

# ASSESSOR/CLERK-RECORDER

ASSESSOR.....1120

*SUSAN M. RANOCHAK, Assessor/Clerk-Recorder*

## ASSESSOR/CLERK-RECORDER'S BUDGET UNITS

### ASSESSOR

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### CLERK-RECORDER

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## MISSION

**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" audits of business property accounts of at least \$400,000, 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; 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.

# ASSESSOR/CLERK-RECORDER

ASSESSOR.....1120

*SUSAN M. RANOCHAK, Assessor/Clerk-Recorder*

## MAJOR ACCOMPLISHMENTS IN 2007-08 FISCAL YEAR

**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.

## GOALS/OBJECTIVES FOR 2008-09 FISCAL YEAR

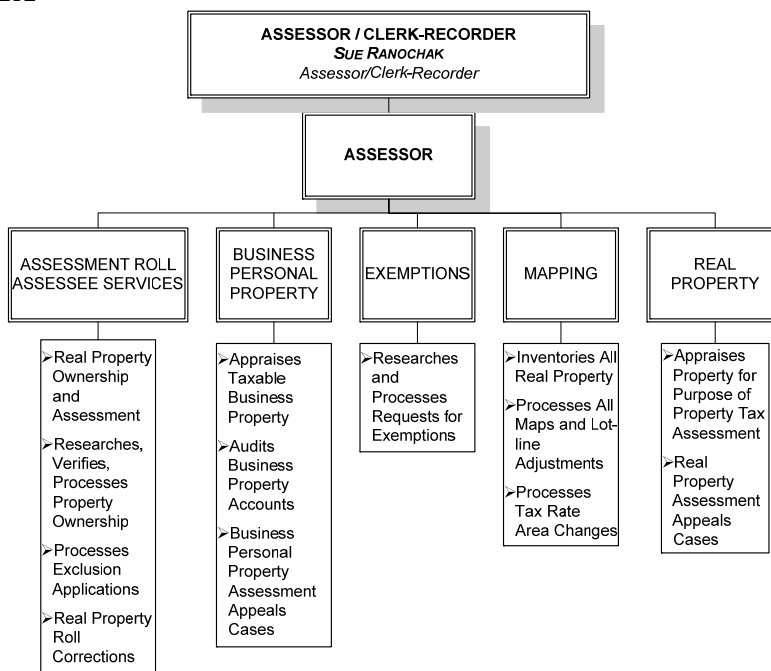
**Programs:** Annually prepare a local assessment roll to include the reappraisal of personal property and any real property that has undergone a change in ownership or is newly constructed. Surrender the annual roll to the County Auditor-Controller by July 1 of each year.

**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 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.

## PROGRAM CHART



# ASSESSOR/CLERK-RECORDER

ASSESSOR.....1120

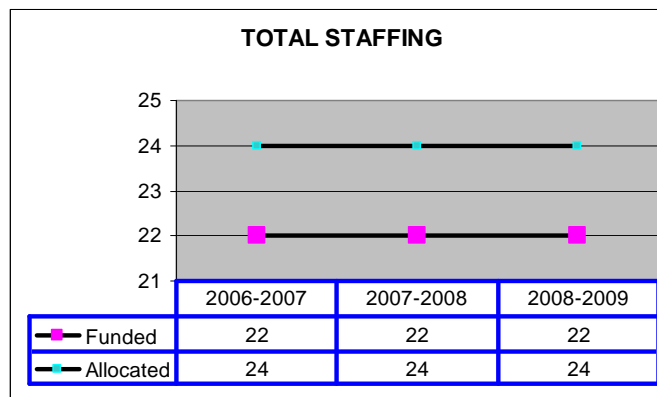
*SUSAN M. RANOCHAK, Assessor/Clerk-Recorder*

## BUDGET UNIT 1120 SUMMARY

Fund: 1100

	Actual 2005-06	Actual 2006-07	Adopted 2007-08	Actual 2007-08	Recommend 2008-09	Adopted 2008-09
Salaries & Employee Benefits	1,416,515	1,359,112	1,479,049	1,436,814	1,458,414	1,458,414
Services & Supplies	97,478	107,645	112,625	89,250	93,252	93,252
<b>Net Appropriations</b>	<b>1,513,993</b>	<b>1,466,757</b>	<b>1,591,674</b>	<b>1,526,064</b>	<b>1,551,666</b>	<b>1,551,666</b>
Revenues	140,871	195,560	341,600	81,245	81,531	81,531
<b>Total Net County Cost</b>	<b>1,373,122</b>	<b>1,271,197</b>	<b>1,250,074</b>	<b>1,444,819</b>	<b>1,470,135</b>	<b>1,470,135</b>

## STAFFING CHART



## FINAL BUDGET ~ MAJOR BUDGET CHANGES

(2008-09 Recommended Compared to 2008-09 Adopted)

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

### *Salaries & Employee Benefits*

- ✧ Acct. 1011 \$(20,635) decrease from prior year due funding transferred from fund balance carryover in BU 1121 AB 719 used to offset 2 positions in this budget.

### *Revenues*

- ✧ Acct. 6390 Provides for fees collected for minor subdivisions and boundary line adjustments. \$239,434 decrease from prior year due to depletion in fund balance carryover from BU 1121 to offset 2 positions
- ✧ Acct. 7600 Provides for fees collected for sale of Assessor data.

# ASSESSOR/CLERK-RECORDER

**ASSESSOR'S PROPERTY CHARACTERISTICS .....1122**

*SUSAN M. RANOCHAK, Assessor/Clerk-Recorder*

## PROGRAM DISCUSSION

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

## BUDGET UNIT 1122 SUMMARY

Fund: 1220

	Actual 2005-06	Actual 2006-07	Adopted 2007-08	Actual 2007-08	Recommend 2008-09	Adopted 2008-09
Services & Supplies	2,496	14,500	0	3,889	0	0
Fixed Assets	3,237	0	0	0	0	0
Expenditure Transfer and Reimbursement	0	0	133,500	0	26,431	26,431
<b>Net Appropriations</b>	<b>5,733</b>	<b>14,500</b>	<b>133,500</b>	<b>3,889</b>	<b>26,431</b>	<b>26,431</b>
Revenues	14,281	23,877	29,000	23,088	26,000	26,000
<b>Total Fund Balance Contribution</b>	<b>-8,548</b>	<b>-9,377</b>	<b>104,500</b>	<b>-19,199</b>	<b>431</b>	<b>431</b>

## FINAL BUDGET ~ MAJOR BUDGET CHANGES

(2008-09 Recommended Compared to 2008-09 Adopted)

During the Final Budget Deliberations the Board of Supervisors approved the Recommended Budget from the Executive Office for the Assessors Property Characteristics.

### *Expenditure Transfer and Reimbursement*

- ✧ Acct. 5802 Operating transfer out decrease \$(107,069) due to depletion in fund balance carryover.

### *Revenues*

- ✧ Acct. 4100 Decrease of interest of \$(3,000) from prior year.
- ✧ Acct. 7600 Provides for fees collected from sale of property characteristic information.

# 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 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 funding staffing, 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.

## BUDGET UNIT 1121 SUMMARY

Fund: 1219

	Actual 2005-06	Actual 2006-07	Adopted 2007-08	Actual 2007-08	Recommend 2008-09	Adopted 2008-09
Salaries & Employee Benefits	15	0	0	0	0	0
Services & Supplies	10,105	728	0	3,393	0	0
Fixed Assets	4,271	0	0	0	0	0
Expenditure Transfer and Reimbursement	103,280	146,070	158,000	43,420	0	0
<b>Net Appropriations</b>	<b>117,671</b>	<b>146,798</b>	<b>158,000</b>	<b>46,813</b>	<b>0</b>	<b>0</b>
Revenues	170,234	9,384	8,000	2,098	0	0
<b>Total Fund Balance Contribution</b>	<b>-52,563</b>	<b>137,414</b>	<b>150,000</b>	<b>44,715</b>	<b>0</b>	<b>0</b>

## FINAL BUDGET ~ MAJOR BUDGET CHANGES

(2008-09 Recommended Compared to 2008-09 Adopted)

During the Final Budget Deliberations the Board of Supervisors approved the Recommended Budget from the Executive Office for the Assessors Property Tax Admin Program.

### *Salaries & Employee Benefits*

- ✧ Acct. 1011 Provides for funding for 2 full time positions. This budget has depleted fund balance as of 2008-09.

### *Expenditure Transfer and Reimbursement*

- ✧ Acct. 5802 Operating transfer out to BU 1120. Decrease of \$(150,000) from prior year due to fund balance carryover depleted.

### *Revenues*

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

# ASSESSOR/CLERK-RECORDER

**CLERK-RECORDER..... 1941**

*SUSAN M. RANOCHAK, Assessor/Clerk-Recorder*

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## MISSION

**Programs:** The overall mission of the Clerk-Recorder 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 2007-08 FISCAL YEAR

**Programs:** Microfilm was converted to digital reel enabling the public to view all of the Clerk-Recorder's public records on computer terminals in this office.

**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 2008-09 FISCAL YEAR

**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.

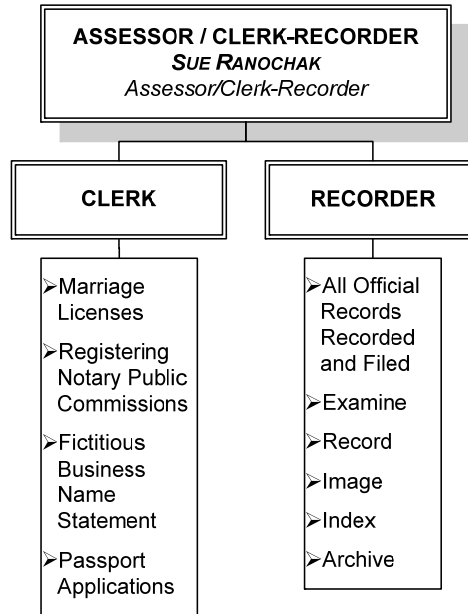
**People:** Support and develop skilled competent staff to meet the needs of the mandated duties and the public.

# ASSESSOR/CLERK-RECORDER

**CLERK-RECORDER..... 1941**

*SUSAN M. RANOCHAK, Assessor/Clerk-Recorder*

## PROGRAM CHART



## BUDGET UNIT 1941 SUMMARY

Fund: 1100

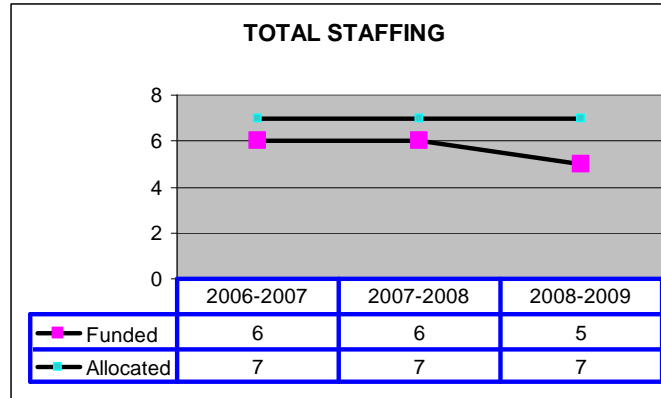
	Actual 2005-06	Actual 2006-07	Adopted 2007-08	Actual 2007-08	Recommend 2008-09	Adopted 2008-09
Salaries & Employee Benefits	330,342	317,722	357,153	299,717	324,848	324,848
Services & Supplies	44,890	45,773	44,131	52,293	44,683	44,683
Fixed Assets	0	-1,491	0	0	0	0
Expenditure Transfer and Reimbursement	-3,688	-1,676	-3,000	-1,260	0	0
<b>Net Appropriations</b>	<b>371,544</b>	<b>360,328</b>	<b>398,284</b>	<b>350,750</b>	<b>369,531</b>	<b>369,531</b>
Revenues	422,603	418,541	431,500	356,289	412,450	412,450
<b>Total Net County Cost</b>	<b>-51,059</b>	<b>-58,213</b>	<b>-33,216</b>	<b>-5,539</b>	<b>-42,919</b>	<b>-42,919</b>

# ASSESSOR/CLERK-RECORDER

**CLERK-RECORDER..... 1941**

*SUSAN M. RANOCHAK, Assessor/Clerk-Recorder*

## STAFFING CHART



## FINAL BUDGET ~ MAJOR BUDGET CHANGES

(2008-09 Recommended Compared to 2008-09 Adopted)

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

### *Salaries & Employee Benefits*

- ✧ Acct. 1011 Provides for salary and benefits. One position will remain vacant this year to meet Net County Cost – No change from prior year.

# ASSESSOR/CLERK-RECORDER

**CLERK-RECORDER – MICROGRAPHICS..... 1944**

*SUSAN M. RANOCHAK, Assessor/Clerk-Recorder*

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## **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 2007-08 FISCAL YEAR**

**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 2008-09 FISCAL YEAR**

**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.

# ASSESSOR/CLERK-RECORDER

**CLERK-RECORDER – MICROGRAPHICS..... 1944**

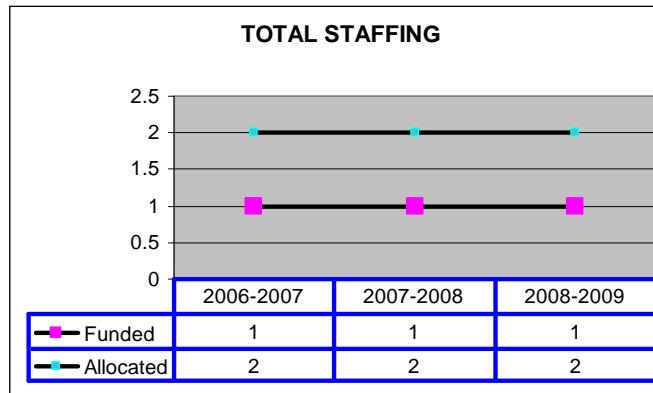
*SUSAN M. RANOCHAK, Assessor/Clerk-Recorder*

## BUDGET UNIT 1944 SUMMARY

Fund: 1218

	Actual 2005-06	Actual 2006-07	Adopted 2007-08	Actual 2007-08	Recommend 2008-09	Adopted 2008-09
Salaries & Employee Benefits	53,507	54,613	59,289	55,616	55,158	55,158
Services & Supplies	22,960	24,822	16,645	28,293	16,636	16,636
Other Charges	0	0	0	0	0	0
<b>Net Appropriations</b>	<b>76,497</b>	<b>79,435</b>	<b>75,934</b>	<b>83,908</b>	<b>71,794</b>	<b>71,794</b>
Revenues	76,467	79,435	75,934	84,362	71,794	71,794
<b>Total Fund Balance Contribution</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-454</b>	<b>0</b>	<b>0</b>

## STAFFING CHART



# 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 2007-08 FISCAL YEAR

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

**Public Trust:** Successfully conducted one district and two primary elections in the fiscal year.

**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 2008-09 FISCAL YEAR

**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.

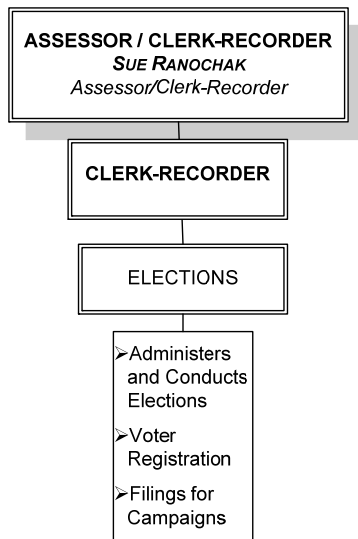
# ASSESSOR/CLERK-RECORDER

**ELECTIONS.....1410**

*SUSAN M. RANOCHAK, Assessor/Clerk-Recorder*

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

**PROGRAM CHART**



**BUDGET UNIT 1410 SUMMARY**

Fund: 1100

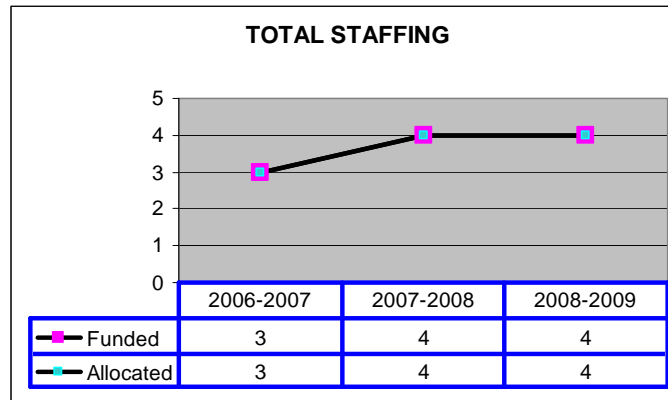
	Actual 2005-06	Actual 2006-07	Adopted 2007-08	Actual 2007-08	Recommend 2008-09	Adopted 2008-09
Salaries & Employee Benefits	174,696	189,221	237,873	236,214	242,085	242,085
Services & Supplies	353,916	328,181	464,628	540,611	292,700	292,700
Fixed Assets	0	555,000	0	0	0	0
<b>Net Appropriations</b>	<b>528,612</b>	<b>1,072,402</b>	<b>702,501</b>	<b>776,825</b>	<b>534,785</b>	<b>534,785</b>
Revenues	226,923	873,314	332,547	391,307	408,000	408,000
<b>Total Net County Cost</b>	<b>301,689</b>	<b>199,088</b>	<b>369,954</b>	<b>385,517</b>	<b>126,785</b>	<b>126,785</b>

# ASSESSOR/CLERK-RECORDER

**ELECTIONS.....1410**

*SUSAN M. RANOCHAK, Assessor/Clerk-Recorder*

## STAFFING CHART



## FINAL BUDGET ~ MAJOR BUDGET CHANGES

(2008-09 Recommended Compared to 2008-09 Adopted)

During the Final Budget Deliberations the Board of Supervisors approved the Recommended Budget from the Executive Office for Elections.

### *Revenues*

- ✧ Acct. 2602 Provides for Marriage License Fees.
- ✧ Acct. 6140 Increase of \$216,000 from prior year due to reimbursement on costs for primary election.
- ✧ 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.

# ASSESSOR/CLERK-RECORDER

RECORDER'S MODERNIZATION .....1942

SUSAN M. RANOCHAK, Assessor/Clerk-Recorder

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## 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 2007-08 FISCAL YEAR

**Programs:** Scanned images, which are available for public viewing by the end of the day on which documents are recorded. Official Record indices back to January 1, 1951, have now been data entered into the Clerk-Recorder's computer system enabling the public to easily search for records back to that date.

**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 2008-09 FISCAL YEAR

**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.

# ASSESSOR/CLERK-RECORDER

**RECORDER'S MODERNIZATION .....1942**

*SUSAN M. RANOCHAK, Assessor/Clerk-Recorder*

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

## BUDGET UNIT 1942 SUMMARY

Fund: 1217

	Actual 2005-06	Actual 2006-07	Adopted 2007-08	Actual 2007-08	Recommend 2008-09	Adopted 2008-09
Services & Supplies	91,762	99,234	156,000	293,978	236,000	236,000
Fixed Assets	0	-113	50,000	0	17,000	17,000
Expenditure Transfer and Reimbursement	54,794	37,880	0	0	0	0
<b>Net Appropriations</b>	<b>146,556</b>	<b>137,001</b>	<b>206,000</b>	<b>293,978</b>	<b>253,000</b>	<b>253,000</b>
Revenues	152,625	145,155	138,000	63,188	138,000	138,000
<b>Total Fund Balance Contribution</b>	<b>-6,069</b>	<b>-8,154</b>	<b>68,000</b>	<b>230,790</b>	<b>115,000</b>	<b>115,000</b>

## FINAL BUDGET ~ MAJOR BUDGET CHANGES

(2008-09 Recommended Compared to 2008-09 Adopted)

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

### *Services & Supplies*

- ✧ Acct. 2239 \$80,000 increase over prior year due to new recorder system software and training

# County of Mendocino

**2008-09**

*FINAL BUDGET*

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