

## GENERAL GOVERNMENT INDEX

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**1000 – NON DEPARTMENTAL REVENUES**  
**Dennis Huey, Auditor - Controller**

**MISSION STATEMENT & DEPARTMENTAL FUNCTIONS:**

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

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

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

**MAJOR BUDGET FLUCTUATIONS FROM PRIOR YEAR:**

Estimates for total Current Secured Tax revenues for Fiscal Year 2003-2004 again assumes that all of the impact of the AB 8 tax shift from the County to the Schools under ERAF will be absorbed by local agencies excepting for schools.

Estimates of assessed valuation increase for the local property secured tax roll is six percent while the unsecured tax roll is expected to show a decline in value of approximately four percent.

This budget also contains expenditure appropriations reflecting the county general fund contributions to other special revenue funds such as the Library fund, Transportation fund and Debt Service fund along with a significant increase to the Water Agency to address the Board of Supervisors' commitments to those programs. Estimated net county cost impact for Fiscal Year 2003-2004 is an increase in appropriations of approximately \$990,000.

With the continuation of the slow recovery in the State economy, sales and use taxes, room occupancy taxes and, in particular, timber yield taxes will remain relatively constant this year compared to previous years. Most other discretionary revenues are anticipated to increase at a relatively constant percentage as in the prior fiscal year.

**FINAL BUDGET ACTION:**

During Final Budget deliberations, the Board of Supervisors approved the Recommended Budget from the County Administrative Officer for Non Departmental Revenue with the adjustments made to the following accounts to reflect current revenue trends into Fiscal Year 2003-2004:

a) Current Secured Property Taxes	\$ 200,000
b) Current Unsecured Property Taxes	\$ (25,000)
c) Supplemental Roll Taxes	\$ 100,000
d) Prior Year Secured Property Taxes	\$ (50,000)
e) Penalties and Costs on Delinquent Taxes	\$ 50,000
f) Sales and Use Taxes	\$ 100,000
g) Room Occupancy Taxes	\$ (200,000)

# 1000 – NON DEPARTMENTAL REVENUES

## Dennis Huey, Auditor - Controller

STATE CONTROLLER  
COUNTY BUDGET ACT  
(1985)

COUNTY OF MENDOCINO  
STATE OF CALIFORNIA  
BUDGET UNIT FINANCING USES DETAIL  
FINAL BUDGET FOR FISCAL YEAR 2003-04

COUNTY BUDGET FORM  
SCHEDULE 9

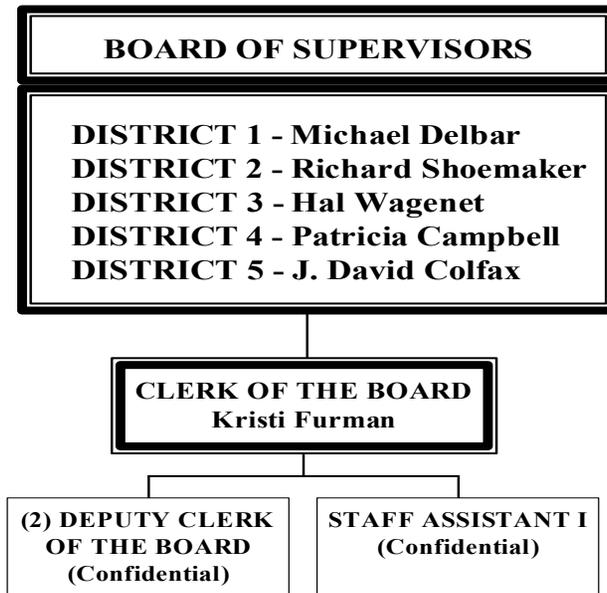
CLASSIFICATION:

FUNCTION: 1 GENERAL GOVERNMENT  
ACTIVITY: 102 GENERAL - FINANCE

BUDGET UNIT: 1000 NONDEPARTMENTAL REVENUE  
FUND: 1100 COUNTY GENERAL

FINANCING USES CLASSIFICATION (1)	2001-02 BUDGET (2)	2001-02 ACTUALS (3)	2002-03 BUDGET (4)	2002-03 ACTUALS (5) 06/30/03	2003-04 REQUEST (6)	2003-04 RECOMMEND (7)	2003-04 ADOPTED (8)
<b>EXPEND TRANSFER AND REIMB</b>							
865380 INTRAFUND TRANSFERS	-230,563	-51,511	-271,323	-47,684	0	0	0
865802 OPERATING TRANSFER OUT	5,592,204	5,562,204	5,157,668	5,743,626	8,933,655	6,166,013	6,510,293
<b>TOTAL EXPEND TRANSFER AND REIMB</b>	<b>5,361,641</b>	<b>5,510,693</b>	<b>4,886,345</b>	<b>5,695,942</b>	<b>8,933,655</b>	<b>6,166,013</b>	<b>6,510,293</b>
<b>TOTAL NET APPROPRIATIONS</b>	<b>5,361,641</b>	<b>5,510,693</b>	<b>4,886,345</b>	<b>5,695,942</b>	<b>8,933,655</b>	<b>6,166,013</b>	<b>6,510,293</b>
<b>LESS: REVENUES</b>							
821110 PROPERTY TAX CURRENT SECUR	16,850,000	16,618,324	17,825,000	17,752,276	18,500,000	18,700,000	19,187,287
821120 PROPERTY TAX CURRENT UNSEC	660,000	691,268	675,000	644,774	675,000	650,000	675,000
821130 SUPPLEMENTAL ROLL TAX	340,000	578,392	500,000	643,404	500,000	600,000	675,000
821210 PROPERTY TAX PRIOR SECURE	1,400,000	1,737,134	1,675,209	2,398,714	1,850,000	1,800,000	1,900,000
821220 PROPERTY TAX PRIOR UNSECUR	19,500	22,435	18,000	33,613	20,000	20,000	25,000
821400 PENALTY & COST ON DELINQ	1,100,000	1,116,271	1,250,000	1,344,124	1,300,000	1,350,000	1,400,000
821500 SALES & USE TAX	4,100,000	3,889,626	4,050,000	4,199,514	4,300,000	4,400,000	4,400,000
821510 SALES TAX-PUBLIC SAFETY	5,400,000	4,863,183	5,200,000	5,105,723	5,200,000	5,200,000	5,150,000
821600 TIMBER YIELD TAX	1,250,000	524,639	500,000	334,330	350,000	350,000	335,000
821700 HIGHWAY PROPERTY RENTAL	100	-7	100	0	100	100	100
821701 ROOM OCCUPANCY TAX	4,100,000	3,863,363	4,100,000	3,551,463	4,000,000	3,800,000	3,800,000
821702 PROPERTY TRANSFER TAX	550,000	473,355	550,000	576,950	675,000	675,000	650,000
822210 FRANCHISE	550,000	667,361	675,000	665,285	675,000	675,000	675,000
823300 FORFEITURE & PENALTY	0	50,000	0	0	0	0	0
824100 INTEREST	900,000	825,278	900,000	300,873	800,000	800,000	750,000
824200 RENTS & CONCESSIONS	5,000	0	5,000	0	5,000	5,000	5,000
825150 MOTOR VEHICLE IN LIEU	6,200,000	6,186,556	6,500,000	6,349,425	6,800,000	6,800,000	6,700,000
825454 OPEN SPACE SUBVENTION	595,000	591,993	595,000	573,543	595,000	595,000	595,000
825481 HOMEOWNERS PROP TAX RELIE	335,000	337,121	340,000	336,485	340,000	340,000	340,000
825490 STATE OTHER	130,000	130,000	130,000	130,027	130,000	130,000	130,000
825650 FEDERAL GRAZING FEE	100	97	100	122	100	100	100
825660 FEDERAL LAND IN LIEU TAX	140,000	221,749	225,000	242,442	250,000	250,000	148,376
826390 OTHER CHARGES	0	0	0	36,826	0	0	0
826402 CO COST PLAN CHARGES	150,000	176,296	229,500	236,243	230,000	230,000	225,000
827400 PRIOR YEAR REVENUE	0	67,597	0	0	0	0	0
827600 OTHER SALES	1,100	0	1,100	0	1,100	1,100	1,100
827700 OTHER	3,500	7,292	3,500	2,684	3,500	3,500	3,500
827701 REFUND JURY & WITNESS FEE	1,000	769	1,000	398	1,000	1,000	1,000
827707 DONATION	0	80	0	0	0	0	0
827715 TOBACCO STLMT	0	104,727	0	746,884	0	0	0
827802 OPERATING TRANSFER IN	0	0	0	0	354,517	354,517	354,517
827803 LOAN/BOND PROCEEDS	0	0	0	4,811,500	0	0	0
<b>TOTAL REVENUES</b>	<b>44,780,300</b>	<b>43,744,899</b>	<b>45,948,509</b>	<b>51,017,622</b>	<b>47,555,317</b>	<b>47,730,317</b>	<b>48,125,980</b>
<b>TOTAL NET COUNTY COST</b>	<b>-39,418,659</b>	<b>-38,234,206</b>	<b>-41,062,164</b>	<b>-45,321,680</b>	<b>-38,621,662</b>	<b>-41,564,304</b>	<b>-41,615,687</b>

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



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

**MISSION STATEMENT & DEPARTMENTAL FUNCTIONS:**

BOARD OF SUPERVISORS: Mendocino County is a General Law County that is governed by the Board of Supervisors comprising five full-time members elected by their respective districts, serving as the legislative and executive body of County government and various Special Districts.

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).

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. Board responsibilities include adopting the County's annual budget and establishing salaries within the County organization.

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 to present policy recommendations to the full Board. These committees include: Criminal Justice, General Government, Health and Human Services, and Public Resources. Committees comprise two members of the Board, each serving on two committees, with assignments determined by the incoming Chairman at the start of each calendar year. The Board also conducts workshops throughout the year with the intent of setting goals and policies for the County.

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

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

In carrying out the mandates set by law, the Board is also charged with performing the following specific duties: To conduct appeal hearings related to decisions of the Planning Commission and to consider General Plan amendments, coastal development permits, and minor/major subdivisions; to act as the County Board of Equalization providing County taxpayers with a system for appealing valuations placed on their properties by the Assessor; to act as the Mendocino County Redevelopment Agency addressing redevelopment within the County; to serve as the Air Quality Management District Board of Directors; to serve as the Mendocino County Water Agency Board of Directors; to serve as the 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.

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

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

Departmental staff performs a variety of functions in support of the Board and individual District Supervisors, including Board business services, constituency support services, technical support services, 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.

Clerk of the Board staff further supports the Board and the organization by administering the following programs: Board Operations Division (mandated); Land Use matters (appeals, Williamson Act contract execution, subdivision map act processing, property acquisition/recordation, regulatory guidance) (mandated); Board of Equalization (mandated); Board Records Division - including administration of an automated records imaging and retention system, and operation of 18 computer workstations and maintenance of the departmental website (mandated); Board and Commissions, in excess of 115 boards/1,100+ individual appointees, including special districts, community services districts, advisory committees, and various other boards and commissions (mandated); Contract management; execution of county ordinances and maintenance of the Mendocino County Code; 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.

**MAJOR ACCOMPLISHMENTS:**

Due to staffing reductions as the result of 2002-03 budget constraints, the Clerk of the Board’s department focused on sustaining service levels in performing mandated services, thereby deferring many departmental projects and anticipated programmatic enhancements including web site upgrades with online access to the Mendocino County Code, and remote access to the department records management system for fellow departments. Additionally, it was necessary to close the office to the public one-day per week to enable staff to perform mandated deadline-sensitive records management functions. The department did succeed, however, in installing the latest upgrade to the Questys records management system, including the partial conversion of historical Board records. Also, by reducing 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.

As previously described, in response to declining staff resources, time available for discretionary services and program enhancements was severely constrained this fiscal year. The chart below graphically illustrates how staff time was utilized during the Fiscal Year 2002-03:

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

❖ Public Records Requests & Other County Department Requests (Mandated)	26 days/year
❖ Administrative Records Certification (Mandated)	60 days/year
❖ Agenda Management (Preparation & Publication)(100+ mtgs.) (Mandated)	375 days/year
❖ Staffing of Board/Committee/UVSD/Etc. Mtgs. (100+ mtgs.) (Mandated)	150 days/year
❖ Composition of Meeting Minutes (100+ mtgs.) (Mandated)	150 days/year
❖ Execution of Planning Appeals (Mandated)	52 days/year
❖ Execution of Agricultural Preserves (Mandated)	21 days/year
❖ Preparation/Staffing of Board of Equalization - Assessment Appeals (Mandated)	52 days/year
❖ Maintenance of Boards and Commissions Appointments (Mandated)	31 days/year
❖ Board Business Services (Practical mandate)	<u>52 days/year</u>
 TOTAL STAFF DAYS REQUIRED	 969 days/year
TOTAL DAYS AVAILABLE FOR 4.0 FTE	996 days/year
Remaining Staff Time for Discretionary Services & Programs including performance of “Business Mandates”	 27 days/year

Staff regrets that Clerk of the Board Workshops were not offered in 2002-03, as these are an effective means of instructing and assisting other County departments in Board proceedings. It is hoped that staff will be able to offer this beneficial service in the future.

<b>GOALS AND OBJECTIVES:</b>
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In view of the funding level assigned to this department, immediate goals include further assessment of mandated services and sustainable business mandates, likely resulting in discontinuance of many non-mandated business practices. This area will be modified based upon direction received during the final budget deliberations in August.

<b>MAJOR POLICY CONSIDERATIONS:</b>
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Funding levels imposed by the 2002-03 fiscal year’s budget, and the resulting staffing reduction, had a severe impact on the Clerk of the Board department. The department found it necessary to reduce service levels in order to maintain mandated functions. It is the belief of this department, that any additional staffing or operational funding reductions will severely impede this department’s ability to meet policy and production mandates.

The Department is currently assessing compliance with legally mandated service and production deadlines in anticipation of further reductions in service levels following the August budget deliberations. In light of weekly departmental production schedule(s), increased service demands, deferred capital projects, and existing mandated service levels, a staff of four or fewer employees, while absorbing the workload of a vacant position, will be hard-pressed to maintain compliance with the volume of work performed by the department.

The department’s modest allocation of extra-help funding to preserve core services was not approved during spring budget conferences. Therefore, policy discussion with the Board will be requested during the final budget deliberations in August to ascertain the Board’s direction with regard to further programmatic adjustments in the department.

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

**COUNTY ADMINISTRATIVE OFFICE COMMENTS:**

The County Administrative Office’s balancing strategy for this Department included restoration of \$37,626 to eliminate initially proposed furloughs of permanent staff and maintaining supplies and services at the level requested by the Clerk of the Board. It did however, include the proposed elimination of the Department’s requested \$14,399 expenditure for extra-help. The County Administrative Office believes this meets the Board of Supervisor’s defined objective to protect the core services and functionality of the smaller departments.

Historically, as policy makers for the County, the Board of Supervisor’s budget has included costs (i.e. general liability insurance), which were not assignable to another budget. This has often caused significant fluctuations within this budget unit beyond the control of the Department. The Auditor-Controller has agreed to move this appropriation from the Board of Supervisors/Clerk of the Board Budget into the Miscellaneous Budget (Budget Unit 1940) effective July 1, 2003.

The Department has indicated their desire to discuss and obtain direction for goals and objectives of the Clerk of the Board’s office for the 2003-04 Fiscal Year during Final Budget deliberations in August. In addition, while this budget contains an appropriation of \$4,200 for rented space costs in Anderson Valley the continued need for this expenditure may require further discussion during final budget deliberations.

**FINAL BUDGET ACTION:**

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

❖ Restoration of reduced funding for:		
Training		\$4,000
Extra Help Staffing		\$7,000

The Board requested the department to provide a work plan in December to allow for further discuss staffing issues and needs.

**AUTHORIZED POSITIONS:**

	<u>Funded</u>	<u>Funded</u>
	<u>2002-2003</u>	<u>2003-2004</u>
TOTAL:	9	9

**COUNTY ADMINISTRATIVE OFFICE NOTES:**

**SALARIES & BENEFITS**

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

**SERVICES & SUPPLIES**

Acct. 2120 Provides for service agreement of Questys records management system.  
 Acct. 2189 Provides for code update service contract with Book Publishing Company.

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

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**FIXED ASSETS**

Acct. 4370 Provides for computer hardware/software related to Questys records management system, and undetermined miscellaneous equipment needs.

**REVENUES**

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

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

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

# 1010 – BOARD OF SUPERVISORS / CLERK OF THE BOARD

## Richard Shoemaker, Chairman / 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 2003-04

COUNTY BUDGET FORM  
SCHEDULE 9

CLASSIFICATION:

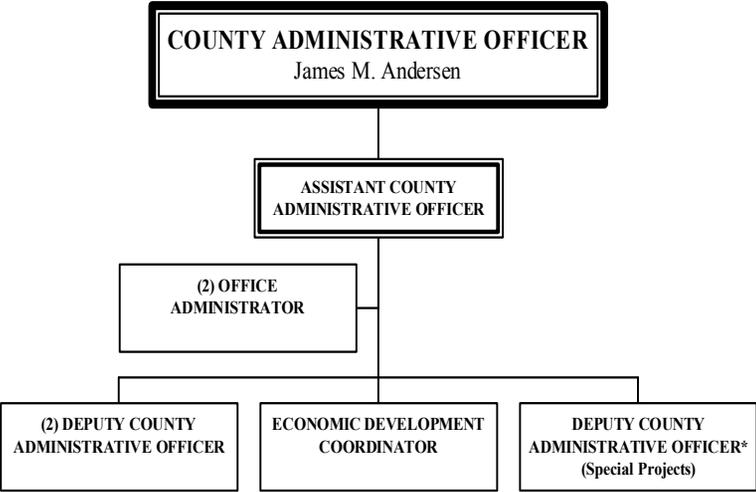
FUNCTION: 1 GENERAL GOVERNMENT  
ACTIVITY: 101 GENERAL - LEGISLATIVE AND ADM

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

FINANCING USES CLASSIFICATION (1)	2001-02 BUDGET (2)	2001-02 ACTUALS (3)	2002-03 BUDGET (4)	2002-03 ACTUALS (5) 06/30/03	2003-04 REQUEST (6)	2003-04 RECOMMEND (7)	2003-04 ADOPTED (8)
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>							
861011 REGULAR EMPLOYEES	410,719	388,450	410,061	409,908	376,320	422,546	422,546
861012 EXTRA HELP	3,000	31,676	15,712	17,027	14,399	3,000	10,000
861013 OVERTIME REG EMP	2,000	1,746	1,800	1,665	1,000	1,000	1,000
861021 CO CONT TO RETIREMENT	46,666	43,698	45,183	46,522	53,268	53,268	53,268
861022 CO CONT TO OASDI	24,268	23,478	24,146	24,396	24,202	24,202	24,202
861023 CO CONT TO OASDI-MEDIC	5,671	5,950	5,648	5,952	5,660	5,660	5,660
861024 CO CONT TO RET INCREMENT	24,696	22,612	23,355	22,702	26,446	26,446	26,446
861030 CO CONT TO EMPLOYEE INSUR	47,841	48,748	50,233	80,713*	68,303	68,303	68,303
861031 CO CONT UNEMPLOYMENT INSU	0	0	0	0	0	166	166
861035 CO CONT WORKERS COMPENSAT	1,871	12,667	2,407	12,583	2,408	3,485	3,713
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>566,732</b>	<b>579,025</b>	<b>578,545</b>	<b>621,468</b>	<b>572,006</b>	<b>608,076</b>	<b>615,304</b>
<b>SERVICES &amp; SUPPLIES</b>							
862060 COMMUNICATIONS	9,000	8,835	9,000	7,060	9,000	9,000	9,000
862101 INSURANCE-GENERAL	43,865	43,865	73,596	73,596	73,596	3,365	3,365
862120 MAINTENANCE-EQUIPMENT	4,075	9,274	4,075	972	3,472	3,472	3,472
862150 MEMBERSHIPS	975	470	975	225	975	975	975
862170 OFFICE EXPENSE	20,000	21,625	20,000	18,228	20,000	20,000	20,000
862187 EDUCATION & TRAINING	5,000	75	0	28	0	0	4,000
862189 PROF & SPEC SVCS-OTHR	4,000	1,285	2,500	2,961	2,500	2,500	2,500
862190 PUBL & LEGAL NOTICES	2,500	2,139	2,500	3,035	3,000	3,000	3,000
862210 RNTS & LEASES BLD GRD	4,000	3,150	4,200	4,200	4,200	4,200	4,200
862239 SPEC DEPT EXP	10,750	1,262	687	9,521	750	750	750
862250 TRNSPRTATION & TRAVEL	10,000	10,788	12,000	11,513	10,000	10,000	10,000
862253 TRAVEL & TRSP OUT OF COUN	18,000	13,013	16,055	11,533	15,000	15,000	15,000
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>132,165</b>	<b>115,781</b>	<b>145,588</b>	<b>142,872</b>	<b>142,493</b>	<b>72,262</b>	<b>76,262</b>
<b>FIXED ASSETS</b>							
864370 EQUIPMENT	4,500	20,999	4,500	11,743	6,000	6,000	6,000
<b>TOTAL FIXED ASSETS</b>	<b>4,500</b>	<b>20,999</b>	<b>4,500</b>	<b>11,743</b>	<b>6,000</b>	<b>6,000</b>	<b>6,000</b>
<b>TOTAL NET APPROPRIATIONS</b>	<b>703,397</b>	<b>715,805</b>	<b>728,633</b>	<b>776,083</b>	<b>720,499</b>	<b>686,338</b>	<b>697,566</b>
<b>LESS: REVENUES</b>							
825398 SB90 REIMBURSEMENT	3,000	49,043	0	13,834	0	0	0
826390 OTHER CHARGES	1,000	0	1,000	0	1,000	1,000	1,000
827600 OTHER SALES	2,600	692	2,600	1,371	2,600	2,600	2,600
827700 OTHER	5,000	4,695	5,000	4,515	5,000	5,000	5,000
<b>TOTAL REVENUES</b>	<b>11,600</b>	<b>54,430</b>	<b>8,600</b>	<b>19,720</b>	<b>8,600</b>	<b>8,600</b>	<b>8,600</b>
<b>TOTAL NET COUNTY COST</b>	<b>691,797</b>	<b>661,375</b>	<b>720,033</b>	<b>756,363</b>	<b>711,899</b>	<b>677,738</b>	<b>688,966</b>

\* Includes extraordinary one-time charges of \$24,260 to eliminate the health plan deficit.

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\*Funded in 1940

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

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**MISSION STATEMENT & DEPARTMENTAL FUNCTIONS:**

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

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

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

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

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

**MAJOR ACCOMPLISHMENTS:**

- ❖ Preparation of a balanced proposed budget. Assisted the Board of Supervisors in developing a balanced final budget that provided a continuation of the county's current service delivery while addressing the difficulties of economic uncertainty and federal/state funding cutbacks. Attempting to address Board identified priorities, including roads, general plan update, housing, water and human resources. Continued efforts to further refine the budget process to enhance and expedite final budget deliberations. Continued recommendations concerning financial policies to ensure proper levels of General Reserves, reserves for building maintenance and reserves for technology upgrades and enhancements. Includes assisting the Auditor-Controller in the development of the Governmental Accounting Standards Board (GASB) Management Discussion and Analysis (to be presented to the Board of Supervisors prior to August 2003).
- ❖ Worked closely with our Financial Advisor, the Auditor-Controller the Treasurer/Tax-Collector, and a Board ad hoc committee to eliminate the Unfunded Accrued Actuarial Liability (UAAL) in the Mendocino County Employees' Retirement Fund through the use of Pension Obligation Bonds (POBs). In addition, executed a Debt Service Delivery Forward Agreement related to the POBs that provided \$4.8 million in critical financing for the 2003-04 budget.
- ❖ Negotiated with Fitch Rating Agency for an upgrade to the County's credit from an "A-" to an "A."
- ❖ Maintained a cohesive Executive Management Team, and working toward a more cohesive management approach (between managers and between the Board and their managers).

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

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Examples include participation in the budget process, budget policy development and the evaluation of Human Resources.

- ❖ 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.
- ❖ Began regular meetings (six times per year) with the City Managers of Fort Bragg, Ukiah and Willits to discuss issues of mutual concern, and to explore ways of collaborating on such issues.
- ❖ Provided staff services and public noticing to the Redevelopment Agency, including the Citizens Advisory Committee.
- ❖ Published draft and final Redevelopment Environmental Impact Report, Preliminary Report, Redevelopment Plan and Report on the Plan.
- ❖ Provided contract management for major economic development efforts such as the Promotional Alliance, Redevelopment Community Development Services and the Economic Development & Finance Corporation.
- ❖ Provided contract management with housing related block grant programs being performed by Community Development Commission.
- ❖ Performed full range of liaison duties with Public Resources, Health and Human Services, General Government, and Criminal Justice Departments, Coordinating Councils, and Board Committees.
- ❖ Assisted in the on-going analysis and negotiations for various department consolidations.
- ❖ Assisted in the review and negotiations of several alternatives for securing additional water for the current and future needs of Mendocino County. Chief among these projects was an intensive, four-month study and negotiation process regarding water rights associated with the closed Masonite mill site.
- ❖ Completed negotiations for the disposal and long-haul transfer of solid waste generated in the unincorporated area through the Taylor Drive solid waste transfer station.
- ❖ Successfully negotiated a new Collections Agreement with the Courts that is a model for the state and negotiated an MOU with the Courts for the continuation of County services.
- ❖ Though the Sheriff did not receive the contract for emergency dispatch services, this office was instrumental in negotiating an agreement wherein CDF reduce their costs for providing dispatch services by over \$200,000.
- ❖ Worked with Jail staff and Buildings and Grounds to secure a 1.5 million dollar grant from the Board of Corrections for an addition to the Jail.
- ❖ With the Board, identified the most urgent capital projects, and secured COP financing. Met the objective of maintaining total debt service at its existing level.
- ❖ Assisted in the planning and funding of a winter emergency shelter for the homeless population and participated in efforts to find and fund a permanent homeless shelter.
- ❖ Assisted the Sheriff in the review and recommendation for medical and mental health services at the Jail.
- ❖ Evaluated all Board and Administrative Officer appointees.
- ❖ Completed Board of Supervisors Workshop on Economic Development and Business Improvement Districts.
- ❖ Coordinated countywide effort to meet Health Insurance Portability and Accountability Act (HIPAA) compliance requirements and deadlines.
- ❖ Continued to provide coordination and oversight in the preparation of responses to the Grand Jury Reports.
- ❖ Completed analysis and recommendation for the First 5 Mendocino (formerly Children & Families First) to maintain an “independent” status, working with the County of Mendocino to obtain.

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

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- ❖ Participated in the Health and Human Services Rural Challenge Conference and associated Budget Collaborative Action Team.

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

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

**Health & Human Services:**

- ❖ Assist in the implementation of the relocation of Public Health, Social Services, Mental Health and Probation operations to the Willits Integrated Service Center
- ❖ Continue to assist in efforts to finalize a location and begin operational planning for a permanent homeless shelter.
- ❖ Continue participation in the Health and Human Services Rural Challenge efforts.

**Criminal Justice:**

- ❖ Examine alternatives to the delivery of the third level conflict public defender cases.
- ❖ Continue to work with the Courts towards a smooth transition from Court employees being County employees to a separate non-County group of employees. Begin the process of actual negotiations with the State for transitions of court facilities.
- ❖ Continue to work with the Courts and General Services to enhance the security measures at the Courthouse.
- ❖ Examine the use of video technology for Public Defender interviews with clients at the Jail. Also examine video arraignment.
- ❖ Work with the Sheriff concerning the examination of the functions and transition of MESA to the Sheriff.

**Finance/Miscellaneous:**

- ❖ Assist the Board on policy development with regard to housing.
- ❖ Continue participation in labor negotiations.
- ❖ Continue to perform full range of liaison duties with Public Resources, Health and Human Services, General Government, and Criminal Justice Departments, Coordinating Councils, and Board Committees.
- ❖ Continue review of the County Policy Manual and update as necessary.

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

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- ❖ Develop a progressive public relations campaign including an “Annual Report” which identifies the “vision” for Mendocino County, goals/objectives, accomplishments, areas of special interest and emphasis.
- ❖ Work with various community organizations to implement a comprehensive and viable economic development program.
- ❖ Coordinate the renewal of the franchise with Adelphia Communications.
- ❖ Monitor the proper funding of the County Health Plan, General Liability and Workers’ Compensation Program.
- ❖ Monitor the state’s progress and work with CSAC concerning negotiations with tribal casinos and their impact on local government services.
- ❖ Develop and present a completely revised disaster ordinance.
- ❖ Monitor and participate in various groups, including MESA concerning funding for Homeland Security.
- ❖ Work with County Counsel on the P G & E franchise renewal.
- ❖ Finalize redevelopment adoption process for Project Area 2003, and begin program implementation.
- ❖ Complete update of Economic Development Website, Comprehensive Economic Development Strategy (CEDS) and Redwood Valley Community Action Plan.
- ❖ Redefine services to be provided by the County’s Block grant funded Business Assistance Program.

**Public Resources:**

- ❖ Examine alternative sources of revenue to provide stable resources for short and long-term needs of the County’s road system with less reliance on the General Fund.
- ❖ Work the Department of Transportation, Division of Solid Waste for an increase in franchise fees for the financing of closure costs for our landfills and explore the use of surcharge on disposal bills for closure costs to free up franchise fees for other uses.

<b>MAJOR POLICY CONSIDERATIONS:</b>
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Within the Proposed Budget, the County Administrative Office is proposing the consolidation of the Risk Management Office into the Administration. Through coordinated efficiencies between the two offices, the proposed consolidation would eliminate one Safety Coordinator position from Risk Management. The department anticipates discussing this proposal with the Board of Supervisors prior to final budget deliberations.

<b>COUNTY ADMINISTRATIVE OFFICE COMMENTS:</b>
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Part of the balancing strategy for this Department included restoration of \$47, 359 to eliminate initially proposed furloughs and deferred COLA and merit increases. The County Administrative Office believes this meets the Board of Supervisor’s defined objective to protect the core services and functionality of the smaller departments. However, in an effort to minimize the impact on the general fund and meet the assigned Net County Cost, it is recommended that an Analyst position (instead of a Assistant County Administrative Officer) be filled to meet the immediate needs of the department. This budget assumes hiring an Analyst in August 2003. Although the County Administrative Officer believes that such a staffing configuration is manageable for next fiscal year, clearly, an Assistant County Administrative Officer would better support the highest and most productive use of the Administrative Officer position.

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

**FINAL BUDGET ACTION:**

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

**AUTHORIZED POSITIONS:**

	<u>Funded</u> <u>2002-2003</u>	<u>Funded</u> <u>2003-2004</u>
TOTAL:	7	7

**COUNTY ADMINSTRATIVE OFFICE NOTES:**

**SALARIES & BENEFITS**

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

**TRANSFER & REIMBURSEMENTS**

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

**REVENUES**

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

# 1020 - ADMINISTRATION

## James M. Andersen, County Administrative Officer

STATE CONTROLLER  
COUNTY BUDGET ACT  
(1985)

COUNTY OF MENDOCINO  
STATE OF CALIFORNIA  
BUDGET UNIT FINANCING USES DETAIL  
FINAL BUDGET FOR FISCAL YEAR 2003-04

COUNTY BUDGET FORM  
SCHEDULE 9

CLASSIFICATION:

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

BUDGET UNIT: 1020 COUNTY ADMINISTRATOR  
FUND: 1100 COUNTY GENERAL

FINANCING USES CLASSIFICATION (1)	2001-02 BUDGET (2)	2001-02 ACTUALS (3)	2002-03 BUDGET (4)	2002-03 ACTUALS (5) 06/30/03	2003-04 REQUEST (6)	2003-04 RECOMMEND (7)	2003-04 ADOPTED (8)
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>							
861011 REGULAR EMPLOYEES	427,191	388,448	439,458	395,495	446,863	458,433	458,433
861013 OVERTIME REG EMP	0	24	0	0	0	0	0
861021 CO CONT TO RETIREMENT	47,638	44,586	49,065	45,367	52,956	52,956	52,956
861022 CO CONT TO OASDI	24,280	22,553	24,734	22,506	26,318	26,318	26,318
861023 CO CONT TO OASDI-MEDIC	5,966	5,522	6,143	5,558	6,480	6,480	6,480
861024 CO CONT TO RET INCREMENT	25,220	23,074	24,010	22,192	25,715	25,715	25,715
861030 CO CONT TO EMPLOYEE INSUR	34,577	28,083	27,378	38,144*	31,505	31,505	31,505
861031 CO CONT UNEMPLOYMENT INSU	0	0	0	0	0	1,270	1,270
861035 CO CONT WORKERS COMPENSAT	3,825	3,825	4,588	4,588	4,588	7,037	7,496
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>568,697</b>	<b>516,115</b>	<b>575,376</b>	<b>533,850</b>	<b>594,425</b>	<b>609,714</b>	<b>610,173</b>
<b>SERVICES &amp; SUPPLIES</b>							
862060 COMMUNICATIONS	6,600	6,565	6,100	6,973	6,000	6,000	6,000
862101 INSURANCE-GENERAL	3,584	3,584	6,536	6,537	6,536	1,472	1,472
862120 MAINTENANCE-EQUIPMENT	0	75	0	75	0	0	0
862150 MEMBERSHIPS	3,938	1,378	2,250	845	2,250	2,250	2,250
862170 OFFICE EXPENSE	18,745	15,092	14,000	12,114	12,500	12,500	12,500
862187 EDUCATION & TRAINING	2,500	710	1,000	745	0	0	0
862189 PROF & SPEC SVCS-OTHR	0	940	10,000	5,070	0	0	0
862190 PUBL & LEGAL NOTICES	0	15	0	1,589	0	0	0
862239 SPEC DEPT EXP	0	0	0	241	0	0	0
862250 TRNSPRATION & TRAVEL	1,500	1,638	1,000	836	1,000	1,000	1,000
862253 TRAVEL & TRSP OUT OF COUN	7,000	3,289	4,760	4,958	3,000	3,000	3,000
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>43,867</b>	<b>33,286</b>	<b>45,646</b>	<b>39,983</b>	<b>31,286</b>	<b>26,222</b>	<b>26,222</b>
<b>FIXED ASSETS</b>							
864370 EQUIPMENT	10,000	8,093	0	0	0	0	0
<b>TOTAL FIXED ASSETS</b>	<b>10,000</b>	<b>8,093</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>EXPEND TRANSFER AND REIMB</b>							
865380 INTRAFUND TRANSFERS	-80,000	-26,437	-80,000	-70,000	-90,000	-90,000	-90,000
<b>TOTAL EXPEND TRANSFER AND REIMB</b>	<b>-80,000</b>	<b>-26,437</b>	<b>-80,000</b>	<b>-70,000</b>	<b>-90,000</b>	<b>-90,000</b>	<b>-90,000</b>
<b>TOTAL NET APPROPRIATIONS</b>	<b>542,564</b>	<b>531,057</b>	<b>541,022</b>	<b>503,833</b>	<b>535,711</b>	<b>545,936</b>	<b>546,395</b>
<b>LESS: REVENUES</b>							
825398 SB90 REIMBURSEMENT	0	7,431	0	4,125	0	0	0
825490 STATE OTHER	20,646	0	20,000	15,199	30,128	30,128	30,128
827700 OTHER	500	700	500	200	500	500	500
<b>TOTAL REVENUES</b>	<b>21,146</b>	<b>8,131</b>	<b>20,500</b>	<b>19,524</b>	<b>30,628</b>	<b>30,628</b>	<b>30,628</b>
<b>TOTAL NET COUNTY COST</b>	<b>521,418</b>	<b>522,926</b>	<b>520,522</b>	<b>484,309</b>	<b>505,083</b>	<b>515,308</b>	<b>515,767</b>

\* Includes extraordinary one-time charges of \$13,114 to eliminate the health plan deficit.

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

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**GRANT DESCRIPTION:**

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

**GRANT INCEPTION DATE:** Multiple

**CURRENT GRANT PERIOD:** Multiple

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

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

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

<b>GRANT FUNDING AND BUDGET:</b>	02-EDBG- 858	02-EDBG- 883	01-EDBG-827	01-EDBG-775
Personnel:	00	00.00	\$.00	\$.00
Operating Expenses:	00	00.00	.00	.00
Capital Expenditures (Equipment):	00	00.00	.00	.00
Other Costs*:	7,917	473,750.00	365,315.00	31,000.00
Indirect Costs **:	27,083	26,250.00	16,885.00	4,000.00
<b>TOTAL</b>	<b>\$35,000</b>	<b>\$500,000.00</b>	<b>\$382,200.00</b>	<b>\$35,000.00</b>

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

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

**COUNTY MATCH REQUIRED:** Yes

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

**INDEPENDENT AUDIT REQUIRED:** Yes

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

**MISSION STATEMENT & DEPARTMENTAL FUNCTIONS:**

The Mendocino County Board of Supervisors has formed a Community Redevelopment Agency under the authority granted to the Board in Community Redevelopment Law as set forth in Health and Safety Code Sections 33000 et. Seq. of the State of California. The Board of Supervisors sits concurrently as the Redevelopment Agency of the County of Mendocino. The Board has expressed interest in improving the economic and physical character of the communities, which will be encompassed within the project area defined in the Agency's Redevelopment Plan.

**MAJOR ACCOMPLISHMENTS:**

Accomplishments for Fiscal Year 2002-03 include completion of all planning, environmental clearance, and public participation elements for consideration of adoption of the Redevelopment Plan and Certification of the Environmental Impact Report on the Plan. County Planning and Building Services, and the County Administrative Office provides staff support, with specialized professional services provided by a consulting team of John Dykstra and Associates and the firm of Goldfarb & Lipman as the Agency's legal counsel.

**GOALS AND OBJECTIVES:**

Goals:

- ❖ A fiscally sound Redevelopment Agency and Project Area to provide financial and technical assistance to improve economic and community conditions for project area residents and businesses, including countywide opportunities for improvement of the County's supply and condition of affordable housing.

Objectives:

- ❖ Eliminate adverse economic and physical blighted conditions affecting project area residents and businesses.
- ❖ Improve the County's supply and condition of affordable housing.
- ❖ Create opportunities for economic and community redevelopment.

**MAJOR BUDGET FLUCTUATIONS FROM PRIOR YEAR:**

**SERVICES & SUPPLIES:**

2189 - Professional and Special Services. This account includes carryover consultant and legal services expenses from Fiscal Year 2002-03 because of the timing of the final actions of the Board of Supervisors/Agency will be in Fiscal Year 2003-04.

2239 - Special Departmental Expense. This account is used to reimburse county departments for services provided to the Agency, only as authorized by the County Administrative Office.

**COUNTY ADMINISTRATIVE OFFICE COMMENTS:**

It is staff's belief that the County's utilization of Community Redevelopment Law will assist the County in its effort to revitalize the redevelopment project area. If the Redevelopment Plan were approved then Fiscal Year 2003-04 staff activities will focus on specific planning and budgeting for the first few years of tax increment payments that will begin in Fiscal Year 2004-05.

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

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**FINAL BUDGET ACTION:**

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

**COUNTY ADMINSTRATIVE OFFICE NOTES:**

**SERVICES & SUPPLIES**

- |            |   |
|------------|---|
| Acct. 2189 | Provides for funding of professional services including services rendered by the Redevelopment Plan Adoption Consultant, Environmental Impact Report Consultant, and the Agency's Redevelopment Attorney. |
| Acct. 2239 | Provides for Reimbursement for Planning and County Administrative Office services, including other department services as necessary.  |

# 1025 – REDEVELOPMENT

## James M. Andersen, County Administrative Officer

STATE CONTROLLER  
COUNTY BUDGET ACT  
(1985)

COUNTY OF MENDOCINO  
STATE OF CALIFORNIA  
BUDGET UNIT FINANCING USES DETAIL  
FINAL BUDGET FOR FISCAL YEAR 2003-04

COUNTY BUDGET FORM  
SCHEDULE 9

CLASSIFICATION:

FUNCTION: 1 GENERAL GOVERNMENT  
ACTIVITY: 102 GENERAL - FINANCE

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

FINANCING USES CLASSIFICATION (1)	2001-02 BUDGET (2)	2001-02 ACTUALS (3)	2002-03 BUDGET (4)	2002-03 ACTUALS (5) 06/30/03	2003-04 REQUEST (6)	2003-04 RECOMMEND (7)	2003-04 ADOPTED (8)
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>							
861012 EXTRA HELP	0	0	0	112	0	0	0
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>112</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>SERVICES &amp; SUPPLIES</b>							
862170 OFFICE EXPENSE	0	180	2,000	2,622	7,000	7,000	7,000
862189 PROF & SPEC SVCS-OTHR	215,000	108,850	140,000	111,146	140,000	140,000	140,000
862239 SPEC DEPT EXP	11,600	2,114	30,000	5,537	30,000	30,000	30,000
862250 TRNSPRTATION & TRAVEL	0	20	0	0	0	0	0
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>226,600</b>	<b>111,164</b>	<b>172,000</b>	<b>119,305</b>	<b>177,000</b>	<b>177,000</b>	<b>177,000</b>
<b>TOTAL NET APPROPRIATIONS</b>	<b>226,600</b>	<b>111,164</b>	<b>172,000</b>	<b>119,417</b>	<b>177,000</b>	<b>177,000</b>	<b>177,000</b>
<b>LESS: REVENUES</b>							
824100 INTEREST	0	-2,259	0	-2,854	0	0	0
<b>TOTAL REVENUES</b>	<b>0</b>	<b>-2,259</b>	<b>0</b>	<b>-2,854</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FUND BALANCE CONTRIBUTION</b>	<b>226,600</b>	<b>113,423</b>	<b>172,000</b>	<b>122,271</b>	<b>177,000</b>	<b>177,000</b>	<b>177,000</b>

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# 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:

- ❖ Successfully upgraded our Cyborg payroll/HR software to the most recently available version.
- ❖ Successful completed yet another year (our third year) in the implementation of document imaging technology of both our accounts payable and contracting processes. Although not yet to departments, we do intend some time this year to provide viewing capabilities to a large number of county departments. In providing this benefit to departments, this will alleviate the necessity of departments to maintain and store hard copies of documents.
- ❖ 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 plan.
- ❖ Actively participated in various financial and non-financial task force projects at the bequest of the County Administrative Officer.
- ❖ Successfully transitioned the county 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, 2002, 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.

### GOALS AND OBJECTIVES:

- ❖ Complete the implementation of the document imaging technology by creating a pathway to allow departments access to view their paid invoices and personal service contracts online, thereby minimizing the necessity of retaining hard copies in their files.
- ❖ With a view toward cost reductions, look at viable alternatives to the standard annual maintenance service contracts to the Cyborg Payroll/Personnel system software. Begin discussions with Department of Information Services to look at lower cost options without compromising and placing the county at risk long term.

## 1110 – AUDITOR-CONTROLLER

### Dennis Huey, Auditor-Controller

- ❖ Continue to make enhancements to the financial reporting system for greater user friendliness.
  - ~ Educate/encourage departments to utilize the financial system software as a management tool.
  - ~ Allow certain high volume departments the ability to print vendor checks at their satellite locations.
  - ~ Begin the process of investigating the expansion of new check printing technology to include the ability of accepting payments for county services and tax/fine obligations over the internet.
- ❖ Continue the process for the complete transition to the Governmental Accounting Standards Board (GASB) Statement No. 34.
  - ~ Develop a plan to help educate the Board of Supervisors and the general public to the wealth of information available under this new reporting format.

<b>COUNTY ADMINISTRATIVE OFFICE COMMENTS:</b>
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The County Administrative Office’s balancing strategy for this Department included restoration of \$14,000 and an assumed increase in revenues of \$34,000 to eliminate initially proposed furloughs. The increased revenue projection is based on the assumption that, after a public hearing on June 17, 2003, the Board will approve the department’s request for a fee adjustment. Should the fee adjustment request not be approved, this budget will need to be revisited during Final Budget Deliberations in August. The County Administrative Office believes this meets the Board of Supervisor’s defined objective to protect the core services and functionality of the smaller departments.

<b>FINAL BUDGET ACTION:</b>
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During Final Budget deliberations, the Board of Supervisors approved the Recommended Budget from the County Administrative Officer for the Auditor-Controller.

<b>AUTHORIZED POSITIONS:</b>
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	<u>Funded 2002-2003</u>	<u>Funded 2003-2004</u>
TOTAL:	9.5	9.5

<b>COUNTY ADMINISTRATIVE OFFICE NOTES:</b>
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<b>SALARIES &amp; BENEFITS</b>
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1011 Provides funding for 9.5 fte. Vacancy factor: 0%.

<b>SERVICES &amp; SUPPLIES</b>
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Acct. 2150 Provides for Membership in State Association of County Auditors (\$300) as well as Government Finance Officers Association (\$550).

Acct. 2200 Provides for lease payments for the Pitney Bowes copier.

<b>REVENUES</b>
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Acct 6115 Provides for charges to special districts for levying Benefit Assessments onto the annual tax rolls.

Acct 6120 Provides for accounting services for various special districts and grants.

Acct. 6121 Provides for fees for audit services to grant.

Acct. 7700 Provides for excess proceeds from stale dated trust accounts.

# 1110 – AUDITOR-CONTROLLER

## Dennis Huey, Auditor-Controller

STATE CONTROLLER  
COUNTY BUDGET ACT  
(1985)

COUNTY OF MENDOCINO  
STATE OF CALIFORNIA  
BUDGET UNIT FINANCING USES DETAIL  
FINAL BUDGET FOR FISCAL YEAR 2003-04

COUNTY BUDGET FORM  
SCHEDULE 9

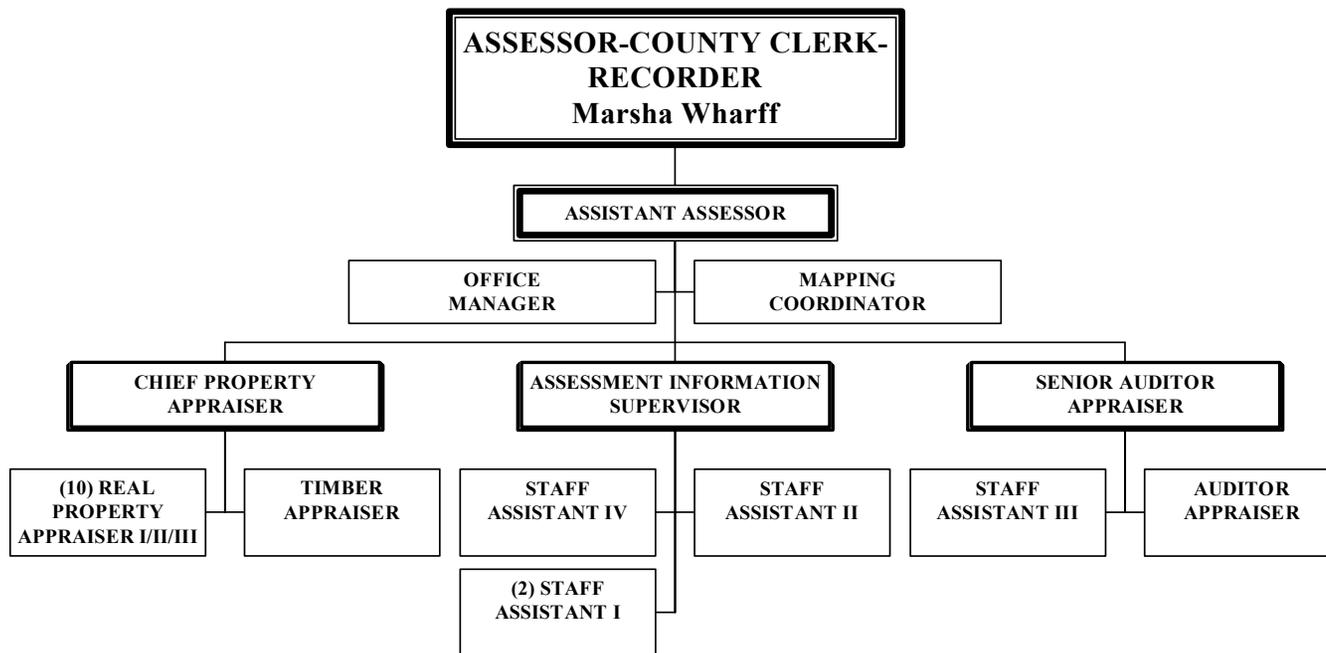
CLASSIFICATION:

FUNCTION: 1 GENERAL GOVERNMENT  
ACTIVITY: 102 GENERAL - FINANCE

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

FINANCING USES CLASSIFICATION (1)	2001-02 BUDGET (2)	2001-02 ACTUALS (3)	2002-03 BUDGET (4)	2002-03 ACTUALS (5) 06/30/03	2003-04 REQUEST (6)	2003-04 RECOMMEND (7)	2003-04 ADOPTED (8)
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>							
861011 REGULAR EMPLOYEES	421,142	407,120	456,014	455,727	434,505	482,783	482,783
861012 EXTRA HELP	12,500	38,185	12,676	19,891	13,871	13,871	13,871
861013 OVERTIME REG EMP	1,000	1,372	1,000	5,997	500	500	500
861021 CO CONT TO RETIREMENT	41,897	41,377	45,451	47,091	54,730	54,730	54,730
861022 CO CONT TO OASDI	24,334	23,178	23,234	25,370	23,870	23,870	23,870
861023 CO CONT TO OASDI-MEDIC	6,042	6,194	5,850	6,661	6,293	6,293	6,293
861024 CO CONT TO RET INCREMENT	21,930	21,410	22,026	22,853	27,489	27,489	27,489
861030 CO CONT TO EMPLOYEE INSUR	46,169	42,489	48,478	73,257*	58,222	58,222	58,222
861031 CO CONT UNEMPLOYMENT INSU	0	0	0	0	0	332	332
861035 CO CONT WORKERS COMPENSAT	1,394	1,394	1,876	1,876	1,876	2,576	2,744
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>576,408</b>	<b>582,719</b>	<b>616,605</b>	<b>658,723</b>	<b>621,356</b>	<b>670,666</b>	<b>670,834</b>
<b>SERVICES &amp; SUPPLIES</b>							
862060 COMMUNICATIONS	4,500	3,173	4,000	3,275	3,750	3,750	3,750
862101 INSURANCE-GENERAL	598	598	934	934	934	1,992	1,992
862120 MAINTENANCE-EQUIPMENT	1,500	2,958	1,500	1,956	1,500	1,500	1,500
862150 MEMBERSHIPS	300	825	850	300	850	850	850
862170 OFFICE EXPENSE	48,000	51,929	50,000	47,286	50,000	50,000	50,000
862171 PAPER SUPPLIES	0	2,383	500	2,677	1,750	1,750	1,750
862187 EDUCATION & TRAINING	3,000	990	2,000	753	1,000	1,000	1,000
862189 PROF & SPEC SVCS-OTHR	81,500	84,596	0	0	0	0	0
862190 PUBL & LEGAL NOTICES	100	19	300	0	150	150	150
862200 RNTS & LEASES-EQUPMNT	1,600	0	2,400	0	3,000	3,000	3,000
862239 SPEC DEPT EXP	1,000	-269	1,000	869	1,000	1,000	1,000
862250 TRNSPRTATION & TRAVEL	2,000	2,891	2,000	2,327	2,500	2,500	2,500
862253 TRAVEL & TRSP OUT OF COUN	4,500	3,135	4,170	1,419	3,250	3,250	3,250
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>148,598</b>	<b>153,228</b>	<b>69,654</b>	<b>61,796</b>	<b>69,684</b>	<b>70,742</b>	<b>70,742</b>
<b>OTHER CHARGES</b>							
863340 TAXES & ASSESSMENTS	0	5,812	0	-5,762	0	0	0
<b>TOTAL OTHER CHARGES</b>	<b>0</b>	<b>5,812</b>	<b>0</b>	<b>-5,762</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>FIXED ASSETS</b>							
864370 EQUIPMENT	4,500	2,187	3,000	2,140	0	0	0
<b>TOTAL FIXED ASSETS</b>	<b>4,500</b>	<b>2,187</b>	<b>3,000</b>	<b>2,140</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL NET APPROPRIATIONS</b>	<b>729,506</b>	<b>743,946</b>	<b>689,259</b>	<b>716,897</b>	<b>691,040</b>	<b>741,408</b>	<b>741,576</b>
<b>LESS: REVENUES</b>							
825398 SB90 REIMBURSEMENT	10,000	595	0	3,943	0	0	0
826115 DEBT SERVICE FEE	54,000	55,996	58,000	57,744	73,000	73,000	73,000
826120 ACCOUNTING FEE	110,900	176,648	146,000	216,769	178,100	227,100	227,100
826121 AUDIT FEE	7,500	0	7,500	10,331	7,500	7,500	7,500
827600 OTHER SALES	50	170	230	222	450	450	450
827700 OTHER	24,500	9,708	15,000	674	15,000	15,000	15,000
827703 CANCELLED OUTLAWED WARRANT	11,000	11,221	11,000	10,910	11,000	11,000	11,000
827802 OPERATING TRANSFER IN	830	830	650	650	650	650	650
<b>TOTAL REVENUES</b>	<b>218,780</b>	<b>255,168</b>	<b>238,380</b>	<b>301,243</b>	<b>285,700</b>	<b>334,700</b>	<b>334,700</b>
<b>TOTAL NET COUNTY COST</b>	<b>510,726</b>	<b>488,778</b>	<b>450,879</b>	<b>415,654</b>	<b>405,340</b>	<b>406,708</b>	<b>406,876</b>

\* Includes extraordinary one-time charges of \$22,044 to eliminate the health plan deficit.



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

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

**MISSION STATEMENT & DEPARTMENTAL FUNCTIONS:**

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

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

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

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

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

**MAJOR ACCOMPLISHMENTS:**

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

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

**GOALS AND OBJECTIVES:**

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

**COUNTY ADMINSTRATIVE 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 22 positions. This budget unit funds twenty-four positions, two of which are offset by AB 589 funds (State-County Property Tax Administration Grant Program). It also includes an anticipated 9.35% vacancy factor.

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

**FINAL BUDGET ACTION:**

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

**AUTHORIZED POSITIONS:**

	<u>Funded 2002-2003</u>	<u>Funded 2003-2004</u>
TOTAL:	24*	24
<p><i>*Correction - 24 positions funded however funding came from budget unit 1121 – Assessor’s Loan Program in fiscal year 2002-2003. See note below in Salaries &amp; Benefits.</i></p>		

**COUNTY ADMINSTRATIVE OFFICE NOTES:**

**SALARIES & BENEFITS**

Acct. 1011 Provides for funding of 24 positions with two positions being reimbursed from the Property Tax Administration Fund (BU 1121) and provides for a salary savings of 9.35% to meet the assigned net county cost, a 10.1% reduction from last year’s net county cost. Two positions are vacant and are being left unfilled.

**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 2003-04

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)	2001-02 BUDGET (2)	2001-02 ACTUALS (3)	2002-03 BUDGET (4)	2002-03 ACTUALS (5) 06/30/03	2003-04 REQUEST (6)	2003-04 RECOMMEND (7)	2003-04 ADOPTED (8)
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>							
861011 REGULAR EMPLOYEES	877,027	849,019	882,569	930,370	935,516	935,516	935,516
861012 EXTRA HELP	0	0	0	19,699	0	0	0
861013 OVERTIME REG EMP	10,000	0	0	16,661	0	0	0
861021 CO CONT TO RETIREMENT	98,244	98,595	109,599	107,937	117,015	117,015	117,015
861022 CO CONT TO OASDI	55,096	51,516	55,043	56,063	57,015	57,015	57,015
861023 CO CONT TO OASDI-MEDIC	12,704	12,309	12,869	13,528	13,365	13,365	13,365
861024 CO CONT TO RET INCREMENT	49,774	49,167	51,633	50,620	56,840	56,840	56,840
861030 CO CONT TO EMPLOYEE INSUR	88,790	89,688	88,236	154,069*	122,622	122,622	122,622
861031 CO CONT UNEMPLOYMENT INSU	0	0	0	0	1,402	2,903	2,903
861035 CO CONT WORKERS COMPENSAT	11,151	11,151	16,172	16,172	16,172	19,086	20,333
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>1,202,786</b>	<b>1,161,445</b>	<b>1,216,121</b>	<b>1,365,119</b>	<b>1,319,947</b>	<b>1,324,362</b>	<b>1,325,609</b>
<b>SERVICES &amp; SUPPLIES</b>							
862060 COMMUNICATIONS	6,837	5,149	5,500	6,032	5,100	5,100	5,100
862101 INSURANCE-GENERAL	5,369	5,369	9,562	9,563	9,562	3,634	3,634
862120 MAINTENANCE-EQUIPMENT	1,575	394	400	75	400	400	400
862150 MEMBERSHIPS	435	435	435	435	435	435	435
862170 OFFICE EXPENSE	22,780	18,143	20,000	23,221	20,000	20,000	20,000
862181 AUDITING & FISCAL SVC	4,000	911	500	1,531	500	500	500
862187 EDUCATION & TRAINING	4,250	2,596	4,000	3,589	4,000	4,000	4,000
862189 PROF & SPEC SVCS-OTHR	0	-5,000	0	0	0	0	0
862239 SPEC DEPT EXP	0	607	0	736	0	0	0
862250 TRNSPRATION & TRAVEL	16,545	12,344	15,125	14,764	15,000	15,000	15,000
862253 TRAVEL & TRSP OUT OF COUN	7,000	3,743	5,000	5,137	5,000	5,000	5,000
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>68,791</b>	<b>44,691</b>	<b>60,522</b>	<b>65,083</b>	<b>59,997</b>	<b>54,069</b>	<b>54,069</b>
<b>TOTAL NET APPROPRIATIONS</b>	<b>1,271,577</b>	<b>1,206,136</b>	<b>1,276,643</b>	<b>1,430,202</b>	<b>1,379,944</b>	<b>1,378,431</b>	<b>1,379,678</b>
<b>LESS: REVENUES</b>							
825490 STATE OTHER	0	0	0	0	131,838	131,838	131,838
826390 OTHER CHARGES	17,500	36,450	30,000	27,336	30,000	30,000	30,000
827600 OTHER SALES	10,000	10,542	10,000	9,438	10,000	10,000	10,000
827602 SALE OF MAP-ASSESSOR	500	119	500	112	500	500	500
827802 OPERATING TRANSFER IN	0	0	0	116,673	0	0	0
<b>TOTAL REVENUES</b>	<b>28,000</b>	<b>47,111</b>	<b>40,500</b>	<b>153,559</b>	<b>172,338</b>	<b>172,338</b>	<b>172,338</b>
<b>TOTAL NET COUNTY COST</b>	<b>1,243,577</b>	<b>1,159,025</b>	<b>1,236,143</b>	<b>1,276,643</b>	<b>1,207,606</b>	<b>1,206,093</b>	<b>1,207,340</b>

\* Includes extraordinary one-time charges of \$48,479 to eliminate the health plan deficit.

**1121 – ASSESSOR’S LOAN PROGRAM (AB 719)**  
**Marsha Wharff, Assessor / County Clerk - Recorder**

**MISSION STATEMENT & DEPARTMENTAL FUNCTIONS:**

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

The County enters into a contract with the state agreeing to perform defined tasks that will result in an increase to the tax base sufficient to pay back the loan from the portion of the increase attributable to schools. Upon successful completion of the terms of the contract, the loan is considered paid.

**MAJOR ACCOMPLISHMENTS:**

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

**COUNTY ADMINISTRATIVE OFFICE COMMENTS:**

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

**FINAL BUDGET ACTION:**

During Final Budget deliberations, the Board of Supervisors approved the Recommended Budget from the County Administrative Officer for the Assessor’s Loan Program (AB 719).

**AUTHORIZED POSITIONS:**

	Funded	Funded
	<u>2002-2003</u>	<u>2003-2004</u>
TOTAL:	0*	0*

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

**COUNTY ADMINISTRATIVE OFFICE NOTES:**

**SALARIES & BENEFITS**

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

**SERVICES & SUPPLIES**

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

**REVENUES**

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

# 1121 – ASSESSOR’S LOAN PROGRAM (AB 719)

## 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 2003-04

COUNTY BUDGET FORM  
SCHEDULE 9

CLASSIFICATION:

FUNCTION: 1 GENERAL GOVERNMENT  
ACTIVITY: 102 GENERAL - FINANCE

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

FINANCING USES CLASSIFICATION (1)	2001-02 BUDGET (2)	2001-02 ACTUALS (3)	2002-03 BUDGET (4)	2002-03 ACTUALS (5) 06/30/03	2003-04 REQUEST (6)	2003-04 RECOMMEND (7)	2003-04 ADOPTED (8)
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>							
861011 REGULAR EMPLOYEES	68,096	68,096	96,282	25,922	96,282	96,282	96,282
861012 EXTRA HELP	20,000	6,434	10,000	1,455	4,500	4,500	4,500
861013 OVERTIME REG EMP	0	17,929	10,000	0	10,000	10,000	10,000
861021 CO CONT TO RETIREMENT	7,847	7,847	10,337	2,784	11,402	11,402	11,402
861022 CO CONT TO OASDI	4,511	4,511	5,968	1,527	5,968	5,968	5,968
861023 CO CONT TO OASDI-MEDIC	986	986	1,396	378	1,396	1,396	1,396
861024 CO CONT TO RET INCREMENT	4,152	4,152	4,992	1,344	5,767	5,767	5,767
861030 CO CONT TO EMPLOYEE INSUR	6,936	6,936	9,239	2,369	11,023	11,023	11,023
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>112,528</b>	<b>116,891</b>	<b>148,214</b>	<b>35,779</b>	<b>146,338</b>	<b>146,338</b>	<b>146,338</b>
<b>SERVICES &amp; SUPPLIES</b>							
862060 COMMUNICATIONS	1,500	1,500	1,500	624	600	600	600
862120 MAINTENANCE-EQUIPMENT	1,300	1,300	1,300	1,035	1,300	1,300	1,300
862170 OFFICE EXPENSE	5,600	5,600	5,500	2,250	3,197	3,197	3,197
862181 AUDITING & FISCAL SVC	3,000	3,000	4,000	2,664	3,000	3,000	3,000
862187 EDUCATION & TRAINING	3,000	3,000	1,000	25	500	500	500
862189 PROF & SPEC SVCS-OTHR	10,000	5,000	6,000	3,400	3,000	3,000	3,000
862239 SPEC DEPT EXP	0	0	0	9,300	0	0	0
862250 TRNSPRTATION & TRAVEL	2,500	2,500	2,500	113	500	500	500
862253 TRAVEL & TRSP OUT OF COUN	1,500	1,500	1,500	0	1,500	1,500	1,500
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>28,400</b>	<b>23,400</b>	<b>23,300</b>	<b>19,411</b>	<b>13,597</b>	<b>13,597</b>	<b>13,597</b>
<b>FIXED ASSETS</b>							
864370 EQUIPMENT	38,000	32,923	6,000	2,078	2,000	2,000	2,000
<b>TOTAL FIXED ASSETS</b>	<b>38,000</b>	<b>32,923</b>	<b>6,000</b>	<b>2,078</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>
<b>EXPEND TRANSFER AND REIMB</b>							
865802 OPERATING TRANSFER OUT	0	0	0	116,673	0	0	0
<b>TOTAL EXPEND TRANSFER AND REIMB</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>116,673</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL NET APPROPRIATIONS</b>	<b>178,928</b>	<b>173,214</b>	<b>177,514</b>	<b>173,941</b>	<b>161,935</b>	<b>161,935</b>	<b>161,935</b>
<b>LESS: REVENUES</b>							
824100 INTEREST	0	4,076	0	1,782	1,500	1,500	1,500
825490 STATE OTHER	178,928	160,401	160,875	160,435	160,435	160,435	160,435
<b>TOTAL REVENUES</b>	<b>178,928</b>	<b>164,477</b>	<b>160,875</b>	<b>162,217</b>	<b>161,935</b>	<b>161,935</b>	<b>161,935</b>
<b>TOTAL FUND BALANCE CONTRIBUTION</b>	<b>0</b>	<b>8,737</b>	<b>16,639</b>	<b>11,724</b>	<b>0</b>	<b>0</b>	<b>0</b>

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

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**MISSION STATEMENT & DEPARTMENTAL FUNCTIONS:**

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

**MAJOR ACCOMPLISHMENTS:**

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

**FINAL BUDGET ACTION:**

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

**COUNTY ADMINSTRATIVE 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 2003-04

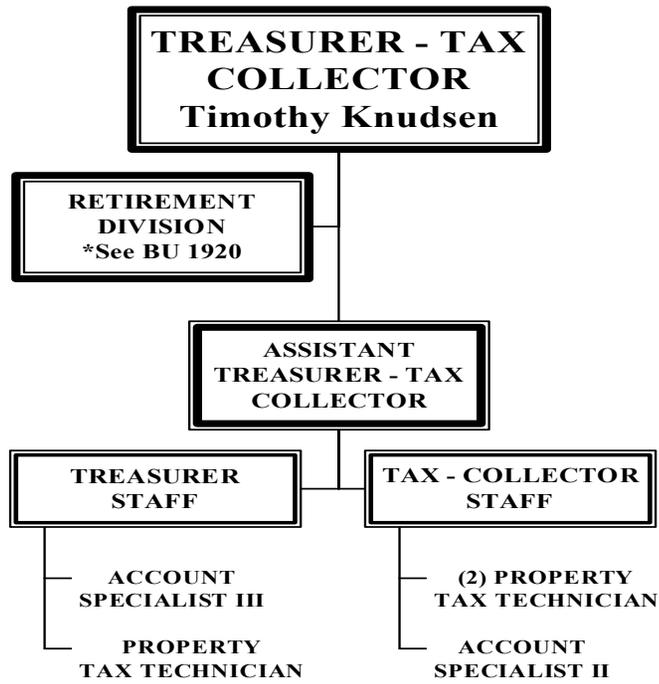
COUNTY BUDGET FORM  
SCHEDULE 9

CLASSIFICATION:

FUNCTION: 1 GENERAL GOVERNMENT  
ACTIVITY: 102 GENERAL - FINANCE

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

FINANCING USES CLASSIFICATION (1)	2001-02 BUDGET (2)	2001-02 ACTUALS (3)	2002-03 BUDGET (4)	2002-03 ACTUALS (5) 06/30/03	2003-04 REQUEST (6)	2003-04 RECOMMEND (7)	2003-04 ADOPTED (8)
<b>SERVICES &amp; SUPPLIES</b>							
862239 SPEC DEPT EXP	0	0	15,000	4,487	15,000	15,000	15,000
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>0</b>	<b>0</b>	<b>15,000</b>	<b>4,487</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>
<b>TOTAL NET APPROPRIATIONS</b>	<b>0</b>	<b>0</b>	<b>15,000</b>	<b>4,487</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>
<b>LESS: REVENUES</b>							
824100 INTEREST	0	642	0	545	0	0	0
827600 OTHER SALES	0	13,526	15,000	14,252	15,000	15,000	15,000
<b>TOTAL REVENUES</b>	<b>0</b>	<b>14,168</b>	<b>15,000</b>	<b>14,797</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>
<b>TOTAL FUND BALANCE CONTRIBUTION</b>	<b>0</b>	<b>-14,168</b>	<b>0</b>	<b>-10,310</b>	<b>0</b>	<b>0</b>	<b>0</b>



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

**MISSION STATEMENT & DEPARTMENTAL FUNCTIONS:**

***TREASURER:** The Treasurer is responsible for the collection, custody, investment and disbursements of the funds of the County, School Districts, Special Districts and Trust Funds. All money collected by these 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 these 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 55,000 current secured tax bills and approximately 6,000 unsecured tax bills to County residents. In addition, numerous supplemental tax bills are mailed by this office. 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.*

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. Refer to Budget Unit 1920 for further discussion on Retirement Division functions.

**COUNTY ADMINISTRATIVE OFFICE COMMENTS:**

The County Administrative Office's balancing strategy for this Department included restoration of \$28,681 to eliminate initially proposed furloughs. The County Administrative Office believes this meets the Board of Supervisor's defined objective to protect the core services and functionality of the smaller departments.

**FINAL BUDGET ACTION:**

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

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

**AUTHORIZED POSITIONS:**

	Funded	Funded
	<u>2002-2003</u>	<u>2003-2004</u>
TOTAL:	7	7

**COUNTY ADMINSTRATIVE OFFICE NOTES:**

**SALARIES & BENEFITS**

Acct. 1011 Provides funding for 7 full time positions; 0% vacancy factor.

**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 Lease purchase of remittance processor.

**REVENUES**

- Acct. 6113 Provides for charges when delinquent taxes are redeemed.
- Acct. 6151 Provides for revenue from other entities for banking services.
- Acct. 7600 Provides for reimbursement from Retirement System for program administration.
- Acct. 7700 Provides for revenue from sale of copies of reports.

# 1130 - TREASURER-TAX COLLECTOR

## Timothy Knudsen, Treasurer-Tax Collector

STATE CONTROLLER  
COUNTY BUDGET ACT  
(1985)

COUNTY OF MENDOCINO  
STATE OF CALIFORNIA  
BUDGET UNIT FINANCING USES DETAIL  
FINAL BUDGET FOR FISCAL YEAR 2003-04

COUNTY BUDGET FORM  
SCHEDULE 9

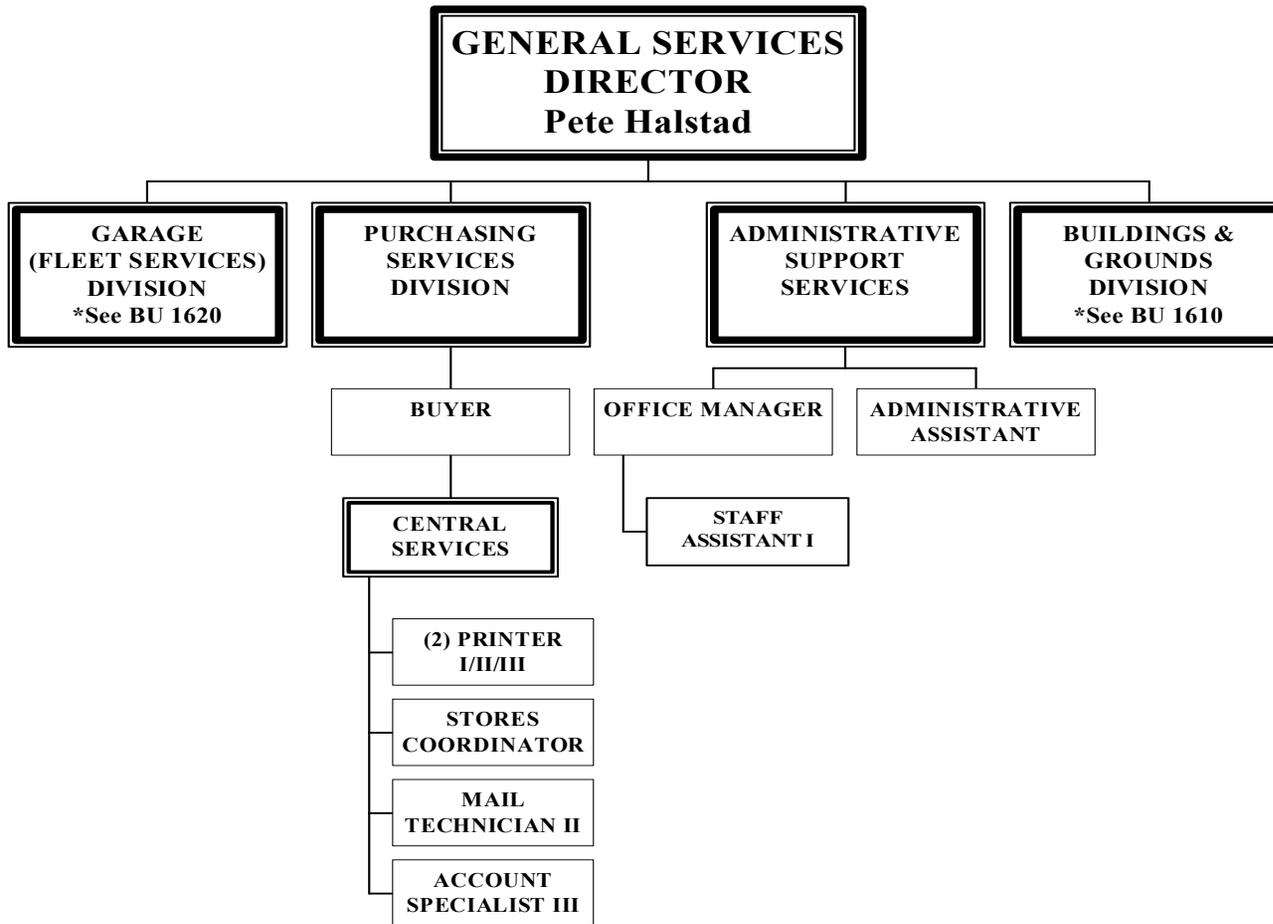
CLASSIFICATION:

FUNCTION: 1 GENERAL GOVERNMENT  
ACTIVITY: 102 GENERAL - FINANCE

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

FINANCING USES CLASSIFICATION (1)	2001-02 BUDGET (2)	2001-02 ACTUALS (3)	2002-03 BUDGET (4)	2002-03 ACTUALS (5) 06/30/03	2003-04 REQUEST (6)	2003-04 RECOMMEND (7)	2003-04 ADOPTED (8)
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>							
861011 REGULAR EMPLOYEES	285,663	292,830	304,815	320,631	306,814	335,495	335,495
861012 EXTRA HELP	2,500	2,286	2,150	2,212	0	0	0
861021 CO CONT TO RETIREMENT	29,851	31,407	33,327	34,727	40,546	40,546	40,546
861022 CO CONT TO OASDI	17,155	17,354	18,302	18,728	20,143	20,143	20,143
861023 CO CONT TO OASDI-MEDIC	4,012	4,092	4,280	4,412	4,711	4,711	4,711
861024 CO CONT TO RET INCREMENT	15,611	16,252	16,154	16,842	20,396	20,396	20,396
861030 CO CONT TO EMPLOYEE INSUR	29,753	31,576	32,753	51,504*	39,654	39,654	39,654
861031 CO CONT UNEMPLOYMENT INSU	0	0	0	0	467	854	854
861035 CO CONT WORKERS COMPENSAT	3,828	3,828	4,937	4,937	4,937	6,837	7,284
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>388,373</b>	<b>399,625</b>	<b>416,718</b>	<b>453,993</b>	<b>437,668</b>	<b>468,636</b>	<b>469,083</b>
<b>SERVICES &amp; SUPPLIES</b>							
862060 COMMUNICATIONS	3,500	2,693	3,500	2,535	2,600	2,600	2,600
862101 INSURANCE-GENERAL	491	491	734	735	734	1,528	1,528
862120 MAINTENANCE-EQUIPMENT	10,000	9,437	10,000	15,210	10,000	10,000	10,000
862150 MEMBERSHIPS	200	200	200	200	200	200	200
862170 OFFICE EXPENSE	41,500	39,889	45,000	42,987	37,000	37,000	37,000
862189 PROF & SPEC SVCS-OTHR	1,000	0	1,000	0	0	0	0
862190 PUBL & LEGAL NOTICES	6,000	3,612	6,000	4,227	4,000	4,000	4,000
862200 RNTS & LEASES-EQPMNT	36,282	36,282	36,282	36,434	36,282	36,282	36,282
862253 TRAVEL & TRSP OUT OF COUN	2,500	966	2,490	296	0	0	0
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>101,473</b>	<b>93,570</b>	<b>105,206</b>	<b>102,624</b>	<b>90,816</b>	<b>91,610</b>	<b>91,610</b>
<b>FIXED ASSETS</b>							
864370 EQUIPMENT	3,000	1,662	0	0	0	0	0
<b>TOTAL FIXED ASSETS</b>	<b>3,000</b>	<b>1,662</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL NET APPROPRIATIONS</b>	<b>492,846</b>	<b>494,857</b>	<b>521,924</b>	<b>556,617</b>	<b>528,484</b>	<b>560,246</b>	<b>560,693</b>
<b>LESS: REVENUES</b>							
821400 PENALTY & COST ON DELINQ	0	0	0	0	0	28,681	28,681
822200 BUSINESS LICENSE	65,000	79,092	90,000	78,238	90,000	90,000	90,000
822603 LUMBER MILL PERMIT	800	630	800	980	800	800	800
825398 SB90 REIMBURSEMENT	0	1,834	0	1,521	0	0	0
826112 TAX DEEDED ADM FEE	2,600	8,350	2,600	3,300	2,600	2,600	2,600
826113 50 REDEMPTION FEE ACC TO	19,000	12,180	19,000	12,230	19,000	19,000	19,000
826114 RELEASE OF LIEN	0	1,910	0	1,680	0	0	0
826151 TREASURER COST REIMB	198,587	198,587	203,554	203,554	222,170	222,170	222,170
826390 OTHER CHARGES	2,500	2,450	2,500	945	2,500	2,500	2,500
826404 RETURNED CHECK CHARGE	400	460	400	340	400	400	400
827600 OTHER SALES	32,117	34,483	37,059	38,910	40,972	40,972	40,972
827700 OTHER	8,000	7,430	8,011	7,725	8,000	8,000	8,000
<b>TOTAL REVENUES</b>	<b>329,004</b>	<b>347,406</b>	<b>363,924</b>	<b>349,423</b>	<b>386,442</b>	<b>415,123</b>	<b>415,123</b>
<b>TOTAL NET COUNTY COST</b>	<b>163,842</b>	<b>147,451</b>	<b>158,000</b>	<b>207,194</b>	<b>142,042</b>	<b>145,123</b>	<b>145,570</b>

\* Includes extraordinary one-time charges of \$15,562 to eliminate the health plan deficit.



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

## **1160 – GENERAL SERVICES**

### **Pete Halstad, Director**

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

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

<b>MAJOR ACCOMPLISHMENTS:</b>
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- ❖ Worked closely with the Clerk-Recorder’s office in issuing a Request for Proposals, interviewing vendors, and selecting a contractor to provide a new voting system for the County.
- ❖ Managed the formal process for selecting an architect for the upcoming Jail Remodel project.
- ❖ Negotiated additional cost-savings modifications to the Countywide cell phone contract.
- ❖ Issued Requests for Bids for three capital projects: the Museum Artifacts Storage Building and both phases of the Willits Integrated Services Center Project.
- ❖ In conjunction with the County Auditor, obtained Board approval to amend Mendocino County Policy No. 1 (“Purchasing, Leasing and Contracting Policies and Procedures”) to allow certain departments to participate in a procurement card program.
- ❖ Improved Print Shop service through acquisition of a new high-speed digital duplicator, allowing client departments to e-mail printing orders to the Print Shop and have them duplicated from an electronic original.
- ❖ Completed the acquisition and lease-purchase financing of various equipment, including miscellaneous equipment for the Department of Transportation and hardware and software upgrades to Information Services’ metropolitan area network.
- ❖ Obtained financing and negotiated contract for energy retrofit projects in eight County facilities in Ukiah, Willits and Fort Bragg.
- ❖ Performed department reorganization to allow Purchasing staff to transition toward “strategic” purchasing rather than “transactional” purchasing.
- ❖ Working with the County Administrator’s Office, prepared for discussions with the Administrator’s Office of the Courts regarding the possible transfer of responsibility for Court facilities, pursuant to the Trial Court Facilities Act of 2002 (SB 1732).
- ❖ Obtained final Board approval of a list of projects to be performed in several County parks with funds allocated to the County under Proposition 12 (State Parks Bond Act of 2000).

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

**GOALS AND OBJECTIVES:**

Goals:

- ❖ To identify and secure funding for the optimal staffing level in the Purchasing function.
- ❖ To provide excellent customer service and add maximum value to the Purchasing function.

Objectives:

- ❖ Continue to explore options for lowering telecommunications costs.
- ❖ In conjunction with the Auditor-Controller, continue to monitor the procurement card program and expand the use of procurement cards as appropriate.
- ❖ Implement a regular program for training departments in interfacing with General Services and in direct purchasing practices and procedures.
- ❖ Continue to work with Information Services to develop departmental websites accessible via the County's intranet and the Internet.
- ❖ With Buildings and Grounds, develop final recommendations for the use of State Parks Bond monies (Proposition 40 funds) for County parks.
- ❖ Work with the ad hoc Communications Committee to continue the process of upgrading the Countywide microwave system, and to come to a resolution related to the possible acquisition of all or part of the Point Arena Air Force Base.
- ❖ Continuously improve all aspects of the department's operations and customer services.

**MAJOR POLICY CONSIDERATIONS:**

- ❖ Because of the requirement to reduce our Net County Cost in both Fiscal Year 2002-03 and again in 2003-04, the department has been unable to fund the additional Buyer position, which the Board approved in Fiscal Year 2001-02. General Services has instead attempted to cope with the understaffing in its Purchasing function through a combination of office reorganization/ reassignment of duties and Board-approved delegation of routine small-dollar purchasing authority to selected departments.
- ❖ In Fiscal Year 2003-04, General Services will continue to work with the Board of Supervisors and the State of California Department of Parks and Recreation toward identifying the highest, best use of the County's per capita funds under Proposition 40 for park and recreation enhancements. As per capita and competitive grant program application requirements become available, General Services will continue to advise the Board and seek Board direction for securing professional or in-house assistance in the areas of grant writing and/or parks management to help identify and prioritize County parks needs.

**COUNTY ADMINISTRATIVE OFFICE COMMENTS:**

Working collaboratively with the Department, the County Administrative Office was able to restore initially proposed furloughs. The County Administrative Office believes this meets the Board of Supervisor's defined objective to protect core services and maintain functionality of the smaller departments.

**FINAL BUDGET ACTION:**

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

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

**AUTHORIZED POSITIONS:**

	<u>Funded</u> <u>2002-2003</u>	<u>Funded</u> <u>2003-2004</u>
TOTAL:	11	8.08

**COUNTY ADMINSTRATIVE OFFICE NOTES:**

**SALARIES & BENEFITS**

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

**SERVICES & SUPPLIES**

Acct 2062 Provides for T-1 phone lines for microwave/radio system.  
Acct 2063 Provides for cell phone service for departments (increased usage County-wide).  
Acct 2121 Provides for maintenance of the microwave radio system.  
Acct 2188 Provides for Print Shop supplies.  
Acct 2239 Provides for shredder bags, mail machine supplies, Stores inventory computer supplies and contingency for inventory Stores audit.

**TRANSFER & REIMBURSEMENTS**

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

**REVENUES**

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

# 1160 – GENERAL SERVICES

## Pete Halstad, Director

STATE CONTROLLER  
COUNTY BUDGET ACT  
(1985)

COUNTY OF MENDOCINO  
STATE OF CALIFORNIA  
BUDGET UNIT FINANCING USES DETAIL  
FINAL BUDGET FOR FISCAL YEAR 2003-04

COUNTY BUDGET FORM  
SCHEDULE 9

CLASSIFICATION:

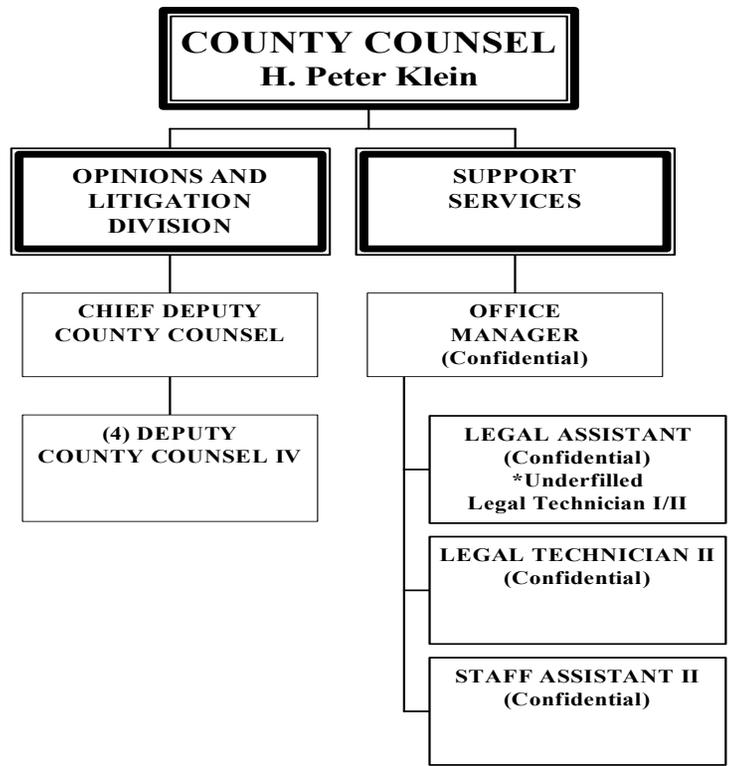
FUNCTION: 1 GENERAL GOVERNMENT  
ACTIVITY: 102 GENERAL - FINANCE

BUDGET UNIT: 1160 GENERAL SERVICES  
FUND: 1100 COUNTY GENERAL

FINANCING USES CLASSIFICATION (1)	2001-02 BUDGET (2)	2001-02 ACTUALS (3)	2002-03 BUDGET (4)	2002-03 ACTUALS (5) 06/30/03	2003-04 REQUEST (6)	2003-04 RECOMMEND (7)	2003-04 ADOPTED (8)
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>							
861011 REGULAR EMPLOYEES	314,397	250,440	306,277	296,025	282,673	291,697	291,697
861021 CO CONT TO RETIREMENT	27,460	25,685	33,214	31,902	35,238	35,238	35,238
861022 CO CONT TO OASDI	16,700	15,160	18,989	17,686	17,560	18,086	18,086
861023 CO CONT TO OASDI-MEDIC	3,906	3,551	4,442	4,145	4,106	4,229	4,229
861024 CO CONT TO RET INCREMENT	14,231	13,290	15,929	15,434	17,736	17,736	17,736
861030 CO CONT TO EMPLOYEE INSUR	36,448	33,275	38,270	60,344*	48,627	48,627	48,627
861031 CO CONT UNEMPLOYMENT INSU	0	0	0	0	492	348	348
861035 CO CONT WORKERS COMPENSAT	36,635	36,635	43,443	43,443	43,443	45,024	47,965
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>449,777</b>	<b>378,036</b>	<b>460,564</b>	<b>468,979</b>	<b>449,875</b>	<b>460,985</b>	<b>463,926</b>
<b>SERVICES &amp; SUPPLIES</b>							
862060 COMMUNICATIONS	4,000	2,823	4,000	3,227	3,000	3,000	3,000
862062 COMM MICROWAVE	33,700	27,465	33,700	31,801	33,700	33,700	33,700
862063 CELLULAR COMM	56,000	97,324	75,000	77,870	80,000	80,000	80,000
862090 HOUSEHOLD EXPENSE	200	5	200	10	0	0	0
862101 INSURANCE-GENERAL	1,567	1,567	3,437	3,436	3,437	7,461	7,461
862120 MAINTENANCE-EQUIPMENT	16,900	13,161	16,900	18,855	19,100	19,100	19,100
862121 MAINT EQUIP MICROWAVE	25,200	26,636	25,200	30,900	31,445	31,445	31,445
862122 MAINTENANCE-TYPEWRITERS	17,000	13,715	17,000	7,870	15,000	15,000	15,000
862150 MEMBERSHIPS	300	100	300	311	300	300	300
862170 OFFICE EXPENSE	8,000	8,221	8,000	8,020	7,000	7,000	7,000
862171 PAPER SUPPLIES	30,000	26,648	0	0	0	0	0
862172 OFFICE EXPENSE-FEDEX/UPS	15,000	13,154	15,000	15,503	15,000	15,000	15,000
862187 EDUCATION & TRAINING	500	10	500	0	0	0	0
862188 PRINTING	50,000	67,380	50,000	59,542	52,400	52,400	52,400
862190 PUBL & LEGAL NOTICES	0	29	0	0	0	0	0
862200 RNTS & LEASES-EQUPMNT	11,500	11,463	11,500	14,405	13,896	13,896	13,896
862201 RENTS & LEASES-COPIERS	185,000	147,150	150,112	145,105	144,000	144,000	144,000
862239 SPEC DEPT EXP	3,000	85	3,000	-2,180	3,000	3,000	3,000
862250 TRNSPRTATION & TRAVEL	5,765	4,700	3,965	2,780	3,300	3,300	3,300
862253 TRAVEL & TRSP OUT OF COUN	1,000	727	1,000	372	0	0	0
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>464,632</b>	<b>462,363</b>	<b>418,814</b>	<b>417,827</b>	<b>424,578</b>	<b>428,602</b>	<b>428,602</b>
<b>FIXED ASSETS</b>							
864370 EQUIPMENT	2,700	5,237	0	0	0	0	0
<b>TOTAL FIXED ASSETS</b>	<b>2,700</b>	<b>5,237</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>EXPEND TRANSFER AND REIMB</b>							
865380 INTRAFUND TRANSFERS	-495,179	-496,507	-463,206	-458,912	-449,271	-449,271	-449,271
<b>TOTAL EXPEND TRANSFER AND REIMB</b>	<b>-495,179</b>	<b>-496,507</b>	<b>-463,206</b>	<b>-458,912</b>	<b>-449,271</b>	<b>-449,271</b>	<b>-449,271</b>
<b>TOTAL NET APPROPRIATIONS</b>	<b>421,930</b>	<b>349,129</b>	<b>416,172</b>	<b>427,894</b>	<b>425,182</b>	<b>440,316</b>	<b>443,257</b>
<b>LESS: REVENUES</b>							
826190 PURCHASING FEE	62,000	108,195	54,188	117,411	86,335	96,008	96,008
826274 INTERFD REVENUE-PRINTING	19,476	26,262	21,152	16,625	19,236	19,236	19,236
826275 INTERFD REVENUE-XEROX	31,409	26,519	23,369	7,411	22,874	22,874	22,874
826390 OTHER CHARGES	30,620	31,386	33,056	31,771	33,274	33,274	33,274
827500 SALE OF FIXED ASSETS	1,000	1,486	1,000	2,542	1,000	1,000	1,000
827600 OTHER SALES	30,205	40,354	29,782	39,974	33,848	33,848	33,848
827700 OTHER	0	0	0	1,210	0	0	0
827713 VEND MACHINE	6,000	8,597	6,000	8,670	6,000	6,000	6,000
<b>TOTAL REVENUES</b>	<b>180,710</b>	<b>242,799</b>	<b>168,547</b>	<b>225,614</b>	<b>202,567</b>	<b>212,240</b>	<b>212,240</b>
<b>TOTAL NET COUNTY COST</b>	<b>241,220</b>	<b>106,330</b>	<b>247,625</b>	<b>202,280</b>	<b>222,615</b>	<b>228,076</b>	<b>231,017</b>

\* Includes extraordinary one-time charges of \$17,819 to eliminate the health plan deficit.

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

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

**MISSION STATEMENT & DEPARTMENTAL FUNCTIONS:**

The County Counsel is charged by State law with the responsibility to defend or prosecute all civil actions and proceedings which 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, LAFCO and the Mendocino County Superior Court.

**MAJOR ACCOMPLISHMENTS:**

**LEGAL OPINIONS:** The County Counsel Office has issued over 1775 legal opinions.

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

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

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

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

**GOALS AND OBJECTIVES:**

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

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

**MAJOR POLICY CONSIDERATIONS:**

This budget reflects an overall 10.1% percent reduction impacting salaries, benefits, services and supplies. Reduction of services and supplies will make it very difficult to achieve departmental goals/objectives.

Although the department is allocated an additional Deputy County Counsel III/IV position, the Department has been unable to fund it for the past four years. To meet the assigned Net County Cost, the department is again deferring this funding to another year. The County Counsel Office is mandated to represent its clients, and County Counsel cannot control its workload. This office handles virtually all litigation in-house except in rare instances.

The department anticipates this reduction will necessitate a delay in legal response and an increase in reliance upon outside counsel if staffing levels are reduced to meet the department's assigned NCC.

**COUNTY ADMINISTRATIVE OFFICE COMMENTS:**

Based on historic turnover, the Department submitted a budget with a vacancy factor equating to approximately \$31,500 to meet its net county cost assignment. It is anticipated that this budget will be reviewed in January in the event the salary savings does not materialize.

This budget includes revenues based on an increase in legal fees approved by the Board in December 2002, which became effective January 1, 2003.

**FINAL BUDGET ACTION:**

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

**AUTHORIZED POSITIONS:**

	<u>Funded</u> <u>2002-2003</u>	<u>Funded</u> <u>2003-2004</u>
TOTAL:	10	10

**COUNTY ADMINISTRATIVE OFFICE NOTES:**

**SALARIES & BENEFITS**

Acct. 1011 Provides for increases due to compensation adjustments granted to employees in Fiscal Year 2003-04. Eleven employees allocated, however, only ten employees are funded.

**TRANSFER & REIMBURSEMENTS**

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

**REVENUES**

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

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

# 1210 – COUNTY COUNSEL

## H. Peter Klein, County Counsel

STATE CONTROLLER  
COUNTY BUDGET ACT  
(1985)

COUNTY OF MENDOCINO  
STATE OF CALIFORNIA  
BUDGET UNIT FINANCING USES DETAIL  
FINAL BUDGET FOR FISCAL YEAR 2003-04

COUNTY BUDGET FORM  
SCHEDULE 9

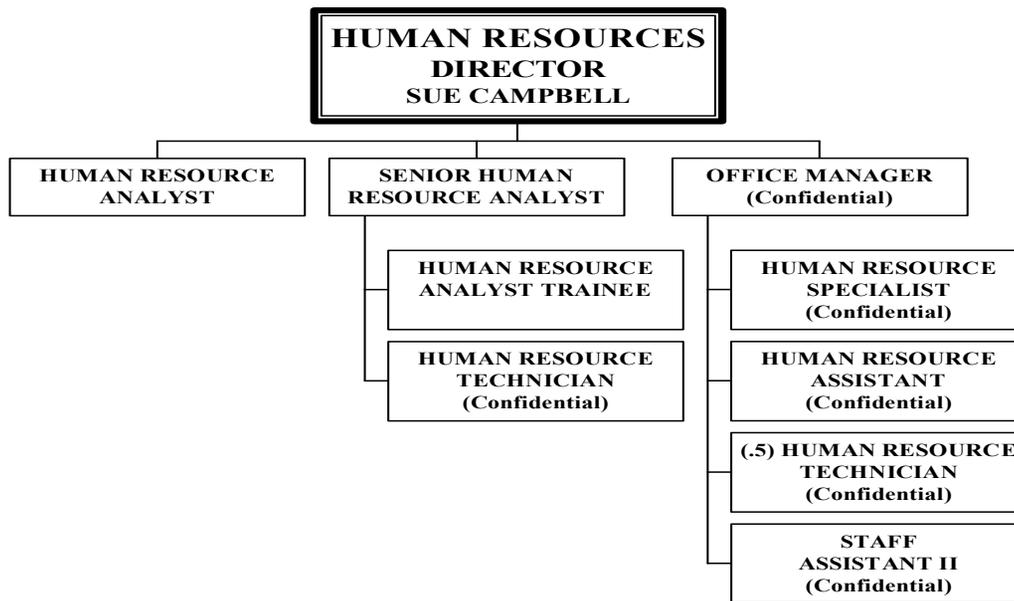
CLASSIFICATION:

FUNCTION: 1 GENERAL GOVERNMENT  
ACTIVITY: 103 GENERAL - COUNSEL

BUDGET UNIT: 1210 COUNTY COUNSEL  
FUND: 1100 COUNTY GENERAL

FINANCING USES CLASSIFICATION (1)	2001-02 BUDGET (2)	2001-02 ACTUALS (3)	2002-03 BUDGET (4)	2002-03 ACTUALS (5) 06/30/03	2003-04 REQUEST (6)	2003-04 RECOMMEND (7)	2003-04 ADOPTED (8)
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>							
861011 REGULAR EMPLOYEES	568,943	566,395	604,012	567,551	594,162	594,162	594,162
861012 EXTRA HELP	10,000	0	10,000	2,706	10,000	10,000	10,000
861013 OVERTIME REG EMP	0	3,538	0	5,228	0	0	0
861021 CO CONT TO RETIREMENT	78,869	67,591	80,336	67,029	83,412	83,412	83,412
861022 CO CONT TO OASDI	37,402	32,014	39,444	31,745	35,592	35,592	35,592
861023 CO CONT TO OASDI-MEDIC	9,568	7,950	9,250	7,972	8,652	8,652	8,652
861024 CO CONT TO RET INCREMENT	38,493	32,048	35,958	29,644	38,743	38,743	38,743
861030 CO CONT TO EMPLOYEE INSUR	56,169	55,344	61,684	74,061*	58,626	58,626	58,626
861031 CO CONT UNEMPLOYMENT INSU	0	0	0	0	0	1,873	1,873
861035 CO CONT WORKERS COMPENSAT	8,345	8,375	10,857	10,857	10,857	6,517	6,943
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>807,789</b>	<b>773,255</b>	<b>851,541</b>	<b>796,793</b>	<b>840,044</b>	<b>837,577</b>	<b>838,003</b>
<b>SERVICES &amp; SUPPLIES</b>							
862060 COMMUNICATIONS	14,000	4,787	18,000	4,043	18,000	18,000	18,000
862061 COMM LEASE	500	0	850	0	850	850	850
862101 INSURANCE-GENERAL	800	800	1,131	1,132	1,131	2,439	2,439
862120 MAINTENANCE-EQUIPMENT	2,500	150	2,337	506	2,337	2,337	2,337
862150 MEMBERSHIPS	10,000	6,253	10,000	5,653	10,000	10,000	10,000
862170 OFFICE EXPENSE	26,000	15,411	17,000	17,604	17,000	17,000	17,000
862187 EDUCATION & TRAINING	6,587	1,655	6,000	858	6,000	6,000	6,000
862189 PROF & SPEC SVCS-OTHR	5,000	0	2,500	0	2,500	2,500	2,500
862190 PUBL & LEGAL NOTICES	400	0	400	1,670	400	400	400
862239 SPEC DEPT EXP	40,000	49,905	34,912	43,514	34,912	34,912	34,912
862250 TRNSPRATION & TRAVEL	4,000	5,833	4,000	2,028	4,000	4,000	4,000
862253 TRAVEL & TRSP OUT OF COUN	21,000	6,531	14,230	6,598	15,000	15,000	15,000
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>130,787</b>	<b>91,325</b>	<b>111,360</b>	<b>83,606</b>	<b>112,130</b>	<b>113,438</b>	<b>113,438</b>
<b>FIXED ASSETS</b>							
864370 EQUIPMENT	6,200	8,610	0	3,467	0	0	0
<b>TOTAL FIXED ASSETS</b>	<b>6,200</b>	<b>8,610</b>	<b>0</b>	<b>3,467</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>EXPEND TRANSFER AND REIMB</b>							
865380 INTRAFUND TRANSFERS	-257,895	-266,857	-275,000	-314,287	-294,000	-294,000	-294,000
<b>TOTAL EXPEND TRANSFER AND REIMB</b>	<b>-257,895</b>	<b>-266,857</b>	<b>-275,000</b>	<b>-314,287</b>	<b>-294,000</b>	<b>-294,000</b>	<b>-294,000</b>
<b>TOTAL NET APPROPRIATIONS</b>	<b>686,881</b>	<b>606,333</b>	<b>687,901</b>	<b>569,579</b>	<b>658,174</b>	<b>657,015</b>	<b>657,441</b>
<b>LESS: REVENUES</b>							
823204 MISC COURT FINE	5,000	0	5,000	0	5,000	5,000	5,000
825398 SB90 REIMBURSEMENT	5,000	0	0	0	0	0	0
826161 LEGAL SERVICES	25,000	23,115	30,000	15,173	30,000	30,000	30,000
826163 LEGAL SERVICES REIMB	16,427	7,711	20,000	9,651	20,000	20,000	20,000
826230 ESTATE FEE-PUBLIC ADM	4,000	5,042	4,000	5,338	4,000	4,000	4,000
826278 INTERFUND REVENUE - LEGAL	116,775	116,775	135,000	135,000	155,000	155,000	155,000
826390 OTHER CHARGES	150	0	150	175	150	150	150
827600 OTHER SALES	600	187	600	8	600	600	600
827700 OTHER	800	-75	800	0	800	800	800
<b>TOTAL REVENUES</b>	<b>173,752</b>	<b>152,755</b>	<b>195,550</b>	<b>165,345</b>	<b>215,550</b>	<b>215,550</b>	<b>215,550</b>
<b>TOTAL NET COUNTY COST</b>	<b>513,129</b>	<b>453,578</b>	<b>492,351</b>	<b>404,234</b>	<b>442,624</b>	<b>441,465</b>	<b>441,891</b>

\* Includes extraordinary one-time charges of \$24,770 to eliminate the health plan deficit.



1320 – HUMAN RESOURCES  
Sue Campbell, Director

## **1320 – HUMAN RESOURCES**

### **Sue Campbell, Director**

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

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

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

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

## 1320 – HUMAN RESOURCES

### Sue Campbell, Director

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

#### MAJOR ACCOMPLISHMENTS:

- ❖ Conducted Mental Health layoff.
- ❖ Negotiated the voluntary and involuntary layoff language with Service Employees International Union (SEIU).
- ❖ Military Leave language negotiated.
- ❖ Created Working Out of Class Policy.
- ❖ Participated in restructuring Health Benefits plan.
- ❖ Created quarterly Human Resources Newsletters and published to all employees.
- ❖ Revised the County ordinance pertaining to exempt and at-will employees.
- ❖ Coordinated 8 (eight) desk audits done by Child Protective Services and 10 by staff members.
- ❖ Reviewed and processed 7 (seven) reclassification reports.
- ❖ Developed 8 (eight) class specifications.
- ❖ Handled 15 reviews of department concerns and sent forward for action.
- ❖ Processed 15 grievances and harassment complaints.
- ❖ Conducted 8 (eight) Civil Service Commission meetings.
- ❖ Worked with HR Steering Committee to assist the department in reviewing contract language, policies, etc.
- ❖ Participated in Department of Transportation (DOT) Audit team.
- ❖ Conducted recruitment for Community Development Commission.
- ❖ Posted 118 recruitment Flyers.
- ❖ Conducted 135 exams and created eligibility lists.
- ❖ Certified 289 candidates from eligibility lists.
- ❖ Hired 250 new Employees.
- ❖ Conducted 26 new employee orientations.
- ❖ Processed 5,000 personnel transactions.
- ❖ Orchestrated 36 County-wide training workshops.
- ❖ Participated as resource for the Health Benefits Committee and Safety Council.
- ❖ Processed 28 leave without pay requests.
- ❖ Processed 122 Family Medical Leave Act (FMLA) requests.
- ❖ Changed procedure for distribution of job announcements to include email notices.
- ❖ Maintained the applicant tracking system that is in compliance with the California Department of Fair Employment and Housing and the State and Federal grant regulating agencies.
- ❖ Continued with the development of the human resource management module of the payroll/personnel computer system.
- ❖ Participated in local community HR group.

## **1320 – HUMAN RESOURCES**

### **Sue Campbell, Director**

#### **GOALS AND OBJECTIVES**

- ❖ Establish Pay for Performance/Rewards program.
- ❖ Set up “Basic Training” for customer relations, communications, Americans with Disabilities Act (ADA), sexual harassment training.
- ❖ Perform analysis and make recommendations on reclassifications.
- ❖ Relocate HR office.
- ❖ Establish ADA policy.
- ❖ Review of HR Role/Civil Service in Discipline.
- ❖ Provide Customer Service.
- ❖ Consolidate 6 (six) MOU's for easier access to bargaining units negotiated contract.
- ❖ Complete EERP (Employer-Employee Relations Policy) negotiations.
- ❖ Develop HR Basic Policy Manual.

#### **MAJOR BUDGET FLUCTUATIONS FROM PRIOR YEAR:**

Per direction from County Administration, the Human Resources budget reflects a 10.2% reduction from last year, which will impact the HR Department's ability to provide services. We have instituted cost cutting measures to allow for these cuts. However, taken as a whole, this cut along with the absorption of COLA's and step increases results in an approximate 16% reduction. The following line items will be reduced this year:

- ❖ Civil Service costs including advertising
- ❖ Office expenses
- ❖ Staff training/Arbitration/Civil Service Commissioner training
- ❖ Membership
- ❖ Assistance for supervisory/management training
- ❖ Policy development for ADA/training

Most of the critical work that must be accomplished (see above) requires well-trained staff. This is why service and supplies expenses were cut rather than staff.

#### **COUNTY ADMINISTRATIVE OFFICE COMMENTS:**

As part of the budget balancing process, the County Administrative Office requested that the department review the impact of retaining one currently vacant position unfilled, or a like amount in salary and benefit savings. The Human Resources Department has re-evaluated its personnel functions/operations and determined that they could allow a technician to be on Leave Without Pay without coverage for 5 months and then reduce this full time Human Resources Technician to part-time (0.5 fte). The proposed reduced allocation from 1.0 fte to .5 fte was approved by the Board of Supervisors on June 3, 2003. This equates to a reduction in appropriations of approximately \$38,800. Even with this reduction in staffing levels, the County Administrative Office believes it has met the Board of Supervisor's defined objective to protect the core services and functionality of the smaller departments. It should further be noted that funding for the Board's objective to provide county-wide training maintains intact.

The department has indicated that it may have trouble maintaining its presently proposed level of staffing in fiscal year 2004/05 since the proposed balancing strategy includes a one-time salary savings due to an employee's leave without pay status.

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

**FINAL BUDGET ACTION:**

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

**AUTHORIZED POSITIONS:**

	<u>Funded 2002-2003</u>	<u>Funded 2003-2004</u>
TOTAL:	10	9.5

**COUNTY ADMINSTRATIVE OFFICE NOTES:**

**SALARIES & BENEFITS**

Acct. 1011 Provides for 1 HR Director; 1 Office Manager, 1 Sr. HR Analyst, 1 HR Analyst, 1 HR Analyst Trainee, 1.5 HR Technicians, 1 HR Specialist, 1 Staff Assistant II, 1 HR Assistant

**SERVICES & SUPPLIES**

Acct. 2150 Provides for membership to County Personnel Administrators Association Western Regional Interbank for testing materials.

Acct. 2189 Provides for recruitment advertising, Commissioner stipend, oral panels, arbitrator/mediator costs.

Acct. 2239 Provides for Countywide training program to include labor relations, strategic planning and supervisory training as well as expense for service pins.

**OTHER CHARGES**

Acct. 2187 Provides for departmental training in HR procedures and concepts.

Acct. 2190 Provides for purchase of publications related to discrimination and ADA issues.

# 1320 – HUMAN RESOURCES

## Sue Campbell, Director

STATE CONTROLLER  
COUNTY BUDGET ACT  
(1985)

COUNTY OF MENDOCINO  
STATE OF CALIFORNIA  
BUDGET UNIT FINANCING USES DETAIL  
FINAL BUDGET FOR FISCAL YEAR 2003-04

COUNTY BUDGET FORM  
SCHEDULE 9

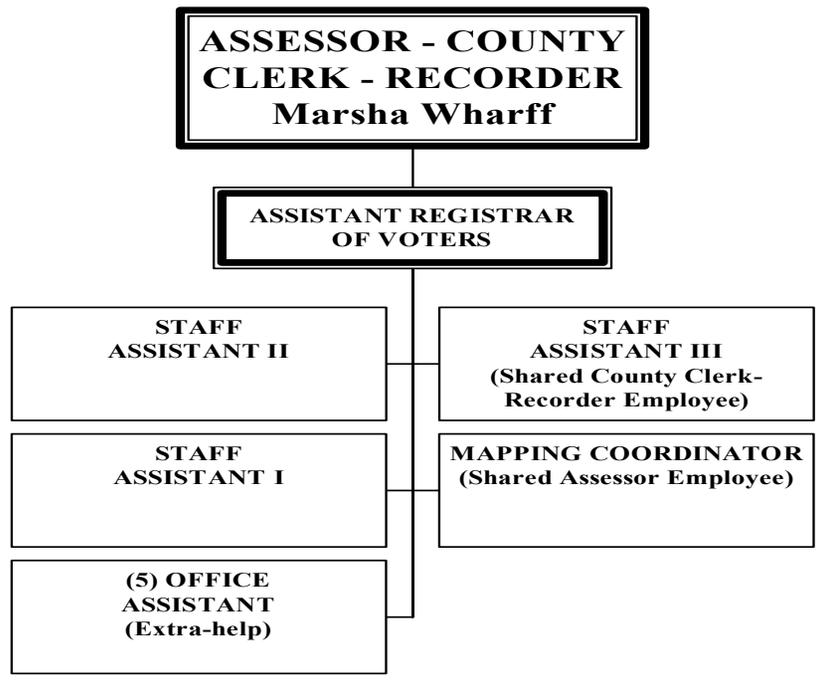
CLASSIFICATION:

FUNCTION: 1 GENERAL GOVERNMENT  
ACTIVITY: 104 GENERAL - PERSONNEL

BUDGET UNIT: 1320 HUMAN RESOURCES  
FUND: 1100 COUNTY GENERAL

FINANCING USES CLASSIFICATION (1)	2001-02 BUDGET (2)	2001-02 ACTUALS (3)	2002-03 BUDGET (4)	2002-03 ACTUALS (5) 06/30/03	2003-04 REQUEST (6)	2003-04 RECOMMEND (7)	2003-04 ADOPTED (8)
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>							
861011 REGULAR EMPLOYEES	377,613	370,223	459,926	367,796	457,999	404,384	404,384
861012 EXTRA HELP	0	4,736	0	10,163	0	0	0
861013 OVERTIME REG EMP	0	1,557	0	0	0	0	0
861021 CO CONT TO RETIREMENT	42,627	40,774	47,723	39,510	54,401	54,401	54,401
861022 CO CONT TO OASDI	22,434	22,058	24,194	21,870	27,525	27,525	27,525
861023 CO CONT TO OASDI-MEDIC	5,374	5,282	5,658	5,369	6,468	6,468	6,468
861024 CO CONT TO RET INCREMENT	22,578	21,100	23,244	19,226	27,234	27,234	27,234
861030 CO CONT TO EMPLOYEE INSUR	32,624	39,191	43,566	51,856*	37,924	37,924	37,924
861031 CO CONT UNEMPLOYMENT INSU	0	0	0	0	382	2,114	2,114
861035 CO CONT WORKERS COMPENSAT	1,219	1,219	4,713	4,713	4,713	8,717	9,286
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>504,469</b>	<b>506,140</b>	<b>609,024</b>	<b>520,503</b>	<b>616,646</b>	<b>568,767</b>	<b>569,336</b>
<b>SERVICES &amp; SUPPLIES</b>							
862060 COMMUNICATIONS	4,000	3,258	4,000	3,728	3,500	3,500	3,500
862101 INSURANCE-GENERAL	364	364	544	544	544	1,043	1,043
862120 MAINTENANCE-EQUIPMENT	2,900	2,513	2,817	1,970	2,000	2,000	2,000
862150 MEMBERSHIPS	1,500	299	1,500	2,014	500	500	500
862170 OFFICE EXPENSE	30,000	17,616	29,000	31,501	10,000	10,000	10,000
862187 EDUCATION & TRAINING	7,662	3,317	25,599	6,813	0	0	0
862189 PROF & SPEC SVCS-OTHR	88,100	35,839	30,663	18,671	4,000	4,000	4,000
862190 PUBL & LEGAL NOTICES	5,000	2,492	500	919	500	500	500
862200 RNTS & LEASES-EQUPMNT	2,000	2,252	2,000	2,081	2,000	2,000	2,000
862239 SPEC DEPT EXP	42,600	4,715	23,047	25,494	23,047	23,047	23,047
862250 TRNSPRTATION & TRAVEL	1,000	1,270	930	1,123	500	500	500
862253 TRAVEL & TRSP OUT OF COUN	2,000	5,715	2,000	2,672	0	0	0
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>187,126</b>	<b>79,650</b>	<b>122,600</b>	<b>97,530</b>	<b>46,591</b>	<b>47,090</b>	<b>47,090</b>
<b>FIXED ASSETS</b>							
864370 EQUIPMENT	500	8,832	6,114	11,831	0	0	0
<b>TOTAL FIXED ASSETS</b>	<b>500</b>	<b>8,832</b>	<b>6,114</b>	<b>11,831</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL NET APPROPRIATIONS</b>	<b>692,095</b>	<b>594,622</b>	<b>737,738</b>	<b>629,864</b>	<b>663,237</b>	<b>615,857</b>	<b>616,426</b>
<b>LESS: REVENUES</b>							
825398 SB90 REIMBURSEMENT	0	1,166	0	1,114	0	0	0
827600 OTHER SALES	100	198	100	54	100	100	100
<b>TOTAL REVENUES</b>	<b>100</b>	<b>1,364</b>	<b>100</b>	<b>1,168</b>	<b>100</b>	<b>100</b>	<b>100</b>
<b>TOTAL NET COUNTY COST</b>	<b>691,995</b>	<b>593,258</b>	<b>737,638</b>	<b>628,696</b>	<b>663,137</b>	<b>615,757</b>	<b>616,326</b>

\* Includes extraordinary one-time charges of \$16,535 to eliminate the health plan deficit.



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

**MISSION STATEMENT & DEPARTMENTAL FUNCTIONS:**

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

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

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

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

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

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

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

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

**MAJOR ACCOMPLISHMENTS:**

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

This Division has managed its budget within the net county cost assigned and continues to file SB90 claims in an attempt to bring revenue into this budget.

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

**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 two countywide elections as opposed to the previous budget year which contained one countywide election.

**FINAL BUDGET ACTION:**

During Final Budget deliberations, the Board of Supervisors approved the Recommended Budget from the County Administrative Officer for the Clerk Recorder - Elections Division with the following adjustment:

- ❖ Use of the Debt Service Forward Agreement proceeds to fund the one-time expenditure for the gubernatorial recall election of \$75,000 (\$15,000 for extra help and \$60,000 for services/supplies).

In addition, the Board agreed to discuss, at a future Board meeting, the funding alternatives for an additional special state primary election estimated at \$75,000.

**AUTHORIZED POSITIONS:**

	<u>Funded</u> <u>2002-2003</u>	<u>Funded</u> <u>2003-2004</u>
TOTAL:	3	3

**COUNTY ADMINSTRATIVE OFFICE NOTES:**

**SALARIES & BENEFITS**

Acct. 1011 Provides for three full time employees.

**SERVICES & SUPPLIES**

Acct. 2231 Provides for services and supplies for November Special District and School District election, March Presidential Primary election and gubernatorial recall election (estimated at \$60,000).

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. 5398 Provides for reimbursement from the state for mandated programs.

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

# 1410 – COUNTY CLERK ~ ELECTIONS DIVISION

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

STATE CONTROLLER  
COUNTY BUDGET ACT  
(1985)

COUNTY OF MENDOCINO  
STATE OF CALIFORNIA  
BUDGET UNIT FINANCING USES DETAIL  
FINAL BUDGET FOR FISCAL YEAR 2003-04

COUNTY BUDGET FORM  
SCHEDULE 9

CLASSIFICATION:

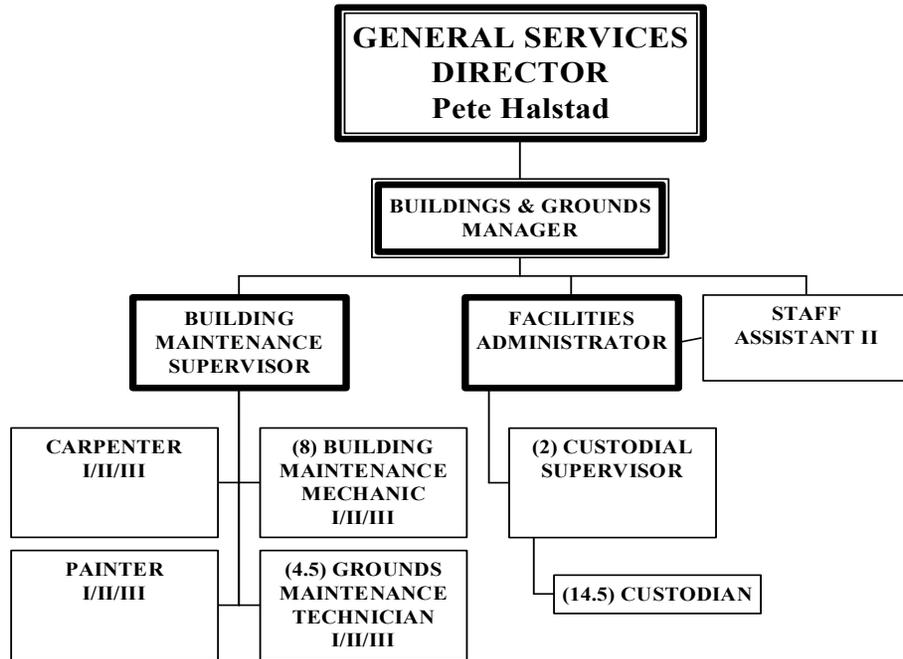
FUNCTION: 1 GENERAL GOVERNMENT  
ACTIVITY: 105 GENERAL - ELECTIONS

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

FINANCING USES CLASSIFICATION (1)	2001-02 BUDGET (2)	2001-02 ACTUALS (3)	2002-03 BUDGET (4)	2002-03 ACTUALS (5) 06/30/03	2003-04 REQUEST (6)	2003-04 RECOMMEND (7)	2003-04 ADOPTED (8)
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>							
861011 REGULAR EMPLOYEES	94,000	75,592	98,925	100,464	105,673	105,673	105,673
861012 EXTRA HELP	13,000	33,885	10,000	8,769	13,000	13,000	28,000
861013 OVERTIME REG EMP	1,500	1,194	500	617	1,500	1,500	1,500
861021 CO CONT TO RETIREMENT	10,700	8,688	11,642	11,773	14,009	14,009	14,009
861022 CO CONT TO OASDI	6,000	4,583	6,285	5,985	7,600	7,600	7,600
861023 CO CONT TO OASDI-MEDIC	1,346	1,420	1,466	1,459	1,750	1,750	1,750
861024 CO CONT TO RET INCREMENT	5,662	4,496	5,615	5,759	6,926	6,926	6,926
861030 CO CONT TO EMPLOYEE INSUR	15,238	8,528	16,000	20,027*	17,009	17,009	17,009
861031 CO CONT UNEMPLOYMENT INSU	0	0	0	0	200	125	125
861035 CO CONT WORKERS COMPENSAT	926	926	1,431	1,431	1,431	4,449	4,739
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>148,372</b>	<b>139,312</b>	<b>151,864</b>	<b>156,284</b>	<b>169,098</b>	<b>172,041</b>	<b>187,331</b>
<b>SERVICES &amp; SUPPLIES</b>							
862060 COMMUNICATIONS	2,300	1,895	2,000	1,526	2,000	2,000	2,000
862101 INSURANCE-GENERAL	196	196	298	298	298	635	635
862120 MAINTENANCE-EQUIPMENT	4,000	1,501	1,500	2,226	3,775	3,775	3,775
862150 MEMBERSHIPS	300	300	300	200	300	300	300
862170 OFFICE EXPENSE	21,500	17,374	20,000	7,392	21,500	21,500	21,500
862187 EDUCATION & TRAINING	1,100	0	1,100	0	1,100	1,100	1,100
862190 PUBL & LEGAL NOTICES	1,700	1,708	900	732	1,700	1,700	1,700
862210 RNTS & LEASES BLD GRD	5,000	4,940	2,700	2,470	5,000	5,000	5,000
862231 ELECTION SUP & SERVCS	135,000	190,210	90,575	96,324	139,584	139,584	199,584
862239 SPEC DEPT EXP	37,500	40,184	39,400	39,138	40,350	40,350	40,350
862250 TRNSPRATION & TRAVEL	100	0	100	0	100	100	100
862253 TRAVEL & TRSP OUT OF COUN	2,700	1,507	2,700	1,722	2,700	2,700	2,700
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>211,396</b>	<b>259,815</b>	<b>161,573</b>	<b>152,028</b>	<b>218,407</b>	<b>218,744</b>	<b>278,744</b>
<b>FIXED ASSETS</b>							
864370 EQUIPMENT	7,300	5,106	0	0	0	0	0
<b>TOTAL FIXED ASSETS</b>	<b>7,300</b>	<b>5,106</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL NET APPROPRIATIONS</b>	<b>367,068</b>	<b>404,233</b>	<b>313,437</b>	<b>308,312</b>	<b>387,505</b>	<b>390,785</b>	<b>466,075</b>
<b>LESS: REVENUES</b>							
823300 FORFEITURE & PENALTY	500	1,335	500	1,170	1,000	1,000	1,000
825398 SB90 REIMBURSEMENT	20,000	13,395	0	0	0	0	0
826140 ELECTION SERVICES	130,000	173,444	75,000	76,615	172,600	172,600	172,600
<b>TOTAL REVENUES</b>	<b>150,500</b>	<b>188,174</b>	<b>75,500</b>	<b>77,785</b>	<b>173,600</b>	<b>173,600</b>	<b>173,600</b>
<b>TOTAL NET COUNTY COST</b>	<b>216,568</b>	<b>216,059</b>	<b>237,937</b>	<b>230,527</b>	<b>213,905</b>	<b>217,185</b>	<b>292,475</b>

\* Includes extraordinary one-time charges of \$5,839 to eliminate the health plan deficit.

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



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

**MISSION STATEMENT & DEPARTMENTAL FUNCTIONS:**

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

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

Buildings and Grounds, a division of General Services, is charged with routine and responsive maintenance, custodial, and groundskeeping responsibilities for all County-owned and many leased facilities. Included in this responsibility is that of operating and maintaining all of the County's parks and recreation areas. Buildings and Grounds maintains these public recreational facilities and some 100 buildings, comprising nearly 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:**

- ❖ Completed construction of the Museum Exhibition and Learning Center, providing a significant enhancement of the existing museum's ability to display steam engines and other railroad artifacts of the Roots of Motive Power project in an impressive and appropriate barn-like indoor-outdoor setting. This project also provides office space and classrooms for use by Mendocino Community College.
- ❖ Completed construction of the Museum Artifacts Storage addition, providing a significant enhancement of the Museum's ability to store, catalog, and restore artifacts in a controlled environment. This addition will significantly increase space in the original Museum structure available for exhibition space.
- ❖ Completed a new Animal Control Shelter to relieve overcrowding, provide for longer retention time for adoptable pets, enhance Animal Control's ability to provide a higher level of care for animals, and provide inviting facilities for adoption activities and community involvement programs.
- ❖ Completed Phase I of the Willits Integrated Services Center and worked with the Board of Supervisors toward awarding a contract for construction of Phase II.
- ❖ Developed another energy retrofit project and awarded the contract to an energy services company to retrofit lighting, HVAC (heating, ventilation, and air conditioning), and building automated controls at eight outlying County facilities in the PG&E service area.
- ❖ Worked with Sheriff's staff and an architect to create final design for a State of California Board of Corrections grant-funded project to expand and improve adult detention facilities.
- ❖ Worked with an architect and contractors to remodel storage space at the Department of Transportation to create office space for the Solid Waste Division.
- ❖ Worked with an architect to design remodel of office space at 890 North Bush Street (old Public Health Building) to accommodate Agricultural Commissioner, Farm Advisor, and Water Agency.
- ❖ Developed and issued a Request for Proposals and, with Court staff and Information Services, selected a vendor for enhancing Courthouse security, including video surveillance and access

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

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control. Worked with vendor to refine project scope. Began installation, to be completed by Fall 2003.

- ❖ With General Services, continued to lead County departments in energy conservation and recycling programs.

**GOALS AND OBJECTIVES:**

Goals:

- ❖ Complete balance of Certificates of Participation (COP) funded Capital Improvement Program.
- ❖ Assume responsibility for maintenance and operation of new facilities upon completion.
- ❖ Assist departments in space planning; and manage design and construction of any required new and/or remodeled facilities.
- ❖ Play a leading role in recycling and energy conservation.
- ❖ Continue to improve appearance, condition, function, safety, and energy efficiency of County facilities.
- ❖ Keep County facilities safe, sanitary, clean and neat.
- ❖ Maintain and improve County parks.

Objectives:

- ❖ Complete construction of Willits Integrated Services Center project.
- ❖ Complete relocation of various departments in accordance with the Low Gap complex space plan. Complete minor remodeling of facilities required by the moves.
- ❖ Implement the process of retrofitting County facilities for compliance with Title 2 of the Americans with Disabilities Act (ADA).
- ❖ Begin construction of Board of Corrections grant-funded project to expand and improve the Adult Detention Facility.
- ❖ Manage and oversee installation of new Courthouse security system.
- ❖ Purchase and install new playground equipment at various parks, using Proposition 12 funds.
- ❖ Assume responsibility for building maintenance and janitorial service of new facilities, as they come into service.
- ❖ Perform preventative and corrective maintenance under the Capital Maintenance Reserve program.
- ❖ Implement improved tracking of preventative and other maintenance.
- ❖ Lobby all departments to improve participation in recycling and energy conservation programs.
- ❖ Take steps to improve convenience and effectiveness of recycling infrastructure to reduce solid waste generated.
- ❖ Develop and complete energy retrofit of additional facilities.

**MAJOR POLICY CONSIDERATIONS:**

Reduced funding levels require creative approaches to assure that service levels will not be excessively diminished while the County continues its commitment to capital maintenance projects and to the completion of its ambitious Capital Improvement Program. Despite a decreased potential for energy shortages and a corresponding reduction in energy costs, the County must continue its commitment to energy conservation and energy efficiency retrofit projects.

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

**COUNTY ADMINISTRATIVE OFFICE COMMENTS:**

In an effort to meet the net county cost assignment, this department is proposing a reduction in work force of two janitors. While the Department believes they will still be able to provide the same essential services to their customers as in the past, slower response time is anticipated.

**FINAL BUDGET ACTION:**

During Final Budget deliberations, the Board of Supervisors approved the Recommended Budget from the County Administrative Officer for Buildings and Grounds.

**AUTHORIZED POSITIONS:**

	<u>Funded</u> <u>2002-2003</u>	<u>Funded</u> <u>2003-2004</u>
TOTAL:	37	36.6

**COUNTY ADMINISTRATIVE OFFICE NOTES:**

**SALARIES & BENEFITS**

Acct 1101 Provides for a portion of staff salaries and benefits charged to General Services (BU 1160) and Garage (BU 1620). Includes the General Services Director (60%), Office Manager (25%), Account Specialist III (34.62%), and Administrative Assistant (40%). Positions fully funded by this budget unit are: Buildings and Grounds Manager, Facilities Administrator, Staff Assistant II, Building Maintenance Supervisor, Carpenter, Painter, Building Maintenance Mechanics I/II/III (8), Grounds Maintenance Technicians I/II/III (4.5), Custodial Supervisors (2), and Custodians (14.5). Vacancy Factor: 0%

**SERVICES & SUPPLIES**

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

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

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

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

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

**TRANSFER & REIMBURSEMENTS**

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

**REVENUES**

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

# 1610 – BUILDINGS AND GROUNDS

## Pete Halstad, General Services Director

STATE CONTROLLER  
COUNTY BUDGET ACT  
(1985)

COUNTY OF MENDOCINO  
STATE OF CALIFORNIA  
BUDGET UNIT FINANCING USES DETAIL  
FINAL BUDGET FOR FISCAL YEAR 2003-04

COUNTY BUDGET FORM  
SCHEDULE 9

CLASSIFICATION:

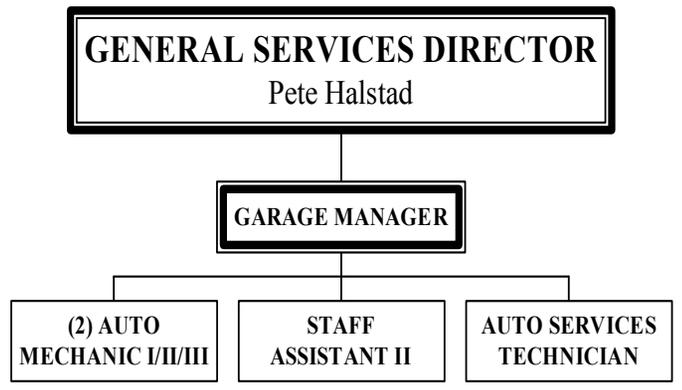
FUNCTION: 1 GENERAL GOVERNMENT  
ACTIVITY: 107 GENERAL - PROPERTY MANAGEMENT

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

FINANCING USES CLASSIFICATION (1)	2001-02 BUDGET (2)	2001-02 ACTUALS (3)	2002-03 BUDGET (4)	2002-03 ACTUALS (5) 06/30/03	2003-04 REQUEST (6)	2003-04 RECOMMEND (7)	2003-04 ADOPTED (8)
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>							
861011 REGULAR EMPLOYEES	1,003,140	908,300	1,158,373	1,030,566	1,126,347	1,160,098	1,160,098
861012 EXTRA HELP	51,493	77,324	9,903	72,926	14,742	14,742	14,742
861013 OVERTIME REG EMP	8,200	18,680	6,200	19,369	6,200	6,200	6,200
861021 CO CONT TO RETIREMENT	103,851	96,472	127,743	111,313	138,669	138,669	138,669
861022 CO CONT TO OASDI	62,444	55,120	71,940	62,043	69,936	72,029	72,029
861023 CO CONT TO OASDI-MEDIC	15,351	14,277	16,765	15,884	16,168	16,646	16,646
861024 CO CONT TO RET INCREMENT	54,432	49,926	61,143	54,142	66,956	68,724	68,724
861030 CO CONT TO EMPLOYEE INSUR	162,109	127,465	175,914	205,345*	182,570	182,570	182,570
861031 CO CONT UNEMPLOYMENT INSU	0	0	0	0	1,651	4,767	4,767
861035 CO CONT WORKERS COMPENSAT	60,699	60,699	87,198	87,198	87,198	132,276	140,918
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>1,521,719</b>	<b>1,408,263</b>	<b>1,715,179</b>	<b>1,658,786</b>	<b>1,710,437</b>	<b>1,796,721</b>	<b>1,805,363</b>
<b>SERVICES &amp; SUPPLIES</b>							
862050 CLTHG & PRSNAL ITEMS	3,300	2,887	1,300	7,303	800	800	800
862060 COMMUNICATIONS	8,000	10,021	8,000	12,420	8,000	8,000	8,000
862090 HOUSEHOLD EXPENSE	115,000	133,055	135,000	118,306	100,000	100,000	100,000
862101 INSURANCE-GENERAL	26,508	26,508	49,680	49,680	49,680	19,997	19,997
862120 MAINTENANCE-EQUIPMENT	5,000	5,213	5,000	4,034	3,000	3,000	3,000
862130 MAINT-STRC IMPR & GRN	241,500	340,268	218,074	334,643	208,074	208,074	208,074
862131 MAINT STR/IMP/GRDS PROJEC	36,040	5,766	36,040	0	0	0	0
862132 PREVENTIVE MAINT	25,000	35,249	0	10,107	0	0	0
862140 MED DNTL & LAB SUPLS	500	0	500	0	500	500	500
862150 MEMBERSHIPS	150	180	150	210	150	150	150
862170 OFFICE EXPENSE	8,000	13,072	9,000	9,725	7,000	7,000	7,000
862185 MEDICAL & DENTAL SVCS	0	0	0	52	0	0	0
862187 EDUCATION & TRAINING	3,000	2,695	2,000	1,486	1,000	1,000	1,000
862189 PROF & SPEC SVCS-OTHR	1,500	10,656	1,500	2,792	1,500	1,500	1,500
862190 PUBL & LEGAL NOTICES	500	70	500	243	500	500	500
862200 RNTS & LEASES-EQUPMNT	7,002	4,369	6,000	6,772	6,000	6,000	6,000
862210 RNTS & LEASES BLD GRD	36,567	37,192	36,118	39,064	30,897	30,897	30,897
862220 SMALL TOOLS & INSRMNT	7,500	9,934	5,500	7,778	3,500	3,500	3,500
862239 SPEC DEPT EXP	14,430	3,020	14,430	6,321	6,830	6,830	6,830
862250 TRNSPRTATION & TRAVEL	46,000	44,122	31,990	30,968	31,990	31,990	31,990
862253 TRAVEL & TRSP OUT OF COUN	2,000	1,623	2,000	973	1,000	1,000	1,000
862260 UTILITIES	927,214	771,769	811,181	740,455	700,202	700,202	700,202
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>1,514,711</b>	<b>1,457,669</b>	<b>1,373,963</b>	<b>1,383,332</b>	<b>1,160,623</b>	<b>1,130,940</b>	<b>1,130,940</b>
<b>FIXED ASSETS</b>							
864370 EQUIPMENT	2,500	1,206	0	1,636	0	0	0
<b>TOTAL FIXED ASSETS</b>	<b>2,500</b>	<b>1,206</b>	<b>0</b>	<b>1,636</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>EXPEND TRANSFER AND REIMB</b>							
865380 INTRAFUND TRANSFERS	-400,659	-444,815	-488,818	-535,422	-488,238	-500,328	-500,328
<b>TOTAL EXPEND TRANSFER AND REIMB</b>	<b>-400,659</b>	<b>-444,815</b>	<b>-488,818</b>	<b>-535,422</b>	<b>-488,238</b>	<b>-500,328</b>	<b>-500,328</b>
<b>TOTAL NET APPROPRIATIONS</b>	<b>2,638,271</b>	<b>2,422,323</b>	<b>2,600,324</b>	<b>2,508,332</b>	<b>2,382,822</b>	<b>2,427,333</b>	<b>2,435,975</b>
<b>LESS: REVENUES</b>							
824200 RENTS & CONCESSIONS	0	0	0	201	0	0	0
825490 STATE OTHER	4,800	3,118	4,800	2,591	4,800	4,800	4,800
826277 INTERFUND REVENUE-JANITOR	37,603	52,497	50,000	97,907	89,070	89,070	89,070
826375 PARKS & REC FEE	6,000	7,292	6,000	5,545	6,000	6,000	6,000
827600 OTHER SALES	0	83	0	49	0	0	0
827700 OTHER	0	4,818	0	235	0	0	0
827705 PAY TELEPHONE	200	228	200	121	100	100	100
<b>TOTAL REVENUES</b>	<b>48,603</b>	<b>68,036</b>	<b>61,000</b>	<b>106,649</b>	<b>99,970</b>	<b>99,970</b>	<b>99,970</b>
<b>TOTAL NET COUNTY COST</b>	<b>2,589,668</b>	<b>2,354,287</b>	<b>2,539,324</b>	<b>2,401,683</b>	<b>2,282,852</b>	<b>2,327,363</b>	<b>2,336,005</b>

\* Includes extraordinary one-time charges of \$64,852 to eliminate the health plan deficit.

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

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

**MISSION STATEMENT & DEPARTMENTAL FUNCTIONS:**

The mission of the County Garage is:

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

The Garage Division of General Services is responsible for the maintenance, repair and in-town fueling of more than 275 vehicles in the County fleet. The fleet is comprised of Sheriff’s vehicles, four-wheel drive vehicles, light trucks, vans, sedans, trailers, small equipment, and 38 “pool” cars that are available for use by all County departments. In the aggregate, Garage-maintained vehicles travel in excess of three million miles per year. The Garage operations are funded through a per-mile service charge to user departments.

**MAJOR ACCOMPLISHMENTS:**

- ❖ More broadly implemented the fleet management system, enabling the Garage to service vehicles on schedule and track vehicle recall information, required maintenance, and repair history.
- ❖ Successfully secured technician training at little or no cost through equipment suppliers.
- ❖ Eliminated use of flammable solvent for parts cleaning, and implemented a non-toxic water-based cleaning system, resulting in a safer work environment and reduced operating costs.
- ❖ Continued to provide clean and efficient transportation through the use of bi-fuel natural gas vans acquired through a grant from the Air Quality Management District.
- ❖ Maintained an excellent safety record.

**GOALS AND OBJECTIVES:**

Goal:

- ❖ Continually improve the safety and efficiency of the vehicle fleet and the Garage operation.

Objectives:

- ❖ To further improve the Garage’s record of safe and efficient use of County vehicles.
- ❖ To continue to provide training opportunities for technicians in order to meet continuous changes in equipment/vehicle technology.
- ❖ To continue to reduce the County’s reliance on hazardous materials that requires special handling.
- ❖ To continue to improve the Garage’s ability to track vehicle maintenance and operating costs.
- ❖ To keep abreast of the changing alternative fuel market and explore any available opportunities.
- ❖ To explore methods of purchasing bulk loads of fuel to further reduce costs.

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

**MAJOR POLICY CONSIDERATIONS:**

Based upon General Services’ recommendation, the County Administrative Officer’s budget instructions to all departments includes a cost per mile for the operation of all types of vehicles at \$0.24. This is the same cost per mile charged to departments in Fiscal Year 2002-03. A significant aspect of operating cost is gasoline purchases. The price of gasoline has fluctuated dramatically in recent months. In the late fall and early winter of 2002-03, the average cost per gallon paid by the Garage was, at one point, as high as \$1.92. In order to maintain an operating cost of \$0.24 per mile, the average cost per gallon of fuel must not exceed \$1.30 per gallon over the course of the fiscal year. This means that the cost of fuel must significantly decline between now and June 30, 2004 in order for the Garage to meet its assigned net County cost. In fact, as of April 2003, there is evidence that this decline has already begun to occur. Nonetheless, in order to minimize the cost for fuel, employees must practice efficient driving habits, suggestions for which have been and will continue to be distributed to departments by General Services. In addition, employees must make every effort to purchase fuel at the County Garage, where fuel is purchased in bulk quantities at the lowest possible price, rather than by using the Voyager credit card or cardlock fueling stations. Finally, as in 2002-03, if fuel prices do not stabilize at an average of approximately \$1.30 per gallon, a policy decision will have to be made regarding adjusting the cost per mile charged to departments.

**COUNTY ADMINSTRATIVE OFFICE COMMENTS:**

Working collaboratively with the Department, the County Administrative Office was able to restore initially proposed furloughs in this department. The County Administrative Office believes this meets the Board of Supervisor’s defined objective to protect core services and maintain functionality of the smaller departments.

**FINAL BUDGET ACTION:**

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

**AUTHORIZED POSITIONS:**

	<u>Funded 2002-2003</u>	<u>Funded 2003-2004</u>
TOTAL:	5	5.32

**COUNTY ADMINSTRATIVE OFFICE NOTES:**

**SALARIES & BENEFITS**

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

**SERVICES & SUPPLIES**

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

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

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**TRANSFER & REIMBURSEMENTS**

Acct. 5380 Provides for reimbursement for vehicle maintenance and operation at \$0.24 per mile.

**REVENUES**

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

Acct. 7600 Provides for reimbursements from grant funds.

# 1620 – GARAGE

## Pete Halstad, General Services Director

STATE CONTROLLER  
COUNTY BUDGET ACT  
(1985)

COUNTY OF MENDOCINO  
STATE OF CALIFORNIA  
BUDGET UNIT FINANCING USES DETAIL  
FINAL BUDGET FOR FISCAL YEAR 2003-04

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)	2001-02 BUDGET (2)	2001-02 ACTUALS (3)	2002-03 BUDGET (4)	2002-03 ACTUALS (5) 06/30/03	2003-04 REQUEST (6)	2003-04 RECOMMEND (7)	2003-04 ADOPTED (8)
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>							
861011 REGULAR EMPLOYEES	191,511	192,759	203,589	173,901	175,772	186,660	186,660
861012 EXTRA HELP	0	4,393	0	17,531	0	0	0
861013 OVERTIME REG EMP	0	52	0	68	0	0	0
861021 CO CONT TO RETIREMENT	21,182	21,996	23,704	19,932	24,491	24,491	24,491
861022 CO CONT TO OASDI	11,740	11,520	12,623	10,314	10,885	11,573	11,573
861023 CO CONT TO OASDI-MEDIC	2,745	2,760	2,951	2,671	2,546	2,707	2,707
861024 CO CONT TO RET INCREMENT	11,159	11,384	11,550	9,717	12,119	12,119	12,119
861030 CO CONT TO EMPLOYEE INSUR	27,483	24,960	27,746	34,438*	27,530	27,530	27,530
861031 CO CONT UNEMPLOYMENT INSU	0	0	0	0	323	182	182
861035 CO CONT WORKERS COMPENSAT	7,629	7,629	9,754	9,754	9,754	25,959	27,655
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>273,449</b>	<b>277,453</b>	<b>291,917</b>	<b>278,326</b>	<b>263,420</b>	<b>291,221</b>	<b>292,917</b>
<b>SERVICES &amp; SUPPLIES</b>							
862060 COMMUNICATIONS	750	877	750	1,002	750	750	750
862090 HOUSEHOLD EXPENSE	3,700	4,187	3,700	3,964	3,700	3,700	3,700
862101 INSURANCE-GENERAL	1,571	1,571	2,465	2,465	2,465	3,417	3,417
862120 MAINTENANCE-EQUIPMENT	1,100	1,327	1,100	3,915	1,000	1,000	1,000
862140 MED DNTL & LAB SUPLS	100	54	100	0	0	0	0
862170 OFFICE EXPENSE	1,250	2,387	1,250	2,581	1,000	1,000	1,000
862176 FUEL EXPENSE	317,200	244,859	256,000	290,838	300,000	300,000	300,000
862187 EDUCATION & TRAINING	2,000	582	2,000	684	1,000	1,000	1,000
862200 RNTS & LEASES-EQPMNT	1,000	1,516	1,000	1,405	750	100	100
862220 SMALL TOOLS & INSRMNT	1,500	1,179	1,500	1,691	1,000	1,000	1,000
862239 SPEC DEPT EXP	112,716	127,358	114,420	97,871	99,021	98,000	98,000
862250 TRNSPRTATION & TRAVEL	2,500	2,877	1,550	1,080	1,000	1,000	1,000
862253 TRAVEL & TRSP OUT OF COUN	1,000	447	1,000	99	250	250	250
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>446,387</b>	<b>389,221</b>	<b>386,835</b>	<b>407,595</b>	<b>411,936</b>	<b>411,217</b>	<b>411,217</b>
<b>FIXED ASSETS</b>							
864370 EQUIPMENT	3,000	2,980	0	1,640	0	0	0
<b>TOTAL FIXED ASSETS</b>	<b>3,000</b>	<b>2,980</b>	<b>0</b>	<b>1,640</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>EXPEND TRANSFER AND REIMB</b>							
865380 INTRAFUND TRANSFERS	-716,953	-766,624	-674,862	-741,492	-674,860	-684,926	-684,926
<b>TOTAL EXPEND TRANSFER AND REIMB</b>	<b>-716,953</b>	<b>-766,624</b>	<b>-674,862</b>	<b>-741,492</b>	<b>-674,860</b>	<b>-684,926</b>	<b>-684,926</b>
<b>TOTAL NET APPROPRIATIONS</b>	<b>5,883</b>	<b>-96,970</b>	<b>3,890</b>	<b>-53,931</b>	<b>496</b>	<b>17,512</b>	<b>19,208</b>
<b>LESS: REVENUES</b>							
826276 INTERFD REVENUE-GARAGE	15,000	14,131	14,112	10,724	14,110	14,110	14,110
827600 OTHER SALES	33,000	31,816	31,032	30,374	31,030	31,030	31,030
827700 OTHER	0	78	0	0	0	0	0
<b>TOTAL REVENUES</b>	<b>48,000</b>	<b>46,025</b>	<b>45,144</b>	<b>41,098</b>	<b>45,140</b>	<b>45,140</b>	<b>45,140</b>
<b>TOTAL NET COUNTY COST</b>	<b>-42,117</b>	<b>-142,995</b>	<b>-41,254</b>	<b>-95,029</b>	<b>-44,644</b>	<b>-27,628</b>	<b>-25,932</b>

\* Includes extraordinary one-time charges of \$11,631 to eliminate the health plan deficit.

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

**MISSION STATEMENT & DEPARTMENTAL FUNCTIONS:**

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

The total of all projects approved for funding but not completed in Fiscal Year 2002-2003 and recommended for funding, and for which funds have been identified in Fiscal Year 2003-2004, is \$1,435,000. 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 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 an industry standard cost per square foot. In both Fiscal Years 2001-02 and 2002-03, the Capital Maintenance Reserve Fund was funded at \$341,000. In the current fiscal year, however, because of the severe budget forecast, the amount has been reduced to \$219,000. In addition to capital maintenance and carry-over projects, Budget Unit 1710 includes an additional appropriation with which to continue the process of retrofitting County facilities for compliance with Title 2 of the Americans with Disabilities Act. Budget Unit 1710 also includes funding for various energy efficiency retrofitting projects, the costs of which will be reimbursed and financed through a low-cost loan from the California Energy Commission.

I. Projects for which funding was approved, but which were not able to be completed, in Fiscal Year 2002-2003 (i.e., re-budgeted projects)

<u>Project No.</u>	<u>Project Description</u>	<u>Funding Source</u>	<u>Cost</u>
36/03-236	Remodel 890 N. Bush for Farm Advisor/Ag/Water Agency	Tobacco Settlement Reserve Fund	\$411,000
24/03-241	Remodel Fort Bragg Public Health	Public Health	50,000
30/03-242	Courthouse Security	CJIF & Courts	150,000
43/03-243	Upgrade Main Jail Control Board Miscellaneous unfinished projects	CJIF CJIF & Courts	130,000 15,000
<b>Total of All Approved Projects from Fiscal Year 2002-2003:</b>			<b>\$756,000</b>

II. Projects Recommended for Funding in Fiscal Year 2003-2004

❖ Capital Maintenance Reserve Fund (account 827802)

<u>Project Description</u>	<u>Cost</u>
1) Unanticipated emergency repairs	\$ 90,000
2) Juvenile Hall repairs	25,000
3) UST retrofit - Garage	38,000
4) Courthouse Annex roof	20,000
5) Willits Justice Center roof	20,000
6) ADA Remodel 579 Low Gap (for Human Resources)	21,000
7) Ukiah Library ADA Remodel	5,000
<b>Subtotal:</b>	<b>\$219,000</b>

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

❖	Miscellaneous ADA Retrofitting Projects	<b>Subtotal:</b>	<b>\$100,000</b>
❖	Courthouse Construction: Remodel Courtroom F	<b>Subtotal:</b>	<b>\$ 35,000</b>
❖	Social Services Projects (WISC “log cabin” remodel and 747 South State parking lot repair)	<b>Subtotal:</b>	<b>\$75,000</b>

**Total Projects Recommended for Funding Fiscal Year 2003-2004: \$429,000**

III. Energy Retrofitting Projects  
 Financed Through the California Energy Commission **\$250,000**

<b>GRAND TOTAL ~ BUDGET UNIT 1710:</b>	<b>\$1,435,000</b>
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<b>FINAL BUDGET ACTION:</b>
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During Final Budget deliberations, the Board of Supervisors approved the Recommended Budget from the County Administrative Officer for Capital Improvement Projects with the following adjustment:

- ❖ Deferring funding for miscellaneous ADA retrofitting projects (physical construction improvements), while concentrating on programmatic and other types of accommodations for increasing service accessibility.
- ❖ ADA construction improvement projects which will be funded are the Ukiah Library ADA remodel and the ADA Remodel for 579 Low Gap (for relocation of Human Resources Department).

It should be noted that the Board remains committed to its ten-year plan for compliance with all ADA concerns.

# 1710 – CAPITAL IMPROVEMENT PROJECTS

## James M. Andersen, County Administrative Officer

STATE CONTROLLER  
COUNTY BUDGET ACT  
(1985)

COUNTY OF MENDOCINO  
STATE OF CALIFORNIA  
BUDGET UNIT FINANCING USES DETAIL  
FINAL BUDGET FOR FISCAL YEAR 2003-04

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)	2001-02 BUDGET (2)	2001-02 ACTUALS (3)	2002-03 BUDGET (4)	2002-03 ACTUALS (5) 06/30/03	2003-04 REQUEST (6)	2003-04 RECOMMEND (7)	2003-04 ADOPTED (8)
<b>FIXED ASSETS</b>							
864360 STRCTURS & IMPRVMENTS	964,915	1,239,100	663,000	754,567	1,282,000	1,435,000	1,349,956
<b>TOTAL FIXED ASSETS</b>	<b>964,915</b>	<b>1,239,100</b>	<b>663,000</b>	<b>754,567</b>	<b>1,282,000</b>	<b>1,435,000</b>	<b>1,349,956</b>
<b>TOTAL NET APPROPRIATIONS</b>	<b>964,915</b>	<b>1,239,100</b>	<b>663,000</b>	<b>754,567</b>	<b>1,282,000</b>	<b>1,435,000</b>	<b>1,349,956</b>
<b>LESS: REVENUES</b>							
823110 CRIMINAL JUSTICE CONST FU	187,000	151,698	75,000	88,000	205,000	205,000	205,000
823120 COURTHOUSE CONSTRUCTION F	6,500	27,760	0	9,530	35,000	35,000	35,000
824100 INTEREST	0	4,938	0	3,920	0	0	0
825490 STATE OTHER	0	96,884	0	9,705	0	250,000	405,000
827600 OTHER SALES	0	160	0	0	0	0	0
827700 OTHER	36,000	5,000	0	0	0	0	0
827802 OPERATING TRANSFER IN	657,415	998,587	479,000	991,062	341,000	368,000	294,000
<b>TOTAL REVENUES</b>	<b>886,915</b>	<b>1,285,027</b>	<b>554,000</b>	<b>1,102,217</b>	<b>581,000</b>	<b>858,000</b>	<b>939,000</b>
<b>TOTAL FUND BALANCE CONTRIBUTION</b>	<b>78,000</b>	<b>-45,927</b>	<b>109,000</b>	<b>-347,650</b>	<b>701,000</b>	<b>577,000</b>	<b>410,956</b>

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

<b>MISSION STATEMENT &amp; DEPARTMENTAL FUNCTIONS:</b>
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The Capital Projects budget is used to account for the purchase or construction of major capital facilities. For Fiscal Year 2003-2004, the following capital projects are budgeted:

❖ Certificates of Participation (COP) Funding

<u>Project Description</u>	<u>Cost</u>
Completion of Animal Control Shelter, Ukiah #27/00-140	\$ 300,000
Completion of Willits Integrated Services Center (WISC) #00/00-141	2,400,000
Completion of Museum Artifacts Storage, Willits #22/01-146	200,000
<b>Subtotal:</b>	<b>\$2,900,000</b>

❖ Main Jail Addition

<u>Project Description</u>	<u>Cost</u>
Board of Corrections Grant Funding (partial)	\$ 700,000
County Match (CJIF – balance)	100,000
<b>Subtotal:</b>	<b>\$ 800,000</b>

❖ Fort Bragg Library Remodel

<u>Project Description</u>	<u>Cost</u>
Friends of the Fort Bragg Library Donation	<b>\$ 150,000</b>

<b>Total</b>	<b>\$3,850,000</b>
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<b>FINAL BUDGET ACTION:</b>
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During Final Budget deliberations, the Board of Supervisors approved the Recommended Budget from the County Administrative Officer for Capital Projects.

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

STATE CONTROLLER  
COUNTY BUDGET ACT  
(1985)

COUNTY OF MENDOCINO  
STATE OF CALIFORNIA  
BUDGET UNIT FINANCING USES DETAIL  
FINAL BUDGET FOR FISCAL YEAR 2003-04

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)	2001-02 BUDGET (2)	2001-02 ACTUALS (3)	2002-03 BUDGET (4)	2002-03 ACTUALS (5) 06/30/03	2003-04 REQUEST (6)	2003-04 RECOMMEND (7)	2003-04 ADOPTED (8)
<b>SERVICES &amp; SUPPLIES</b>							
862170 OFFICE EXPENSE	0	6,800	0	4,655	0	0	0
862189 PROF & SPEC SVCS-OTHR	0	300	0	0	0	0	0
862239 SPEC DEPT EXP	0	0	0	414	0	0	0
862250 TRNSPRTATION & TRAVEL	0	1,606	0	1,717	0	0	0
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>0</b>	<b>8,706</b>	<b>0</b>	<b>6,786</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>FIXED ASSETS</b>							
864360 STRCTURS & IMPRVMENTS	0	562,866	0	290,271	0	0	0
864365 CONSTRUCTION IN PROGRESS	11,570,825	8,697,404	6,146,000	2,900,972	3,000,000	3,850,000	3,850,000
864370 EQUIPMENT	0	4,965	0	0	0	0	0
<b>TOTAL FIXED ASSETS</b>	<b>11,570,825</b>	<b>9,265,235</b>	<b>6,146,000</b>	<b>3,191,243</b>	<b>3,000,000</b>	<b>3,850,000</b>	<b>3,850,000</b>
<b>TOTAL NET APPROPRIATIONS</b>	<b>11,570,825</b>	<b>9,273,941</b>	<b>6,146,000</b>	<b>3,198,029</b>	<b>3,000,000</b>	<b>3,850,000</b>	<b>3,850,000</b>
<b>LESS: REVENUES</b>							
824100 INTEREST	0	915,210	0	43,824	0	0	0
825490 STATE OTHER	1,300,000	476,240	870,000	831,760	700,000	700,000	700,000
827600 OTHER SALES	0	3,720	0	2,700	0	0	0
827700 OTHER	500,000	90,630	0	55,693	0	0	0
827707 DONATION	0	0	0	0	150,000	150,000	150,000
827802 OPERATING TRANSFER IN	110,000	110,000	293,000	293,000	0	0	0
827803 LOAN/BOND PROCEEDS	9,086,825	0	0	0	0	0	0
<b>TOTAL REVENUES</b>	<b>10,996,825</b>	<b>1,595,800</b>	<b>1,163,000</b>	<b>1,226,977</b>	<b>850,000</b>	<b>850,000</b>	<b>850,000</b>
<b>TOTAL FUND BALANCE CONTRIBUTION</b>	<b>574,000</b>	<b>7,678,141</b>	<b>4,983,000</b>	<b>1,971,052</b>	<b>2,150,000</b>	<b>3,000,000</b>	<b>3,000,000</b>

**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 2002-2003. Appropriations to EDFC and the Promotional Alliance contributed to strengthening our local economy by providing resources to promote and invest in projects beneficial to Mendocino County. The County also engages the services of Alcalde and Fay as the Washington D.C. advocate on February 1, 2002.

**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).

**MAJOR BUDGET FLUCTUATIONS FROM PRIOR YEAR:**

SERVICES & SUPPLIES:

2189 - Professional and Special Services. Reduction due to recommended funding to the Promotional Alliance.

**COUNTY ADMINSTRATIVE OFFICE COMMENTS:**

The proposed budget includes \$150,000 in funding for activities of the Mendocino County Promotional Alliance. The Board will need to continue to explore with the Alliance other means of generating income for their activities.

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

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**FINAL BUDGET ACTION:**

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

- ❖ Use of the Debt Service Forward Agreement proceeds to fund a one-time expenditure of \$150,000 to the Mendocino County Alliance. This action increased the Mendocino County Alliance allocation to a total of \$300,000 for Fiscal Year 2003-04.

**COUNTY ADMINSTRATIVE OFFICE NOTES:**

**SERVICES & SUPPLIES**

- |            |  |
|------------|--|
| Acct. 2150 | Provides membership in Eel-Russian River Commission (\$1,500) and the North Coastal Counties Supervisors Association (\$650).  |
| Acct. 2189 | Provides for State legislative representative (\$15,000), California State Association of Counties (\$21,615), EDFC Support (\$29,000), Promotional Alliance (\$150,000), NACO membership (\$1,626), Washington legislative advocate (\$60,000). |
| Acct. 2253 | Provides for travel to Washington DC.  |

# 1810 – PROMOTION

## James M. Andersen, County Administrative Officer

STATE CONTROLLER  
COUNTY BUDGET ACT  
(1985)

COUNTY OF MENDOCINO  
STATE OF CALIFORNIA  
BUDGET UNIT FINANCING USES DETAIL  
FINAL BUDGET FOR FISCAL YEAR 2003-04

COUNTY BUDGET FORM  
SCHEDULE 9

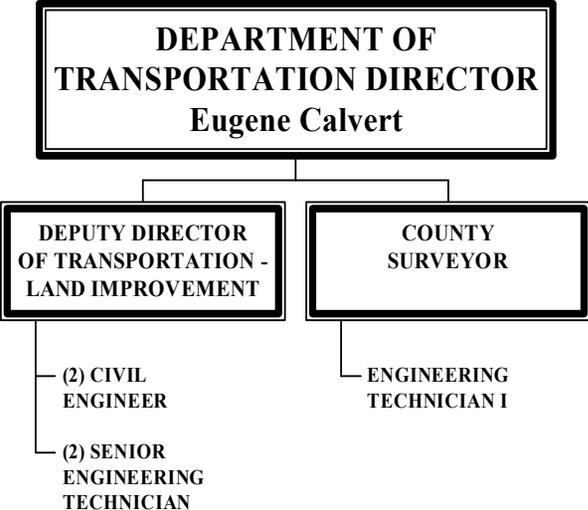
CLASSIFICATION:

FUNCTION: 1 GENERAL GOVERNMENT  
ACTIVITY: 109 GENERAL - PROMOTION

BUDGET UNIT: 1810 PROMOTION  
FUND: 1100 COUNTY GENERAL

FINANCING USES CLASSIFICATION (1)	2001-02 BUDGET (2)	2001-02 ACTUALS (3)	2002-03 BUDGET (4)	2002-03 ACTUALS (5)	2003-04 REQUEST (6)	2003-04 RECOMMEND (7)	2003-04 ADOPTED (8)
				06/30/03			
<b>SERVICES &amp; SUPPLIES</b>							
862150 MEMBERSHIPS	2,395	700	2,395	24,588	2,150	2,150	2,150
862189 PROF & SPEC SVCS-OTHR	601,200	602,820	548,020	529,710	277,241	277,241	427,241
862253 TRAVEL & TRSP OUT OF COUN	0	0	5,000	-347	5,000	5,000	5,000
862254 TRAVEL ADVANCE	0	0	0	0	0	0	0
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>603,595</b>	<b>603,520</b>	<b>555,415</b>	<b>553,951</b>	<b>284,391</b>	<b>284,391</b>	<b>434,391</b>
<b>TOTAL NET APPROPRIATIONS</b>	<b>603,595</b>	<b>603,520</b>	<b>555,415</b>	<b>553,951</b>	<b>284,391</b>	<b>284,391</b>	<b>434,391</b>
<b>LESS: REVENUES</b>							
821701 ROOM OCCUPANCY TAX	0	0	0	0	0	0	0
<b>TOTAL REVENUES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL NET COUNTY COST</b>	<b>603,595</b>	<b>603,520</b>	<b>555,415</b>	<b>553,951</b>	<b>284,391</b>	<b>284,391</b>	<b>434,391</b>

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## 1910 – TRANSPORTATION ~ LAND IMPROVEMENT

Eugene C. Calvert, Director

### MISSION STATEMENT & DEPARTMENTAL FUNCTIONS:

DEPARTMENT OF TRANSPORTATION 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 street closures, all as mandated by State law and local ordinance. Other Land Improvement Division services include efforts to identify and quantify all road-related erosion sources in the County Maintained Road System through a systematic road erosion assessment. The Division also evaluates drainage liability issues within the County Maintained Road System. Within all of these functions, Division personnel respond to numerous inquiries from the public and professional communities, by mail, e-mail, telephone and at our service counters. The County Surveyor's office performs mandated functions per State statutes and County codes. These include reviewing subdivision maps, parcel maps, record of survey maps, corner records, legal descriptions for boundary line adjustments, maintaining indexes for recorded maps and corner records, providing assistance to the public for survey research on maps and historical survey information. As part of the professional engineering/surveying staff for the County, we provide services to numerous other County departments and offices.

### MAJOR ACCOMPLISHMENTS:

In Fiscal Year 2002-03, the Land Improvement Division processed a major subdivision Final Map for West Fork Subdivision Unit 2 on Lake Mendocino Drive (Ukiah area). The Division provided construction inspection services on 0.70 mile of the subdivision roads which were accepted into the County Maintained Road System. Construction inspection services were provided for the reconstruction of the North State Street/Kunzler Ranch Road (previously named Hollow Tree Road) intersection, a portion of the improvements for the Kunzler Ranch Industrial Park. Numerous subdivision tentative maps, use and development permits were processed, with the requisite inspections of required improvements. Through the County Surveyor's Office, approximately 62 records of survey maps were processed and filed and approximately 131 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 the Engineering Division, Solid Waste Division and the Round Valley Airport Land Exchange project. We have continued our involvement in the development of a County-wide Geographic Information System (GIS) and implementation of the permit tracking system. We have continued our participation in the "Five Counties" salmonid conservation plan effort and with the "FishNet 4C" Central Coastal Counties group. We were successful in obtaining grant funding to complete the assessment of approximately 250 miles of County Maintained Roads in the

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**Eugene C. Calvert, Director**

Russian River Watershed. By the end of Fiscal Year 2002-03 our road assessors, working in concert with the County Water Agency, will have completed assessment of all County roads in the Russian River Watershed, thus completing the assessment of the County Maintained Road System. We continue working to obtain grant funds to implement corrective measures for the problems identified in the road assessments. 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 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 County Administrator's Office in support of economic development efforts.

## GOALS AND OBJECTIVES:

Goals:

- ❖ Strive to provide for public safety and the protection of public and private properties and the environment. The Land Improvement Division will strive to facilitate 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.

Objectives:

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

## COUNTY ADMINISTRATIVE OFFICE COMMENTS:

This Budget Unit allows the transfer of one employee to BU 3010, the Department of Transportation. The Proposed Budget also contemplates a vacancy factor of over 10% to balance this budget. A portion of the Director of Transportation's salary is no longer included in this Budget Unit.

In addition to the requested Net County Cost reduction of 10.1%, this Budget Unit is expected to generate less departmental revenue.

## FINAL BUDGET ACTION:

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

## AUTHORIZED POSITIONS:

	Funded	Funded
	<u>2002-2003</u>	<u>2003-2004</u>
TOTAL:	9.16*	7

**1910 – TRANSPORTATION ~ LAND IMPROVEMENT**  
**Eugene C. Calvert, Director**

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*\* The Director of Transportation is paid 42.3% from this Budget Unit. The remaining balance comes from BU 3010 – Department of Transportation.*

**COUNTY ADMINISTRATIVE OFFICE NOTES:**

**SALARIES & BENEFITS**

Acct. 1011 Provides for 8 full time positions.

**SERVICES & SUPPLIES**

Acct. 2184 Provides for work on County road standards.

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

**REVENUES**

Acct. 1501 Provides for reimbursement from MCOG for road standards work.

# 1910 – TRANSPORTATION ~ LAND IMPROVEMENT

## Eugene C. Calvert, Director

STATE CONTROLLER  
COUNTY BUDGET ACT  
(1985)

COUNTY OF MENDOCINO  
STATE OF CALIFORNIA  
BUDGET UNIT FINANCING USES DETAIL  
FINAL BUDGET FOR FISCAL YEAR 2003-04

COUNTY BUDGET FORM  
SCHEDULE 9

CLASSIFICATION:

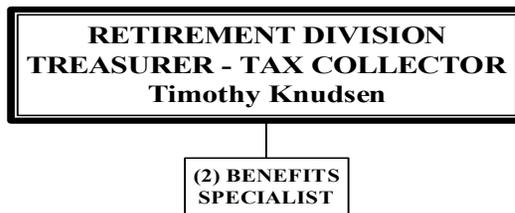
FUNCTION: 1 GENERAL GOVERNMENT  
ACTIVITY: 110 GENERAL - OTHER

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

FINANCING USES CLASSIFICATION (1)	2001-02 BUDGET (2)	2001-02 ACTUALS (3)	2002-03 BUDGET (4)	2002-03 ACTUALS (5) 06/30/03	2003-04 REQUEST (6)	2003-04 RECOMMEND (7)	2003-04 ADOPTED (8)
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>							
861011 REGULAR EMPLOYEES	447,820	435,228	425,705	448,764	372,242	372,242	372,242
861012 EXTRA HELP	9,500	13,887	2,444	19,294	0	0	0
861013 OVERTIME REG EMP	10,000	9,813	10,000	1,419	2,000	2,000	2,000
861021 CO CONT TO RETIREMENT	49,370	47,410	48,131	49,156	46,039	46,039	46,039
861022 CO CONT TO OASDI	28,235	25,862	26,389	25,975	23,076	23,076	23,076
861023 CO CONT TO OASDI-MEDIC	6,740	6,453	6,169	6,546	5,395	5,395	5,395
861024 CO CONT TO RET INCREMENT	25,975	24,535	23,398	23,922	23,046	23,046	23,046
861030 CO CONT TO EMPLOYEE INSUR	38,300	45,902	40,215	72,268*	50,674	50,674	50,674
861031 CO CONT UNEMPLOYMENT INSU	0	0	0	0	744	385	385
861035 CO CONT WORKERS COMPENSAT	12,463	12,463	14,208	14,208	14,208	5,224	5,565
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>628,403</b>	<b>621,553</b>	<b>596,659</b>	<b>661,552</b>	<b>537,424</b>	<b>528,081</b>	<b>528,422</b>
<b>SERVICES &amp; SUPPLIES</b>							
862060 COMMUNICATIONS	3,200	3,250	3,500	3,240	3,000	3,000	3,000
862101 INSURANCE-GENERAL	461	461	661	661	661	1,179	1,179
862120 MAINTENANCE-EQUIPMENT	8,000	16,165	9,500	13,136	9,500	9,500	9,500
862150 MEMBERSHIPS	680	685	1,180	869	1,180	1,180	1,180
862170 OFFICE EXPENSE	4,000	8,555	6,000	11,925	5,317	5,317	5,317
862184 ARCH ENG & PLAN SVCS	101,444	247	11,444	0	11,444	11,444	11,444
862185 MEDICAL & DENTAL SVCS	0	630	0	0	0	0	0
862187 EDUCATION & TRAINING	8,000	914	7,947	1,648	3,000	3,000	3,000
862189 PROF & SPEC SVCS-OTHR	21,295	19,593	10,930	56,243	10,250	10,250	10,250
862200 RNTS & LEASES-EQUPMNT	800	822	800	553	800	800	800
862220 SMALL TOOLS & INSRMNT	0	88	0	53	0	0	0
862239 SPEC DEPT EXP	4,637	6,898	100	1,085	100	100	100
862250 TRNSPRTATION & TRAVEL	19,320	10,923	8,180	4,272	15,480	15,480	15,480
862253 TRAVEL & TRSP OUT OF COUN	2,150	1,505	2,150	946	2,150	2,150	2,150
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>173,987</b>	<b>70,736</b>	<b>62,392</b>	<b>94,631</b>	<b>62,882</b>	<b>63,400</b>	<b>63,400</b>
<b>FIXED ASSETS</b>							
864370 EQUIPMENT	30,800	25,051	0	0	0	0	0
<b>TOTAL FIXED ASSETS</b>	<b>30,800</b>	<b>25,051</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>EXPEND TRANSFER AND REIMB</b>							
865802 OPERATING TRANSFER OUT	24,000	24,000	60,911	0	0	0	0
<b>TOTAL EXPEND TRANSFER AND REIMB</b>	<b>24,000</b>	<b>24,000</b>	<b>60,911</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL NET APPROPRIATIONS</b>	<b>857,190</b>	<b>741,340</b>	<b>719,962</b>	<b>756,183</b>	<b>600,306</b>	<b>591,481</b>	<b>591,822</b>
<b>LESS: REVENUES</b>							
821501 TRANSPORTATION FUNDS	36,444	337	11,444	300	11,444	11,444	11,444
826171 FINAL MAP FILING FEE	1,580	0	6,000	2,140	2,420	2,420	2,420
826172 PARCEL MAP MS FILING FEE	11,000	5,270	6,500	5,300	5,300	5,300	5,300
826175 PLAN CK AND INSPECTION FE	18,000	44,216	40,000	19,448	20,000	20,000	20,000
826177 BASIC IMP INSP FEE	2,480	2,105	2,500	2,375	900	900	900
826178 SUBD AGRMT PROCESSING FEE	1,010	0	2,020	0	660	660	660
826181 RECORD-SURVEY EXAM FEE	23,310	20,270	23,000	16,160	14,400	14,400	14,400
826182 TENTATIVE MAP SUBDIV	73,867	79,098	99,862	57,982	50,000	50,000	50,000
827601 SALE OF MAP-SURVEYOR	1,700	2,251	2,200	1,596	1,800	1,800	1,800
827700 OTHER	124,314	66,012	0	57,993	20,116	20,116	20,116
<b>TOTAL REVENUES</b>	<b>293,705</b>	<b>219,559</b>	<b>193,526</b>	<b>163,294</b>	<b>127,040</b>	<b>127,040</b>	<b>127,040</b>
<b>TOTAL NET COUNTY COST</b>	<b>563,485</b>	<b>521,781</b>	<b>526,436</b>	<b>592,889</b>	<b>473,266</b>	<b>464,441</b>	<b>464,782</b>

\* Includes extraordinary one-time charges of \$21,838 to eliminate the health plan deficit.

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

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**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.

The expenditures for the Retirement Specialist, Retirement Specialist Trainee and 1/3 of the salary and benefits of the Retirement Administrator (Treasurer-Tax Collector) plus other administration costs are reimbursed to the County for the cost of administration of the system. 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.

**FINAL BUDGET ACTION:**

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

**AUTHORIZED POSITIONS:**

	<u>Funded 2002-2003</u>	<u>Funded 2003-2004</u>
TOTAL:	2	2

**COUNTY ADMINSTRATIVE OFFICE NOTES:**

**SALARIES & BENEFITS**

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

**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 and costs associated with actuarial study.

**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 2003-04

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)	2001-02 BUDGET (2)	2001-02 ACTUALS (3)	2002-03 BUDGET (4)	2002-03 ACTUALS (5) 06/30/03	2003-04 REQUEST (6)	2003-04 RECOMMEND (7)	2003-04 ADOPTED (8)
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>							
861011 REGULAR EMPLOYEES	59,940	61,800	78,550	80,578	82,837	82,837	82,837
861012 EXTRA HELP	0	0	0	67	0	0	0
861021 CO CONT TO RETIREMENT	5,906	6,244	8,402	8,541	9,676	9,676	9,676
861022 CO CONT TO OASDI	3,653	3,660	4,784	4,797	4,997	4,997	4,997
861023 CO CONT TO OASDI-MEDIC	854	856	1,118	1,123	1,168	1,168	1,168
861024 CO CONT TO RET INCREMENT	3,066	3,229	4,050	4,123	4,907	4,907	4,907
861030 CO CONT TO EMPLOYEE INSUR	9,117	7,341	9,239	13,200*	11,024	11,024	11,024
861031 CO CONT UNEMPLOYMENT INSU	0	0	0	0	67	83	83
861035 CO CONT WORKERS COMPENSAT	55	55	902	902	902	1,269	1,352
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>82,591</b>	<b>83,185</b>	<b>107,045</b>	<b>113,331</b>	<b>115,578</b>	<b>115,961</b>	<b>116,044</b>
<b>SERVICES &amp; SUPPLIES</b>							
862060 COMMUNICATIONS	0	18	600	32	600	600	600
862101 INSURANCE-GENERAL	138	138	267	267	734	679	679
862150 MEMBERSHIPS	1,750	1,866	1,750	1,750	1,750	1,750	1,750
862170 OFFICE EXPENSE	4,000	5,350	4,000	7,162	5,000	5,000	5,000
862189 PROF & SPEC SVCS-OTHR	2,000	1,050	2,000	1,750	2,000	2,000	2,000
862250 TRNSPRATION & TRAVEL	0	0	0	559	0	0	0
862253 TRAVEL & TRSP OUT OF COUN	9,000	8,511	9,000	11,916	10,000	10,000	10,000
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>16,888</b>	<b>16,933</b>	<b>17,617</b>	<b>23,436</b>	<b>20,084</b>	<b>20,029</b>	<b>20,029</b>
<b>TOTAL NET APPROPRIATIONS</b>	<b>99,479</b>	<b>100,118</b>	<b>124,662</b>	<b>136,767</b>	<b>135,662</b>	<b>135,990</b>	<b>136,073</b>
<b>LESS: REVENUES</b>							
825398 SB90 REIMBURSEMENT	0	555	0	336	0	0	0
827700 OTHER	99,479	99,564	124,662	136,431	135,662	135,990	136,073
<b>TOTAL REVENUES</b>	<b>99,479</b>	<b>100,119</b>	<b>124,662</b>	<b>136,767</b>	<b>135,662</b>	<b>135,990</b>	<b>136,073</b>
<b>TOTAL NET COUNTY COST</b>	<b>0</b>	<b>-1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

\* Includes extraordinary one-time charges of \$3,630 to eliminate the health plan deficit.

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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.

**MAJOR BUDGET FLUCTUATIONS FROM PRIOR YEAR:**

Working in conjunction with the County Treasurer, it has been determined that the County will qualify once again for some \$19 million in short term TRANS borrowing for Fiscal Year 2002-2003 based on its demonstrated cash flow needs. At this time, it is believed that the "arbitrage" interest earnings spread (i.e., the difference between the interest earnings versus the cost of borrowing said funds) should be approximately 200 basis points and have, accordingly, budgeted for this in the Budget.

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

**COUNTY ADMINISTRATIVE OFFICE COMMENTS:**

This budget unit includes funding for the student internship program (\$15,000), Resource Conservation District (\$32,960), Victim Witness grant program (\$43,000) and Special Emphasis Victim Assistance grant program (\$25,000). There is an increased appropriation required to fund annual Teeter Plan obligation. This budget unit assumes no external financing of Teeter Plan obligation.

**FINAL BUDGET ACTION:**

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

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

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- ❖ Use of the Debt Service Forward Agreement proceeds to fund one year (\$206,000) of an anticipated two year expenditure for the County's share of federally imposed penalty resulting from delay in state implementation of Child Support Services Automated System.
  
- ❖ Addition of interest expense for financing the loan to the State \$35,000  
for lost Vehicle License Fee revenues for the first quarter of  
Fiscal Year 2003-04 (estimated at \$1,300,000).

**COUNTY ADMINISTRATIVE OFFICE NOTES:**

**SALARIES & BENEFITS**

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

**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.
- Acct. 2189 Provides for TRANS cost of issuance (\$50,000), cable franchise consultancy (\$7,500), and miscellaneous unspecified projects (\$7,500).
- Acct. 2239 Provides for downtown employee parking permit fees paid to the City of Ukiah (\$7,000).

**OTHER CHARGES**

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

**REVENUES**

- Acct. 4100 Provides for projected interest earnings on TRANS.

# 1940 – MISCELLANEOUS

## Dennis Huey, Auditor - Controller

COUNTY BUDGET ACT  
(1985)

STATE OF CALIFORNIA  
BUDGET UNIT FINANCING USES DETAIL  
FINAL BUDGET FOR FISCAL YEAR 2003-04

SCHEDULE 9

CLASSIFICATION:

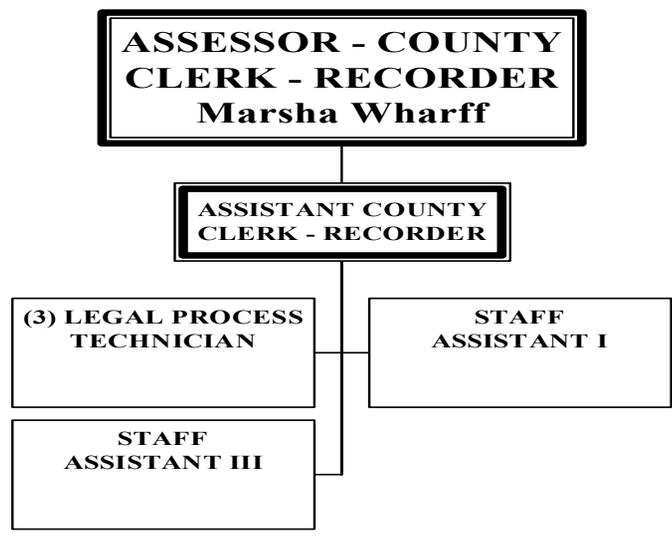
FUNCTION: 1 GENERAL GOVERNMENT  
ACTIVITY: 110 GENERAL - OTHER

BUDGET UNIT: 1940 MISCELLANEOUS BUDGET  
FUND: 1100 COUNTY GENERAL

FINANCING USES CLASSIFICATION (1)	2001-02 BUDGET (2)	2001-02 ACTUALS (3)	2002-03 BUDGET (4)	2002-03 ACTUALS (5) 06/30/03	2003-04 REQUEST (6)	2003-04 RECOMMEND (7)	2003-04 ADOPTED (8)
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>							
861011 REGULAR EMPLOYEES	100,000	94,412	115,000	104,193	105,000	105,000	105,000
861014 MISCELLANEOUS	15,000	0	15,000	0	15,000	15,000	15,000
861021 CO CONT TO RETIREMENT	10,000	10,996	12,000	12,368	11,000	11,000	11,000
861022 CO CONT TO OASDI	6,200	5,854	7,000	6,460	6,500	6,500	6,500
861023 CO CONT TO OASDI-MEDIC	1,450	1,369	1,650	1,511	1,500	1,500	1,500
861024 CO CONT TO RET INCREMENT	5,500	5,765	6,500	6,043	6,000	6,000	6,000
861030 CO CONT TO EMPLOYEE INSUR	0	0	0	105,032	0	0	0
861035 CO CONT WORKERS COMPENSAT	10,357	0	9,687	0	9,687	46	49
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>148,507</b>	<b>118,396</b>	<b>166,837</b>	<b>235,607</b>	<b>154,687</b>	<b>145,046</b>	<b>145,049</b>
<b>SERVICES &amp; SUPPLIES</b>							
862101 INSURANCE-GENERAL	0	0	0	0	0	178,098	178,098
862170 OFFICE EXPENSE	750	30	250	660	250	250	250
862181 AUDITING & FISCAL SVC	35,000	40,040	33,000	36,190	38,000	38,000	38,000
862183 LEGAL FEES	15,000	0	10,000	10,480	10,000	10,000	10,000
862185 MEDICAL & DENTAL SVCS	2,000	981	2,000	3,614	2,000	2,000	2,000
862187 EDUCATION & TRAINING	88,000	92,498	111,500	96,804	105,000	105,000	105,000
862189 PROF & SPEC SVCS-OTHR	78,000	66,376	50,000	76,771	70,000	65,000	65,000
862210 RNTS & LEASES BLD GRD	0	12,600	0	0	0	0	0
862239 SPEC DEPT EXP	18,000	24,086	15,000	11,549	15,000	15,000	221,000
862253 TRAVEL & TRSP OUT OF COUN	250	674	250	0	250	250	250
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>237,000</b>	<b>237,285</b>	<b>222,000</b>	<b>236,068</b>	<b>240,500</b>	<b>413,598</b>	<b>619,598</b>
<b>OTHER CHARGES</b>							
863280 CONTR TO OTHER AGNCS	107,000	107,000	98,398	81,023	32,960	100,960	100,960
863310 INTEREST	1,800,000	1,732,560	1,800,000	891,964	800,000	800,000	835,000
863311 PRINCIPAL	1,850,000	1,850,000	1,850,000	1,850,000	1,950,000	1,950,000	1,950,000
<b>TOTAL OTHER CHARGES</b>	<b>3,757,000</b>	<b>3,689,560</b>	<b>3,748,398</b>	<b>2,822,987</b>	<b>2,782,960</b>	<b>2,850,960</b>	<b>2,885,960</b>
<b>EXPEND TRANSFER AND REIMB</b>							
865802 OPERATING TRANSFER OUT	0	2,000	0	3,000	0	0	0
<b>TOTAL EXPEND TRANSFER AND REIMB</b>	<b>0</b>	<b>2,000</b>	<b>0</b>	<b>3,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL NET APPROPRIATIONS</b>	<b>4,142,507</b>	<b>4,047,241</b>	<b>4,137,235</b>	<b>3,297,662</b>	<b>3,178,147</b>	<b>3,409,604</b>	<b>3,650,607</b>
<b>LESS: REVENUES</b>							
824100 INTEREST	2,000,000	1,240,257	2,000,000	758,742	1,270,258	1,270,258	1,270,258
827400 PRIOR YEAR REVENUE	0	0	0	51,073	0	0	0
827700 OTHER	0	0	0	44	0	0	0
<b>TOTAL REVENUES</b>	<b>2,000,000</b>	<b>1,240,257</b>	<b>2,000,000</b>	<b>809,859</b>	<b>1,270,258</b>	<b>1,270,258</b>	<b>1,270,258</b>
<b>TOTAL NET COUNTY COST</b>	<b>2,142,507</b>	<b>2,806,984</b>	<b>2,137,235</b>	<b>2,487,803</b>	<b>1,907,889</b>	<b>2,139,346</b>	<b>2,380,349</b>

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**1941 – CLERK - RECORDER**  
**Marsha Wharff, Assessor-County Clerk - Recorder**



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

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**MISSION STATEMENT & DEPARTMENTAL FUNCTIONS:**

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

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

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

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

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

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

**MAJOR ACCOMPLISHMENTS:**

Over the last year this division saw a 12.4% increase in the number of documents presented for recording. Staff continued to meet all deadlines for recording and indexing documents as prescribed by law.

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

**GOALS AND OBJECTIVES:**

The office of the County Clerk-Recorder strives to:

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

**MAJOR BUDGET FLUCTUATIONS FROM PRIOR YEAR:**

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

**FINAL BUDGET ACTION:**

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

**AUTHORIZED POSITIONS:**

	<u>Funded 2002-2003</u>	<u>Funded 2003-2004</u>
TOTAL:	7	7

**COUNTY ADMINSTRATIVE OFFICE NOTES:**

**SALARIES & BENEFITS**

Acct. 1011 Provides for funding of 7 of 8 allocated positions. One position is being left vacant to help offset net county cost shortfall in Budget Unit 1120-Assessor.

**SERVICES & SUPPLIES**

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

**REVENUES**

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

# 1941 – CLERK ~ RECORDER

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

STATE CONTROLLER  
COUNTY BUDGET ACT  
(1985)

COUNTY OF MENDOCINO  
STATE OF CALIFORNIA  
BUDGET UNIT FINANCING USES DETAIL  
FINAL BUDGET FOR FISCAL YEAR 2003-04

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)	2001-02 BUDGET (2)	2001-02 ACTUALS (3)	2002-03 BUDGET (4)	2002-03 ACTUALS (5) 06/30/03	2003-04 REQUEST (6)	2003-04 RECOMMEND (7)	2003-04 ADOPTED (8)
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>							
861011 REGULAR EMPLOYEES	202,600	195,943	220,600	189,268	195,969	195,969	195,969
861012 EXTRA HELP	0	824	0	348	0	0	0
861013 OVERTIME REG EMP	0	59	0	0	0	0	0
861021 CO CONT TO RETIREMENT	23,300	23,297	26,100	22,042	30,649	30,649	30,649
861022 CO CONT TO OASDI	12,500	12,023	13,600	11,573	12,034	12,034	12,034
861023 CO CONT TO OASDI-MEDIC	3,000	2,824	3,200	2,712	2,814	2,814	2,814
861024 CO CONT TO RET INCREMENT	12,500	12,058	12,800	10,782	15,127	15,127	15,127
861030 CO CONT TO EMPLOYEE INSUR	24,500	23,176	23,835	32,985*	29,966	29,966	29,966
861031 CO CONT UNEMPLOYMENT INSU	0	0	0	0	0	249	249
861035 CO CONT WORKERS COMPENSAT	22,864	22,864	27,255	27,255	22,864	16,380	17,450
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>301,264</b>	<b>293,068</b>	<b>327,390</b>	<b>296,965</b>	<b>309,423</b>	<b>303,188</b>	<b>304,258</b>
<b>SERVICES &amp; SUPPLIES</b>							
862060 COMMUNICATIONS	3,000	2,320	3,000	2,129	2,500	2,500	2,500
862101 INSURANCE-GENERAL	664	664	996	996	664	28,671	28,671
862120 MAINTENANCE-EQUIPMENT	4,150	868	4,150	1,336	2,150	2,150	2,150
862150 MEMBERSHIPS	800	800	800	280	800	800	800
862170 OFFICE EXPENSE	30,000	30,642	33,000	37,983	35,000	35,000	35,000
862187 EDUCATION & TRAINING	1,500	765	1,500	0	1,500	1,500	1,500
862239 SPEC DEPT EXP	18,000	13,544	18,000	16,914	18,000	18,000	18,000
862253 TRAVEL & TRSP OUT OF COUN	4,400	4,973	4,400	4,770	4,400	4,400	4,400
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>62,514</b>	<b>54,576</b>	<b>65,846</b>	<b>64,408</b>	<b>65,014</b>	<b>93,021</b>	<b>93,021</b>
<b>EXPEND TRANSFER AND REIMB</b>							
865380 INTRAFUND TRANSFERS	0	-860	0	-1,537	0	0	0
<b>TOTAL EXPEND TRANSFER AND REIMB</b>	<b>0</b>	<b>-860</b>	<b>0</b>	<b>-1,537</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL NET APPROPRIATIONS</b>	<b>363,778</b>	<b>346,784</b>	<b>393,236</b>	<b>359,836</b>	<b>374,437</b>	<b>396,209</b>	<b>397,279</b>
<b>LESS: REVENUES</b>							
822602 MARRIAGE LIC, FCC GC 2684	19,000	23,933	21,800	25,277	22,000	22,000	22,000
826255 RECORDER MODERNIZATION FE	0	0	0	0	36,792	36,792	36,792
826259 RECORDER SERVICE FEE	2,600	1,810	1,800	2,185	2,100	2,100	2,100
826261 RECORDING FEE	170,000	237,205	227,400	279,869	265,000	265,000	265,000
826266 CLERK FEE	61,000	63,415	61,000	64,058	64,000	64,000	64,000
826404 RETURNED CHECK CHARGE	0	50	0	60	0	0	0
827600 OTHER SALES	50,000	57,439	55,200	59,393	57,000	57,000	57,000
827700 OTHER	1,000	1,497	1,500	2,119	1,800	1,800	1,800
<b>TOTAL REVENUES</b>	<b>303,600</b>	<b>385,349</b>	<b>368,700</b>	<b>432,961</b>	<b>448,692</b>	<b>448,692</b>	<b>448,692</b>
<b>TOTAL NET COUNTY COST</b>	<b>60,178</b>	<b>-38,565</b>	<b>24,536</b>	<b>-73,125</b>	<b>-74,255</b>	<b>-52,483</b>	<b>-51,413</b>

\* Includes extraordinary one-time charges of \$10,886 to eliminate the health plan deficit.

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

**MISSION STATEMENT & DEPARTMENTAL FUNCTIONS:**

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

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

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

The second long-term project involves entering the County’s old indices into its computer system. These indices date back to the beginning of the county and many are worn and becoming unreadable. This project will preserve the information and, at the same time, free up office space. In the past it was done on an "as time allows" basis, but the Department now sends out a set of the indices to be data entered off-site. As this process is both time consuming and expensive, it is expected 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.
- ❖ Restored a portion of handwritten vital records this year.

**GOALS AND OBJECTIVES:**

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

**FINAL BUDGET ACTION:**

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

**COUNTY ADMINSTRATIVE OFFICE NOTES:**

**SERVICES & SUPPLIES**

Acct. 2239 Provides funding for special projects.

**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 2003-04

COUNTY BUDGET FORM  
SCHEDULE 9

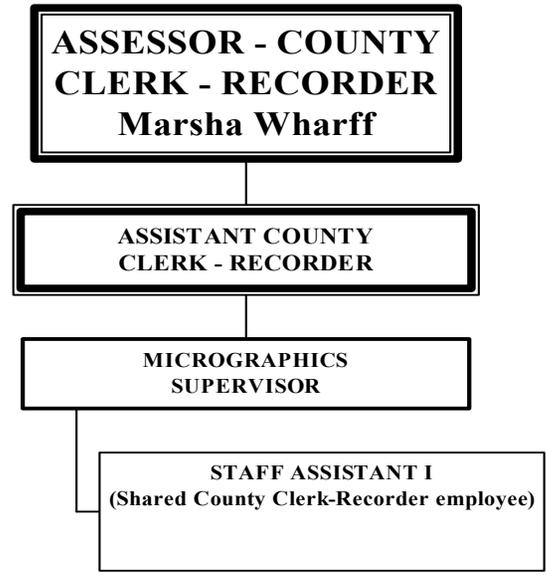
CLASSIFICATION:

FUNCTION: 1 GENERAL GOVERNMENT  
ACTIVITY: 110 GENERAL - OTHER

BUDGET UNIT: 1942 MODERNIZATION  
FUND: 1217 RECORDER MODERNIZATION

FINANCING USES CLASSIFICATION (1)	2001-02 BUDGET (2)	2001-02 ACTUALS (3)	2002-03 BUDGET (4)	2002-03 ACTUALS (5) 06/30/03	2003-04 REQUEST (6)	2003-04 RECOMMEND (7)	2003-04 ADOPTED (8)
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>							
861011 REGULAR EMPLOYEES	0	0	0	0	24,122	24,122	24,122
861021 CO CONT TO RETIREMENT	0	0	0	0	3,225	3,225	3,225
861022 CO CONT TO OASDI	0	0	0	0	1,495	1,495	1,495
861023 CO CONT TO OASDI-MEDIC	0	0	0	0	349	349	349
861024 CO CONT TO RET INCREMENT	0	0	0	0	1,594	1,594	1,594
861030 CO CONT TO EMPLOYEE INSUR	0	0	0	0	6,005	6,005	6,005
861035 CO CONT WORKERS COMPENSAT	46	0	46	0	46	46	46
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>46</b>	<b>0</b>	<b>46</b>	<b>0</b>	<b>36,836</b>	<b>36,836</b>	<b>36,836</b>
<b>SERVICES &amp; SUPPLIES</b>							
862060 COMMUNICATIONS	200	0	200	0	200	200	200
862120 MAINTENANCE-EQUIPMENT	7,850	0	1,000	758	3,000	3,000	3,000
862170 OFFICE EXPENSE	2,000	1,760	2,000	1,348	2,000	2,000	2,000
862187 EDUCATION & TRAINING	0	0	0	200	0	0	0
862239 SPEC DEPT EXP	70,000	67,665	85,000	60,657	195,000	195,000	195,000
862253 TRAVEL & TRSP OUT OF COUN	0	339	0	135	0	0	0
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>80,050</b>	<b>69,764</b>	<b>88,200</b>	<b>63,098</b>	<b>200,200</b>	<b>200,200</b>	<b>200,200</b>
<b>FIXED ASSETS</b>							
864370 EQUIPMENT	14,600	13,989	85,000	11,960	0	0	0
<b>TOTAL FIXED ASSETS</b>	<b>14,600</b>	<b>13,989</b>	<b>85,000</b>	<b>11,960</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>EXPEND TRANSFER AND REIMB</b>							
865802 OPERATING TRANSFER OUT	0	6,000	0	502	0	0	0
<b>TOTAL EXPEND TRANSFER AND REIMB</b>	<b>0</b>	<b>6,000</b>	<b>0</b>	<b>502</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL NET APPROPRIATIONS</b>	<b>94,696</b>	<b>89,753</b>	<b>173,246</b>	<b>75,560</b>	<b>237,036</b>	<b>237,036</b>	<b>237,036</b>
<b>LESS: REVENUES</b>							
824100 INTEREST	0	6,547	0	4,455	0	0	0
826255 RECORDER MODERNIZATION FE	94,696	119,688	173,246	147,050	177,036	177,036	177,036
826390 OTHER CHARGES	0	9,692	0	10,240	60,000	60,000	60,000
<b>TOTAL REVENUES</b>	<b>94,696</b>	<b>135,927</b>	<b>173,246</b>	<b>161,745</b>	<b>237,036</b>	<b>237,036</b>	<b>237,036</b>
<b>TOTAL FUND BALANCE CONTRIBUTION</b>	<b>0</b>	<b>-46,174</b>	<b>0</b>	<b>-86,185</b>	<b>0</b>	<b>0</b>	<b>0</b>

**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 all documents recorded in the Recorder's Division and filed in the County Clerk Division of the office of the Assessor/County Clerk-Recorder.

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

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

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

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

**MAJOR ACCOMPLISHMENTS:**

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

**GOALS AND OBJECTIVES:**

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

**COUNTY ADMINISTRATIVE OFFICE COMMENTS:**

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

**FINAL BUDGET ACTION:**

During Final Budget deliberations, the Board of Supervisors approved the Recommended Budget from the County Administrative Officer for the Recorder's Micrographics budget.

**AUTHORIZED POSITIONS:**

	<u>Funded</u>	<u>Funded</u>
	<u>2002-2003</u>	<u>2003-2004</u>
TOTAL:	1	2

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

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**COUNTY ADMINISTRATIVE OFFICE NOTES:**

**SALARIES & BENEFITS**

Acct. 1011 Provides for funding of two allocated positions, one of which is in Recorder Division. These funds will be transferred into BU 1941 to offset the position in the Recorder Division that is now doing scanning due to the high volume of recordings.

**SERVICES & SUPPLIES**

Acct. 2239 Provides funding for special projects.

**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 2003-04

COUNTY BUDGET FORM  
SCHEDULE 9

CLASSIFICATION:

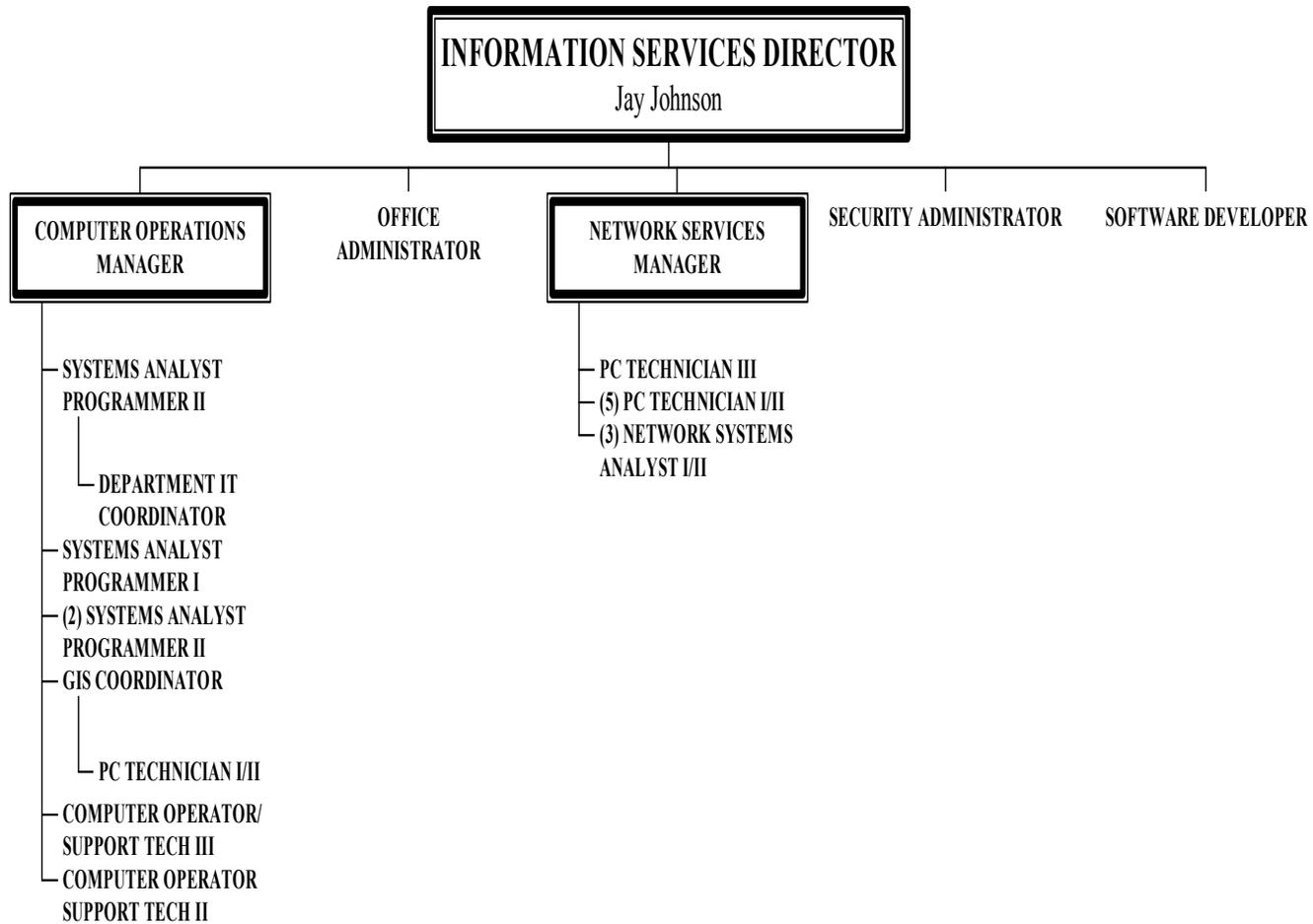
FUNCTION: 1 GENERAL GOVERNMENT  
ACTIVITY: 110 GENERAL - OTHER

BUDGET UNIT: 1944 MICROGRAPHICS  
FUND: 1218 MICROGRAPHICS

FINANCING USES CLASSIFICATION (1)	2001-02 BUDGET (2)	2001-02 ACTUALS (3)	2002-03 BUDGET (4)	2002-03 ACTUALS (5) 06/30/03	2003-04 REQUEST (6)	2003-04 RECOMMEND (7)	2003-04 ADOPTED (8)
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>							
861011 REGULAR EMPLOYEES	0	0	32,000	24,873	32,667	32,667	32,667
861021 CO CONT TO RETIREMENT	0	0	3,700	2,952	4,368	4,368	4,368
861022 CO CONT TO OASDI	0	0	1,950	1,431	2,026	2,026	2,026
861023 CO CONT TO OASDI-MEDIC	0	0	500	335	473	473	473
861024 CO CONT TO RET INCREMENT	0	0	1,900	1,443	2,159	2,159	2,159
861030 CO CONT TO EMPLOYEE INSUR	0	0	6,405	8,125*	7,548	7,548	7,548
861031 CO CONT UNEMPLOYMENT INSU	0	0	0	0	300	42	42
861035 CO CONT WORKERS COMPENSAT	0	0	51	51	51	51	51
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>0</b>	<b>0</b>	<b>46,506</b>	<b>39,210</b>	<b>49,592</b>	<b>49,334</b>	<b>49,334</b>
<b>SERVICES &amp; SUPPLIES</b>							
862060 COMMUNICATIONS	0	0	350	236	250	250	250
862101 INSURANCE-GENERAL	0	0	130	129	130	147	147
862120 MAINTENANCE-EQUIPMENT	0	0	9,500	10,056	10,500	10,500	10,500
862150 MEMBERSHIPS	0	0	150	0	150	150	150
862170 OFFICE EXPENSE	0	0	8,800	6,427	7,000	7,000	7,000
862194 A-87 COSTS	0	0	5,800	7,078	5,800	5,800	5,800
862210 RNTS & LEASES BLD GRD	0	0	1,600	993	1,400	1,400	1,400
862239 SPEC DEPT EXP	0	0	25,000	20,837	25,000	25,000	25,000
862253 TRAVEL & TRSP OUT OF COUN	0	0	1,000	0	1,000	1,000	1,000
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>0</b>	<b>0</b>	<b>52,330</b>	<b>45,756</b>	<b>51,230</b>	<b>51,247</b>	<b>51,247</b>
<b>TOTAL NET APPROPRIATIONS</b>	<b>0</b>	<b>0</b>	<b>98,836</b>	<b>84,966</b>	<b>100,822</b>	<b>100,581</b>	<b>100,581</b>
<b>LESS: REVENUES</b>							
824100 INTEREST	0	1	0	234	0	0	0
826255 RECORDER MODERNIZATION FE	0	0	14,599	0	45,822	45,581	45,581
826260 MICROGRAPHIC FEE	0	0	64,186	32,844	25,000	25,000	25,000
827600 OTHER SALES	0	0	20,000	30,962	30,000	30,000	30,000
827700 OTHER	0	0	51	0	0	0	0
827802 OPERATING TRANSFER IN	0	20,427	0	502	0	0	0
<b>TOTAL REVENUES</b>	<b>0</b>	<b>20,428</b>	<b>98,836</b>	<b>64,542</b>	<b>100,822</b>	<b>100,581</b>	<b>100,581</b>
<b>TOTAL FUND BALANCE CONTRIBUTION</b>	<b>0</b>	<b>-20,428</b>	<b>0</b>	<b>20,424</b>	<b>0</b>	<b>0</b>	<b>0</b>

\* Includes extraordinary one-time charges of \$2,847 to eliminate the health plan deficit.

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



## 1960 – INFORMATION SERVICES

**Jay Johnson, Director**

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

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

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

### **MAJOR ACCOMPLISHMENTS:**

- ❖ Roll out of TrackIt helpdesk software enabling statistical history of PC related activities on all audited PC's, among other important functions.
- ❖ Countywide calendaring and e-mail program is in testing phase. Provides customizable calendars, e-mail and task management.
- ❖ Virtual Private Network (VPN) rollout. VPN has been installed on many computers throughout the County for remote access to our network. VPN connections replaced the existing, less secure dial up connections to the finance system, property system and the justice system.
- ❖ Negotiated three (3) year Service Agreement with the Community Development Commission creating revenue of approximately \$20,000 per year.
- ❖ Upgraded Wide Area Network (WAN) to Fiber Optic switches and wiring, and currently integrating a majority of all County Departments into the WAN.
- ❖ Implemented County enterprise Electronic Document Records Management System to Child Support Services, Air Quality, District Attorney and Information Services.
- ❖ Implemented a centralized file server (SAN) to provide storage services, including GIS, Web, and file for a majority of all County Departments.
- ❖ Upgraded network security hardware and software.
- ❖ Updated to ISDN video conferencing to improve reliability and quality.
- ❖ Implemented Permit Tracking and Enforcement System (CRW) with Planning and Building Services and Department of Transportation.
- ❖ GIS – ArcIMS Intranet site upgraded and enhanced. ArcSDE centralized GIS software acquired, Road Centerline Data implemented, and implemented digital mapping for Assessor's office.
- ❖ Mental Health system enhancements and software upgrade initiated.
- ❖ Payroll/HR system enhancements and software upgrade initiated.
- ❖ New DB2 Intranet applications developed for Treasurer/Tax Collector and County Counsel.
- ❖ Supplemental billing process enhancements made.
- ❖ Hired Security Administrator. Duties include implementation of HIPAA practices and procedures.
- ❖ Installed new server for Clerk of the Board as needed to implement an upgrade to their imaging and indexing application.
- ❖ Continued configuration work, research and testing for the Document Management System (DMS) server that will replace the AS/400's “docprep” merge functionality.

## 1960 – INFORMATION SERVICES

**Jay Johnson, Director**

- ❖ Researched four different anti-virus solutions; and prototyped Sophos; trained staff and continued to ready project for roll out.
- ❖ Specified and installed new database server for the Assessor/Clerk-Recorder/Elections office and upgrade of the DIMS elections application onto it.

### GOALS AND OBJECTIVES:

#### Goals:

- ❖ Completion of the upgrade of all PC's in the County to either Windows 2000 or Windows XP.
- ❖ Deploy McWebCal on the Web. Access calendars and e-mail from the Internet.
- ❖ Upon fiber reaching the major campuses, rollout of Novell ifolder and edirectory software on all applicable PC's.
- ❖ Finalize the DMS server and place it into production.
- ❖ Accomplish the complete roll out of Sophos AV, including administration of installed systems, virus reporting, and Remote Update for users off the County WAN.
- ❖ Internet deployment of GIS
- ❖ Implement a new Business License system for Treasurer/Tax Collector.
- ❖ Implement new Risk Management system.
- ❖ Continue to roll out Document Imaging to departments.
- ❖ Implement IVR (Integrated Voice Response) system for Child Support Services.
- ❖ Upgrade AS/400 to current operating system.
- ❖ Integrate Sheriff's accounting system to the County's Financial Accounting system.
- ❖ Further expand training curriculum to include more applications and variety of classes. Explore new ways to deliver training curriculum including computer based and Internet based training.

#### Objectives:

- ❖ Further research and expand video conferencing technology and capabilities including Intranet/Internet delivery mechanisms.
- ❖ Continue research replacements for County legacy software including Finance, Payroll, Human Resources, and Jalan.
- ❖ Continue to organize the 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.

### MAJOR POLICY CONSIDERATIONS:

Many of the desktop computer systems throughout county departments are out of date. This includes hardware and software. Not all department's budget for upgrades on a regular bases. It is costly to support older systems and, in some cases, impossible to keep these systems functioning and compliant with industry standard security procedures.

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

## 1960 – INFORMATION SERVICES

**Jay Johnson, Director**

Information Services and the County Administrative Officer have identified funding from Debt Services forward agreement for replacing obsolete PC's that pose security risks with a one-time infusion of capital.

In the near future, the Department will be presenting a detailed written proposal and plan of action for the Board's consideration.

### COUNTY ADMINISTRATIVE OFFICE COMMENTS:

The County Administrative Office's balancing strategy for this Department included restoration of \$260,000 to eliminate initially proposed furloughs. In addition, it provides funding for the "basic service" level of GIS. The County Administrative Office believes this meets the Board of Supervisor's defined objective to protect the core services and functionality of the smaller departments as well as its desire to move forward with technology enhancements.

In addition, on June 3, 2003, the Board approved the use of \$450,000 from Debt Service Forward Delivery Agreement proceeds to establish a Personal Computer Replacement Fund to finance the one-time upgrade of all computers that rely upon a Windows 95 or 98 operating system, and a one-time purchase of Novell licenses to bring the County into compliance with licensing requirements.

Pursuant to the Board of Supervisor's direction (January 29, 2003 workshop), the Department is increasingly evaluating and soliciting entrepreneurial projects in an effort to bring additional revenues into the County for the purpose of enhancing its technology systems. To this end, the Department wishes to discuss the possible establishment of a special fund (possibly an enterprise fund or internal service fund) for Information Services during Final Budget deliberations in August.

### FINAL BUDGET ACTION:

During Final Budget deliberations, the Board of Supervisors approved the Recommended Budget from the County Administrative Officer for Information Services Department with the following adjustment:

- ❖ Use of the Debt Service Forward Agreement proceeds to fund a one-time expenditure of \$34,000 for the restricted use of addressing departmental needs to access Information Services personnel twenty-four hours per day, seven days per week.

### AUTHORIZED POSITIONS:

	Funded <u>2002-2003</u>	Funded <u>2003-2004</u>
TOTAL:	22	24

### COUNTY ADMINISTRATIVE OFFICE NOTES:

#### SALARIES & BENEFITS

Acct. 1011 Provides funding 23 FTE. Vacancy Factor: 0%. This includes a full year's funding of an allocated GIS technician that was only funded at .5 fte last year and funding for IT position that was previously allocated to Assessor (BU 1120) and funded by both Assessor and IS.

## 1960 – INFORMATION SERVICES

**Jay Johnson, Director**

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### SERVICES & SUPPLIES

Acct. 2239 Provides for software licenses and software purchases, and Cyborg system annual software maintenance charges, GIS maintenance contract charges, miscellaneous items for fiber and internet connectivity.

### TRANSFER & REIMBURSEMENTS

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

### REVENUES

Acct. 3110 Provides funds from Criminal Justice Improvement Funds for Sheriff's AS/400 lease, AS/400 disk upgrade (Jalan), AS/400 disk maintenance (BCC), switches for DA & Probation, etc.

Acct. 6392 Provides funding from Superior Court, CDC, NCO and Willits Police Department for IT services.

# 1960 – INFORMATION SERVICES

## Jay Johnson, Director

STATE CONTROLLER  
COUNTY BUDGET ACT  
(1985)

COUNTY OF MENDOCINO  
STATE OF CALIFORNIA  
BUDGET UNIT FINANCING USES DETAIL  
FINAL BUDGET FOR FISCAL YEAR 2003-04

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)	2001-02 BUDGET (2)	2001-02 ACTUALS (3)	2002-03 BUDGET (4)	2002-03 ACTUALS (5) 06/30/03	2003-04 REQUEST (6)	2003-04 RECOMMEND (7)	2003-04 ADOPTED (8)
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>							
861011 REGULAR EMPLOYEES	943,359	867,728	1,070,176	1,005,006	948,991	1,181,437	1,181,437
861012 EXTRA HELP	36,000	42,708	112,000	54,085	51,000	51,000	51,000
861013 OVERTIME REG EMP	6,000	1,681	6,000	3,034	6,000	6,000	6,000
861021 CO CONT TO RETIREMENT	83,933	99,527	117,622	117,490	148,098	148,098	148,098
861022 CO CONT TO OASDI	73,813	52,071	62,531	60,438	69,329	69,329	69,329
861023 CO CONT TO OASDI-MEDIC	11,294	12,806	14,624	14,928	16,259	16,259	16,259
861024 CO CONT TO RET INCREMENT	43,637	51,505	60,870	57,343	73,763	73,763	73,763
861030 CO CONT TO EMPLOYEE INSUR	120,450	90,714	103,244	155,043*	136,769	136,769	136,769
861031 CO CONT UNEMPLOYMENT INSU	0	0	0	0	1,630	2,455	2,455
861035 CO CONT WORKERS COMPENSAT	7,062	7,062	11,036	11,036	11,036	10,688	11,386
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>1,325,548</b>	<b>1,225,802</b>	<b>1,558,103</b>	<b>1,478,403</b>	<b>1,462,875</b>	<b>1,695,798</b>	<b>1,696,496</b>
<b>SERVICES &amp; SUPPLIES</b>							
862060 COMMUNICATIONS	13,450	9,369	14,780	11,375	14,400	14,400	14,400
862061 COMM LEASE	61,200	55,183	30,503	64,150	78,272	88,272	88,272
862101 INSURANCE-GENERAL	1,334	1,334	1,945	1,945	2,994	4,318	4,318
862120 MAINTENANCE-EQUIPMENT	70,995	96,169	89,670	70,324	159,300	159,300	159,300
862130 MAINT-STRC IMPR & GRN	0	0	0	0	14,500	14,500	14,500
862170 OFFICE EXPENSE	20,060	17,741	16,807	9,772	21,310	21,310	21,310
862171 PAPER SUPPLIES	2,000	1,108	2,000	1,657	2,350	2,350	2,350
862187 EDUCATION & TRAINING	47,000	34,086	21,000	22,041	30,000	30,000	30,000
862189 PROF & SPEC SVCS-OTHR	72,500	48,866	16,500	20,783	9,200	9,200	9,200
862200 RNTS & LEASES-EQUPMNT	3,500	0	46,500	35,019	43,000	43,000	43,000
862220 SMALL TOOLS & INSRMNT	0	0	0	0	10,000	10,000	10,000
862239 SPEC DEPT EXP	183,241	143,169	230,400	350,225	124,400	124,400	158,400
862250 TRNSPRTATION & TRAVEL	5,000	6,647	3,000	2,545	5,500	5,500	5,500
862253 TRAVEL & TRSP OUT OF COUN	17,000	13,315	8,300	4,591	5,800	5,800	5,800
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>497,280</b>	<b>426,987</b>	<b>481,405</b>	<b>594,427</b>	<b>521,026</b>	<b>532,350</b>	<b>566,350</b>
<b>FIXED ASSETS</b>							
864370 EQUIPMENT	184,333	275,277	18,000	285,660	40,000	40,000	40,000
<b>TOTAL FIXED ASSETS</b>	<b>184,333</b>	<b>275,277</b>	<b>18,000</b>	<b>285,660</b>	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>
<b>EXPEND TRANSFER AND REIMB</b>							
865380 INTRAFUND TRANSFERS	-51,000	-54,018	-47,300	-185,467	-125,780	-125,780	-125,780
865802 OPERATING TRANSFER OUT	0	0	0	23,967	0	0	0
<b>TOTAL EXPEND TRANSFER AND REIMB</b>	<b>-51,000</b>	<b>-54,018</b>	<b>-47,300</b>	<b>-161,500</b>	<b>-125,780</b>	<b>-125,780</b>	<b>-125,780</b>
<b>TOTAL NET APPROPRIATIONS</b>	<b>1,956,161</b>	<b>1,874,048</b>	<b>2,010,208</b>	<b>2,196,990</b>	<b>1,898,121</b>	<b>2,142,368</b>	<b>2,177,066</b>
<b>LESS: REVENUES</b>							
823110 CRIMINAL JUSTICE CONST FU	11,133	11,133	78,633	78,633	67,880	67,880	67,880
826392 DATA PROCESSING SERVICES	3,420	4,218	6,840	94,374	175,420	185,420	185,420
826402 CO COST PLAN CHARGES	0	0	84,000	0	0	0	0
827802 OPERATING TRANSFER IN	0	0	0	10,000	0	0	0
<b>TOTAL REVENUES</b>	<b>14,553</b>	<b>15,351</b>	<b>169,473</b>	<b>183,007</b>	<b>243,300</b>	<b>253,300</b>	<b>253,300</b>
<b>TOTAL NET COUNTY COST</b>	<b>1,941,608</b>	<b>1,858,697</b>	<b>1,840,735</b>	<b>2,013,983</b>	<b>1,654,821</b>	<b>1,889,068</b>	<b>1,923,766</b>

\* Includes extraordinary one-time charges of \$44,722 to eliminate the health plan deficit.