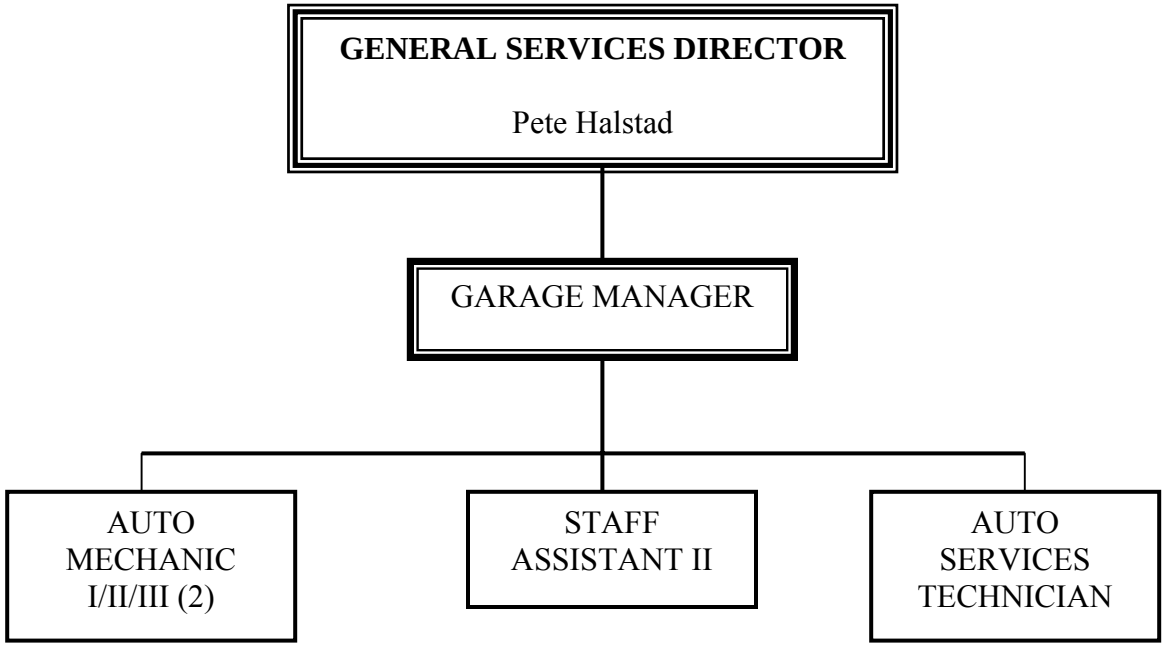
1620 – GARAGE

Pete Halstad, General Services Director



1620 – GARAGE

Pete Halstad, General Services Director

MISSION STATEMENT & DEPARTMENTAL FUNCTIONS:

The Garage Division of General Services, located at 841 Low Gap Road, Ukiah, is responsible for the maintenance, repair and in-town fueling of the 275+ vehicles in the County fleet. The fleet is comprised of Sheriff's vehicles, four-wheel drive vehicles, light trucks, vans, sedans, trailers, small equipment, and the 32 pool cars that are available for use by all County departments.

The Garage, which operates at less than zero net County cost through a per-mile service charge to user departments, is staffed by a Garage Manager, two journeyman mechanics, and an auto service technician. Clerical duties, including pool car reservations, accounts payable and departmental billing, are handled by General Services clerical staff.

This year, Mendocino County's vehicle fleet will travel an estimated three million miles.

MAJOR ACCOMPLISHMENTS:

The Garage's goal is increased safety and efficiency. It now has a computer-based accounting system that allows the General Services staff to track costs and bill customers more accurately. This year, the Division hopes to obtain a new computer and software that will allow staff access to much-needed technical information, and will also allow staff to track maintenance, repairs, and manufacturers' warranty and recall information more accurately. This year's budget includes a request to reinstate the Garage clerical position, which would relieve a huge burden from General Services clerical staff and allow the Garage to operate more efficiently, particularly with regards to the pool car fleet.

The Garage's physical layout has been much improved. Storage and work areas have been arranged and consolidated for more efficient and safer use. The older, non-functioning equipment has been removed or replaced with equipment that meets modern standards. The back parking lot has been paved, greatly reducing the amount of dirt and dust swirling through the General Services area.

The Garage has been active in the alternate-fuel vehicle area, having installed (with the help of Buildings and Grounds) an outlet for electric vehicle chargers and a natural gas fueling station. The Division has also received the loan of a Honda EV Plus from the State Air Resources Board, and hopes to obtain an electric Ford Ranger pickup later this year.

The price of fuel has continued to increase, and is a cost over which the Division exercises little control. The Garage has budgeted for a certain amount of fluctuation, but if fuel prices skyrocket, the Division may be forced to request an increase in per-mile charges to compensate.

COUNTY ADMINISTRATIVE OFFICE COMMENTS:

The Garage is responsible for the County's Fleet management, with the exception of the Department of Transportation. The Garage recovers its operating costs by charging each department a cost per mile. Due to increases in fuel prices, the Garage raised its rate from $0.22 per mile to $0.25 per mile in Fiscal Year 2000-2001. As the Garage has no Net County Cost, the increase is reflected in "user" department budgets. All vehicles are charged the same rate. It is the County Administrative Office's intent to further

assess the impact of gas prices and report back to the Board of Supervisors during the mid-year budget review next February.

The Garage has identified the need for a full time Staff Assistant II. This position was allocated but eliminated in December 1994 due to fiscal constraints. The addition of this position will provide more efficient Garage operations and decrease the workload of the General Services clerical staff. The Staff Assistant II position has not been placed in the proposed budget due to Board direction to review and discuss all new positions requests at final budget deliberations.

AUTHORIZED POSITIONS:	Allocated 2000-2001	Allocated 2001-2002
TOTAL:	4	5

COUNTY ADMINISTRATIVE OFFICE NOTES:

SALARIES & BENEFITS

Acct. 1011 - Includes Garage Manager, two journeyman mechanics and a light equipment service attendant. Also includes 19.23% of General Services Director salary, 50% of Staff Assistant I salary, 19.23% of an Account Specialist III salary, 38.47% of an Office Manager salary and a Staff Assistant II. Increases due to compensation adjustments granted to employees in Fiscal Year 2000-2001.

SERVICES & SUPPLIES

Acct. 2239 - Vehicle maintenance and repair, including tires, oil and parts.

FIXED ASSETS

Acct. 4370 - Provides for computer and printer replacement.

TRANSFERS & REIMBURSEMENTS

Acct. 5380 - Charge to departments for vehicle maintenance and gasoline ($0.25 per mile).

REVENUES

Acct. 6276 - Reimbursements from non-general fund departments.

Acct. 7600 - Reimbursements from grant funds for mileage charges.

FINAL BUDGET ACTION:

During Final Budget Deliberations, the Board approved allocation and funding ($36,504) of one full time equivalent Staff Assistant II for Garage support. Action did not increase net county cost or rate-per-mile charged to departments for vehicle operations.

STATE CONTROLLER
COUNTY BUDGET ACT
(1985)

COUNTY OF MENDOCINO
STATE OF CALIFORNIA
BUDGET UNIT FINANCING USES DETAIL
FINAL BUDGET FOR FISCAL YEAR 2001-02

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)	1999-00 BUDGET (2)	1999-00 ACTUALS (3)	2000-01 BUDGET (4)	2000-01 ACTUALS (5)	2001-02 REQUEST (6)	2001-02 RECOMMEND (7)	2001-02 ADOPTED (8)
SALARIES & EMPLOYEE BENEFITS							
861011 REGULAR EMPLOYEES	165,009	166,446	163,471	174,432	189,568	189,568	191,511
861012 EXTRA HELP	0	2,238	0	117	0	0	0
861013 OVERTIME REG EMP	0	111	0	152	0	0	0
861021 CO CONT TO RETIREMENT	17,221	15,909	16,562	19,219	20,957	20,957	21,182
861022 CO CONT TO OASDI	10,190	9,307	10,096	10,388	11,620	11,620	11,740
861023 CO CONT TO OASDI-MEDIC	2,383	2,346	2,360	2,431	2,718	2,718	2,745
861024 CO CONT TO RET INCREMENT	9,029	8,505	8,539	10,141	11,041	11,041	11,159
861030 CO CONT TO EMPLOYEE INSUR	19,670	18,063	20,386	21,164	25,014	25,014	27,483
861031 CO CONT UNEMPLOYMENT INSU	323	196	323	288	323	0	0
861035 CO CONT WORKERS COMPENSAT	16,790	6,160	6,999	6,006	6,999	6,654	7,629
TOTAL SALARIES & EMPLOYEE BENEFITS	240,615	229,281	228,736	244,338	268,240	267,572	273,449
SERVICES & SUPPLIES							
862060 COMMUNICATIONS	900	641	900	644	750	750	750
862090 HOUSEHOLD EXPENSE	2,500	3,444	3,500	4,293	3,700	3,700	3,700
862101 INSURANCE-GENERAL	1,335	1,336	1,335	2,492	2,492	2,075	1,571
862120 MAINTENANCE-EQUIPMENT	1,000	679	1,000	777	1,100	1,100	1,100
862130 MAINT-STRC IMPR & GRN	0	0	0	25	0	0	0
862140 MED DNTL & LAB SUPLS	100	2	100	0	100	100	100
862150 MEMBERSHIPS	0	0	0	179	0	0	0
862170 OFFICE EXPENSE	1,000	1,831	1,250	1,006	1,250	1,250	1,250
862176 FUEL EXPENSE	0	87	336,776	316,926	336,776	336,776	317,200
862185 MEDICAL & DENTAL SVCS	0	80	0	0	0	0	0
862187 EDUCATION & TRAINING	1,000	711	2,000	814	2,000	2,000	2,000
862200 RNTS & LEASES-EQUPMNT	500	877	750	1,680	1,000	1,000	1,000
862220 SMALL TOOLS & INSRMNT	300	1,970	1,000	1,293	1,500	1,500	1,500
862239 SPEC DEPT EXP	302,119	369,595	125,000	106,131	112,716	112,716	112,716
862250 TRNSPRTATION & TRAVEL	2,000	2,305	2,500	1,914	2,500	2,500	2,500
862253 TRAVEL & TRSP OUT OF COUN	500	552	1,000	752	1,000	1,000	1,000
TOTAL SERVICES & SUPPLIES	313,254	384,110	477,111	438,926	466,884	466,467	446,387
FIXED ASSETS							
864370 EQUIPMENT	3,000	5,202	8,000	12,458	3,000	3,000	3,000
TOTAL FIXED ASSETS	3,000	5,202	8,000	12,458	3,000	3,000	3,000
EXPEND TRANSFER AND REIMB							
865380 INTRAFUND TRANSFERS	-558,850	-601,037	-701,550	-729,233	-706,782	-706,782	-716,953
TOTAL EXPEND TRANSFER AND REIMB	-558,850	-601,037	-701,550	-729,233	-706,782	-706,782	-716,953
TOTAL NET APPROPRIATIONS	-1,981	17,556	12,297	-33,511	31,342	30,257	5,883
LESS: REVENUES							

STATE CONTROLLER
COUNTY BUDGET ACT
(1985)

COUNTY OF MENDOCINO
STATE OF CALIFORNIA
BUDGET UNIT FINANCING USES DETAIL
FINAL BUDGET FOR FISCAL YEAR 2001-02

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)	1999-00 BUDGET (2)	1999-00 ACTUALS (3)	2000-01 BUDGET (4)	2000-01 ACTUALS (5)	2001-02 REQUEST (6)	2001-02 RECOMMEND (7)	2001-02 ADOPTED (8)
826276 INTERFD REVENUE-GARAGE	7,839	14,047	15,825	15,150	15,000	15,000	15,000
827600 OTHER SALES	22,809	29,888	32,700	31,406	33,000	33,000	33,000
TOTAL REVENUES	30,648	43,935	48,525	46,556	48,000	48,000	48,000
TOTAL NET COUNTY COST	-32,629	-26,379	-36,228	-80,067	-16,658	-17,743	-42,117

1710 – CAPITAL IMPROVEMENT PROJECTS

James M. Andersen, County Administrative Officer

MISSION STATEMENT & DEPARTMENTAL FUNCTIONS:

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

The total of all projects approved for funding but not completed in the Fiscal Year 2000-2001 and recommended for funding, and for which funds have been identified in Fiscal Year 2001-2002, is $964,915. Funding for these projects is from a variety of sources, as indicated in the information below.

With the adoption by the Board of Supervisors of Mendocino County Policy Number 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 Major Repairs and Maintenance Facilities Reserve Fund. In the current fiscal year, that fund is established at $319,000, and is contained in Budget Unit 1710.

I. Projects for which funding was approved, but which were not complete, in Fiscal Year 2000-2001 (i.e., rebudgeted projects).

Project No.	Project Description	Cost	Funding Source
337/99-97	Spanish Mountain repeater site	$18,000	General Fund
00/00-143	Covelo Transfer Station roof	60,000	Solid Waste

Total of All Approved Projects from Fiscal Year 2000-2001: $78,000

II. Projects Recommended for Funding in Fiscal Year 2001-2002.

- **Capital Maintenance Reserve Fund (account 827802)**

Project Description	Cost
1) Unanticipated emergency repairs	$95,000
2) Jail repairs/spare parts	34,000
3) Library repairs/upgrades, Willits & Ukiah	20,000
4) Department of Transportation repairs, various locations	41,000
5) Admin./General Services seal coat, carpet	40,000
6) Veteran buildings repairs, various locations	14,000
7) ADA Annual Transition Plan	75,000
Subtotal:	**$319,000**

- **Criminal Justice Improvement Fund (account 823110)**

1) Courthouse repairs/upgrades, Ukiah	$40,000
2) Justice Center repairs/upgrades, Fort Bragg & Willits	40,000
3) Courthouse Security	60,000
4) Juvenile Hall Exercise Yard	13,000
Subtotal:	**$153,000**

1710 – CAPITAL IMPROVEMENT PROJECTS

James M. Andersen, County Administrative Officer

- **Courthouse Construction Fund (account 823120)**

Courthouse remodel for Superior Court		$6,500
	Subtotal:	**$6,500**

- **Social Services Contribution (account 827802)**

Various remodeling projects		$372,415
	Subtotal:	**$372,415**

- **Solid Waste Heavy Equipment Repair Trust (account 827802)**

Additional funding for Covelo Transfer Station roof		$36,000
	Subtotal:	**$36,000**

Total Projects Recommended for Funding Fiscal Year 2001-2002: $886,915

GRAND TOTAL, BUDGET UNIT 1710:	**$964,915**

FINAL BUDGET ACTION:

No changes where made to this budget unit during Final Budget deliberations.

STATE CONTROLLER
COUNTY BUDGET ACT
(1985)

COUNTY OF MENDOCINO
STATE OF CALIFORNIA
BUDGET UNIT FINANCING USES DETAIL
FINAL BUDGET FOR FISCAL YEAR 2001-02

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)	1999-00 BUDGET (2)	1999-00 ACTUALS (3)	2000-01 BUDGET (4)	2000-01 ACTUALS (5)	2001-02 REQUEST (6)	2001-02 RECOMMEND (7)	2001-02 ADOPTED (8)
863280 CONTR TO OTHER AGNCS	0	0	0	4,255	0	0	0
TOTAL OTHER CHARGES	0	0	0	4,255	0	0	0
FIXED ASSETS							
864360 STRCTURS & IMPRVMENTS	1,261,416	1,213,252	870,200	910,516	964,915	964,915	964,915
TOTAL FIXED ASSETS	1,261,416	1,213,252	870,200	910,516	964,915	964,915	964,915
TOTAL NET APPROPRIATIONS	1,261,416	1,213,252	870,200	914,771	964,915	964,915	964,915
LESS: REVENUES							
823110 CRIMINAL JUSTICE CONST FU	207,000	245,965	75,000	53,911	153,000	187,000	187,000
823120 COURTHOUSE CONSTRUCTION F	55,000	72,961	0	30,063	6,500	6,500	6,500
824100 INTEREST	0	18,031	0	11,799	0	0	0
826162 CHILD SPT INCENTIVE	0	0	0	11,096	0	0	0
827700 OTHER	113,016	36,342	25,000	2,050	36,000	36,000	36,000
827802 OPERATING TRANSFER IN	712,557	700,700	424,000	632,574	691,415	657,415	657,415
TOTAL REVENUES	1,087,573	1,073,999	524,000	741,493	886,915	886,915	886,915
TOTAL FUND BALANCE CONTRIBUTION	173,843	139,253	346,200	173,278	78,000	78,000	78,000

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1712 – CAPITAL PROJECTS

James M. Andersen, County Administrative Officer

DEPARTMENTAL FUNCTIONS:

The Capital Projects budget is used to account for the purchase or construction of major capital facilities. For Fiscal Year 2001-2002, the following capital projects are budgeted:

- Certificates of Participation (COP) Funding

Project Description
Yokayo Market CPS Remodel #54/00-142
Animal Control Shelter, Ukiah #27/00-140
Public Health – Dora Street, Ukiah #56/00-144
Willits Integrated Services Center (WISC) #00/00-141
Museum Artifacts Storage, Willits #22/01-146*

- Other Projects

  Project Description
  Museum, Phase II Exhibition Center
  South Coast Transfer Station

  Subtotal:

Total: $11,570,825

**Subject to sufficient funding remaining from other COP 2000 projects*

FINAL BUDGET ACTION:

No changes where made to this budget unit during Final Budget deliberations.

STATE CONTROLLER
COUNTY BUDGET ACT
(1985)

COUNTY OF MENDOCINO
STATE OF CALIFORNIA
BUDGET UNIT FINANCING USES DETAIL
FINAL BUDGET FOR FISCAL YEAR 2001-02

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)	1999-00 BUDGET (2)	1999-00 ACTUALS (3)	2000-01 BUDGET (4)	2000-01 ACTUALS (5)	2001-02 REQUEST (6)	2001-02 RECOMMEND (7)	2001-02 ADOPTED (8)
862170 OFFICE EXPENSE	0	0	0	715	0	0	0
862184 ARCH ENG & PLAN SVCS	0	0	50,000	0	0	0	0
862189 PROF & SPEC SVCS-OTHR	0	41,745	0	2,005,752	0	0	0
TOTAL SERVICES & SUPPLIES	0	41,745	50,000	2,006,467	0	0	0
FIXED ASSETS							
864350 LAND	0	533,174	0	0	0	0	0
864360 STRCTURS & IMPRVMENTS	2,105,000	2,288,978	0	820,622	0	0	0
864365 CONSTRUCTION IN PROGRESS	0	0	15,000,000	2,806,658	11,570,825	11,570,825	11,570,825
864370 EQUIPMENT	0	13,375	0	0	0	0	0
TOTAL FIXED ASSETS	2,105,000	2,835,527	15,000,000	3,627,280	11,570,825	11,570,825	11,570,825
TOTAL NET APPROPRIATIONS	2,105,000	2,877,272	15,050,000	5,633,747	11,570,825	11,570,825	11,570,825
LESS: REVENUES							
823110 CRIMINAL JUSTICE CONST FU	50,000	465,314	0	0	0	0	0
824100 INTEREST	0	-46,036	0	230,133	0	0	0
825341 REALIGNMENT HEALTH SERVIC	0	750,000	0	0	0	0	0
825490 STATE OTHER	1,604,000	1,168,507	0	0	1,300,000	1,300,000	1,300,000
827600 OTHER SALES	0	0	0	1,000	0	0	0
827700 OTHER	0	0	1,250,000	2,500	500,000	500,000	500,000
827802 OPERATING TRANSFER IN	308,000	308,000	50,000	50,000	110,000	110,000	110,000
827803 PROCEEDS OF SALE	0	795,852	13,750,000	17,075,576	9,086,825	9,086,825	9,086,825
TOTAL REVENUES	1,962,000	3,441,637	15,050,000	17,359,209	10,996,825	10,996,825	10,996,825
TOTAL FUND BALANCE CONTRIBUTION	143,000	-564,365	0	-11,725,462	574,000	574,000	574,000

1810 – PROMOTION

James M. Andersen, County Administrative Officer

MISSION STATEMENT & DEPARTMENTAL FUNCTIONS:

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

MAJOR ACCOMPLISHMENTS:

Don Peterson, the County's Legislative Representative, and the California State Association of Counties (CSAC) helped the Board of Supervisors and staff keep abreast of current legislation at the State level that impacted Mendocino County during Fiscal Year 2001-2002. Appropriations to EDFC and the Promotional Alliance contributed to strengthening our local economy by providing resources to promote and invest in projects beneficial to Mendocino County.

GOALS AND OBJECTIVES:

Goals:

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

Objectives:

- Maintain our participation in regional commissions to promote economic development and to enhance the well being of the County.
- Continue our contract with our County Legislative Representative.
- Continue our membership in CSAC for lobbying efforts.
- Continue to fund EDFC and the Promotional Alliance.
- Continue our membership in the National Association of Counties (NACO).

COUNTY ADMINISTRATIVE OFFICE COMMENTS:

The proposed budget includes an increase from $421,000 to $505,200 in funding for promotional activities for the Mendocino County Alliance. This increase was based on a recommended funding formula previously presented to the Board of Supervisors and is subject to further policy discussion during final budget deliberations in August.

1810 – PROMOTION

James M. Andersen, County Administrative Officer

COUNTY ADMINISTRATIVE OFFICE NOTES:

SERVICES & SUPPLIES

Acct. 2150 - Provides for membership in Eel-Russian River Commission ($1,745) and the North Coastal Counties Supervisors Association ($650).

Acct. 2189 - County legislative representative ($15,000), California State Association of Counties ($20,500), EDFC Support ($29,000), Promotional Alliance ($505,200), NACO membership ($1,500), Washington legislative advocate ($30,000).

FINAL BUDGET ACTION:

During Final Budget Deliberations, the Board approved funding for Legislative representation in Washington D.C. (current year $30,000 with annual on-going funding of $60,000).

STATE CONTROLLER
COUNTY BUDGET ACT
(1985)

COUNTY OF MENDOCINO
STATE OF CALIFORNIA
BUDGET UNIT FINANCING USES DETAIL
FINAL BUDGET FOR FISCAL YEAR 2001-02

COUNTY BUDGET FORM
SCHEDULE 9

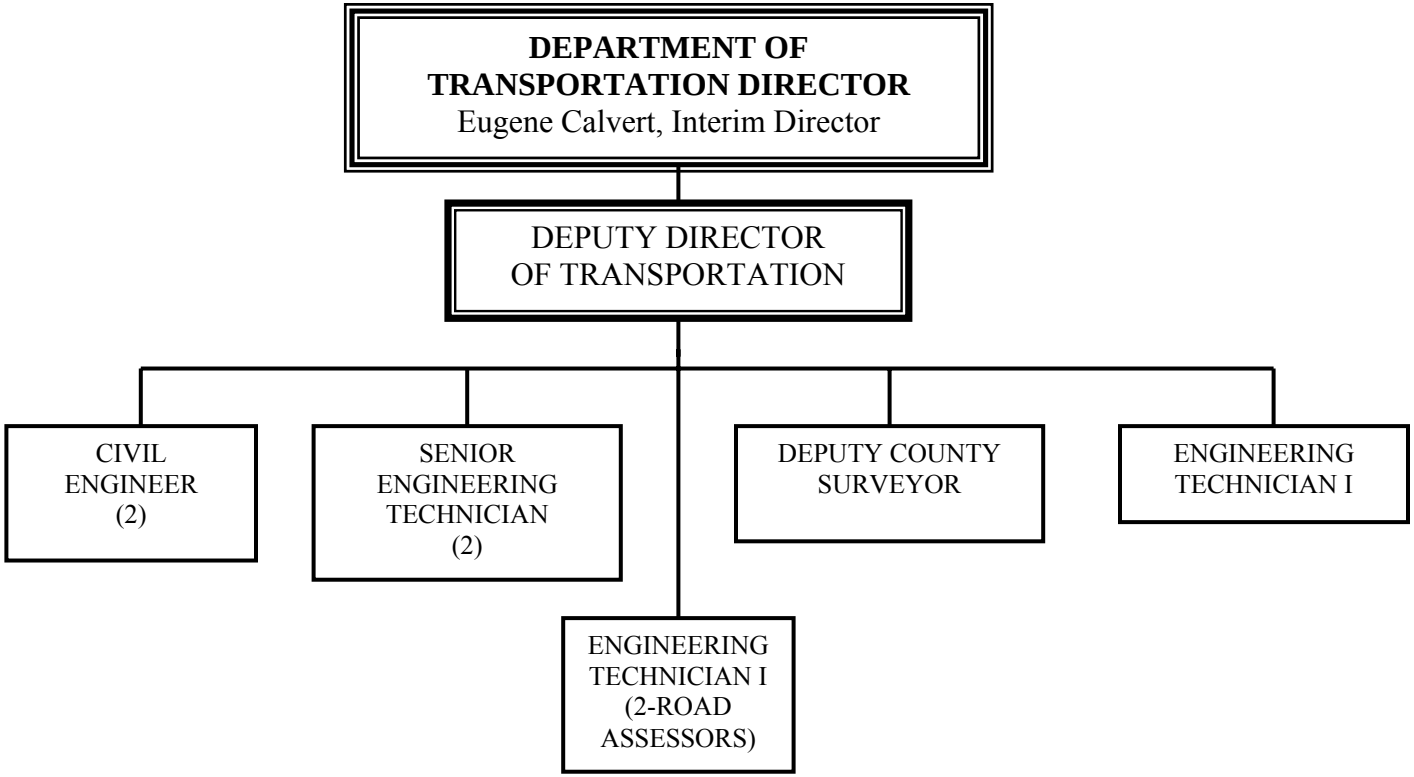
CLASSIFICATION:
FUNCTION: 1 GENERAL GOVERNMENT
ACTIVITY: 109 GENERAL - PROMOTION

BUDGET UNIT: 1810 PROMOTION
FUND: 1100 COUNTY GENERAL

FINANCING USES CLASSIFICATION (1)	1999-00 BUDGET (2)	1999-00 ACTUALS (3)	2000-01 BUDGET (4)	2000-01 ACTUALS (5)	2001-02 REQUEST (6)	2001-02 RECOMMEND (7)	2001-02 ADOPTED (8)
SERVICES & SUPPLIES							
862150 MEMBERSHIPS	2,395	2,300	2,395	700	2,395	2,395	2,395
862189 PROF & SPEC SVCS-OTHR	487,000	486,916	487,000	492,905	571,200	571,200	601,200
862253 TRAVEL & TRSP OUT OF COUN	0	0	0	0	0	0	0
862254 TRAVEL ADVANCE	0	0	0	0	0	0	0
TOTAL SERVICES & SUPPLIES	489,395	489,216	489,395	493,605	573,595	573,595	603,595
TOTAL NET APPROPRIATIONS	489,395	489,216	489,395	493,605	573,595	573,595	603,595
LESS: REVENUES							
821701 ROOM OCCUPANCY TAX	0	0	0	0	0	0	0
TOTAL REVENUES	0	0	0	0	0	0	0
TOTAL NET COUNTY COST	489,395	489,216	489,395	493,605	573,595	573,595	603,595

1910 – TRANSPORTATION – LAND IMPROVEMENT

Eugene Calvert, Interim Director



1910 – TRANSPORTATION – LAND IMPROVEMENT

Eugene Calvert, Interim Director

MISSION STATEMENT & DEPARTMENTAL FUNCTIONS:

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 Highway System) and the environment, with public safety as the primary consideration.

Provided services include responding to referrals from the Planning Department regarding applications for subdivisions, boundary line adjustments, use and development permits, General Plan amendments, rezoning and variances. Services on these referrals extend through the approval process at the Planning Commission and the Board of Supervisors, to assuring 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 street closures, all as mandated by State law and local ordinance. Through the County Surveyor function, the Division reviews record of survey maps, corner records, subdivision maps and boundary line adjustment descriptions, also mandated functions. New Land Improvement Division services include efforts to address new environmental regulations, and evaluate drainage liability issues. Within all of these functions, Division personnel respond to numerous inquiries from the public and professional communities, by mail, e-mail, telephone and over our service counters. As part of the professional engineering/surveying staff for the County, we provide services to various County departments.

MAJOR ACCOMPLISHMENTS:

In Fiscal Year 2000-2001, the Land Improvement Division processed a major subdivision tentative map for Marina Estates Subdivision, near Calpella, and for Three Falls Estates Subdivision on McNab Ranch Road. Improvement plans were processed for Tract 254 West Fork Subdivision Unit 3, Thurston Auto Plaza, and the Solid Waste Transfer Station on Taylor Drive. One Subdivision Improvement Agreement and one Subdivision Monumentation Agreement were processed. Numerous subdivision tentative maps, use and development permits were processed, with the requisite inspections of required improvements. Through the County Surveyor function, approximately 32 records of survey maps were processed and filed and approximately 90 boundary line adjustments were processed. Numerous corner records, miscellaneous descriptions and other referrals were also processed by the County Surveyor's Office, including providing legal descriptions for Redevelopment Districts in the Ukiah and Calpella areas. Through our permit section, approximately 200 encroachment permits were processed, and approximately 270 transportation permits were issued. An encroachment permit was issued for installation of 65 miles of fiber optic cable, including overseeing and administering a consultant contract for inspection services. Another encroachment permit was issued, and inspection provided for, 2½ miles of underground and aerial telephone line on Usal Road serving the Whale Gulch community. We have continued our involvement in the development of a County-wide Geographic Information System (GIS) and a permit tracking system. We continued our role in the Permit Streamlining process (participating in a presentation on the Permit Place Binder). With the addition of professional and technical staff support, and in concert with the Engineering Division and the County Water Agency, we have intensified our involvement with the “Five Counties” salmonid conservation plan effort and with the “FishNet 4C” Central Coastal Counties group. Supported by SB 271 grant funding and Department in-kind services, the Five Counties effort is underway with our road assessors identifying sedimentation and fish barrier problems requiring corrective measures. We are working to obtain grant funds to implement such measures. Approximately 250 miles have been assessed in the Coastal watersheds this year and road assessments will include the Eel River watersheds next year. We are participating on creation of the Five

Counties Road Maintenance Manual, which will establish state of the art road maintenance practices consistent with today's tightening environmental regulations. We have increased our efforts to evaluate County road drainage systems for reducing the potential of damage to public and private properties. We are participating in the County's effort to draft a grading ordinance and have continued leading the process that will result in a comprehensive set of road standards for the County. We provided support to County Counsel in connection with various matters of litigation and to the CAO's Office in support of economic development efforts.

GOALS AND OBJECTIVES:

In Fiscal Year 2001/02, the Land Improvement Division will attempt to provide for public safety and the protection of public and private properties and the environment, while facilitating orderly development through our role in the land development process and our permitting functions. We will strive to respond to referrals in a timely manner by attempting to meet both existing and future processing time standards.

The objectives of the Land Improvement Division are:

- Through Continuous Process Improvement and Department Strategic Plan efforts, increase our efficiency to better serve the public given our limited Department resources.

- Monitor and enhance our efficiency by expanding our computerized multi-department permit tracking system, and Geographic Information System.

- Provide for orderly development by utilizing 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.

1910 – TRANSPORTATION – LAND IMPROVEMENT

Eugene Calvert, Interim Director

AUTHORIZED POSITIONS:

	Allocated 2000-2001	Allocated 2001-2002
TOTAL:	9*	9*

*The Director of Transportation is paid 42.3% from Budget Unit Number 1910 (Land Improvement) and 57.7% from Budget Unit Number 3010 (Roads & Bridges). See Budget Unit Number 3010 for position placement.

COUNTY ADMINISTRATIVE OFFICE NOTES:

SALARIES & BENEFITS

Acct. 1011 - Includes 42.3% of Director's salary and two Engineering Tech I positions (road assessors) funded by SB 271 grant for the Five County Road Erosion Assessment and Salmonid Conservation Plan. Increases due to compensation adjustments granted to employees in Fiscal Year 2000-2001.

Acct. 1020 - Includes Engineering Tech I for eight (8) pay periods.

SERVICES & SUPPLIES

Acct. 2184 - Funding to develop county road standards ($11,444), Brooktrails 2nd Access ($80,000) and Sherwood Road Improvements ($10,000).

Acct. 2189 - Reimbursement from Road Fund ($13,265), maintenance fee for permit tracking, trench impact study on Mountain View Road and various quality control tests.

Acct. 2239 - Provides for refund of various permits and fees.

FIXED ASSETS

Acct. 4370 - Provides for GPS unit (to allow data to transfer to GIS system) and GPS grade received digital camera, used vehicle, engineering copies, and data collection equipment for survey instrument.

REVENUES

Acct. 1501 - MGOG reimbursement for road standards ($11,444) and Brooktrails 2nd Access ($25,000).

Acct. 7700 - Brooktrails Township for Brooktrails 2nd Access ($50,000), City of Willits for Sherwood Road Improvements ($10,00) and SB 271 Grant reimbursement for 2 road assessors ($64,314).

FINAL BUDGET ACTION:

During Final Budget Deliberations, the Board approved an increase in expenditures in the amount of $63,867 resulting from increased revenue due to fee adjustments approved July 1, 2001. Approved expenditures include: purchase of drainage software, training for salmon restoration efforts and GIS, trench impact study on Mountain View Road, purchase of new/used equipment, and funds for Briceland Road Salmon Restoration project.

STATE CONTROLLER
COUNTY BUDGET ACT
(1985)

COUNTY OF MENDOCINO
STATE OF CALIFORNIA
BUDGET UNIT FINANCING USES DETAIL
FINAL BUDGET FOR FISCAL YEAR 2001-02

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)	1999-00 BUDGET (2)	1999-00 ACTUALS (3)	2000-01 BUDGET (4)	2000-01 ACTUALS (5)	2001-02 REQUEST (6)	2001-02 RECOMMEND (7)	2001-02 ADOPTED (8)
SALARIES & EMPLOYEE BENEFITS							
861011 REGULAR EMPLOYEES	285,807	239,343	362,049	372,146	447,820	447,820	447,820
861012 EXTRA HELP	6,100	311	6,400	1,217	9,500	9,500	9,500
861013 OVERTIME REG EMP	4,200	6,099	4,200	10,588	10,000	10,000	10,000
861021 CO CONT TO RETIREMENT	28,524	23,938	45,515	39,232	49,370	49,370	49,370
861022 CO CONT TO OASDI	17,025	14,701	27,297	22,158	28,235	28,235	28,235
861023 CO CONT TO OASDI-MEDIC	4,070	3,443	6,476	5,408	6,740	6,740	6,740
861024 CO CONT TO RET INCREMENT	14,835	12,802	23,461	20,701	25,975	25,975	25,975
861030 CO CONT TO EMPLOYEE INSUR	25,759	18,794	31,918	33,489	38,300	38,300	38,300
861031 CO CONT UNEMPLOYMENT INSU	744	364	744	405	745	0	0
861035 CO CONT WORKERS COMPENSAT	12,501	13,556	15,184	10,402	15,185	11,525	12,463
TOTAL SALARIES & EMPLOYEE BENEFITS	399,565	333,351	523,244	515,746	631,870	627,465	628,403
SERVICES & SUPPLIES							
862060 COMMUNICATIONS	2,600	2,818	3,000	3,404	3,200	3,200	3,200
862101 INSURANCE-GENERAL	1,044	1,044	1,044	1,028	1,044	856	461
862120 MAINTENANCE-EQUIPMENT	8,500	3,156	7,500	20,259	8,000	8,000	8,000
862130 MAINT-STRC IMPR & GRN	5,000	31,000	0	0	0	0	0
862150 MEMBERSHIPS	680	440	655	240	680	680	680
862170 OFFICE EXPENSE	6,032	12,053	4,000	15,818	4,000	4,000	4,000
862183 LEGAL FEES	100	0	0	0	0	0	0
862184 ARCH ENG & PLAN SVCS	112,226	0	112,226	0	101,444	101,444	101,444
862185 MEDICAL & DENTAL SVCS	0	547	1,000	2,389	0	0	0
862187 EDUCATION & TRAINING	4,000	2,779	3,000	4,570	4,000	4,000	8,000
862189 PROF & SPEC SVCS-OTHR	10,220	7,220	10,290	10,990	14,965	14,965	21,295
862190 PUBL & LEGAL NOTICES	0	10,935	0	3,681	0	0	0
862200 RNTS & LEASES-EQUPMNT	600	804	600	1,432	800	800	800
862239 SPEC DEPT EXP	1,000	320	172,600	114,533	100	100	4,637
862250 TRNSPRTATION & TRAVEL	14,690	11,652	25,610	15,478	19,320	19,320	19,320
862253 TRAVEL & TRSP OUT OF COUN	2,150	565	2,150	4,632	2,150	2,150	2,150
TOTAL SERVICES & SUPPLIES	168,842	85,333	343,675	198,454	159,703	159,515	173,987
FIXED ASSETS							
864370 EQUIPMENT	5,000	4,808	0	0	5,800	5,800	30,800
TOTAL FIXED ASSETS	5,000	4,808	0	0	5,800	5,800	30,800
EXPEND TRANSFER AND REIMB							
865802 OPERATING TRANSFER OUT	0	0	0	0	0	0	24,000
TOTAL EXPEND TRANSFER AND REIMB	0	0	0	0	0	0	24,000
TOTAL NET APPROPRIATIONS	573,407	423,492	866,919	714,200	797,373	792,780	857,190
LESS: REVENUES							

STATE CONTROLLER
COUNTY BUDGET ACT
(1985)

COUNTY OF MENDOCINO
STATE OF CALIFORNIA
BUDGET UNIT FINANCING USES DETAIL
FINAL BUDGET FOR FISCAL YEAR 2001-02

COUNTY BUDGET FORM
SCHEDULE 9

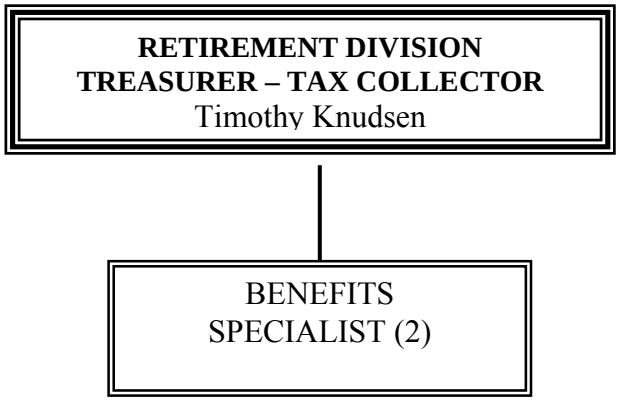
CLASSIFICATION:
FUNCTION: 1 GENERAL GOVERNMENT
ACTIVITY: 110 GENERAL - OTHER

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

FINANCING USES CLASSIFICATION (1)	1999-00 BUDGET (2)	1999-00 ACTUALS (3)	2000-01 BUDGET (4)	2000-01 ACTUALS (5)	2001-02 REQUEST (6)	2001-02 RECOMMEND (7)	2001-02 ADOPTED (8)
821501 TRANSPORTATION FUNDS	52,226	1,140	47,226	16,443	36,444	36,444	36,444
826171 FINAL MAP FILING FEE	2,250	1,050	2,400	1,940	1,050	1,050	1,580
826172 PARCEL MAP MS FILING FEE	5,815	6,920	5,300	3,175	5,300	5,300	11,000
826175 PLAN CK AND INSPECTION FE	36,681	27,600	9,000	6,767	18,000	18,000	18,000
826177 BASIC IMP INSP FEE	2,900	1,760	2,150	1,540	2,150	2,150	2,480
826178 SUBD AGRMT PROCESSING FEE	1,740	1,250	1,740	1,010	1,010	1,010	1,010
826181 RECORD-SURVEY EXAM FEE	9,115	11,700	12,565	9,955	10,015	10,015	23,310
826182 TENTATIVE MAP SUBDIV	28,810	36,280	30,125	32,670	29,855	29,855	73,867
826273 INTERFD REVENUE-ENGINEERI	0	1,693	0	6,255	0	0	0
827601 SALE OF MAP-SURVEYOR	1,700	1,964	1,700	1,988	1,700	1,700	1,700
827700 OTHER	60,000	0	124,314	68,748	124,314	124,314	124,314
TOTAL REVENUES	201,237	91,357	236,520	150,491	229,838	229,838	293,705
TOTAL NET COUNTY COST	372,170	332,135	630,399	563,709	567,535	562,942	563,485

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 Retirement Deputy 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 ADMINISTRATIVE OFFICE COMMENTS:

The Retirement Board is requesting the addition of a Benefits Specialist to provide administrative and fiscal support for the Retirement System. This position would be fully funded through the Retirement System. Discussion of this position request is scheduled to be heard by the General Government Committee on June 18, 2001.

AUTHORIZED POSITIONS:	Allocated 2000-2001	Allocated 2001-2002
TOTAL:	1	2

COUNTY ADMINISTRATIVE OFFICE NOTES:

SALARIES & BENEFITS

Acct. 1011 - Increases due to compensation adjustments granted to employees in Fiscal Year 2000-2001. Includes ⅓ Retired Administrator (Treasurer-Tax Collector) and two Retirement Benefit Specialists.

SERVICES & SUPPLIES

Acct. 2150 - Membership in California Association of Public Retirement Systems.

Acct. 2189 - Includes monthly fees to Board members and costs associated with actuarial study.

REVENUES

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

FINAL BUDGET ACTION:

STATE CONTROLLER
COUNTY BUDGET ACT
(1985)

COUNTY OF MENDOCINO
STATE OF CALIFORNIA
BUDGET UNIT FINANCING USES DETAIL
FINAL BUDGET FOR FISCAL YEAR 2001-02

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)	1999-00 BUDGET (2)	1999-00 ACTUALS (3)	2000-01 BUDGET (4)	2000-01 ACTUALS (5)	2001-02 REQUEST (6)	2001-02 RECOMMEND (7)	2001-02 ADOPTED (8)
SALARIES & EMPLOYEE BENEFITS							
861011 REGULAR EMPLOYEES	26,666	27,408	27,996	31,909	59,940	59,940	59,940
861012 EXTRA HELP	0	2,092	0	0	0	0	0
861021 CO CONT TO RETIREMENT	2,294	2,347	2,357	2,898	5,906	5,906	5,906
861022 CO CONT TO OASDI	1,653	1,558	1,735	1,830	3,653	3,653	3,653
861023 CO CONT TO OASDI-MEDIC	387	395	405	428	854	854	854
861024 CO CONT TO RET INCREMENT	1,198	1,270	1,229	1,480	3,066	3,066	3,066
861030 CO CONT TO EMPLOYEE INSUR	3,537	3,915	4,308	4,828	9,117	9,117	9,117
861031 CO CONT UNEMPLOYMENT INSU	67	49	67	55	134	0	0
861035 CO CONT WORKERS COMPENSAT	143	44	56	45	112	50	55
TOTAL SALARIES & EMPLOYEE BENEFITS	35,945	39,078	38,153	43,473	82,782	82,586	82,591
SERVICES & SUPPLIES							
862101 INSURANCE-GENERAL	289	289	289	190	289	158	138
862150 MEMBERSHIPS	1,500	0	1,500	300	1,750	1,750	1,750
862170 OFFICE EXPENSE	4,000	4,430	4,000	3,874	4,000	4,000	4,000
862189 PROF & SPEC SVCS-OTHR	2,000	1,645	2,000	1,505	2,000	2,000	2,000
862250 TRNSPRTATION & TRAVEL	0	337	0	312	0	0	0
862253 TRAVEL & TRSP OUT OF COUN	4,500	5,948	6,000	9,142	9,000	9,000	9,000
TOTAL SERVICES & SUPPLIES	12,289	12,649	13,789	15,323	17,039	16,908	16,888
TOTAL NET APPROPRIATIONS	48,234	51,727	51,942	58,796	99,821	99,494	99,479
LESS: REVENUES							
825398 SB90 REIMBURSEMENT	0	450	0	965	0	0	0
827700 OTHER	48,234	51,278	51,942	57,831	99,821	99,494	99,479
TOTAL REVENUES	48,234	51,728	51,942	58,796	99,821	99,494	99,479
TOTAL NET COUNTY COST	0	-1	0	0	0	0	0

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 is known as "arbitrage".

TEETER PLAN REPAYMENT

In Fiscal Year 1993-1994 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 all the 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, judgement 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 costs.

BUDGET IMPACTS:

Working in conjunction with the County Treasurer, it has been determined that the County will qualify once again for some $21 million in short term TRANS borrowing for Fiscal Year 2001-2002 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 in the neighborhood of 200 basis points and have, accordingly, budgeted for this in the Budget.

The Board of Supervisors continued funding for programs identified by them in Fiscal Year 2000-2001 that are once again funded in this budget unit for this next fiscal period. These include funds for the Resource Conservation District, Mendocino County Community Foundation, Downtown employee parking, and the countywide management training program.

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

COUNTY ADMINISTRATIVE OFFICE COMMENTS:

Staff has budgeted $31,300 to the Resource Conservation District and $50,000 for unspecified youth projects which is the same amount as last year.

1940 – MISCELLANEOUS

Dennis Huey, Auditor-Controller

Last year the County increased its contribution from $5,000 to $10,000 for the expense of the County Forester to review Sustained Yield Plan documents and changing forest practice rules and guidelines. This year, the Farm Advisor's office recommended reducing the funding back to the $5,000 due to limited availability of the County Forester to perform such reviews. This reduction has been included in the Proposed Budget.

A funding request in the amount of $10,000 has been made by the Mendocino Arts Council. The requested funding has not been included in the proposed budget and will be a topic for discussion during the final budget deliberations.

COUNTY ADMINISTRATIVE OFFICE NOTES:

SALARY & BENEFITS

Acct. 1011,
1022 & 1023- Vacation In-Lieu buyout pursuant to Memorandums of Understanding.
Acct. 1014 - Student internship program ($15,000).

SERVICES & SUPPLIES

Acct. 2181 - Audit of County financials.
Acct. 2183 - Outside legal counsel as needed. Includes $5,000 for Redevelopment issues.
Acct. 2185 - Miscellaneous medical exams as needed.
Acct. 2187 - Management training costs.
Acct. 2189 - TRANS cost of issuance ($25,000), Mahler negotiating contract ($13,000), cable franchise consultancy ($25,000), and Forest Council ($5,000).
Acct. 2239 - Includes downtown employee parking permit fees paid to the City of Ukiah ($5,000).

OTHER CHARGES

Acct. 3280 - Resource Conservation District ($32,000), unspecified youth projects ($50,000), and funding for a Victim Witness Program Advocate ($25,000).
Acct. 3310 - Projected interest cost of TRANS and the Teeter Plan borrowing.
Acct. 3311 - Annual installment payment under Teeter Plan Buyout.

REVENUES

Acct. 4100 - Projected interest earnings on TRANS.

FINAL BUDGET ACTION:

During Final Budget Deliberations, the Board approved supplemental funding of $25,000 for the Victim Witness Grant program and an increase in funding to the Resource Conservation District of $700.

STATE CONTROLLER
COUNTY BUDGET ACT
(1985)

COUNTY OF MENDOCINO
STATE OF CALIFORNIA
BUDGET UNIT FINANCING USES DETAIL
FINAL BUDGET FOR FISCAL YEAR 2001-02

COUNTY BUDGET FORM
SCHEDULE 9

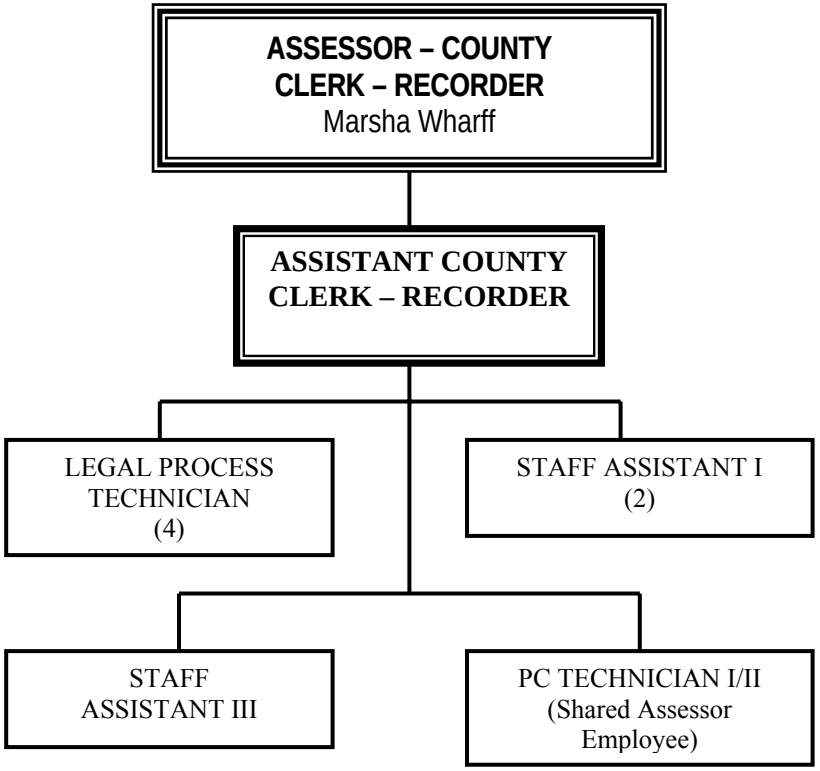
CLASSIFICATION:
FUNCTION: 1 GENERAL GOVERNMENT
ACTIVITY: 110 GENERAL - OTHER

BUDGET UNIT: 1940 MISCELLANEOUS BUDGET
FUND: 1100 COUNTY GENERAL

FINANCING USES CLASSIFICATION (1)	1999-00 BUDGET (2)	1999-00 ACTUALS (3)	2000-01 BUDGET (4)	2000-01 ACTUALS (5)	2001-02 REQUEST (6)	2001-02 RECOMMEND (7)	2001-02 ADOPTED (8)
SALARIES & EMPLOYEE BENEFITS							
861011 REGULAR EMPLOYEES	90,000	79,108	110,000	104,588	100,000	100,000	100,000
861014 MISCELLANEOUS	13,000	0	13,000	0	15,000	15,000	15,000
861021 CO CONT TO RETIREMENT	9,364	8,415	11,580	10,793	10,000	10,000	10,000
861022 CO CONT TO OASDI	5,580	4,905	6,820	6,484	6,200	6,200	6,200
861023 CO CONT TO OASDI-MEDIC	1,350	1,147	1,640	1,517	1,450	1,450	1,450
861024 CO CONT TO RET INCREMENT	4,516	4,583	5,580	5,747	5,500	5,500	5,500
861035 CO CONT WORKERS COMPENSAT	0	0	0	0	0	0	10,357
TOTAL SALARIES & EMPLOYEE BENEFITS	123,810	98,158	148,620	129,129	138,150	138,150	148,507
SERVICES & SUPPLIES							
862170 OFFICE EXPENSE	750	1,887	750	0	750	750	750
862181 AUDITING & FISCAL SVC	35,000	45,540	38,000	30,540	35,000	35,000	35,000
862183 LEGAL FEES	15,000	8,460	15,000	150	15,000	15,000	15,000
862185 MEDICAL & DENTAL SVCS	2,000	821	2,000	-9	2,000	2,000	2,000
862187 EDUCATION & TRAINING	60,000	105,710	85,000	42,821	88,000	88,000	88,000
862189 PROF & SPEC SVCS-OTHR	78,000	147,422	90,000	81,324	78,000	78,000	78,000
862239 SPEC DEPT EXP	25,000	14,091	18,000	20,163	18,000	18,000	18,000
862253 TRAVEL & TRSP OUT OF COUN	250	0	250	266	250	250	250
TOTAL SERVICES & SUPPLIES	216,000	323,931	249,000	175,255	237,000	237,000	237,000
OTHER CHARGES							
863280 CONTR TO OTHER AGNCS	78,375	78,375	81,300	81,300	81,300	81,300	107,000
863310 INTEREST	1,077,500	1,468,004	1,077,500	1,902,736	1,800,000	1,800,000	1,800,000
863311 PRINCIPAL	1,950,000	2,050,000	1,950,000	1,980,000	1,850,000	1,850,000	1,850,000
TOTAL OTHER CHARGES	3,105,875	3,596,379	3,108,800	3,964,036	3,731,300	3,731,300	3,757,000
TOTAL NET APPROPRIATIONS	3,445,685	4,018,468	3,506,420	4,268,420	4,106,450	4,106,450	4,142,507
LESS: REVENUES							
824100 INTEREST	1,145,000	1,232,295	1,145,000	1,294,282	2,000,000	2,000,000	2,000,000
TOTAL REVENUES	1,145,000	1,232,295	1,145,000	1,294,282	2,000,000	2,000,000	2,000,000
TOTAL NET COUNTY COST	2,300,685	2,786,173	2,361,420	2,974,138	2,106,450	2,106,450	2,142,507

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:

This 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.

This Division accepts for filing fictitious business name statements, abandonments, 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, when requested, for a fee.

This Division accepts notary bonds for filing, maintains records of those filed, and certifies to the authenticity of a notary, when requested, for a fee.

This Division accepts oaths of office for filing and maintains the roster of public officers for the County.

Powers of Attorney, appointments of Humane Officers, registrations of Private Professional Photocopiers, Process Servers and Unlawful Detainer Assistants and county inventories are filed and maintained as public records.

This Division collects a fee for the filing of Notices of Determination under the state Environmental Quality Act that is transmitted monthly to the Department of Fish and Game and 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:

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

This Division also records marriage certificates, files birth and death certificates, indexes these records, and maintains these records for public access. For a fee, this Division provides a copy of any record maintained for public access.

This Division mails notices when required by law. A fee is collected to recover the cost of providing this service.

1941 – CLERK-RECORDER

Marsha Wharff, Assessor-County Clerk-Recorder

This Division microfilms its records for security purposes, maintaining a copy of the film off site. Documents are now scanned into our optical imaging system and are available for viewing by the public within hours after they are recorded.

MAJOR ACCOMPLISHMENTS:

The 30 remaining handwritten deed books are in the process of being restored and restoration will be completed by the end of June, 2001 as planned. Now that the deeds books have been completed, the Department will begin restoration of the old handwritten vital records. This project is funded through the micrographics budget (Budget Unit 1943) where no general fund monies are expended.

Staff has met all 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;
- To maintain the pubic record in a secure and easily accessible environment; and
- To provide courteous and efficient service to members of the public who require information maintained by our office.

AUTHORIZED POSITIONS:	Allocated 2000-2001	Allocated 2001-2002
TOTAL:	8	8

COUNTY ADMINISTRATIVE OFFICE NOTES:

SALARIES & BENEFITS

Acct. 1011 - Increases due to compensation adjustments granted to employees in Fiscal Year 2000-2001.

SERVICES & SUPPLIES

Acct. 2150 - Membership in County Clerk's and County Recorder's Association.
Acct. 2187 - Funding for document education workshops.
Acct. 2239 - Indexing/Imagining System licensing fee.

FIXED ASSETS

Acct. 4370 - Replacement of various personal computer.

FINAL BUDGET ACTION:

No changes where made to this budget unit during Final Budget deliberations.

STATE CONTROLLER
COUNTY BUDGET ACT
(1985)

COUNTY OF MENDOCINO
STATE OF CALIFORNIA
BUDGET UNIT FINANCING USES DETAIL
FINAL BUDGET FOR FISCAL YEAR 2001-02

COUNTY BUDGET FORM
SCHEDULE 9

CLASSIFICATION:
FUNCTION: 1 GENERAL GOVERNMENT
ACTIVITY: 201 PUBLIC PROTECTION - JUDICIAL

BUDGET UNIT: 1941 COUNTY CLERK
FUND: 1100 COUNTY GENERAL

FINANCING USES CLASSIFICATION (1)	1999-00 BUDGET (2)	1999-00 ACTUALS (3)	2000-01 BUDGET (4)	2000-01 ACTUALS (5)	2001-02 REQUEST (6)	2001-02 RECOMMEND (7)	2001-02 ADOPTED (8)
SALARIES & EMPLOYEE BENEFITS							
861011 REGULAR EMPLOYEES	157,994	160,328	168,500	176,826	202,600	202,600	202,600
861021 CO CONT TO RETIREMENT	20,377	16,868	20,844	20,072	23,300	23,300	23,300
861022 CO CONT TO OASDI	9,796	9,938	10,500	10,923	12,500	12,500	12,500
861023 CO CONT TO OASDI-MEDIC	2,291	2,324	2,500	2,558	3,000	3,000	3,000
861024 CO CONT TO RET INCREMENT	10,688	9,001	10,695	10,640	12,500	12,500	12,500
861030 CO CONT TO EMPLOYEE INSUR	18,095	17,061	19,000	20,800	24,500	24,500	24,500
861031 CO CONT UNEMPLOYMENT INSU	534	343	500	328	500	0	0
861035 CO CONT WORKERS COMPENSAT	2,184	9,584	10,498	7,330	10,913	8,121	22,864
TOTAL SALARIES & EMPLOYEE BENEFITS	221,959	225,447	243,037	249,477	289,813	286,521	301,264
SERVICES & SUPPLIES							
862060 COMMUNICATIONS	3,500	2,507	3,100	2,832	3,000	3,000	3,000
862101 INSURANCE-GENERAL	1,729	1,729	0	1,282	0	1,068	664
862120 MAINTENANCE-EQUIPMENT	2,150	2,013	4,150	1,414	4,150	4,150	4,150
862150 MEMBERSHIPS	400	355	400	355	800	800	800
862170 OFFICE EXPENSE	35,000	26,275	30,000	31,569	30,000	30,000	30,000
862187 EDUCATION & TRAINING	1,000	386	1,000	540	1,500	1,500	1,500
862239 SPEC DEPT EXP	24,000	26,071	18,000	20,831	18,000	18,000	18,000
862253 TRAVEL & TRSP OUT OF COUN	4,400	3,558	4,400	2,956	4,400	4,400	4,400
TOTAL SERVICES & SUPPLIES	72,179	62,894	61,050	61,779	61,850	62,918	62,514
FIXED ASSETS							
864370 EQUIPMENT	23,000	15,355	14,000	5,564	14,600	14,600	0
TOTAL FIXED ASSETS	23,000	15,355	14,000	5,564	14,600	14,600	0
EXPEND TRANSFER AND REIMB							
865380 INTRAFUND TRANSFERS	0	-620	0	-1,023	0	0	0
TOTAL EXPEND TRANSFER AND REIMB	0	-620	0	-1,023	0	0	0
TOTAL NET APPROPRIATIONS	317,138	303,076	318,087	315,797	366,263	364,039	363,778
LESS: REVENUES							
822602 MARRIAGE LIC, FCC GC 2684	18,000	20,461	18,500	21,647	19,000	19,000	19,000
826255 RECORDER MODERNIZATION FE	10,000	0	0	0	14,600	14,600	0
826259 RECORDER SERVICE FEE	2,300	2,095	2,000	2,385	2,600	2,600	2,600
826261 RECORDING FEE	180,000	164,088	162,500	183,532	170,000	170,000	170,000
826266 CLERKS FEE	54,000	64,043	62,500	61,136	61,000	61,000	61,000
827600 OTHER SALES	42,800	46,323	45,500	51,646	50,000	50,000	50,000
827700 OTHER	1,000	1,255	1,000	1,327	1,000	1,000	1,000
TOTAL REVENUES	308,100	298,265	292,000	321,673	318,200	318,200	303,600

STATE CONTROLLER
COUNTY BUDGET ACT
(1985)

COUNTY OF MENDOCINO
STATE OF CALIFORNIA
BUDGET UNIT FINANCING USES DETAIL
FINAL BUDGET FOR FISCAL YEAR 2001-02

COUNTY BUDGET FORM
SCHEDULE 9

CLASSIFICATION:
FUNCTION: 1 GENERAL GOVERNMENT
ACTIVITY: 201 PUBLIC PROTECTION - JUDICIAL

BUDGET UNIT: 1941 COUNTY CLERK
FUND: 1100 COUNTY GENERAL

FINANCING USES CLASSIFICATION (1)	1999-00 BUDGET (2)	1999-00 ACTUALS (3)	2000-01 BUDGET (4)	2000-01 ACTUALS (5)	2001-02 REQUEST (6)	2001-02 RECOMMEND (7)	2001-02 ADOPTED (8)
TOTAL NET COUNTY COST	9,038	4,811	26,087	-5,876	48,063	45,839	60,178

1942 –RECORDER'S MODERNIZATION

Marsha Wharff, Assessor-County 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 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. 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. We will begin the second phase of this project this year as we begin to have the handwritten vital records books restored.

The second long-term project involves entering our old indices into our computer system. These indices date back to the beginning of the county and many are worn and becoming unreadable. This project is preserving the information and at the same time is freeing up office space. It has been done on an "as time allows" basis and as of last year, we began to send out some of the indices to be data entered off-site. As this process is both time consuming and expensive, it is expected that this project 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 deed books were restored this year.

GOALS AND OBJECTIVES:

The goals and objectives of this budget unit are:

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

STATE CONTROLLER
COUNTY BUDGET ACT
(1985)

COUNTY OF MENDOCINO
STATE OF CALIFORNIA
BUDGET UNIT FINANCING USES DETAIL
FINAL BUDGET FOR FISCAL YEAR 2001-02

COUNTY BUDGET FORM
SCHEDULE 9

CLASSIFICATION:
FUNCTION: 1 GENERAL GOVERNMENT
ACTIVITY: 201 PUBLIC PROTECTION - JUDICIAL

BUDGET UNIT: 1942 MODERNIZATION
FUND: 1217 RECORDER MODERNIZATION

FINANCING USES CLASSIFICATION (1)	1999-00 BUDGET (2)	1999-00 ACTUALS (3)	2000-01 BUDGET (4)	2000-01 ACTUALS (5)	2001-02 REQUEST (6)	2001-02 RECOMMEND (7)	2001-02 ADOPTED (8)
861035 CO CONT WORKERS COMPENSAT	0	0	0	0	0	0	46
TOTAL SALARIES & EMPLOYEE BENEFITS	0	0	0	0	0	0	46
SERVICES & SUPPLIES							
862060 COMMUNICATIONS	0	0	0	0	0	0	200
862120 MAINTENANCE-EQUIPMENT	0	0	0	0	0	0	7,850
862170 OFFICE EXPENSE	0	0	0	0	0	0	2,000
862239 SPEC DEPT EXP	0	0	0	0	0	0	70,000
TOTAL SERVICES & SUPPLIES	0	0	0	0	0	0	80,050
FIXED ASSETS							
864370 EQUIPMENT	0	0	0	0	0	0	14,600
TOTAL FIXED ASSETS	0	0	0	0	0	0	14,600
TOTAL NET APPROPRIATIONS	0	0	0	0	0	0	94,696
LESS: REVENUES							
826255 RECORDER MODERNIZATION FE	0	0	0	166,714	0	0	94,696
TOTAL REVENUES	0	0	0	166,714	0	0	94,696
TOTAL FUND BALANCE CONTRIBUTION	0	0	0	-166,714	0	0	0

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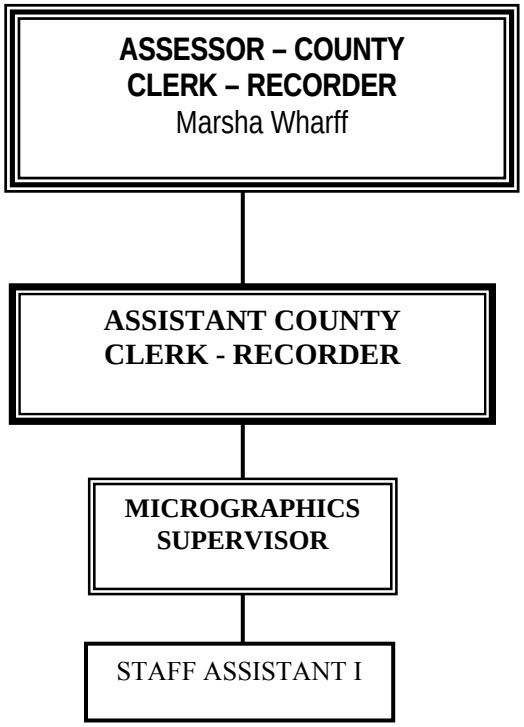
1943 – CLERK – RECORDER – MICROGRAPHICS

Marsha Wharff, Assessor – County Clerk – Recorder



1943 - 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 modernized creation, retention and retrieval of County Clerk-Recorder records.

This division daily films and optically scans all documents recorded in the Recorder's Division and filed in the County Clerk Division of the office of the Assessor-County Clerk-Recorder.

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

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

The second long term project involves entering our old indices into our computer system. These indices date back to the beginning of the county and many are worn and becoming unreadable. This project is preserving the information and at the same time is freeing up office space. It has been done on an "as time allows" basis and as of last year, the Department began to send out some of the indices to be data entered off-site. As this process is both time consuming and expensive, it is expected that this project will be ongoing for several years.

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

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

MAJOR ACCOMPLISHMENTS:

- Scanned images are regularly available for public viewing by the end of the day on which documents are recorded.
- Microfilmed images are regularly available for public viewing by the morning after the day on which documents are recorded.
- The remainder of handwritten deed books were restored this year.

GOALS AND OBJECTIVES:

The goals and objectives of this division are:

- To provide accurate high quality microfilm and microfiche of the Clerk-Recorder records and records of other County departments as contracted in a timely manner.
- To provide accurate high quality scanned images of Clerk-Recorder records.
- To continue with ongoing projects.

1943 - CLERK-RECORDER - MICROGRAPHICS

Marsha Wharff, Assessor-County Clerk-Recorder

COUNTY ADMINISTRATIVE OFFICE COMMENTS:

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

AUTHORIZED POSITIONS:	Allocated 2000-2001	Allocated 2001-2002
TOTAL:	2	2

COUNTY ADMINISTRATIVE OFFICE NOTES:

SALARIES & BENEFITS

Acct. 1011 - Increases due to compensation adjustments granted to employees in Fiscal Year 2000-2001. Two positions allocated, one funded. Clerk-Recorder staff used to "fill-in" as necessary.

SERVICES & SUPPLIES

Acct. 2239 - Provides for restoration and filming of handwritten books ($25,000) and data entry of indices from 1972-1975 ($50,000).

REVENUES

Acct. 6255 - Fee revenues restricted for modernization of recorded documents.

Acct. 6260 - Micrographic fees charged other departments/entities.

FINAL BUDGET ACTION:

No changes where made to this budget unit during Final Budget deliberations.

STATE CONTROLLER
COUNTY BUDGET ACT
(1985)

COUNTY OF MENDOCINO
STATE OF CALIFORNIA
BUDGET UNIT FINANCING USES DETAIL
FINAL BUDGET FOR FISCAL YEAR 2001-02

COUNTY BUDGET FORM
SCHEDULE 9

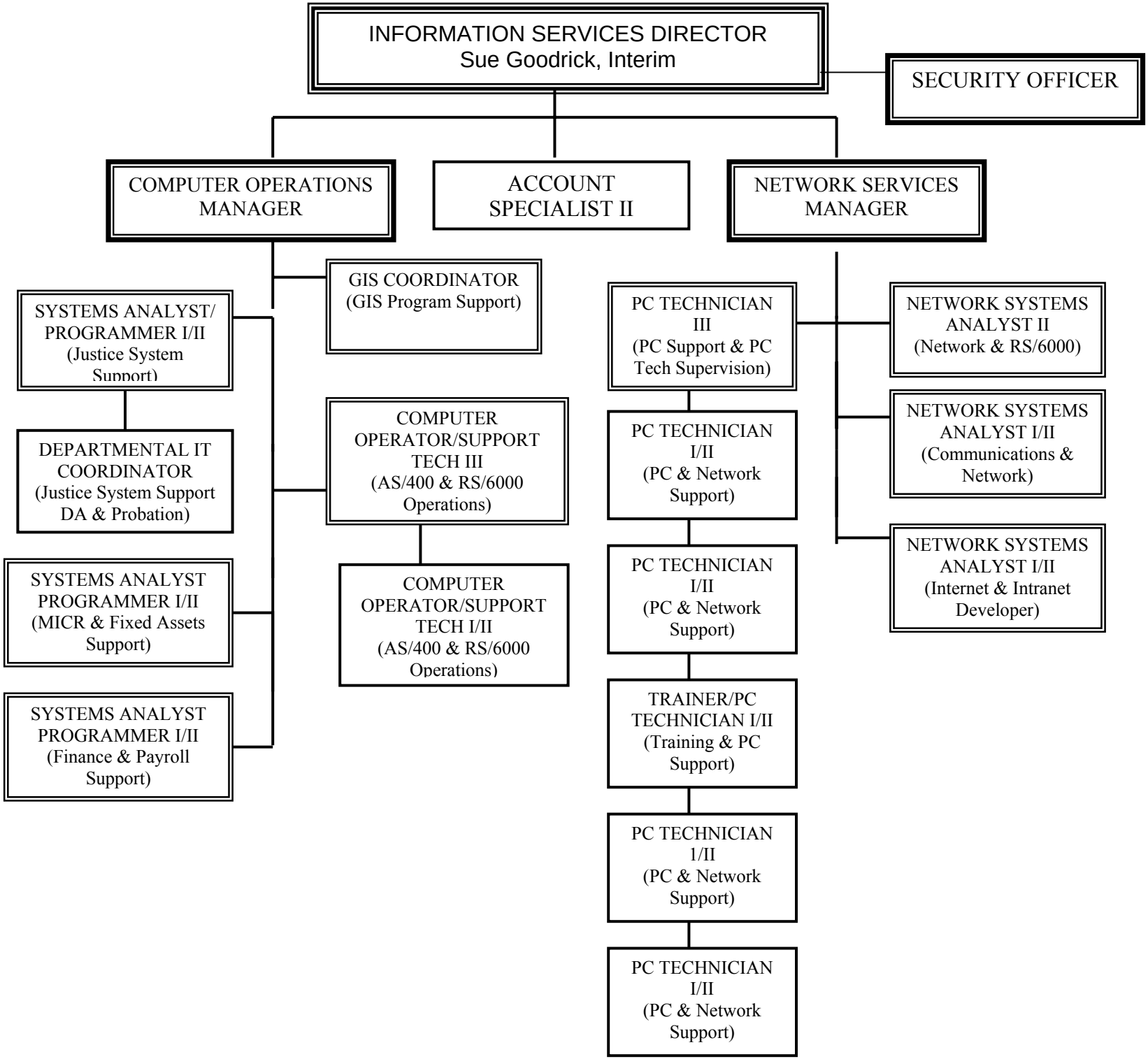
CLASSIFICATION:
FUNCTION: 1 GENERAL GOVERNMENT
ACTIVITY: 201 PUBLIC PROTECTION - JUDICIAL

BUDGET UNIT: 1943 MICROGRAPHICS
FUND: 1100 COUNTY GENERAL

FINANCING USES CLASSIFICATION (1)	1999-00 BUDGET (2)	1999-00 ACTUALS (3)	2000-01 BUDGET (4)	2000-01 ACTUALS (5)	2001-02 REQUEST (6)	2001-02 RECOMMEND (7)	2001-02 ADOPTED (8)
SALARIES & EMPLOYEE BENEFITS							
861011 REGULAR EMPLOYEES	22,111	22,726	23,500	26,052	28,800	28,800	28,800
861021 CO CONT TO RETIREMENT	2,418	2,412	2,509	2,989	3,400	3,400	3,400
861022 CO CONT TO OASDI	1,371	1,316	1,500	1,504	1,800	1,800	1,800
861023 CO CONT TO OASDI-MEDIC	321	308	500	352	500	500	500
861024 CO CONT TO RET INCREMENT	1,258	1,287	1,395	1,585	1,800	1,800	1,800
861030 CO CONT TO EMPLOYEE INSUR	3,537	3,915	4,500	4,712	5,500	5,500	5,500
861031 CO CONT UNEMPLOYMENT INSU	297	49	300	55	300	0	0
861035 CO CONT WORKERS COMPENSAT	300	36	46	34	100	38	0
TOTAL SALARIES & EMPLOYEE BENEFITS	31,613	32,049	34,250	37,283	42,200	41,838	41,800
SERVICES & SUPPLIES							
862060 COMMUNICATIONS	300	162	300	206	200	200	0
862101 INSURANCE-GENERAL	123	123	0	162	0	135	86
862120 MAINTENANCE-EQUIPMENT	9,350	6,410	11,750	9,707	12,250	12,250	4,400
862150 MEMBERSHIPS	150	125	150	0	150	150	150
862170 OFFICE EXPENSE	7,000	8,077	7,500	6,510	7,000	7,000	5,000
862194 A-87 COSTS	6,937	5,625	6,937	5,787	5,800	5,800	5,800
862210 RNTS & LEASES BLD GRD	1,200	951	1,200	998	1,200	1,200	1,200
862239 SPEC DEPT EXP	26,000	24,675	92,000	92,203	75,000	75,000	5,000
862253 TRAVEL & TRSP OUT OF COUN	1,000	0	1,000	491	1,000	1,000	1,000
TOTAL SERVICES & SUPPLIES	52,060	46,148	120,837	116,064	102,600	102,735	22,636
FIXED ASSETS							
864370 EQUIPMENT	10,000	38,170	13,000	10,681	0	0	0
TOTAL FIXED ASSETS	10,000	38,170	13,000	10,681	0	0	0
TOTAL NET APPROPRIATIONS	93,673	116,367	168,087	164,028	144,800	144,573	64,436
LESS: REVENUES							
826255 RECORDER MODERNIZATION FE	68,968	68,207	143,087	112,125	119,800	119,573	39,436
826260 MICROGRAPHIC FEE	24,705	48,159	25,000	51,904	25,000	25,000	25,000
TOTAL REVENUES	93,673	116,366	168,087	164,029	144,800	144,573	64,436
TOTAL NET COUNTY COST	0	1	0	-1	0	0	0

1960 – INFORMATION SERVICES

Sue Goodrick, Interim Director



1960 – INFORMATION SERVICES

Sue Goodrick, Interim Director

MISSION STATEMENT & DEPARTMENTAL FUNCTIONS:

The mission of Information Services is to define, to understand, and to 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 to 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.

MAJOR ACCOMPLISHMENTS:

- A Geographic Information System (GIS) Program was approved by the Board on December 7, 1999 and a GIS Coordinator was hired June 26, 2000. The GIS Program has a base map for all of Mendocino County with tabular data as well as Digital Ortho Quarter Quad photos from the US Geological Survey. Local cities, special districts, state departments, and federal agencies have participated in the development of the County's GIS. Re-drawing supervisorial district boundaries due to the 2000 census and updating the County's General Plan will benefit from the GIS Program.
- An Electronic Records (Document) Management project was initiated in the Assessor/Clerk/Recorder's Office in fiscal year 1999-2000 and will be phased-in to county-wide operation over a number of years.
- A Distributed Check Printing System (MICR) was instituted in the Auditor's Office in March 2000. To enhance support of this application, the database supporting this application was changed during FY 2000-2001 from Oracle to MS-SQL.
- The Permit Tracking and Enforcement System (CRW) began with Planning and Building Services and was expanded to include the Department of Transportation and Environmental Health. The intent is to have a single integrated database to streamline the permit process.
- On March 15, 2001, a 45 Mbps Asynchronous Transfer Mode/Method (ATM) switch was installed. This will allow departments to use Digital Subscription/Subscriber Lines (DSL) to increase bandwidth and lower costs. On April 19, 2001, the Air Quality Management District implemented DSL.
- A Virtual Private Network (VPN) was put into place on March 15, 2001, using a Nokia IP-440 firewall and CheckPoint software. When fully deployed, the VPN will allow County employees to connect with County systems via the Internet, provide user authentication, and data encryption. Data encryption will be important as the County moves forward on the Health Insurance Portability and Accountability Act (HIPAA) provisions regarding data security.
- The bandwidth for the County's Internet connection was doubled to 3 Mbps. Data communications and Internet access use the reduced costs provided by the State Contract for Telecommunication Services that was competitively bid by the State Department of General Services.

- Several County departments tested video conferencing using the existing WAN infrastructure. Video conferencing is done now with dedicated ISDN lines. Ethernet-based video conferencing holds the potential to reduce travel time, to cut associated travel costs, and to provide on-demand capabilities.
- The allocation of two (2) PC Technician I/II positions on March 6, 2001 will provide additional staffing to handle the growing number of PCs and network devices in the County.
- Funded $125,000 of the IT Reserve/Replacement Fund that the Board adopted May 23, 2000. The contract with Affiliated Computer Services (ACS) ended June 30, 2000. These funds were derived from services not received by the County.
- The implementation of Policy #22, adopted by the Board June 27, 2000, has led to monthly county-wide meetings on information technology issues between personnel of Information Services and departmental IT staff.

GOALS AND OBJECTIVES:

- Implement Phase III of the Geographic Information System (GIS) Program. The single largest component of Phase III will be the Road Centerline Project.
- Implement ArcIMS for intranet-based access to the County GIS. Once the ArcIMS server is stable and security issues have been resolved on the intranet, the County will begin exploring the publication of GIS-based applications on the Internet.
- Implement Phase II of the Electronic Records Management System so that at least one more department benefits from electronic document storage and retrieval.
- Implement an optical jukebox storage and retrieval component to the Electronic Records Management System. This will provide archival storage, free up disk space on the AS/400, and provide lower cost storage of the records that are not routinely reviewed.
- Upgrade the AS/400 to meet projected data needs for roughly the next three (3) calendar years. This platform provides support for the Criminal Justice System (Jalan/HTE), Property System, Document Management (RVI), and KIDZ (Children's Support Services).
- Complete the implementation of the Permit Tracking and Enforcement System (CRW). Departments need to implement procedures to operate this system on a routine basis.
- Increase virus protection by adding a dedicated virus scanner to the WAN. This will provide more effective virus eradication and notify recipients of the actions taken with infected e-mail.
- Investigate and possibly implement a Tape Area Network (TAN) to provide more flexible data backups at a lower cost.
- Upgrade the Training Center to run Terminal Server with "thin" clients. This will allow us to further examine the potential cost savings of this technology as well as have a test environment in which Terminal Server and "thin" clients will be tested on a routine basis.
- Offer scheduled computer training courses to County personnel on standard application programs (Word, Excel). Custom software training will be provided on a time-available basis.

COUNTY ADMINISTRATIVE OFFICER COMMENTS:

This budget unit provides funding for Information Services; it does not contain funding for departmental computer needs. This budget includes funding for Phase III of the Geographic Information Systems (GIS) project of approximately $205,000.

1960 – INFORMATION SERVICES

Sue Goodrick, Interim Director

Two significant financial issues face Information Services this year. Microsoft which provides for the County's office applications intends to revise its licensing agreement and associated fee structure. This has an estimated financial impact of approximately $150,000 - $250,000 per year to the County. In addition, the existing microwave system (which carries County voice and data traffic) is outdated and parts replacement is of continued concern. Preliminary estimates for replacement of the microwave system are $3,000,000 - $5,000,000. The County Administrative Officer and Director of Information Services will return to the Board of Supervisors with recommendations for addressing these concerns in the near future.

AUTHORIZED POSITIONS:	Allocated 2000-2001	Allocated 2001-2002
TOTAL:	18	21

COUNTY ADMINISTRATIVE OFFICE NOTES:

SALARIES & BENEFITS

Acct. 1011 - Transition from ACS to County Information Services Department completed June 2000. Includes 2% vacancy factor. Increases due to compensation adjustments granted to employees in Fiscal Year 2000-2001. Includes new position of Security Compliance Officer/HIPPA Coordinator.

SERVICES & SUPPLIES

Acct. 2120 - Includes maintenance of computers, terminals and printers

Acct. 2189 - Provides funding for professional and management services rendered vendors

Acct. 2239 - Provides for annual software maintenance charges, software licenses, and software purchases. Including RVI, Jalan, Cybor upgrade and GIS.

REVENUE

Acct. 3110 - Revenue from Criminal Justice Improvement fund for AS/400 upgrade, District Attorney, Probation, and Juvenile Hall upgrades.

FIXED ASSETS

Acct. 4370 - Provides for purchase of hardware and hardware upgrades. Including GIS, anti-virus equipment, etc.

REIMBURSMENTS

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

FINAL BUDGET ACTION:

During Final Budget Deliberations, the Board approved allocation and funding of a Security Compliance Officer/HIPAA Coordinator to address needs of Health Insurance Portability and Accountability Act (HIPAA) - $71,239 annually.

STATE CONTROLLER
COUNTY BUDGET ACT
(1985)

COUNTY OF MENDOCINO
STATE OF CALIFORNIA
BUDGET UNIT FINANCING USES DETAIL
FINAL BUDGET FOR FISCAL YEAR 2001-02

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)	1999-00 BUDGET (2)	1999-00 ACTUALS (3)	2000-01 BUDGET (4)	2000-01 ACTUALS (5)	2001-02 REQUEST (6)	2001-02 RECOMMEND (7)	2001-02 ADOPTED (8)
861011 REGULAR EMPLOYEES	264,244	252,096	806,188	769,392	937,739	937,739	943,359
861012 EXTRA HELP	0	1,246	6,000	4,234	6,000	6,000	36,000
861013 OVERTIME REG EMP	6,000	1,246	18,000	1,082	6,000	6,000	6,000
861021 CO CONT TO RETIREMENT	23,492	26,015	70,652	82,799	83,933	83,933	83,933
861022 CO CONT TO OASDI	13,324	15,318	63,138	46,416	73,813	73,813	73,813
861023 CO CONT TO OASDI-MEDIC	3,116	3,601	9,507	10,917	11,294	11,294	11,294
861024 CO CONT TO RET INCREMENT	12,221	13,890	35,421	43,730	43,637	43,637	43,637
861030 CO CONT TO EMPLOYEE INSUR	23,874	21,431	84,492	67,328	120,450	120,450	120,450
861031 CO CONT UNEMPLOYMENT INSU	534	294	1,630	983	1,936	0	0
861035 CO CONT WORKERS COMPENSAT	1,930	1,508	1,713	5,652	7,536	6,262	7,062
TOTAL SALARIES & EMPLOYEE BENEFITS	348,735	336,645	1,096,741	1,032,533	1,292,338	1,289,128	1,325,548
SERVICES & SUPPLIES							
862060 COMMUNICATIONS	16,000	13,970	17,460	14,452	13,450	13,450	13,450
862061 COMM LEASE	42,500	18,487	69,500	59,031	61,200	61,200	61,200
862101 INSURANCE-GENERAL	2,994	2,996	2,994	2,543	2,994	2,118	1,334
862120 MAINTENANCE-EQUIPMENT	77,900	34,049	85,510	35,188	70,995	70,995	70,995
862170 OFFICE EXPENSE	23,050	21,162	28,050	26,556	20,060	20,060	20,060
862171 PAPER SUPPLIES	9,000	6,172	9,000	4,279	2,000	2,000	2,000
862187 EDUCATION & TRAINING	4,100	574	54,000	24,240	41,000	41,000	47,000
862189 PROF & SPEC SVCS-OTHR	884,302	898,249	39,500	3,268	52,500	52,500	72,500
862200 RNTS & LEASES-EQUPMNT	160,260	164,744	117,852	110,034	3,500	3,500	3,500
862239 SPEC DEPT EXP	62,571	56,453	350,640	268,671	229,241	229,241	183,241
862250 TRNSPRTATION & TRAVEL	2,000	1,235	5,000	2,722	5,000	5,000	5,000
862253 TRAVEL & TRSP OUT OF COUN	2,000	1,778	23,000	11,624	17,000	17,000	17,000
TOTAL SERVICES & SUPPLIES	1,286,677	1,219,869	802,506	562,608	518,940	518,064	497,280
FIXED ASSETS							
864370 EQUIPMENT	244,500	65,856	290,950	138,610	164,333	164,333	184,333
TOTAL FIXED ASSETS	244,500	65,856	290,950	138,610	164,333	164,333	184,333
EXPEND TRANSFER AND REIMB							
865380 INTRAFUND TRANSFERS	-45,600	-42,963	-48,500	-47,305	-61,000	-61,000	-51,000
865802 OPERATING TRANSFER OUT	0	70,000	0	0	0	0	0
TOTAL EXPEND TRANSFER AND REIMB	-45,600	27,037	-48,500	-47,305	-61,000	-61,000	-51,000
TOTAL NET APPROPRIATIONS	1,834,312	1,649,407	2,141,697	1,686,446	1,914,611	1,910,525	1,956,161
LESS: REVENUES							
823110 CRIMINAL JUSTICE CONST FU	202,400	103,587	105,400	62,743	11,133	11,133	11,133
826390 OTHER CHARGES	46,040	23,145	46,040	2,068	0	0	0
826392 DATA PROCESSING SERVICES	3,420	7,043	3,420	3,185	3,420	3,420	3,420
827700 OTHER	5,300	0	5,300	200	0	0	0
827802 OPERATING TRANSFER IN	0	33,500	0	0	0	0	0
TOTAL REVENUES	257,160	167,275	160,160	68,196	14,553	14,553	14,553

STATE CONTROLLER
COUNTY BUDGET ACT
(1985)

COUNTY OF MENDOCINO
STATE OF CALIFORNIA
BUDGET UNIT FINANCING USES DETAIL
FINAL BUDGET FOR FISCAL YEAR 2001-02

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)	1999-00 BUDGET (2)	1999-00 ACTUALS (3)	2000-01 BUDGET (4)	2000-01 ACTUALS (5)	2001-02 REQUEST (6)	2001-02 RECOMMEND (7)	2001-02 ADOPTED (8)
TOTAL NET COUNTY COST	1,577,152	1,482,132	1,981,537	1,618,250	1,900,058	1,895,972	1,941,608

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