTICES	1,750	3,959	1,750	5,147	3,000	6,000	3,000
862200 RNTS & LEASES-EQUPMNT	2,000	783	2,000	2,548	2,800	5,600	2,800
862239 SPEC DEPT EXP	21,147	5,088	11,488	10,938	2,262	5,262	11,989
862250 TRNSPRTATION & TRAVEL	2,000	942	1,400	1,521	600	1,800	1,400
862253 TRAVEL & TRSP OUT OF COUN	0	8,353	2,000	581	0	0	2,000
TOTAL SERVICES & SUPPLIES	43,535	210,718	102,395	106,873	18,405	111,048	121,048
EXPEND TRANSFER AND REIMB							
865802 OPERATING TRANSFER OUT	0	1,500	0	0	0	0	0
TOTAL EXPEND TRANSFER AND REIMB	0	1,500	0	0	0	0	0
TOTAL NET APPROPRIATIONS	629,004	676,794	741,864	715,089	696,459	787,289	797,289
LESS: REVENUES							
825398 SB90 REIMBURSEMENT	0	0	0	6,716	0	0	0
827600 OTHER SALES	100	198	100	120	100	100	100
827802 OPERATING TRANSFER IN	0	0	14,000	14,000	15,900	15,900	15,900
TOTAL REVENUES	100	198	14,100	20,836	16,000	16,000	16,000
TOTAL NET COUNTY COST	628,904	676,596	727,764	694,253	680,459	771,289	781,289

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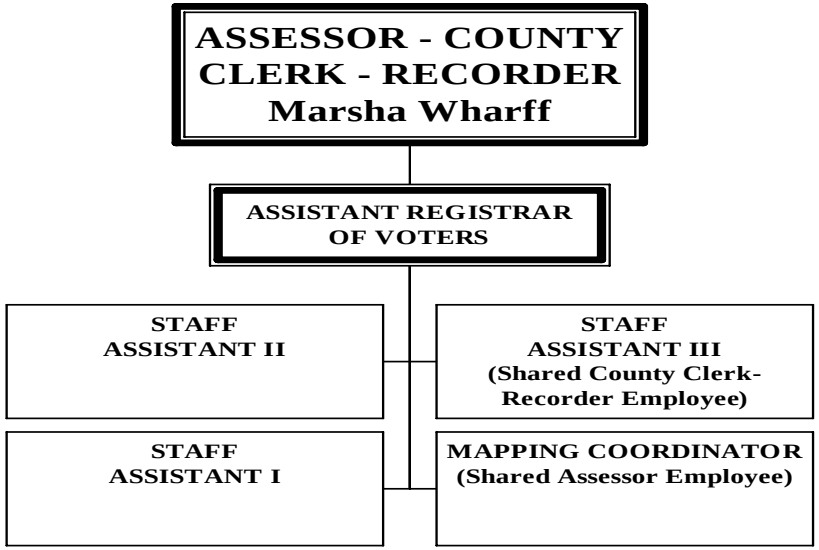
1410 – COUNTY CLERK – ELECTIONS DIVISION
Marsha Wharff, Assessor - County Clerk - Recorder



1410 – COUNTY CLERK – ELECTIONS DIVISION
Marsha 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 uploading file changes daily to the statewide database and working deficiency files received from the state on a daily basis. This also 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. It is only through the use of an automated election management system, which includes imaging and bar codes, that staff again met deadlines in every case throughout the year.

This Division has continued to improve its processes for the use of optical scan ballots at polling places and for the first time it will provide for the use of one touchscreen for each polling place in the county to comply with federal requirements in the June Primary election.

This Division was also required to find polling places that met the strict federal guidelines of accessibility for the physically handicapped. With the help of General Service's staff, we have been able to accomplish this.

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, which includes elections for cities, hospital districts and some school districts as opposed to the previous budget year, which contained two countywide elections.

COUNTY EXECUTIVE OFFICE COMMENTS:

The requested budgets submitted by Departments assumed a 6.5 % reduction to prior year Net County Cost assignments. During Proposed Budget conferences, the County Executive Office made additional adjustments to Net County Cost assignments based on Board priorities and objectives, and funding requirements for fixed and program costs.

FINAL BUDGET ACTION:

During the Final Budget Deliberations, the Board of Supervisors approved the Recommended Budget from the County Executive Office for County Clerk – Elections Division.

AUTHORIZED POSITIONS:

	Funded 2005-2006	Funded 2006-2007
TOTAL:	3	3

COUNTY EXECUTIVE OFFICE NOTES:

SALARIES & BENEFITS

Acct. 1011 Provides funding for three full time positions.

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 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 2006-07

COUNTY BUDGET FORM
SCHEDULE 9

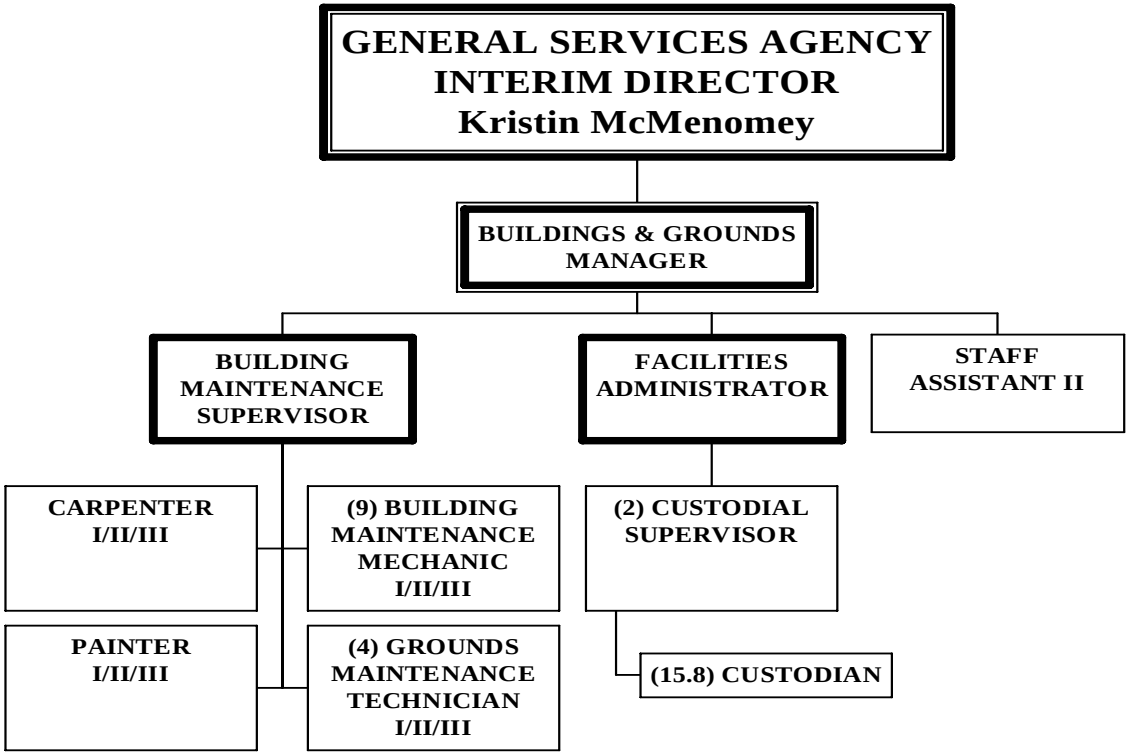
CLASSIFICATION:
FUNCTION: 1 GENERAL GOVERNMENT
ACTIVITY: 105 GENERAL - ELECTIONS

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

FINANCING USES CLASSIFICATION (1)	2004-05 BUDGET (2)	2004-05 ACTUALS (3)	2005-06 BUDGET (4)	2005-06 ACTUALS (5) 06/30/06	2006-07 REQUEST (6)	2006-07 RECOMMEND (7)	2006-07 ADOPTED (8)
SALARIES & EMPLOYEE BENEFITS							
861011 REGULAR EMPLOYEES	108,518	109,624	111,499	100,481	112,664	112,664	112,664
861012 EXTRA HELP	10,000	9,025	25,000	29,539	15,000	15,000	15,000
861013 OVERTIME REG EMP	500	1,296	2,500	1,058	2,000	2,000	2,000
861021 CO CONT TO RETIREMENT	19,667	14,573	17,535	15,178	17,561	17,561	17,561
861022 CO CONT TO OASDI	6,777	6,738	7,600	6,097	7,300	7,300	7,300
861023 CO CONT TO OASDI-MEDIC	1,750	1,652	1,747	1,671	1,760	1,760	1,760
861024 CO CONT TO RET INCREMENT	9,723	7,200	7,423	6,427	7,363	7,363	7,363
861030 CO CONT TO EMPLOYEE INSUR	7,401	7,389	8,484	9,882	14,256	14,256	14,256
861031 CO CONT UNEMPLOYMENT INSU	400	402	239	238	239	238	238
861035 CO CONT WORKERS COMPENSAT	4,637	4,637	4,125	4,125	4,125	1,903	1,903
TOTAL SALARIES & EMPLOYEE BENEFITS	169,373	162,536	186,152	174,696	182,268	180,045	180,045
SERVICES & SUPPLIES							
862060 COMMUNICATIONS	2,500	2,099	2,500	2,495	2,500	2,500	2,500
862101 INSURANCE-GENERAL	1,060	1,061	739	739	739	1,471	1,471
862120 MAINTENANCE-EQUIPMENT	1,575	75	1,075	1,543	1,075	1,075	1,075
862150 MEMBERSHIPS	150	50	150	163	150	150	150
862170 OFFICE EXPENSE	17,500	22,082	30,000	54,413	25,000	25,000	25,000
862187 EDUCATION & TRAINING	0	0	1,100	0	1,100	1,100	1,100
862190 PUBL & LEGAL NOTICES	500	1,050	1,700	1,624	1,500	1,500	1,500
862210 RNTS & LEASES BLD GRD	2,500	3,810	6,400	3,460	4,000	4,000	4,000
862231 ELECTION SUP & SERVCS	105,000	132,741	230,000	245,773	150,410	150,410	150,410
862239 SPEC DEPT EXP	42,400	41,195	41,195	42,208	43,425	43,425	43,425
862250 TRNSPRTATION & TRAVEL	100	29	100	87	150	150	150
862253 TRAVEL & TRSP OUT OF COUN	2,000	1,707	2,700	1,411	3,200	3,200	3,200
TOTAL SERVICES & SUPPLIES	175,285	205,899	317,659	353,916	233,249	233,981	233,981
FIXED ASSETS							
864370 EQUIPMENT	735,266	0	0	0	1,470	1,470	1,470
TOTAL FIXED ASSETS	735,266	0	0	0	1,470	1,470	1,470
TOTAL NET APPROPRIATIONS	1,079,924	368,435	503,811	528,612	416,987	415,496	415,496
LESS: REVENUES							
823300 FORFEITURE & PENALTY	1,000	250	900	600	250	250	250
825398 SB90 REIMBURSEMENT	0	0	0	12,071	0	0	0
825490 STATE OTHER	735,266	0	0	17,084	0	0	0
826140 ELECTION SERVICES	80,100	119,991	161,775	197,168	97,775	97,775	97,775
TOTAL REVENUES	816,366	120,241	162,675	226,923	98,025	98,025	98,025
TOTAL NET COUNTY COST	263,558	248,194	341,136	301,689	318,962	317,471	317,471

1610 – BUILDINGS AND GROUNDS DIVISION

Kristin McMenomey, Interim Director



1610 – BUILDINGS AND GROUNDS DIVISION
Kristin McMenomey, Interim 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
- 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
- Custodial services

Buildings and Grounds, a division of the General Services Agency, 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 more than 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:

- Operations and Maintenance Division
  - Implemented an automated Work Order tracking and administration system to improve customer service.
  - Modified maintenance staff assignments to allocate each maintenance worker specific building(s) thereby improving facilities responsiveness and creating “ownership”.
  - The addition of one maintenance staff person dedicated to jail maintenance, which has resulted in the reduction of deferred maintenance issues at the jail facilities.
  - Goundskeeping personnel have continued the enhancement and upgrades to facilities grounds and parks.
  - Reduced expenditures through elimination of selected outsourcing of routine maintenance.
- Facilities Administration Division (Facility planning; design services; project management; construction administration; ADA compliance; real estate management; recycling; energy use and conservation; for all County facilities)
  - Together with the Sheriff’s Department and others, completed the 2006 Jail Needs Assessment and Criminal Justice Master Plan Update
  - Coordinated emergency repair and replacement of failed gate mechanism at the upper reservoir in Mill Creek County Park.
  - Completed the following minor remodel and improvement projects:
    - Information Services remodel
    - Public Health Lab remodel
    - Public Health Family Planning remodel
    - Department of Transportation modular remodel
    - Clerk Recorder modification
    - Ukiah Library ADA modifications
    - Various roofing projects
  - Participated in the County’s National Pollutant Discharge Elimination System (NPDES) program.

1610 – BUILDINGS AND GROUNDS DIVISION
Kristin McMenomey, Interim Director

GOALS AND OBJECTIVES:

Goals:

- Be a customer-focused organization.
- Provide efficient, safe and clean facilities services.
- Maintain and improve County facilities and parks.
- Assist departments in space planning and manage design and construction of any required new and/or remodeled facilities.
- Continue to improve appearance, condition, function, safety and energy efficiency of County facilities.
- Monitor and enhance contractor relationships and conduct outreach to vendors

Objectives:

- Complete the Jail Booking Remodel as identified in the 2006 Jail Needs Assessment
- Complete the design, bid and construction of the interior remodel of the Fort Bragg Library
- Continue the process of retrofitting County facilities for compliance with Title II of the American with Disabilities Act (ADA)
- Perform preventive and corrective maintenance under the Capital Maintenance Reserve program
- Continue to improve customer service to client departments
- Implement improved procedural and project management practices associated with public and maintenance construction projects
- Take steps to improve convenience and effectiveness of recycling programs to reduce solid waste generated

COUNTY EXECUTIVE OFFICE COMMENTS:

The requested budgets submitted by Departments assumed a 6.5 % reduction to prior year Net County Cost assignments. During Proposed Budget conferences, the County Executive Office made additional adjustments to Net County Cost assignments based on Board priorities and objectives, and funding requirements for fixed and program costs.

The County Executive Office appropriated an additional $115,770, which includes a transfer of ($16,230) to Budget Unit 0326 (Water Agency) for dam fees and permits. There is also funding for $80,000 for increased operating costs and 1 FTE at $52,000 to maintain current staffing.

FINAL BUDGET ACTION:

During the Final Budget Deliberations, the Board of Supervisors approved the Recommended Budget from the County Executive Office for the Buildings and Grounds with additional funding of $15,000 for provide ½ FTE custodian for 9 months for the recycling program and the cost of bins.

AUTHORIZED POSITIONS:

	Funded 2005-2006	Funded 2006-2007
TOTAL:	35.5	35.5

1610 – BUILDINGS AND GROUNDS DIVISION
Kristin McMenomey, Interim Director

COUNTY EXECUTIVE 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 (5%), Office Manager (5%), Account Specialist III (5%), and Administrative Assistant (5%). 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 (9), Grounds Maintenance Technicians I/II/III (4), Custodial Supervisors (2), and Custodians (15.5).

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 DIVISION
Kristin McMenomey, Interim Director

STATE CONTROLLER
COUNTY BUDGET ACT
(1985)

COUNTY OF MENDOCINO
STATE OF CALIFORNIA
BUDGET UNIT FINANCING USES DETAIL
FINAL BUDGET FOR FISCAL YEAR 2006-07

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)	2004-05 BUDGET (2)	2004-05 ACTUALS (3)	2005-06 BUDGET (4)	2005-06 ACTUALS (5) 06/30/06	2006-07 REQUEST (6)	2006-07 RECOMMEND (7)	2006-07 ADOPTED (8)
SALARIES & EMPLOYEE BENEFITS							
861011 REGULAR EMPLOYEES	1,138,747	1,004,390	1,101,615	990,668	1,063,689	1,115,689	1,167,741
861012 EXTRA HELP	1,300	44,344	1,300	81,980	30,082	30,082	30,082
861013 OVERTIME REG EMP	6,200	12,819	6,200	20,522	6,200	6,200	6,200
861021 CO CONT TO RETIREMENT	139,080	122,977	149,939	140,983	155,394	155,394	159,119
861022 CO CONT TO OASDI	69,871	59,128	63,025	58,598	65,895	65,895	67,355
861023 CO CONT TO OASDI-MEDIC	16,572	14,922	15,004	15,328	15,759	15,759	15,919
861024 CO CONT TO RET INCREMENT	68,850	61,242	63,951	59,740	65,162	65,162	66,723
861030 CO CONT TO EMPLOYEE INSUR	181,173	154,810	181,398	166,642	209,620	209,620	214,371
861031 CO CONT UNEMPLOYMENT INSU	16,142	16,073	8,644	9,138	8,644	8,406	8,406
861035 CO CONT WORKERS COMPENSAT	152,104	152,104	139,705	139,705	139,705	113,753	113,753
TOTAL SALARIES & EMPLOYEE BENEFITS	1,790,039	1,642,809	1,730,781	1,683,304	1,760,150	1,785,960	1,849,669
SERVICES & SUPPLIES							
862050 CLTHG & PRSNAL ITEMS	1,000	2,143	1,000	2,653	1,000	1,000	1,000
862060 COMMUNICATIONS	11,000	12,232	11,000	12,984	6,500	6,500	6,500
862090 HOUSEHOLD EXPENSE	110,000	118,061	110,000	123,401	110,000	120,000	120,000
862101 INSURANCE-GENERAL	20,724	21,309	21,162	21,162	21,162	19,915	19,915
862120 MAINTENANCE-EQUIPMENT	3,000	1,910	3,000	3,696	3,000	3,000	3,000
862130 MAINT-STRC IMPR & GRN	202,000	322,197	224,768	261,347	224,768	228,538	244,768
862131 MAINT STR/IMP/GRDS PROJEC	0	0	0	0	25,000	25,000	25,000
862132 PREVENTIVE MAINT	0	6,257	0	9,125	0	0	0
862140 MED DNTL & LAB SUPLS	500	0	500	0	350	350	350
862150 MEMBERSHIPS	0	150	0	300	150	150	150
862170 OFFICE EXPENSE	6,000	5,888	6,000	7,648	6,000	6,000	6,000
862185 MEDICAL & DENTAL SVCS	500	260	500	55	100	100	100
862187 EDUCATION & TRAINING	0	-257	0	517	1,000	1,000	1,000
862189 PROF & SPEC SVCS-OTHR	1,500	0	1,500	0	1,500	1,500	0
862190 PUBL & LEGAL NOTICES	200	245	200	0	0	0	0
862200 RNTS & LEASES-EQUPMNT	6,000	5,888	6,000	7,139	6,000	6,000	6,000
862210 RNTS & LEASES BLD GRD	30,096	29,099	29,725	29,096	11,910	11,910	11,910
862220 SMALL TOOLS & INSRMNT	3,500	7,240	4,000	10,853	4,000	4,000	4,000
862239 SPEC DEPT EXP	19,010	18,159	19,060	17,838	16,160	16,160	1,430
862250 TRNSPRTATION & TRAVEL	33,600	31,349	33,600	40,093	33,600	33,600	33,600
862253 TRAVEL & TRSP OUT OF COUN	0	0	0	352	0	0	0
862260 UTILITIES	810,000	829,996	810,000	938,317	810,000	860,000	860,000
TOTAL SERVICES & SUPPLIES	1,258,630	1,412,126	1,282,015	1,486,576	1,282,200	1,344,723	1,344,723
FIXED ASSETS							
864370 EQUIPMENT	0	515	20,000	21,535	0	0	0
TOTAL FIXED ASSETS	0	515	20,000	21,535	0	0	0
EXPEND TRANSFER AND REIMB							
865380 INTRAFUND TRANSFERS	-666,016	-621,559	-730,490	-694,700	-807,158	-807,158	-821,158
865802 OPERATING TRANSFER OUT	0	27,361	0	0	0	0	0
TOTAL EXPEND TRANSFER AND REIMB	-666,016	-594,198	-730,490	-694,700	-807,158	-807,158	-821,158
TOTAL NET APPROPRIATIONS	2,382,653	2,461,252	2,302,306	2,496,715	2,235,192	2,323,525	2,373,234
LESS: REVENUES							
824200 RENTS & CONCESSIONS	0	1,201	0	1,200	0	0	0
825398 SB90 REIMBURSEMENT	0	0	0	549	0	0	0
825490 STATE OTHER	4,800	2,745	4,800	3,345	4,800	4,800	4,800
826277 INTERFUND REVENUE-JANITOR	97,684	98,381	108,210	116,716	115,842	115,842	129,842
826375 PARKS & REC FEE	6,400	6,177	6,400	8,445	6,400	6,400	6,400
827600 OTHER SALES	0	19	0	18	0	0	0
827700 OTHER	0	3,312	0	44,539	0	0	0
827705 PAY TELEPHONE	100	49	100	46	0	0	0
TOTAL REVENUES	108,984	111,884	119,510	174,858	127,042	127,042	141,042
TOTAL NET COUNTY COST	2,273,669	2,349,368	2,182,796	2,321,857	2,108,150	2,196,483	2,232,192

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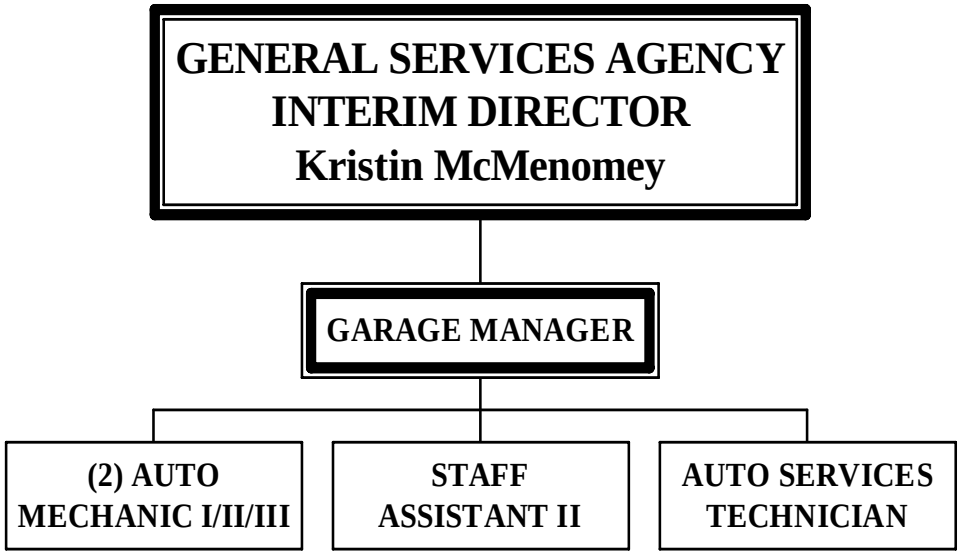
1620 – GARAGE DIVISION

Kristin McMenomey, Interim Director



1620 – GARAGE DIVISION
Kristin McMenomey, Interim 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, environmentally 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 the General Services Agency 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 passenger sedans. Included among these are 38 "pool" vehicles that are available for use by all County departments. In the aggregate, Garage-maintained vehicles travel nearly 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 and diligent employee involvement, continued to enhance the safety and environmental cleanliness of Garage operations.
- Participated in the development of the County's Stormwater Management Program.
- Worked with departments to safely and cost-effectively re-deploy vehicles after replacement.
- Reduced operating costs by minimizing outsourcing of vehicle maintenance and repair.
- Increased production of in-house fabrication, minor body-work and equipment repair
- Installed deer whistles on all County vehicles
- Installed signs at Garage fuel pumps with tips on wet weather and mountain driving
- Reduced instances of overheated brakes and thereby enhanced vehicle safety
- Began holding/attending monthly safety/training meetings with DOT shop staff
- Collaborated with DOT to expand mechanics' knowledge and share technical resources
- Collaborated with Risk Management on vehicle safety issues
- Repaired and replaced vehicle lifts for OSHA compliance

GOALS AND OBJECTIVES:

Goal: To continually improve the safety, efficiency and cost effectiveness of the vehicle fleet and the Garage operation.

Objectives:

- To keep vehicle lift equipment in regulatory compliance through annual certification and inspection.
- To conduct monthly safety inspections of all Garage equipment
- To eliminate costly outsourcing of alignment services
- To increase safe, useful tire life and improve vehicle safety and performance with more frequent alignment service, through the acquisition of modern, computerized alignment equipment

- To stay informed about hybrid and other alternative fuel vehicle technology and life cycle costs.
- To continue collaboration with DOT shop; to continue sharing tools and knowledge through monthly safety and training meetings.
- To continue implementation of Garage portion of County Storm water Management Program
-

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 in Fiscal Year 2006-07 at $0.33, based on an estimated average cost per gallon of gasoline of $2.60. Nonetheless, the per mile operating cost billed to departments will be adjusted monthly to reflect the actual average cost per gallon paid by General Services during FY 2006-07, through the billing period. Adjusting the operating costs monthly is necessary due to wildly fluctuating fuel costs. The practice was begun, with CEO approval, in December 2005, and was announced as continuing through FY 2006-07 during the CEO's March 29, 2006 budget presentation, as well as in the Budget Instruction Manual. 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.

COUNTY EXECUTIVE COMMENTS:

The requested budgets submitted by Departments assumed a 6.5 % reduction to prior year Net County Cost assignments. During Proposed Budget conferences, the County Executive Office made additional adjustments to Net County Cost assignments based on Board priorities and objectives, and funding requirements for fixed and program costs.

The County Executive Office appropriated funding for ½ of salary for Office Manager and Director.

FINAL BUDGET ACTION:

During the Final Budget Deliberations, the Board of Supervisors approved the Recommended Budget from the County Executive Office for the Garage.

AUTHORIZED POSITIONS:

	Funded 2005-2006	Funded 2006-2007
TOTAL:	5.32	5.32

COUNTY EXECUTIVE 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 50% of General Services Agency Director's salary and 50% of Office Manager's salary.

SERVICES & SUPPLIES

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

1620 – GARAGE DIVISION
Kristin McMenomey, Interim Director

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 DIVISION
Kristin McMenomey, Interim Director

STATE CONTROLLER
COUNTY BUDGET ACT
(1985)

COUNTY OF MENDOCINO
STATE OF CALIFORNIA
BUDGET UNIT FINANCING USES DETAIL
FINAL BUDGET FOR FISCAL YEAR 2006-07

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)	2004-05 BUDGET (2)	2004-05 ACTUALS (3)	2005-06 BUDGET (4)	2005-06 ACTUALS (5) 06/30/06	2006-07 REQUEST (6)	2006-07 RECOMMEND (7)	2006-07 ADOPTED (8)
SALARIES & EMPLOYEE BENEFITS							
861011 REGULAR EMPLOYEES	179,797	153,658	232,999	233,240	213,134	213,134	213,134
861012 EXTRA HELP	0	14,031	0	11,049	0	0	0
861013 OVERTIME REG EMP	0	513	0	279	0	0	0
861021 CO CONT TO RETIREMENT	23,731	19,907	33,333	32,565	32,770	32,770	32,770
861022 CO CONT TO OASDI	10,856	9,145	14,468	13,853	13,124	13,124	13,124
861023 CO CONT TO OASDI-MEDIC	2,538	2,361	3,383	3,479	3,068	3,068	3,068
861024 CO CONT TO RET INCREMENT	11,671	9,922	15,006	13,809	13,743	13,743	13,743
861030 CO CONT TO EMPLOYEE INSUR	25,129	18,882	26,449	24,886	27,812	27,812	27,812
861031 CO CONT UNEMPLOYMENT INSU	710	713	423	422	423	968	968
861035 CO CONT WORKERS COMPENSAT	29,773	29,773	27,679	27,679	27,679	20,806	20,806
TOTAL SALARIES & EMPLOYEE BENEFITS	284,205	258,905	353,740	361,261	331,753	325,425	325,425
SERVICES & SUPPLIES							
862050 CLTHG & PRSNAL ITEMS	0	16	0	0	0	0	0
862060 COMMUNICATIONS	750	708	750	1,064	750	750	750
862090 HOUSEHOLD EXPENSE	3,700	5,327	3,700	4,477	4,500	4,500	4,500
862101 INSURANCE-GENERAL	3,328	3,422	6,642	6,642	6,642	7,403	7,403
862120 MAINTENANCE-EQUIPMENT	1,500	1,486	1,500	3,998	3,000	3,000	3,000
862150 MEMBERSHIPS	0	0	0	234	300	300	300
862170 OFFICE EXPENSE	1,000	6,535	1,500	3,219	2,000	2,000	2,000
862176 FUEL EXPENSE	350,000	363,563	413,438	477,424	494,296	494,296	494,296
862187 EDUCATION & TRAINING	0	839	0	468	2,000	2,000	2,000
862220 SMALL TOOLS & INSRMNT	500	805	500	457	1,000	1,000	1,000
862239 SPEC DEPT EXP	110,000	101,926	108,207	111,967	120,490	120,490	120,490
862250 TRNSPRTATION & TRAVEL	1,000	1,114	1,000	1,609	1,000	1,000	1,000
862253 TRAVEL & TRSP OUT OF COUN	0	239	0	26	0	0	0
TOTAL SERVICES & SUPPLIES	471,778	485,980	537,237	611,585	635,978	636,739	636,739
FIXED ASSETS							
864370 EQUIPMENT	0	0	0	18,116	0	0	0
TOTAL FIXED ASSETS	0	0	0	18,116	0	0	0
EXPEND TRANSFER AND REIMB							
865380 INTRAFUND TRANSFERS	-731,796	-664,295	-827,492	-852,837	-938,200	-938,200	-938,200
TOTAL EXPEND TRANSFER AND REIMB	-731,796	-664,295	-827,492	-852,837	-938,200	-938,200	-938,200
TOTAL NET APPROPRIATIONS	24,187	80,590	63,485	138,125	29,531	23,964	23,964
LESS: REVENUES							
826276 INTERFD REVENUE-GARAGE	15,054	80,994	17,023	102,770	19,300	19,300	19,300
827600 OTHER SALES	33,150	26,632	37,485	31,900	42,500	42,500	42,500
827700 OTHER	0	0	0	972	0	0	0
TOTAL REVENUES	48,204	107,626	54,508	135,642	61,800	61,800	61,800
TOTAL NET COUNTY COST	-24,017	-27,036	8,977	2,483	-32,269	-37,836	-37,836

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1710 – CAPITAL IMPROVEMENT PROJECTS
Albert Beltrami, Interim Chief Executive 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. At the current industry standard rate of $0.70 per square foot per year, the Capital Maintenance Reserve Fund should be funded at nearly $456,000.

The Capital Improvement budget also contains funding for such important projects as Americans with Disabilities Act (ADA) retrofits for the removal of barriers to disabled access in County facilities, and health/safety-related enhancements.

COUNTY EXECUTIVE OFFICE COMMENTS:

The requested budgets submitted by Departments assumed a 6.5 % reduction to prior year Net County Cost assignments. During Proposed Budget conferences, the County Executive Office made additional adjustments to Net County Cost assignments based on Board priorities and objectives, and funding requirements for fixed and program costs.

The County Executive Office appropriated funding for the Mill Creek Dam in the amount of ($356,000), ADA ($80,000), capital maintenance projects of $325,000 and $329,000 split with Sheriff ($164,500 from asset forfeiture funds) (including $30,421 for consulting) for the Jail booking remodel.

FINAL BUDGET ACTION:

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

1710 – CAPITAL IMPROVEMENT PROJECTS
Albert Beltrami, Interim Chief Executive Officer

STATE CONTROLLER
COUNTY BUDGET ACT
(1985)

COUNTY OF MENDOCINO
STATE OF CALIFORNIA
BUDGET UNIT FINANCING USES DETAIL
FINAL BUDGET FOR FISCAL YEAR 2006-07

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)	2004-05 BUDGET (2)	2004-05 ACTUALS (3)	2005-06 BUDGET (4)	2005-06 ACTUALS (5) 06/30/06	2006-07 REQUEST (6)	2006-07 RECOMMEND (7)	2006-07 ADOPTED (8)
FIXED ASSETS							
864360 STRCTURS & IMPRVMENTS	75,000	183,620	862,000	1,047,196	1,181,000	1,181,000	1,181,000
TOTAL FIXED ASSETS	75,000	183,620	862,000	1,047,196	1,181,000	1,181,000	1,181,000
TOTAL NET APPROPRIATIONS	75,000	183,620	862,000	1,047,196	1,181,000	1,181,000	1,181,000
LESS: REVENUES							
823110 CRIMINAL JUSTICE CONST FU	0	32,291	0	0	0	0	0
824100 INTEREST	0	-6,566	0	1,627	0	0	0
825490 STATE OTHER	165,000	86,229	75,000	0	90,000	90,000	90,000
826390 OTHER CHARGES	165,747	0	0	0	0	0	0
827700 OTHER	0	52,429	0	0	0	164,500	164,500
827802 OPERATING TRANSFER IN	75,000	390,451	762,000	1,012,763	762,000	926,500	926,500
TOTAL REVENUES	405,747	554,834	837,000	1,014,390	852,000	1,181,000	1,181,000
TOTAL FUND BALANCE CONTRIBUTION	-330,747	-371,214	25,000	32,806	329,000	0	0

1712 – CAPITAL PROJECTS
Albert Beltrami, Interim Chief Executive Officer

MISSION STATEMENT & DEPARTMENTAL FUNCTIONS:

The Capital Projects budget is used to account for the purchase or construction of major capital facilities. In Fiscal 2006/2007, projects identified for potential funding are:

- Fort Bragg Library interior remodel with major funding from donations from the Friends of Fort Bragg Library $70,000 – (county portion)
- Feasibility study and site assessment for a phase I Criminal Justice Development Plan $200,000.
- Point Arena Air Force Base assessment $50,000.

COUNTY EXECUTIVE OFFICE COMMENTS:

The County Executive Office appropriated an additional $270,000, which assists in the funding of the Point Arena Air Force Station, Fort Bragg Library, and Criminal Justice Facilities Feasibility Study.

FINAL BUDGET ACTION:

During the Final Budget Deliberations, the Board of Supervisors approved the Recommended Budget from the County Executive Office for Capital Projects**.**

1712 – CAPITAL PROJECTS
Albert Beltrami, Interim Chief Executive Officer

STATE CONTROLLER
COUNTY BUDGET ACT
(1985)

COUNTY OF MENDOCINO
STATE OF CALIFORNIA
BUDGET UNIT FINANCING USES DETAIL
FINAL BUDGET FOR FISCAL YEAR 2006-07

COUNTY BUDGET FORM
SCHEDULE 9

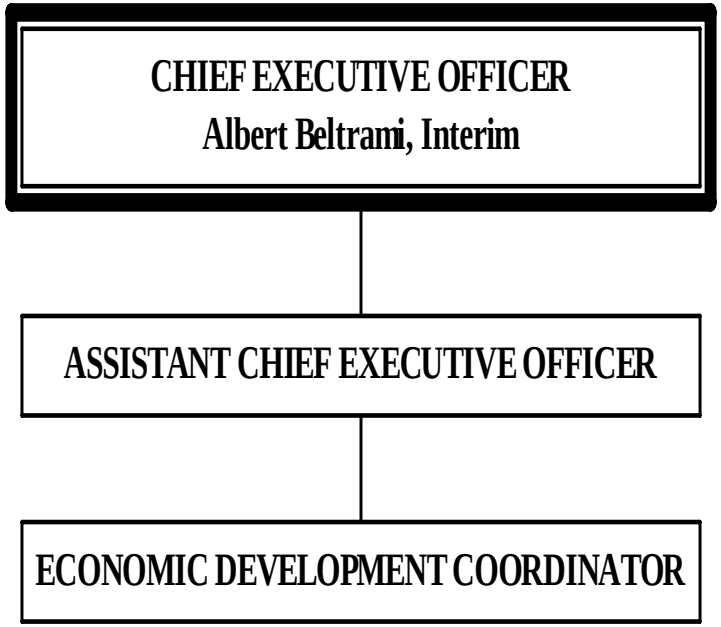
CLASSIFICATION:
FUNCTION: 1 GENERAL GOVERNMENT
ACTIVITY: 107 GENERAL - PROPERTY MANAGEMENT

BUDGET UNIT: 1712 CAPITAL PROJECTS
FUND: 1300 CAPITAL PROJECTS

FINANCING USES CLASSIFICATION (1)	2004-05 BUDGET (2)	2004-05 ACTUALS (3)	2005-06 BUDGET (4)	2005-06 ACTUALS (5) 06/30/06	2006-07 REQUEST (6)	2006-07 RECOMMEND (7)	2006-07 ADOPTED (8)
SERVICES AND SUPPLIES							
862170 OFFICE EXPENSE	0	1,379	0	1,315	0	0	0
862189 PROF & SPEC SVCS-OTHR	0	0	50,000	90,010	250,000	250,000	250,000
862250 TRNSPRTATION & TRAVEL	0	262	0	0	0	0	0
TOTAL SERVICES & SUPPLIES	0	1,641	50,000	91,325	250,000	250,000	250,000
FIXED ASSETS							
864360 STRCTURS & IMPRVMENTS	0	51,000	0	0	0	0	0
864365 CONSTRUCTION IN PROGRESS	300,000	314,895	0	11,258	520,000	520,000	520,000
TOTAL FIXED ASSETS	300,000	365,895	0	11,258	520,000	520,000	520,000
EXPEND TRANSFER AND REIMB							
865802 OPERATING TRANSFER OUT	0	29,866	0	0	0	0	0
TOTAL EXPEND TRANSFER AND REIMB	0	29,866	0	0	0	0	0
TOTAL NET APPROPRIATIONS	300,000	397,402	50,000	102,583	770,000	770,000	770,000
LESS: REVENUES							
823110 CRIMINAL JUSTICE CONST FU	0	121,794	0	0	0	0	0
823310 ASSET FORFEITURE	0	0	0	35,000	0	0	0
824100 INTEREST	0	-194	0	-65	0	0	0
827600 OTHER SALES	0	420	0	900	0	0	0
827707 DONATION	300,000	0	0	0	450,000	450,000	450,000
827802 OPERATING TRANSFER IN	0	21,989	50,000	96,354	50,000	320,000	320,000
TOTAL REVENUES	300,000	144,009	50,000	132,189	500,000	770,000	770,000
TOTAL FUND BALANCE CONTRIBUTION	0	253,393	0	-29,606	270,000	0	0

1810 – PROMOTION

Albert Beltrami, Interim Chief Executive Officer



1810 – PROMOTION
Albert Beltrami, Interim Chief Executive Officer

MISSION STATEMENT & DEPARTMENTAL FUNCTIONS:

This budget unit includes memberships and agreements with organizations that promote the economic and community development of Mendocino County, including legislative analysis and advocacy.

MAJOR ACCOMPLISHMENTS:

Peterson Consulting and the California State Association of Counties (CSAC) provided information and supported the Board of Supervisors and staff with State legislation. Alcalde and Fay is the County's Washington D.C. advocate for projects and programs of local priority at the federal legislative level, such as: Noyo River & Harbor Dredging Materials and Management Plan; Integrated Water Resources Management; Coyote Valley Dam, Lake Mendocino; Willits Bypass Construction; Public Safety Microwave System. Mendocino County Promotional Aliance (www.gomendo.com) provided countywide promotion and marketing services for Mendocino County destinations, goods and services in cooperation with various Chambers of Commerce, the arts, Mendocino County Lodging Association, Winegrowers Alliance, and other agencies and organizations.

GOALS AND OBJECTIVES:

Goals:

- Enhance community and economic development efforts.
- Protect the County's ability to serve the public.
- Enhance opportunities to secure funding for projects and programs of County priority.

Objectives:

- Minimize and advocate for funding for under-funded and un-funded State mandates.
- Receive technical assistance and bulletins on policy issues and opportunities.
- Receive legislative analysis and advocacy to advance the priorities of the Board of Supervisors.
- Participate in CSAC and NACO for lobbying efforts of importance to Mendocino County.
- Participate in economic and community development activities in unincorporated areas.
- Support countywide promotion and marketing of Mendocino County.

COUNTY EXECUTIVE OFFICE COMMENTS:

Membership Dues (Acct. 2150) and Professional & Specialized Services (Acct. 2189) are adjusted to distinguish membership dues from services. Account 2150 now reflects membership dues to receive legislative analysis, policy support and technical assistance from the Local Government Commission; California Association for Local Economic Development (CALED); California State Association of Counties (CSAC); and National Association of Counties (NACO).

The County Executive Office appropriated an additional $138,350, which includes PEG funds designated for the City of Ukiah ($27,748), $40,000 to MCCET, $2,000 for Point Arena Schools for a total of $42,000. This budget includes matching funds for BID of $300,000, and $1,000 for sponsorship for education and training, and an increase in CSAC dues for $350 and additional funding undesignated for $15,000 for professional services for Fiscal Year 2006-07. This budget is also anticipating the transfer of the Economic Development Coordinator position to be funded in this budget unit from Budget Unit 1020 (CEO) in the amount of $96,000 including benefits.

FINAL BUDGET ACTION:

During the Final Budget Deliberations, the Board of Supervisors approved the Recommended Budget from the County Executive Office for Promotion.

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1810 – PROMOTION
Albert Beltrami, Interim Chief Executive Officer

COUNTY EXECUTIVE OFFICE NOTES:

SERVICES & SUPPLIES

Acct. 2150 Provides for dues CSAC ($23,384); CALED ($570); NACO; ($1,671) and Local Government Commission ($600).

Acct. 2189 Provides for State legislative representative ($15,000), Economic Development & Financing Corporation ($29,000), Promotion & Marketing ($300,000), Washington legislative advocate ($60,000).

1810 – PROMOTION
Albert Beltrami, Interim Chief Executive Officer

STATE CONTROLLER
COUNTY BUDGET ACT
(1985)

COUNTY OF MENDOCINO
STATE OF CALIFORNIA
BUDGET UNIT FINANCING USES DETAIL
FINAL BUDGET FOR FISCAL YEAR 2006-07

COUNTY BUDGET FORM
SCHEDULE 9

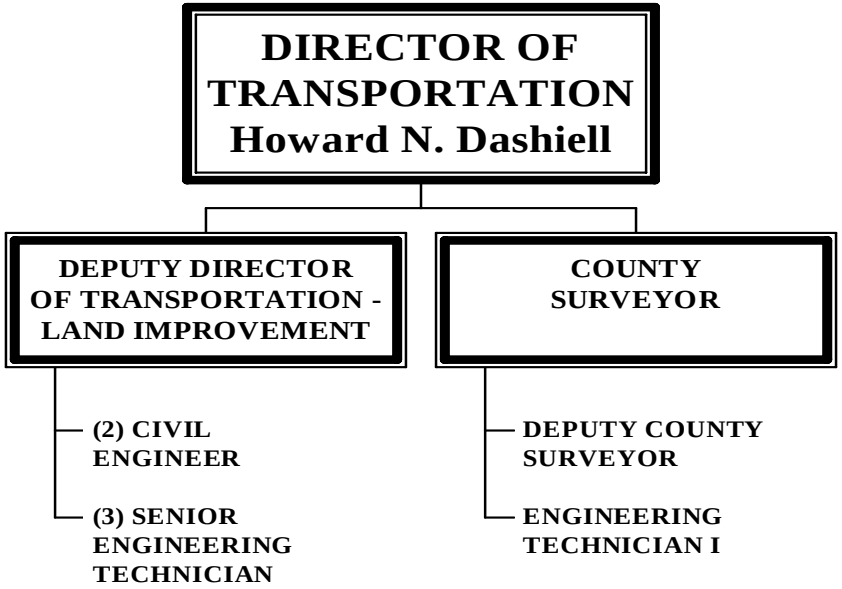
CLASSIFICATION:
FUNCTION: 1 GENERAL GOVERNMENT
ACTIVITY: 109 GENERAL - PROMOTION

BUDGET UNIT: 1810 PROMOTION
FUND: 1100 COUNTY GENERAL

FINANCING USES CLASSIFICATION (1)	2004-05 BUDGET (2)	2004-05 ACTUALS (3)	2005-06 BUDGET (4)	2005-06 ACTUALS (5) 06/30/06	2006-07 REQUEST (6)	2006-07 RECOMMEND (7)	2006-07 ADOPTED (8)
SALARIES & EMPLOYEE BENEFITS							
861011 REGULAR EMPLOYEES	0	0	0	0	0	65,500	65,500
861021 CO CONT TO RETIREMENT	0	0	0	0	0	7,924	7,924
861022 CO CONT TO OASDI	0	0	0	0	0	3,902	3,902
861023 CO CONT TO OASDI-MEDIC	0	0	0	0	0	912	912
861024 CO CONT TO RET INCREMENT	0	0	0	0	0	3,373	3,373
861030 CO CONT TO EMPLOYEE INSUR	0	0	0	0	0	11,579	11,579
TOTAL SALARIES & EMPLOYEE BENEFITS	0	0	0	0	0	93,190	93,190
SERVICES & SUPPLIES							
862101 INSURANCE-GENERAL	0	187	274	274	274	236	236
862150 MEMBERSHIPS	2,150	23,068	2,150	23,384	26,225	26,575	26,575
862170 OFFICE EXPENSE	0	0	0	0	0	0	3,500
862187 EDUCATION & TRAINING	0	0	0	0	0	1,000	3,500
862189 PROF & SPEC SVCS-OTHR	123,241	105,821	550,912	463,541	432,780	447,780	432,780
862239 SPEC DEPT EXP	0	0	0	0	0	42,000	42,000
862253 TRAVEL & TRSP OUT OF COUN	5,000	628	5,000	4,724	10,000	0	9,000
862254 TRAVEL ADVANCE	0	0	0	0	0	0	0
TOTAL SERVICES & SUPPLIES	130,391	129,704	558,336	491,923	469,279	517,591	517,591
TOTAL NET APPROPRIATIONS	130,391	129,704	558,336	491,923	469,279	610,781	610,781
LESS: REVENUES							
821701 ROOM OCCUPANCY TAX	0	0	0	0	0	0	0
822210 FRANCHISE	0	0	104,110	104,110	0	0	0
TOTAL REVENUES	0	0	104,110	104,110	0	0	0
TOTAL NET COUNTY COST	130,391	129,704	454,226	387,813	469,279	610,781	610,781

1910 – TRANSPORTATION – LAND IMPROVEMENT

Howard N. Dashiell, Director of Transportation



1910 – TRANSPORTATION – LAND IMPROVEMENT
Howard N. Dashiell, Director of Transportation

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 direct communications 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 2005-06, 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 Willits Water Main Relocation project, Vichy Spring Unit Two subdivision, and Round Valley Indian Tribes (RVIT) sewer main extension project. The division was able to fill the vacant Civil Engineer position and the two vacant Engineering Technicians positions to provide Encroachment and Transportation permit writing tasks. We were able to add an Engineering Tech position to assist in managing Airport improvement projects. We have continued our involvement in the development of a County-wide Geographic Information System (GIS) and implementation of the "TrakIt" permit tracking system. We have continued our participation in the "Five Counties" Salmonid Conservation Plan effort through providing engineering and administrative support for removal of one fish passage barrier on Johnson Creek. This project was located on Orr Springs Road, CR 223, and consisted of retrofitting concrete baffles in an existing culvert. We continue working to obtain grant funds to implement corrective measures for the discrepancies identified in the Road Erosion Inventory. We are 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. We have increased our efforts to evaluate County road drainage systems to reduce the potential for damage to public and private properties. We continue leading the process that will result in a comprehensive set of County road standards.

1910 – TRANSPORTATION – LAND IMPROVEMENT
Howard N. Dashiell, Director of Transportation

COUNTY SURVEYOR'S OFFICE: In Fiscal Year 2005-06, the County Surveyor's Office processed one major subdivision map, 14 minor subdivisions, 74 boundary line adjustment legal description projects and 33 record of surveys. We assisted County Counsel's Office with legal descriptions and technical support for the Round Valley Airport Land Exchange. The County Surveyor's Office supported the DOT Solid Waste Division with 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. This fiscal year (2005-06), the County Surveyor's office contracted out checking of record of survey maps to a private surveying firm, Ray Carlson and Associates, to catch up on an extreme back log of maps. The office has also added a new staff member this year, a Deputy County Surveyor. This new position will concentrate on working on record of survey maps and boundary line adjustment legal descriptions. We have continued our involvement in the development and use of a County-wide Geographic Information System (GIS) and use of Global Positioning System (GPS) equipment. Our 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:

- At the end of Fiscal Year 2005-06 the Land Improvement Division has one vacant Civil Engineer position. This position was vacated in April and is key to fulfilling the primary mission of the division, which is review and comment on land development referrals and checking improvement plans. Because of increased benefit costs and mandatory 6.5% budget reduction and reduced fee revenues, we are unable to fully fund this position. We are requesting additional $78,748 in net county cost to fund this position. The Division will strive to continue training of new employees in providing permit and inspection services for construction in County rights of way and private subdivision projects.
- In Fiscal Year 2006-07, 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. We 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.
- Continue training new Engineering Technicians in construction inspection and permits as quickly as possible.
- Hire and train a registered civil engineer to fill current vacancy and assist the Division in reviewing Land Development referrals, and improvement plans.

COUNTY SURVEYOR'S OFFICE:
Goals:

- In Fiscal Year 2005/2006, 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, we must focus on 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 our computerized multi-department permit tracking system and increasing use of the County Geographic Information System.

1910 – TRANSPORTATION – LAND IMPROVEMENT
Howard N. Dashiell, Director of Transportation

COUNTY EXECUTIVE OFFICE COMMENTS:

The requested budgets submitted by Departments assumed a 6.5 % reduction to prior year Net County Cost assignments. During Proposed Budget conferences, the County Executive Office made additional adjustments to Net County Cost assignments based on Board priorities and objectives, and funding requirements for fixed and program costs.

During the Proposed Budget conferences, funding was restored for the Civil Engineer position for $78,748 including benefits.

FINAL BUDGET ACTION:

During the Final Budget Deliberations, the Board of Supervisors approved the Recommended Budget from the County Executive Office for DOT Land.

AUTHORIZED POSITIONS:

	Funded 2005-2006	Funded 2006-2007
TOTAL:	9	9

COUNTY EXECUTIVE OFFICE NOTES:

SALARIES & BENEFITS

Acct. 1011 Provides for nine (9) 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. Includes Designated Reserve Balance $100,000 for Plan Reviews and Constructions Inspection Services.

1910 – TRANSPORTATION – LAND IMPROVEMENT
Howard N. Dashiell, 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 2006-07

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)	2004-05 BUDGET (2)	2004-05 ACTUALS (3)	2005-06 BUDGET (4)	2005-06 ACTUALS (5) 06/30/06	2006-07 REQUEST (6)	2006-07 RECOMMEND (7)	2006-07 ADOPTED (8)
SALARIES & EMPLOYEE BENEFITS							
861011 REGULAR EMPLOYEES	402,984	335,942	505,832	400,035	396,664	475,412	475,412
861012 EXTRA HELP	15,000	16,928	10,000	10,170	0	0	0
861013 OVERTIME REG EMP	4,000	4,506	4,000	1,725	4,000	4,000	4,000
861021 CO CONT TO RETIREMENT	51,267	40,059	57,553	57,987	72,409	72,409	72,409
861022 CO CONT TO OASDI	24,871	19,048	24,500	23,784	29,511	29,511	29,511
861023 CO CONT TO OASDI-MEDIC	5,816	4,707	5,700	5,722	6,901	6,901	6,901
861024 CO CONT TO RET INCREMENT	25,515	19,971	25,900	24,574	30,268	30,268	30,268
861030 CO CONT TO EMPLOYEE INSUR	63,161	41,315	43,354	54,850	75,977	75,977	75,977
861031 CO CONT UNEMPLOYMENT INSU	5,494	5,435	2,537	2,841	2,537	4,969	4,969
861035 CO CONT WORKERS COMPENSAT	7,511	7,511	6,612	6,612	5,915	5,676	5,676
TOTAL SALARIES & EMPLOYEE BENEFITS	605,619	495,422	685,988	588,300	624,182	705,123	705,123
SERVICES & SUPPLIES							
862060 COMMUNICATIONS	3,200	3,074	3,600	3,027	3,100	3,100	3,100
862101 INSURANCE-GENERAL	815	814	1,024	1,024	1,000	983	983
862120 MAINTENANCE-EQUIPMENT	10,400	6,073	12,085	6,482	7,000	7,000	7,000
862150 MEMBERSHIPS	1,275	794	1,300	1,394	1,000	1,000	1,000
862170 OFFICE EXPENSE	5,800	9,215	7,500	7,743	7,000	7,000	7,000
862187 EDUCATION & TRAINING	3,000	934	4,000	1,344	2,000	2,000	2,000
862189 PROF & SPEC SVCS-OTHR	33,530	63,399	122,300	81,142	131,000	131,000	131,000
862190 PUBL & LEGAL NOTICES	0	184	0	4,580	0	0	0
862200 RNTS & LEASES-EQUPMNT	800	418	500	419	500	500	500
862220 SMALL TOOLS & INSRMNT	0	57	0	959	500	500	500
862239 SPEC DEPT EXP	300	732	800	10,042	300	300	300
862250 TRNSPRTATION & TRAVEL	10,180	4,797	10,200	14,455	15,200	15,200	15,200
862253 TRAVEL & TRSP OUT OF COUN	2,350	1,244	2,000	601	1,800	1,800	1,800
TOTAL SERVICES & SUPPLIES	71,650	91,735	165,309	133,212	170,400	170,383	170,383
FIXED ASSETS							
864360 STRCTURS & IMPRVMENTS	9,445	0	0	0	0	0	0
864370 EQUIPMENT	0	663	0	0	0	0	0
TOTAL FIXED ASSETS	9,445	663	0	0	0	0	0
EXPEND TRANSFER AND REIMB							
865802 OPERATING TRANSFER OUT	0	9,445	0	25,000	0	0	0
TOTAL EXPEND TRANSFER AND REIMB	0	9,445	0	25,000	0	0	0
TOTAL NET APPROPRIATIONS	686,714	597,265	851,297	746,512	794,582	875,506	875,506
LESS: REVENUES							
821501 TRANSPORTATION FUNDS	0	0	11,444	0	0	0	0
826171 FINAL MAP FILING FEE	5,400	4,380	9,120	0	2,300	2,300	2,300
826172 PARCEL MAP MS FILING FEE	10,600	13,980	15,240	21,620	16,900	16,900	16,900
826175 PLAN CK AND INSPECTION FE	120,000	187,015	30,080	16,912	25,000	25,000	25,000
826177 BASIC IMP INSP FEE	1,350	2,065	2,100	980	1,960	1,960	1,960
826178 SUBD AGRMT PROCESSING FEE	1,320	2,680	3,030	0	0	0	0
826181 RECORD-SURVEY EXAM FEE	14,500	16,110	15,960	14,310	16,900	16,900	16,900
826182 TENTATIVE MAP SUBDIV	73,840	113,345	103,162	107,311	94,500	94,500	94,500
826273 INTERFD REVENUE-ENGINEERI	0	0	0	1,450	0	0	0
827601 SALE OF MAP-SURVEYOR	1,500	2,085	2,100	1,830	2,100	2,100	2,100
827700 OTHER	0	124	0	1,250	0	0	0
827701 REFUND JURY & WITNESS FEE	0	300	0	150	0	0	0
TOTAL REVENUES	228,510	342,084	192,236	165,813	159,660	159,660	159,660
TOTAL NET COUNTY COST	458,204	255,181	659,061	580,699	634,922	715,846	715,846

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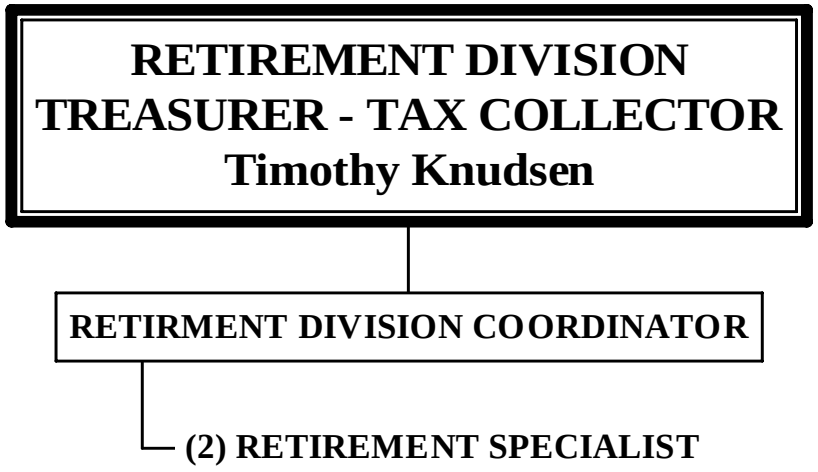
1920 – RETIREMENT

Timothy Knudsen, Treasurer – Tax Collector



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.

COUNTY EXECUTIVE OFFICE COMMENTS:

The requested budgets submitted by Departments assumed a 6.5 % reduction to prior year Net County Cost assignments. During Proposed Budget conferences, the County Executive Office made additional adjustments to Net County Cost assignments based on Board priorities and objectives, and funding requirements for fixed and program costs.

FINAL BUDGET ACTION:

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

AUTHORIZED POSITIONS:

	Funded 2005-2006	Funded 2006-2007
TOTAL:	2	3

COUNTY EXECUTIVE OFFICE NOTES:

SALARIES & BENEFITS

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

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 2006-07

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)	2004-05 BUDGET (2)	2004-05 ACTUALS (3)	2005-06 BUDGET (4)	2005-06 ACTUALS (5) 06/30/06	2006-07 REQUEST (6)	2006-07 RECOMMEND (7)	2006-07 ADOPTED (8)
SALARIES & EMPLOYEE BENEFITS							
861011 REGULAR EMPLOYEES	84,628	85,322	86,942	110,577	200,131	200,131	200,131
861012 EXTRA HELP	12,438	18,403	32,494	5,075	0	0	0
861013 OVERTIME REG EMP	0	0	0	34	0	0	0
861021 CO CONT TO RETIREMENT	9,915	9,936	12,369	15,530	28,713	28,713	28,713
861022 CO CONT TO OASDI	5,108	5,144	5,205	6,701	12,409	12,409	12,409
861023 CO CONT TO OASDI-MEDIC	1,194	1,470	1,217	1,641	2,901	2,901	2,901
861024 CO CONT TO RET INCREMENT	5,025	5,035	5,193	6,592	12,056	12,056	12,056
861030 CO CONT TO EMPLOYEE INSUR	11,737	8,067	8,484	10,680	24,571	24,571	24,571
861031 CO CONT UNEMPLOYMENT INSU	267	268	159	238	159	238	238
861035 CO CONT WORKERS COMPENSAT	220	220	312	312	312	272	272
TOTAL SALARIES & EMPLOYEE BENEFITS	130,532	133,865	152,375	157,380	281,252	281,291	281,291
SERVICES & SUPPLIES							
862060 COMMUNICATIONS	600	44	600	45	600	600	600
862101 INSURANCE-GENERAL	774	774	1,193	1,193	1,193	1,102	1,102
862150 MEMBERSHIPS	1,750	1,750	1,750	6,550	1,750	1,750	1,750
862170 OFFICE EXPENSE	5,000	10,161	9,000	12,425	9,000	9,000	9,000
862189 PROF & SPEC SVCS-OTHR	2,000	1,295	2,000	3,099	2,000	2,000	2,000
862250 TRNSPRTATION & TRAVEL	0	436	0	457	0	0	0
862253 TRAVEL & TRSP OUT OF COUN	10,000	11,898	15,000	7,840	15,000	15,000	15,000
TOTAL SERVICES & SUPPLIES	20,124	26,358	29,543	31,609	29,543	29,452	29,452
TOTAL NET APPROPRIATIONS	150,656	160,223	181,918	188,989	310,795	310,743	310,743
LESS: REVENUES							
825398 SB90 REIMBURSEMENT	0	0	0	4,713	0	0	0
827700 OTHER	150,656	160,224	181,918	184,276	310,795	310,743	310,743
TOTAL REVENUES	150,656	160,224	181,918	188,989	310,795	310,743	310,743
TOTAL NET COUNTY COST	0	-1	0	0	0	0	0

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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.

BUDGET IMPACTS:

Working in conjunction with the County Treasurer, it has been determined that the County will qualify for approximately $24 million in short term TRANS borrowing for Fiscal Year 2006-207 based on its demonstrated cash flow needs. At this time, we believe that the "arbitrage" interest earnings spread (i.e., the difference between the interest earnings versus the cost of borrowing said funds) should be well in excess of 100 basis points given the current interest rate environment but, with a fluctuating interest market, it is purely an estimate as of the writing of this narrative.

The Board of Supervisors continued funding for programs identified by them in Fiscal Year 2006-2007 that is once again funded in this budget unit for this next fiscal period. These include funds for the Resource Conservation District, Downtown employee parking, and the countywide management-training program.

The amount required to fund our Teeter Plan obligation for this coming fiscal period is, unfortunately due to budget constraints, not set at a level to correlate the appropriation required as has been the case in recent years to maintain the Teeter Plan Fund delinquency balance to an amount requiring no greater than a five year repayment schedule. Further discussion on this critical debt retirement issue has been deferred to the final budget proceedings in August.

COUNTY EXECUTIVE OFFICE COMMENTS:

During the Proposed Budget Conferences, the County Executive Office provided funding for the accelerated principle payment of the Teeter Plan Fund in paying down the balance below a five-year payment schedule. This does not include any additional funding for increased interest costs towards the payment on the principle. This Budget Unit assumes no external financing of the Teeter Plan obligation.

1940 – MISCELLANEOUS
Dennis Huey, Auditor ~ Controller

FINAL BUDGET ACTION:

During the Final Budget Deliberations, the Board of Supervisors approved the Recommended Budget from the County Executive Office for the Miscellaneous Budget with additional funding of $275,000 for interest costs on the Teeter Plan.

COUNTY EXECUTIVE OFFICE NOTES:

SALARIES & BENEFITS

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

SERVICES & SUPPLIES

Acct.	2181	Provides for audit of County financials.
Acct.	2183	Provides for outside legal counsel. Includes $5,000 for Redevelopment issues.
Acct.	2185	Provides for management physicals and sexual assault exams.
Acct.	2187	Provides for management training/wellness program costs pursuant to Memorandums of Understandings.
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 ($35,000)
Acct.	3310	Provides for Projected interest cost of TRANS and the Teeter Plan.
Acct.	3311	Provides for annual installment payment due under the Teeter Plan.

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 2006-07

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)	2004-05 BUDGET (2)	2004-05 ACTUALS (3)	2005-06 BUDGET (4)	2005-06 ACTUALS (5) 06/30/06	2006-07 REQUEST (6)	2006-07 RECOMMEND (7)	2006-07 ADOPTED (8)
SALARIES & EMPLOYEE BENEFITS							
861011 REGULAR EMPLOYEES	115,000	103,456	115,000	139,667	125,000	125,000	125,000
861021 CO CONT TO RETIREMENT	11,000	13,925	11,000	21,816	18,000	18,000	18,000
861022 CO CONT TO OASDI	6,500	6,414	6,500	8,659	7,000	7,000	7,000
861023 CO CONT TO OASDI-MEDIC	1,500	1,500	1,500	2,025	1,500	1,500	1,500
861024 CO CONT TO RET INCREMENT	6,000	6,880	6,000	9,232	7,500	7,500	7,500
861035 CO CONT WORKERS COMPENSAT	4,656	4,656	4,044	4,044	4,044	2,749	2,749
TOTAL SALARIES & EMPLOYEE BENEFITS	144,656	136,831	144,044	185,443	163,044	161,749	161,749
SERVICES & SUPPLIES							
862101 INSURANCE-GENERAL	90,165	94,449	101,406	101,406	101,406	48,313	48,313
862170 OFFICE EXPENSE	250	0	250	0	150	150	150
862181 AUDITING & FISCAL SVC	40,000	48,595	45,000	29,500	53,000	53,000	53,000
862183 LEGAL FEES	20,000	20,731	25,000	0	25,000	25,000	25,000
862185 MEDICAL & DENTAL SVCS	2,000	1,634	2,000	0	2,000	2,000	2,000
862187 EDUCATION & TRAINING	105,000	73,835	95,000	99,597	105,000	105,000	105,000
862189 PROF & SPEC SVCS-OTHR	70,000	121,459	70,000	65,694	80,000	80,000	80,000
862239 SPEC DEPT EXP	15,000	6,435	15,000	10,635	15,000	15,000	15,000
862253 TRAVEL & TRSP OUT OF COUN	0	438	0	143	0	0	0
TOTAL SERVICES & SUPPLIES	342,415	367,576	353,656	306,975	381,556	328,463	328,463
OTHER CHARGES							
863280 CONTR TO OTHER AGNCS	75,960	63,609	32,960	32,960	35,000	35,000	35,000
863310 INTEREST	800,000	922,260	825,000	1,534,351	1,525,000	1,525,000	1,525,000
863311 PRINCIPAL	2,050,000	2,050,000	2,150,000	2,150,000	2,250,000	1,975,000	2,250,000
TOTAL OTHER CHARGES	2,925,960	3,035,869	3,007,960	3,717,311	3,810,000	3,535,000	3,810,000
TOTAL NET APPROPRIATIONS	3,413,031	3,540,276	3,505,660	4,209,729	4,354,600	4,025,212	4,300,212
LESS: REVENUES							
824100 INTEREST	1,169,377	865,726	900,000	1,163,961	1,450,000	1,450,000	1,450,000
TOTAL REVENUES	1,169,377	865,726	900,000	1,163,961	1,450,000	1,450,000	1,450,000
TOTAL NET COUNTY COST	2,243,654	2,674,550	2,605,660	3,045,768	2,904,600	2,575,212	2,850,212

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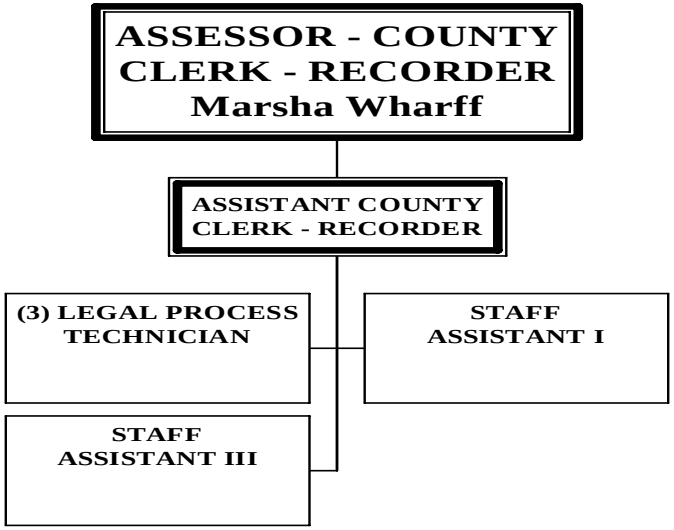
1941 – CLERK - RECORDER

Marsha Wharff, Assessor-County Clerk - Recorder



1941 – CLERK – RECORDER
Marsha Wharff, Assessor/County Clerk – Recorder

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 inception 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:

This division has been working with one vacant position for a third year. While there were times during the year when recorded documents did not get mailed back to the customer for over four weeks, staff continued to meet most deadlines for recording and indexing documents as prescribed by law.

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.

1941 – CLERK – RECORDER
Marsha Wharff, Assessor/County Clerk – Recorder

MAJOR BUDGET FLUCTUATIONS FROM PRIOR YEAR:

Document recordings have decreased resulting in a decrease in recording fees collected. We do not anticipate any additional decline for this year.

COUNTY EXECUTIVE OFFICE COMMENTS:

The requested budgets submitted by Departments assumed a 6.5 % reduction to prior year Net County Cost assignments. During Proposed Budget conferences, the County Executive Office made additional adjustments to Net County Cost assignments based on Board priorities and objectives, and funding requirements for fixed and program costs.

FINAL BUDGET ACTION:

During the Final Budget Deliberations, the Board of Supervisors approved the Recommended Budget from the County Executive Office for the Clerk-Recorder.

AUTHORIZED POSITIONS:

	Funded 2005-2006	Funded 2006-2007
TOTAL:	6	6

COUNTY EXECUTIVE OFFICE NOTES:

SALARIES & BENEFITS

Acct. 1011 Provides for funding for six (6) 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 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 2006-07

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)	2004-05 BUDGET (2)	2004-05 ACTUALS (3)	2005-06 BUDGET (4)	2005-06 ACTUALS (5) 06/30/06	2006-07 REQUEST (6)	2006-07 RECOMMEND (7)	2006-07 ADOPTED (8)
SALARIES & EMPLOYEE BENEFITS							
861011 REGULAR EMPLOYEES	204,552	184,567	205,632	191,383	196,404	196,404	196,404
861012 EXTRA HELP	0	8,851	0	4,640	0	0	0
861013 OVERTIME REG EMP	0	57	0	78	0	0	0
861021 CO CONT TO RETIREMENT	32,508	24,706	38,163	29,533	34,460	34,460	34,460
861022 CO CONT TO OASDI	12,564	11,000	12,437	11,526	12,090	12,090	12,090
861023 CO CONT TO OASDI-MEDIC	2,938	2,702	2,908	2,763	2,830	2,830	2,830
861024 CO CONT TO RET INCREMENT	16,071	12,206	16,216	12,504	12,926	12,926	12,926
861030 CO CONT TO EMPLOYEE INSUR	36,241	35,820	47,299	32,778	36,429	36,429	36,429
861031 CO CONT UNEMPLOYMENT INSU	934	938	557	555	557	1,137	1,137
861035 CO CONT WORKERS COMPENSAT	51,663	51,663	44,582	44,582	44,582	32,600	32,600
TOTAL SALARIES & EMPLOYEE BENEFITS	357,471	332,510	367,794	330,342	340,278	328,876	328,876
SERVICES & SUPPLIES							
862060 COMMUNICATIONS	3,000	2,271	2,500	2,670	2,500	2,500	2,500
862101 INSURANCE-GENERAL	2,285	2,284	2,135	2,135	2,135	2,032	2,032
862120 MAINTENANCE-EQUIPMENT	1,650	1,634	1,650	1,943	1,650	1,650	1,650
862150 MEMBERSHIPS	800	725	800	613	800	800	800
862170 OFFICE EXPENSE	38,400	36,132	35,000	34,254	35,900	35,900	35,900
862187 EDUCATION & TRAINING	1,000	260	1,000	510	1,000	1,000	1,000
862253 TRAVEL & TRSP OUT OF COUN	3,250	3,782	3,250	2,765	3,250	3,250	3,250
TOTAL SERVICES & SUPPLIES	50,385	47,088	46,335	44,890	47,235	47,132	47,132
EXPEND TRANSFER AND REIMB							
865380 INTRAFUND TRANSFERS	1,500	-1,614	1,500	-3,688	-3,000	-3,000	-3,000
TOTAL EXPEND TRANSFER AND REIMB	1,500	-1,614	1,500	-3,688	-3,000	-3,000	-3,000
TOTAL NET APPROPRIATIONS	409,356	377,984	415,629	371,544	384,513	373,008	373,008
LESS: REVENUES							
822602 MARRIAGE LIC, FCC GC 2684	30,776	31,718	30,767	32,374	32,250	32,250	32,250
826259 RECORDER SERVICE FEE	2,100	2,250	2,200	2,040	2,000	2,000	2,000
826261 RECORDING FEE	302,000	263,320	297,800	245,908	255,000	255,000	255,000
826266 CLERK FEE	73,190	78,753	73,150	74,511	73,750	73,750	73,750
826404 RETURNED CHECK CHARGE	0	10	0	30	0	0	0
827600 OTHER SALES	57,000	61,315	60,500	66,060	67,250	67,250	67,250
827700 OTHER	3,000	1,590	2,000	1,680	1,750	1,750	1,750
TOTAL REVENUES	468,066	438,956	466,417	422,603	432,000	432,000	432,000
TOTAL NET COUNTY COST	-58,710	-60,972	-50,788	-51,059	-47,487	-58,992	-58,992

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 third phase of this project, which is restoration of handwritten miscellaneous record 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. The Department 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.
- The remainder of handwritten vital records was restored this year.
- Official Record indices back to January 1, 1963 have now been data entered into our computer system enabling the public to easily search for records back to that date.
- Most of the microfilm in our office has been converted to digital reel and is now available for viewing on computer workstations. This is enabling staff to more easily locate documents for copying.

GOALS AND OBJECTIVES:

- To provide accurate high quality scanned images of Clerk-Recorder records;
- To provide accurate high quality microfilm of Clerk-Recorder records for archival storage; and
- To continue with ongoing projects.

FINAL BUDGET ACTION:

During the Final Budget Deliberations, the Board of Supervisors approved the Recommended Budget from the County Executive Office for the Recorder's Modernization Budget.

COUNTY EXECUTIVE 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/imagining system.

FIXED ASSETS

Acct. 4370 Provides funding for miscellaneous replacement of equipment.

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

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 2006-07

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)	2004-05 BUDGET (2)	2004-05 ACTUALS (3)	2005-06 BUDGET (4)	2005-06 ACTUALS (5) 06/30/06	2006-07 REQUEST (6)	2006-07 RECOMMEND (7)	2006-07 ADOPTED (8)
SALARIES AND EMPLOYEE BENEFITS							
861035 CO CONT WORKERS COMPENSAT	46	0	0	0	0	0	0
TOTAL SALARIES & EMPLOYEE BENEFITS	46	0	0	0	0	0	0
SERVICES & SUPPLIES							
862060 COMMUNICATIONS	200	0	200	183	0	0	0
862120 MAINTENANCE-EQUIPMENT	3,000	498	3,000	200	3,000	3,000	3,000
862170 OFFICE EXPENSE	2,000	0	2,000	1,047	2,000	2,000	2,000
862239 SPEC DEPT EXP	174,000	176,711	174,000	90,332	99,000	99,000	99,000
862253 TRAVEL & TRSP OUT OF COUN	0	159	0	0	0	0	0
TOTAL SERVICES & SUPPLIES	179,200	177,368	179,200	91,762	104,000	104,000	104,000
FIXED ASSETS							
864370 EQUIPMENT	50,000	0	50,000	0	50,000	50,000	50,000
TOTAL FIXED ASSETS	50,000	0	50,000	0	50,000	50,000	50,000
EXPEND TRANSFER AND REIMB							
865802 OPERATING TRANSFER OUT	0	0	0	54,794	0	0	0
TOTAL EXPEND TRANSFER AND REIMB	0	0	0	54,794	0	0	0
TOTAL NET APPROPRIATIONS	229,246	177,368	229,200	146,556	154,000	154,000	154,000
LESS: REVENUES							
824100 INTEREST	0	6,343	0	10,272	4,000	4,000	4,000
826255 RECORDER MODERNIZATION FE	169,246	114,070	169,200	132,739	100,000	100,000	100,000
826390 OTHER CHARGES	60,000	9,280	60,000	9,614	50,000	50,000	50,000
TOTAL REVENUES	229,246	129,693	229,200	152,625	154,000	154,000	154,000
TOTAL FUND BALANCE CONTRIBUTION	0	47,675	0	-6,069	0	0	0

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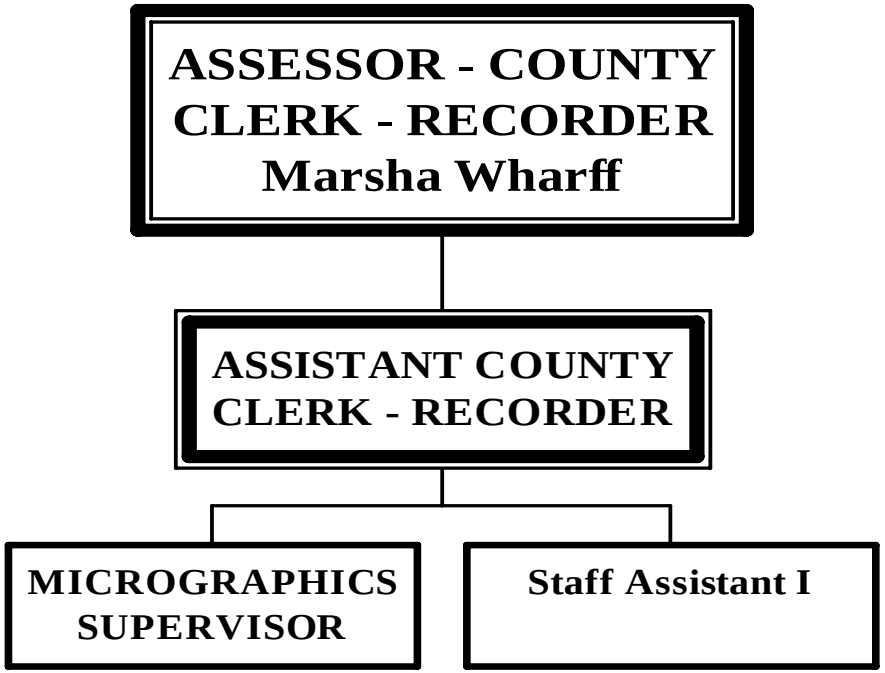
1944 – CLERK-RECORDER - MICROGRAPHICS

Marsha Wharff. Assessor – County Clerk - Recorder



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 and scans all documents recorded in the Recorder's Division as well as some of the records filed in the County Clerk Division of the office of the Assessor/County Clerk-Recorder.

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 third phase of this project this year, which is restoration of miscellaneous record books.

Microfilm continues to be made in-house and stored off-site for security purposes as required by law. CD's of our daily images are now made and 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 copies of microfiche and microfilm.

MAJOR ACCOMPLISHMENTS:

- Scanned images are regularly available for public viewing by the morning after the day on which documents are recorded.
- Off-site access to the Recorder indices is provided by subscription to title companies and others who wish to subscribe.
- Restored the remainder of handwritten vital record books this year.

GOALS AND OBJECTIVES:

- Provide accurate high quality microfilm and scanned images of the Clerk-Recorder records;
- Continue with ongoing projects.

COUNTY EXECUTIVE OFFICE COMMENTS:

The requested budgets submitted by Departments assumed a 6.5 % reduction to prior year Net County Cost assignments. During Proposed Budget conferences, the County Executive Office made additional adjustments to Net County Cost assignments based on Board priorities and objectives, and funding requirements for fixed and program costs. Budgeted expenditures are offset through use of the Modernization Fund and micrographic fees.

FINAL BUDGET ACTION:

During the Final Budget Deliberations, the Board of Supervisors approved the Recommended Budget from the County Executive Office for Clerk-Recorder Micrographics.

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

AUTHORIZED POSITIONS:

	Funded 2005-2006	Funded 2006-2007
TOTAL:	1	1

COUNTY EXECUTIVE OFFICE NOTES:

SALARIES & BENEFITS

Acct. 1011 Provides funding for one full time position.

SERVICES & SUPPLIES

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

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 2006-07

COUNTY BUDGET FORM
SCHEDULE 9

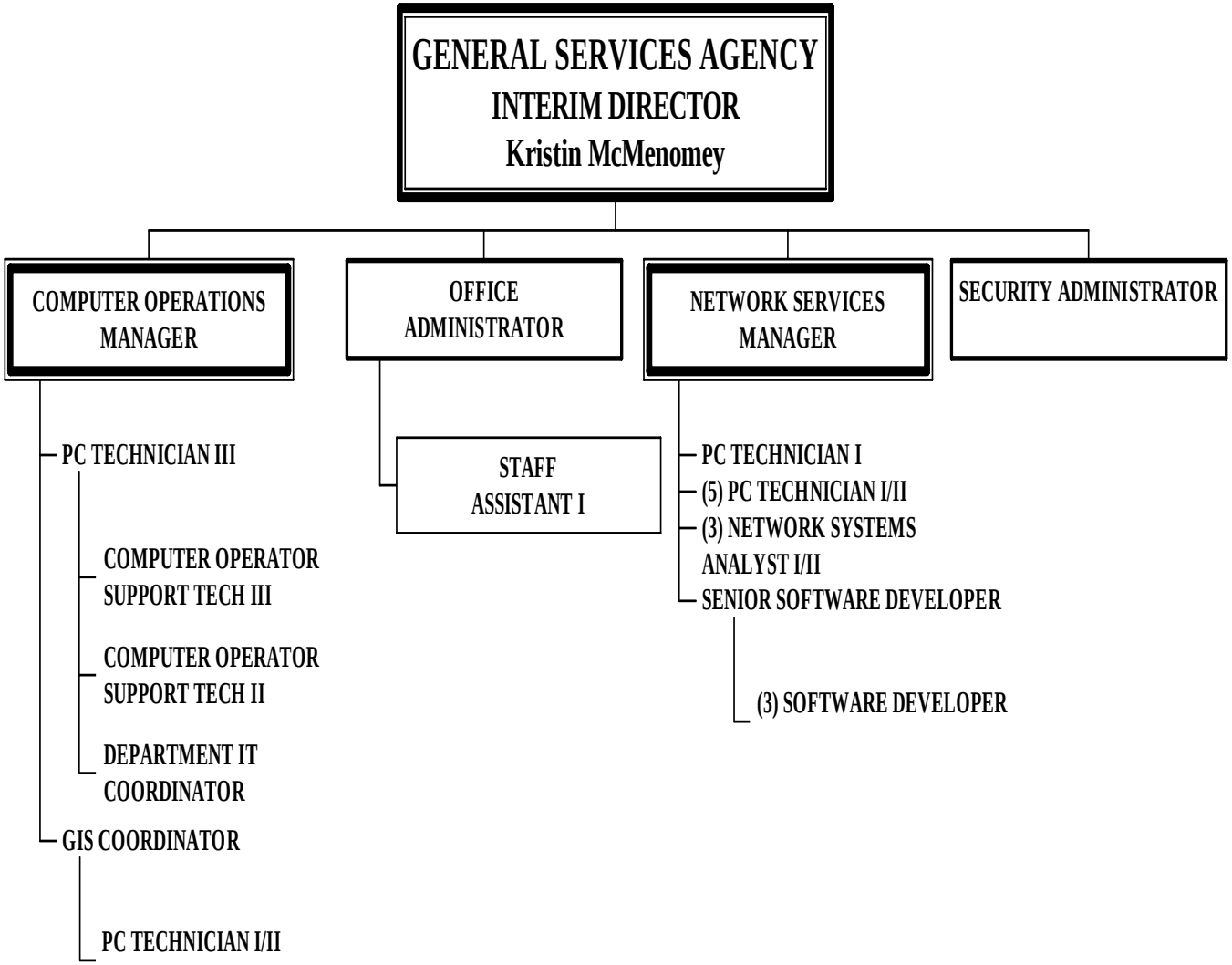
CLASSIFICATION:
FUNCTION: 1 GENERAL GOVERNMENT
ACTIVITY: 110 GENERAL - OTHER

BUDGET UNIT: 1944 MICROGRAPHICS
FUND: 1218 MICROGRAPHICS

FINANCING USES CLASSIFICATION (1)	2004-05 BUDGET (2)	2004-05 ACTUALS (3)	2005-06 BUDGET (4)	2005-06 ACTUALS (5) 06/30/06	2006-07 REQUEST (6)	2006-07 RECOMMEND (7)	2006-07 ADOPTED (8)
SALARIES & EMPLOYEE BENEFITS							
861011 REGULAR EMPLOYEES	33,342	33,533	33,949	33,971	34,348	34,348	34,348
861021 CO CONT TO RETIREMENT	4,457	4,513	5,874	5,303	5,430	5,430	5,430
861022 CO CONT TO OASDI	2,067	1,970	2,067	1,986	2,129	2,129	2,129
861023 CO CONT TO OASDI-MEDIC	483	461	483	464	498	498	498
861024 CO CONT TO RET INCREMENT	2,204	2,230	2,217	2,246	2,277	2,277	2,277
861030 CO CONT TO EMPLOYEE INSUR	8,036	7,919	9,212	8,725	10,318	10,318	10,318
861031 CO CONT UNEMPLOYMENT INSU	267	268	159	159	159	159	159
861035 CO CONT WORKERS COMPENSAT	0	0	653	653	424	407	407
TOTAL SALARIES & EMPLOYEE BENEFITS	50,856	50,894	54,614	53,507	55,583	55,566	55,566
SERVICES & SUPPLIES							
862060 COMMUNICATIONS	250	203	250	361	300	300	300
862101 INSURANCE-GENERAL	128	128	155	155	155	214	214
862120 MAINTENANCE-EQUIPMENT	10,500	2,857	10,000	9,047	4,000	4,000	4,000
862150 MEMBERSHIPS	150	0	0	0	0	0	0
862170 OFFICE EXPENSE	7,000	6,038	5,000	3,740	4,500	4,500	4,500
862194 A-87 COSTS	5,800	5,550	5,800	7,985	5,800	5,800	5,800
862210 RNTS & LEASES BLD GRD	1,600	1,419	1,600	1,560	1,600	1,600	1,600
862239 SPEC DEPT EXP	25,000	0	20,000	112	0	0	0
862253 TRAVEL & TRSP OUT OF COUN	1,000	0	1,000	0	1,000	1,000	1,000
TOTAL SERVICES & SUPPLIES	51,428	16,195	43,805	22,960	17,355	17,414	17,414
TOTAL NET APPROPRIATIONS	102,284	67,089	98,419	76,467	72,938	72,980	72,980
LESS: REVENUES							
824100 INTEREST	0	-67	0	-534	0	0	0
826255 RECORDER MODERNIZATION FE	47,035	27,588	58,419	0	39,038	39,080	39,080
826260 MICROGRAPHIC FEE	25,000	30,354	31,000	28,760	28,000	28,000	28,000
827600 OTHER SALES	30,000	9,213	9,000	8,447	5,900	5,900	5,900
827802 OPERATING TRANSFER IN	0	0	0	39,794	0	0	0
TOTAL REVENUES	102,035	67,088	98,419	76,467	72,938	72,980	72,980
TOTAL FUND BALANCE CONTRIBUTION	249	1	0	0	0	0	0

1960 – INFORMATION SERVICES DIVISION

Kristin McMenomey, Interim Director



1960 – INFORMATION SERVICES DIVISION
Kristin McMenomey, Interim 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:

- Renegotiated annual support contract with Willits Police Department.
- Renegotiated annual support contract with Community Development Commission.
- Renegotiated annual support contract with Child Support Services.
- Negotiated annual direct service agreement with First 5 of Mendocino County.
- Finalized negotiations on Adelphia/Comcast cable agreement.
- In addition to Admin Center, Courthouse Annex, Child Support Services and Public Health, Phase I of I-Net has been completed. Buildings included in the fiber project this year are Probation (Standley Street), Ukiah Library, Courthouse, Transportation, Social Services (Yokayo), and CalWorks (Orchard Street).
- Groupwise calendaring and e-mail program countywide roll out completed. Provides customizable collaborative calendars, e-mail, task management, and instant messaging. Extensive training provided during first quarter of fiscal year with continued training for all new employees as requested.
- Additional power installed in computer room for future expansion.
- Completed official County Website redesign.
- Public access to Environmental Health Food Inspection data made available on the Internet.
- Public access to zoning information made available on the website.
- Went live with Board of Supervisors meetings on Public Access Television. Also provided broadcast for first BOS meeting held in Fort Bragg. Implemented video server for repeats of BOS meetings.
- Public Health Clinic and AODP application software search, selection, and implementation.
- Completed the installation of DMS, which replaced the AS/400 Office Vision system.
- Implemented New Employee Training for computer related policies as part of Human Resources New Employee Orientation.
- Researched and selected new Finance/Payroll/HR system vendor.
- Voice over IP phone system installed in District Attorney office in Fort Bragg, Willits, and Ukiah.
- Automated training calendar for various classes offered at Information Services via the intranet.
- Cisco, VM Ware, Mitel, Novell/Groupwise Training provided to Information Services Employees.
- Creation of a digital evidence task force that includes representatives from all law enforcement agencies in the County.
- Developed an automated Victim Witness logging program.
- Submitted required documentation of the County Library communications costs to receive government subsidies for these costs.
- Provided training and support for staff at 15 GIS stations in 12 different departments.
- Provided support and information for public requests for GIS data.
- Complete the upgrade to version 9.1 ArcGIS software at all stations including training along with ArcIMS.
- Completed the update and conversion of the assessors parcel mapping process to version 2006 of the AutoCAD software. Includes the rewrite of their procedure manual.

- Acquired the USDA 2005 color aerial imagery for all of Mendocino County and set up software for the assessor appraisal staff to view and work with the imagery.
- Worked directly with the Emergency Service Director completing GIS work for flood damage reported. Assisted other county departments with GIS tasks for flood damage reporting.
- Completed GIS maps for LAFCO, Board of Supervisors and many other county departments and agencies.

GOALS AND OBJECTIVES:

- Consolidate redundant systems and services for more efficient IT delivery across all departments.
- Create and distribute IT customer satisfaction survey.
- Redesign of Social Services Network to enhance productivity, reduce vulnerability, and significantly enhance communication to all County departments. This is especially beneficial to the integration of the Human Services Departments.
- Transition the Courts onto their own AS/400 and establish secure, interoperable connections for other criminal justice departments.
- Implement Centralized GIS and GIS Internet, complete Phase III of Road Centerline project, complete work on Phase I of the DOT Road Right of Way project.
- Research possible solutions for County wide document management.
- 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.
- Implement Wireless connectivity and redundancy for the Admin Center campus and other County buildings in the Ukiah Valley.
- Continue to research possible Microsoft OS replacements.
- Implementation of County wide Finance/Payroll/HR system.
- Formation of Enterprise Committee to facilitate research, selection, and implementation of new Criminal Justice system(s).
- Further research and expand video conferencing technology and capabilities including Intranet/Internet delivery mechanisms.
- Continue research replacements for County legacy software including Criminal Justice System (JALAN), Property Management system and document management.
- Continue to organize the IS 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 IS staff in information technology best practices and professional services.
- Expand fiber infrastructure to other agencies.
- Plan and develop web based e-government strategies.

COUNTY EXECUTIVE OFFICE COMMENTS:

The requested budgets submitted by Departments assumed a 6.5 % reduction to prior year Net County Cost assignments. During Proposed Budget conferences, the County Executive Office made additional adjustments to Net County Cost assignments based on Board priorities and objectives, and funding requirements for fixed and program costs.

The County Executive Office appropriated an additional $20,000 for GIS maintenance, GIS Software at $3,000 and $178,000 for current staffing and transferring the Director to Budget Unit 1160 (Shared Business Services). This budget does not include funding from Criminal Justice Improvement funds and anticipates utilizing vacant positions as a balancing strategy to meet Net County Cost.

1960 – INFORMATION SERVICES DIVISION
Kristin McMenomey, Interim Director

FINAL BUDGET ACTION:

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

AUTHORIZED POSITIONS:

	Funded 2005-2006	Funded 2006-2007
TOTAL:	25	23

COUNTY EXECUTIVE OFFICE NOTES:

SALARIES & BENEFITS

Acct. 1011 Provides funding for 23 positions.

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 funding 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. 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 DIVISION
Kristin McMenomey, Interim Director

STATE CONTROLLER
COUNTY BUDGET ACT
(1985)

COUNTY OF MENDOCINO
STATE OF CALIFORNIA
BUDGET UNIT FINANCING USES DETAIL
FINAL BUDGET FOR FISCAL YEAR 2006-07

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)	2004-05 BUDGET (2)	2004-05 ACTUALS (3)	2005-06 BUDGET (4)	2005-06 ACTUALS (5) 06/30/06	2006-07 REQUEST (6)	2006-07 RECOMMEND (7)	2006-07 ADOPTED (8)
SALARIES & EMPLOYEE BENEFITS							
861011 REGULAR EMPLOYEES	1,233,988	1,130,696	1,054,372	1,097,918	762,403	871,257	906,757
861012 EXTRA HELP	20,000	28,177	40,000	32,944	60,000	60,000	60,000
861013 OVERTIME REG EMP	40,000	33,081	40,000	35,459	40,000	40,000	40,000
861021 CO CONT TO RETIREMENT	165,108	154,535	201,377	171,877	203,237	203,237	203,237
861022 CO CONT TO OASDI	80,907	69,467	80,572	67,512	78,977	78,977	78,977
861023 CO CONT TO OASDI-MEDIC	18,922	16,712	18,844	16,321	18,470	18,470	18,470
861024 CO CONT TO RET INCREMENT	81,870	76,642	89,370	72,818	85,148	85,148	85,148
861030 CO CONT TO EMPLOYEE INSUR	163,731	143,466	170,675	146,103	190,367	190,367	190,367
861031 CO CONT UNEMPLOYMENT INSU	8,951	8,885	8,521	9,084	8,521	12,861	12,861
861035 CO CONT WORKERS COMPENSAT	15,619	15,619	20,363	20,363	20,363	27,427	27,427
TOTAL SALARIES & EMPLOYEE BENEFITS	1,829,096	1,677,280	1,724,094	1,670,399	1,467,486	1,587,744	1,623,244
SERVICES & SUPPLIES							
862060 COMMUNICATIONS	20,600	16,698	21,100	27,221	16,300	16,300	16,300
862061 COMM LEASE	49,550	63,337	51,360	46,814	42,860	42,860	42,860
862101 INSURANCE-GENERAL	5,097	5,142	5,557	5,557	5,557	5,292	5,292
862120 MAINTENANCE-EQUIPMENT	275,146	280,761	289,651	340,006	258,075	258,075	222,075
862130 MAINT-STRC IMPR & GRN	14,500	0	0	0	0	0	0
862170 OFFICE EXPENSE	20,250	18,608	20,330	16,363	27,830	27,830	27,830
862171 PAPER SUPPLIES	4,300	736	4,800	1,801	4,800	4,800	4,800
862187 EDUCATION & TRAINING	23,500	3,498	23,500	10,117	33,500	33,500	33,500
862189 PROF & SPEC SVCS-OTHR	6,500	3,779	6,500	23,601	6,500	6,500	6,500
862200 RNTS & LEASES-EQUPMNT	46,500	23,084	166,500	114,276	120,000	120,000	120,000
862220 SMALL TOOLS & INSRMNT	10,000	7,027	10,000	10,003	12,000	12,000	12,000
862239 SPEC DEPT EXP	80,500	43,430	80,500	43,212	98,500	121,500	121,500
862250 TRNSPRTATION & TRAVEL	5,500	4,240	5,500	3,709	5,500	5,500	5,500
862253 TRAVEL & TRSP OUT OF COUN	6,000	1,856	6,000	2,660	10,000	10,000	10,000
TOTAL SERVICES & SUPPLIES	567,943	472,196	691,298	645,340	641,422	664,157	628,157
FIXED ASSETS							
864360 STRCTURS & IMPRVMENTS	0	0	14,500	0	16,000	16,000	16,000
864370 EQUIPMENT	40,000	135,437	40,000	30,443	75,200	75,200	75,200
TOTAL FIXED ASSETS	40,000	135,437	54,500	30,443	91,200	91,200	91,200
EXPEND TRANSFER AND REIMB							
865380 INTRAFUND TRANSFERS	-163,516	-228,560	-116,040	-146,314	-94,500	-169,500	-158,250
865802 OPERATING TRANSFER OUT	0	24,609	0	-14,500	0	0	0
TOTAL EXPEND TRANSFER AND REIMB	-163,516	-203,951	-116,040	-160,814	-94,500	-169,500	-158,250
TOTAL NET APPROPRIATIONS	2,273,523	2,080,962	2,353,852	2,185,368	2,105,608	2,173,601	2,184,351
LESS: REVENUES							
823110 CRIMINAL JUSTICE CONST FU	65,880	65,880	65,880	65,880	10,000	10,000	10,000
826392 DATA PROCESSING SERVICES	114,920	103,654	49,920	120,065	64,920	64,920	64,920
TOTAL REVENUES	180,800	169,534	115,800	185,945	74,920	74,920	74,920
TOTAL NET COUNTY COST	2,092,723	1,911,428	2,238,052	1,999,423	2,030,688	2,098,681	2,109,431

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