

EXECUTIVE OFFICE

EXECUTIVE OFFICE 1020

TOM MITCHELL, Chief Executive Officer

EXECUTIVE OFFICE'S BUDGET UNITS

Executive Office	1020
Redevelopment Agency Administration	1025
Redevelopment Housing Component	1026
Redevelopment Community and Economic Development	1027
Redevelopment Debt Service Component	1028
Capital Improvements	1710
Capital Projects	1712
Promotion/Economic Development	1810
Community Development Block Grant Program	0402

PROGRAM DISCUSSION

Programs: The Chief Executive Officer (CEO) provides a supportive framework for Board policies and decisions. The primary duties of the CEO are to plan, organize, control, and direct the overall operations of the County. The CEO provides various staff services in the form of leadership and guidance in the implementation of the policies of the Board of Supervisors. The CEO coordinates and oversees the County budget, makes recommendations, and analyzes issues regarding the administration and operation of County Department programs, and the use of financial and human resources. The CEO also serves in the capacity as the Director of Emergency Services. The following program budgets are administered by the CEO: capital improvements and maintenance projects for the County, capital CIP projects, County emergency response services, community economic development/promotion, special projects, redevelopment administration, and County mandated grand jury funding coordination.

Public Trust: Promote full understanding and trust of citizens of the County, with effective communication and transparency.

Practices: Promote a philosophy to operate on the basis of accuracy, balance, candor, and efficiency.

People: Support and develop highly capable, competent department heads with a universal vision, while encouraging teamwork in striving towards goals and objectives.

MAJOR ACCOMPLISHMENTS IN F/Y 2008-09

Programs: The Chief Executive Officer and the Executive Management staff have successfully strived towards meeting the goals and objectives previously set up as primary responsibilities directed by the Board of Supervisors.

Public Trust: The Executive Office has successfully promoted a more transparent budget process and

published the County budget for the full understanding of the citizens of the County.

Practices: The Executive Office has successfully promoted the philosophy of (accuracy, balance, and candor) since 2005, which has assisted in a more fluid, transparent government process.

- Continuation and revisions of the implementation of a fee process to coordinate with the County Budget Process and creation of a consolidated Master Fee Schedule that is posted on the County website.

- Successful coordination of the 1st Annual Broad Band Conference with community partners and County schools.

- Continued to develop a Federal and State legislative program with coordination on advocacy for such programs through on-site meetings with key legislators, legislative staff, lobbyists, and the solicitation and development of support letters.

- Completed 2009 State and Federal Legislative Platforms, which were approved by the Board of Supervisors.

- Assisted the Board of Supervisors in developing a balanced budget that provided a continuation of the County's current service delivery while addressing the difficulties of economic uncertainty and Federal/State funding cutbacks.

- Continued to develop and streamline the budget process and the publication of the Budget book.

- Coordinated revisions to current policies and updated administrative policies approved by the Board of Supervisor on the County website.

- Completed oversight and financing of capital improvement projects including completion of the first Phase of the Microwave System.

- Met the objective of maintaining total debt service at its existing level.

- Continued to provide coordination and oversight in the preparation of responses to the Grand Jury Reports.

EXECUTIVE OFFICE

EXECUTIVE OFFICE 1020

TOM MITCHELL, Chief Executive Officer

➤ Provided liaison services and contract management with housing and community development projects being performed by Community Development Commission, Northern Circle Indian Housing Authority, and Rural Community Housing Development Corporation.

➤ Actively participated in SEIU Contract Negotiations and advisory committee to the Negotiation Team.

➤ Provided assistance and guidance with policies and recommendations with Public Resources, Health and Human Services, General Government, and Criminal Justice Departments, Coordinating Councils, and Board Committees.

People: The Executive Office has been successful in promoting and developing Executive Team staff by holding monthly meetings to encourage teamwork participation and promoting a County-wide vision.

➤ Continued to maintain a cohesive Executive Management Team, and worked toward a more open and inclusive management approach (among directors and between the Board and their directors).

➤ Completed Executive Team evaluations within time frames per County policies established.

➤ Held periodic meetings with the City Managers of Fort Bragg, Ukiah and Willits to discuss issues of mutual concern, and to explore ways of collaborating on such issues.

➤ Continued participation with AOC and local Court/County negotiations regarding facility transfers and a potential new courthouse in Ukiah.

GOALS/OBJECTIVES FOR F/Y 2009-10

Programs:

➤ Continue to facilitate an understanding of County policies and procedures with representatives of other governmental agencies, the business community, and the general public.

➤ Continue to assist the Board of Supervisors in the formulation of policy and the analysis of policy options by delivering well-thought-out work products, which can be used as the basis for discussion, and to ensure timely implementation of Board of Supervisors' policies.

➤ Continue to assist the directors of the County's operating departments by providing consultation and other management services.

➤ Continue to refine the County's budgeting process to present pertinent financial data in a manner which is more comprehensive, useful, and easily understood,

including the development of budget materials that are concise, visual, and informative to the general public.

➤ The Executive Office will continue to take steps towards looking at performance measurements and reporting them in the budget book. In the future, County departments will work toward reporting measurements of services provided to the constituents they serve to determine levels of funding during the budget process.

➤ Continue to work with Human Resources, bargaining units, and the labor organizations that represent them with the goal of improving the quality of labor relations and employee development in the County.

➤ Keep the Board of Supervisors apprised of legislative issues that could affect Mendocino County at the State and Federal level, and provide staff support for the Board's annual legislative program.

Public Trust: The Executive Office will continue to promote a more transparent budget process and published budget for the full understanding of the citizens of the County.

Practices: The Executive Office will continue to promote a more transparent government process.

People: The Executive Office has been successful in promoting and developing Executive Team staff by holding monthly meetings to encourage teamwork participation and promoting a County wide vision, and has come up with the following goals:

HEALTH & HUMAN SERVICES:

➤ Provide staff support representation for the Health and Human Services Agency Coordinating Council and Board Health and Human Services Committee.

➤ Continue to work with Health and Human Services Agency in forming a strategic plan for the agency to increase services while increasing productivity within the internal structural organization.

CRIMINAL JUSTICE:

➤ Examine alternatives and facilitate the implementation of alternatives to the delivery of mental health, substance abuse, and physical health services within the jail, including pre-trial services in lieu of incarceration.

➤ Provide staff support representation for the Criminal Justice Coordinating Council and Board Criminal Justice Committee.

➤ Continued to negotiate with the Courts and the AOC on Courts Service MOU and Courts Transfer agreements.

EXECUTIVE OFFICE

EXECUTIVE OFFICE **1020**

TOM MITCHELL, Chief Executive Officer

GENERAL GOVERNMENT:

- Perform liaison duties for the General Government Coordinating Council and Board General Government Committee.
- Coordinate with General Services Agency - Information Services Division the implementation of Public Education Government (PEG) funding.

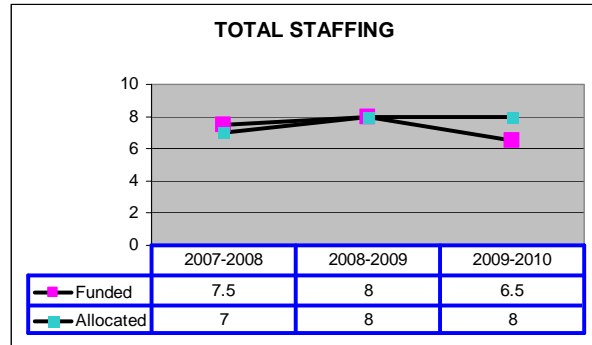
PUBLIC RESOURCES:

- Coordinate and work with DOT on prioritization of road projects for Prop 1B and grants for Board approval.
- Provide staff support representation of the Public Resources Coordinating Council and Board Public Resources Committee.

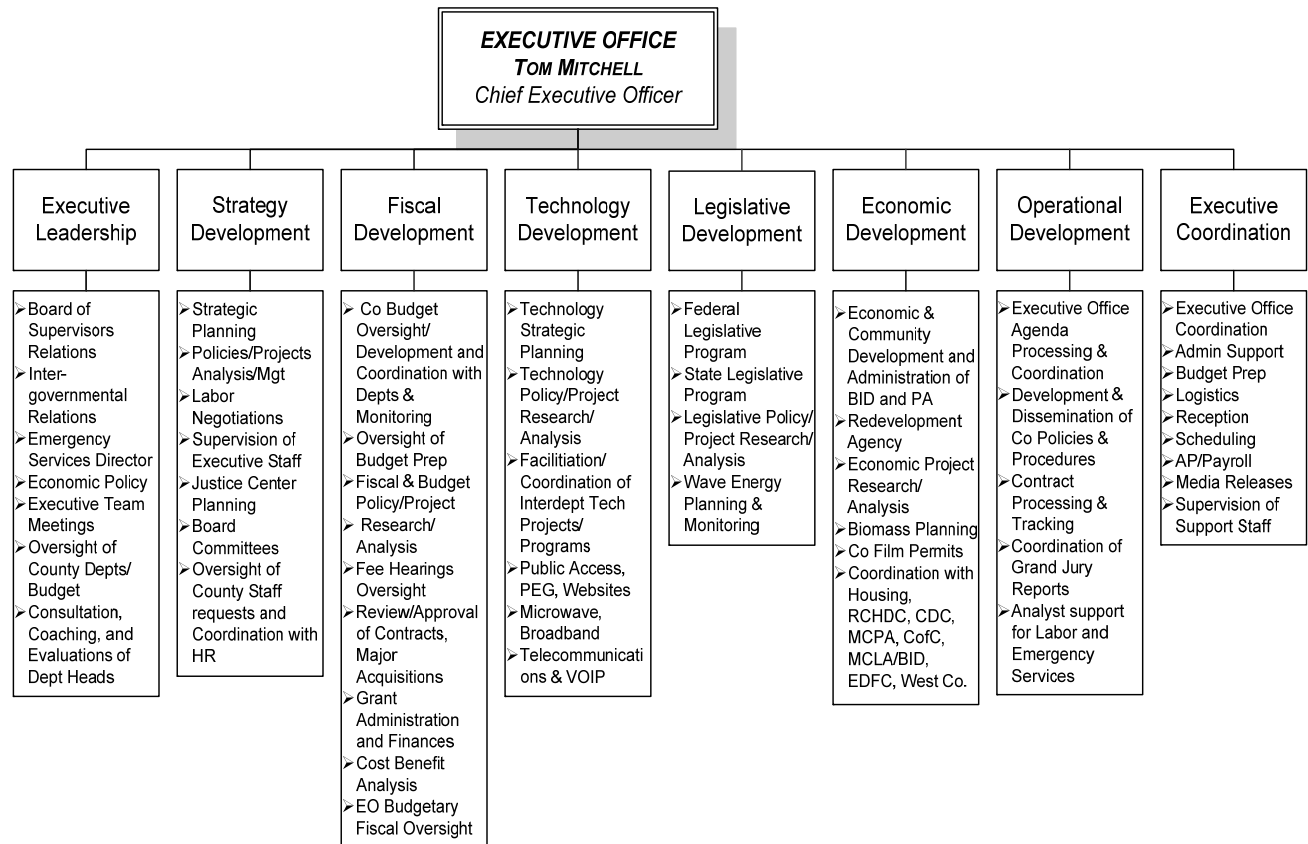
CULTURAL SERVICES:

- Work with the Librarian to improve Branch Services.
- Work with Museum on long term goals and strategic plan for increasing revenue resources and promotion.

STAFFING CHART



PROGRAM CHART



EXECUTIVE OFFICE

EXECUTIVE OFFICE 1020

TOM MITCHELL, Chief Executive Officer

SUMMARY OF MAJOR BUDGET ACCOUNTS

Salaries & Employee Benefits

✧ Acct. 1011 Provides funding for 6.5 full time positions. Decrease of \$(62,125) from prior year.

Professional Services

✧ Acct. 2189 Provides funding for Federal and State advocacy contracts.

Expenditure Transfer & Reimbursement

✧ Acct. 5380 Provides for transfers from BU 2830. \$10,000 to be reimbursed from, for 10% CEO salary and staffing salary.

Revenues

✧ Acct. 7700 Provides funding from RDA \$25,000, and MEDS grant \$18,000.

CEO RECOMMENDED BUDGET COMMENTS

The CEO recommends funding as submitted by the Department. This budget was reduced in Net County Cost by \$(92,535). Anticipates keeping the Executive Coordinator position vacant all year, and delay in hiring for 6 months for the Deputy CEO position that is currently vacant. The State advocacy contract for \$18,000 will also be terminated this year. The Chief Executive Officer salary is reduced by 10%. This budget also anticipates \$18,000 transferred from Social Services MEDS grant program for IT support services.

EXECUTIVE OFFICE

EXECUTIVE OFFICE 1020

TOM MITCHELL, Chief Executive Officer

862102 Workers Comp
State Controller
County Budget Act
(1985)

County of Mendocino
State of California
Budget Unit Financing Uses Detail
Recommended Budget for Fiscal Year 2009-10

County Budget Form
Schedule 9

Classification:

Function: 1 General Government

Budget Unit: 1020 Executive Office

Activity: 101 General - Legislative & Administrative

Fund: 1100 County General

Financing Uses Classification	2007-08 Budget	2007-08 Actuals	2008-09 Budget	2008-09 Actuals	2009-10 Request	2009-10 Recommend	2009-10 Adopted
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

as of 5/31/09

Salaries & Employee Benefits

861011 Regular Employees	550,502	527,930	715,117	578,395	696,847	637,847	
861012 Extra Help	26,416	6,617	4,500	0	0	0	
861013 Overtime Reg Emp	0	4,320	0	1,850	0	0	
861021 Co Cont Retirement	79,980	64,039	93,772	75,155	89,651	89,651	
861022 Co Cont OASDI	35,769	30,308	36,781	28,510	43,198	43,198	
861023 Co Cont Medicare	8,365	7,472	10,187	8,045	10,103	10,103	
861024 Co Cont Retire Incr	36,333	25,791	39,847	31,937	45,986	45,986	
861030 Co Cont Health Ins	62,485	58,346	81,406	64,051	90,227	90,227	
861031 Co Cont Unemp Ins	2,900	2,900	1,756	1,756	1,757	2,826	
861035 Co Cont Workers Comp	4,892	4,892	4,674	4,416	4,674	6,077	
Total Salaries & Employee Benefit	807,642	732,615	988,040	794,116	982,443	925,915	0

Services & Supplies

862060 Communications	6,500	8,964	6,500	9,341	7,200	7,200	
862101 Insurance - General	1,801	1,801	1,780	1,780	1,780	1,773	
862120 Maint - Equip	500	0	500	157	500	500	
862150 Memberships	2,000	1,138	1,000	227	1,000	1,000	
862170 Office Expense	17,430	24,316	13,230	24,461	24,850	24,850	
862187 Education & Training	2,000	591	2,000	326	1,500	1,500	
862189 Prof/Spec Svcs - Other	182,000	126,855	100,000	96,393	115,000	97,000	
862190 Publ/Legal Notice	1,500	2,734	2,500	752	1,000	1,000	
862200 Rent/Lease Equip	0	73	4,200	7,298	1,000	1,000	
862239 Spec Dept Expense	5,000	2,349	5,000	104	2,000	2,000	
862250 Trans/Travel	1,000	1,022	823	1,222	1,500	1,500	
862253 Travel Out of County	3,000	6,625	7,800	3,042	3,000	3,000	
Total Services & Supplies	222,731	176,469	145,333	145,102	160,330	142,323	0

Fixed Assets

864370 Equipment	2,000	0		0	0	0	
Total Fixed Assets	2,000	0	0	0	0	0	0

Expend Transfer & Reimb

865380 Intrafund Transfers	(5,000)	0	(20,600)	(6,138)	(10,000)	(10,000)	
Total Expend Transfer & Reimb	(5,000)	0	(20,600)	(6,138)	(10,000)	(10,000)	0

Total Net Appropriations

	1,027,373	909,084	1,112,773	933,079	1,132,773	1,058,238	0
--	------------------	----------------	------------------	----------------	------------------	------------------	----------

EXECUTIVE OFFICE

EXECUTIVE OFFICE 1020

TOM MITCHELL, Chief Executive Officer

Financing Uses Classification	2007-08 Budget	2007-08 Actuals	2008-09 Budget	2008-09 Actuals	2009-10 Request	2009-10 Recommend	2009-10 Adopted
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
as of 5/31/09							
Less: Revenues							
825398 SB90 Reimb	0	0	0	0	0	0	0
825490 State Other	0	0	0	0	0	0	0
827700 Other	5,500	25,451	5,000	34,878	25,000	43,000	0
827802 Oper Transfer In	0	0	0	0	0	0	0
Total Revenues	5,500	25,451	5,000	34,878	25,000	43,000	0
Total Net County Cost	1,021,873	883,632	1,107,773	898,201	1,107,773	1,015,238	0

EXECUTIVE OFFICE

REDEVELOPMENT AGENCY ADMINISTRATION..... 1025

TOM MITCHELL, Chief Executive Officer

PROGRAM DISCUSSION

Programs: 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, and the Executive Office provides staff support. Budget Unit 1025 distinguishes the general administrative functions of the Agency, including the accounting of statutory “pass through” payments of Agency revenues to taxing entities. The Agency was enacted specifically to give a tool to the Board of Supervisors to address problems such as urban blight, degraded buildings and lack of housing.

Public Trust: Maintain a fiscally sound Redevelopment Agency and Project Area.

Practices: Provide for an effective Agency administration and project/program management.

People: Provide comprehensive administration and management training for County personnel involved in administrative, fiscal control and project management functions of the Agency.

MAJOR ACCOMPLISHMENTS IN F/Y 2008-09

Programs: Created and adopted a new Five-Year Implementation Plan.

Public Trust: Maintained a fiscally sound Redevelopment Agency and Project Area.

Practices: Completed fiscal year 2007-2008 audit and annual reports to State Controller, State Department of Housing and Community Development, and Statement of Indebtedness to County Auditor-Controller.

People: Entered into new and continued reimbursement agreements with several county departments to provide redevelopment activities.

GOALS/OBJECTIVES FOR F/Y 2009-10

Programs: Continue with the monitoring of the fiscal integrity of the Agency. Implement 5 year plan.

Public Trust: Continue to maintain a fiscally sound Redevelopment Agency and Project Area.

Practices: Continue to provide the Agency with administration and project/program management.

People: Maintaining comprehensive administration and management training for County personnel involved is a key component to the success of the Agency and is a goal in 2009-10. Staff resources are allocated through the Promotion/Economic Development Budget Unit 1810 for the administration of this program.

EXECUTIVE OFFICE

REDEVELOPMENT AGENCY ADMINISTRATION..... 1025

TOM MITCHELL, Chief Executive Officer

State Controller
County Budget Act
(1985)

County of Mendocino
State of California
Budget Unit Financing Uses Detail
Recommended Budget for Fiscal Year 2009-10

County Budget Form
Schedule 9

Classification:

Function: 1 General Government

Budget Unit: 1025 RDA Administration

Activity: 101 General - Legislative & Administrative

Fund: 1420 County Redevelopment Agency

Financing Uses Classification	2007-08 Budget	2007-08 Actuals	2008-09 Budget	2008-09 Actuals	2009-10 Request	2009-10 Recommend	2009-10 Adopted
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

as of 5/31/09

Services & Supplies							
862150 Memberships	1,290	2,070	1,290	2,025	1,290	1,290	
862170 Office Expense	300	699	500	1,820	500	500	
862181 Auditing/Fiscal Svcs	7,000	8,303	8,000	13,692	33,869	33,869	
862183 Legal Fees	2,000	0	2,000	875	2,000	2,000	
862187 Education & Training	3,000	1,970	3,000	57	3,000	3,000	
862189 Prof/Spec Svcs - Other	25,500	4,339	25,500	45,613	25,500	25,500	
862190 Publ/Legal Notice	500	258	500	345	500	500	
862194 A-87 Costs	0	0	0	0	0	1,300	
862239 Spec Dept Expense	0	563	0	0	150,000	85,000	
862250 Trans/Travel	0	134	500	84	500	500	
862253 Travel Out of County	2,000	1,838	2,000	748	3,200	3,200	
Total Services & Supplies	41,590	20,175	43,290	65,260	220,359	156,659	0
Other Charges							
863113 Pmt Other Gov Agency	0	0	0	0	0	0	
863280 Contr Other Agency	0	0	0	0	0	0	
863311 Principal	0	0	0	0	0	0	
Total Other Charges	0	0	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	41,590	20,175	43,290	65,260	220,359	156,659	0
Less: Revenues							
821110 Curr Secured Prop Tax	0	0	0	0	0	0	
821130 Supplemental Roll Tax	0	0	0	0	0	0	
821210 Prior Secured Prop Tax	0	0	0	0	0	0	
824100 Interest	0	7,705	0	2,237	2,000	2,000	
827802 Oper Transfer In	41,590	0	43,290	0	193,411	132,271	
Total Revenues	41,590	7,705	43,290	2,237	195,411	134,271	0
Total Fund Balance Contribution	0	12,470	0	63,023	24,948	22,388	0

EXECUTIVE OFFICE

REDEVELOPMENT HOUSING COMPONENT 1026

TOM MITCHELL, Chief Executive Officer

PROGRAM DISCUSSION

Programs: Health and Safety Code Sections 33000 et. eq. of the State of California, and the California Community Redevelopment Law requires that at least 20 percent of all tax increment revenues generated within the boundaries of a Redevelopment Area be set aside specifically to improve housing conditions for residents of low to moderate income.

Public Trust: Low Income working families in the community can benefit from this program by building or rehabilitating their homes.

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

People: Staff resources are allocated through the Promotion/Economic Development Budget Unit 1810 for the administration of this program. The Executive Office working with the Auditor-Controller calculate the tax increment revenues to set aside funds for utilization in projects to rehabilitate, replace, or construct housing for low to moderate income families.

EXECUTIVE OFFICE

REDEVELOPMENT HOUSING COMPONENT 1026

TOM MITCHELL, Chief Executive Officer

State Controller
County Budget Act
(1985)

County of Mendocino
State of California
Budget Unit Financing Uses Detail
Recommended Budget for Fiscal Year 2009-10

County Budget Form
Schedule 9

Classification:

Function: 1 General Government

Budget Unit: 1026 RDA Housing Component

Activity: 101 General - Legislative & Administrative

Fund: 1422 RDA Housing Component

Financing Uses Classification	2007-08 Budget	2007-08 Actuals	2008-09 Budget	2008-09 Actuals	2009-10 Request	2009-10 Recommend	2009-10 Adopted
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

as of 5/31/09

Services & Supplies							
862060 Communications	300	0	300	0	0	0	
862170 Office Expense	0	0	0	0	0	0	
862181 Auditing & Fiscal Services	3,000	0	3,000	0	3,000	3,000	
862183 Legal Fee	4,200	0	4,200	0	4,200	4,200	
862187 Education & Training	0	0	0	0	0	0	
862189 Prof/Spec Svcs - Other	26,000	0	10,000	0	0	0	
862190 Publ/Legal Notice	500	0	500	0	0	0	
862239 Spec Dept Expense	245,000	0	215,310	100,000	100,000	100,000	
862250 Trans/Travel	0	0	0	0	0	0	
Total Services & Supplies	279,000	0	233,310	100,000	107,200	107,200	0
Other Charges							
863113 Pmt Other Gov Agency	0	0	0	0	0	0	
Total Other Charges	0	0	0	0	0	0	0
Expend Transfer & Reimb							
865380 Intrafund Transfer	0	0	0	0	0	0	
865802 Oper Transfer Out	0	0	0	0	0	0	
Total Expend Transfer & Reimb	0	0	0	0	0	0	0
Total Net Appropriations	279,000	0	233,310	100,000	107,200	107,200	0
Less: Revenues							
824100 Interest	5,800	13,432	12,000	4,337	0	5,000	
827700 Other	0	0	0	0	0	0	
827802 Oper Transfer In	99,200	139,409	145,800	(20,917)	153,350	153,350	
Total Revenues	105,000	152,841	157,800	(16,579)	153,350	158,350	0
Total Fund Balance Contribution	174,000	(152,841)	75,510	116,579	(46,150)	(51,150)	0

EXECUTIVE OFFICE

REDEVELOPMENT COMMUNITY AND ECONOMIC DEVELOPMENT 1027

TOM MITCHELL, Chief Executive Officer

PROGRAM DISCUSSION

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

Public Trust: Implemented Community Redevelopment Law as set forth in Health and Safety Code Sections 33000 et. seq.

Public Trust: Eliminating blighted physical and economic conditions in the Project Area.

Practices: Implement projects and programs to achieve Redevelopment Agency goals which includes developing and implementing programs to attract businesses, and retained and expanded strategies to generate tax-increment revenues for affordable housing programs.

People: Provide ongoing funding for staff support to regulate and enhance the quality and livability of established residential neighborhoods through code enforcement. Administrative preparation of market assessments, plans, and design guidelines to ensure timely and proper revitalization of the Project Area. Staff resources are allocated through the Promotion/Economic Development Budget Unit 1810 for the administration of this program.

EXECUTIVE OFFICE
REDEVELOPMENT COMMUNITY AND ECONOMIC DEVELOPMENT 1027
TOM MITCHELL, Chief Executive Officer

State Controller
 County Budget Act
 (1985)

County of Mendocino
 State of California
 Budget Unit Financing Uses Detail
 Recommended Budget for Fiscal Year 2009-10

County Budget Form
 Schedule 9

Classification:

Function: 1 General Government

Budget Unit: 1027 RDA Project Costs

Activity: 101 General - Legislative & Administrative

Fund: 1420 County Redevelopment Agency

Financing Uses Classification	2007-08 Budget	2007-08 Actuals	2008-09 Budget	2008-09 Actuals	2009-10 Request	2009-10 Recommend	2009-10 Adopted
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

as of 5/31/09

Services & Supplies

862060 Communications	400	0	400	0	400	400	
862170 Office Expense	400	0	400	160	400	400	
862183 Legal Fees	60,000	455	10,000	315	10,000	10,000	
862187 Education & Training	0	0	0	0	0	0	
862189 Prof/Spec Svcs - Other	83,844	3,159	5,000	0	5,000	5,000	
862190 Publ/Legal Notice	1,000	0	1,000	0	1,000	1,000	
862239 Spec Dept Expense	260,000	8,509	259,000	59,777	417,000	477,514	
862250 Trans/Travel	500	0	500	0	500	500	
862253 Travel Out of County	1,200	0	1,200	0	0	0	
Total Services & Supplies	407,344	12,124	277,500	60,252	434,300	494,814	0

Expend Transfer & Reimb

865380 Intrafund Transfers	0	0	0	0	0	0	
865802 Oper Transfer Out	0	0	0	0	0	0	
Total Expend Transfer & Reimb	0	0	0	0	0	0	0

Total Net Appropriations

407,344	12,124	277,500	60,252	434,300	494,814	0
----------------	---------------	----------------	---------------	----------------	----------------	----------

Less: Revenues

824100 Interest	0	(638)	500	(65)	500	500	
827802 Oper Transfer In	272,090	12,761	277,000	8,652	239,460	299,974	
Total Revenues	272,090	12,124	277,500	8,587	239,960	300,474	0

Total Fund Balance Contribution

135,254	0	0	51,665	194,340	194,340	0
----------------	----------	----------	---------------	----------------	----------------	----------

EXECUTIVE OFFICE

REDEVELOPMENT DEBT SERVICE COMPONENT 1028

TOM MITCHELL, Chief Executive Officer

PROGRAM DISCUSSION

Programs: Health and Safety Code Sections 33000 et. eq. of the State of California, and the California Community Redevelopment Law Community Redevelopment Law authorizes a redevelopment agency to finance or refinance redevelopment projects, in whole or in part, to establish debt, in order to receive the agency's share of tax increment. Increased property taxes from redevelopment activity are known as "tax increment". State law allows redevelopment agencies to pledge tax increment so that they can repay bonds and other types of debt incurred to initiate projects. Mendocino County is on a "pay as you go" basis, or in essence funds itself through these tax increments and projects. Types of debt may include but are not limited to: bonds, payments to the agency's housing fund and other taxing entities, development agreements, loans, leases and reimbursements.

Public Trust: Projects approved thru tax increment revenue will assist in stimulating the local economy in the way of new jobs, increased revenue and spending, and preservation of the environment.

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

People: Staff resources are allocated through the Promotion/Economic Development Budget Unit 1810 for the administration of this program.

EXECUTIVE OFFICE
REDEVELOPMENT DEBT SERVICE COMPONENT 1028
TOM MITCHELL, Chief Executive Officer

State Controller
 County Budget Act
 (1985)

County of Mendocino
 State of California
 Budget Unit Financing Uses Detail
 Recommended Budget for Fiscal Year 2009-10

County Budget Form
 Schedule 9

Classification:

Function: 1 General Government

Budget Unit: 1028 RDA Debt Service

Activity: 101 General - Legislative & Administrative

Fund: 1421 RDA Tax Incr/Debt Svc

Financing Uses Classification	2007-08 Budget	2007-08 Actuals	2008-09 Budget	2008-09 Actuals	2009-10 Request	2009-10 Recommend	2009-10 Adopted
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

as of 5/31/09

Services & Supplies							
862170 Office Expense	0	8	0	0	0	0	
Total Services & Supplies	0	8	0	0	0	0	0
Other Charges							
863113 Pmt Other Gov Agency	83,120	170,442	136,800	364,219	146,000	146,000	
863310 Interest	0	0	0	0	0	0	
863311 Principal	0	0	0	0	0	0	
Total Other Charges	83,120	170,442	136,800	364,219	146,000	146,000	0
Expend Transfer & Reimb							
865380 Intrafund Transfers	0	0	0	0	0	0	
865802 Oper Transfer Out	412,880	152,170	466,090	(12,265)	0	585,595	
Total Expend Transfer & Reimb	412,880	152,170	466,090	(12,265)	0	585,595	0
Total Net Appropriations	496,000	322,620	602,890	351,955	146,000	731,595	0
Less: Revenues							
821110 Curr Secured Prop Tax	396,000	652,666	616,400	88,502	678,239	678,239	
821120 Curr Unsec Prop Tax	100,000	0	0	0	0	0	
821130 Supplemental Roll Tax	0	44,380	45,000	57,682	52,000	52,000	
821210 Prior Sec Prop Tax	0	0	0	(4)			
824100 Interest	0	21,529	20,000	12,447	20,000	20,000	
827802 Oper Transfer In	0	0	0	0	0	0	
Total Revenues	496,000	718,575	681,400	158,627	750,239	750,239	0
Total Fund Balance Contribution	0	(395,955)	(78,510)	193,328	(604,239)	(18,644)	0

EXECUTIVE OFFICE

CAPITAL IMPROVEMENTS 1710

TOM MITCHELL, Chief Executive Officer

PROGRAM DISCUSSION

Programs: The Capital Improvement Fund provides monies for facility enhancements and large-scale maintenance projects. These projects include roof replacements, parking lot repairs, and heating and cooling upgrades as well as any other significant maintenance costs or repairs. The Executive Office monitors and is responsible for this budget. Policy 33 – Capital Maintenance Project was approved by the Board of Supervisors to provide funds at an industry standard rate of \$0.70 per square foot per year. The Executive Office gives guidance and works cooperatively with the General Services Agency to monitor approved projects throughout the year and to ensure a timely work plan and to maintain the funding allocated to this budget. During the Recommended Budget Conferences, the General Services Agency provides a list of projects which are then reviewed for recommendation by the Chief Executive Officer and are presented to the Board of Supervisors during the Recommended Budget based on available funding. Projects may be continued from year to year with the funding carried forward and designated for these ongoing projects. This budget also provides funding for any miscellaneous projects unidentified each year and funding for the continued Americans with Disabilities Act (ADA) retrofits for the removal of barriers to disabled access in County facilities.

Public Trust: Provide safe facilities and retrofits for disabled access in County facilities, and health/safety-related enhancements.

Practices: Promote community friendly County facilities.

People: Support and develop safe and accessible facilities.

MAJOR ACCOMPLISHMENTS IN F/Y 2008-09

Programs: Providing funding to Capital Improvements projects for this year was accomplished.

- All General Maintenance Projects will be completed with oversight by Buildings and Grounds staff by the end of the fiscal year 2008-09.
- Special maintenance projects funded by Departments budgets as requested and approved by the Board have been completed as they are funded.
- Enhancements for ADA are ongoing for 5 years.

Public Trust: Continued accountability in reporting and a commitment by the Board of Supervisors for funding will continue to promote safe and accessible facilities.

Practices: The Executive Office presented the progress on the approved projects that were determined to be funded as priority Capital Projects for this fiscal year.

People: The Executive Office has supported the continued staff requirements as well as outside resources for Capital Improvement Projects determined for fiscal year 2008-09.

GOALS/OBJECTIVES FOR F/Y 2009-10

Programs: The Executive Office will review Capital Improvement projects and make decisions on priority projects for funding as presented by the General Services Agency during the budget conferences. The Executive Office will also continue to provide funding based on Policy 33 but contingent upon available funding as a recommendation to the Board of Supervisors as part of the budget process for 2009-10.

Public Trust: The Executive Office and the Board of Supervisors will continue a commitment to allocate every discretionary dollar or other resources of funding available to ensure public safety of existing facilities or improvements for public services to the Capital Improvements Budget on a yearly basis.

EXECUTIVE OFFICE

CAPITAL IMPROVEMENTS 1710

TOM MITCHELL, Chief Executive Officer

Practices: The practice of including a Capital Improvements Projects review in the budget process will ensure future funding and time lines and staff time needed for these projects in the future.

People: Staff, outside resources, and timelines set up to complete these projects will continually be monitored by the Executive Office and the General Services Agency staff to ensure the successful completion of these Capital Improvement Projects.

SUMMARY OF MAJOR BUDGET ACCOUNTS

Expenditure Transfer & Reimbursements

✧ Acct. 5380 Provides for transfers from departments and general fund contribution. CEO recommended funding to Policy 33 - Reserve for Repair and Maintenance:

B. In an effort to accomplish the goals enumerated above, the County shall endeavor to fund a Reserve for Major Repair and Maintenance of Facilities in the amount of seventy cents (\$0.70) per square foot of County owned and maintained buildings. This amount is dependent upon available funding as recommended by the Executive Office.

CEO RECOMMENDED BUDGET COMMENTS

The CEO recommends funding as submitted by the Department. Due to budget restraints, this budget was funded for only critical maintenance projects this year. CEO is also recommending utilizing fund balance carryover in the amount of \$175,000 to offset the general fund contribution to this budget.

EXECUTIVE OFFICE

CAPITAL IMPROVEMENTS 1710

TOM MITCHELL, Chief Executive Officer

State Controller
County Budget Act
(1985)

County of Mendocino
State of California
Budget Unit Financing Uses Detail
Recommended Budget for Fiscal Year 2009-10

County Budget Form
Schedule 9

Classification:

Function: 1 General Government

Budget Unit: 1710 Capital Improvements

Activity: 101 General - Legislative & Administrative

Fund: 1201 Accum Capital Outlay

Financing Uses Classification	2007-08 Budget	2007-08 Actuals	2008-09 Budget	2008-09 Actuals	2009-10 Request	2009-10 Recommend	2009-10 Adopted
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

as of 5/31/09

Services & Supplies

862170 Office Expense	0	498	0	2,966	0	0	
862189 Prof/Spec Svcs - Other	0	18,200	0	0	0	0	
Total Services & Supplies	0	18,698	0	2,966	0	0	0

Fixed Assets

864360 Structure/Improvement	982,500	1,276,097	791,000	391,241	1,184,525	1,184,525	
Total Fixed Assets	982,500	1,276,097	791,000	391,241	1,184,525	1,184,525	0

Expend Transfer & Reimb

865802 Oper Transfer Out	0	0	0	44,093	0	0	
Total Expend Transfer & Reimb	0	0	0	44,093	0	0	0

Total Net Appropriations

	982,500	1,294,795	791,000	438,301	1,184,525	1,184,525	0
--	---------	-----------	---------	---------	-----------	-----------	---

Less: Revenues

823310 Asset Forfeiture	7,500	0	0	13,742	0	0	
824100 Interest	0	10,630	7,500	4,141	0	0	
825490 State Other	0	83,069	0	0	200,000	200,000	
827600 Other Sales	0	10	0	180	0	0	
827700 Other	0	20,073	0	27,661	0	0	
827802 Oper Transfer In	975,000	1,108,386	720,000	601,171	550,525	809,525	
Total Revenues	982,500	1,222,168	727,500	646,895	750,525	1,009,525	0

Total Fund Balance Contribution

	0	72,627	63,500	(208,594)	434,000	175,000	0
--	---	--------	--------	-----------	---------	---------	---

EXECUTIVE OFFICE

CAPITAL PROJECTS 1712

TOM MITCHELL, Chief Executive Officer

PROGRAM DISCUSSION

Programs: The Capital Projects budget provides funding for the purchase of construction of major capital facilities projects. The Board of Supervisors may provide a list of priority projects during the early stages of the budget process or in January or February each year. During the Recommended Budget Conferences, the General Services Agency provides a list of projects which are then reviewed for recommendation by the Chief Executive Officer and are presented to the Board of Supervisors during the Recommended Budget based on available funding.

Public Trust: Ensuring public trust by providing the funding needed to purchase the construction for major capital facilities projects and as determined to be the best use of the taxpayer dollar while providing for the service needs of the public.

Practices: Promoting priority projects that are funded, ensuring that staff complies to the fiscal year plan to implement and finish the projects as determined to be priority for the fiscal year by those time lines and available funding.

People: Support of staff time, and outside resources are a major consideration in the planning process when determining priority projects.

MAJOR ACCOMPLISHMENTS IN F/Y 2008-09

Programs: The Criminal Justice Development Plan feasibility study was completed and presented to the Board of Supervisors for approval and recommendation. The County Microwave System Phase I of III is completed, with Phase II to be completed in 2009, and Phase III sometime in 2010 pending receiving federal funding if appropriated and awarded to the County.

Public Trust: A commitment by the Board of Supervisors was made by approving a new Microwave System which is a viable source of communication for law enforcement and public safety.

Practices: The Executive Office presented the progress on the approved projects that were determined to be funded as priority Capital Projects for this fiscal year.

People: The Executive Office has supported the continued staff requirements as well as outside resources for Capital Projects determined for fiscal year 2008-09.

GOALS/OBJECTIVES FOR F/Y 2009-10

Programs: Chief Executive Officer will continue to review projects for priorities for funding as presented by the General Services Agency during the budget conferences. These projects included in the Capital Improvement Plan (CIP), have been presented in the past as a separate presentation to the Board of Supervisors, by the General Services Agency Director, and usually have not been included as part of the budget process. The Executive Office will now review these and include funding as a recommendation to the Board of Supervisors as part of the budget process for 2009-10.

Public Trust: The Executive Office and the Board of Supervisors will continue a commitment to allocate every discretionary dollar or other resources of funding available to ensure public safety of new or existing facilities or public services to this Capital Projects budget on a yearly basis.

Practices: The practice of including a Capital Projects review in the budget process will ensure future funding and time lines and staff time needed for these projects in the future.

People: Staff, outside resources, and time lines set up to complete these projects will continually be monitored by the Executive Office and the General Services Agency staff to ensure the successful completion of these Capital Projects.

EXECUTIVE OFFICE

CAPITAL PROJECTS 1712

TOM MITCHELL, Chief Executive Officer

SUMMARY OF MAJOR BUDGET ACCOUNTS

Fixed Assets

✧ Acct. 4365 Provides for project costs.

Revenues

✧ Acct. 7700 Provides funding from various resources for capital projects.

✧ Acct. 7803 Provides funding for Loan /Bond Proceeds.

CEO RECOMMENDED BUDGET COMMENTS

The CEO recommends funding as submitted by the Department. The only current capital project is the Microwave System, which is anticipated to be completed and final billed by June 30, 2009.

Due to budget constraints, there are no additional general funds appropriated this year for capital projects.

Mendocino County has applied and been awarded federal grant funds for future phases for the Microwave System. Phase II which has been awarded to Mendocino County in the amount of \$400,000 for FY 2009-2010, and will provide extensions for two additional locations; Cold Springs, and the Courthouse Annex Building. Phase III has been applied for in the amount of \$500,000 for FY 2010-2011, and will provide extensions for two more additional locations; Covelo and Laytonville.

EXECUTIVE OFFICE

CAPITAL PROJECTS 1712

TOM MITCHELL, Chief Executive Officer

State Controller
County Budget Act
(1985)

County of Mendocino
State of California
Budget Unit Financing Uses Detail
Recommended Budget for Fiscal Year 2009-10

County Budget Form
Schedule 9

Classification:

Function: 1 General Government

Budget Unit: 1712 Capital Projects

Activity: 101 General - Legislative & Administrative

Fund: 1300 Capital Projects

Financing Uses Classification	2007-08 Budget	2007-08 Actuals	2008-09 Budget	2008-09 Actuals	2009-10 Request	2009-10 Recommend	2009-10 Adopted
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

as of 5/31/09

Services & Supplies

862170 Office Expense	0	0	0	129	0	0	
862189 Prof/Spec Svcs - Other	0	0	0	0	0	0	
Total Services & Supplies	0	0	0	129	0	0	0

Fixed Assets

864360 Structure/Improvement	0	0	0	0	0	0	
864365 Constr in Progress	0	180,753	0	1,910,619	0	0	
Total Fixed Assets	0	180,753	0	1,910,619	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

	0	180,753	0	1,910,748	0	0	0
--	---	---------	---	-----------	---	---	---

Less: Revenues

823310 Asset Forfeiture	0	410,000	0	0	0	0	
824100 Interest	0	13,444	0	25,155	0	0	
825490 State Other	0	0	0	200,000	0	0	
827600 Other Sales	0	0	110,000	0	0	0	
827700 Other	0	215,000	0	493,615	0	0	
827707 Donation	0	0	0	0	0	0	
827802 Oper Transfer In	0	0	0	0	0	0	
827803 Loan/Bond Proceeds	0	2,600,000	0	0	0	0	
Total Revenues	0	3,238,444	110,000	718,770	0	0	0

Total Fund Balance Contribution

	0	(3,057,691)	(110,000)	1,191,977	0	0	0
--	---	-------------	-----------	-----------	---	---	---

EXECUTIVE OFFICE

PROMOTION/ECONOMIC DEVELOPMENT 1810

TOM MITCHELL, Chief Executive Officer

PROGRAM DISCUSSION

Programs: The mission of this budget unit is to provide funding and support toward development, funding and implementation of business retention, expansion, and creation programs, as well as various attraction programs.

Public Trust: Promoting a community spirit with a universal vision of the future of Mendocino County.

Practices: Provide memberships and agreements with organizations that develop, fund, and implement economic and community development programs.

People: Essential departmental functions include providing staff support for economic development and community development initiatives and activities, such as facilitating financing alternatives to support the production of affordable housing. Staff continues to assist in providing fiscal and administrative support to the Mendocino County Lodging Association and the Promotional Alliance to accomplish the goals of this program.

MAJOR ACCOMPLISHMENTS IN F/Y 2008-09

Programs: Funding was provided in this budget to continue the development of countywide promotion and economic development activities.

Public Trust: The Promotional Alliance and the Mendocino County Lodging Association have successfully met the goals of completing the contract agreements in the promotion of the community.

Practices: Contract agreements were successfully negotiated and approved by the Board of Supervisors for the Mendocino County Lodging Association and the Promotional Alliance, and the Lodging Business Improvement District (BID) was successfully renewed. Work on the County's Comprehensive Economic Development Strategy (CEDS) began, with completion anticipated in FY 2010-11.

People: Staff assisted in the support for Promotion and Economic Development activities of these programs.

GOALS/OBJECTIVES FOR F/Y 2009-10

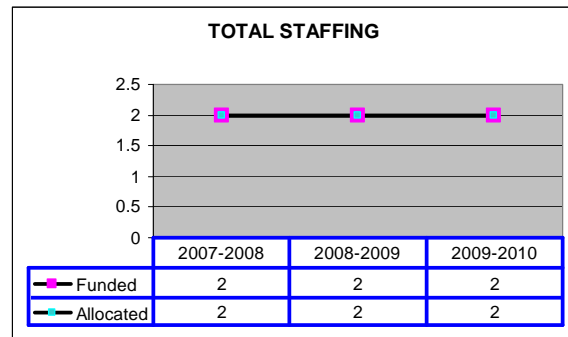
Programs: Participate in economic and community development activities in unincorporated areas. Enhance opportunities to secure funding for projects and programs of County priority.

Public Trust: Continue to work with the citizens of the community to promote a community spirit and excitement of what the vision of Mendocino County can be in the future.

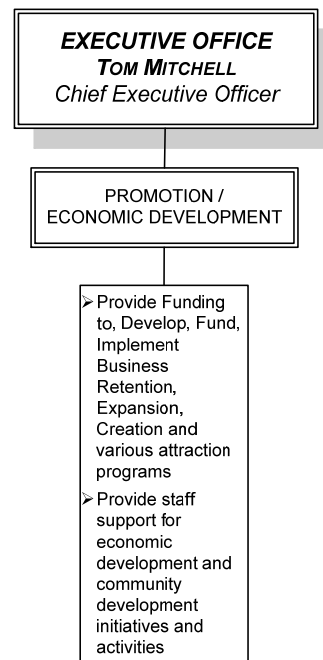
Practices: Continue to support economic development efforts, to include countywide promotion and marketing of Mendocino County origin goods and services.

People: Continue to provide assistance to businesses located in or wishing to locate in the unincorporated area of the County as well as assisting with staff support for promotional or economic activities of these programs.

STAFFING CHART



PROGRAM CHART



EXECUTIVE OFFICE

PROMOTION/ECONOMIC DEVELOPMENT 1810

TOM MITCHELL, Chief Executive Officer

SUMMARY OF MAJOR BUDGET ACCOUNTS

Salaries & Employee Benefits

- ✧ Acct. 1011 Provides funding for 2 full time positions. Increase of \$14,542 over prior year for salaries and benefits increases.

Services & Supplies

- ✧ Acct. 2150 Provides for dues: California Association for Local Economic Development (\$630).
- ✧ Acct. 2189 Provides for Economic Development & Financing Corporation (\$29,000), economic development projects/consulting services (\$3,000), and matching funds for the Mendocino County Lodging Business Improvement District of \$308,000 (Promotional Alliance).

Expenditure Transfer and Reimbursement

- ✧ Acct. 5380 Provides for transfer of \$2,000 for Administration services to RDA.

CEO RECOMMENDED BUDGET COMMENTS

The CEO recommends funding as submitted by the Department.

EXECUTIVE OFFICE

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM 0402

TOM MITCHELL, Chief Executive Officer

GRANT DESCRIPTION

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

GRANT INCEPTION DATE Multiple

CURRENT GRANT PERIOD Multiple

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

CONTINUITY OF GRANT Applications are accepted by the State on a yearly basis.

GRANT RESTRICTIONS AND PROVISIONS:

<i>Does the grant allow for indirect or overhead costs?</i>	Yes
<i>If yes, is there a maximum?</i>	7.5 % of total grant amount
<i>Does the budget include the maximum amount?</i>	No
<i>If No, please explain.</i>	Funds are received on a reimbursement basis over the course of a multi-year grant

EMPLOYEES	(full time equivalent)	Grant Fund	General Fund
None			

GRANT FUNDING AND BUDGET 04-EDBG-0634

Revenues: 0

Expenditures:	
Other Costs:*	\$ 166,500
Indirect Costs:**	<u>13,500</u>
TOTAL	\$ 180,000

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

**Potential reimbursement to County for internal services.

Total Projected Program Costs = \$ 180,000

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 CDBG programs, in-kind services, funding from private sources, and/or interagency agreements with service providers.

INDEPENDENT AUDIT REQUIRED Yes