

ASSESSOR/CLERK-RECORDER

ASSESSOR.....1120

SUSAN M. RANOCHAK, Assessor/Clerk-Recorder

ASSESSOR/CLERK-RECORDER’S BUDGET UNITS

Assessor	1120
Assessor’s Property Tax Administration Programs (AB 589)	1121
Assessor’s Property Characteristics	1122
Elections	1410
Clerk-Recorder	1941
Recorder’s Modernization	1942
Clerk-Recorder — Micrographics	1944

PROGRAM DISCUSSION

Programs: The overall mission of the Assessor’s Division of the Office of the Assessor/Clerk-Recorder is to provide competent and efficient assessment services in a manner resulting in the equitable and fair treatment of all County taxpayers.

The Assessment Roll and Assessee Services Unit of the Assessor’s Division responds to all public inquiries regarding real property ownership and assessment; processing calamity claims, disabled person accessibility exclusions, seismic retrofitting exclusions, and all real property roll corrections. This section also researches, verifies, and processes all change in ownership for properties within Mendocino County; maintains mailing addresses for properties; processes all parent/child and grandparent/grandchild exclusion applications and provides other clerical assistance as needed by the Division. This unit is also responsible for ordering all applicable forms for the Exemption and Assessee Services Unit and acts as a liaison to other departments for the disbursement of information.

The Business Personal Property Unit of the Assessor’s Division appraises all taxable business property including machinery, equipment, fixtures, boats and aircraft. Auditor-Appraisers perform “mandatory” and “non-mandatory” audits of business property accounts, as required by law, as well as assists in the preparation and presentation of business property assessment appeals cases.

The Exemptions Unit of the Assessor’s Division researches and processes all requests for homeowners’ exemptions and veterans’ exemptions; researches and processes a wide range of institutional exemptions that may apply to such organizations as churches, non-profit foundations, hospitals and private schools; and provides public information as required to all exemption related inquiries.

The Mapping Unit of the Assessor’s Division maintains the mapping system that inventories all real property within Mendocino County using a discrete parcel numbering system; annually processes all new

tract maps, parcel maps, and lot-line adjustments; and processes all tax rate area changes for redevelopment projects, annexations, and special district formations. Any mapping that is needed by the Elections Division is also done in this unit.

The Real Property Unit of the Assessor’s Division appraises single and multi-family residential, rural and commercial/industrial property in Mendocino County for the purpose of property tax assessment. The unit also assists in the preparation and presentation of real property assessment appeals cases.

Public Trust: Responds to all public inquiries in a timely, courteous and accurate manner.

Practices: Provides competent and efficient assessment services in a manner resulting in the equitable and fair treatment of all county taxpayers.

People: Supports and develops skilled competent staff to meet the programs mandated by the State of California.

MAJOR ACCOMPLISHMENTS IN F/Y 2009-10

Programs: Continued to utilize aerial photos, obtained at no charge, from the U.S. Department of Agriculture. This project increased the value of the assessment roll, benefiting the County and all entities that receive its proceeds.

Public Trust: Made the forms most commonly used by taxpayers available for downloading from the County website, thereby saving staff time and resources mailing forms to taxpayers.

Practices: Participated in the California Assessors’ Association’s standard date record filing of business property statements along with the Association’s e-filing of business property statements. The electronic filing systems allow businesses of all sizes to electronically file business property statements.

People: Supported and developed skilled competent staff to meet the programs mandated by the State of California.

ASSESSOR/CLERK-RECORDER

ASSESSOR.....1120

SUSAN M. RANOCHAK, Assessor/Clerk-Recorder

GOALS/OBJECTIVES FOR F/Y 2010-11

Programs: 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 is newly constructed. Surrender the annual roll to the County Auditor-Controller by July 1 of each year.

Public Trust: Prepare timely supplemental assessments of any real property that undergoes a change in ownership or is newly constructed.

Practices: Discover and locate all locally assessed property in the County. Perform mandatory and non-

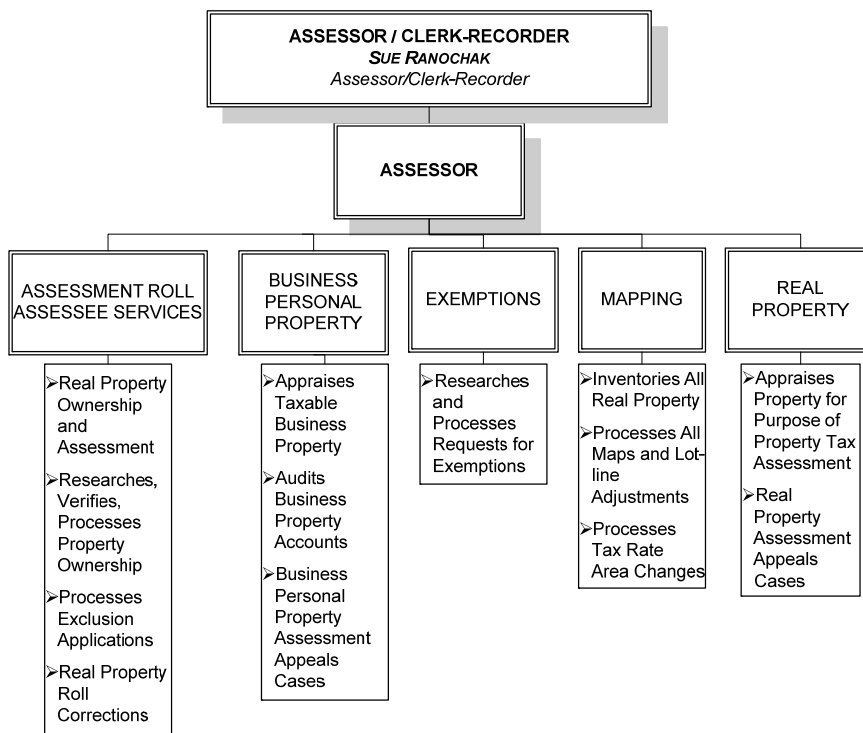
mandatory audits of business property and fixtures. Provide timely updates of parcel boundary changes to the County’s GIS system.

People: Support and develop skilled competent staff to meet the programs mandated by the State of California.

CURRENT STAFFING

To view staffing levels for this budget unit, see the Position Allocation Table located in this document, placed under the tab *L. Position Allocation Table*.

PROGRAM CHART



ASSESSOR/CLERK-RECORDER

ASSESSOR.....1120

SUSAN M. RANOCHAK, Assessor/Clerk-Recorder

SUMMARY OF MAJOR BUDGET ACCOUNTS

Salaries & Employee Benefits

- ✧ Acct. 1011 Provides for salaries.

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.

CEO RECOMMENDED BUDGET COMMENTS

The CEO recommends funding as submitted by the department with a General Fund reduction of \$(54,000).

ASSESSOR/CLERK-RECORDER

ASSESSOR.....1120

SUSAN M. RANOCHAK, Assessor/Clerk-Recorder

State Controller
County Budget Act
(1985)

County of Mendocino
State of California
Budget Unit Financing Uses Detail
Recommended Budget for Fiscal Year 2010-11

County Budget Form
Schedule 9

Classification:

Function: 1 General Government
Activity: 101 General - Legislative & Administrative

Budget Unit: 1120 Assessor
Fund: 1100 County General

Financing Uses Classification	2008-09 Budget	2008-09 Actuals	2009-10 Budget	2009-10 Actuals	2010-11 Request	2010-11 Recommend	2010-11 Adopted
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
<i>as of 5/31/10</i>							
Salaries & Employee Benefits							
861011 Regular Employees	1,041,900	983,124	959,437	850,440	787,054	1,032,054	
861012 Extra Help	0	0	0	0	0	0	
861013 Overtime Reg Emp	0	1,449	0	0	0	0	
861021 Co Cont Retirement	139,368	137,840	126,740	109,375	110,556	110,556	
861022 Co Cont OASDI	62,154	56,272	28,798	49,100	45,760	45,760	
861023 Co Cont Medicare	14,755	13,466	13,701	11,532	10,804	10,804	
861024 Co Cont Retire Incr	58,205	58,506	46,677	40,060	49,402	49,402	
861030 Co Cont Health Ins	126,352	140,426	150,882	141,474	131,416	131,416	
861031 Co Cont Unemp Ins	2,255	2,255	2,905	2,905	4,112	4,112	
861035 Co Cont Workers Comp	13,425	13,425	14,687	14,687	15,258	15,258	
Total Salaries & Employee Benefits	1,458,414	1,406,762	1,343,827	1,219,574	1,154,362	1,399,362	0
Services & Supplies							
862060 Communications	6,900	5,814	6,900	4,288	6,900	6,900	
862101 Insurance - General	14,317	14,317	13,255	13,255	4,626	4,626	
862120 Maint - Equip	1,400	4,694	1,400	1,811	1,400	1,400	
862150 Memberships	555	705	1,000	555	600	600	
862170 Office Expense	30,000	26,406	30,000	21,738	30,013	30,013	
862181 Auditing/Fiscal Svcs	3,000	0	3,000	0	3,000	3,000	
862187 Education & Training	5,500	2,892	5,500	474	5,500	5,500	
862189 Prof/Spec Svcs - Other	0	0	0	0	0	0	
862239 Spec Dept Expense	0	2,820	0	1,000	0	0	
862250 Trans/Travel	26,580	18,409	27,000	12,328	30,900	30,900	
862253 Travel Out of County	5,000	2,489	5,000	1,705	5,000	5,000	
Total Services & Supplies	93,252	78,546	93,055	57,154	87,939	87,939	0
Expend Transfer & Reimb							
865380 Intrafund Transfers	0	0	0	(45)	0	0	
Total Expend Transfer & Reimb	0	0	0	(45)	0	0	0
Total Net Appropriations	1,551,666	1,485,308	1,436,882	1,276,683	1,242,301	1,487,301	0
Less: Revenues							
826116 Prop Char Fee	0	1,876	0	0	18,000	72,000	
826390 Other Charges	41,000	20,324	22,000	13,930	14,000	14,000	
827600 Other Sales	14,000	22,452	24,000	9,258	10,000	10,000	
827602 Sale of Map - Assr	100	3,854	100	3,519	2,800	2,800	
827802 Oper Transfer In	26,431	26,431	60,225	0	0	0	
Total Revenues	81,531	74,937	106,325	26,707	44,800	98,800	0
Total Net County Cost	1,470,135	1,410,372	1,330,557	1,249,975	1,197,501	1,388,501	0

ASSESSOR/CLERK RECORDER

ASSESSOR'S PROPERTY TAX ADMIN PROGRAM (AB 589).....1121

SUSAN M. RANOCHAK, Assessor/Clerk-Recorder

PROGRAM DISCUSSION

Programs: The Property Tax Administration Program Budget is part of the Assessor's Division of the Office of Assessor/Clerk-Recorder. The Property Tax Administration Program Budget was funded through a grant from the State for the purpose of enhancing the property tax administration system by providing supplemental resources. Funding identified in this budget unit could not be used to supplant the level of staff funding, as it existed in the Assessor's Office in Fiscal Year 1993-94. Funding for the program ended in 2005 and this budget reflects the use of the remaining dollars in the fund.

SUMMARY OF MAJOR BUDGET ACCOUNTS

Expenditure Transfer and Reimbursement

- ✧ Acct. 5802 Operating transfer out

Revenues

- ✧ Acct. 5490 Provides for property tax administration loan from the State.

ASSESSOR/CLERK-RECORDER

ASSESSOR'S PROPERTY CHARACTERISTICS1122

SUSAN M. RANOCHAK, Assessor/Clerk-Recorder

PROGRAM DISCUSSION

Programs: The Property Characteristics Budget of the Assessor's Division of the Office of Assessor/Clerk-Recorder is funded through fees collected for providing property characteristics upon request.

SUMMARY OF MAJOR BUDGET ACCOUNTS

Expenditure Transfer and Reimbursement

- ✧ Acct. 5802 Operating transfer out decrease due to depletion in fund balance carryover.

Revenues

- ✧ Acct. 4100 Provides for interest on fund balance.
- ✧ Acct. 7600 Provides for fees collected from sale of property characteristic information.

CEO RECOMMENDED BUDGET COMMENTS

The CEO recommends budget as submitted by the department.

ASSESSOR/CLERK-RECORDER

ELECTIONS.....1410

SUSAN M. RANOCHAK, Assessor/Clerk-Recorder

PROGRAM DISCUSSION

Programs: The overall mission of the Elections' Division of the Office of the Assessor/Clerk-Recorder is to maintain public records and promote public confidence in the administration of fair and impartial elections.

The Elections' Division of the Office of the Assessor/Clerk-Recorder performs duties mandated by State, Federal and local laws, registers voters and maintains voter registration files for the County of Mendocino. Daily duties include uploading changes to the statewide database, working deficiency files received from the State, adequately stocking distribution centers throughout the County with registration forms, and supplying individuals and organizations with an adequate number of registration forms to conform to State regulations. Additionally, the Division provides information on placing items on the ballot including measures, initiatives, referendums, and recall. The Elections' Division also administers and conducts all Federal, State, County, school district and special district elections and administers and conducts municipal elections under agreement with each city.

A typical election includes publishing legal notices, issuing, accepting and certifying nomination papers for candidates, obtaining impartial analysis, collecting fiscal impact statements, arguments and rebuttal arguments for qualified measures. This function also includes ordering sufficient official, vote by mail and sample ballots, ordering election supplies, preparing program parameters for each election, testing equipment and ballot counting programs, certifying test results to the State, securing sufficient and adequate polling places, preparing and distributing equipment to polling places, securing sufficient election officers to staff each polling place, hiring sufficient staff to prepare and process vote by mail ballots, distribute and return supplies, ballots and equipment, staff the election night counting center; and instructing election officers, delivery and return personnel and election night personnel in their duties and finally, counting all voted ballots, canvassing the returns from each precinct, certifying the results to the proper entities and issuing Certificates of Election to elected candidates.

The Elections' Division accepts 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 filing and collecting penalties assessed.

Public Trust: Promotes full public trust in the conduct of elections.

Practices: Promotes public confidence in the administration of fair and impartial elections.

People: Supports and develops skilled competent staff to meet the needs of the public and programs mandated by the State of California.

MAJOR ACCOMPLISHMENTS IN F/Y 2009-10

Programs: Continued to improve the election process for the use of optical scan ballots.

Public Trust: Successfully conducted a statewide special, a recall, all mail-ballot, and consolidated districts election in 2009.

Practices: Met the Federal requirements under the Help America Vote Act.

People: Continued to develop skilled competent staff to meet the needs of the public and programs mandated by the State of California.

GOALS/OBJECTIVES FOR F/Y 2010-11

Programs: Make voter registrations readily available to all who desire to register.

Public Trust: Strive to continue to conduct fair and impartial elections.

Practices: Continue to produce accurate election results.

People: Endeavor to develop skilled competent staff to meet the needs of the public and programs mandated by the State of California.

CURRENT STAFFING

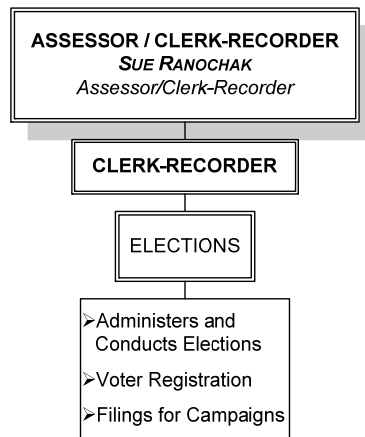
To view staffing levels for this budget unit, see the Position Allocation Table located in this document, placed under the tab *L. Position Allocation Table*.

ASSESSOR/CLERK-RECORDER

ELECTIONS.....1410

SUSAN M. RANOCHAK, Assessor/Clerk-Recorder

PROGRAM CHART



SUMMARY OF MAJOR BUDGET ACCOUNTS

Salaries & Employee Benefits

- ✧ Acct. 1011 Provides for salaries and benefits.

Revenues

- ✧ Acct. 6140 Provides for reimbursement for elections.

CEO RECOMMENDED BUDGET COMMENTS

The CEO recommends funding as submitted by the department.

ASSESSOR/CLERK-RECORDER

CLERK-RECORDER..... 1941

SUSAN M. RANOCHAK, Assessor/Clerk-Recorder

PROGRAM DISCUSSION

Programs: The overall mission of the Clerk-Recorder's Division of the Assessor/Clerk-Recorder's Office is to preserve public records in a secure and easily accessible environment for retrieval by the public.

The Clerk's 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 accepts for filing: fictitious business name statements, abandonment, proofs of publication of such statements and withdrawal of partnership statements, notary bonds for filing, oaths of office, and maintains the roster of public officers for the County. The Clerk's Division files and maintains as public records: powers of attorney, appointments of Humane Officers, registrations of Private Professional Photocopiers, Process Servers, Unlawful Detainer Assistants and County inventories. The Division collects fees for filing Notices of Determination under the State Environmental Quality Act. Non-mandated duties include: performing marriage ceremonies as a Commissioner of Civil Marriages and accepting passport applications as an Acceptance Agent on behalf of the Passport Agency.

The Recorder's Division performs the mandated duties of recording, indexing and maintaining for public access, all documents authorized by law to be recorded. Records in this office date back to the inception of the County. It is imperative that records be well preserved and easily accessible as current property transactions depend on the accuracy and availability of previously recorded documents. The Division also records marriage certificates, files birth and death certificates, mails notices when required by law and microfilms its records for security purposes, maintaining a copy of the film off-site.

Public Trust: Responds to all public inquiries in a timely, courteous and accurate manner as allowed by law.

Practices: Provides courteous and efficient service to members of the public who require information.

People: Supports and develops skilled competent staff to meet the needs of the mandated duties and the public.

MAJOR ACCOMPLISHMENTS IN F/Y 2009-10

Programs: The social security number truncation project mandated by the State of California has been completed for all applicable documents recorded from 1980 through October 1994. The project continues for documents recorded after October 1994.

Public Trust: Met deadlines for recording and indexing documents as prescribed by law.

Practices: Provided courteous and efficient service to members of the public.

People: Supported and developed skilled competent staff to meet the needs of the mandated duties and the public.

GOALS/OBJECTIVES FOR F/Y 2010-11

Programs: Perform mandated duties in the most effective and efficient manner.

Public Trust: Maintain public records in a secure and easily accessible environment. Start the process of redacting all social security numbers from our official records as mandated by law.

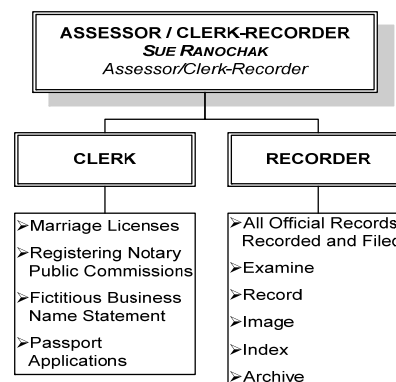
Practices: Successfully implement the new recording and indexing system.

People: Support and develop skilled competent staff to meet the needs of the mandated duties and the public.

CURRENT STAFFING

To view staffing levels for this budget unit, see the Position Allocation Table located in this document, placed under the tab *L. Position Allocation Table*.

PROGRAM CHART



ASSESSOR/CLERK-RECORDER

CLERK-RECORDER..... 1941

SUSAN M. RANOCHAK, Assessor/Clerk-Recorder

SUMMARY OF MAJOR BUDGET ACCOUNTS

Salaries & Employee Benefits

- ✧ Acct. 1011 Provides for salary and benefits.

Revenues

- ✧ Acct. 2602 Provides for Marriage License Fees.
- ✧ Acct. 6259 Provides for Lien Notice Mailing Fees.
- ✧ Acct. 6266 Provides for Misc Clerk Filings.
- ✧ Acct. 7600 Provides for copy fees.
- ✧ Acct. 7700 Provides for overages.

CEO RECOMMENDED BUDGET COMMENTS

The CEO recommends funding as submitted by the department.

ASSESSOR/CLERK-RECORDER

CLERK-RECORDER..... 1941

SUSAN M. RANOCHAK, Assessor/Clerk-Recorder

Financing Uses Classification	2008-09 Budget	2008-09 Actuals	2009-10 Budget	2009-10 Actuals	2010-11 Request	2010-11 Recommend	2010-11 Adopted
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

as of 5/31/10

<i>Less: Revenues</i>							
822602 Marriage Lic FCC GC 2684	33,000	29,687	30,000	21,558	24,000	24,000	
826255 Recorder Mod Fee	0	0	0	0	0	47,000	
826259 Recorder Svc Fee	3,000	995	400	2,290	500	500	
826261 Recording Fee	215,000	139,921	164,681	165,905	167,000	167,000	
826266 Clerk Fee	92,500	74,670	76,000	68,499	74,000	74,000	
826404 Returned Check Chg	0	200	0	50	0	0	
827600 Other Sales	67,250	55,461	55,000	46,575	50,000	50,000	
827700 Other	1,700	775	1,000	714	500	500	
Total Revenues	412,450	301,709	327,081	305,590	316,000	363,000	0
 Total Net County Cost	 (42,919)	 17,794	 (16,807)	 (93,969)	 (55,841)	 (102,841)	 0

ASSESSOR/CLERK-RECORDER

RECORDER'S MODERNIZATION1942

SUSAN M. RANOCHAK, Assessor/Clerk-Recorder

PROGRAM DISCUSSION

Programs: The overall mission of the Recorder's Modernization Budget Unit is to modernize creation, retention and retrieval of the Clerk-Recorder's records.

All documents recorded in the Recorder's Division and filed in the Clerk's Division of the Office of the Assessor/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, de-acidified and filmed, then bound with non-acidic binding. This project is time consuming and very expensive. The Clerk-Recorder is continuing with the third phase of this project, which is the restoration of handwritten miscellaneous record books.

The second long-term project involves entering the County's old indices into its computer system. These indices date back to the beginning of the County and many are worn and unreadable. This project will preserve the information and, at the same time, free up office space. The indices are sent out to be data entered off-site. As this process is both time consuming and expensive, it is expected to be ongoing for several years. Funding of this budget unit is provided through fee collection at the time of recording.

Public Trust: Responds to all public inquiries in a timely, courteous and accurate manner as allowed by law.

Practices: Provides courteous and efficient service to members of the public who require information maintained by this office.

People: Supports and develops skilled competent staff to meet the needs of the mandated duties and the public.

MAJOR ACCOMPLISHMENTS IN F/Y 2009-10

Programs: Scanned images, which are available for public viewing by the end of the day on which documents are recorded.

Public Trust: Continued to respond to all public inquiries in a timely, courteous and accurate manner as allowed by law.

Practices: Provided courteous and efficient service to members of the public who required information maintained by this office.

People: Supported and developed skilled competent staff to meet the needs of the mandated duties and the public.

GOALS/OBJECTIVES FOR F/Y 2010-11

Programs: To provide accurate high quality scanned images of the Clerk-Recorder's records. Produce accurate, high quality microfilm of the Clerk-Recorder's records for archival storage. Continue with ongoing projects.

Public Trust: To continue to respond to all public inquiries in a timely, courteous and accurate manner as allowed by law.

Practices: Provide courteous and efficient service to members of the public who require information maintained by this office.

People: Support and develop skilled competent staff to meet the needs of the mandated duties and the public.

SUMMARY OF MAJOR BUDGET ACCOUNTS

Services & Supplies

- ✧ Acct. 2239 Recorder system software and training purchased in 2008-09.

CEO RECOMMENDED BUDGET COMMENTS

The CEO recommends funding as submitted by the department.

ASSESSOR/CLERK-RECORDER

RECORDER'S MODERNIZATION1942

SUSAN M. RANOCHAK, Assessor/Clerk-Recorder

State Controller
County Budget Act
(1985)

County of Mendocino
State of California
Budget Unit Financing Uses Detail
Recommended Budget for Fiscal Year 2010-11

County Budget Form
Schedule 9

Classification:

Function: 1 General Government

Budget Unit: 1942 Modernization

Activity: 101 General - Legislative & Administrative

Fund: 1217 Recorder Modernization

Financing Uses Classification	2008-09 Budget	2008-09 Actuals	2009-10 Budget	2009-10 Actuals	2010-11 Request	2010-11 Recommend	2010-11 Adopted
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
<i>as of 5/31/10</i>							
Services & Supplies							
862060 Communications	0	0	0	0	0	0	
862120 Maint - Equip	3,000	2,740	3,000	0	3,000	3,000	
862170 Office Expense	1,000	393	1,000	0	1,000	1,000	
862239 Spec Dept Expense	230,000	20,682	25,000	31,768	35,000	35,000	
862253 Travel Out of County	2,000	0	2,000	0	2,000	2,000	
Total Services & Supplies	236,000	23,815	31,000	31,768	41,000	41,000	0
Fixed Assets							
864370 Equipment	17,000	5,443	0	0	0	0	
Total Fixed Assets	17,000	5,443	0	0	0	0	0
Expend Transfer & Reimb							
865802 Oper Transfer Out	0	0	0	0	0	0	
Total Expend Transfer & Reimb	0	0	0	0	0	0	0
Total Net Appropriations	253,000	29,258	31,000	31,768	41,000	41,000	0
Less: Revenues							
824100 Interest	8,000	2,015	1,500	251	200	200	
826255 Recorder Mod Fee	120,000	32,734	52,000	61,851	67,000	67,000	
826390 Other Charges	10,000	9,679	10,000	7,643	8,200	8,200	
Total Revenues	138,000	44,429	63,500	69,744	75,400	75,400	0
Total Fund Balance Contribution	115,000	(15,171)	(32,500)	(37,976)	(34,400)	(34,400)	0

ASSESSOR/CLERK-RECORDER

CLERK-RECORDER – MICROGRAPHICS..... 1944

SUSAN M. RANOCHAK, Assessor/Clerk-Recorder

PROGRAM DISCUSSION

Programs: Overall mission of the Micrographics Division of the Assessor/Clerk-Recorder's Office is to produce micrographic reproductions of records of this, and other County departments, and to the retention and retrieval of Clerk-Recorder's records.

This Division daily films and scans all documents recorded in the Recorder's Division as well as records filed in the Clerk's Division of the Office of the Assessor/Clerk-Recorder. Microfilm continues to be made in-house and stored off-site for security purposes as required by law. CD's of daily images are now made and sold upon request. 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, de-acidified and filmed, then rebound with non-acidic binding. The Micrographics Division is continuing with the third phase of this project this year, which is the restoration of miscellaneous record books.

Public Trust: Responds to all public inquiries in a timely, courteous and accurate manner as allowed by law.

Practices: Provides courteous and efficient service to members of the public who require information maintained by the Assessor/Clerk-Recorder's Office.

People: Supports and develops skilled competent staff to meet the needs of the mandated duties and the public.

MAJOR ACCOMPLISHMENTS IN F/Y 2009-10

Programs: Scanned images, which are available for public viewing by the morning after the day on which documents are recorded. Off-site access to the Recorder indices is provided by subscription to title companies and others who wish to subscribe.

Public Trust: Continued to respond to all public inquiries in a timely, courteous and accurate manner as allowed by law.

Practices: Provided courteous and efficient service to members of the public who required information maintained by the Assessor/Clerk-Recorder's Office.

People: Supported and developed skilled competent staff to meet the needs of the mandated duties and the public.

GOALS/OBJECTIVES FOR F/Y FY 2010-11

Programs: Provide accurate high quality microfilm and scanned images of the Clerk-Recorder's records. Continue with ongoing projects.

Public Trust: To continue to respond to all public inquiries in a timely, courteous and accurate manner as allowed by law.

Practices: Provide courteous and efficient service to members of the public who require information maintained by the Assessor/Clerk-Recorder's Office.

People: Support and develop skilled competent staff to meet the needs of the mandated duties and the public.

CURRENT STAFFING

To view staffing levels for this budget unit, see the Position Allocation Table located in this document, placed under the tab *L. Position Allocation Table*.

CEO RECOMMENDED BUDGET COMMENTS

The CEO recommends funding as submitted by the department.

County of Mendocino

2010-11

RECOMMENDED BUDGET

