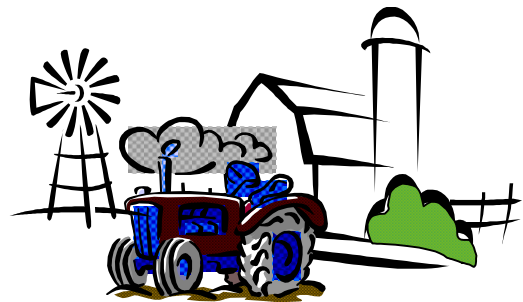


# COUNTY OF YOLO

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## FINAL BUDGET FISCAL YEAR 2004 - 2005

County Administrative Office  
625 Court Street, Room 202  
Woodland, CA 95695  
(530) 666-8150  
[www.yolocounty.org](http://www.yolocounty.org)



# COUNTY OF YOLO

## FINAL BUDGET FISCAL YEAR 2004-2005

Published by the  
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MIKE MCGOWAN, CHAIR ..... DISTRICT 1  
HELEN M. THOMSON, VICE-CHAIR..... DISTRICT 2  
FRANK SIEFERMAN, JR..... DISTRICT 3  
MARIKO YAMADA..... DISTRICT 4  
LYNNEL POLLOCK..... DISTRICT 5



PHOTO COURTESY OF JOHN HUNRATH, INFORMATION TECHNOLOGY DIVISION

LEFT TO RIGHT:  
Supervisors Helen M. Thomson, Frank Siefertman Jr., Mike McGowan, Mariko Yamada  
Lynnel Pollock (seated)

Prepared by the  
**COUNTY ADMINISTRATIVE OFFICE**

**VIC SINGH**  
*County Administrative Officer*

**SHARON JENSEN**  
*Assistant County Administrative Officer*

**JOHN D.R. CLARK**  
*Deputy County Administrative Officer*

---

**COUNTY BUDGET OFFICE:**

**DON HOFF**  
*Principal Management Analyst*

**JIM FIACK**  
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**ELIZABETH C. KEMPER**  
*Principal Management Analyst*

**SHELLEY A. EHNAT**  
*Senior Management Analyst  
Division of Human Resources*

**CHARLOTTE A. NEVILLS**  
*Senior Management Analyst  
Editor*

**SUZANNE D. MIKESELL**  
*Economic Resources Coordinator  
Copy Editor*

---

**OFFICE OF THE AUDITOR-CONTROLLER:**

**HOWARD H. NEWENS, CIA, CPA**  
*Auditor-Controller*

**DOUGLAS K. OLANDER, CPA**  
*Manager of Cost Accounting & Budget*

**MICHELE M. TIMKO, CPA**  
*Manager of General Accounting*

---

**BUDGET PRODUCTION STAFF:**

**KRISTA A. PIAZZA**  
*Document Production*

**RAYMOND R. MEDINA**  
*Graphics & Printing*

**MIMI ROSE**  
*Document Production*

**CYNTHIA GUERRERO**  
*Cover Design*

# COUNTY OF YOLO

## COMMUNITY OVERVIEW

### **General Description**

Yolo County lies in the heartland of Northern California, just a short drive from the state capital along Interstate 80 and Interstate 5. It is home to more than 180,000 people with over 85% of them living in the county's four cities (Davis, West Sacramento, Woodland, and Winters).

The county covers an area of 661,760 acres (1,034 square miles). The elevation ranges from slightly below sea level near the Sacramento River (around Clarksburg) to 3,000 feet along the crest of the ridge of the western mountains.

### **Government and Organization**

Yolo County operates under general law by the authority of the State Legislature. The State Constitution provides for the governing body of Yolo County to be the elected Board of Supervisors. Each of the five supervisors represents a district based upon population and serves a four-year term.

### **Economic Activity**

Yolo County is covered by some of the richest soil in the world, and ranks as one of the nation's leading agricultural counties. Growth in manufacturing, warehousing and biotechnology have added to the county's economic base.

### **Educational Facilities**

One of the nation's leading research and education facilities, the University of California at Davis, is located in Yolo County. Programs offered include Medicine, Veterinary Sciences, Biotechnology, Engineering, Law, Art, and many other graduate and undergraduate degree programs. The county is also home to the Woodland Community College, formerly known as Yuba College, D.Q. University, an accredited Native American Junior College and Hawaii Pacific University in Davis.

### **Arts, Recreation and Leisure**

The quality of life in Yolo County suits a broad spectrum of tastes for both residents and visitors. Daytime sports and recreation activities include: river rafting, hunting, fishing, camping, golf, bicycling, and many festivals and celebrations. For nature enthusiasts, many wildlife species can be spotted at the numerous regional parks, or when learning about local plants and their habitat at the U.C. Davis Arboretum. Cultural events include viewing beautiful 19th century Victorian homes, enjoying a play or concert at the state-of-the-art Mondavi Center for the Performing Arts and historical Woodland Opera House, or touring one of the local museums such as the Gibson House Historical Museum and Heidrick Agricultural History Museum.

# VALUES OF YOLO COUNTY

## DOING RIGHT BY PEOPLE

We are in the “people” business. Our success is determined by those we serve and is achieved by those of us who work here. In order to earn the trust, confidence and support of those we serve and those who do the work, all are entitled to be treated with respect, dignity, courtesy, enthusiasm and responsiveness.

One way we treat each other right is by finding ways to support each other. Another way is by doing right by ourselves--making sure that we stay physically and mentally fit. Commitment to the highest standards of ethics and integrity is also essential if we are to do right in our relationships with people.

## STRIVING ALWAYS TO BE BETTER

Cost-consciousness is what we stand for. We are thrifty with public money and continuously seek to find the most efficient and productive ways to deliver our services. Our organization must have an environment within which creativity and innovation can flourish; where prudent and planned risk-taking is encouraged. We recognize that we, as human beings, can never be perfect--and that means we can always get better. And we understand that we are better only as the people we serve believe we are better.

## MAKING DEMOCRACY WORK

Democratic values must be an integral part of how we function as an institution. The better informed the public is about the county, the more intelligent their judgments about us will be. Thus, all of us have an obligation to be the best source of information about Yolo County as we can be. And beyond that, we must constantly improve our ability to communicate with each other and with the public about what we do, how well we do it and how we are trying to do it better. We welcome public involvement, public scrutiny, cooperative efforts with public and private entities, public-private partnerships and openness in all our communications. We should set the kind of example and exhibit the kind of pride in our work that earns the trust and confidence of all our citizens.

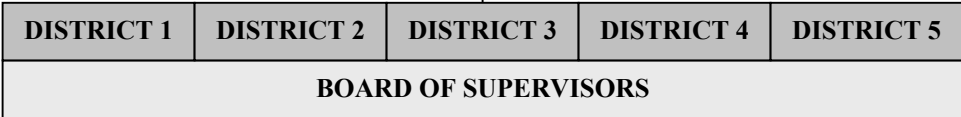
## CREATING AND NURTURING DIVERSITY

We value our differences as much as we value what we have in common. Understanding diversity and appreciating differences can help us provide the quality of services expected of us by the public. We seek diverse individuals to join and strengthen our organization and we strive to create a work environment that nurtures and encourages good people to remain a part of our Yolo County team.





**YOLO ELECTORATE**



FOR BUDGET PURPOSES

**COUNTY ADMINISTRATIVE OFFICER**

**COUNTY COUNSEL**

**CLERK OF THE BOARD**

**INFORMATION TECHNOLOGY**

**LOCAL AGENCY FORMATION COMMISSION**

*Elected Departments*

**ASSESSOR**

**AUDITOR-CONTROLLER**

**COUNTY CLERK-RECORDER**

**DISTRICT ATTORNEY**

**PUBLIC ADMINISTRATOR-GUARDIAN**

**SHERIFF-CORONER**

**TREASURER-TAX COLLECTOR**

**ASSISTANT COUNTY ADMINISTRATIVE OFFICER**

**COUNTY BUDGET OFFICE**

**CENTRAL SERVICES DIVISION**

**PUBLIC INFORMATION/ECONOMIC DEVELOPMENT**

*Appointed Departments*

**AGRICULTURE**

**ALCOHOL, DRUG AND MENTAL HEALTH**

**CHILD SUPPORT SERVICES**

**COOPERATIVE EXTENSION**

**EMPLOYMENT AND SOCIAL SERVICES**

**HEALTH**

**LIBRARY**

**PLANNING AND PUBLIC WORKS**

**PROBATION**

**PUBLIC DEFENDER**

**DEPUTY COUNTY ADMINISTRATIVE OFFICER**

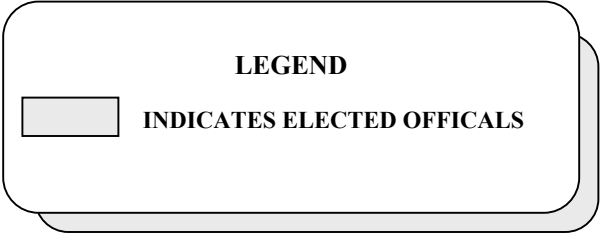
**HUMAN RESOURCES**

**TRIBAL AFFAIRS OFFICE**

**LEGISLATION**

**YOLO COUNTY**  
 625 COURT STREET,  
 ROOM 202  
 WOODLAND, CA 95695

**2004-2005 ORGANIZATION CHART**



# YOLO COUNTY DEPARTMENT HEADS

RICK LANDON .....	<i>Agricultural Commissioner and Sealer of Weights and Measures</i>	666-8140
FRED HEACOCK.....	<i>Acting Director of Alcohol, Drug and Mental Health Services</i>	666-8516
DICK FISHER.....	<i>Assessor</i>	666-8135
HOWARD H. NEWENS, CIA, CPA .....	<i>Auditor-Controller</i>	666-8190
MARK J. JONES, Esq. ....	<i>Director of Child Support Services</i>	661-2880
LAWRENCE D. CLEMENT .....	<i>Director of Cooperative Extension</i>	666-8143
FREDDIE OAKLEY .....	<i>County Clerk and Recorder</i>	666-8130
STEVEN M. BASHA, Esq.....	<i>County Counsel</i>	666-8172
MARY L. STEPHENS.....	<i>County Librarian</i>	666-8005
DAVID C. HENDERSON, Esq. ....	<i>District Attorney</i>	666-8180
JERRY ROSE .....	<i>Director of Employment and Social Services</i>	661-2757
BETTE G. HINTON, M.D.....	<i>Director of Health and County Health Officer</i>	666-8645
JOHN E. BENCOMO.....	<i>Director of Planning and Public Works</i>	666-8775
MELTON M. LOSOYA .....	<i>Chief Probation Officer</i>	666-8015
CASS SYLVIA.....	<i>Public Guardian-Administrator</i>	666-8100
BARRY MELTON, Esq .....	<i>Public Defender</i>	666-8165
ED PRIETO .....	<i>Sheriff-Coroner</i>	668-5283
PAUL F. LESTER.....	<i>Treasurer and Tax Collector</i>	666-8625



# County of Yolo

625 Court Street, Room 204 Woodland, CA 95695-1268 (530) 666-8195 FAX (530) 666-8193  
[www.yolocounty.org](http://www.yolocounty.org)

First District – Mike McGowan  
Second District – Helen M. Thomson  
Third District – Frank Sieferman, Jr.  
Fourth District – Mariko Yamada  
Fifth District – Lynnel Pollock  
County Administrator – Victor Singh

November 1, 2004

To the Citizens of Yolo County;

The Yolo County Board of Supervisors adopted the 2004-05 Final County Budget at its meeting of September 28, 2004. While addressing the reductions in ongoing revenues (in particular state revenues), the use of one-time funds, and the reorganization of some services, the County has managed to continue most services at a basically status quo level. As the Chairman of the Board, I can assure you that in spite of the many fiscal and service challenges faced by the County this year we have created a balanced and pragmatic budget.

The total of the combined county budgets for operations, capital facilities, and debt service is \$251.9 million. The operating budget of \$237.3 million is critical to financing all county programs and services. As part of the budget process, the County has reduced the number of authorized positions in its workforce by 5%, a reduction of 81 positions from the last fiscal year. In a year of retrenchment, reductions have occurred not only in the number of positions but the number of hours worked by the existing workforce. Through the implementation of a 60-hour furlough at the winter holidays an estimated \$2.0 million dollar savings will result. However, the furlough will result in a loss of administrative, and some regulatory, services provided by the County for that period. Crucial health and public safety services will be available.

Because the County has prudently managed its fiscal resources over the last several years, one-time revenues are available to assist in balancing the 2004-05 budget. The appropriation of tobacco settlement funds (Pomona funds), tribal mitigation funds, the furlough savings, and the use of money from County reserves provided a balance budget without draconian methods such as layoffs and severe service reductions.

However, next year the budget is not expected to improve. Outside economic forces, and the fiscal condition of the State, continue to hurt the County's revenues. County staff has begun analyzing and assessing the continued need for reductions in expenditures and, in turn, programs and services. Next year will again be difficult. There will be no new state revenues, but there will be increases in expenditures that will have to be met.

On the plus side, with the use of restricted capital funds, the County was able to continue the building projects for the much needed new juvenile hall and health services buildings. The approved capital facility/debt service budget equals \$14.5 million. These construction projects are necessary to replace the antiquated and overcrowded facilities currently in use. The completion of these buildings, through the use of capital funding from state and local sources, will provide facilities that more efficiently and safely deliver services to the community.

The 2004-05 final budget is a balanced fiscal plan for Yolo County. This plan brings together federal, state and local objectives and provides a responsible strategy for the coming year. We encourage public input, comments and concerns to our Board. We are dedicated to our adopted values: doing right by people, striving always to be better, making democracy work and creating and nurturing diversity. We believe the 2004-05 final budget reflects these values.

Respectfully,

Mike McGowan, Chairman  
Yolo County Board of Supervisors



COUNTY OF YOLO  
2004-2005 RECOMMENDED BUDGET

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# COUNTY OF YOLO

County Administrative Office

*Victor Singh*  
County Administrative Officer

625 Court Street, Room 202 Woodland, CA 95695  
(530) 666-8150 FAX (530) 668-4029  
[www.yolocounty.org](http://www.yolocounty.org)

September 7, 2004

Honorable Members of the Board of Supervisors  
and Citizens of Yolo County

## INTRODUCTION

Yolo County, along with most local governments, has been significantly challenged the past several years by revenues not keeping pace with costs – particularly those revenues supplied by the State. Approximately 80% percent of the County's budget comes from State and federal sources. The State is also increasing the amount of local property tax shifted from the County to the Educational Revenue Augmentation Fund (ERAF) by \$1.7 million. So, despite careful and conservative fiscal management, the County is starting the fiscal year with a \$14 million budget shortfall in 2004-05 (a gap between projected revenues and requested appropriations). This gap increases to an estimated \$15 million for 2005-06 and then decreases to \$11 million in 2006-07. While deficits are projected to continue past 2006-07, this gap between revenues and expenditures does begin to narrow. In addition, one-time reserves of approximately \$14.5 million can assist in partially bridging the gap in the current year, and over the next two to three years, until the economy and revenue growth provide some relief. Of course, how the State manages the ongoing State budget crisis is ultimately the most significant factor affecting the County's ability to finance critical public services.

The recommended *operating budget* for 2004-05 is \$236.5 million, which is a slight decrease from the prior year operating budget of \$236.7 million. Combined with the capital improvement and debt service budget of \$14.5 million, the recommended County budget totals \$251,028,654 (or approximately \$251 million) and is balanced. This represents an approximate \$7.3 million or a 3% increase over the prior year. It is helpful to note that the \$251 million budget includes \$7 million toward the new juvenile hall (restricted State and local funds which can only be used for capital projects). However, a more relevant financial barometer compares *net* operating budgets. In doing so, the 2004-05 budget is \$3.4 million less than the prior year.

This recommended budget actually represents a significant retrenchment from the prior year and should be characterized as a painful budget. The recommended budget includes some service reductions and for a few departments with expiring grants, termination of existing services. The Board of Supervisors had previously approved a countywide furlough of employees as part of the strategy for managing the budget shortfall for 2004-05. Budget staff and department heads are coordinating to

recommend the deletion of up to 200 vacant positions. Additionally, the County will need to continue to use a targeted hiring freeze and maintain a position vacancy of approximately 20%.

## **BUDGET BALANCING STEPS**

State law requires our office to submit a balanced budget to the Board of Supervisors for consideration, and in so doing, choices have been made as to the combination of one-time revenues, reserves and spending reductions necessary to fill the gap. One area of spending reduction has been in personnel; the current recommended budget funds 1,390 positions. Compared to last year's 1,407 funded positions, that is a reduction of 17 positions. As of the writing of this letter, the countywide adjusted vacancy rate stands at 20.2%, an increase of almost 2% over the prior year. Preliminary analysis shows that 294 authorized positions remain unfilled and that at least 200 of the positions have been vacant for more than one year. Budget staff is continuing with analysis of the vacant positions and will be coordinating with department heads to develop recommendations for your Board. The prospect of at least two to three more years of continued shortfalls suggests, based on the 12-month criterion, that up to 200 positions may be recommended for deletion.

Until this year, the gradual downsizing of the workforce was an essential reason the County has been able to avoid more severe measures like layoffs or furloughs. Given the severity of the budget gap and the challenging financial forecast for the next two to three years, the Board of Supervisors made the very difficult decision on July 20, 2004 to institute a countywide furlough of 60 hours for all employees, for the 2004-05 year. The furlough will provide approximately \$2.3 million in savings, and, combined with the use of one-time funds and additional across-the-board cuts to departments, provides a balanced budget for 2004-05.

The furlough decision is consistent with both Board of Supervisors' policy direction and the cost savings approach taken by the County over the last several years. We are all in this together. We have reduced costs by implementing a targeted hiring freeze, among other cost savings measures. As a result, we have vacant positions throughout the County and we have still managed to get the public's work done. The recommendation of furloughs asks all employees to sacrifice a bit more, rather than lay off colleagues. Although furloughs are a painful approach to balancing the budget, they are generally more equitable than layoffs as a way to reduce overall personnel costs. Furloughs are also expected to have a less disruptive impact on the organization than would the layoff of almost 45 current employees.

The County has taken many other measures to reduce costs and increase revenues, including increasing fees and charges, implementing countywide energy retrofits, securitizing tobacco settlement proceeds, adopting the County/Tribe agreement, restricting travel, reducing training and restricting the purchase of equipment and supplies. The County has also chartered a cost savings team that has been working the past six months to gather recommendations from employees on ways to implement cost savings ideas and/or increase revenues. The ideas have ranged from the implementation of a countywide sales tax to consolidating the contracting out of certain functions.

## CONCLUSION

To reiterate a message in past budgets, given current land use policies and practices, the County on its own simply does not have the fiscal, statutory and regulatory means to solve all State-caused shortfalls. This is the third year the State has passed on budget cuts to the counties. Furthermore, in each of the next two years, the State will shift \$1.7 million in property taxes from the County (to the State). Such measures are part of the State's solution to its own budget crisis. The County has prudently established a reserve fund over the last several years, created so the County can weather the inevitable economic downturns without severe reductions in service. With these additional and significant revenue reductions from the State, the County is left with difficult choices such as increasing the already high position vacancy rate or instituting measures such as furloughs or layoffs.

The State's July 31 budget and the Governor's and the Legislature's support for Proposition 1A may provide a starting point for a return to some measure of local government fiscal stability. And what the Governor proposes in his January 2005 budget proposal will give us an even better idea of what local strategies will be necessary for the future. However, for the next two years, as it has for the past three, the County must deal with reduced funding caps to health and social service programs and reduced reimbursements for programs funded through mandated claims (related to SB 90) and other funds. For example, revenue to the County's Department of Employment and Social Services and Health has been reduced by more than \$4 million since 2002-03. Moreover, these reduced funding caps and reimbursements from the State are in addition to the additional \$1.7 million/year shift of property tax from the County to the State. In many respects, counties are "paying a price" over the next two years in exchange for the State's promise (via Proposition 1A) to limit property tax and sales tax "raids" on counties after fiscal year 2005-06.

It looks like there may be a faint light at the end of the tunnel in 2006-07, when the State has agreed to pay the County back for the Vehicle License Fee (VLF) "gap" of approximately \$2.5 million and other currently reduced mandates, such as SB 90. The amount owed to the County for SB 90 is approximately \$2.5 million; the payment plan is unknown at this time. Also, the two-year \$1.7 million/year property tax shift from the County to the State will have concluded.

The fate of a key component of that agreement, Proposition 1A, is still to be decided by the voters in November. This proposition, if approved by the voters, will provide some constitutional protection of local government revenues as well as some important provisions relating to State-local mandates. However, the public needs to recognize the passage of Proposition 1A, while very helpful, is not a complete fix for local government financing. The issues for local government finance are simply too complex. With uncertainty still high and with only a faint light at the end of the tunnel in 2006-07, the public, staff, and the Board of Supervisors need to remain vigilant with regard to effective and efficient operations, cost containment, and revenue generation opportunities.

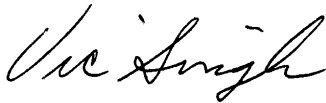
Finally, there are critical decisions that face the Board during these budget hearings. The use of one-time and reserve funds and the impacts of restrictions on the workforce are serious budget concerns. They only skim the surface of the depth to which these decisions affect staff, the public and the provision of services. If your Board accepts this budget substantially as submitted, general reserves will be reduced to \$10 million, with minimal one-time funds remaining for future years. Upon your Board's approval of a final budget for 2004-05, budget staff and department heads, coordinating with appropriate stakeholders, will immediately begin the process for developing budget recommendations for fiscal year 2005-06.

## **ACKNOWLEDGEMENTS**

Special thanks must be given to the CAO budget office staff, department heads and their budget staff, as well as to all employees, advisory committee members and contractors for their input and participation in developing the recommended budget. Special thanks also go to your Board, for the courage, competence and unerring ability to work together during these difficult financial times.

County staff has shown dedication, creativity and foresight through their hard work to reach a balanced recommended budget. The Board has provided leadership through tough decisions and wise guidance.

Respectfully yours,

A handwritten signature in cursive script that reads "Vic Singh".

VIC SINGH  
County Administrative Officer

## **HOW TO READ THIS DOCUMENT**

The county's goal is to make this document as easy to read and understand as possible. The next few pages will provide an overview of the budget book as well as provide an example of a department budget. A glossary of budget terms is found in a separate tabbed section at the back of the book. Please call the County Administrative Office at (530) 666-8150 with any questions regarding this document.

### **Overall Budget Book Organization**

The budget book is organized into eight tabbed sections:

1. Introduction and Overview
2. General Government
3. Law and Justice Services
4. Health and Human Services
5. Land, Education and Recreation
6. Capital Improvements
7. Appendix and Glossary
8. Index

### **County Departments**

Each of the 20 county departments are found within the sections General Government, Law and Justice Services, Health and Human Services and Land, Education and Recreation. At the beginning of each section, there is a listing (by alphabetical order) of each department, with the page number noted. This listing includes the various divisions or programs within each department as well as the respective budgets.

### **County Department Budgets**

**Summary Page:** Each department will have a "summary page" which contains the total appropriation and revenue for the department as a whole, including all subsidiary budget units. The summary page also contains total number of staff, a department mission statement, goals and accomplishments for 2003-2004, goals and objectives for 2004-2005 and significant changes, if any.

**Budget Units:** Most departments will also have subsidiary budget units such as a division, program or bureau. For example, the Health Department has eight budget units, two of which are Environmental Health and Indigent Healthcare. Each budget unit is headed by the name of the department on the first line and the name of the specific budget unit on the second line.

The budget unit detail page contains an appropriation and revenue summary for that unit, a brief description of the budget unit, a summary of sub-programs in that unit (if any) and the position summary. Note that all departments have both a summary page and a budget unit detail page, even if the department is composed of just one budget unit, such as the Agriculture department.

**Example:** The following two pages provide an example based on the Assessor department's recommended budget for 2004-2005 with explanations for each entry as noted by the ***corresponding items in parentheses***.

**EXAMPLE**

**(Item 1) Assessor  
SUMMARY**

<b>(Item 2) Column 1</b>	<b>(Item 3) Column 2</b>	<b>(Item 4) Column 3</b>	<b>(Item 5) Column 4</b>	<b>(Item 6) Column 5</b>	<b>(Item 7) Column 6</b>
<b>Budget Category</b>	<b>Actual 2002/03</b>	<b>Budget 2003/04</b>	<b>Estimated Actual 2003/04</b>	<b>Requested 2004/05</b>	<b>Adopted 2004/2005</b>
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$1,525,412	\$1,595,891	\$1,560,365	\$1,711,242	\$1,668,446
Services & Supplies	\$275,881	\$315,817	\$282,440	\$310,403	\$316,384
Fixed Assets	\$0	\$5,000	\$0	\$15,425	\$15,425
Operating Transfers Out	\$4,507	\$4,507	\$4,507	\$4,507	\$4,507
	<u>\$1,805,800</u>	<u>\$1,921,215</u>	<u>\$1,847,312</u>	<u>\$2,041,577</u>	<u>\$2,004,762</u>
<b>REVENUES</b>					
Fees and Charges	\$756,357	\$815,892	\$932,178	\$928,500	\$928,500
Other Revenue	\$51,408	\$42,300	\$53,026	\$50,000	\$50,000
State Grant	\$288,132	\$278,309	\$278,302	\$278,309	\$278,309
General Fund <b>(Item 8)</b>	\$709,903	\$784,714	\$608,556	\$784,714	\$747,953
Total Revenues	<u>\$1,805,800</u>	<u>\$1,921,215</u>	<u>\$1,872,062</u>	<u>\$2,041,523</u>	<u>\$2,004,762</u>
<b>POSITIONS (FTE) (Item 9)</b>	26.00	26.00	26.00	26.00	26.00

The chart shows the historical record of actual and previously budgeted amounts, the allocation of funds and revenues and how these amounts have changed since the previous year.

- (Item 1)** The heading reflects the name of the department.
- (Item 2)** The budget categories separate the budget into appropriations (expenses) and revenues necessary to fund the appropriation.
- (Item 3)** This column shows actual 2002-2003 expenditures and revenues.
- (Item 4)** This column shows the amount budgeted for 2003-2004.
- (Item 5)** This column shows estimated expenses and revenues for 2003-2004.
- (Item 6)** This column shows the department’s budget request for 2004-2005.
- (Item 7)** This column shows the amounts adopted for 2004-2005 by the Board of Supervisors.
- (Item 8)** The General Fund revenue reflects the amount of locally generated discretionary funds needed in addition to other revenues to fund the activities of the department.
- (Item 9)** This row shows the number of full-time equivalent (FTE) positions in the budget unit.



## **MISSION**

This is a description of the mission of the department as a whole, including its subsidiary units.

## **GOALS AND ACCOMPLISHMENTS 2003-2004**

This section highlights key accomplishments during the past fiscal year, wherever possible tying them to goals previously adopted for the department. Starting with this 2004-2005 budget, the departments' annual reports were submitted with their preliminary budget presentations, enabling the Board of Supervisors to make informed decisions concerning a department's budget.

## **GOALS AND OBJECTIVES 2004-2005**

In this section departments set forth their goals for the coming fiscal year. Note that large, multi-budget unit departments should have goals for each of their budget units in this section.

## **SIGNIFICANT CHANGES**

This optional section highlights major changes, if any, from the previous year to assist the reader in understanding what policies and/or priorities have been established or changed.

**EXAMPLE**

**(Item 1) Assessor**  
**ASSESSOR BUDGET UNIT DETAIL**

Column 1	<i>(Item 2)</i> Column 2	<i>(Item 3)</i> Column 3	<i>(Item 4)</i> Column 4	<i>(Item 5)</i> Column 5	<i>(Item 6)</i> Column 6
Budget Category	Actual 2002/03	Budget 2003/04	Estimated Actual 2003/04	Requested 2004/05	Adopted 2004/2005
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$1,266,246	\$1,374,221	\$1,337,105	\$1,473,620	\$1,436,859
Services & Supplies	\$251,422	\$268,685	\$256,655	\$274,169	\$274,169
Fixed Assets	\$0	\$0	\$0	\$15,425	\$15,425
	\$1,517,668	\$1,642,906	\$1,593,760	\$1,763,214	\$1,726,453
<b>REVENUES</b>					
Fees and Charges	\$756,357	\$815,892	\$932,178	\$928,500	\$928,500
Other Revenue	\$51,408	\$42,300	\$53,026	\$50,000	\$50,000
General Fund <i>(Item 8)</i>	\$709,903	\$784,714	\$608,556	\$784,714	\$747,953
	\$1,517,668	\$1,642,906	\$1,593,760	\$1,763,214	\$1,726,453

As with the department summary, the budget unit detail shows the historical record of actual and previously budgeted amounts, the allocation of funds and revenues and how these amounts have changed since the previous year. The budget unit detail page is also where the position summary is shown.

- (Item 1)* The heading reflects the name of the department, with the budget unit name on the second line.
- (Item 2)* The budget categories separate the budget into appropriations (expenses) and revenues necessary to fund the appropriation.
- (Item 3)* This column shows actual 2002-2003 expenditures and revenues.
- (Item 4)* This column shows the amount budgeted for 2003-2004.
- (Item 6)* This column shows the department’s budget request for 2004-2005.
- (Item 7)* This column shows the amounts adopted for 2004-2005 by the Board of Supervisors.
- (Item 8)* The General Fund revenue reflects the amount of locally generated discretionary funds needed in addition to other revenues to fund the activities of the department.

<b>POSITION SUMMARY</b>				
<b>Position Classification</b>	<b>Full-Time Equivalents</b>			<b>Salary &amp; Benefits</b>
	<b>Current</b>	<b>Requested</b>	<b>Adopted</b>	
Appraiser III	2.00	2.00	2.00	\$141,033
Auditor-Appraiser III	2.00	3.00	3.00	\$191,693
Assessment Officer Spec.III-2	10.00	10.00	10.00	\$454,963
Assessor	1.00	1.00	1.00	\$128,584
Asst. Assessor	1.00	1.00	1.00	\$102,179
Cadastral Drafting Technician	1.00	1.00	1.00	\$43,677
Senior Cadastral Drafting Tech	1.00	1.00	1.00	\$59,492
Chief Appraiser	1.00	1.00	1.00	\$97,973
Senior Appraiser	2.00	2.00	2.00	\$151,975
Staff Services Analyst II	1.00	1.00	1.00	\$72,542
Principal Appraiser	1.00	0.00	0.00	\$0
Workers Compensation	0.00	0.00	0.00	\$13,858
Extra Help	0.00	0.00	0.00	\$13,397
Benefit Cashout	0.00	0.00	0.00	\$2,250
Furlough Savings	0.00	0.00	0.00	-\$36,757
<b>Total</b>	<b>23.00</b>	<b>23.00</b>	<b>23.00</b>	<b>\$1,436,859</b>

## **POSITION SUMMARY**

This summary lists the authorized full-time equivalent (FTE) positions and the amount of the combined salary and benefits these positions represent. The titles of the positions are as they appear in the county position resolution adopted by the Board of Supervisors at the end of each budget cycle. The column headed "Current" represents the number of positions authorized by the Board in the current year. The number of current positions will vary from the number in the last adopted budget if the Board authorized a change in the number of positions by resolution during the year.

**During the budget hearings, the Board took action to eliminate long-standing vacant positions. Therefore, the adopted positions may be less than the current or requested number of positions.**

# **BUDGET INTRODUCTION AND OVERVIEW**

## **OPERATING BUDGET**

The total appropriation for the recommended operating budget is \$237.3 million as compared to \$236.7 million for 2003-04. This represents an approximate \$600,000 increase from 2003-04. When comparing the net operating budget<sup>1</sup>, which subtracts the twofold counting of interfund transfers to the prior year, the 2004-05 net operating budget of \$216.9 million is \$2.6 million (1.2%) less than the prior year.

Key components of the recommended operating budget include:

- furlough savings of \$2.3 million
- targeted hiring freeze (vacancy rate currently in excess of 20%)
- funding for the county general plan
- tribal proceeds for department services
- property tax shift to the state resulting in a \$1.7 million reduction in local funds
- increased contribution for PERS retirement costs (resulting from the economic downturn)
- partial year funding for additional positions for new juvenile hall
- partial backfill to finance essential mental health services
- funding for increase in provider hours for in-home support services (IHSS)
- increased appropriations to provide jail/juvenile hall medical services
- funding to replace the mainframe financial systems

## **CAPITAL IMPROVEMENT/DEBT SERVICE BUDGET**

The total appropriation for the capital improvement/debt service budget is \$14.5 million. The appropriation is \$7.5 million greater than the 2003-04 budget and is primarily the result of \$7 million for construction of the new juvenile hall. The capital improvement budget is financed by revenues which are restricted for capital facility improvement projects and capital equipment purchases. Funding sources include state grants, development impact mitigation fees, accumulated capital outlay (ACO) funds and certain special revenue funds. Capital improvement and new construction projects underway or planned for 2004-05 include:

- New juvenile detention facility
- New health building
- Jail facility and housing pod improvements
- Information Technology Division move
- Relocation of the Clerk-Recorder offices
- Administration building plumbing, exterior and interior maintenance
- Equipment (see Appendix A - Equipment List)
- Payment to the City of Woodland to reimburse costs for improvements on Gibson Road

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<sup>1</sup> Because money is transferred between funds, it must be accounted for twice in the budget, once in the originating account and once in the receiving account. The total appropriation for the operating budget is reported as \$237.3 million, which includes \$20.4 million in interfund transfers from the general fund. If the double accounting of these general fund transfers is eliminated, the net operating appropriation equals \$216.9 million, which is \$2.6 million less than the 2003-04 net appropriation of \$219.5.

- Construction of a dignified monument for those buried with the assistance of the county
- Correct drainage adjacent to the jail

## TOTAL BUDGET

The total budget is approximately \$251.9 million and is balanced. This represents a \$8.1 million increase over the prior year. This increase is primarily the result of the \$7 million juvenile hall construction project.

## GENERAL PURPOSE REVENUES

General purpose revenue (as summarized on the following table) is projected to increase by \$454,069 compared to the prior year's estimated actual revenue. The most significant change results from the state's tax shift, which is projected to produce a net loss of approximately \$1.7 million in tax revenue in 2004-05 and 2005-06. The shift reduces the allocation of motor vehicle license fees by 67.5% and backfills this reduction with property taxes; however, the state will keep approximately \$1.7 million of the property tax backfill in each of the next two years. The dollar-for-dollar backfill of revenue is set to begin in 2006-07.

The general purpose revenue estimate also includes \$1,085,000 in one-time carry forward tribal funds.

Revenue Source	Budgeted 2003/04	Est. Actual 2003/04	Adopted 2004/05	Change Est. Actual to Adopted
Property Tax	\$10,179,000	\$10,075,395	\$10,754,610	\$679,215
State Tax Shift Backfill	\$0	\$0	\$6,822,269	\$6,822,269
Redevelopment Pass Thru	\$1,347,338	\$2,390,000	\$1,770,000	-\$620,000
Sales & Use Tax	\$1,794,359	\$1,976,000	\$2,015,633	\$39,633
Motor Vehicle In-Lieu	\$11,015,601	\$9,943,600	\$4,119,000	-\$5,824,600
Franchise Fee	\$385,000	\$416,000	\$416,000	\$0
Document Tax	\$805,000	\$1,444,600	\$965,000	-\$479,600
Open Space Subventions	\$1,277,093	\$1,296,449	\$1,296,449	\$0
County Stabilization	\$574,000	\$574,000	\$574,000	\$0
Overhead Reimbursement	\$650,000	\$980,000	\$792,909	-\$187,091
Other Miscellaneous	\$112,700	\$1,458,500	\$1,092,900	-\$365,600
Interest Earnings	\$770,500	\$231,700	\$232,000	\$300
Fines & Forfeitures	\$124,704	\$192,057	\$296,900	\$104,843
Tribal Proceeds	\$1,200,000	\$1,200,000	\$1,400,000	\$200,000
One-time Tribe 2002/03	\$1,000,000	\$1,000,000	\$0	-\$1,000,000
Teeter Reserve Proceeds	\$240,000	\$826,300	\$826,000	-\$300
Tribal Onetime carryforward	0	0	\$1,085,000	\$1,085,000
<b>TOTAL REVENUES</b>	<b>\$31,475,295</b>	<b>\$34,004,601</b>	<b>\$34,458,670</b>	<b>\$454,069</b>

The economy has a major influence on many of the consumer-driven general purpose revenue sources, which include: property taxes, motor vehicle license fees and sales tax. Based on the current economic forecasts, staff has assumed modest economic growth (2 - 4%) for the coming year. The exception is property tax; based on the Assessor's valuation roll, secured property tax revenue is projected to increase by approximately 8%.

The projected beginning general fund carry forward balance is approximately \$6 million and is significantly less than the \$9 million budgeted in 2003-2004.

## **CONTINGENCIES**

Contingencies are established to cover items which occur after adoption of the final budget and which cannot be absorbed within other existing appropriations. The appropriation is also normally used to finance major items for which the total cost cannot be determined in advance (as in the case of settlement of pending litigation).

A contingency fund of 3% was, at one time, considered prudent fiscal management by the State of California. A 3% contingency on the net operating funds would require an appropriation of approximately \$6.5 million. The recommended appropriation for the general fund, library and health contingencies is approximately \$2.2 million, which is approximately 1% of the operating budget.

Contingencies are expended by first being moved to an operating fund and then spent. No funds are directly spent from contingencies. A transfer of contingencies requires a four-fifths vote of the Board of Supervisors.

General Fund Contingency .....\$2,257,000  
General Fund Contingency has increased from the \$2,066,282 budgeted in 2003-2004. Contingency includes \$750,000 for essential mental health programs that is available for transfer upon review of department financial reports.

Library Fund Contingency .....\$120,749  
The Library Fund Contingency is recommended in the same amount as the prior year.

Realignment Program Contingency.....\$350,000  
This contingency is recommended to finance any unforeseen health, mental health or employment and social service department fiscal issues that may arise in 2004-05.

Public Safety Fund Contingency .....\$0  
There are insufficient public safety fund revenues to finance this contingency. Also, no contingency funds were budgeted in 2003-04.

## **RESERVES**

An amount in a fund used to meet cash requirements, emergency expenditures, or future defined requirements. A reserve is not an appropriation and there is no limitation on the amount of reserve that can be established.

Reserve for Known Benefit Cost Increases ..... \$2,868,914

Estimates from our retirement and health benefit provider (Public Employees Retirement System) indicate that the cost of health insurance and retirement will continue to increase in the coming years. This designated reserve will assist in financing these cost increases. The budget includes the use of \$3.25 million from this reserve, reducing the remaining available funds to \$2,868,914.

Reserve for Juvenile Hall Operations .....\$550,000

The new juvenile hall is expected to open in July 2005. The budget includes the use of \$750,000 from this reserve reducing the remaining available funds to \$550,000. Operation of this 90-bed facility will require significant expenditure increase over the current 30-bed hall.

General Reserve .....\$7,074,480

A General Reserve was restored in fiscal year 1999-2000 through an appropriation of \$1 million. In fiscal year 2000-2001, an additional \$1,857,480 was appropriated to the General Reserve from excess Teeter property tax reserves bringing the total amount in General Reserve to \$3,000,000. In 2002-03, we add another \$2,276,000 in excess Teeter property tax revenue and \$2,224,000 in savings from operational efficiencies in fiscal year 2001-2002. The 2003-04 budget allocated \$430,000 from this reserve to finance operations. This reserve provides financial resources to mitigate future economic uncertainties. The Board has purposefully allocated funds in reserve to assist in stabilizing county finances during slowdowns in the economy. This provides transitional funding during times of below-average revenue growth. Given the seriousness of the state budget crisis - maintenance of reserves is critical to the long-term financial stability for essential county program services. No change is recommended in the amount of this reserve.

Realignment Program, Health Fund Reserve.....\$1,800,000

This reserve was established in the amount of \$1.0 million in 2003-04 as transitional funding to partially backfill the use of onetime carry forward funds. The 2004-05 budget increases this reserve by \$800,000, thereby bring the total in this reserve to \$1.8 million, which should be sufficient to fund the projected Health department budget shortfall in 2005-06. The 2004-05 budget also includes approximately \$1.5 million in one-time carry forward funds for the Health department budgets.

## **DEBT SERVICE**

County Services Center, West Sacramento .....\$442,364

Debt service payments are made to the City of West Sacramento for the purchase and remodeling of the County Services Center pursuant to a tri-party agreement between the County of Yolo, City of West Sacramento and West Sacramento Redevelopment Agency. (Fund 825).

Source of Financing: Rents from Department of Employment and Social Services  
and Miscellaneous Tenants ..... \$442,364

Library-Davis Debt Service.....\$674,172

Debt service payments are made to the Library fund (\$534,925) for operation and maintenance costs and a loan payment (\$139,248) for principal and interest costs for the bond passed to

expand the Davis Library. The Auditor receives \$15,220 for processing the parcel taxes. The bond debt is for 30 years, with final payment due in 2022. (Fund 827).

Source of Financing: Davis Mello-Roos Bond..... \$672,672  
Interest..... \$1,500

Library-Central Services Debt Service .....\$59,713

Debt service for the building of the Central Services building. The loan payments are shared by the Library and the Central Services, which receives payments from departments using the storage. The loan is for 15 years with final payment in 2007. (Fund 824).

Source of Financing: Library and Departments..... \$59,713

District Attorney Building .....\$291,066

Debt service for the building of the District Attorney office. The building was completed in 1999. The debt on the Certificates of Participation is for 30 years, with final payment due in November 2028. (Fund 822).

Source of Financing: Development Fees ..... \$29,597  
Rents ..... \$41,469  
Criminal Justice Fund ..... \$220,000

Davis Administration Building Debt .....\$159,128

Debt service for payment of a \$1.78 million loan. The 20-year loan will expire in 2009. (Fund 828).

Source of Financing: Rents, City of Davis..... \$61,690  
Central Services..... \$97,438

North Davis Meadows Sewer Debt.....\$115,623

The district's debt service pays back a \$1.69 million loan that financed a water and sewage system. The improvement project was completed in 1999. The loan is for 30 years with final payment in 2028. (Fund 823).

Source of Financing: Landowner Assessment ..... \$115,623

Willowbank Water Assessment District .....\$88,175

The District's debt service pays for a \$1.01 million bond that financed a water system. The project was completed in December 2000. The bonds will be paid off in 2020. (Fund 830).

Source of Financing: Landowner Assessment ..... \$88,175



## 2004-05 STATE REQUIRED APPROPRIATION LIST

<u>OPERATIONS</u>	2002-03 Adopted	2003-04 Adopted	2004-05 Adopted
General Fund	\$48,773,866	\$51,115,163	\$51,812,529
Interfund Transfer from General Fund	\$13,295,176	\$17,236,845	\$20,368,956
Employment and Social Services	\$68,739,376	\$64,582,863	\$64,046,102
Public Safety Fund	\$32,421,622	\$35,393,701	\$37,899,700
Medical Services & CHIP Funds	\$15,932,272	\$16,898,772	\$17,482,837
Road/Transportation Fund	\$16,716,442	\$13,930,342	\$10,921,881
Library Fund	\$3,883,179	\$4,369,436	\$3,816,986
Fish and Game	\$9,250	\$9,350	\$18,014
Subtotal	\$199,771,183	\$203,536,472	\$206,367,005
<u>INTERNAL SVC./ENTERPRISE FUNDS</u>			
Airport Enterprise	\$381,449	\$430,746	\$821,996
Garage (ISF)	\$1,099,812	\$1,161,256	\$1,290,737
Telecommunications (ISF)	\$2,442,833	\$2,726,865	\$2,339,095
Mental Health Enterprise	\$19,130,071	\$17,726,718	\$15,353,868
Sanitation Enterprise	\$10,187,458	\$9,035,402	\$8,912,346
Dental Insurance (ISF)	\$1,682,035	\$1,947,639	\$1,915,469
Unemployment Insurance (ISF)	\$123,600	\$201,500	\$303,800
Subtotal	\$35,047,258	\$33,230,126	\$30,937,311
<b>OPERATING BUDGET</b>	<b>\$234,818,441</b>	<b>\$236,766,598</b>	<b>\$237,304,316</b>
LESS Interfund Transfer	(\$13,295,176)	(\$17,236,845)	(\$20,368,956)
<b>NET OPERATING BUDGET</b>	<b>\$221,523,265</b>	<b>\$219,529,753</b>	<b>\$216,935,360</b>
<u>CAPITAL PROJECTS FUND</u>			
Health Building	\$0	\$830,000	\$0
Accumulative Capital Projects (ACO)	\$3,744,053	\$3,377,954	\$5,764,097
Juvenile Hall	\$500,000	\$950,000	\$7,000,000
Subtotal	\$4,244,053	\$5,157,954	\$12,764,097
<u>DEBT SERVICE</u>			
West Sacramento Building	\$427,400	\$371,436	\$442,364
DA Building	\$289,317	\$294,867	\$291,066
Davis Library	\$695,638	\$689,816	\$674,172
Davis Administrative Building	\$157,040	\$155,858	\$159,128
Library Central Services	\$60,104	\$62,994	\$59,713
Willowbank Water	\$85,815	\$84,420	\$88,175
Brentwood Village	\$89,775	\$0	\$0
North Davis Meadows Sewer Debt	\$113,268	\$112,030	\$115,623
Subtotal	\$1,918,357	\$1,771,421	\$1,830,241
<b>TOTAL CAPITAL/DEBT BUDGET</b>	<b>\$6,162,410</b>	<b>\$6,929,375</b>	<b>\$14,594,338</b>
<b>TOTAL COUNTY BUDGET</b>	<b>\$240,980,851</b>	<b>\$243,695,973</b>	<b>\$251,898,654</b>

## GENERAL GOVERNMENT

Budget Unit Name	B/U No.	Page	Appropriation	Total
<b>Assessor</b>		19		
Assessor	108-1	20	\$1,726,453	
Property Tax Administration	108-2	22	<u>\$278,309</u>	\$2,004,762
<b>Auditor-Controller</b>		23		
Auditor-Controller	105-1	25	\$1,494,402	
Auditor-Controller TRAN	106-2	27	\$215,912	
Office of Revenue & Reimbursement	201-5	28	<u>\$383,239</u>	\$2,093,553
<b>Board of Supervisors</b>		30		
Board of Supervisors	101-1	32	\$823,296	
Clerk to Board of Supervisors	101-2	33	<u>\$252,159</u>	\$1,075,455
<b>County Administrative Office</b>				
<b>County Administrator</b>		35		
County Administrative Office	102-1	38	\$1,162,659	
LAFCO	298-1	40	<u>\$0</u>	\$1,162,659
<b>Central Services Division</b>		41		
Administration	130-4	43	\$1,030,658	
Facilities Management	130-3	45	\$1,581,033	
Gas and Electricity	130-5	47	\$1,660,000	
Purchasing	110-1	48	\$269,596	
Reprographics	160-1	50	\$261,678	
Telephone Internal Serv. Fund	185-1	52	<u>\$2,339,095</u>	\$7,142,060
<b>Countywide</b>		54		
Countywide Programs	165-1	55	\$22,250,809	
Criminal Justice Collections	166-2	58	\$1,125,688	
Dental Insurance (ISF)	188-1	59	\$1,915,469	
Risk Management	155-1	60	\$121,042	
Special Employee Services	167-1	61	\$1,354,306	
Tribal Relations	165-2	62	\$174,354	
Unemployment Insur. (ISF)	187-1	63	<u>\$303,800</u>	\$27,245,468

**GENERAL GOVERNMENT** (continued)

<b>Budget Unit Name</b>	<b>B/U No.</b>	<b>Page</b>	<b>Appropriation</b>	<b>Total</b>
<b>County Administrative Office (continued)</b>				
<b>Human Resources Division</b>		64		
Human Resources	103-1	66	\$739,035	
Quality and Training	103-2	68	<u>\$183,974</u>	\$923,009
<b>Information Technology Division</b>		69		
Information Technology	156-1	71	<u>\$2,656,410</u>	\$2,656,410
<b>County Clerk-Recorder</b>				
		73		
Administration	201-2	75	\$0	
Elections	120-1	76	\$1,138,055	
Recorder	285-1	78	<u>\$1,502,232</u>	\$2,640,287
<b>County Counsel</b>				
		80		
County Counsel	115-1	81	\$785,799	
Indigent Defense Contracts	210-5	83	<u>\$871,075</u>	\$1,656,874
<b>Grand Jury</b>				
	215-1	84	<u>\$32,000</u>	\$32,000
<b>Treasurer-Tax Collector</b>				
		85		
Treasurer-Tax Collector	106-1	86	<u>\$675,955</u>	\$675,955
<b>TOTAL</b>				<b>\$49,308,492</b>

# Assessor SUMMARY

<b>Budget Category</b>	<b>Actual 2002/2003</b>	<b>Budget 2003/2004</b>	<b>Estimated Actual 2003/2004</b>	<b>Requested 2004/2005</b>	<b>Adopted 2004/2005</b>
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$1,525,412	\$1,595,891	\$1,560,365	\$1,711,242	\$1,668,446
Services & Supplies	\$275,881	\$315,817	\$282,440	\$310,403	\$316,384
Fixed Assets	\$0	\$5,000	\$0	\$15,425	\$15,425
Operating Transfers Out	\$4,507	\$4,507	\$4,507	\$4,507	\$4,507
	<b>\$1,805,800</b>	<b>\$1,921,215</b>	<b>\$1,847,312</b>	<b>\$2,041,577</b>	<b>\$2,004,762</b>
<b>REVENUES</b>					
General Fund	\$709,903	\$784,714	\$608,556	\$784,714	\$747,953
Fees & Charges	\$756,357	\$815,892	\$932,178	\$928,500	\$928,500
Other Revenue	\$51,408	\$42,300	\$53,026	\$50,000	\$50,000
State Grant	\$288,132	\$278,309	\$278,302	\$278,309	\$278,309
	<b>\$1,805,800</b>	<b>\$1,921,215</b>	<b>\$1,872,062</b>	<b>\$2,041,523</b>	<b>\$2,004,762</b>
<b>POSITIONS (FTE)</b>	27.00	26.00	26.00	26.00	26.00

## **MISSION**

The mission of the Assessor's department is to administer the property tax program in a competent and efficient manner resulting in equitable and fair treatment for all.

## **GOALS AND ACCOMPLISHMENTS 2003-2004**

The prior year's goals were to discover and locate all locally assessable property in the county, prepare a complete and accurate secured and unsecured assessment roll and submit the roll to the Auditor-Controller by July 1. In addition, objectives were developed to prepare timely supplemental assessments, perform mandatory audits and use the property tax administration grant to fund additional appraisal staff.

## **GOALS AND OBJECTIVES 2004-2005**

Goals for the current year are to discover and locate all taxable property within Yolo County with the resources available, and to submit the annual assessment roll to the Auditor-Controller by July 1. If resources do not allow for the timely assessment of all property, then complete those as escaped assessments. The department will establish an imaging system in order to store records electronically.

# Assessor

## ASSESSOR BUDGET UNIT DETAIL

<b>Budget Category</b>	<b>Actual 2002/2003</b>	<b>Budget 2003/2004</b>	<b>Estimated Actual 2003/2004</b>	<b>Requested 2004/2005</b>	<b>Adopted 2004/2005</b>
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$1,266,246	\$1,374,221	\$1,337,105	\$1,473,620	\$1,436,859
Services & Supplies	\$251,422	\$268,685	\$256,655	\$274,169	\$274,169
Fixed Assets	\$0	\$0	\$0	\$15,425	\$15,425
<b>Total</b>	<b>\$1,517,668</b>	<b>\$1,642,906</b>	<b>\$1,593,760</b>	<b>\$1,763,214</b>	<b>\$1,726,453</b>
<b>REVENUES</b>					
Fees & Charges	\$756,357	\$815,892	\$932,178	\$928,500	\$928,500
Other Revenue	\$51,408	\$42,300	\$53,026	\$50,000	\$50,000
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<b>Total</b>	<b>\$1,517,668</b>	<b>\$1,642,906</b>	<b>\$1,593,760</b>	<b>\$1,763,214</b>	<b>\$1,726,453</b>

### **BUDGET UNIT DESCRIPTION**

Budget Unit 108-1 (Fund 110). This budget unit finances the portion of the Yolo County Assessor's office operation that is mandated by law.

### **PROGRAM SUMMARIES**

State law requires that the Assessor produce property tax assessment rolls in a timely manner.

**POSITION SUMMARY**

<b>Position Classification</b>	<b>Full-Time Equivalents</b>			<b>Salary &amp; Benefits</b>
	<b>Current</b>	<b>Requested</b>	<b>Adopted</b>	
Appraiser III	2.00	2.00	2.00	\$141,533
Auditor-Appraiser III	2.00	3.00	3.00	\$191,193
Assessment Office Spec. III-2	10.00	10.00	10.00	\$454,963
Assessor	1.00	1.00	1.00	\$128,584
Asst. Assessor	1.00	1.00	1.00	\$102,179
Cadastral Drafting Technician	1.00	1.00	1.00	\$43,677
Senior Cadastral Drafting Tech	1.00	1.00	1.00	\$59,492
Chief Appraiser	1.00	1.00	1.00	\$97,973
Senior Appraiser	2.00	2.00	2.00	\$151,975
Staff Services Analyst II	1.00	1.00	1.00	\$72,542
Principal Appraiser	1.00	0.00	0.00	\$0
Workers Compensation	0.00	0.00	0.00	\$13,858
Extra Help	0.00	0.00	0.00	\$13,397
Benefit Cashout	0.00	0.00	0.00	\$2,250
Furlough Savings	0.00	0.00	0.00	\$-36,757
<b>Total</b>	<b>23.00</b>	<b>23.00</b>	<b>23.00</b>	<b>\$1,436,859</b>

# Assessor

## PROPERTY TAX ADMINISTRATION BUDGET UNIT DETAIL

<u>Budget Category</u>	<u>Actual 2002/2003</u>	<u>Budget 2003/2004</u>	<u>Estimated Actual 2003/2004</u>	<u>Requested 2004/2005</u>	<u>Adopted 2004/2005</u>
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$259,166	\$221,670	\$223,260	\$237,622	\$231,587
Services & Supplies	\$24,459	\$47,132	\$25,785	\$36,234	\$42,215
Fixed Assets	\$0	\$5,000	\$0	\$0	\$0
Operating Transfers Out	\$4,507	\$4,507	\$4,507	\$4,507	\$4,507
<b>Total</b>	<b>\$288,132</b>	<b>\$278,309</b>	<b>\$253,552</b>	<b>\$278,363</b>	<b>\$278,309</b>
<b>REVENUES</b>					
State Grant	\$288,132	\$278,309	\$278,302	\$278,309	\$278,309
<b>Total</b>	<b>\$288,132</b>	<b>\$278,309</b>	<b>\$278,302</b>	<b>\$278,309</b>	<b>\$278,309</b>

### BUDGET UNIT DESCRIPTION

Budget Unit 108-2 (Fund 039). This budget unit encompasses grant funds provided by the state to enhance the county's property tax administration system.

<u>Position Classification</u>	<u>Full-Time Equivalents</u>			<u>Salary &amp; Benefits</u>
	<u>Current</u>	<u>Requested</u>	<u>Adopted</u>	
Auditor-Appraiser III	3.00	3.00	3.00	\$236,412
Workers Compensation	0.00	0.00	0.00	\$1,211
Furlough Savings	0.00	0.00	0.00	\$-6,036
<b>Total</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>\$231,587</b>

# Auditor-Controller SUMMARY

<b>Budget Category</b>	<b>Actual 2002/2003</b>	<b>Budget 2003/2004</b>	<b>Estimated Actual 2003/2004</b>	<b>Requested 2004/2005</b>	<b>Adopted 2004/2005</b>
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$1,374,377	\$1,480,669	\$1,430,938	\$1,612,470	\$1,574,063
Services & Supplies	\$435,919	\$492,301	\$405,864	\$468,379	\$468,379
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Other Charges	\$149,633	\$100,000	\$99,722	\$188,611	\$188,611
Expense Reimbursement	\$-85,000	\$-110,800	\$-121,800	\$-137,500	\$-137,500
	<b>\$1,874,929</b>	<b>\$1,962,170</b>	<b>\$1,814,724</b>	<b>\$2,131,960</b>	<b>\$2,093,553</b>
<b>REVENUES</b>					
General Fund	\$1,269,789	\$1,360,470	\$1,166,825	\$1,412,749	\$1,356,510
Fees & Charges	\$426,829	\$472,191	\$543,670	\$498,799	\$498,799
Federal/State Reimbursement	\$4,507	\$4,509	\$4,507	\$4,500	\$4,500
Interest/Investment Income	\$228,700	\$125,000	\$71,061	\$215,912	\$215,912
General Fund Adjustment	\$0	\$0	\$0	\$0	\$17,832
	<b>\$1,929,825</b>	<b>\$1,962,170</b>	<b>\$1,786,063</b>	<b>\$2,131,960</b>	<b>\$2,093,553</b>
<b>POSITIONS (FTE)</b>	26.00	26.00	26.00	26.00	25.00

## **MISSION**

Ensure a high level of accountability in Yolo County government by maintaining effective control of county resources, maintaining reliable financial records and publishing useful audit and financial reports through well-trained staff who are committed to excellent public service.

## **GOALS AND ACCOMPLISHMENTS 2003-2004**

1. The department continued to make financial information and reports more accessible and useful to county staff and the public.
  - (a) Continued enhancements to the general ledger (GenLed) accounting system, including the addition of an internal billing system; improved the efficiency of the budget module by creating a direct upload to the County Administrative Office's (CAO) budget system; designed enhancements to the contract and accounts receivable modules and enhancements to the general ledger "report writer" program.
  - (b) Produced an annual report that is expected to earn the certificate of excellence in financial reporting from the Government Finance Officers Association;
  - (c) Produced, in partnership with the County Administrator's Office, the Citizen's Financial Report, an annual condensed financial report designed for use by the general public.
  
2. The department improved internal control over disbursement of funds.
  - (a) Conducted ongoing desk audits of purchase card transactions.
  - (b) Enhanced monitoring of budgetary control over expenditures.
  
3. The department expanded education programs to increase accountability by conducting training workshops for county staff utilizing the internal billing module, regular training in GenLed users



groups, presenting a workshop for special districts and providing one-on-one training to new GenLed users.

4. The department assumed responsibility for the Office of Revenue and Reimbursement.

### **GOALS AND OBJECTIVES 2004-2005**

In accordance with the Auditor-Controller's mission of ensuring a high level of accountability in county government, the following goals have been established for 2004-2005:

1. Continue to make financial information and reports more accessible and useful to county staff and the public by:
  - (a) In partnership with Information Technology providing leadership on implementation of the HP3000 Migration project.
  - (b) Continuing to enhance the general ledger system to facilitate financial transactions and controls and, specifically, to implement the contract and receivables modules.
  - (c) Producing an annual report that earns the certificate of excellence in financial reporting from the Government Finance Officers Association (GFOA).
  - (d) Producing a condensed financial report that complies with GFOA guidelines.
2. Improve internal control over disbursement of funds by:
  - (a) Enhancing procedures to monitor appropriation limits and by holding departments accountable.
  - (b) Developing tools and processes to monitor countywide cash flow.
  - (c) Developing an accounting manual for special districts.
3. Improve countywide revenue collections by:
  - (a) Implementing the countywide departmental use of the receivables general ledger module.
  - (b) Creating a countywide receivables monitoring and reporting system.
  - (c) Reviewing master fee hourly rate calculations to ensure complete and accurate rates.
4. Expand education programs to increase accountability by creating and distributing an accounting handbook for use by community-based organizations.

### **SIGNIFICANT CHANGES**

**SALARY AND BENEFITS:** A vacant auditor II position remains unfunded. A senior accounting technician position has been converted to a manager position to accommodate a required interdepartmental transfer. The change provided the resources necessary to participate in the HP 3000 migration.

Six staff positions from the Office of Revenue and Reimbursement (OR&R) budget have been relocated to the Auditor-Controller budget. The related costs were transferred to Budget Unit 201-5. As a result, two positions are vacant, a senior accounting technician and an administrative assistant.

**OTHER CHARGES:** The increase in other charges is due to an increase in tax and revenue anticipation notes (TRAN) interest expense due to increased interest rates and borrowing costs.

# Auditor-Controller

## AUDITOR-CONTROLLER BUDGET UNIT DETAIL

<b>Budget Category</b>	<b>Actual 2002/2003</b>	<b>Budget 2003/2004</b>	<b>Estimated Actual 2003/2004</b>	<b>Requested 2004/2005</b>	<b>Adopted 2004/2005</b>
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$1,124,599	\$1,214,641	\$1,200,690	\$1,344,792	\$1,309,211
Services & Supplies	\$303,167	\$340,623	\$299,539	\$322,691	\$322,691
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Expense Reimbursement	\$-85,000	\$-121,800	\$-121,800	\$-137,500	\$-137,500
<b>Total</b>	<b>\$1,342,766</b>	<b>\$1,433,464</b>	<b>\$1,378,429</b>	<b>\$1,529,983</b>	<b>\$1,494,402</b>
<b>REVENUES</b>					
Fees & Charges	\$319,660	\$360,941	\$419,922	\$368,749	\$368,749
Federal/State Reimbursement	\$4,507	\$4,509	\$4,507	\$4,500	\$4,500
General Fund Adjustment	\$0	\$0	\$0	\$0	\$17,832
General Fund	\$1,018,599	\$1,068,014	\$954,000	\$1,156,734	\$1,103,321
<b>Total</b>	<b>\$1,342,766</b>	<b>\$1,433,464</b>	<b>\$1,378,429</b>	<b>\$1,529,983</b>	<b>\$1,494,402</b>

### **BUDGET UNIT DESCRIPTION**

Budget Unit 105-1 (Fund 110). This budget unit accounts for the regular operations of the office of the elected Auditor-Controller, including such functions as general accounting, property tax accounting, financial reporting, auditing, cost accounting, budgeting, countywide payroll, investment oversight and debt management.

**POSITION SUMMARY**

<b>Position Classification</b>	<b>Full-Time Equivalents</b>			<b>Salary &amp; Benefits</b>
	<b>Current</b>	<b>Requested</b>	<b>Adopted</b>	
Senior Accountant	3.00	3.00	3.00	\$218,949
Administrative Clerk II - 1	1.00	2.00	1.00	\$38,861
Auditor II	1.00	1.00	1.00	\$0
Auditor-Controller	1.00	1.00	1.00	\$130,438
Assistant Auditor-Controller	1.00	1.00	1.00	\$102,221
Manager, Cost Acct. & Budget	1.00	1.00	1.00	\$96,136
Manager, General Accounting	1.00	1.00	1.00	\$101,089
Senior Accountant - Conf.	1.00	1.00	1.00	\$73,565
Senior Accounting Tech - Conf.	1.00	1.00	1.00	\$61,548
Senior Accounting Technician	7.00	8.00	8.00	\$418,293
Senior Auditor	1.00	1.00	1.00	\$75,570
Accountant-Auditor I - Conf.	1.00	1.00	1.00	\$52,664
Sup. Revenue Collections Officer	0.00	1.00	1.00	\$74,350
Revenue Collections Spec. II	0.00	1.00	1.00	\$52,289
Account Clerk III	0.00	2.00	2.00	\$91,593
Workers Compensation	0.00	0.00	0.00	\$7,718
Overtime	0.00	0.00	0.00	\$5,000
Extra Help	0.00	0.00	0.00	\$20,183
Salary Transfer	0.00	0.00	0.00	\$-272,852
Furlough Savings	0.00	0.00	0.00	\$-38,404
<b>Total</b>	<b>20.00</b>	<b>26.00</b>	<b>25.00</b>	<b>\$1,309,211</b>

# Auditor-Controller

## AUDITOR-CONTROLLER TRAN BUDGET UNIT DETAIL

<u>Budget Category</u>	<u>Actual 2002/2003</u>	<u>Budget 2003/2004</u>	<u>Estimated Actual 2003/2004</u>	<u>Requested 2004/2005</u>	<u>Adopted 2004/2005</u>
<b>APPROPRIATIONS</b>					
Services & Supplies	\$24,171	\$25,000	\$0	\$27,301	\$27,301
Other Charges	\$149,633	\$100,000	\$99,722	\$188,611	\$188,611
<b>Total</b>	<b>\$173,804</b>	<b>\$125,000</b>	<b>\$99,722</b>	<b>\$215,912</b>	<b>\$215,912</b>
<b>REVENUES</b>					
Interest/Investment Income	\$228,700	\$125,000	\$71,061	\$215,912	\$215,912
<b>Total</b>	<b>\$228,700</b>	<b>\$125,000</b>	<b>\$71,061</b>	<b>\$215,912</b>	<b>\$215,912</b>

### **BUDGET UNIT DESCRIPTION**

Budget Unit 106-2 (Fund 110). This budget unit accounts for the administration of the county's annual issuance of tax and revenue anticipation notes (TRAN). TRAN is a short-term financing tool used by local governments to even out cash flows during the year. TRAN provides liquidity throughout the year.

### **PROGRAM SUMMARIES**

The primary goal of the TRAN program is to provide adequate liquidity. A secondary goal of the program is to earn sufficient interest revenue on the unused portions of the proceeds to cover the borrowing costs, including interest charges and administrative costs. To insure efficiency, the county will continue to participate in the California State Association of Counties (CSAC) sponsored TRAN pool administered by the California Statewide Communities Development Authority.

# Auditor-Controller

## OFFICE OF REVENUE & REIMBURSEMENT BUDGET UNIT DETAIL

<b>Budget Category</b>	<b>Actual 2002/2003</b>	<b>Budget 2003/2004</b>	<b>Estimated Actual 2003/2004</b>	<b>Requested 2004/2005</b>	<b>Adopted 2004/2005</b>
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$249,778	\$266,028	\$230,248	\$267,678	\$264,852
Services & Supplies	\$108,581	\$126,678	\$106,325	\$118,387	\$118,387
Expense Reimbursement	\$0	\$11,000	\$0	\$0	\$0
<b>Total</b>	<b>\$358,359</b>	<b>\$403,706</b>	<b>\$336,573</b>	<b>\$386,065</b>	<b>\$383,239</b>
<b>REVENUES</b>					
Fees & Charges	\$107,169	\$111,250	\$123,748	\$130,050	\$130,050
General Fund	\$251,190	\$292,456	\$212,825	\$256,015	\$253,189
<b>Total</b>	<b>\$358,359</b>	<b>\$403,706</b>	<b>\$336,573</b>	<b>\$386,065</b>	<b>\$383,239</b>

### **BUDGET UNIT DESCRIPTION**

Budget Unit 201-5 (Fund 110). Effective February 2004, this unit is a division of the Auditor-Controller's office. The Office of Revenue and Reimbursement (OR&R) provides centralized collection for county departments, certain other county entities and for court-ordered victim restitution.

### **PROGRAM SUMMARIES**

OR&R provides professional and cost-effective collection services for county departments (primarily for the Public Defender, the Treasurer-Tax Collector, Probation and the Sheriff) and the collection of certain delinquent city and special district accounts.

2003-04 goals and accomplishments are as follows:

1. Voluntary debt resolution collections were increased 18.5% over 2002-03 as compared to a goal of 4% by adding the ability to accept payment by credit card, improved follow-up activities and staff training.
2. Increased the efficiency of Franchise Tax Board-enforced collections by decreasing the amount of required refunds of legally uncollectable debt by 42% as compared to a goal of 20%.
3. Increased internally enforced collections by 24% compared to a goal of 15% by increasing the number of lien filings and court actions.

The achievement of the goals was a direct result of the performance measurement study performed in 2002-03.

OR&R transferred from the County Administrative Office to the Auditor-Controller's office in February 2004. In May 2004, OR&R implemented a pilot program with the Courts and the Public Defender to collect certain fees and data in misdemeanor court.

The department's goals and objectives for 2004-05 are as follows:

1. Increase the collections of fees due county departments by 15% by:
  - (a) Charging a Public Defender registration fee and gathering financial data in misdemeanor court.

(b) Improving collection of data to initiate the collection of fees.

2. Improve the cost efficiency of collections (expenditures divided by net dollars collected) by 5% by:

(a) Identifying and eliminating inefficient processes.

(b) Establishing standards for each collection task.

(c) Operating within the established standards and reduce existing backlogs.

3. In conjunction with Information Technology, create a plan for moving the OR&R collection system off of the HP 3000 platform, including evaluating available off-the-shelf systems and outsourcing.

<b><u>POSITION SUMMARY</u></b>				
<b>Position Classification</b>	<b>Full-Time Equivalent</b>			<b>Salary &amp; Benefits</b>
	<b>Current</b>	<b>Requested</b>	<b>Adopted</b>	
Sup. Revenue Collections Officer	1.00	0.00	0.00	\$0
Revenue Collections Spec. II	1.00	0.00	0.00	\$0
Senior Accounting Technician	1.00	0.00	0.00	\$0
Account Clerk III	2.00	0.00	0.00	\$0
Administrative Clerk II	1.00	0.00	0.00	\$0
Salary Transfer	0.00	0.00	0.00	\$264,852
<b>Total</b>	<b>6.00</b>	<b>0.00</b>	<b>0.00</b>	<b>\$264,852</b>

# Board of Supervisors SUMMARY

<b>Budget Category</b>	<b>Actual 2002/2003</b>	<b>Budget 2003/2004</b>	<b>Estimated Actual 2003/2004</b>	<b>Requested 2004/2005</b>	<b>Adopted 2004/2005</b>
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$656,132	\$815,710	\$790,726	\$866,856	\$845,752
Services & Supplies	\$226,480	\$260,225	\$235,465	\$229,703	\$229,703
Fixed Assets	\$0	\$6,500	\$5,643	\$0	\$0
	<b>\$882,612</b>	<b>\$1,082,435</b>	<b>\$1,031,834</b>	<b>\$1,096,559</b>	<b>\$1,075,455</b>
<b>REVENUES</b>					
General Fund	\$858,751	\$1,071,435	\$1,021,986	\$1,088,036	\$1,066,930
ACO Fund	\$12,500	\$6,000	\$0	\$0	\$0
Fees & Charges	\$5,858	\$5,000	\$6,415	\$5,500	\$5,500
Other Revenue	\$5,503	\$0	\$3,433	\$3,023	\$3,025
	<b>\$882,612</b>	<b>\$1,082,435</b>	<b>\$1,031,834</b>	<b>\$1,096,559</b>	<b>\$1,075,455</b>
<b>POSITIONS (FTE)</b>	13.00	14.00	14.00	14.00	14.00

## **MISSION**

The mission of the Yolo County Board of Supervisors is to create and sustain a higher quality of life for Yolo County by promoting the safety and well-being of the people. The vision of Yolo County is to provide the most effective, trusted and respected local government services.

## **GOALS AND ACCOMPLISHMENTS 2003-2004**

1. During 2003-04 the Board broke ground for the new juvenile hall detention facility and continued its efforts in locating a site for a new health facility at the corner of North Cottonwood Street and West Woodland Avenue in Woodland.
2. Acted as the governing body of the In-Home Supportive Services Public Authority, the Winters Branch Library Financing Authority and the Yolo County Financing Authority.
3. Participated in the establishment of the Conaway Ranch Joint Powers Authority and the Yolo County Habitat Conservation Plan/Natural Community Conservation Plan (HCP/NCCP) to forge cooperation among the four cities of Yolo County to set policy on the sustainability of agriculture and the protection of natural resources in the unincorporated area of the county.
4. Approved the final subdivision map for Wild Wings development and the development plan for the Dunnigan Truck and Travel Center.
5. Supported proposed new libraries for the cities of West Sacramento, Winters and Davis. Approved grant application and selection of site for the new Winters Library and grant application for the West Sacramento Community Library.
6. Approved restructuring of the Alcohol, Drug and Mental Health programs.

7. Imposed the Davis Area building and planning moratorium and approved funding for a Yolo County General Plan process and established goals and objectives for that update.
8. Approved an update of the Grasslands Regional Park master plan and countywide parks master plan and participated in the Sacramento Riverfront master plan project.
9. Approved the distribution of tribal mitigation funds for community enhancement projects.

#### **GOALS AND OBJECTIVES 2004-2005**

1. The Board will continue to exercise fiscal responsibility, preserve safety-net services, live within resources available and leverage for maximum benefit.
2. The Board will enhance quality of life for county residents, helping all to attain their highest level of independence, as well as promote mental and physical health for all ages.
3. The Board will promote healthy, safe and livable communities within our county.
4. The Board will preserve and protect our prime agricultural lands.
5. The Board will foster and enhance parks, open space and natural habitat.
6. The Board will participate as a regional leader, working in collaboration with regional and local organizations and jurisdictions.
7. The Board will promote a local county government that is responsive and accessible and that strives to provide the highest level of service at the lowest cost.
8. The Board will encourage employees who derive satisfaction from helping the people they serve.



# Board of Supervisors

## BOARD OF SUPERVISORS BUDGET UNIT DETAIL

<b>Budget Category</b>	<b>Actual 2002/2003</b>	<b>Budget 2003/2004</b>	<b>Estimated Actual 2003/2004</b>	<b>Requested 2004/2005</b>	<b>Adopted 2004/2005</b>
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$494,593	\$648,511	\$615,521	\$675,095	\$659,396
Services & Supplies	\$169,267	\$188,000	\$167,596	\$163,900	\$163,900
Fixed Assets	\$0	\$6,500	\$5,643	\$0	\$0
<b>Total</b>	<b>\$663,860</b>	<b>\$843,011</b>	<b>\$788,760</b>	<b>\$838,995</b>	<b>\$823,296</b>
<b>REVENUES</b>					
Other Revenue	\$5,503	\$0	\$3,433	\$3,023	\$3,025
ACO Fund	\$12,500	\$6,000	\$0	\$0	\$0
General Fund	\$645,857	\$837,011	\$785,327	\$835,972	\$820,271
<b>Total</b>	<b>\$663,860</b>	<b>\$843,011</b>	<b>\$788,760</b>	<b>\$838,995</b>	<b>\$823,296</b>

### **BUDGET UNIT DESCRIPTION**

Budget Unit 101-1 (Fund 110). This budget unit finances the activities of the Board of Supervisors. The Board of Supervisors is the governing body of the County of Yolo. As part of its responsibilities, the Board reviews and approves spending in all county departments, establishes county policies and makes appointments. County supervisors are elected for four-year terms.

### **PROGRAM SUMMARIES**

Yolo County is a general law county and is governed by the Board of Supervisors. The Board is comprised of five full-time members elected by their respective districts, serving as the legislative and executive body of county government and various special districts. Board responsibilities include adopting the county's annual budget and establishing salaries within the county organization. The Board formulates public policy to meet community needs and assure orderly development of the county. Individual Board members serve on other policy boards and various regional organizations. This budget unit also finances participation in statewide and national organizations, such as the California State Association of Counties, Sacramento Area Council of Governments and the Mother Lode Region of County Supervisors, which work to improve the operations of county government.

<b><u>POSITION SUMMARY</u></b>				
<b>Position Classification</b>	<b>Full-Time Equivalents</b>			<b>Salary &amp; Benefits</b>
	<b>Current</b>	<b>Requested</b>	<b>Adopted</b>	
Board of Supervisors	5.00	5.00	5.00	\$317,032
Supervisors Deputy	5.00	5.00	5.00	\$335,086
Workers Compensation	0.00	0.00	0.00	\$7,977
Interns	0.00	0.00	0.00	\$15,000
Furlough Savings	0.00	0.00	0.00	\$-15,699
<b>Total</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>	<b>\$659,396</b>

# Board of Supervisors

## CLERK OF THE BOARD OF SUPERVISORS BUDGET UNIT DETAIL

<u>Budget Category</u>	<u>Actual 2002/2003</u>	<u>Budget 2003/2004</u>	<u>Estimated Actual 2003/2004</u>	<u>Requested 2004/2005</u>	<u>Adopted 2004/2005</u>
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$161,539	\$167,199	\$175,205	\$191,761	\$186,356
Services & Supplies	\$57,213	\$72,225	\$67,869	\$65,803	\$65,803
<b>Total</b>	<b>\$218,752</b>	<b>\$239,424</b>	<b>\$243,074</b>	<b>\$257,564</b>	<b>\$252,159</b>
<b>REVENUES</b>					
Fees & Charges	\$5,858	\$5,000	\$6,415	\$5,500	\$5,500
General Fund	\$212,894	\$234,424	\$236,659	\$252,064	\$246,659
<b>Total</b>	<b>\$218,752</b>	<b>\$239,424</b>	<b>\$243,074</b>	<b>\$257,564</b>	<b>\$252,159</b>

### **BUDGET UNIT DESCRIPTION**

Budget Unit 101-2 (Fund 110). The Clerk of the Board of Supervisors carries out the actions of the Board of Supervisors. This includes the preparation and distribution of the Board agenda and recording written minutes of each session of the Board of Supervisors; the processing of Assessment Appeals applications; maintenance of updated lists of appointments to various boards, committees and commissions; recording the actions of the Assessment Appeals Board, City Selection Committee, Library Finance Authority and In-Home Supportive Services Public Authority Board; and providing staff support for other meetings as necessary. The Clerk of the Board is also delegated the responsibility of serving as staff assistant to the Solid Waste Hearing Board.

### **PROGRAM SUMMARIES**

The office of the Clerk of the Board is charged with planning and executing administrative and support functions for the Yolo County Board of Supervisors and providing professional assistance to its members. The Clerk of the Board staff promotes close coordination and cooperation with Board members, county agencies and departments, community representatives, state and federal agencies and members of the public.

The staff of the Clerk of the Board attends all meetings of the Board of Supervisors and prepares meeting records and related correspondence including agendas, legal notices and meeting minutes. Staff also coordinates special projects as directed by the Board. The office is responsible for preserving all records of the Board of Supervisors, serving as the records center for county offices and the public on all Board actions. The staff is dedicated to pursuing advancements in records management technology, where feasible, to protect the integrity and availability of the public records under its guardianship.

**POSITION SUMMARY**

<b>Position Classification</b>	<b>Full-Time Equivalents</b>			<b>Salary &amp; Benefits</b>
	<b>Current</b>	<b>Requested</b>	<b>Adopted</b>	
Board Clerk III	3.00	3.00	3.00	\$153,239
Clerk to the Board of Supervisors	1.00	1.00	1.00	\$71,496
Salary Transfer	0.00	0.00	0.00	\$-35,694
Workers Compensation	0.00	0.00	0.00	\$2,720
Furlough Savings	0.00	0.00	0.00	\$-5,405
<b>Total</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>\$186,356</b>

# County Administrative Office SUMMARY

<b>Budget Category</b>	<b>Actual 2002/2003</b>	<b>Budget 2003/2004</b>	<b>Estimated Actual 2003/2004</b>	<b>Requested 2004/2005</b>	<b>Adopted 2004/2005</b>
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$849,549	\$1,209,294	\$1,164,784	\$1,252,334	\$1,213,927
Services & Supplies	\$234,686	\$162,288	\$148,954	\$149,478	\$149,478
Expense Reimbursement	\$-1,288	\$-206,210	\$-206,410	\$-204,149	\$-200,746
	<b>\$1,082,947</b>	<b>\$1,165,372</b>	<b>\$1,107,328</b>	<b>\$1,197,663</b>	<b>\$1,162,659</b>
<b>REVENUES</b>					
General Fund	\$1,082,947	\$1,144,115	\$1,086,071	\$1,144,115	\$1,121,402
Tribal Mitigation	\$0	\$21,257	\$21,257	\$41,257	\$41,257
	<b>\$1,082,947</b>	<b>\$1,165,372</b>	<b>\$1,107,328</b>	<b>\$1,185,372</b>	<b>\$1,162,659</b>
<b>POSITIONS (FTE)</b>	15.00	15.00	15.00	15.00	14.00

## **MISSION**

The mission of the county, "To create and sustain a higher quality of life for Yolo County by promoting the safety and well-being of the people," is also the mission of the County Administrative Office (CAO). Additionally, the County Administrative Office implements the policies and goals of the Board of Supervisors.

## **GOALS AND ACCOMPLISHMENTS 2003-2004**

The County Administrative Office divisions focus on those activities that are necessary to satisfactorily serve the public and policymakers as well as provide direction and a foundation on which departments can build their programs. A management plan is used to align specific goals with Board of Supervisors-directed goals and policies. These Board goals included:

1. Continue to exercise fiscal responsibility, preserve safety net services, live within available resources and leverage for maximum benefit. (a) Conducted review of the Office of Revenue and Reimbursement (OR&R), resulting in a transfer of responsibility to the Auditor-Controller. (b) In consultation with County Counsel negotiated with the courts a renewal of the memorandum of understanding, preserving \$350,000 in revenue. (c) Established cost savings and goal sharing teams to develop ways to reduce costs and enhance revenues.
2. Enhance the quality of life for county residents, helping all to attain their highest level of independence, as well as promote mental and physical health for all ages. Reauthorized the Cache Creek statute (AB 1983), continuing Yolo County's innovative gravel mining partnership.
3. Promote healthy, safe and livable communities. Working with legislative advocates, spearheaded efforts to gain a seat for Yolo County on the Sacramento Regional County Sanitation District Board, which helps limit growth-inducing utility development.
4. Preserve and protect agricultural land. (a) At the direction of the Board of Supervisors and in cooperation with Yolo County cities, UC Davis, Yolo County Flood Control and Water Conservation

District and other county departments, initiated a process for the preservation and long term management of the Conaway Ranch for public benefit. (b) In coordination with the Planning and Public Works department, initiated an update of the county general plan.

5. Foster and enhance parks, open space and habitat. See 4 (a) regarding the Conaway Ranch.

6. Participate as a regional leader, working in collaboration with regional and local organizations and jurisdictions. (a) Continued participation in regular "2x2" meetings with Yolo County jurisdictions as well as monthly managers' meetings. (b) Conducted an economic summit, bringing together a wide array of interest groups to forge mutual goals and strategies for advancing agriculture and tourism. (c) Worked in cooperation with the Yolo Superior Court on implementation of SB 1732 (transfer of responsibility for court facilities from the county to the state). (d) See 4(a) regarding the Conaway Ranch. (e) Participated, along with managers from the City of Sacramento, Sacramento County, the City of West Sacramento and the Port of Sacramento, on a managers' working group to assist in developing longer term business strategies for the Port of Sacramento.

7. Promote government that is responsive and accessible and strives to provide the highest level of service at the lowest costs (a) In collaboration with the Auditor-Controller, published the 2nd annual citizen's financial report. (b) In partnership with county departments and community-based organizations (CBOs), developed and published a county/CBO contract manual. (c) In partnership with the Auditor-Controller, updated the administrative policy manual (APM) and published it on the Intranet.

8. Encourage employees who derive satisfaction from helping the people they serve. (a) Established an employee goal sharing team to provide ways to recognize and reward positive employee and departmental achievements, as well as efforts that benefit the organization in achieving cost savings and/or increasing revenue. (b) Honored outstanding employees through the annual employee recognition program and the employee service award program. These programs provide the opportunity for employees to nominate co-workers who have made significant contributions in areas such as work ethic, customer service, teamwork and promoting a positive image of Yolo County.

### **GOALS AND OBJECTIVES 2004-2005**

Over the past several years, significant progress has been made in the attainment of these goals as well as setting the groundwork for further implementation of a performance-based management system. A working draft and update of the Yolo County leadership plan (former management plan) has been developed that establishes the mission, vision, values and goals of the Board of Supervisors. The leadership plan also sets forth specific departmental goals and objectives in support of the plan. The CAO will continue to work with departments to the attain these goals and objectives and to refine the plan. The Board of Supervisors' goals are as follows:

1. Continue to exercise fiscal responsibility, preserve safety net services, live within available resources and leverage for maximum benefit.

2. Enhance the quality of life for county residents, helping all to attain their highest level of independence, as well as promote mental and physical health of all ages.

3. Promote healthy, safe and livable communities.

4. Preserve and protect agricultural land.

5. Foster and enhance parks, open space and habitat.

6. Participate as a regional leader, working in collaboration with regional and local organizations and jurisdictions.
7. Promote government that is responsive and accessible and strives to provide the highest level of service at the lowest cost.
8. Encourage employees who derive satisfaction from helping the people they serve.

**SIGNIFICANT CHANGES**

The Office of Revenue and Reimbursement was transferred to the Auditor-Controller in 2003-04.

# County Administrative Office

## COUNTY ADMINISTRATIVE OFFICE BUDGET UNIT DETAIL

<u>Budget Category</u>	<u>Actual 2002/2003</u>	<u>Budget 2003/2004</u>	<u>Estimated Actual 2003/2004</u>	<u>Requested 2004/2005</u>	<u>Adopted 2004/2005</u>
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$848,261	\$1,003,084	\$958,374	\$1,048,185	\$1,013,181
Services & Supplies	\$234,686	\$162,288	\$148,954	\$149,478	\$149,478
<b>Total</b>	<b>\$1,082,947</b>	<b>\$1,165,372</b>	<b>\$1,107,328</b>	<b>\$1,197,663</b>	<b>\$1,162,659</b>
<b>REVENUES</b>					
Tribal Mitigation	\$0	\$21,257	\$21,257	\$41,257	\$41,257
General Fund	\$1,082,947	\$1,144,115	\$1,086,071	\$1,144,115	\$1,121,402
<b>Total</b>	<b>\$1,082,947</b>	<b>\$1,165,372</b>	<b>\$1,107,328</b>	<b>\$1,185,372</b>	<b>\$1,162,659</b>

### **BUDGET UNIT DESCRIPTION**

Budget Unit 102-1 (Fund 110). This budget unit finances the office of the county administrative officer, who is responsible to the Board of Supervisors for the implementation of Board policies as well as providing oversight for the administration and coordination of a broad spectrum of county departments and agencies. The office of the county administrator is also responsible for the development, preparation and management of the annual recommended budget. Additional duties include participating in and cooperating with various local, regional and statewide organizations.

### **PROGRAM SUMMARIES**

Functions include administration of the budget office, public information, tribal affairs, economic development, human resources, information technology and central services. In addition, the office administers the county's risk management program and coordinates county involvement with the Yolo County Public Agency Risk Management Authority (YCPARMIA) and the Yolo County Local Agency Formation Commission (LAFCO).

The increase in positions and salary and benefit costs is the result of transferring two positions from the Economic Development program into this budget.

**POSITION SUMMARY**

<b>Position Classification</b>	<b>Full-Time Equivalents</b>			<b>Salary &amp; Benefits</b>
	<b>Current</b>	<b>Requested</b>	<b>Adopted</b>	
County Administrative Officer	1.00	1.00	1.00	\$162,773
Asst. County Admin. Officer	1.00	1.00	1.00	\$140,295
Deputy County Admin. Officer	1.00	1.00	1.00	\$117,036
Principal Management Analyst	3.00	3.00	3.00	\$259,287
Communications Officer	1.00	1.00	1.00	\$42,000
Economic Resources Coordinator	1.00	1.00	1.00	\$96,506
Executive Secy/Secy III - conf	3.00	3.00	2.00	\$88,542
Business Services Officer	1.00	1.00	1.00	\$36,211
Support from staff in LAFCO	0.00	0.00	0.00	\$85,000
Workers Compensation	0.00	0.00	0.00	\$4,500
Benefit Cashout	0.00	0.00	0.00	\$9,200
Salary Transfer	0.00	0.00	0.00	\$-26,661
Extra Help	0.00	0.00	0.00	\$21,205
Furlough Savings	0.00	0.00	0.00	\$-22,713
<b>Total</b>	<b>12.00</b>	<b>12.00</b>	<b>11.00</b>	<b>\$1,013,181</b>



# County Administrative Office

## LOCAL AGENCY FORMATION COMMISSION BUDGET UNIT DETAIL

<b>Budget Category</b>	<b>Actual 2002/2003</b>	<b>Budget 2003/2004</b>	<b>Estimated Actual 2003/2004</b>	<b>Requested 2004/2005</b>	<b>Adopted 2004/2005</b>
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$1,288	\$206,210	\$206,410	\$204,149	\$200,746
Services & Supplies	\$0	\$0	\$0	\$0	\$0
Expense Reimbursement	\$-1,288	\$-206,210	\$-206,410	\$-204,149	\$-200,746
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>REVENUES</b>					
General Fund	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

### **BUDGET UNIT DESCRIPTION**

This budget unit funds the staffing for the Yolo County Local Agency Formation Commission. The executive officer works 50% as a county administrative analyst and the balance of time for the Yolo County LAFCO. The other two staff members provide full-time support to LAFCO.

### **PROGRAM SUMMARIES**

The Yolo County Local Agency Formation Commission (LAFCO) is created under state law (Government Code section 56000 et.al) to review boundary changes, formations and dissolutions of special districts and cities. This work also requires special studies known as municipal service reviews and spheres of influence. The commission, with members including two city, two county, and one public, reviews and makes decisions based on the factors and criteria researched and presented to them by staff. State law and local policies outline the requirements to be considered when addressing orderly growth, protection of agricultural land and providing efficient services.

Funding for salaries and benefits is received from either the LAFCO budget or the county equivalent to actual hours worked for the appropriate agency. Funding for each year offsets the expenditure for staff time. Appropriations are essentially static from 2003-04 to 2004-05.

<b>Position Classification</b>	<b>Full-Time Equivalents</b>			<b>Salary &amp; Benefits</b>
	<b>Current</b>	<b>Requested</b>	<b>Adopted</b>	
Principal Admin. Analyst	2.00	2.00	2.00	\$167,882
Office Support Specialist	1.00	1.00	1.00	\$36,266
Workers Compensation	0.00	0.00	0.00	\$1,700
Furlough Savings	0.00	0.00	0.00	\$-5,102
<b>Total</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>\$200,746</b>

# Central Services Division SUMMARY

Budget Category	Actual 2002/2003	Budget 2003/2004	Estimated Actual 2003/2004	Requested 2004/2005	Adopted 2004/2005
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$1,810,050	\$2,049,549	\$1,888,455	\$2,117,590	\$2,069,656
Services & Supplies	\$3,698,675	\$4,800,029	\$3,924,805	\$4,494,782	\$4,494,782
Fixed Assets	\$198,530	\$384,339	\$321,618	\$339,500	\$339,500
Other Charges	\$292,141	\$279,330	\$32,400	\$246,300	\$246,300
Expense Reimbursement	\$-201,124	\$-165,200	\$-169,918	\$-170,000	\$-170,000
Operating Transfers Out	\$156,748	\$163,822	\$136,787	\$163,822	\$163,822
Intrafund Transfers	\$-26,174	\$-4,000	\$-368	\$-2,000	\$-2,000
	<b>\$5,928,846</b>	<b>\$7,507,869</b>	<b>\$6,133,779</b>	<b>\$7,189,994</b>	<b>\$7,142,060</b>
<b>REVENUES</b>					
General Fund	\$3,133,683	\$4,083,410	\$3,461,208	\$4,232,937	\$4,191,774
ACO Fund	\$123,500	\$142,548	\$140,795	\$104,390	\$104,390
Fees & Charges	\$2,533,582	\$2,466,515	\$2,504,107	\$2,378,301	\$2,371,530
Other Revenue	\$114,003	\$111,531	\$186,092	\$30,000	\$30,000
Use of Reserves	\$5,435	\$703,865	\$-158,423	\$434,366	\$434,366
Operating Transfers In	\$18,643	\$0	\$0	\$10,000	\$10,000
	<b>\$5,928,846</b>	<b>\$7,507,869</b>	<b>\$6,133,779</b>	<b>\$7,189,994</b>	<b>\$7,142,060</b>
<b>POSITIONS (FTE)</b>	30.50	30.50	30.50	30.50	30.50

## **MISSION**

Budget Unit 1304 provides the resources to plan, organize, evaluate and implement Central Services division activities for the County Administrative Office. The unit includes a central services manager and a staff of four. The mission of the unit is to provide centralized operations services to all county departments, certain local governmental agencies and the community. These services include acquisition of supplies and services, real estate operations, facilities maintenance, facilities development, telecommunications, reprographics and courier services.

## **GOALS AND ACCOMPLISHMENTS 2003-2004**

This division provides general services to all county departments and certain local governmental agencies. General services include services for operations such as the procurement of goods and services, facilities acquisition and maintenance, the telecommunications and courier systems and reprographics. The goal of this division is to provide responsive facility services for county departments and the Board of Supervisors. Accomplishments include:

1. Coordinated more than two thousand facilities requests and an equal number of inquiries regarding services and billing issues;
2. Monitoring the completed energy project for realized facility savings;
3. Expanded the number of buildings with automated heating and air conditioning controls;

4. Installed additional card lock key systems to county buildings, upgraded the administration building security system and managed project remodeling and abating asbestos at 120 W. Main Street, Woodland.

5. Groundbreaking occurred on the new juvenile hall building with a planned completion of summer 2005.

6. Planning continues to address the replacement needs for a new health and mental health building.

7. Applied and awaiting notice on grant funding approval for two new library buildings.

### **GOALS AND OBJECTIVES 2004-2005**

Administratively, the division will present a facilities master plan and a companion 25-year capital plan to the Board of Supervisors for review.

1. Capital projects will continue to be important, both for new construction and for the maintenance of existing facilities.

2. Provide oversight of the construction and completion of the new juvenile hall in a timely manner,

3. Continue planning for new health and branch library facilities.

The division will continue to strive to provide excellent service to its customers in a professional and efficient manner.

### **SIGNIFICANT CHANGES**

The increase in the "other charges" category results from a need to replace inadequate equipment in certain facilities, to extend service to new buildings, such as the juvenile hall, and to replace outdated telecommunication switches at certain points in the system.

# Central Services Division

## ADMINISTRATION BUDGET UNIT DETAIL

<b>Budget Category</b>	<b>Actual 2002/2003</b>	<b>Budget 2003/2004</b>	<b>Estimated Actual 2003/2004</b>	<b>Requested 2004/2005</b>	<b>Adopted 2004/2005</b>
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$410,135	\$440,627	\$340,253	\$377,451	\$367,391
Services & Supplies	\$624,835	\$533,746	\$536,893	\$544,145	\$544,145
Other Charges	\$2,090	\$200	\$297	\$300	\$300
Fixed Assets	\$18,643	\$33,372	\$23,348	\$0	\$0
Expense Reimbursement	\$-61,912	\$-40,200	\$-44,921	\$-45,000	\$-45,000
Operating Transfers Out	\$156,748	\$163,822	\$136,787	\$163,822	\$163,822
<b>Total</b>	<b>\$1,150,539</b>	<b>\$1,131,567</b>	<b>\$992,657</b>	<b>\$1,040,718</b>	<b>\$1,030,658</b>
<b>REVENUES</b>					
Fees & Charges	\$202,767	\$247,178	\$293,806	\$238,701	\$238,701
Other Revenue	\$65,402	\$82,031	\$183	\$500	\$500
Operating Transfers In	\$18,643	\$0	\$0	\$0	\$0
ACO Fund	\$113,500	\$48,125	\$36,372	\$51,290	\$51,290
General Fund	\$750,227	\$754,233	\$662,296	\$750,227	\$740,167
<b>Total</b>	<b>\$1,150,539</b>	<b>\$1,131,567</b>	<b>\$992,657</b>	<b>\$1,040,718</b>	<b>\$1,030,658</b>

### **BUDGET UNIT DESCRIPTION**

Budget Unit 130-4 (Fund 110). This budget unit funds the planning, organizing, evaluating and directing of the Central Services division of the County Administrative Office.

### **PROGRAM SUMMARIES**

This division provides general support services to the units that provide direct services to all county departments and certain local governmental agencies. The units include purchasing, facilities acquisition and maintenance, the telecommunications system, the courier system and reprographics. A standardized construction contract process is being developed in partnership with the County Counsel's office to reduce delays and project costs. In addition, this unit will complete a facilities master plan and capital plan and do space analysis for the administration building and Health and Acohol, Drug and Mental Health space shortfall.

**POSITION SUMMARY**

<b>Position Classification</b>	<b>Full-Time Equivalents</b>			<b>Salary &amp; Benefits</b>
	<b>Current</b>	<b>Requested</b>	<b>Adopted</b>	
Accountant-Auditor I	1.00	1.00	1.00	\$61,908
Central Services Manager	1.00	1.00	1.00	\$140,388
Manager of Facilities	1.00	1.00	1.00	\$111,852
Facilities Services Coord	1.00	1.00	1.00	\$68,523
Office Support Specialist	1.00	1.00	1.00	\$44,520
Benefit Cashout	0.00	0.00	0.00	\$9,774
Overtime	0.00	0.00	0.00	\$2,099
Salary Transfer	0.00	0.00	0.00	\$-63,990
Workers Compensation	0.00	0.00	0.00	\$2,288
Furlough Savings	0.00	0.00	0.00	\$-9,971
<b>Total</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>\$367,391</b>

# Central Services Division

## FACILITIES MANAGEMENT BUDGET UNIT DETAIL

<u>Budget Category</u>	<u>Actual 2002/2003</u>	<u>Budget 2003/2004</u>	<u>Estimated Actual 2003/2004</u>	<u>Requested 2004/2005</u>	<u>Adopted 2004/2005</u>
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$738,348	\$875,922	\$821,265	\$949,771	\$928,960
Services & Supplies	\$351,115	\$580,977	\$869,093	\$654,073	\$654,073
Fixed Assets	\$6,973	\$0	\$0	\$0	\$0
Other Charges	\$17,496	\$17,537	\$17,811	\$0	\$0
Intrafund Transfers	\$-26,174	\$-4,000	\$-368	\$-2,000	\$-2,000
<b>Total</b>	<b>\$1,087,758</b>	<b>\$1,470,436</b>	<b>\$1,707,801</b>	<b>\$1,601,844</b>	<b>\$1,581,033</b>
<b>REVENUES</b>					
Fees & Charges	\$202,424	\$119,000	\$141,378	\$144,000	\$144,000
Operating Transfers In	\$0	\$0	\$0	\$5,000	\$5,000
ACO Fund	\$10,000	\$94,423	\$99,423	\$53,100	\$53,100
General Fund	\$875,334	\$1,257,013	\$1,467,000	\$1,399,744	\$1,378,933
<b>Total</b>	<b>\$1,087,758</b>	<b>\$1,470,436</b>	<b>\$1,707,801</b>	<b>\$1,601,844</b>	<b>\$1,581,033</b>

### **BUDGET UNIT DESCRIPTION**

Budget Unit 130-3 (Fund 100). This budget unit provides for the maintenance and remodeling of the 52 county-owned buildings (700,000+ sq. ft.) and leased space (100,000+ sq. ft.). This includes historic buildings as well as newly completed and remodeled facilities.

### **PROGRAM SUMMARIES**

Working with a reduced staff (one person out of 12) from January through June 2004, the department responded to more than 2,418 calls in 2003-04. Approximately 50% of all the service calls had a same-day response and remedy time. An additional 15% to 20% were accomplished within two-five days, with the remaining service calls taking greater than five days to complete. The department also developed and implemented a work order tracking system for better service to clients; continued to upgrade for ADA guideline adherence; increased the level of preventive maintenance and deferred maintenance; and continued to construct smaller projects to accommodate department requests. A countywide energy retrofit project, including a co-generation system that has successfully reduced county energy consumption, was completed. The energy savings for the year were \$244,517, or 14.8%. The goals and objectives for 2004-05 are to implement a one-step service call charge-out system to improve efficiency; develop and implement a countywide deferred maintenance program, including full cost schedules; develop and implement a service call efficiency plan to reduce work order backlog; continue to enhance and streamline the preventive maintenance plan; and to improve the delivery and efficiency of small projects.

**POSITION SUMMARY**

<b>Position Classification</b>	<b>Full-Time Equivalents</b>			<b>Salary &amp; Benefits</b>
	<b>Current</b>	<b>Requested</b>	<b>Adopted</b>	
Building Craftsmechanic II	1.00	1.00	1.00	\$48,240
Building Craftsmechanic III	8.00	8.00	8.00	\$423,630
Building Services Attendant	1.00	1.00	1.00	\$48,471
Lead Building Craftsmechanic	1.00	1.00	1.00	\$61,557
Supervising Building Craftmech	1.00	1.00	1.00	\$75,716
Project Manager	2.00	2.00	2.00	\$147,730
Extra Help	0.00	0.00	0.00	\$50,071
Overtime	0.00	0.00	0.00	\$18,301
Standby Pay	0.00	0.00	0.00	\$17,224
Benefit Cashout	0.00	0.00	0.00	\$9,777
Workers Compensation	0.00	0.00	0.00	\$49,052
Furlough Savings	0.00	0.00	0.00	\$-20,809
<b>Total</b>	<b>14.00</b>	<b>14.00</b>	<b>14.00</b>	<b>\$928,960</b>

# Central Services Division

## GAS AND ELECTRICITY BUDGET UNIT DETAIL

<u>Budget Category</u>	<u>Actual 2002/2003</u>	<u>Budget 2003/2004</u>	<u>Estimated Actual 2003/2004</u>	<u>Requested 2004/2005</u>	<u>Adopted 2004/2005</u>
<b>APPROPRIATIONS</b>					
Services & Supplies	\$1,205,431	\$1,660,000	\$982,599	\$1,660,000	\$1,660,000
<b>Total</b>	<b>\$1,205,431</b>	<b>\$1,660,000</b>	<b>\$982,599</b>	<b>\$1,660,000</b>	<b>\$1,660,000</b>
<b>REVENUES</b>					
General Fund	\$1,205,431	\$1,660,000	\$982,599	\$1,660,000	\$1,660,000
<b>Total</b>	<b>\$1,205,431</b>	<b>\$1,660,000</b>	<b>\$982,599</b>	<b>\$1,660,000</b>	<b>\$1,660,000</b>

### **BUDGET UNIT DESCRIPTION**

Budget Unit 130-5 (Fund 110). This budget unit funds the cost of gas and electricity for those buildings that house general government and criminal justice departments.

### **PROGRAM SUMMARIES**

The mission of the gas and electric budget unit is to provide centralized energy operations services to all county departments, certain local governmental agencies and the community. Due to retro-fittings and conservation measures, the unit reduced energy used and will reduce the 2004-05 budget accordingly. During this period, several energy conservation retrofittings and conservation projects were implemented. The outcome of these projects will be the stabilization of 2004-05 energy cost despite expected increased cost. The unit will strive to contain energy cost by continued energy analysis and identification of conservation programs that will assist in containing cost despite possible energy cost increases.



# Central Services Division

## PURCHASING BUDGET UNIT DETAIL

<b>Budget Category</b>	<b>Actual 2002/2003</b>	<b>Budget 2003/2004</b>	<b>Estimated Actual 2003/2004</b>	<b>Requested 2004/2005</b>	<b>Adopted 2004/2005</b>
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$210,565	\$248,923	\$243,634	\$268,915	\$262,492
Services & Supplies	\$16,082	\$17,729	\$7,537	\$12,104	\$12,104
Expense Reimbursement	\$0	\$-5,000	\$0	\$-5,000	\$-5,000
<b>Total</b>	<b>\$226,647</b>	<b>\$261,652</b>	<b>\$251,171</b>	<b>\$276,019</b>	<b>\$269,596</b>
<b>REVENUES</b>					
Fees & Charges	\$2,856	\$1,500	\$6,934	\$3,000	\$3,000
ACO Fund	\$0	\$0	\$0	\$0	\$0
Operating Transfers In	\$0	\$0	\$0	\$5,000	\$5,000
Other Revenue	\$29,646	\$8,500	\$24,064	\$18,000	\$18,000
General Fund	\$194,145	\$251,652	\$220,173	\$250,019	\$243,596
<b>Total</b>	<b>\$226,647</b>	<b>\$261,652</b>	<b>\$251,171</b>	<b>\$276,019</b>	<b>\$269,596</b>

### **BUDGET UNIT DESCRIPTION**

Budget Unit 110-1 (Fund 110). This budget unit provides for centralized procurement of goods, equipment and services and management of surplus assets for county departments.

### **PROGRAM SUMMARIES**

The mission of the purchasing unit is to obtain needed goods, equipment and services with the best quality, price and delivery. The long-term goal of the unit is to assist departments in procurement of goods, equipment and services in accordance with governmental codes, county codes and policies through education, training and direct assistance in the contracting process. In 2003-04 the unit provided services ranging from issuing purchase orders to negotiating lease extension agreements for county-occupied facilities; from negotiating reductions to service contracts to issuing competitive bid packages for contract services. Staff represented Central Services on community-based organization team and cost savings team; developed a purchasing training program for county personnel; interfaced with Solano/Yolo Air Quality Management District. For 2004-05, the unit will finalize the changes to the county administrative policy manual concerning purchasing practices, present a purchasing training program and consolidate purchasing procedures into a county purchasing manual and improve communications with departments.

**POSITION SUMMARY**

<b>Position Classification</b>	<b>Full-Time Equivalents</b>			<b>Salary &amp; Benefits</b>
	<b>Current</b>	<b>Requested</b>	<b>Adopted</b>	
Administrative Clerk II - 1	1.00	1.00	1.00	\$39,072
Buyer II	1.00	1.00	1.00	\$59,409
Lead Buyer	1.00	1.00	1.00	\$62,633
Manager of Purchasing Services	1.00	1.00	1.00	\$84,087
Extra Help	0.00	0.00	0.00	\$538
Overtime	0.00	0.00	0.00	\$215
Salary Transfer	0.00	0.00	0.00	\$11,204
Workers Compensation	0.00	0.00	0.00	\$1,763
Benefit Cashout	0.00	0.00	0.00	\$9,994
Furlough Savings	0.00	0.00	0.00	-\$6,423
<b>Total</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>\$262,492</b>

# Central Services Division

## REPROGRAPHICS BUDGET UNIT DETAIL

<b>Budget Category</b>	<b>Actual 2002/2003</b>	<b>Budget 2003/2004</b>	<b>Estimated Actual 2003/2004</b>	<b>Requested 2004/2005</b>	<b>Adopted 2004/2005</b>
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$153,919	\$164,868	\$172,505	\$180,067	\$176,198
Services & Supplies	\$191,322	\$204,068	\$174,708	\$205,480	\$205,480
Other Charges	\$8,412	\$8,413	\$8,412	\$0	\$0
Expense Reimbursement	\$-139,212	\$-120,000	\$-124,997	\$-120,000	\$-120,000
<b>Total</b>	<b>\$214,441</b>	<b>\$257,349</b>	<b>\$230,628</b>	<b>\$265,547</b>	<b>\$261,678</b>
<b>REVENUES</b>					
Fees & Charges	\$105,895	\$96,837	\$96,488	\$92,600	\$92,600
ACO Fund	\$0	\$0	\$5,000	\$0	\$0
General Fund	\$108,546	\$160,512	\$129,140	\$172,947	\$169,078
<b>Total</b>	<b>\$214,441</b>	<b>\$257,349</b>	<b>\$230,628</b>	<b>\$265,547</b>	<b>\$261,678</b>

### **BUDGET UNIT DESCRIPTION**

Budget Unit 160-1 (Fund 110). This budget unit provides quality reprographic and courier services for all county departments and provides similar services to other local agencies on a full cost reimbursement. The unit has a staff of four.

### **PROGRAM SUMMARIES**

The unit processed printing and sign requisitions plus bid packets for reprographic services, and it recorded satellite training programs. It reproduced Board of Supervisor agenda packets, "Perspectives" employee newsletter and the county's recommended and final budgets. The unit also reproduced the Auditor-Controller's cost plan for the State of California, the Grand Jury's final report, YCPARMIA's monthly safety journals, the annual agricultural crop report, as well as six complex bid packets for Central Services for various construction projects. Other non-reprographic tasks performed include securing the administration building nightly. During 2004-05, the unit will replace old mailing equipment to comply with U.S. postal regulation changes effective in 2006. The existing off-set press needs to be replaced. A study comparing various options for its replacement will be prepared this year for recommendation on how to replace it.

**POSITION SUMMARY**

<b>Position Classification</b>	<b>Full-Time Equivalents</b>			<b>Salary &amp; Benefits</b>
	<b>Current</b>	<b>Requested</b>	<b>Adopted</b>	
County Printer	1.00	1.00	1.00	\$43,859
Courier-Clerk	1.50	1.50	1.50	\$53,876
Graphic Arts/Courier Supervisor	1.00	1.00	1.00	\$59,838
Extra Help	0.00	0.00	0.00	\$3,875
Overtime	0.00	0.00	0.00	\$431
Workers Compensation	0.00	0.00	0.00	\$18,189
Furlough Savings	0.00	0.00	0.00	\$-3,870
<b>Total</b>	<b>3.50</b>	<b>3.50</b>	<b>3.50</b>	<b>\$176,198</b>

# Central Services Division

## TELEPHONE INTERNAL SERVICE FUND BUDGET UNIT DETAIL

<u>Budget Category</u>	<u>Actual 2002/2003</u>	<u>Budget 2003/2004</u>	<u>Estimated Actual 2003/2004</u>	<u>Requested 2004/2005</u>	<u>Adopted 2004/2005</u>
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$297,083	\$319,209	\$310,798	\$341,386	\$334,615
Services & Supplies	\$1,309,890	\$1,803,509	\$1,353,975	\$1,418,980	\$1,418,980
Fixed Assets	\$172,914	\$350,967	\$298,270	\$339,500	\$339,500
Other Charges	\$264,143	\$253,180	\$5,880	\$246,000	\$246,000
<b>Total</b>	<b>\$2,044,030</b>	<b>\$2,726,865</b>	<b>\$1,968,923</b>	<b>\$2,345,866</b>	<b>\$2,339,095</b>
<b>REVENUES</b>					
Fees & Charges	\$2,019,640	\$2,002,000	\$1,965,501	\$1,900,000	\$1,893,229
Other Revenue	\$18,955	\$21,000	\$161,845	\$11,500	\$11,500
Use of Reserves	\$5,435	\$703,865	\$-158,423	\$434,366	\$434,366
<b>Total</b>	<b>\$2,044,030</b>	<b>\$2,726,865</b>	<b>\$1,968,923</b>	<b>\$2,345,866</b>	<b>\$2,339,095</b>

### **BUDGET UNIT DESCRIPTION**

Budget Unit 185-1 (Fund 185). This budget unit provides financing as well as administrative and technical management for the operations of the county government telephone system. The system provides voice and data communications to county governmental facilities and other local government entities that desire to purchase services. The unit has a staff of two administrative and two technical personnel.

### **PROGRAM SUMMARIES**

The mission of the telecommunications unit is to manage the growth and enhancements of the telephone switch equipment network and voice mail system to meet the needs of its customers. In 2003-04 the unit completed services to the new Woodland police department building; completed partial system-wide enhancements for caller ID and 911 capabilities; processed telephone service requests; and eliminated the use of outside vendors by completing installation of new inside wiring for most customers. Goals and objectives for 2004-05 include training departments to use the new online access to telephone service request forms; upgrading remainder of switching equipment; distributing a customer service survey; improving billing efficiency; and coordinating installation of new telephone switch for new facilities.

**POSITION SUMMARY**

<b>Position Classification</b>	<b>Full-Time Equivalents</b>			<b>Salary &amp; Benefits</b>
	<b>Current</b>	<b>Requested</b>	<b>Adopted</b>	
Administrative Clerk II - 1	1.00	1.00	1.00	\$41,570
Telecommunications Analyst II	1.00	1.00	1.00	\$70,343
Telecommunications Technician	1.00	1.00	1.00	\$73,751
Supervising Telecommunications	1.00	1.00	1.00	\$83,807
Overtime	0.00	0.00	0.00	\$10,765
Standby Pay	0.00	0.00	0.00	\$4,844
Benefit Cashout	0.00	0.00	0.00	\$2,326
Salary Transfer	0.00	0.00	0.00	\$52,786
Workers Compensation	0.00	0.00	0.00	\$1,194
Furlough Savings	0.00	0.00	0.00	-\$6,771
<b>Total</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>\$334,615</b>

# Countywide Programs SUMMARY

<b>Budget Category</b>	<b>Actual 2002/2003</b>	<b>Budget 2003/2004</b>	<b>Estimated Actual 2003/2004</b>	<b>Requested 2004/2005</b>	<b>Adopted 2004/2005</b>
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$35,844	\$760,499	\$115,083	\$564,683	\$176,379
Services & Supplies	\$4,334,508	\$4,897,365	\$5,230,199	\$4,872,543	\$5,021,773
Fixed Assets	\$0	\$0	\$10,956	\$0	\$0
Other Charges	\$1,464,242	\$1,609,112	\$1,412,447	\$1,308,564	\$1,446,655
Operating Transfers Out	\$13,569,366	\$17,236,845	\$21,358,154	\$17,768,528	\$20,368,956
Intrafund Transfers	\$-527,515	\$-2,126,036	\$-1,014,444	\$-2,155,083	\$-2,155,083
Payment to State	\$880,800	\$1,405,000	\$1,452,594	\$1,125,688	\$1,125,688
Retiree Benefits	\$960,138	\$1,080,900	\$1,091,503	\$1,261,100	\$1,261,100
	<b>\$20,717,383</b>	<b>\$24,863,685</b>	<b>\$29,656,492</b>	<b>\$24,746,023</b>	<b>\$27,245,468</b>
<b>REVENUES</b>					
General Fund	\$1,088,107	\$21,138,325	\$26,018,618	\$21,224,708	\$23,656,157
Interest/Investment Income	\$-8,533	\$10,000	\$776	\$-2,000	\$-2,000
Other Revenue	\$49,836	\$0	\$30,739	\$0	\$70,000
Use of Reserves	\$0	\$191,500	\$209,620	\$301,800	\$301,800
Fines/Forfeitures/Other	\$1,825,968	\$1,990,000	\$1,911,669	\$1,452,143	\$1,452,143
Payroll Deductions	\$1,672,691	\$1,947,639	\$1,851,355	\$1,919,469	\$1,919,469
Tribal Mitigation	\$0	\$171,221	\$182,221	\$176,358	\$176,358
	<b>\$4,628,069</b>	<b>\$25,448,685</b>	<b>\$30,204,998</b>	<b>\$25,072,478</b>	<b>\$27,573,927</b>
<b>POSITIONS (FTE)</b>	1.00	1.00	1.00	1.00	1.00

## **MISSION**

Countywide programs handle appropriations not associated with a specific department, such as payments to joint powers authorities, some benefit costs and special allocations to outside groups; transfers from general fund to public safety fund and health and human service departments and expenditures related to the County-Tribal Intergovernmental Agreement. Countywide programs include an appropriation of \$174,354 to finance Tribal office costs.

# Countywide Programs

## COUNTYWIDE PROGRAMS BUDGET UNIT DETAIL

<u>Budget Category</u>	<u>Actual 2002/2003</u>	<u>Budget 2003/2004</u>	<u>Estimated Actual 2003/2004</u>	<u>Requested 2004/2005</u>	<u>Adopted 2004/2005</u>
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$0	\$595,035	\$0	\$395,000	\$8,700
Services & Supplies	\$642,016	\$593,825	\$1,107,607	\$598,525	\$747,755
Other Charges	\$1,293,522	\$1,409,112	\$1,201,552	\$1,008,564	\$1,146,655
Operating Transfers Out	\$13,569,366	\$17,215,588	\$21,358,154	\$17,747,271	\$20,347,699
Intrafund Transfers	\$1,180,119	\$0	\$988,242	\$0	\$0
<b>Total</b>	<b>\$16,685,023</b>	<b>\$19,813,560</b>	<b>\$24,655,555</b>	<b>\$19,749,360</b>	<b>\$22,250,809</b>
<b>REVENUES</b>					
Other Revenue	\$35,646	\$0	\$26,292	\$0	\$70,000
General Fund	\$0	\$19,813,560	\$24,629,263	\$19,749,360	\$22,180,809
<b>Total</b>	<b>\$35,646</b>	<b>\$19,813,560</b>	<b>\$24,655,555</b>	<b>\$19,749,360</b>	<b>\$22,250,809</b>

### **BUDGET UNIT DESCRIPTION**

Budget Unit 165-1 (Fund 110). This budget unit primarily accounts for the transfer of the general fund allocation to other fund departments. This budget also finances general county programs and activities that are not directly attributed to a single department.

### **PROGRAM SUMMARIES**

The countywide activity statement on the following page lists the recommended appropriations.

<b><u>POSITION SUMMARY</u></b>				
<b><u>Position Classification</u></b>	<b>Full-Time Equivalents</b>			<b><u>Salary &amp; Benefits</u></b>
	<b><u>Current</u></b>	<b><u>Requested</u></b>	<b><u>Adopted</u></b>	
Benefit Cashout	0.00	0.00	0.00	\$8,700
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>\$8,700</b>



## **COUNTYWIDE ACTIVITY COMMENTS:**

**AMERICAN LEADERSHIP FORUM: \$3,000**

Annual membership and training session costs for one participant.

**ANNUAL AUDIT: \$75,000**

An outside firm performs annual county audits. The Auditor-Controller administers this countywide contract service.

**AREA 4 AGENCY ON AGING: \$15,736**

Yolo County's share of costs of the Area 4 Agency on Aging.

**CITIZENS' REPORTS: \$7,500**

Periodic reports to citizens to advise them of changes in service and policy issues which affect them.

**COMMUNICATIONS JOINT POWERS AUTHORITY: \$837,086**

Yolo County's annual share of costs of the Yolo County Communications and Emergency Services Agency. This year's cost is \$91,282 greater than in 2003/04.

**COMMUNICATIONS JOINT POWERS AUTHORITY CAPITAL: \$55,111**

Yolo County's annual share of costs to replace communications equipment.

**DISASTER PREPAREDNESS: \$15,000**

Finances disaster-related supplies should they be needed in an emergency. The cost is accounted for in Budget Unit 169-1.

**FAIR BOOTHS: \$7,000**

Yolo County informs the public of important issues through public education at the California State Fair and the Yolo County Fair. County booths at the State Fair have consistently received high cash awards.

**FIRE DISTRICTS: \$1,000**

Augmentation money of \$1,000 to support fire districts.

**INNOVATIONS GROUP WEST: \$5,355**

IGW is a nonprofit corporation that functions as a consortium of counties, cities, and business partners that work together to foster innovation and increase productivity in local government. This fund will provide membership and online access to research services.

**LOCAL AGENCY FORMATION COMMISSION (LAFCO): \$99,722**

County's share of LAFCO costs.

**LEGAL SERVICES: \$540,000**

This appropriation pays for the costs associated county membership in the CSAC Litigation Coordination Program, and contract legal services in the event County Counsel is unable to represent the county due to a conflict or other matter. County Counsel administers this account. Any special contracts or settlements will be presented separately to the Board for consideration.

**LIBRARY FUND: \$159,322**

The General Fund contribution to the Library finances the salary and benefits of the County Librarian and additional hours at the libraries.

**LOBBYIST: \$42,000**

Finances lobbyist service contracts.

**MADISON-ESPARTO REGIONAL COUNTY SERVICE AREA, \$11,000**

One-time funds to finance drainage and flood protection maintenance and improvements.

**MEDICAL FUND ALLOCATION: \$2,694,147**

General Fund contribution to the Public Health budgets that are in a special fund.

**MENTAL HEALTH FUND: \$377,364**

This is a General Fund allocation to finance Mental Health Services programs. The allocation is accomplished through transfers from this budget unit. The transfer appears as revenue in the department's budget unit.

**NATIONAL ASSOCIATION OF COUNTIES (NACo): \$2,800**

Annual membership in the National Association of Counties.

**FLEET SERVICES: \$170,422**

The General Fund allocation to the Fleet Services Enterprise Fund to finance public safety fund vehicle maintenance costs.

**PUBLIC SAFETY FUND CONTRIBUTION: \$13,008,630**

This is a General Fund allocation to the Sheriff, District Attorney, and Probation budgets, which is accomplished through transfers from this budget unit. The transfer appears as revenue in the departments' budget units as follows Sheriff \$7,896,539 , District Attorney \$3,392,588 and Probation \$1,719,503. The General Fund contribution is approximately \$2.7 million greater than the prior year's contribution).

**SOCIAL SERVICES FUND CONTRIBUTION: \$3,935,519**

This is a General Fund allocation to finance Social Services Fund programs. The allocation is accomplished through transfers from this budget unit. The transfer appears as revenue in the department's budget units

**VIDEOTAPING SERVICES: \$25,100**

Service contract to videotape Board of Supervisors and Planning Commission meetings that are then rebroadcast through the cable television systems.

**WATER RESOURCES ASSOCIATION: \$12,500**

Yolo County's contribution to the Water Agency Association of Yolo County. Additional funds of \$250,000 are budgeted in the Building/Planning Division for water consultant services.

**JUDGES BENEFITS: \$44,500**

General Fund costs for judges benefits as provided in Court/County Memorandum of Understanding.

**COURT FACILITY TRANSITION; \$25,000**

Finances consultant to assist in researching transition of court facilities from the county to the state as provided in state law.

# Countywide Programs

## CRIMINAL JUSTICE COLLECTIONS BUDGET UNIT DETAIL

<b>Budget Category</b>	<b>Actual 2002/2003</b>	<b>Budget 2003/2004</b>	<b>Estimated Actual 2003/2004</b>	<b>Requested 2004/2005</b>	<b>Adopted 2004/2005</b>
<b>APPROPRIATIONS</b>					
Payment to State	\$880,800	\$1,405,000	\$1,452,594	\$1,125,688	\$1,125,688
<b>Total</b>	<b>\$880,800</b>	<b>\$1,405,000</b>	<b>\$1,452,594</b>	<b>\$1,125,688</b>	<b>\$1,125,688</b>
<b>REVENUES</b>					
Fines/Forfeitures/Other	\$1,825,968	\$1,990,000	\$1,911,669	\$1,452,143	\$1,452,143
<b>Total</b>	<b>\$1,825,968</b>	<b>\$1,990,000</b>	<b>\$1,911,669</b>	<b>\$1,452,143</b>	<b>\$1,452,143</b>

### **BUDGET UNIT DESCRIPTION**

Budget Unit 166-2 (Fund 110). This budget unit was created in 1998 to account for expenditures and revenues associated with AB 233 (trial court funding legislation).

### **PROGRAM SUMMARIES**

Under AB 1590 the state "bought out" its share of the court costs, leaving the county responsible only for the base year subvention attributable to fine and forfeiture revenue. Any revenue growth in excess of the base revenue is shared 50% state and 50% county. Excess revenues are used to fund programs receiving a financial contribution from the general fund.

Any revenues received that exceed the state-required match will be identified in the countywide revenue schedule. Budgeted revenues include the sharing of undesignated fees with the local court.

# Countywide Programs

## DENTAL INSURANCE - ISF BUDGET UNIT DETAIL

<u>Budget Category</u>	<u>Actual 2002/2003</u>	<u>Budget 2003/2004</u>	<u>Estimated Actual 2003/2004</u>	<u>Requested 2004/2005</u>	<u>Adopted 2004/2005</u>
<b>APPROPRIATIONS</b>					
Services & Supplies	\$1,885,940	\$1,947,639	\$1,824,502	\$1,915,469	\$1,915,469
<b>Total</b>	<b>\$1,885,940</b>	<b>\$1,947,639</b>	<b>\$1,824,502</b>	<b>\$1,915,469</b>	<b>\$1,915,469</b>
<b>REVENUES</b>					
Interest/Investment Income	\$-8,533	\$0	\$-3,770	\$-4,000	\$-4,000
Payroll Deductions	\$1,672,691	\$1,947,639	\$1,851,355	\$1,919,469	\$1,919,469
<b>Total</b>	<b>\$1,664,158</b>	<b>\$1,947,639</b>	<b>\$1,847,585</b>	<b>\$1,915,469</b>	<b>\$1,915,469</b>

### **BUDGET UNIT DESCRIPTION**

Budget Unit 188-1 (Fund 110). This enterprise fund provides for the administration and payment of dental claims for employees of the county, the City of West Sacramento, the Yolo County Housing Authority, Yolo County Public Agency Risk Management Insurance Authority, Yolo County Communications and Emergency Services Agency, Yolo County Transit, Yolo County Air Quality Management District and Yolo County's unincorporated fire districts. Premiums are collected through payroll deduction and claims are paid to Delta Dental.

### **PROGRAM SUMMARIES**

Dental care costs and claims continue to increase. The dental fund balance has been depleted due to these increased costs. This budget includes a 10% premium increase for 2004-05. Future increases in the contribution rate are anticipated.

# Countywide Programs

## RISK MANAGEMENT BUDGET UNIT DETAIL

<u>Budget Category</u>	<u>Actual 2002/2003</u>	<u>Budget 2003/2004</u>	<u>Estimated Actual 2003/2004</u>	<u>Requested 2004/2005</u>	<u>Adopted 2004/2005</u>
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$35,844	\$25,000	\$33,617	\$25,000	\$25,000
Services & Supplies	\$1,676,445	\$2,226,895	\$2,163,571	\$2,251,125	\$2,251,125
Intrafund Transfers	\$-1,707,634	\$-2,126,036	\$-2,002,686	\$-2,155,083	\$-2,155,083
<b>Total</b>	<b>\$4,655</b>	<b>\$125,859</b>	<b>\$194,502</b>	<b>\$121,042</b>	<b>\$121,042</b>
<b>REVENUES</b>					
Other Revenue	\$13,252	\$0	\$123	\$0	\$0
General Fund	\$0	\$125,859	\$194,379	\$121,042	\$121,042
<b>Total</b>	<b>\$13,252</b>	<b>\$125,859</b>	<b>\$194,502</b>	<b>\$121,042</b>	<b>\$121,042</b>

### BUDGET UNIT DESCRIPTION

Budget Unit 155-1 (Fund 110). This budget unit finances the comprehensive risk management program, which includes the costs for self-insurance coverage provided through the Yolo County Public Agency Risk Management Insurance Authority (YCPARMIA) and commercial insurance for all other insured risks. The risk management program is administered by Human Resources.

### PROGRAM SUMMARIES

1. **GENERAL LIABILITY:** The premium and all expenses related to general liability are fully charged out to county departments, resulting in no net expense in this budget unit. Insurance premiums and program expenses are expected to have a 36% increase over 2003-04. County departments are charged a portion of the total liability program costs based on number of automobiles, number of employees and claims experience.
  
2. **WORKERS' COMPENSATION:** The county has been proactive in managing workers' compensation claims. An active safety committee is in place to ensure compliance with regulatory requirements and review claims and incident reports. Program administration includes: pre-employment and periodic medical examinations, training programs and record-keeping. The program is expected to have a 3% increase over 2003-04.
  
3. **OTHER INSURANCE:** This budget unit also provides for other insurance policies, including property, boiler and machinery and fidelity.

### POSITION SUMMARY

<u>Position Classification</u>	<u>Full-Time Equivalents</u>			<u>Salary &amp; Benefits</u>
	<u>Current</u>	<u>Requested</u>	<u>Adopted</u>	
Salary Transfer	0.00	0.00	0.00	\$25,000
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>\$25,000</b>

# Countywide Programs

## SPECIAL EMPLOYEE SERVICES BUDGET UNIT DETAIL

<u>Budget Category</u>	<u>Actual 2002/2003</u>	<u>Budget 2003/2004</u>	<u>Estimated Actual 2003/2004</u>	<u>Requested 2004/2005</u>	<u>Adopted 2004/2005</u>
<b>APPROPRIATIONS</b>					
Retiree Benefits	\$960,138	\$1,080,900	\$1,091,503	\$1,261,100	\$1,261,100
Services & Supplies	\$128,907	\$118,006	\$101,149	\$93,206	\$93,206
<b>Total</b>	<b>\$1,089,045</b>	<b>\$1,198,906</b>	<b>\$1,192,652</b>	<b>\$1,354,306</b>	<b>\$1,354,306</b>
<b>REVENUES</b>					
Other Revenue	\$938	\$0	\$4,324	\$0	\$0
General Fund	\$1,088,107	\$1,198,906	\$1,194,976	\$1,354,306	\$1,354,306
<b>Total</b>	<b>\$1,089,045</b>	<b>\$1,198,906</b>	<b>\$1,199,300</b>	<b>\$1,354,306</b>	<b>\$1,354,306</b>

### **BUDGET UNIT DESCRIPTION**

Budget Unit 167-1 (Fund 110). The purpose of this budget unit is to highlight discretionary policy choices related to employee benefits that are not directly paid by departments.

### **PROGRAM SUMMARIES**

This budget unit consolidates all countywide employee benefit-related expenses. Included in this budget unit are costs for retired county employees' dental and health contributions, CalPERS health insurance administrative fees, department head life insurance, administrative expenses for the county-sponsored flexible benefit plan, employee assistance program and diversity events.

This budget anticipates a rate increase for retiree health and dental coverage and proposes a larger reduction in funding for employee diversity events and recognition programs than in the 2003-04 budget.

# Countywide Programs

## TRIBAL RELATIONS OFFICE BUDGET UNIT DETAIL

<b>Budget Category</b>	<b>Actual 2002/2003</b>	<b>Budget 2003/2004</b>	<b>Estimated Actual 2003/2004</b>	<b>Requested 2004/2005</b>	<b>Adopted 2004/2005</b>
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$0	\$140,464	\$81,466	\$144,683	\$142,679
Services & Supplies	\$0	\$9,500	\$29,770	\$10,418	\$10,418
Operating Transfers Out	\$0	\$21,257	\$0	\$21,257	\$21,257
Fixed Assets	\$0	\$0	\$10,956	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$171,221</b>	<b>\$122,192</b>	<b>\$176,358</b>	<b>\$174,354</b>
<b>REVENUES</b>					
Tribal Mitigation	\$0	\$171,221	\$182,221	\$176,358	\$176,358
<b>Total</b>	<b>\$0</b>	<b>\$171,221</b>	<b>\$182,221</b>	<b>\$176,358</b>	<b>\$176,358</b>

### **BUDGET UNIT DESCRIPTION**

Budget unit 165-2 (Fund 110) was created to track and monitor revenues and expenditures related to the operation of the tribe intergovernmental coordinator's operations.

### **PROGRAM SUMMARIES**

During 2003-04 the tribal relations office facilitated the formation of a new Indian gaming local community benefits committee (IGLCBC), as required by Senate Bill 621. Contracts were put into place to fund special projects and provide requested studies.

In 2004-05 staff will provide continued support to for the Board of Supervisors 2x2 on tribal matters, the advisory committee on tribal matters (ACTM) and the IGLCBC. The 2x2 is a public meeting between two Board members and two tribe representatives. The ACTM is a committee of appointed community members who meet to advise the Board on tribal matters, including casino mitigation impacts. These groups will process mitigation applications and special project requests, while staff will follow through on contract requirements and project completion.

<b>Position Classification</b>	<b>Full-Time Equivalents</b>			<b>Salary &amp; Benefits</b>
	<b>Current</b>	<b>Requested</b>	<b>Adopted</b>	
County-Tribe Intergov Coord.	1.00	1.00	1.00	\$95,552
Extra Help	0.00	0.00	0.00	\$2,060
Salary Transfer	0.00	0.00	0.00	\$46,698
Workers Compensation	0.00	0.00	0.00	\$373
Furlough Savings	0.00	0.00	0.00	\$-2,004
<b>Total</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>\$142,679</b>

# Countywide Programs

## UNEMPLOYMENT INSURANCE - ISF BUDGET UNIT DETAIL

<u>Budget Category</u>	<u>Actual 2002/2003</u>	<u>Budget 2003/2004</u>	<u>Estimated Actual 2003/2004</u>	<u>Requested 2004/2005</u>	<u>Adopted 2004/2005</u>
<b>APPROPRIATIONS</b>					
Services & Supplies	\$1,200	\$1,500	\$3,600	\$3,800	\$3,800
Other Charges	\$170,720	\$200,000	\$210,895	\$300,000	\$300,000
<b>Total</b>	<b>\$171,920</b>	<b>\$201,500</b>	<b>\$214,495</b>	<b>\$303,800</b>	<b>\$303,800</b>
<b>REVENUES</b>					
Interest/Investment Income	\$0	\$10,000	\$4,546	\$2,000	\$2,000
Use of Reserves	\$0	\$191,500	\$209,620	\$301,800	\$301,800
<b>Total</b>	<b>\$0</b>	<b>\$201,500</b>	<b>\$214,166</b>	<b>\$303,800</b>	<b>\$303,800</b>

### **BUDGET UNIT DESCRIPTION**

Budget Unit 187-1 (Fund 187). This budget unit provides unemployment insurance for Yolo County employees.

### **PROGRAM SUMMARIES**

Expenses in this budget unit are unemployment insurance claims and administrative costs. County departments will reimburse this fund for all expenses. The allocation paid by departments is based on actual unemployment claims experience and the number of employees in the department.



# Human Resources Division SUMMARY

<b>Budget Category</b>	<b>Actual 2002/2003</b>	<b>Budget 2003/2004</b>	<b>Estimated Actual 2003/2004</b>	<b>Requested 2004/2005</b>	<b>Adopted 2004/2005</b>
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$740,215	\$953,042	\$796,587	\$805,419	\$785,251
Services & Supplies	\$130,141	\$124,550	\$132,693	\$137,758	\$137,758
	<b>\$870,356</b>	<b>\$1,077,592</b>	<b>\$929,280</b>	<b>\$943,177</b>	<b>\$923,009</b>
<b>REVENUES</b>					
General Fund	\$846,947	\$1,055,592	\$951,726	\$933,177	\$913,009
Other Revenue	\$23,409	\$22,000	\$17,725	\$10,000	\$10,000
	<b>\$870,356</b>	<b>\$1,077,592</b>	<b>\$969,451</b>	<b>\$943,177</b>	<b>\$923,009</b>
<b>POSITIONS (FTE)</b>	12.00	12.00	12.00	12.00	11.00

## **MISSION**

Human Resources' (HR) mission is to provide high quality and valued professional services for customers through state-of-the-art human resources leadership in a responsive, ethical, and progressive manner.

## **GOALS AND ACCOMPLISHMENTS 2003-2004**

Major accomplishments during 2003-04 include:

1. Initiated bargaining for new agreements with five of eight bargaining units.
2. The Yolo training academy delivered 57 training sessions to 624 participants, including 13 sessions designed to comply with HIPAA regulations. Training registrations continue to be completed online.
3. Two countywide quality teams were formed and spearheaded by HR staff. The cost savings team was formed to develop viable and sustainable ways to facilitate resource savings as well as identify cost reductions and revenue enhancements. The goal sharing team will develop a countywide recognition and rewards program that recognizes positive employee and departmental achievements and efforts to benefit the organization.
4. The health and safety committee coordinated the employee flu shot program, hosted the county safety officers organization of California conference, participated in two successful CAL-OSHA inspections and continues to assess work-related injuries to promote a return-to-work program.
5. Employee recognition programs continued including the employee service awards and employee recognition awards.
6. Provided personnel and labor relations services to the In-Home Supportive Services (IHSS) Public Authority.

## **GOALS AND OBJECTIVES 2004-2005**

Departmental goals for 2004-05 are to:

1. Finalize successor contracts with six employee organizations representing county employees and IHSS providers.
2. Continue efforts to manage countywide risk by offering computer security training, harassment prevention training and labor relations/personnel management training.
3. Further expand the voluntary benefit program.
4. Expand county presence on both the Intranet site, to assist employees, and on the Internet site, to assist the public and other governmental jurisdictions.
5. Continue Yolo academy training with curricula based on employee surveys and needs assessments.
6. Monitor workforce stability and serve as consultants to departments in matters concerning employee morale, productivity and corrective actions.

## **SIGNIFICANT CHANGES**

**SALARIES AND BENEFITS:** Human Resources has two unfunded vacant positions for 2004-05.

# Human Resources Division

## HUMAN RESOURCES BUDGET UNIT DETAIL

<u>Budget Category</u>	<u>Actual 2002/2003</u>	<u>Budget 2003/2004</u>	<u>Estimated Actual 2003/2004</u>	<u>Requested 2004/2005</u>	<u>Adopted 2004/2005</u>
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$641,884	\$786,272	\$629,180	\$621,153	\$605,577
Services & Supplies	\$126,055	\$118,750	\$131,418	\$133,458	\$133,458
<b>Total</b>	<b>\$767,939</b>	<b>\$905,022</b>	<b>\$760,598</b>	<b>\$754,611</b>	<b>\$739,035</b>
<b>REVENUES</b>					
Other Revenue	\$23,409	\$22,000	\$17,725	\$10,000	\$10,000
General Fund	\$744,530	\$883,022	\$783,044	\$744,611	\$729,035
<b>Total</b>	<b>\$767,939</b>	<b>\$905,022</b>	<b>\$800,769</b>	<b>\$754,611</b>	<b>\$739,035</b>

### **BUDGET UNIT DESCRIPTION**

Budget Unit 103-1 (Fund 110). This budget unit finances the activities of the Human Resources division of the County Administrative Office (CAO). Responsibilities relate to the broad spectrum of work involved in recruiting, selecting, developing and retaining an adequate workforce for county government.

### **PROGRAM SUMMARIES**

1. **RECRUITMENT AND EXAMINATION:** The function of recruitment and examination is to provide an adequate number of qualified applicants for job vacancies. Ongoing recruitment activities include: auditing positions to determine the validity of current class specifications, preparation of job announcements, applicant screening, proctoring written examinations, conducting oral board interview panels and assisting departments with selection.
  
2. **LABOR RELATIONS:** Responsibilities include negotiation and administration of labor agreements and contracts, as well as supervisor and manager training in issues related to labor and employee relations.
  
3. **EMPLOYEE DEVELOPMENT:** This unit supports the CAO's goals relative to the development of all employees. In this role, the unit oversees the employee safety program, training and orientation, sustains employee development programs, manages the county's goal sharing program and makes recommendations for new approaches for meeting the development needs of county employees.
  
4. **ADMINISTRATIVE SERVICES:** The administrative unit provides support to the services of Human Resources, including management of the PeopleSoft payroll/personnel system, maintenance of employee records and administration of a variety of employee benefit programs.

**POSITION SUMMARY**

<b>Position Classification</b>	<b>Full-Time Equivalents</b>			<b>Salary &amp; Benefits</b>
	<b>Current</b>	<b>Requested</b>	<b>Adopted</b>	
Human Resources Manager	1.00	1.00	0.00	\$0
Affirmative Action Coordinator	1.00	1.00	1.00	\$100,967
Senior Management Analyst	1.00	1.00	1.00	\$89,701
Personnel Analyst III	3.00	3.00	3.00	\$202,216
Personnel Analyst II	1.00	1.00	1.00	\$75,063
Personnel Assistant	1.00	1.00	1.00	\$59,874
Secretary III - Conf.	1.00	1.00	1.00	\$53,275
Secretary II - Conf.	1.00	1.00	1.00	\$48,333
Salary Transfer	0.00	0.00	0.00	\$-42,000
Benefit Cashout	0.00	0.00	0.00	\$17,724
Workers Compensation	0.00	0.00	0.00	\$16,000
Furlough Savings	0.00	0.00	0.00	\$-15,576
<b>Total</b>	<b>10.00</b>	<b>10.00</b>	<b>9.00</b>	<b>\$605,577</b>

# Human Resources Division

## QUALITY & TRAINING BUDGET UNIT DETAIL

<u>Budget Category</u>	<u>Actual 2002/2003</u>	<u>Budget 2003/2004</u>	<u>Estimated Actual 2003/2004</u>	<u>Requested 2004/2005</u>	<u>Adopted 2004/2005</u>
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$98,331	\$166,770	\$167,407	\$184,266	\$179,674
Services & Supplies	\$4,086	\$5,800	\$1,275	\$4,300	\$4,300
<b>Total</b>	<b>\$102,417</b>	<b>\$172,570</b>	<b>\$168,682</b>	<b>\$188,566</b>	<b>\$183,974</b>
<b>REVENUES</b>					
General Fund	\$102,417	\$172,570	\$168,682	\$188,566	\$183,974
<b>Total</b>	<b>\$102,417</b>	<b>\$172,570</b>	<b>\$168,682</b>	<b>\$188,566</b>	<b>\$183,974</b>

### **BUDGET UNIT DESCRIPTION**

Budget Unit 103-2 (Fund 110). This division of Human Resources administers the county training academy and quality improvement processes in the county. The staff members included in this budget work with individual departments, as well as on countywide projects to better train and prepare the county workforce.

### **PROGRAM SUMMARIES**

The quality and training division completes annual training needs assessments, from which specific training is developed to meet the needs of county employees and the goals of the Board of Supervisors. The training currently offered is categorized into four areas: Supervisory competency, risk management and county systems, organizational effectiveness and personal skills. The unit will offer approximately 50 sessions this coming year. Staff assists departments with business process improvement, completes occasional policy research and development, consults with employees and supervisors on effective leadership practices and manages the HR Intranet website.

<u>POSITION SUMMARY</u>	<u>Full-Time Equivalents</u>			<u>Salary &amp; Benefits</u>
	<u>Current</u>	<u>Requested</u>	<u>Adopted</u>	
Organizational Development Mgr	1.00	1.00	1.00	\$101,006
Organizational Dev. Trainer	1.00	1.00	1.00	\$82,360
Workers Compensation	0.00	0.00	0.00	\$900
Furlough Savings	0.00	0.00	0.00	\$-4,592
<b>Total</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>\$179,674</b>

# Information Technology Division SUMMARY

<b>Budget Category</b>	<b>Actual 2002/2003</b>	<b>Budget 2003/2004</b>	<b>Estimated Actual 2003/2004</b>	<b>Requested 2004/2005</b>	<b>Adopted 2004/2005</b>
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$2,086,638	\$2,449,448	\$2,419,460	\$2,822,153	\$2,758,532
Services & Supplies	\$458,951	\$731,659	\$416,610	\$542,816	\$573,816
Fixed Assets	\$248,090	\$178,459	\$125,461	\$165,500	\$383,500
Other Charges	\$0	\$3,600	\$0	\$0	\$0
Expense Reimbursement	\$-1,097,772	\$-1,138,712	\$-1,113,936	\$-1,059,438	\$-1,059,438
	<b>\$1,695,907</b>	<b>\$2,224,454</b>	<b>\$1,847,595</b>	<b>\$2,471,031</b>	<b>\$2,656,410</b>
<b>REVENUES</b>					
General Fund	\$573,480	\$1,330,000	\$749,715	\$1,406,831	\$1,374,210
ACO Fund	\$297,372	\$147,334	\$120,000	\$165,500	\$383,500
Fees & Charges	\$825,055	\$747,120	\$977,880	\$898,700	\$898,700
	<b>\$1,695,907</b>	<b>\$2,224,454</b>	<b>\$1,847,595</b>	<b>\$2,471,031</b>	<b>\$2,656,410</b>
<b>POSITIONS (FTE)</b>	44.00	45.00	45.00	45.00	39.00

## **MISSION**

The mission of the Information Technology Division (ITD) is to utilize technology to conduct business that provides quality services. Our vision is to be the service provider of choice.

## **GOALS AND ACCOMPLISHMENTS 2003-2004**

The were many goals for the Information Technology division in 2003-2004. Those goals included: Providing increased training for staff in order to better serve customers and decrease call completion times; enhancing online GIS information and countywide GIS implementation through a countywide GIS strategic plan; increasing utilization of the online survey system to gather feedback in order to improve services countywide; providing interactive services online at the county website; providing planning assistance on project management; offering work simplification (business process improvement) services to Yolo County departments; developing more web-based applications for both the Intranet and Internet; increasing information sharing in the county; providing users with more capabilities to directly access their data; providing more self-service applications to employees and constituents; upgrading the backup and recovery procedures; providing programming and technical support to make sure that all systems are operating well; assisting the Sheriff's office with its proposed jail and records management systems; and increasing network bandwidth.

All goals were accomplished and the details are provided in the ITD annual report.

## **GOALS AND OBJECTIVES 2004-2005**

Departmental goals for 2004-05 are to:

1. Provide and maintain a safe, reliable and secure network.
2. Increase the return on investment on infrastructure.
3. Continue emphasis on web technology.
4. Maintain staff productivity.

5. Enhance GIS services and data availability.
6. Continue to assist departments to simplify their business practices.
7. Continue work management in ITD to measure performance and productivity.
8. Assist departments including Department of Employment and Social Services, Child Protective Services, the Sheriff, the Library and the Department of Child Support Services with new information technology initiatives.
9. Successfully move the entire IT operation to 120 West Main Street in Woodland.
10. Begin the technical aspects of updating the county financial systems to an upgraded system.

### **SIGNIFICANT CHANGES**

As requested last year, Information Technology has again taken dramatic steps to attain expenditure savings by not filling vacant positions, delaying projects, postponing equipment purchases and deferring training in 2003-04, returning an estimated \$300,000 to the county general fund and the accumulated capital outlay fund for other use. This is the fourth straight year of significant returns.

**SALARIES AND BENEFITS:** ITD salary increases are due to the conclusion of a number of contracts as well as the reclassification of the business analyst series.

**SERVICES AND SUPPLIES:** ITD reduced its request for fiscal year 2004-2005 to offset some of the salary increases. The Board approved an increase in services and supplies to allow for a contract to determine needs in the migration process of the mainframe system.

**FIXED ASSETS:** To maintain the technology infrastructure fixed assets are required and recommended. This equipment will include better data backup systems, increased network bandwidth with additional fiber networking and network switches and replacement of outdated servers. These are critical replacements necessary for maintaining the current architecture and for relieving pressure on the existing bandwidth and data storage and backup. In addition a large share of this amount is necessary for the planned changes to the mainframe system that was previously approved by the Board.

# Information Technology Division

## INFORMATION TECHNOLOGY BUDGET UNIT DETAIL

<u>Budget Category</u>	<u>Actual 2002/2003</u>	<u>Budget 2003/2004</u>	<u>Estimated Actual 2003/2004</u>	<u>Requested 2004/2005</u>	<u>Adopted 2004/2005</u>
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$2,086,638	\$2,449,448	\$2,419,460	\$2,822,153	\$2,758,532
Services & Supplies	\$458,951	\$731,659	\$416,610	\$542,816	\$573,816
Fixed Assets	\$248,090	\$178,459	\$125,461	\$165,500	\$383,500
Other Charges	\$0	\$3,600	\$0	\$0	\$0
Expense Reimbursement	\$-1,097,772	\$-1,138,712	\$-1,113,936	\$-1,059,438	\$-1,059,438
<b>Total</b>	<b>\$1,695,907</b>	<b>\$2,224,454</b>	<b>\$1,847,595</b>	<b>\$2,471,031</b>	<b>\$2,656,410</b>
<b>REVENUES</b>					
Fees & Charges	\$825,055	\$747,120	\$977,880	\$898,700	\$898,700
ACO Fund	\$297,372	\$147,334	\$120,000	\$165,500	\$383,500
General Fund	\$573,480	\$1,330,000	\$749,715	\$1,406,831	\$1,374,210
<b>Total</b>	<b>\$1,695,907</b>	<b>\$2,224,454</b>	<b>\$1,847,595</b>	<b>\$2,471,031</b>	<b>\$2,656,410</b>

### **BUDGET UNIT DESCRIPTION**

Budget Unit 156-1 (Fund 110). This budget unit finances operations of the county's Information Technology division and operational support of computer hardware and software in the county and for several client districts and agencies. This includes the design, evaluation, security, development, maintenance and operation of information technology systems, Internet and Intranet hardware and related software, workstations and local and area-wide networks.

### **PROGRAM SUMMARIES**

ITD is comprised of the following four work units: administration, network services, planning and operations and development.

1. **ADMINISTRATION:** The administration unit is responsible for payroll, contracts, personnel, billing, budget, purchasing and overall division management.

2. **NETWORK SERVICES:** The network services unit manages the IT Helpdesk and is also responsible for all servers, personal computers and networking devices countywide, including email, user data storage, firewalls, routers, switches and anti-virus solutions. In addition, the unit is responsible for network security management and connectivity to and from the county through the Internet, websites and network design.

3. **PLANNING AND OPERATIONS:** The planning and operations unit supports mainframe applications, such as the county's financial, property management, OR&R collections, ADMH Billing and the Sheriff's current jail management systems, among others. The unit's primary focus will be planning for the future of mainframe systems, as support is ending for the current environment. This unit is also responsible for service request oversight, performance measurement and monitoring, new project assessments, feasibility and systems studies, planning assistance on project management, IT service agreements, work simplification and continuous quality improvement.



4. DEVELOPMENT: The development unit is responsible for designing, programming, implementing and supporting all web-based applications; PeopleSoft and database management. Examples of such web systems exist in Probation, the District Attorney's office, Planning and Public Works, Clerk of the Board, Information Technology, Public Authority, Human Resources, Agriculture, Public Defender and County Counsel.

<b><u>POSITION SUMMARY</u></b>				
<b>Position Classification</b>	<b>Full-Time Equivalents</b>			<b>Salary &amp; Benefits</b>
	<b>Current</b>	<b>Requested</b>	<b>Adopted</b>	
Information Technology Div Mgr	1.00	1.00	1.00	\$143,969
Information Technology Manager	4.00	4.00	4.00	\$528,239
Database Administrator	1.00	1.00	1.00	\$125,799
Network Systems Specialist III	2.00	2.00	2.00	\$183,216
Systems Software Spec. III	1.00	1.00	1.00	\$112,776
Sr. Business Systems Analyst	3.00	3.00	3.00	\$313,481
Programmer Analyst IV	6.00	6.00	4.00	\$345,125
Internet Systems Specialist	2.00	2.00	2.00	\$112,646
Data Processing Oper. Coord.	1.00	1.00	1.00	\$100,814
Programmer Analyst III	2.00	2.00	2.00	\$207,842
Supervising Technical Supp Spc	1.00	1.00	1.00	\$82,837
Supervising Programmer Analyst	1.00	1.00	1.00	\$121,086
Programmer Analyst II	2.00	2.00	2.00	\$170,821
Technical Support Spec. III	12.00	12.00	9.00	\$640,874
GIS Coordinator	1.00	1.00	1.00	\$80,829
GIS Specialist II	1.00	1.00	1.00	\$0
Information Technology Asst.	1.00	1.00	0.00	\$0
Senior Computer Operator	2.00	2.00	2.00	\$103,619
Administrative Assistant	1.00	1.00	1.00	\$57,712
Benefit Cashout	0.00	0.00	0.00	\$25,500
Extra Help	0.00	0.00	0.00	\$16,500
Overtime	0.00	0.00	0.00	\$3,000
Shift Differential Pay	0.00	0.00	0.00	\$3,750
Standby Pay	0.00	0.00	0.00	\$18,500
Salary Transfer	0.00	0.00	0.00	\$-677,646
Workers Compensation	0.00	0.00	0.00	\$20,155
Furlough Savings	0.00	0.00	0.00	\$-82,912
<b>Total</b>	<b>45.00</b>	<b>45.00</b>	<b>39.00</b>	<b>\$2,758,532</b>

# County Clerk-Recorder SUMMARY

<b>Budget Category</b>	<b>Actual 2002/2003</b>	<b>Budget 2003/2004</b>	<b>Estimated Actual 2003/2004</b>	<b>Requested 2004/2005</b>	<b>Adopted 2004/2005</b>
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$1,400,048	\$1,880,823	\$1,814,603	\$2,021,745	\$1,961,375
Services & Supplies	\$816,619	\$915,445	\$964,515	\$1,164,720	\$1,164,720
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Expense Reimbursement	\$-170,182	\$-326,458	\$-317,390	\$-507,121	\$-498,808
Intrafund Transfers	\$12,081	\$21,554	\$0	\$13,000	\$13,000
	<b>\$2,058,566</b>	<b>\$2,491,364</b>	<b>\$2,461,728</b>	<b>\$2,692,344</b>	<b>\$2,640,287</b>
<b>REVENUES</b>					
General Fund	\$902,029	\$1,233,289	\$1,168,037	\$1,107,362	\$1,071,055
Fees & Charges	\$1,004,699	\$1,161,025	\$1,058,283	\$1,462,482	\$1,446,732
Federal/State Reimbursement	\$9,661	\$0	\$22,445	\$4,000	\$4,000
Other Revenue	\$102,410	\$97,050	\$152,665	\$118,500	\$118,500
Operating Transfers In	\$43,000	\$0	\$60,400	\$0	\$0
	<b>\$2,061,799</b>	<b>\$2,491,364</b>	<b>\$2,461,830</b>	<b>\$2,692,344</b>	<b>\$2,640,287</b>
<b>POSITIONS (FTE)</b>	22.00	22.00	33.00	33.00	33.00

## **MISSION**

The County Clerk provides the services of the recorder and elections for the public of Yolo County.

## **GOALS AND ACCOMPLISHMENTS 2003-2004**

The department's goals and accomplishments in 2003-04 were:

1. To initiate compliance with new federal voting laws. The department instituted a citizens' voting technology advisory committee. Compliance was assured.
2. To institute digitization and archival preservation of public records. Activities are 80% complete.
3. To expand and improve facilities space per Grand Jury recommendation. Plans are currently underway to move Information Technology (IT) out of the county administration building to 120 W. Main Street in Woodland. Once IT is moved, the Recorder will relocate to that larger and more appropriate space.

## **GOALS AND OBJECTIVES 2004-2005**

The department will acquire appropriate physical facilities for the Clerk-Recorder and Elections Departments (per Grand Jury recommendation) to ensure integrity of office functions, preservation of the public records and accurate elections. In addition, both divisions of the department will continue to meet legal and integral requirements to provide the best public service possible.

## **SIGNIFICANT CHANGES**

Recently enacted legislation and unprecedented interest in election administration are significant

changes in 2004-05. Two areas of the Elections budget relate to the State of California. The first is lack of payment for election costs. State law requires reimbursement by the state for specific costs; however, due to ongoing state fiscal issues, the state has stopped payments. The second major area is the recently enacted legislation that has resulted in higher costs for holding elections.

The Clerk-Recorder department is planning a move to a new location within the county administration building this coming year. This move accounts for some increased expenditures reflected in the 2004-05 budget. It will allow the department to better serve customers.

# County Clerk-Recorder

## ADMINISTRATION BUDGET UNIT DETAIL

<u>Budget Category</u>	<u>Actual 2002/2003</u>	<u>Budget 2003/2004</u>	<u>Estimated Actual 2003/2004</u>	<u>Requested 2004/2005</u>	<u>Adopted 2004/2005</u>
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$164,645	\$304,923	\$326,026	\$485,101	\$476,788
Services & Supplies	\$6,887	\$21,535	\$-5,609	\$22,020	\$22,020
Expense Reimbursement	\$-170,182	\$-326,458	\$-317,390	\$-507,121	\$-498,808
<b>Total</b>	<b>\$1,350</b>	<b>\$0</b>	<b>\$3,027</b>	<b>\$0</b>	<b>\$0</b>
<b>REVENUES</b>					
Other Revenue	\$1,350	\$0	\$3,027	\$0	\$0
<b>Total</b>	<b>\$1,350</b>	<b>\$0</b>	<b>\$3,027</b>	<b>\$0</b>	<b>\$0</b>

### **BUDGET UNIT DESCRIPTION**

Budget Unit 201-2 (Fund 110). This budget unit funds the salaries of the department management team, comprised of the county clerk-recorder, chief deputy clerk-recorder, two assistant clerk-recorders, assistant to the clerk-recorder, and data services coordinator/programmer. Transfers to this budget unit from the Elections and Clerk-Recorder department budgets reflect the responsibilities of the staff to those divisions.

### **PROGRAM SUMMARIES**

The department of the Clerk-Recorder is responsible for conducting elections; maintaining the official and vital records for public use; serving as repository for non-court related filings and records; and performing as marriage commissioner and passport processing agent. This budget accommodates the salaries and some office costs of staff that provide support to both divisions of the department. The position summary in this unit shows a transfer of two positions from the Recorder's division.

<u>POSITION SUMMARY</u>	<u>Full-Time Equivalents</u>			<u>Salary &amp; Benefits</u>
	<u>Current</u>	<u>Requested</u>	<u>Adopted</u>	
Asst. to the Co Clerk/Recorder	1.00	1.00	1.00	\$53,679
County Clerk-Recorder	1.00	1.00	1.00	\$112,824
Chief Deputy Clerk/Recorder	1.00	1.00	1.00	\$92,851
Data Services Coordinator/Prog	1.00	1.00	1.00	\$64,592
Assistant Clerk-Recorder	0.00	2.00	2.00	\$157,154
Overtime	0.00	0.00	0.00	\$2,500
Workers Compensation	0.00	0.00	0.00	\$1,500
Furlough Savings	0.00	0.00	0.00	\$-8,312
<b>Total</b>	<b>4.00</b>	<b>6.00</b>	<b>6.00</b>	<b>\$476,788</b>

# County Clerk-Recorder

## ELECTIONS BUDGET UNIT DETAIL

<b>Budget Category</b>	<b>Actual 2002/2003</b>	<b>Budget 2003/2004</b>	<b>Estimated Actual 2003/2004</b>	<b>Requested 2004/2005</b>	<b>Adopted 2004/2005</b>
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$507,775	\$652,812	\$565,488	\$588,262	\$551,955
Services & Supplies	\$513,890	\$750,210	\$815,637	\$573,100	\$573,100
Intrafund Transfers	\$12,081	\$10,767	\$0	\$13,000	\$13,000
Fixed Assets	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$1,033,746</b>	<b>\$1,413,789</b>	<b>\$1,381,125</b>	<b>\$1,174,362</b>	<b>\$1,138,055</b>
<b>REVENUES</b>					
Fees & Charges	\$111,348	\$165,500	\$154,467	\$55,000	\$55,000
Other Revenue	\$10,708	\$15,000	\$36,176	\$8,000	\$8,000
Federal/State Reimbursement	\$9,661	\$0	\$22,445	\$4,000	\$4,000
General Fund	\$902,029	\$1,233,289	\$1,168,037	\$1,107,362	\$1,071,055
<b>Total</b>	<b>\$1,033,746</b>	<b>\$1,413,789</b>	<b>\$1,381,125</b>	<b>\$1,174,362</b>	<b>\$1,138,055</b>

### **BUDGET UNIT DESCRIPTION**

Budget Unit 120-1 (Fund 110). This budget unit is required to meet state and federal mandates, as well as the supporting activities to conduct successful elections and voter outreach activities.

### **PROGRAM SUMMARIES**

Activities performed by this office include: the canvass, voter registration and maintenance, outreach and education, production and distribution of election materials, petitions, candidate and committee filings, ballot and sample ballot preparation and mailing and distribution. For 2004-05, there is at least one election scheduled, a presidential general election, which is equal in scale to any other election ever conducted by this office. Recently enacted legislation permits any voter who so wishes to be treated as a "permanent absentee voter." This has resulted in increased stationery, postage and handling costs of ballots. Unprecedented interest in election administration at the state and federal level has resulted in an explosion of new legislation. The recently elected "Help America Vote Act" (HAVA) has imposed new mandates on voter registration and maintenance, which is requiring thousands of additional staff hours and will eventually involve hundreds of thousands of dollars of equipment purchases. The department hopes that equipment purchases will take place in 2005 and will be funded by state and federal funds.

**POSITION SUMMARY**

<b>Position Classification</b>	<b>Full-Time Equivalents</b>			<b>Salary &amp; Benefits</b>
	<b>Current</b>	<b>Requested</b>	<b>Adopted</b>	
Elections Aide	2.00	2.00	2.00	\$65,782
Elections Technician	2.00	1.00	1.00	\$45,274
Administrative Assistant	1.00	1.00	1.00	\$56,772
Senior Elections Technician	1.00	1.00	1.00	\$49,174
Administrative Clerk II	0.00	1.00	1.00	\$37,267
Supervising Elections Tech	1.00	1.00	1.00	\$58,943
Workers Compensation	0.00	0.00	0.00	\$5,795
Extra Help	0.00	0.00	0.00	\$36,000
Overtime	0.00	0.00	0.00	\$18,000
Salary Transfer	0.00	0.00	0.00	\$186,685
Furlough Savings	0.00	0.00	0.00	\$-7,737
<b>Total</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>\$551,955</b>

# County Clerk-Recorder

## RECORDER BUDGET UNIT DETAIL

<u>Budget Category</u>	<u>Actual 2002/2003</u>	<u>Budget 2003/2004</u>	<u>Estimated Actual 2003/2004</u>	<u>Requested 2004/2005</u>	<u>Adopted 2004/2005</u>
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$727,628	\$923,088	\$923,089	\$948,382	\$932,632
Services & Supplies	\$295,842	\$143,700	\$154,487	\$569,600	\$569,600
Intrafund Transfers	\$0	\$10,787	\$0	\$0	\$0
<b>Total</b>	<b>\$1,023,470</b>	<b>\$1,077,575</b>	<b>\$1,077,576</b>	<b>\$1,517,982</b>	<b>\$1,502,232</b>
<b>REVENUES</b>					
Fees & Charges	\$893,351	\$995,525	\$903,816	\$1,407,482	\$1,391,732
Other Revenue	\$90,352	\$82,050	\$113,462	\$110,500	\$110,500
Operating Transfers In	\$43,000	\$0	\$60,400	\$0	\$0
<b>Total</b>	<b>\$1,026,703</b>	<b>\$1,077,575</b>	<b>\$1,077,678</b>	<b>\$1,517,982</b>	<b>\$1,502,232</b>

### **BUDGET UNIT DESCRIPTION**

Budget Unit 285-1 (Fund 110). The Recorder division is responsible for processing and maintaining the official and vital records for public use in the county. The Clerk-Recorder department is a fee-funded office that has seen a large, steady work load increase during the past three years. An increase in staffing was approved last year, and a move to a larger office is planned.

### **PROGRAM SUMMARIES**

This office collects fees that are general fund revenues, as well as special fees that fund upgrades and improvements to the Clerk-Recorder's office. The fees collected finance this division. New state laws, effective in January and July 2004, require changes to business practices, as the county must assure privacy with respect to birth and death records. As a result, money is budgeted to assist a move to a new, larger, and more efficient location within the county administration building. Special revenue funds will be used to complete the move. In addition, the recommended budget reflects the transfer of two assistant clerk-recorder positions to the administrative budget to reflect their administrative responsibilities. This division is also maintaining several vacant positions until the move to larger space allows adequate room for full staffing.

**POSITION SUMMARY**

<b>Position Classification</b>	<b>Full-Time Equivalents</b>			<b>Salary &amp; Benefits</b>
	<b>Current</b>	<b>Requested</b>	<b>Adopted</b>	
Accounting Technician	1.00	1.00	1.00	\$47,633
Supervising Clerk-Recorder	1.00	1.00	1.00	\$64,270
Clerk-Recorder Supp Spec II	5.00	5.00	5.00	\$205,832
Clerk-Recorder Technician II	7.00	7.00	7.00	\$248,419
Assistant Clerk-Recorder	2.00	0.00	0.00	\$0
Secretary III	1.00	1.00	1.00	\$42,819
Administrative Clerk II	5.00	5.00	5.00	\$69,409
Salary Transfer	0.00	0.00	0.00	\$260,000
Workers Compensation	0.00	0.00	0.00	\$5,414
Extra Help	0.00	0.00	0.00	\$5,000
Overtime	0.00	0.00	0.00	\$5,000
Furlough Savings	0.00	0.00	0.00	\$-21,164
<b>Total</b>	<b>22.00</b>	<b>20.00</b>	<b>20.00</b>	<b>\$932,632</b>



# County Counsel SUMMARY

<b>Budget Category</b>	<b>Actual 2002/2003</b>	<b>Budget 2003/2004</b>	<b>Estimated Actual 2003/2004</b>	<b>Requested 2004/2005</b>	<b>Adopted 2004/2005</b>
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$866,746	\$948,857	\$884,939	\$976,930	\$960,519
Services & Supplies	\$861,576	\$971,679	\$983,107	\$976,355	\$978,855
Fixed Assets	\$0	\$0	\$2,909	\$0	\$0
Expense Reimbursement	\$-232,076	\$-257,500	\$-252,307	\$-282,500	\$-282,500
	<b>\$1,496,246</b>	<b>\$1,663,036</b>	<b>\$1,618,648</b>	<b>\$1,670,785</b>	<b>\$1,656,874</b>
<b>REVENUES</b>					
General Fund	\$1,153,827	\$1,320,986	\$1,228,612	\$1,319,235	\$1,295,324
Fees & Charges	\$143,021	\$132,050	\$166,660	\$129,550	\$129,550
Federal/State Reimbursement	\$199,398	\$200,000	\$193,376	\$200,000	\$200,000
Small Claims Fund	\$0	\$10,000	\$10,000	\$12,000	\$12,000
Tribal Mitigation	\$0	\$0	\$20,000	\$10,000	\$20,000
	<b>\$1,496,246</b>	<b>\$1,663,036</b>	<b>\$1,618,648</b>	<b>\$1,670,785</b>	<b>\$1,656,874</b>
<b>POSITIONS (FTE)</b>	10.00	10.00	10.00	10.00	10.00

## **MISSION**

To provide the best possible legal representation to all clients.

## **GOALS AND ACCOMPLISHMENTS 2003-2004**

Further assisted in the implementation of the County-Tribe agreement; assisted in the establishment of the Conaway Ranch Joint Powers Authority (JPA); welcomed two new attorneys to the office; and worked very hard to meet the increasing legal needs of clients.

## **GOALS AND OBJECTIVES 2004-2005**

Goals for 2004-05 include: To assist in the implementation of the Conaway Ranch JPA agreement; provide legal support for the Yolo County General Plan update process; continue to provide excellent legal services in a timely manner.

## **SIGNIFICANT CHANGES**

Though the base salaries for office staff have decreased by 2.7%, other costs such as for insurance and retirement have increased greatly due to costs beyond county control. Demand for legal services continues to significantly increase each year. This is also true for the indigent defense legal services administered by this office. Due to an increase in the number of multi-defendant capital cases as well as other complex criminal cases, the county's costs for extraordinary compensation to indigent defense conflict attorneys and to other contract court-appointed attorneys continue to increase. The costs associated with these cases have also continued to increase. Because of constitutional rights, the county has little or no ability to avoid or minimize these costs.

# County Counsel

## COUNTY COUNSEL BUDGET UNIT DETAIL

<b>Budget Category</b>	<b>Actual 2002/2003</b>	<b>Budget 2003/2004</b>	<b>Estimated Actual 2003/2004</b>	<b>Requested 2004/2005</b>	<b>Adopted 2004/2005</b>
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$866,746	\$948,857	\$884,939	\$976,930	\$960,519
Services & Supplies	\$83,552	\$100,604	\$105,779	\$105,280	\$107,780
Expense Reimbursement	\$-232,076	\$-257,500	\$-252,307	\$-282,500	\$-282,500
Fixed Assets	\$0	\$0	\$2,909	\$0	\$0
<b>Total</b>	<b>\$718,222</b>	<b>\$791,961</b>	<b>\$741,320</b>	<b>\$799,710</b>	<b>\$785,799</b>
<b>REVENUES</b>					
Fees & Charges	\$143,021	\$132,050	\$166,660	\$129,550	\$129,550
Small Claims Fund	\$0	\$10,000	\$10,000	\$12,000	\$12,000
Tribal Mitigation	\$0	\$0	\$20,000	\$10,000	\$20,000
General Fund	\$575,201	\$649,911	\$544,660	\$648,160	\$624,249
<b>Total</b>	<b>\$718,222</b>	<b>\$791,961</b>	<b>\$741,320</b>	<b>\$799,710</b>	<b>\$785,799</b>

### **BUDGET UNIT DESCRIPTION**

Budget Unit 115-1 (Fund 064, 110). The County Counsel's office provides civil legal representation to the Board of Supervisors, the county administrative officer, county departments and agencies, as well as to the boards and staff of several special districts and numerous public agencies.

### **PROGRAM SUMMARIES**

This office administers the small claims contract, which for 2004-05 is expected to be a flat rate of \$12 thousand. A portion of small claims filing fees collected are deposited into a trust account, and this trust account fully reimburses the cost of the small claims advisory services contract.

**POSITION SUMMARY**

<b>Position Classification</b>	<b>Full-Time Equivalents</b>			<b>Salary &amp; Benefits</b>
	<b>Current</b>	<b>Requested</b>	<b>Adopted</b>	
Asst. County Counsel	1.00	1.00	1.00	\$138,102
County Counsel	1.00	1.00	1.00	\$158,118
Legal Administrative Assistant	1.00	1.00	1.00	\$73,441
Secretary III - Conf.	1.00	1.00	1.00	\$38,877
Secretary - County Counsel	1.00	1.00	1.00	\$60,668
Senior Deputy Co. Counsel	5.00	5.00	5.00	\$489,812
Benefit Cashout	0.00	0.00	0.00	\$13,312
Workers Compensation	0.00	0.00	0.00	\$4,600
Extra Help	0.00	0.00	0.00	\$7,500
Furlough Savings	0.00	0.00	0.00	-\$23,911
<b>Total</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>	<b>\$960,519</b>

# County Counsel

## INDIGENT DEFENSE CONTRACTS BUDGET UNIT DETAIL

<u>Budget Category</u>	<u>Actual 2002/2003</u>	<u>Budget 2003/2004</u>	<u>Estimated Actual 2003/2004</u>	<u>Requested 2004/2005</u>	<u>Adopted 2004/2005</u>
<b>APPROPRIATIONS</b>					
Services & Supplies	\$778,024	\$871,075	\$877,328	\$871,075	\$871,075
<b>Total</b>	<b>\$778,024</b>	<b>\$871,075</b>	<b>\$877,328</b>	<b>\$871,075</b>	<b>\$871,075</b>
<b>REVENUES</b>					
Federal/State Reimbursement	\$199,398	\$200,000	\$193,376	\$200,000	\$200,000
General Fund	\$578,626	\$671,075	\$683,952	\$671,075	\$671,075
<b>Total</b>	<b>\$778,024</b>	<b>\$871,075</b>	<b>\$877,328</b>	<b>\$871,075</b>	<b>\$871,075</b>

### **BUDGET UNIT DESCRIPTION**

Budget Unit 210-5 (Fund 110). Criminal defense attorneys provide representation to indigent criminal defendants when the public defender legally declares a conflict. The court will make these appointments from the indigent defense panel, comprised of nine attorneys retained by separate contracts with the county. Otherwise, the court will appoint other criminal defense attorneys. This budget also covers costs of investigators and experts, independent court-appointed contract attorneys and other indigent defense costs.

### **PROGRAM SUMMARIES**

This budget unit's purpose is to provide criminal defense services to indigent defendants as required by the Constitution at a reasonable cost when the public defender is legally required to conflict out. Though this budget estimate has been prepared within a reasonable degree of accuracy based on current information, the expenditures required through this budget unit are subject to many variables. When there are multi-defendant cases, death penalty cases or complex criminal defense cases, there will be financial demands on this budget unit. To the extent that those demands are greater than what is presently anticipated, there will likely be a need to use contingencies to meet those demands. Presently, the department has budgeted a net county cost that is within the amount allocated for this budget unit. Depending on whether there are new multi-defendant, death penalty or complex criminal defense cases filed, or if the current existing cases proceed to trial this year, it is expected that the present allocation for this budget unit will be insufficient. None of these increases are within the county's control. Rather they are required pursuant to constitutional protections afforded each and every criminal defendant.

An independent analysis of costs associated with indigent defense was conducted during the spring of 2004. The results of this study will be presented during the budget hearings.

# Grand Jury SUMMARY

<b>Budget Category</b>	<b>Actual 2002/2003</b>	<b>Budget 2003/2004</b>	<b>Estimated Actual 2003/2004</b>	<b>Requested 2004/2005</b>	<b>Adopted 2004/2005</b>
<b>APPROPRIATIONS</b>					
Services & Supplies	\$32,867	\$31,000	\$32,020	\$32,000	\$32,000
	<b>\$32,867</b>	<b>\$31,000</b>	<b>\$32,020</b>	<b>\$32,000</b>	<b>\$32,000</b>
<b>REVENUES</b>					
General Fund	\$32,867	\$31,000	\$32,020	\$32,000	\$32,000
	<b>\$32,867</b>	<b>\$31,000</b>	<b>\$32,020</b>	<b>\$32,000</b>	<b>\$32,000</b>
<b>POSITIONS (FTE)</b>					

## **MISSION**

Budget Unit 215-1 (Fund 110). This budget unit provides financing for the activities of the Yolo County Grand Jury. The Grand Jury consists of 19 individuals who are charged with the duty to review, as well as to investigate, the operations of local government. These jurors are private citizens who are selected annually by the Superior Court.

# Treasurer-Tax Collector SUMMARY

<b>Budget Category</b>	<b>Actual 2002/2003</b>	<b>Budget 2003/2004</b>	<b>Estimated Actual 2003/2004</b>	<b>Requested 2004/2005</b>	<b>Adopted 2004/2005</b>
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$308,267	\$324,724	\$321,377	\$365,490	\$347,149
Services & Supplies	\$297,792	\$332,189	\$302,423	\$333,806	\$328,806
	<b>\$606,059</b>	<b>\$656,913</b>	<b>\$623,800</b>	<b>\$699,296</b>	<b>\$675,955</b>
<b>REVENUES</b>					
General Fund	\$154,263	\$132,538	\$131,263	\$188,569	\$132,538
Fees & Charges	\$264,497	\$294,050	\$304,578	\$280,352	\$298,352
Interest/Investment Income	\$187,299	\$230,325	\$187,959	\$230,375	\$230,375
General Fund Adjustment	\$0	\$0	\$0	\$0	\$14,690
	<b>\$606,059</b>	<b>\$656,913</b>	<b>\$623,800</b>	<b>\$699,296</b>	<b>\$675,955</b>
<b>POSITIONS (FTE)</b>	6.00	5.00	5.00	5.00	5.00

## **MISSION**

To perform the required duties of the Treasurer-Tax Collector as efficiently and effectively as possible to serve both the public and the public agencies who rely upon the department.

## **GOALS AND ACCOMPLISHMENTS 2003-2004**

The department accomplished these goals: Provided better service to the public during peak periods by installing an additional outside phone line; refined the seizure and sale program in collaboration with Auditor-Controller to enhance the collection of the larger unpaid unsecured property tax bills; initiated monthly meetings with other county departments to address common issues related to the CREST property tax system.

## **GOALS AND OBJECTIVES 2004-2005**

In 2004-05, the department will: Upgrade the computer that supports the CREST property tax system so that it is able to adequately handle the demands placed upon it; work to phase out the use of magnetic tapes for the receipt and transfer of data; work with departmental software to change the media used to archive property tax information from microfiche to CD to allow for easier storage and more efficient retrieval of the information; work to complete the Supplemental Tax Bill archive program that will enable counties using CREST software to electronically access prior-year supplemental bill information.

# Treasurer-Tax Collector

## TREASURER-TAX COLLECTOR BUDGET UNIT DETAIL

<u>Budget Category</u>	<u>Actual 2002/2003</u>	<u>Budget 2003/2004</u>	<u>Estimated Actual 2003/2004</u>	<u>Requested 2004/2005</u>	<u>Adopted 2004/2005</u>
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$308,267	\$324,724	\$321,377	\$365,490	\$347,149
Services & Supplies	\$297,792	\$332,189	\$302,423	\$333,806	\$328,806
<b>Total</b>	<b>\$606,059</b>	<b>\$656,913</b>	<b>\$623,800</b>	<b>\$699,296</b>	<b>\$675,955</b>
<b>REVENUES</b>					
Fees & Charges	\$264,497	\$294,050	\$304,578	\$280,352	\$298,352
Interest/Investment Income	\$187,299	\$230,325	\$187,959	\$230,375	\$230,375
General Fund Adjustment	\$0	\$0	\$0	\$0	\$14,690
General Fund	\$154,263	\$132,538	\$131,263	\$188,569	\$132,538
<b>Total</b>	<b>\$606,059</b>	<b>\$656,913</b>	<b>\$623,800</b>	<b>\$699,296</b>	<b>\$675,955</b>

### **BUDGET UNIT DESCRIPTION**

Budget Unit 106-1 (Fund 110). This budget unit finances the activities of the office of the Treasurer-Tax Collector. The office is responsible for the receipt, custody, management, investment and disbursement of the funds of the county, as well as of the school and special districts within the county. It is also responsible for collecting secured, supplemental and unsecured property taxes for all local governments. The Treasurer-Tax Collector is elected to a four-year term.

<u>Position Classification</u>	<u>Full-Time Equivalents</u>			<u>Salary &amp; Benefits</u>
	<u>Current</u>	<u>Requested</u>	<u>Adopted</u>	
Account Clerk III	1.00	1.00	1.00	\$45,064
Accountant-Auditor I	1.00	1.00	1.00	\$66,138
Treasurer-Tax Collector	1.00	1.00	1.00	\$117,060
Senior Accounting Technician	2.00	2.00	2.00	\$108,815
Workers Compensation	0.00	0.00	0.00	\$1,425
Salary Transfer	0.00	0.00	0.00	\$10,000
Benefit cashout	0.00	0.00	0.00	\$7,050
Furlough Savings	0.00	0.00	0.00	\$-8,403
<b>Total</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>\$347,149</b>

## LAW AND JUSTICE SERVICES

Budget Unit Name	B/U No.	Page	Appropriation	Total
<b>Child Support Services</b>		89		
Child Support Services	204-1	91	\$6,397,071	\$ 6,397,071
<b>District Attorney</b>		93		
Child Abduction Unit	205-5	95	\$306,542	
Criminal Grants	205-8	97	\$1,799,474	
Criminal Prosecution	205-1	99	\$6,180,416	
Insurance Fraud Grants	205-9	101	\$205,830	
Special Investigation (YONET)	205-3	102	\$138,828	
Victim Witness	205-4	103	\$305,440	\$8,936,530
<b>Probation</b>		105		
Administration	261-1	107	\$1,076,118	
AB 1913 Juvenile Justice	261-7	109	\$528,130	
Care of Court Wards	575-1	110	\$2,809,916	
Detention	261-3	111	\$2,437,297	
Service Unit	261-6	113	\$1,693,289	
Work Program	261-4	115	\$812,458	\$9,357,208
<b>Public Defender</b>		117		
Public Defender	210-1	119	\$3,444,744	\$3,444,744
<b>Public Guardian/Administrator</b>		121		
Public Guardian-Administrator	287-1	122	\$872,564	\$872,564



**LAW AND JUSTICE SERVICES** (continued)

<b>Budget Unit Name</b>	<b>B/U No.</b>	<b>Page</b>	<b>Appropriation</b>	<b>Total</b>
<b>Sheriff-Coroner</b>		123		
Animal Services	280-1	125	\$1,349,847	
Boat Patrol	250-5	127	\$300,909	
Civil Process	240-2	128	\$389,840	
Coroner	286-1	130	\$484,503	
Court Security	240-1	131	\$1,309,913	
Detention	250-9	133	\$10,282,825	
Management	250-2	135	\$1,440,734	
Patrol	250-7	137	\$5,217,282	
Training	251-2	139	<u>\$179,956</u>	
				\$20,955,809
<b>TOTAL</b>				\$49,963,926

# Child Support Services SUMMARY

Budget Category	Actual 2002/2003	Budget 2003/2004	Estimated Actual 2003/2004	Requested 2004/2005	Adopted 2004/2005
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$4,966,749	\$5,219,148	\$4,911,908	\$5,247,463	\$5,127,689
Services & Supplies	\$1,366,387	\$1,064,982	\$1,232,941	\$1,269,382	\$1,269,382
Fixed Assets	\$85,936	\$0	\$0	\$0	\$0
Other Charges	\$29,864	\$0	\$0	\$0	\$0
	<b>\$6,448,936</b>	<b>\$6,284,130</b>	<b>\$6,144,849</b>	<b>\$6,516,845</b>	<b>\$6,397,071</b>
<b>REVENUES</b>					
Fees & Charges	\$549	\$0	\$689	\$0	\$0
Federal/State Reimbursement	\$6,548,387	\$6,207,690	\$6,400,259	\$6,368,274	\$6,368,274
Other Revenue	\$48,419	\$76,440	\$14,867	\$28,797	\$28,797
Carry Forward	\$0	\$0	\$0	\$119,774	\$0
	<b>\$6,597,355</b>	<b>\$6,284,130</b>	<b>\$6,415,815</b>	<b>\$6,516,845</b>	<b>\$6,397,071</b>
<b>POSITIONS (FTE)</b>	109.00	109.00	110.00	110.00	97.00

## **MISSION**

The mission of the Department of Child Support Services (DCSS) is to provide professional, prompt, effective and efficient service to the public within the bounds of federal and state regulations, utilizing all available resources for the establishment and collections of child support orders.

## **GOALS AND ACCOMPLISHMENTS 2003-2004**

1. During 2003-04, DCSS increased collections by 2.4% to over \$14 million.
2. The department continued the project of scanning and archiving old case files.
3. DCSS completed a department-wide inventory of assets.
4. The department completed a state audit of incentive funds, resulting in a refund to the county of \$219,402.
5. The department completed the construction project on a 4,000 sq.ft. addition for a computer training facility.
6. The department began planning for conversion to a computer-assisted support enforcement system (CASES), Phase I of the statewide child support collection system. The software was created for a consortium of 38 counties.
7. The department received a grade of 90% on the state regulatory compliance review, a grade that excludes the department from mandatory quarterly reviews for the next fiscal year.
8. The department completed the fiscal year with no state hearing and no formal complaints filed by customers.

## **GOALS AND OBJECTIVES 2004-2005**

1. Plans are being finalized and construction will begin soon for a 4,000 sq. ft. expansion of the facility to provide an adequate training room and file space.
2. The department will complete the financial audit project.
3. The department will increase collections on current support by 10%.

4. The department will continue scanning and archiving old case files.

**SIGNIFICANT CHANGES**

As a result of state budget cuts, the department has reduced its workforce by 21.1% over the last two years. Due to increased costs and flat state allocation, DCSS anticipates an additional 4% decrease in workforce next year by attrition.

# Child Support Services

## CHILD SUPPORT SERVICES BUDGET UNIT DETAIL

<b>Budget Category</b>	<b>Actual 2002/2003</b>	<b>Budget 2003/2004</b>	<b>Estimated Actual 2003/2004</b>	<b>Requested 2004/2005</b>	<b>Adopted 2004/2005</b>
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$4,966,749	\$5,219,148	\$4,911,908	\$5,247,463	\$5,127,689
Services & Supplies	\$1,366,387	\$1,064,982	\$1,232,941	\$1,269,382	\$1,269,382
Fixed Assets	\$85,936	\$0	\$0	\$0	\$0
Other Charges	\$29,864	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$6,448,936</b>	<b>\$6,284,130</b>	<b>\$6,144,849</b>	<b>\$6,516,845</b>	<b>\$6,397,071</b>
<b>REVENUES</b>					
Fees & Charges	\$549	\$0	\$689	\$0	\$0
Federal/State Reimbursement	\$6,548,387	\$6,207,690	\$6,400,259	\$6,368,274	\$6,368,274
Other Revenue	\$48,419	\$76,440	\$14,867	\$28,797	\$28,797
Carry Forward	\$0	\$0	\$0	\$119,774	\$0
<b>Total</b>	<b>\$6,597,355</b>	<b>\$6,284,130</b>	<b>\$6,415,815</b>	<b>\$6,516,845</b>	<b>\$6,397,071</b>

### **BUDGET UNIT DESCRIPTION**

Budget Unit 204-1 (Fund 115). This budget unit finances the activities of the department of Child Support Services (DCSS). Child support enforcement is a federally mandated program and is subject to state and federal regulations. The department's main goal is to collect funds for the support of children from absent parents who have the financial ability to support them.

### **PROGRAM SUMMARIES**

In 2002-03, Child Support Services completed the state mandated transition from a division of the District Attorney's office to a fully independent department under the county Board of Supervisors. The process of case audits continues. To date, over two-thirds of the department's case files have been fully audited since conversion to the KIDZ system, a software program written for a consortium of county child support agencies. This project was complete in 2003-04. Once the case records have been audited, the KIDZ system will continue to calculate interest automatically so the account balances will be easily accessible and accurate. The department is on course to increase collections over last year by 8% to 10%. Total collections are expected to be near \$14 million. Two-thirds of the monies collected by the department are disbursed directly to the families for support of non-aided children. The remaining one-third is recouped on cases with aided families.

**POSITION SUMMARY**

<b>Position Classification</b>	<b>Full-Time Equivalents</b>			<b>Salary &amp; Benefits</b>
	<b>Current</b>	<b>Requested</b>	<b>Adopted</b>	
Account Clerk III	10.00	10.00	7.00	\$243,448
Accounting Technician	3.00	3.00	3.00	\$92,775
Administrative Assistant	1.00	1.00	1.00	\$62,578
Administrative Clerk II - 1	33.00	33.00	28.00	\$950,556
Technical Support Spec. III	1.00	1.00	1.00	\$72,404
Data Services Coordinator/Prog	1.00	1.00	1.00	\$64,666
Departmental Analyst	5.00	5.00	5.00	\$269,674
District Attorney Enforce Off	1.00	1.00	0.00	\$0
Child Support Officer II	25.00	25.00	24.00	\$1,194,773
Legal Secretary II	1.00	1.00	1.00	\$50,613
Program Director - 7	1.00	1.00	1.00	\$0
Staff Services Analyst II	1.00	1.00	1.00	\$75,958
Storekeeper	1.00	1.00	0.00	\$0
Supervising Child Support Off	5.00	5.00	5.00	\$352,201
Business Services Manager	2.00	2.00	2.00	\$170,720
Business Services Supervisor	1.00	1.00	1.00	\$13,854
Senior Accounting Technician	1.00	1.00	1.00	\$56,792
Child Support Ombudsperson	1.00	1.00	1.00	\$76,270
Senior Child Support Officer	8.00	8.00	7.00	\$379,157
Director of Child Support Serv	1.00	1.00	1.00	\$143,019
Asst. Dir of Child Support Serv	1.00	1.00	1.00	\$0
Child Support Assistant	2.00	2.00	2.00	\$98,033
Child Support Attorney V	4.00	4.00	3.00	\$342,123
Workers Compensation	0.00	0.00	0.00	\$40,624
Extra Help	0.00	0.00	0.00	\$133,037
Benefit Cashout	0.00	0.00	0.00	\$39,616
Salary Transfer	0.00	0.00	0.00	\$324,572
Furlough Savings	0.00	0.00	0.00	\$-119,774
<b>Total</b>	<b>110.00</b>	<b>110.00</b>	<b>97.00</b>	<b>\$5,127,689</b>

# District Attorney SUMMARY

Budget Category	Actual 2002/2003	Budget 2003/2004	Estimated Actual 2003/2004	Requested 2004/2005	Adopted 2004/2005
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$6,892,518	\$7,958,343	\$6,916,745	\$7,604,023	\$7,464,654
Services & Supplies	\$840,668	\$1,013,782	\$749,663	\$1,011,948	\$1,011,948
Fixed Assets	\$17,312	\$72,000	\$32,254	\$191,952	\$191,952
Other Charges	\$96,970	\$159,931	\$129,199	\$143,000	\$143,000
Expense Reimbursement	\$-19,078	\$-26,724	\$-19,524	\$-28,282	\$-28,282
Operating Transfers Out	\$41,469	\$0	\$46,502	\$153,258	\$153,258
	<b>\$7,869,859</b>	<b>\$9,177,332</b>	<b>\$7,854,839</b>	<b>\$9,075,899</b>	<b>\$8,936,530</b>
<b>REVENUES</b>					
Public Safety Sales Tax	\$2,364,646	\$2,532,503	\$2,541,784	\$2,634,787	\$2,624,457
General Fund	\$2,179,328	\$2,874,345	\$2,874,345	\$2,882,684	\$2,882,684
Fees & Charges	\$276,758	\$373,582	\$102,525	\$126,300	\$450,147
Federal/State Reimbursement	\$1,640,764	\$1,936,961	\$1,767,594	\$1,621,327	\$1,683,980
Other Revenue	\$112,492	\$113,319	\$113,319	\$137,686	\$137,686
Operating Transfers In	\$693,414	\$833,835	\$112,515	\$0	\$0
Local Government Agencies	\$107,992	\$107,182	\$113,612	\$113,130	\$113,130
Tribal Mitigation	\$0	\$0	\$100,000	\$200,000	\$203,000
Loan from Other Funds	\$0	\$312,682	\$0	\$312,000	\$306,542
Carry Forward	\$369,314	\$0	\$262,901	\$0	\$0
Special Revenue Funds	\$4,323	\$0	\$3,728	\$25,000	\$25,000
General Fund Adjustment	\$0	\$93,223	\$93,223	\$93,223	\$509,904
	<b>\$7,749,031</b>	<b>\$9,177,632</b>	<b>\$8,085,546</b>	<b>\$8,146,137</b>	<b>\$8,936,530</b>
<b>POSITIONS (FTE)</b>	109.00	108.00	107.00	106.00	105.00

## **MISSION**

Perform the duties of District Attorney and enforce the laws of the State of California and the cities and County of Yolo as well as the U.S. Constitution. Prosecute with integrity and courage, treat all people with dignity, seek justice for victims of crime and use common sense and fairness in the pursuit of justice. Work with law enforcement, the community and other agencies to improve Yolo County.

## **GOALS AND OBJECTIVES 2004-2005**

Departmental goals are to perform all the duties of the District Attorney's Office.

## **SIGNIFICANT CHANGES**

Additional general funds are budgeted to maintain criminal prosecution programs. This funding includes the backfill of one-time funds budgeted in 2003-04 and additional resources to finance funding gaps in several criminal grant programs including gang violence suppression, juvenile accountability and anti-drug abuse. State funding for the tobacco smoking enforcement has been eliminated and the program staff have been moved to other programs in the District Attorney's office.

The unfunded supplemental request list includes this program.

The loan from other funds is recommended to offset the deferral of state mandate reimbursement revenues in the child abduction budget. State reimbursements are scheduled to begin in 2006-07.

**POINTS OF ISSUE**

Funding issues continue in the welfare fraud program primarily resulting from significant reductions in funding from Employment and Social Services and program priorities. The County Administrative Office recommends hiring a consultant to research the ongoing structure and funding of this program and report back to the Board in December 2004. Pending the outcome of the report, staff recommends that \$218,500 be set aside in contingency to finance any shortfall in funding for this program.

# District Attorney

## CHILD ABDUCTION UNIT BUDGET UNIT DETAIL

<u>Budget Category</u>	<u>Actual 2002/2003</u>	<u>Budget 2003/2004</u>	<u>Estimated Actual 2003/2004</u>	<u>Requested 2004/2005</u>	<u>Adopted 2004/2005</u>
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$271,724	\$238,582	\$220,634	\$254,213	\$248,755
Services & Supplies	\$35,117	\$46,100	\$14,928	\$36,787	\$36,787
Other Charges	\$5,709	\$28,000	\$5,710	\$2,000	\$2,000
Operating Transfers Out	\$16,336	\$0	\$16,336	\$19,000	\$19,000
<b>Total</b>	<b>\$328,886</b>	<b>\$312,682</b>	<b>\$257,608</b>	<b>\$312,000</b>	<b>\$306,542</b>
<b>REVENUES</b>					
Federal/State Reimbursement	\$0	\$0	\$0	\$0	\$0
Other Revenue	\$2,297	\$0	\$0	\$0	\$0
Loan from Other Funds	\$0	\$312,682	\$0	\$312,000	\$306,542
Carry Forward	\$326,589	\$0	\$262,901	\$0	\$0
<b>Total</b>	<b>\$328,886</b>	<b>\$312,682</b>	<b>\$262,901</b>	<b>\$312,000</b>	<b>\$306,542</b>

### **BUDGET UNIT DESCRIPTION**

Budget Unit 205-5 (Fund 116). This budget unit was created in 1996 pursuant to the child abduction and recovery mandate. This unit actively assists in the resolution of child custody and visitation problems and the enforcement of custody and visitation orders. By state mandate, this unit is charged with performing all actions necessary to locate and return children by use of any appropriate civil or criminal proceeding and complying with other court orders relating to child custody or visitation as provided in state family code.

### **PROGRAM SUMMARIES**

The child abduction unit functions include obtaining compliance with court orders relating to child custody or visitation proceedings and the enforcement of child custody or visitation orders. Within the scope of these functions, the unit establishes contact with children and other involved persons, receives reports and requests for assistance, and mediates with or advises involved individuals. A critical function of the unit is locating missing or concealed offenders and children. All appropriate civil or criminal court actions are utilized to secure compliance with court orders. Finally, the unit deals with cases involving child custody or visitation orders from other jurisdictions. These cases may include, but are not limited to: utilization of the Uniform Child Custody Jurisdiction Act, the Federal Parental Kidnapping Prevention Act and the Hague Convention of October 1980 concerning the civil aspects of international child abduction.

### **Significant Changes:**

The state's budget provides that reimbursement revenues for state-mandated programs will begin in 2006-07. As a result of this fiscal uncertainty, staff recommends that the department continue to prudently manage program costs. A loan of county funds is provided to finance program services.



**POSITION SUMMARY**

<b>Position Classification</b>	<b>Full-Time Equivalents</b>			<b>Salary &amp; Benefits</b>
	<b>Current</b>	<b>Requested</b>	<b>Adopted</b>	
Deputy District Attorney V	1.00	1.00	1.00	\$116,380
District Attorney Enforce Off	1.00	1.00	1.00	\$0
DA Investigator II	1.00	1.00	1.00	\$82,126
Legal Secretary II	1.00	1.00	1.00	\$48,616
Workers Compensation	0.00	0.00	0.00	\$1,995
Benefit Cashout	0.00	0.00	0.00	\$3,950
Shift Differential Pay	0.00	0.00	0.00	\$1,146
Furlough Savings	0.00	0.00	0.00	-\$5,458
<b>Total</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>\$248,755</b>

# District Attorney

## CRIMINAL GRANTS BUDGET UNIT DETAIL

<u>Budget Category</u>	<u>Actual 2002/2003</u>	<u>Budget 2003/2004</u>	<u>Estimated Actual 2003/2004</u>	<u>Requested 2004/2005</u>	<u>Adopted 2004/2005</u>
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$1,362,130	\$1,470,173	\$1,448,677	\$1,497,088	\$1,459,510
Services & Supplies	\$194,872	\$119,060	\$113,085	\$78,507	\$78,507
Fixed Assets	\$5,853	\$0	\$0	\$46,526	\$46,526
Other Charges	\$91,261	\$103,931	\$72,947	\$111,000	\$111,000
Operating Transfers Out	\$0	\$0	\$0	\$103,931	\$103,931
<b>Total</b>	<b>\$1,654,116</b>	<b>\$1,693,164</b>	<b>\$1,634,709</b>	<b>\$1,837,052</b>	<b>\$1,799,474</b>
<b>REVENUES</b>					
Federal/State Reimbursement	\$1,171,874	\$1,145,081	\$1,109,866	\$985,760	\$985,760
Other Revenue	\$110,195	\$113,319	\$113,319	\$137,686	\$137,686
General Fund Adjustment	\$0	\$0	\$0	\$0	\$241,264
General Fund	\$338,731	\$434,764	\$434,764	\$434,764	\$434,764
<b>Total</b>	<b>\$1,620,800</b>	<b>\$1,693,164</b>	<b>\$1,657,949</b>	<b>\$1,558,210</b>	<b>\$1,799,474</b>

### **BUDGET UNIT DESCRIPTION**

Budget Unit 205-8 (Funds 116 & 044). This unit was created to segregate criminal grants from those grants included in the insurance fraud budget and from the District Attorney's criminal prosecution budget.

### **PROGRAM SUMMARIES**

The grant programs and budgeted appropriations are:

Vehicle Theft Deterrence, \$137,686  
 Local Law Enforcement Block Grants, \$115,811  
 Spousal Abuser Prosecution, \$168,622  
 Anti-Drug Abuse, \$346,107  
 Major Narcotics Vendor, \$106,619  
 Statutory Rape, \$124,471  
 Elder Abuse, \$115,811  
 Violence Against Women, \$166,008  
 Gang Violence Suppression, \$429,949  
 Juvenile Accountability Incentive, \$115,500  
 Gun Violence, \$53,642  
 State Block Grants, \$71,127

**POSITION SUMMARY**

<b>Position Classification</b>	<b>Full-Time Equivalents</b>			<b>Salary &amp; Benefits</b>
	<b>Current</b>	<b>Requested</b>	<b>Adopted</b>	
Deputy District Attorney V	9.00	9.00	9.00	\$995,128
Deputy Probation Officer II	2.00	1.00	1.00	\$71,054
DA Investigator II	5.00	5.00	4.00	\$261,652
Senior Social Worker	1.00	1.00	1.00	\$57,637
Overtime	0.00	0.00	0.00	\$67,475
Standby Pay	0.00	0.00	0.00	\$2,268
Workers Compensation	0.00	0.00	0.00	\$8,475
Extra Help	0.00	0.00	0.00	\$33,389
Furlough Savings	0.00	0.00	0.00	\$-37,568
<b>Total</b>	<b>17.00</b>	<b>16.00</b>	<b>15.00</b>	<b>\$1,459,510</b>

# District Attorney

## CRIMINAL PROSECUTION BUDGET UNIT DETAIL

<b>Budget Category</b>	<b>Actual 2002/2003</b>	<b>Budget 2003/2004</b>	<b>Estimated Actual 2003/2004</b>	<b>Requested 2004/2005</b>	<b>Adopted 2004/2005</b>
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$4,795,366	\$5,722,063	\$4,737,638	\$5,287,689	\$5,208,196
Services & Supplies	\$532,966	\$757,967	\$536,194	\$815,467	\$815,467
Fixed Assets	\$11,459	\$72,000	\$32,254	\$121,426	\$121,426
Other Charges	\$0	\$28,000	\$27,460	\$5,000	\$5,000
Operating Transfers Out	\$25,133	\$0	\$27,460	\$30,327	\$30,327
<b>Total</b>	<b>\$5,364,924</b>	<b>\$6,580,030</b>	<b>\$5,361,006</b>	<b>\$6,259,909</b>	<b>\$6,180,416</b>
<b>REVENUES</b>					
Fees & Charges	\$276,758	\$373,582	\$102,525	\$126,300	\$450,147
Public Safety Sales Tax	\$2,295,071	\$2,422,914	\$2,432,033	\$2,491,285	\$2,491,285
Federal/State Reimbursement	\$152,476	\$416,895	\$256,293	\$285,254	\$325,254
Carry Forward	\$42,725	\$0	\$0	\$0	\$0
Operating Transfers In	\$693,414	\$833,835	\$112,515	\$0	\$0
Tribal Mitigation	\$0	\$0	\$100,000	\$200,000	\$203,000
General Fund Adjustment	\$0	\$93,223	\$93,223	\$93,223	\$268,640
General Fund	\$1,811,919	\$2,439,581	\$2,439,581	\$2,412,927	\$2,442,090
<b>Total</b>	<b>\$5,272,363</b>	<b>\$6,580,030</b>	<b>\$5,536,170</b>	<b>\$5,608,989</b>	<b>\$6,180,416</b>

### **BUDGET UNIT DESCRIPTION**

Budget Unit 205-1 (Funds 117, 043 & 046) and Budget Unit 205-7 (Fund 042). The District Attorney office's primary division is the criminal prosecution division.

The criminal division is responsible for the prosecution of adult and juvenile felonies as well as misdemeanors committed in Yolo County. All attorneys appear in Superior Court and are responsible for calendar coverage and charging of cases.

### **PROGRAM SUMMARIES**

The programs and budgeted appropriations are:

Criminal Prosecution, \$5,708,277  
 Multi-Disciplinary Interview Center, \$140,981  
 Child Support Investigations, \$174,232  
 Welfare Fraud, \$434,500  
 Elder Abuse, \$165,170  
 COPS Grant, \$55,000  
 Asset Forfeiture Funds, \$47,327

**POSITION SUMMARY**

<b>Position Classification</b>	<b>Full-Time Equivalents</b>			<b>Salary &amp; Benefits</b>
	<b>Current</b>	<b>Requested</b>	<b>Adopted</b>	
Asst. Chief Deputy Dist. Atty.	1.00	1.00	1.00	\$128,928
Chief Deputy Dist. Attorney	1.00	1.00	1.00	\$137,089
Deputy District Attorney IV/V	19.00	19.00	19.00	\$2,160,390
Chief DA Investigator	1.00	1.00	1.00	\$103,610
District Attorney	1.00	1.00	1.00	\$154,855
District Attorney Enforce Off	6.00	6.00	6.00	\$415,612
DA Investigator II	14.00	14.00	14.00	\$1,359,173
Legal Secretary/Legal Process Clerk	18.00	18.00	18.00	\$807,786
Information Technology Asst.	1.00	1.00	1.00	\$0
Staff Services Analyst II	2.00	2.00	2.00	\$123,485
Supervising DA Investigator	3.00	3.00	3.00	\$289,469
Supervising Legal Secretary	1.00	1.00	1.00	\$49,602
Business Services Manager	3.00	3.00	3.00	\$161,186
Business Services Officer	1.00	1.00	1.00	\$73,230
Office Support Specialist	2.00	2.00	2.00	\$0
DA Information Systems Coord	1.00	1.00	1.00	\$72,982
Social Worker Practitioner	1.00	1.00	1.00	\$0
Extra Help	0.00	0.00	0.00	\$16,742
Salary Savings	0.00	0.00	0.00	\$-218,481
Overtime	0.00	0.00	0.00	\$16,175
Standby Pay	0.00	0.00	0.00	\$5,796
Benefit Cashout	0.00	0.00	0.00	\$74,596
Salary Transfer	0.00	0.00	0.00	\$-580,698
Furlough Savings	0.00	0.00	0.00	\$-143,331
<b>Total</b>	<b>76.00</b>	<b>76.00</b>	<b>76.00</b>	<b>\$5,208,196</b>

# District Attorney

## INSURANCE FRAUD GRANTS BUDGET UNIT DETAIL

<u>Budget Category</u>	<u>Actual 2002/2003</u>	<u>Budget 2003/2004</u>	<u>Estimated Actual 2003/2004</u>	<u>Requested 2004/2005</u>	<u>Adopted 2004/2005</u>
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$139,488	\$171,947	\$174,540	\$185,340	\$178,830
Services & Supplies	\$9,615	\$17,053	\$18,611	\$3,000	\$3,000
Fixed Assets	\$0	\$0	\$0	\$24,000	\$24,000
<b>Total</b>	<b>\$149,103</b>	<b>\$189,000</b>	<b>\$193,151</b>	<b>\$212,340</b>	<b>\$205,830</b>
<b>REVENUES</b>					
Federal/State Reimbursement	\$130,377	\$189,000	\$204,521	\$177,347	\$200,000
General Fund	\$28,678	\$0	\$0	\$34,993	\$5,830
<b>Total</b>	<b>\$159,055</b>	<b>\$189,000</b>	<b>\$204,521</b>	<b>\$212,340</b>	<b>\$205,830</b>

### **BUDGET UNIT DESCRIPTION**

Budget Unit 205-9 (Fund 116). This budget unit manages grants from the State of California Insurance Commissioner to reduce the incidence of fraud. The program was restructured in 2003-04 to include funding for a district attorney enforcement officer.

<u>Position Classification</u>	<u>Full-Time Equivalents</u>			<u>Salary &amp; Benefits</u>
	<u>Current</u>	<u>Requested</u>	<u>Adopted</u>	
Deputy District Attorney V	1.00	1.00	1.00	\$28,089
DA Investigator II	1.00	1.00	1.00	\$93,858
DA Enforcement Officer	1.00	1.00	1.00	\$60,387
Workers Compensation	0.00	0.00	0.00	\$671
Furlough Savings	0.00	0.00	0.00	\$-4,175
<b>Total</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>\$178,830</b>

# District Attorney

## SPECIAL INVESTIGATIONS (YONET) BUDGET UNIT DETAIL

<u>Budget Category</u>	<u>Actual 2002/2003</u>	<u>Budget 2003/2004</u>	<u>Estimated Actual 2003/2004</u>	<u>Requested 2004/2005</u>	<u>Adopted 2004/2005</u>
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$96,047	\$103,143	\$99,403	\$107,908	\$105,324
Services & Supplies	\$54,768	\$57,201	\$57,862	\$61,786	\$61,786
Expense Reimbursement	\$-19,078	\$-26,724	\$-19,524	\$-28,282	\$-28,282
Operating Transfers Out	\$0	\$0	\$2,706	\$0	\$0
<b>Total</b>	<b>\$131,737</b>	<b>\$133,620</b>	<b>\$140,447</b>	<b>\$141,412</b>	<b>\$138,828</b>
<b>REVENUES</b>					
Public Safety Sales Tax	\$22,738	\$26,738	\$26,835	\$28,282	\$25,698
Local Government Agencies	\$107,992	\$107,182	\$113,612	\$113,130	\$113,130
<b>Total</b>	<b>\$130,730</b>	<b>\$133,920</b>	<b>\$140,447</b>	<b>\$141,412</b>	<b>\$138,828</b>

### **BUDGET UNIT DESCRIPTION**

Budget Unit 205-3 (Fund 117). This budget unit is responsible for special investigations, Yolo County Narcotics Enforcement Team (YONET). The program goals are to diminish the availability and use of illegal drugs in the city and county boundaries designated by each participating agency and apprehend the responsible offenders, thereby increasing public safety.

<b><u>POSITION SUMMARY</u></b>				
<b><u>Position Classification</u></b>	<b>Full-Time Equivalents</b>			<b><u>Salary &amp; Benefits</u></b>
	<b><u>Current</u></b>	<b><u>Requested</u></b>	<b><u>Adopted</u></b>	
Legal Secretary II	2.00	2.00	2.00	\$107,909
Workers Compensation	0.00	0.00	0.00	\$0
Furlough Savings	0.00	0.00	0.00	\$-2,585
<b>Total</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>\$105,324</b>

# District Attorney

## VICTIM-WITNESS BUDGET UNIT DETAIL

<b>Budget Category</b>	<b>Actual 2002/2003</b>	<b>Budget 2003/2004</b>	<b>Estimated Actual 2003/2004</b>	<b>Requested 2004/2005</b>	<b>Adopted 2004/2005</b>
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$227,763	\$252,435	\$235,853	\$271,785	\$264,039
Services & Supplies	\$13,330	\$16,401	\$8,983	\$16,401	\$16,401
Other Charges	\$0	\$0	\$23,082	\$25,000	\$25,000
<b>Total</b>	<b>\$241,093</b>	<b>\$268,836</b>	<b>\$267,918</b>	<b>\$313,186</b>	<b>\$305,440</b>
<b>REVENUES</b>					
Public Safety Sales Tax	\$46,837	\$82,851	\$82,916	\$115,220	\$107,474
Federal/State Reimbursement	\$186,037	\$185,985	\$196,914	\$172,966	\$172,966
Special Revenue Funds	\$4,323	\$0	\$3,728	\$25,000	\$25,000
<b>Total</b>	<b>\$237,197</b>	<b>\$268,836</b>	<b>\$283,558</b>	<b>\$313,186</b>	<b>\$305,440</b>

### **BUDGET UNIT DESCRIPTION**

Budget Unit 205-4 (Funds 116 & 045). Designated by the Yolo County Board of Supervisors to provide comprehensive victim services for the County of Yolo. The Yolo County Victim/Witness Assistance Center is funded by an annual grant provided by the State Emergency Services department. Services include, but are not limited to: court accompaniment, criminal proceedings updates to victims, referrals to appropriate local service agencies and assistance with completion of crime victim compensation applications.

### **PROGRAM SUMMARIES**

It is the goal of the Victim/Witness Assistance Center to serve crime victims with comprehensive services and to assist victims through the criminal justice process with as little trauma as possible. Center staff refers victims to appropriate service agencies to facilitate recovery from any trauma occurring as a result of their victimization.

This budget includes a \$24,000 transfer to support the Sexual Assault and Domestic Violence Center. This service is funding by restricted special revenue funds.



**POSITION SUMMARY**

<b>Position Classification</b>	<b>Full-Time Equivalents</b>			<b>Salary &amp; Benefits</b>
	<b>Current</b>	<b>Requested</b>	<b>Adopted</b>	
Legal Secretary II	1.00	1.00	1.00	\$44,776
Victim Witness Coordinator	1.00	1.00	1.00	\$60,548
Victim Witness Program Asst.	2.00	2.00	2.00	\$163,371
Senior Victim Witness Prog Ast	1.00	1.00	1.00	\$0
Benefit Cashout	0.00	0.00	0.00	\$2,148
Furlough Savings	0.00	0.00	0.00	-\$6,804
<b>Total</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>\$264,039</b>

# Probation SUMMARY

<b>Budget Category</b>	<b>Actual 2002/2003</b>	<b>Budget 2003/2004</b>	<b>Estimated Actual 2003/2004</b>	<b>Requested 2004/2005</b>	<b>Adopted 2004/2005</b>
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$4,422,761	\$4,799,739	\$5,017,093	\$5,455,472	\$5,863,686
Services & Supplies	\$896,679	\$806,233	\$837,529	\$711,938	\$718,522
Fixed Assets	\$15,914	\$0	\$0	\$0	\$22,500
Other Charges	\$2,577,878	\$2,750,000	\$2,565,733	\$2,690,000	\$2,667,500
Operating Transfers Out	\$67,937	\$0	\$0	\$85,000	\$85,000
Intrafund Transfers	\$0	\$161,422	\$0	\$0	\$0
	<b>\$7,981,169</b>	<b>\$8,517,394</b>	<b>\$8,420,355</b>	<b>\$8,942,410</b>	<b>\$9,357,208</b>
<b>REVENUES</b>					
Public Safety Sales Tax	\$2,500,265	\$2,544,162	\$2,551,982	\$2,607,766	\$2,607,766
General Fund	\$1,050,295	\$1,172,293	\$1,502,669	\$1,403,510	\$1,286,420
ACO Fund	\$0	\$38,500	\$27,000	\$0	\$0
Fees & Charges	\$464,499	\$625,032	\$785,972	\$1,045,396	\$1,045,396
Federal/State Reimbursement	\$2,012,750	\$2,267,342	\$2,515,409	\$2,329,696	\$2,329,696
Interest/Investment Income	\$22,116	\$42,000	\$8,068	\$20,000	\$20,000
Other Revenue	\$64,838	\$69,950	\$136,511	\$18,800	\$72,605
Realignment	\$1,158,023	\$1,493,200	\$1,402,100	\$1,493,242	\$1,493,242
Fines/Forfeitures/Other	\$19,546	\$0	\$57,456	\$24,000	\$24,000
Tribal Mitigation	\$0	\$0	\$0	\$0	\$45,000
Replace PS Fund Bal	\$0	\$264,915	\$0	\$0	\$0
General Fund Adjustment	\$0	\$0	\$0	\$0	\$433,083
	<b>\$7,292,332</b>	<b>\$8,517,394</b>	<b>\$8,987,167</b>	<b>\$8,942,410</b>	<b>\$9,357,208</b>
<b>POSITIONS (FTE)</b>	82.00	89.00	91.00	112.00	111.00

## **MISSION**

To protect the public from criminal acts of offenders through crime and delinquency prevention and enforcement of court orders.

## **GOALS AND ACCOMPLISHMENTS 2003-2004**

The department's goals for 2003-04 were to:

1. Enhance public safety through supervision and by holding probationers accountable.
2. Provide safe and secure housing for minors-in-custody conducive to their health and well-being.
3. Continue the new juvenile hall construction planning.
4. Increase federal and state revenues through cross-agency revenue maximization.
5. Maintain compliance with state-mandated placement requirements as defined by Division 31 regulations.

6. Reduce out-of-home placements and their associated costs.

### **GOALS AND OBJECTIVES 2004-2005**

Departmental goals for 2004-05 are to:

1. Enhance public safety through holding accountable those offenders placed in the community by the Court, monitoring compliance with conditions of probation and taking enforcement action when needed.
2. Enhance public safety and judicial decision-making by conducting thorough investigations and providing reports containing case sentencing/dispositional recommendations in adult criminal and juvenile delinquency matters.
3. Maintain compliance with all state reporting requirements relative to court-ordered juvenile out-of-home placements and continue striving to minimize such placements.
4. Enhance public safety by providing safe and secure housing for minors requiring a custody setting, while providing services conducive to the healthy development of those minors.
5. Continue providing input and assistance with the construction of the new juvenile detention facility, with occupancy projected for mid-2005.
6. Addresses forthcoming challenges relative to the new juvenile hall increased population and the transportation of in-custody minors.
7. Maintain aggressive awareness relative to funding sources to include agency partnering and grant application.
8. Address challenges in recruiting and retaining staff.
9. Maintain staff training standards, as required by law and the California Board of Corrections.

### **SIGNIFICANT CHANGES**

The Probation Department is preparing to move into the new juvenile hall in July 2005. With the move are associated challenges, including hiring additional staff, planning for increased transportation needs at the new hall and planning for the transition of juveniles to the new facility.

#### **SALARIES AND BENEFITS:**

To meet Board of Corrections' requirements for opening the new juvenile hall, 21 new positions have been added to detention unit to cover partial-year funding. This will require additional general fund allocation to finance the new staff.

An additional deputy probation officer for the service unit has been recommended. Position is to be funded with tribal mitigation funds.

Probation department management has indicated that deputy probation officers have been assigned, as work load allows, to help reduce the probation supervision backlogs. The additional tribal position will provide further staffing flexibility in this regard.

# Probation

## ADMINISTRATION BUDGET UNIT DETAIL

<b>Budget Category</b>	<b>Actual 2002/2003</b>	<b>Budget 2003/2004</b>	<b>Estimated Actual 2003/2004</b>	<b>Requested 2004/2005</b>	<b>Adopted 2004/2005</b>
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$826,611	\$873,498	\$861,783	\$924,601	\$901,668
Services & Supplies	\$178,583	\$180,000	\$215,840	\$174,450	\$174,450
Fixed Assets	\$4,980	\$0	\$0	\$0	\$0
Other Charges	\$13,810	\$14,000	\$0	\$0	\$0
<b>Total</b>	<b>\$1,023,984</b>	<b>\$1,067,498</b>	<b>\$1,077,623</b>	<b>\$1,099,051</b>	<b>\$1,076,118</b>
<b>REVENUES</b>					
Public Safety Sales Tax	\$530,538	\$571,425	\$573,517	\$585,711	\$585,711
Fees & Charges	\$1,418	\$3,600	\$2,512	\$3,600	\$3,600
ACO Fund	\$0	\$27,000	\$27,000	\$0	\$0
General Fund	\$447,008	\$465,473	\$465,473	\$509,740	\$486,807
<b>Total</b>	<b>\$978,964</b>	<b>\$1,067,498</b>	<b>\$1,068,502</b>	<b>\$1,099,051</b>	<b>\$1,076,118</b>

### **BUDGET UNIT DESCRIPTION**

Budget Unit 261-1 (Fund 117). This budget unit finances the administration of the Probation department and includes support costs of probation services to the client population and administration.

### **PROGRAM SUMMARIES**

The chief probation officer is responsible for the overall administration of the department. The chief probation officer coordinates broad-scale activity of probation services among the various department divisions as well as other departments within the county. The assistant chief probation officer assists in administrative functions and manages officer training. Duties of the business services manager include: Preparing and administering the department's budget, including purchasing, payroll, inventory, contract and grant maintenance; general accounting functions; management of the department's clerical support structure; maintenance of all personnel, administrative and probation case records. Most general clerical support positions are within this unit.

**POSITION SUMMARY**

<b>Position Classification</b>	<b>Full-Time Equivalents</b>			<b>Salary &amp; Benefits</b>
	<b>Current</b>	<b>Requested</b>	<b>Adopted</b>	
Administrative Assistant	1.00	1.00	1.00	\$58,664
Administrative Clerk II - 1	2.00	3.00	3.00	\$100,066
Administrative Clerk IV	2.00	1.00	1.00	\$54,141
Asst. County Probation Officer	1.00	1.00	1.00	\$114,580
County Probation Officer	1.00	1.00	1.00	\$133,454
Secretary II	7.00	6.00	6.00	\$256,364
Secretary to the Dir.-Nonsup	1.00	1.00	1.00	\$58,393
Senior Accounting Technician	1.00	1.00	1.00	\$47,633
Probation Program Manager	1.00	1.00	1.00	\$84,806
Workers Compensation	0.00	0.00	0.00	\$16,500
Furlough Savings	0.00	0.00	0.00	\$-22,933
<b>Total</b>	<b>17.00</b>	<b>16.00</b>	<b>16.00</b>	<b>\$901,668</b>

# Probation

## AB 1913: JUVENILE JUSTICE BUDGET UNIT DETAIL

<u>Budget Category</u>	<u>Actual 2002/2003</u>	<u>Budget 2003/2004</u>	<u>Estimated Actual 2003/2004</u>	<u>Requested 2004/2005</u>	<u>Adopted 2004/2005</u>
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$214,406	\$243,602	\$243,853	\$254,099	\$247,515
Services & Supplies	\$319,666	\$222,161	\$253,661	\$169,031	\$175,615
Other Charges	\$43,250	\$0	\$71,524	\$20,000	\$20,000
Intrafund Transfers	\$0	\$161,422	\$0	\$0	\$0
Operating Transfers Out	\$67,937	\$0	\$0	\$85,000	\$85,000
<b>Total</b>	<b>\$645,259</b>	<b>\$627,185</b>	<b>\$569,038</b>	<b>\$528,130</b>	<b>\$528,130</b>
<b>REVENUES</b>					
Federal/State Reimbursement	\$519,113	\$585,185	\$508,130	\$508,130	\$508,130
Interest/Investment Income	\$22,116	\$42,000	\$8,068	\$20,000	\$20,000
<b>Total</b>	<b>\$541,229</b>	<b>\$627,185</b>	<b>\$516,198</b>	<b>\$528,130</b>	<b>\$528,130</b>

### **BUDGET UNIT DESCRIPTION**

Budget Unit 261-7 (Fund 063). This budget unit finances costs associated with programs implemented under the Juvenile Justice Crime Prevention Act, also known as "AB 1913." Funds cover probation staff costs, as well as those associated with assessment/counseling services provided by other public agencies and community-based organizations.

### **PROGRAM SUMMARIES**

Programs funded include: Juvenile Drug Court and Intervention Program, Juvenile Violence Court and Intervention Program and Yolo County Conservation Program. Services are provided to identified juvenile offenders and their families. Partnering agencies include: Yolo County Alcohol, Drug and Mental Health Department; Yolo County Office of Education; CommuniCare, Inc.; and Hands Together, Inc. Overall program goals include the prevention of and effective intervention in juvenile delinquency matters.

<b><u>POSITION SUMMARY</u></b>				
<b><u>Position Classification</u></b>	<b>Full-Time Equivalents</b>			<b>Salary &amp; Benefits</b>
	<b>Current</b>	<b>Requested</b>	<b>Adopted</b>	
Deputy Probation Officer II	2.00	2.00	2.00	\$128,527
Secretary II	1.00	1.00	1.00	\$43,592
Supervising Probation Officer	1.00	1.00	1.00	\$80,870
Workers Compensation	0.00	0.00	0.00	\$1,110
Furlough Savings	0.00	0.00	0.00	\$-6,584
<b>Total</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>\$247,515</b>

# Probation

## CARE OF COURT WARDS BUDGET UNIT DETAIL

<u>Budget Category</u>	<u>Actual 2002/2003</u>	<u>Budget 2003/2004</u>	<u>Estimated Actual 2003/2004</u>	<u>Requested 2004/2005</u>	<u>Adopted 2004/2005</u>
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$46,801	\$50,013	\$113,779	\$121,364	\$118,334
Services & Supplies	\$26,917	\$32,872	\$21,870	\$21,582	\$21,582
Fixed Assets	\$0	\$0	\$0	\$0	\$22,500
Other Charges	\$2,510,952	\$2,730,000	\$2,489,709	\$2,670,000	\$2,647,500
<b>Total</b>	<b>\$2,584,670</b>	<b>\$2,812,885</b>	<b>\$2,625,358</b>	<b>\$2,812,946</b>	<b>\$2,809,916</b>
<b>REVENUES</b>					
Public Safety Sales Tax	\$489,604	\$420,649	\$420,649	\$420,649	\$420,649
Federal/State Reimbursement	\$818,135	\$860,455	\$950,213	\$945,364	\$945,364
Realignment	\$917,065	\$1,161,142	\$1,161,142	\$1,161,142	\$1,161,142
Other Revenue	\$64,838	\$69,950	\$136,511	\$18,800	\$72,605
Replace PS Fund Bal	\$0	\$78,432	\$0	\$0	\$0
General Fund	\$0	\$222,257	\$300,688	\$266,991	\$210,156
<b>Total</b>	<b>\$2,289,642</b>	<b>\$2,812,885</b>	<b>\$2,969,203</b>	<b>\$2,812,946</b>	<b>\$2,809,916</b>

### **BUDGET UNIT DESCRIPTION**

Budget Unit 575-1 (Fund 117). This budget unit funding provides for services and material needs for minors who have been adjudged wards of the court for delinquent conduct and who have been ordered placed out of the parental home into residential treatment in a group home, foster home or ranch, or the California Youth Authority.

### **PROGRAM SUMMARIES**

Although strenuous efforts are made to address issues of delinquency with the offender remaining in the parental home and the community, placement is sometimes required for purposes of treatment and/or preventing future delinquent behavior. All placements out of the parental home are court-ordered. Placements are made throughout California, with a goal of meeting the minor's specific needs while at the same time protecting public safety.

<u>Position Classification</u>	<u>Full-Time Equivalents</u>			<u>Salary &amp; Benefits</u>
	<u>Current</u>	<u>Requested</u>	<u>Adopted</u>	
Deputy Probation Officer II	2.00	2.00	2.00	\$121,134
Workers Compensation	0.00	0.00	0.00	\$230
Furlough Savings	0.00	0.00	0.00	\$-3,030
<b>Total</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>\$118,334</b>

# Probation

## DETENTION BUDGET UNIT DETAIL

<b>Budget Category</b>	<b>Actual 2002/2003</b>	<b>Budget 2003/2004</b>	<b>Estimated Actual 2003/2004</b>	<b>Requested 2004/2005</b>	<b>Adopted 2004/2005</b>
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$1,311,062	\$1,398,361	\$1,527,163	\$1,725,528	\$2,183,822
Services & Supplies	\$240,311	\$243,000	\$236,796	\$253,475	\$253,475
Other Charges	\$4,500	\$0	\$4,500	\$0	\$0
Fixed Assets	\$1,733	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$1,557,606</b>	<b>\$1,641,361</b>	<b>\$1,768,459</b>	<b>\$1,979,003</b>	<b>\$2,437,297</b>
<b>REVENUES</b>					
Public Safety Sales Tax	\$644,656	\$689,906	\$695,954	\$837,373	\$837,373
Federal/State Reimbursement	\$675,502	\$501,414	\$516,611	\$541,414	\$541,414
Realignment	\$0	\$91,100	\$0	\$91,100	\$91,100
Fees & Charges	\$30,115	\$18,430	\$34,931	\$31,200	\$31,200
ACO Fund	\$0	\$11,500	\$0	\$0	\$0
Replace PS Fund Bal	\$0	\$186,483	\$0	\$0	\$0
General Fund Adjustment	\$0	\$0	\$0	\$0	\$433,083
General Fund	\$53,611	\$142,528	\$477,170	\$477,916	\$503,127
<b>Total</b>	<b>\$1,403,884</b>	<b>\$1,641,361</b>	<b>\$1,724,666</b>	<b>\$1,979,003</b>	<b>\$2,437,297</b>

### **BUDGET UNIT DESCRIPTION**

Budget Unit 261-3 (Fund 117). This budget unit finances the operation of the Yolo County Juvenile Hall, which provides temporary detention and treatment programs to minors pending investigation and ultimate disposition by the Juvenile Court.

### **PROGRAM SUMMARIES**

This budget unit maintains the Yolo County juvenile detention facility. It operates under the authority and regulation provided by the California Welfare and Institutions Code, California Penal Code and California Code of Regulations. Security shall be maintained in protecting the community, while at the same time an environment must be provided that is conducive to the healthy development of those incarcerated. Onsite school and mandated medical services are maintained as well as proper recreational activities.

The facility has a California Board of Corrections rated capacity of 30, having expanded from its original 1958 capacity of 12. The population has usually exceeded this even with constant efforts to keep the population low (within guidelines of law, assessment of risk and the minors' welfare). A formal needs assessment was conducted in 2001, which led to the successful grant funding of the 90-bed juvenile hall now under construction.

Of note is the volunteer program, in place now for several years, which is unique in the state. Volunteers visit minors in custody or provide homemade snacks. Minors often report a profound and lasting impact from their experiences with volunteers.



**POSITION SUMMARY**

<b>Position Classification</b>	<b>Full-Time Equivalents</b>			<b>Salary &amp; Benefits</b>
	<b>Current</b>	<b>Requested</b>	<b>Adopted</b>	
Detention Officer II - 6	16.00	16.00	16.00	\$914,270
Secretary III	1.00	1.00	1.00	\$46,561
Probation Program Manager	1.00	1.00	1.00	\$104,622
Asst. Juvenile Hall Superintendent	2.00	2.00	2.00	\$140,187
Supervising Detention Off - 6	4.00	4.00	4.00	\$117,184
Senior Detention Officer - 6	3.00	3.00	3.00	\$242,640
Administrative Assistant	1.00	1.00	1.00	\$56,964
Detention Officer - New Hall	0.00	18.00	18.00	\$355,644
Senior Detention Officer - New Hall	0.00	2.00	2.00	\$40,218
Administrative Clerk III - New Hall	0.00	1.00	1.00	\$7,221
Extra Help	0.00	0.00	0.00	\$8,500
Overtime	0.00	0.00	0.00	\$128,805
Standby Pay	0.00	0.00	0.00	\$5,000
Shift Differential Pay	0.00	0.00	0.00	\$5,000
Workers Compensation	0.00	0.00	0.00	\$39,600
Furlough Savings	0.00	0.00	0.00	\$-28,594
<b>Total</b>	<b>28.00</b>	<b>49.00</b>	<b>49.00</b>	<b>\$2,183,822</b>

# Probation

## SERVICE BUDGET UNIT DETAIL

<b>Budget Category</b>	<b>Actual 2002/2003</b>	<b>Budget 2003/2004</b>	<b>Estimated Actual 2003/2004</b>	<b>Requested 2004/2005</b>	<b>Adopted 2004/2005</b>
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$1,369,785	\$1,545,236	\$1,571,018	\$1,653,977	\$1,652,339
Services & Supplies	\$48,036	\$53,200	\$43,846	\$40,950	\$40,950
Fixed Assets	\$7,827	\$0	\$0	\$0	\$0
Other Charges	\$5,366	\$6,000	\$0	\$0	\$0
Intrafund Transfers	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$1,431,014</b>	<b>\$1,604,436</b>	<b>\$1,614,864</b>	<b>\$1,694,927</b>	<b>\$1,693,289</b>
<b>REVENUES</b>					
Public Safety Sales Tax	\$662,780	\$676,165	\$675,165	\$573,366	\$573,366
Fees & Charges	\$186,031	\$232,700	\$378,750	\$407,448	\$407,448
Fines/Forfeitures/Other	\$19,546	\$0	\$57,456	\$24,000	\$24,000
Federal/State Reimbursement	\$0	\$320,288	\$540,455	\$334,788	\$334,788
Tribal Mitigation	\$0	\$0	\$0	\$0	\$45,000
Realignment	\$240,958	\$240,958	\$240,958	\$241,000	\$241,000
General Fund	\$352,225	\$134,325	\$134,325	\$114,325	\$67,687
<b>Total</b>	<b>\$1,461,540</b>	<b>\$1,604,436</b>	<b>\$2,027,109</b>	<b>\$1,694,927</b>	<b>\$1,693,289</b>

### **BUDGET UNIT DESCRIPTION**

Budget Unit 261-6 (Fund 117). This unit finances probation officer staffing services, as mandated by law and ordered by the Courts, in the areas of juvenile intake, Court investigation/reports and the monitoring and compliance enforcement of those placed on probation in the community.

### **PROGRAM SUMMARIES**

1. **CRIMINAL COURT INVESTIGATIONS:** Preparation of adult sentencing reports and "release on own recognizance" assessment reports.
2. **ADULT SUPERVISION/SERVICES:** These programs include: Domestic violence officer/CalWORKS, sex offender program, adult placement, drug enforcement, general adult supervision and Substance Abuse and Crime Prevention Act.
3. **JUVENILE SUPERVISION AND INTAKE UNIT:** The programs include: Juvenile intake, West Sacramento supervision, intensive supervision and Gang Violence Suppression Grant (also in District Attorney budget).
4. **JUVENILE COURT UNIT AND JUVENILE PLACEMENT AFTERCARE:** The programs include juvenile placement aftercare program and juvenile court officers.

**POSITION SUMMARY**

<b>Position Classification</b>	<b>Full-Time Equivalents</b>			<b>Salary &amp; Benefits</b>
	<b>Current</b>	<b>Requested</b>	<b>Adopted</b>	
Deputy Probation Officer II	16.00	17.00	16.00	\$1,007,874
Probation Program Manager	2.00	2.00	2.00	\$212,720
Supervising Probation Officer	4.00	4.00	4.00	\$316,315
Senior Deputy Probation Off.	6.00	6.00	6.00	\$294,025
Extra Help	0.00	0.00	0.00	\$10,000
Overtime	0.00	0.00	0.00	\$7,200
Salary Transfer	0.00	0.00	0.00	\$-203,672
Workers Compensation	0.00	0.00	0.00	\$54,515
Furlough Savings	0.00	0.00	0.00	\$-46,638
<b>Total</b>	<b>28.00</b>	<b>29.00</b>	<b>28.00</b>	<b>\$1,652,339</b>

# Probation

## WORK PROGRAM BUDGET UNIT DETAIL

<u>Budget Category</u>	<u>Actual 2002/2003</u>	<u>Budget 2003/2004</u>	<u>Estimated Actual 2003/2004</u>	<u>Requested 2004/2005</u>	<u>Adopted 2004/2005</u>
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$654,096	\$689,029	\$699,497	\$775,903	\$760,008
Services & Supplies	\$83,166	\$75,000	\$65,516	\$52,450	\$52,450
Fixed Assets	\$1,374	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$738,636</b>	<b>\$764,029</b>	<b>\$765,013</b>	<b>\$828,353</b>	<b>\$812,458</b>
<b>REVENUES</b>					
Public Safety Sales Tax	\$172,687	\$186,017	\$186,697	\$190,667	\$190,667
Fees & Charges	\$246,935	\$370,302	\$369,779	\$603,148	\$603,148
General Fund	\$197,451	\$207,710	\$125,013	\$34,538	\$18,643
<b>Total</b>	<b>\$617,073</b>	<b>\$764,029</b>	<b>\$681,489</b>	<b>\$828,353</b>	<b>\$812,458</b>

### **BUDGET UNIT DESCRIPTION**

Budget Unit 261-4 (Fund 117). This budget unit finances the department's work program-transportation unit.

### **PROGRAM SUMMARIES**

The work program is an alternative-to-custody program for juvenile and adult offenders. Low-risk offenders are allowed to serve their time by working in the community while being supervised by department staff. Valuable detention facility bedspace is saved, while concurrently allowing the offender to give back to the community. Most referrals are received from the Courts and Sheriff's department, although some juvenile referrals come from diversion programs in local police departments. Adult offenders pay participant fees. Other program income is derived from contracted worksites. Work is also performed at several county department sites. Adult work crews run seven days a week, while juvenile crews run each weekend.

To maximize staff efficiency, the unit also provides in-custody transportation services. Adults are transported to court-ordered residential drug treatment programs, freeing up valuable bedspace and getting the offender directly to treatment in a timely manner. Juvenile transports included from the juvenile hall to and from: courts, other facilities, including residential treatment homes, other juvenile halls, California Youth Authority and medical appointments.

**POSITION SUMMARY**

<b>Position Classification</b>	<b>Full-Time Equivalents</b>			<b>Salary &amp; Benefits</b>
	<b>Current</b>	<b>Requested</b>	<b>Adopted</b>	
Senior Detention Officer	1.00	1.00	1.00	\$70,345
Detention Officer II - 6	8.00	8.00	8.00	\$498,686
Secretary II	1.00	1.00	1.00	\$38,465
Storekeeper	1.00	1.00	1.00	\$44,512
Supervising Detention Off - 6	1.00	1.00	1.00	\$58,454
Extra Help	0.00	0.00	0.00	\$20,000
Overtime	0.00	0.00	0.00	\$5,600
Payoffs	0.00	0.00	0.00	\$5,804
Workers Compensation	0.00	0.00	0.00	\$34,037
Furlough Savings	0.00	0.00	0.00	\$-15,895
<b>Total</b>	<b>12.00</b>	<b>12.00</b>	<b>12.00</b>	<b>\$760,008</b>

# Public Defender SUMMARY

<b>Budget Category</b>	<b>Actual 2002/2003</b>	<b>Budget 2003/2004</b>	<b>Estimated Actual 2003/2004</b>	<b>Requested 2004/2005</b>	<b>Adopted 2004/2005</b>
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$2,630,674	\$2,866,966	\$2,842,441	\$3,149,390	\$3,070,978
Services & Supplies	\$307,524	\$374,689	\$301,491	\$354,039	\$354,039
Fixed Assets	\$0	\$0	\$0	\$0	\$21,227
Intrafund Transfers	\$-322	\$-300	\$-1,469	\$-1,500	\$-1,500
	<b>\$2,937,876</b>	<b>\$3,241,355</b>	<b>\$3,142,463</b>	<b>\$3,501,929</b>	<b>\$3,444,744</b>
<b>REVENUES</b>					
General Fund	\$2,828,408	\$3,134,891	\$2,929,119	\$3,303,092	\$3,134,891
ACO Fund	\$0	\$0	\$0	\$0	\$21,227
Federal/State Reimbursement	\$26,393	\$21,464	\$59,607	\$0	\$0
Other Revenue	\$83,075	\$85,000	\$101,825	\$93,456	\$93,456
Tribal Mitigation	\$0	\$0	\$51,912	\$105,381	\$135,381
General Fund Adjustment	\$0	\$0	\$0	\$0	\$59,789
	<b>\$2,937,876</b>	<b>\$3,241,355</b>	<b>\$3,142,463</b>	<b>\$3,501,929</b>	<b>\$3,444,744</b>
<b>POSITIONS (FTE)</b>	33.00	33.00	32.00	32.00	32.00

## **MISSION**

The Yolo County Public Defender provides all clients with high quality legal representation that protects their liberty and constitutional rights and serves the interests of society in a fair and efficient system of criminal justice.

## **GOALS AND ACCOMPLISHMENTS 2003-2004**

Departmental goals for 2003-04 included:

1. Reorganization and close monitoring of the use of resources and personnel to achieve a higher quality of legal representation while maintaining the fiduciary duty to conserve resources.
2. Identifying and collaborating with both public and private sector partners to create and direct additional resources for innovative criminal justice applications, with a particular focus on the increased use of both legal and social worker interns to alleviate the increasingly heavy work load.
3. Locating and identifying external funding sources that offer the potential of direct funding to the Public Defender's office for expansion of its services; or alternatively, if such direct funding is unavailable, expand collaborative efforts with the courts and other criminal justice system partners to obtain funding that directly benefits Public Defender clients.
4. Completing the design and development of the new web-based public defender case management system, train staff in its use and develop data input protocols to provide a statistical baseline for year-to-year performance analysis.

Additionally, in collaboration with the Auditor-Controller, improvements have been made to the public

defense service fee collection process as recommended in a consultant's independent study. This process improvement is anticipated to significantly increase defense cost reimbursement revenues over time.

### **GOALS AND OBJECTIVES 2004-2005**

Goals for 2004-05 include:

1. Continue reorganization and close monitoring of the deployment of both resources and personnel to achieve a higher quality of legal representation while maintaining the fiduciary duty to Yolo County to conserve its resources.
2. Implement the new web-based public defender case management system, train staff in its use and develop data input protocols to provide a statistical baseline for year-to-year budgetary analysis.
3. Develop and implement in-house training, since external training opportunities are no longer possible due to the current budget shortfall.

### **SIGNIFICANT CHANGES**

Additional tribal mitigation funds are budgeted to finance a greater portion of caseload arising from the Capay Valley area.

It is becoming difficult to manage increasing work loads with existing staff. Since 1999-2000, caseloads have increased in the following amounts:

Year	Annual Increase in Felony Caseload	Number of Felony Cases
2003-04	10.6%	4,620
2002-03	11.2%	4,130
2001-02	8.6%	3,667
2000-01	2.4%	3,352
1999-00	-----	3,272

The department now handles more felony cases than at any other time in county history. The caseload of the average felony attorney has risen from 234 cases per annum to 330 cases per annum. Of the existing cases, approximately 85% are new cases and 15% are probation violations. During the same four-year period, the overall juvenile court caseload has increased from 1,504 to 1,784 (18.6%). The department does not control the size of the caseload.

# Public Defender

## PUBLIC DEFENDER BUDGET UNIT DETAIL

<b>Budget Category</b>	<b>Actual 2002/2003</b>	<b>Budget 2003/2004</b>	<b>Estimated Actual 2003/2004</b>	<b>Requested 2004/2005</b>	<b>Adopted 2004/2005</b>
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$2,630,674	\$2,866,966	\$2,842,441	\$3,149,390	\$3,070,978
Services & Supplies	\$307,524	\$374,689	\$301,491	\$354,039	\$354,039
Fixed Assets	\$0	\$0	\$0	\$0	\$21,227
Intrafund Transfers	\$-322	\$-300	\$-1,469	\$-1,500	\$-1,500
<b>Total</b>	<b>\$2,937,876</b>	<b>\$3,241,355</b>	<b>\$3,142,463</b>	<b>\$3,501,929</b>	<b>\$3,444,744</b>
<b>REVENUES</b>					
Other Revenue	\$83,075	\$85,000	\$101,825	\$93,456	\$93,456
Federal/State Reimbursement	\$26,393	\$21,464	\$59,607	\$0	\$0
Tribal Mitigation	\$0	\$0	\$51,912	\$105,381	\$135,381
ACO Fund	\$0	\$0	\$0	\$0	\$21,227
General Fund Adjustment	\$0	\$0	\$0	\$0	\$59,789
General Fund	\$2,828,408	\$3,134,891	\$2,929,119	\$3,303,092	\$3,134,891
<b>Total</b>	<b>\$2,937,876</b>	<b>\$3,241,355</b>	<b>\$3,142,463</b>	<b>\$3,501,929</b>	<b>\$3,444,744</b>

### **BUDGET UNIT DESCRIPTION**

Budget Unit 210-1 (Fund 110). The Public Defender provides legal services to indigent persons accused of felony and misdemeanor criminal violations; juveniles prosecuted for alleged conduct that would be criminal if they were adults; parents or legal guardians whose children have been taken from them for alleged abuse or neglect; proposed conservatees in mental health (conservatorship) cases; and other persons whose liberty or parenting interest may be affected by the government.



**POSITION SUMMARY**

<b>Position Classification</b>	<b>Full-Time Equivalents</b>			<b>Salary &amp; Benefits</b>
	<b>Current</b>	<b>Requested</b>	<b>Adopted</b>	
Public Defender	1.00	1.00	1.00	\$146,607
Chief Asst. Public Defender	1.00	1.00	1.00	\$136,152
Chief Public Defender Inv.	1.00	1.00	1.00	\$89,336
Deputy Public Defender V	5.00	4.00	4.00	\$517,202
Deputy Public Defender IV	15.00	16.00	16.00	\$1,617,679
Administrative Services Officer	1.00	1.00	1.00	\$88,213
Legal Secretary II	5.00	5.00	5.00	\$217,606
Public Defender Invest. II	3.00	3.00	3.00	\$254,808
Overtime	0.00	0.00	0.00	\$4,775
Benefit Cashout	0.00	0.00	0.00	\$45,749
Salary Transfer	0.00	0.00	0.00	\$11,354
Workers Compensation	0.00	0.00	0.00	\$19,909
Furlough Savings	0.00	0.00	0.00	-\$78,412
<b>Total</b>	<b>32.00</b>	<b>32.00</b>	<b>32.00</b>	<b>\$3,070,978</b>

# Public Guardian-Administrator SUMMARY

Budget Category	Actual 2002/2003	Budget 2003/2004	Estimated Actual 2003/2004	Requested 2004/2005	Adopted 2004/2005
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$611,188	\$663,606	\$629,262	\$704,719	\$687,697
Services & Supplies	\$151,153	\$185,980	\$149,371	\$175,907	\$175,907
Fixed Assets	\$0	\$0	\$0	\$5,960	\$5,960
Other Charges	\$0	\$0	\$3,508	\$3,000	\$3,000
	<b>\$762,341</b>	<b>\$849,586</b>	<b>\$782,141</b>	<b>\$889,586</b>	<b>\$872,564</b>
<b>REVENUES</b>					
General Fund	\$364,225	\$344,586	\$344,586	\$374,586	\$327,564
Fees & Charges	\$196,514	\$265,000	\$219,373	\$250,000	\$250,000
Federal/State Reimbursement	\$187,895	\$240,000	\$76,082	\$250,000	\$250,000
Revenue for Money/Property	\$13,707	\$0	\$14,529	\$15,000	\$15,000
General Fund Adjustment	\$0	\$0	\$0	\$0	\$30,000
	<b>\$762,341</b>	<b>\$849,586</b>	<b>\$654,570</b>	<b>\$889,586</b>	<b>\$872,564</b>
<b>POSITIONS (FTE)</b>	12.00	11.75	11.75	11.75	11.75

## **MISSION**

The office of the Public Guardian-Public Administrator is committed to treating every client with dignity and compassion. In carrying out its statutory role, the office will act in the best interest of each client and execute sound fiscal management of client estates.

## **GOALS AND ACCOMPLISHMENTS 2003-2004**

Training is key to professional growth. This year all deputies attended specific training, pertinent to their job, at the state association's Public Guardian-Public Administrator's week-long training conference in Sacramento.

## **GOALS AND OBJECTIVES 2004-2005**

1. Treat each client with dignity, compassion and understanding.
2. In carrying out the statutory role, act in the best interest of the client.
3. Exercise sound fiscal management of client estates.
4. Maintain effective relationships with other departments; coordinate resources.
5. Create a work environment where employees feel rewarded. Encourage their professional growth through training.
6. Collect \$156,560 in delayed 2003-04 federal targeted case management revenue.

## **SIGNIFICANT CHANGES**

General Fund Adjustment is recommended to maintain services.

Acquisition of columbarium is included in Capital Outlay Funds (\$30,000).

# Public Guardian-Administrator

## PUBLIC GUARDIAN - ADMINISTRATOR BUDGET UNIT DETAIL

<u>Budget Category</u>	<u>Actual 2002/2003</u>	<u>Budget 2003/2004</u>	<u>Estimated Actual 2003/2004</u>	<u>Requested 2004/2005</u>	<u>Adopted 2004/2005</u>
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$611,188	\$663,606	\$629,262	\$704,719	\$687,697
Services & Supplies	\$151,153	\$185,980	\$149,371	\$175,907	\$175,907
Fixed Assets	\$0	\$0	\$0	\$5,960	\$5,960
Other Charges	\$0	\$0	\$3,508	\$3,000	\$3,000
<b>Total</b>	<b>\$762,341</b>	<b>\$849,586</b>	<b>\$782,141</b>	<b>\$889,586</b>	<b>\$872,564</b>
<b>REVENUES</b>					
Federal/State Reimbursement	\$187,895	\$240,000	\$76,082	\$250,000	\$250,000
Revenue for Money/Property	\$13,707	\$0	\$14,529	\$15,000	\$15,000
Fees & Charges	\$196,514	\$265,000	\$219,373	\$250,000	\$250,000
General Fund Adjustment	\$0	\$0	\$0	\$0	\$30,000
General Fund	\$364,225	\$344,586	\$344,586	\$374,586	\$327,564
<b>Total</b>	<b>\$762,341</b>	<b>\$849,586</b>	<b>\$654,570</b>	<b>\$889,586</b>	<b>\$872,564</b>

### BUDGET UNIT DESCRIPTION

Budget Unit 287-1 (fund 110). The Public Guardian by court order manages the person and/or estate of those who cannot care for themselves due to serious physical illness, mental illness or other disability. The Public Administrator manages decedent estates of persons who die in Yolo County without a will or without a relative in the state willing or able to act as administrator. This office also carries out the indigent burial program.

### POSITION SUMMARY

<u>Position Classification</u>	<u>Full-Time Equivalents</u>			<u>Salary &amp; Benefits</u>
	<u>Current</u>	<u>Requested</u>	<u>Adopted</u>	
Administrative Clerk II - 1	1.00	1.00	1.00	\$38,590
Asst. Public Guardian/Admin.	1.00	1.00	1.00	\$92,623
Conservatorship Officer	5.00	5.00	5.00	\$245,646
Public Guardian/Administrator	1.00	1.00	1.00	\$111,276
Office Support Specialist	1.00	0.00	0.00	\$0
Deputy Public Administrator	2.00	2.00	2.00	\$110,986
Senior Accounting Technician	0.75	1.75	1.75	\$92,623
Extra Help	0.00	0.00	0.00	\$2,000
Workers Compensation	0.00	0.00	0.00	\$10,975
Furlough Savings	0.00	0.00	0.00	\$-17,022
<b>Total</b>	<b>11.75</b>	<b>11.75</b>	<b>11.75</b>	<b>\$687,697</b>

# Sheriff-Coroner SUMMARY

<b>Budget Category</b>	<b>Actual 2002/2003</b>	<b>Budget 2003/2004</b>	<b>Estimated Actual 2003/2004</b>	<b>Requested 2004/2005</b>	<b>Adopted 2004/2005</b>
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$14,210,629	\$15,641,640	\$16,330,494	\$17,784,735	\$16,993,185
Services & Supplies	\$2,594,727	\$2,718,775	\$2,834,754	\$2,921,233	\$2,709,503
Fixed Assets	\$635,584	\$443,000	\$613,050	\$603,733	\$1,132,363
Other Charges	\$230,013	\$229,709	\$399,498	\$351,293	\$116,126
Operating Transfers Out	\$150,045	\$0	\$2,326	\$31,363	\$72,000
Intrafund Transfers	\$100,320	\$-67,368	\$92,438	\$-67,368	\$-67,368
Fixed Assets-Structures/Imps	\$20,109	\$0	\$34,924	\$0	\$0
	<b>\$17,941,427</b>	<b>\$18,965,756</b>	<b>\$20,307,484</b>	<b>\$21,624,989</b>	<b>\$20,955,809</b>
<b>REVENUES</b>					
Public Safety Sales Tax	\$8,184,638	\$7,424,805	\$7,929,461	\$7,664,252	\$7,610,425
General Fund	\$4,653,746	\$6,335,976	\$6,826,412	\$6,666,849	\$6,295,957
ACO Fund	\$0	\$0	\$355,000	\$266,000	\$137,733
Fees & Charges	\$1,075,286	\$1,180,313	\$1,133,606	\$1,200,091	\$1,200,091
Federal/State Reimbursement	\$503,903	\$544,610	\$481,840	\$430,777	\$567,154
Other Revenue	\$302,732	\$371,991	\$208,559	\$78,702	\$982,419
Local Government Agencies	\$1,846,068	\$2,252,747	\$2,193,461	\$2,103,016	\$2,142,978
Special Capital Funds	\$0	\$355,000	\$0	\$0	\$0
Tribal Mitigation	\$0	\$203,050	\$349,000	\$359,470	\$418,470
One-Time Mitigation Funds	\$0	\$297,264	\$0	\$0	\$0
General Fund Adjustment	\$0	\$0	\$0	\$0	\$1,600,582
	<b>\$16,566,373</b>	<b>\$18,965,756</b>	<b>\$19,477,339</b>	<b>\$18,769,157</b>	<b>\$20,955,809</b>
<b>POSITIONS (FTE)</b>	245.00	246.00	247.00	252.00	249.00

## **MISSION**

The mission of the Sheriff-Coroner department is to provide "service without limitations." The Sheriff's department will continually strive for excellence, performing its duties with professionalism, integrity and pride.

## **GOALS AND OBJECTIVES 2004-2005**

1. **PROTECTION:** The department's fundamental duty is to protect and serve, ensuring a safe environment for all residents and visitors while recognizing and responding to the community's changing needs.
2. **DEDICATION TO EMPLOYEES:** The department will promote fairness, respect and equal opportunity through open and honest communication, quality leadership, training and mutual support.
3. **TRUST:** The department will uphold its covenant of public trust, ever mindful of the commitment to serve the community.
4. **COMMUNITY SERVICES:** This department strives to enhance community partnerships through

involvement, education, accessibility and the promotion of positive values.

5. PROFESSIONALISM: Staff will constantly demonstrate a passion for public safety while maintaining high professional and ethical standards for others to emulate.

6. FAIRNESS: Staff will treat all people with respect, fairness, dignity and compassion.

7. DUTY: Staff will never shrink from difficult tasks nor lose sight of responsibilities; staff will remain progressive and innovative in performing all duties.

### **SIGNIFICANT CHANGES**

\$1,600,582 in additional general funds is recommended to balance the Sheriff's budget. These monies are necessary to maintain existing services and existing personnel levels within the Sheriff's department.

Included in the budget is a recommendation for 5.0 new correctional officer positions. Costs for the positions will be recovered through corresponding reduction in overtime for the detention unit.

Budget includes \$647,630 in fixed assets for costs for the department's records and jail management computer system (RMS/JMS). These costs are included in the patrol and detention units. Costs are offset by special revenue funds, including a portion of rural law enforcement monies.

The memorandum of understanding (MOU) between the county and the Yolo County Deputy Sheriff's Association requires the county to complete a salary and benefit survey and make a retroactive (to July 1, 2004) salary adjustment if compensation is not within 5% of the benchmarked agencies. Should the survey result in additional compensation to the deputies, the department and the CAO will return to the Board for additional revenues.

The Sheriff has volunteered to utilize special revenue funds as one-time expenditures to assist in current budget year. Special revenue funds being utilized total approximately \$474,000. Funds included are the Local Assistance for Rural and Small County Law Enforcement funds, High Technology funds, and the Supplemental Law Enforcement Services Fund. The \$474,000 will be used for the following:

1. Five pursuit vehicles (\$190,000)
2. Reimbursement for Information Technology position (\$72,000)
3. Additional overtime for Detention budget (\$70,000)
4. Construction improvements (\$20,000)
5. Additional services and supplies (\$122,000)

# Sheriff-Coroner

## ANIMAL SERVICES BUDGET UNIT DETAIL

<u>Budget Category</u>	<u>Actual 2002/2003</u>	<u>Budget 2003/2004</u>	<u>Estimated Actual 2003/2004</u>	<u>Requested 2004/2005</u>	<u>Adopted 2004/2005</u>
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$774,973	\$868,719	\$918,492	\$964,683	\$945,635
Services & Supplies	\$330,208	\$361,731	\$389,629	\$326,212	\$326,212
Other Charges	\$4,395	\$19,417	\$38,835	\$0	\$0
Fixed Assets	\$89,329	\$88,000	\$35,987	\$78,000	\$78,000
Operating Transfers Out	\$100,000	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$1,298,905</b>	<b>\$1,337,867</b>	<b>\$1,382,943</b>	<b>\$1,368,895</b>	<b>\$1,349,847</b>
<b>REVENUES</b>					
Fees & Charges	\$239,709	\$288,085	\$289,062	\$287,870	\$287,870
Local Government Agencies	\$623,774	\$745,239	\$755,176	\$756,861	\$833,065
Other Revenue	\$2,756	\$61,876	\$60,841	\$61,876	\$61,876
General Fund Adjustment	\$0	\$0	\$0	\$0	\$38,867
General Fund	\$432,666	\$242,667	\$232,788	\$145,267	\$128,169
<b>Total</b>	<b>\$1,298,905</b>	<b>\$1,337,867</b>	<b>\$1,337,867</b>	<b>\$1,251,874</b>	<b>\$1,349,847</b>

### **BUDGET UNIT DESCRIPTION**

Budget Unit 280-1, (Fund 110). This budget provides all cities, unincorporated areas and the University of California, Davis campus with animal control ordinance enforcement, dog licensing, shelter operation and spay/neuter education services.

### **PROGRAM SUMMARIES**

Animal Service unit goals for 2004-2005 are :

1. Provide animal control services enforcement, including preventative patrol to all contract agencies per current contract obligations (two positions to the cities of Woodland and West Sacramento, one position to the city of Davis, one quarter position to the city of Winters and one-eighth position to the University at California, Davis.
2. Replace two animal transport truck vehicles complete with cages and safety equipment.
3. Strive to increase percentages of dog licenses equal to population growth or higher and increase license collections beyond the prior year level.
4. Educate owners of impounded animals on issues of care, housing and spay/neuter. Provide the same services to the public through displays and distribution of information in schools and at public events.
5. Strive to increase public safety by increasing vicious animal investigations.
6. Provide regular patrol on Sunday from 8:00 a.m. - 4:00 p.m. when full staffing is available.
7. Purchase through grant funding and spay/neuter trusts a mobile adoption/spay/neuter medical trailer that will provide a work place for surgical sterilization procedures at the shelter or in the community and transportation and housing for animals at off-site adoption functions.

Significant Changes:

1. Add part-time veterinary services to the shelter during shelter hours to provide improved care for the impounded and rehomed animals and lower the current budget costs related to outsourcing all

veterinary services, including rabies vaccinations, spays, neuters and minor injuries and illnesses. UC Davis shelter medicine program would provide the service under contract. The budget will not require an increase, as costs would be offset by current fees paid for outsourced services and reimbursement from fees charged to the public at the time of redemption or adoption.

<b><u>POSITION SUMMARY</u></b>				
<b>Position Classification</b>	<b>Full-Time Equivalents</b>			<b>Salary &amp; Benefits</b>
	<b>Current</b>	<b>Requested</b>	<b>Adopted</b>	
Account Clerk III	1.00	1.00	1.00	\$43,860
Animal Services Officer II	9.00	9.00	9.00	\$404,835
Sheriff's Records Clerk II	3.00	3.00	3.00	\$138,300
Business Services Manager	1.00	1.00	1.00	\$82,169
Supervising Animal Services Of	1.00	1.00	1.00	\$53,786
Animal Care Technician	2.00	2.00	2.00	\$78,050
Workers Compensation	0.00	0.00	0.00	\$61,116
Extra Help	0.00	0.00	0.00	\$40,076
Overtime	0.00	0.00	0.00	\$46,681
Benefit Cashout	0.00	0.00	0.00	\$3,508
Standby Pay	0.00	0.00	0.00	\$12,621
Furlough Savings	0.00	0.00	0.00	\$-19,367
<b>Total</b>	<b>17.00</b>	<b>17.00</b>	<b>17.00</b>	<b>\$945,635</b>

# Sheriff-Coroner

## BOAT PATROL BUDGET UNIT DETAIL

<u>Budget Category</u>	<u>Actual 2002/2003</u>	<u>Budget 2003/2004</u>	<u>Estimated Actual 2003/2004</u>	<u>Requested 2004/2005</u>	<u>Adopted 2004/2005</u>
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$250,809	\$267,719	\$259,857	\$280,059	\$273,483
Services & Supplies	\$24,634	\$27,426	\$24,317	\$27,426	\$27,426
Fixed Assets	\$2,016	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$277,459</b>	<b>\$295,145</b>	<b>\$284,174</b>	<b>\$307,485</b>	<b>\$300,909</b>
<b>REVENUES</b>					
Federal/State Reimbursement	\$219,011	\$225,776	\$225,776	\$225,776	\$225,776
General Fund Adjustment	\$0	\$0	\$0	\$0	\$74,193
General Fund	\$7,515	\$69,369	\$69,369	\$7,515	\$940
<b>Total</b>	<b>\$226,526</b>	<b>\$295,145</b>	<b>\$295,145</b>	<b>\$233,291</b>	<b>\$300,909</b>

### **BUDGET UNIT DESCRIPTION**

Budget Unit 250-5 (Fund 117). This unit is the boating safety section of the Yolo County Sheriff's department. Operations are primarily funded by the state boating safety grant and boat taxes. Responsibilities include: Marine/boat patrol on the Sacramento River and waterways in the county, boating safety checks, watercraft accident investigation and search-and-rescue operations.

### **PROGRAM SUMMARIES**

This program ensures and promotes the safety of the boating public on the Sacramento River, Deep Water Channel, Cache Creek, Putah Creek, Sutter Slough, Elkhorn Slough and the Yolo Bypass. It also provides countywide search-and-rescue services for lost, stranded or injured victims.

<u>POSITION SUMMARY</u>	<u>Full-Time Equivalents</u>			<u>Salary &amp; Benefits</u>
	<u>Current</u>	<u>Requested</u>	<u>Adopted</u>	
Deputy Sheriff	2.00	2.00	2.00	\$153,407
Sergeant	1.00	1.00	1.00	\$95,044
Overtime	0.00	0.00	0.00	\$17,000
Standby Pay	0.00	0.00	0.00	\$10,000
Workers Compensation	0.00	0.00	0.00	\$4,607
Furlough Savings	0.00	0.00	0.00	\$-6,575
<b>Total</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>\$273,483</b>



# Sheriff-Coroner

## CIVIL PROCESS BUDGET UNIT DETAIL

<u>Budget Category</u>	<u>Actual 2002/2003</u>	<u>Budget 2003/2004</u>	<u>Estimated Actual 2003/2004</u>	<u>Requested 2004/2005</u>	<u>Adopted 2004/2005</u>
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$266,273	\$327,724	\$305,237	\$362,294	\$355,498
Services & Supplies	\$30,654	\$26,219	\$32,934	\$41,353	\$34,342
Other Charges	\$5,588	\$5,588	\$13,863	\$0	\$0
Fixed Assets	\$31,794	\$0	\$23,818	\$25,000	\$0
<b>Total</b>	<b>\$334,309</b>	<b>\$359,531</b>	<b>\$375,852</b>	<b>\$428,647</b>	<b>\$389,840</b>
<b>REVENUES</b>					
Fees & Charges	\$113,470	\$65,598	\$85,560	\$70,000	\$70,000
Public Safety Sales Tax	\$65,614	\$69,966	\$70,262	\$69,966	\$74,577
General Fund Adjustment	\$0	\$0	\$0	\$0	\$54,915
General Fund	\$140,855	\$223,967	\$223,967	\$197,811	\$190,348
<b>Total</b>	<b>\$319,939</b>	<b>\$359,531</b>	<b>\$379,789</b>	<b>\$337,777</b>	<b>\$389,840</b>

### **BUDGET UNIT DESCRIPTION**

Budget Unit 240-2 (Fund 117). The civil process budget unit underwrites court-related civil activities. The Sheriff's department accepts and serves all types of civil processes, including civil subpoenas emanating from any court of law, judicial officer or competent authority in any state or foreign country; money judgments; property judgments; and miscellaneous court action services. This budget unit also funds the legal services sergeant responsible for internal affairs investigations and responses to claims and lawsuits.

### **PROGRAM SUMMARIES**

The Civil Process unit goals for 2004-2005 are:

1. Maintain current level of public service. Continue to process documents received within 24 hours.
2. Provide training for backup civil process service after hours and on weekends.
3. Provide job-specific training for backup deputy.
4. Cultivate existing network/relationships with other agencies providing civil process services.
5. Work with the Court to train both civil clerks and court clerks to reduce errors in the civil process.
6. Create a schedule to replace/update computers and technical equipment.
7. Allocate money from the Sheriff's civil process equipment fund (Fund 057) for: Basic civil training for two new/recently hired employees; supervisor's school for the new clerical supervisor; and annual training by the California State Sheriff's Association and by the provider of the civil automation software program (SIRRON Corporation).
8. Purchase a replacement vehicle.
9. Continue to purchase one vehicle annually to replace high-mileage vehicles using the Sheriff's civil process vehicle fleet fund (Fund 058).
10. Purchase a replacement printer to replace the civil printer. Fund 057 can be used for this purchase.
11. Purchase appropriate software to allow the upgrade of the civil automation software.

**POSITION SUMMARY**

<b>Position Classification</b>	<b>Full-Time Equivalents</b>			<b>Salary &amp; Benefits</b>
	<b>Current</b>	<b>Requested</b>	<b>Adopted</b>	
Deputy Sheriff	1.00	1.00	1.00	\$79,088
Sergeant	1.00	1.00	1.00	\$91,050
Sheriff's Records Clerk II	3.00	3.00	3.00	\$124,280
Sheriff's Records Clerk IV	1.00	1.00	1.00	\$45,292
Extra Help	0.00	0.00	0.00	\$10,000
Overtime	0.00	0.00	0.00	\$6,553
Workers Compensation	0.00	0.00	0.00	\$5,498
Benefit Cashout	0.00	0.00	0.00	\$1,200
Furlough Savings	0.00	0.00	0.00	\$-7,463
<b>Total</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>	<b>\$355,498</b>

# Sheriff-Coroner

## CORONER BUDGET UNIT DETAIL

<u>Budget Category</u>	<u>Actual 2002/2003</u>	<u>Budget 2003/2004</u>	<u>Estimated Actual 2003/2004</u>	<u>Requested 2004/2005</u>	<u>Adopted 2004/2005</u>
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$335,153	\$358,238	\$365,867	\$377,501	\$370,465
Services & Supplies	\$120,114	\$114,038	\$136,953	\$131,196	\$114,038
Other Charges	\$12,884	\$0	\$0	\$0	\$0
Fixed Assets	\$13,066	\$0	\$31,816	\$0	\$0
<b>Total</b>	<b>\$481,217</b>	<b>\$472,276</b>	<b>\$534,636</b>	<b>\$508,697</b>	<b>\$484,503</b>
<b>REVENUES</b>					
Fees & Charges	\$19,897	\$17,946	\$20,608	\$20,342	\$20,342
Public Safety Sales Tax	\$55,872	\$59,556	\$59,723	\$59,556	\$76,423
General Fund	\$389,192	\$394,774	\$394,774	\$394,774	\$387,738
<b>Total</b>	<b>\$464,961</b>	<b>\$472,276</b>	<b>\$475,105</b>	<b>\$474,672</b>	<b>\$484,503</b>

### **BUDGET UNIT DESCRIPTION**

Budget Unit 286-1 (Fund 117). This budget finances the Yolo County Coroner's office, which is responsible for the investigation of any sudden, violent or unusual death that occurs within the county. The medical legal investigation of a death is the most crucial and significant function of the Coroner's office within the criminal justice system.

### **PROGRAM SUMMARIES**

MISSION: To investigate any sudden, violent or unusual death that occurs within the county. In 16% of the cases, autopsies are necessary.

<u>Position Classification</u>	<u>Full-Time Equivalents</u>			<u>Salary &amp; Benefits</u>
	<u>Current</u>	<u>Requested</u>	<u>Adopted</u>	
Deputy Coroner II	4.00	4.00	4.00	\$258,817
Supervising Deputy Coroner	1.00	1.00	1.00	\$77,000
Overtime	0.00	0.00	0.00	\$31,500
Benefit Cashout	0.00	0.00	0.00	\$1,500
Standby Pay	0.00	0.00	0.00	\$7,007
Workers Compensation	0.00	0.00	0.00	\$1,677
Furlough Savings	0.00	0.00	0.00	\$-7,036
<b>Total</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>\$370,465</b>

# Sheriff-Coroner

## COURT SECURITY BUDGET UNIT DETAIL

<b>Budget Category</b>	<b>Actual 2002/2003</b>	<b>Budget 2003/2004</b>	<b>Estimated Actual 2003/2004</b>	<b>Requested 2004/2005</b>	<b>Adopted 2004/2005</b>
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$1,201,046	\$1,484,810	\$1,420,310	\$1,326,238	\$1,289,996
Services & Supplies	\$20,019	\$22,698	\$17,046	\$19,917	\$19,917
Other Charges	\$0	\$0	\$0	\$0	\$0
Fixed Assets	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$1,221,065</b>	<b>\$1,507,508</b>	<b>\$1,437,356</b>	<b>\$1,346,155</b>	<b>\$1,309,913</b>
<b>REVENUES</b>					
Local Government Agencies	\$1,222,294	\$1,507,508	\$1,438,285	\$1,346,155	\$1,309,913
<b>Total</b>	<b>\$1,222,294</b>	<b>\$1,507,508</b>	<b>\$1,438,285</b>	<b>\$1,346,155</b>	<b>\$1,309,913</b>

### **BUDGET UNIT DESCRIPTION**

Budget Unit 240-1 (Fund 117). The court security budget unit provides bailiff and security services for courthouse staff and the general public in 12 different courtrooms and various offsite locations. The unit conducts threat assessment investigations involving judges and court staff and provides required law enforcement services in the courthouse in support of the contracted private, perimeter security officers.

### **PROGRAM SUMMARIES**

The Court Security unit goals for 2004-2005 are:

1. Continue to work with court staff in developing an efficient court calendar system, which would provide an adequate number of personnel for security, while meeting the expanding needs and timelines of the Court.
2. Continue efforts to reduce overtime, e.g., flexing work schedules, new work hours, etc.
3. Increase general and specialized training for personnel assigned to the unit.
4. Continue efforts to obtain new equipment.
5. Continue efforts to improve working conditions for personnel.
6. Update court service training program.

**POSITION SUMMARY**

<b>Position Classification</b>	<b>Full-Time Equivalents</b>			<b>Salary &amp; Benefits</b>
	<b>Current</b>	<b>Requested</b>	<b>Adopted</b>	
Deputy Sheriff	17.00	17.00	17.00	\$1,079,259
Sergeant	1.00	1.00	1.00	\$101,019
Overtime	0.00	0.00	0.00	\$24,185
Benefit Cashout	0.00	0.00	0.00	\$5,033
Workers Compensation	0.00	0.00	0.00	\$116,741
Furlough Savings	0.00	0.00	0.00	\$-36,241
<b>Total</b>	<b>18.00</b>	<b>18.00</b>	<b>18.00</b>	<b>\$1,289,996</b>

# Sheriff-Coroner

## DETENTION BUDGET UNIT DETAIL

<b>Budget Category</b>	<b>Actual 2002/2003</b>	<b>Budget 2003/2004</b>	<b>Estimated Actual 2003/2004</b>	<b>Requested 2004/2005</b>	<b>Adopted 2004/2005</b>
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$6,873,136	\$7,565,062	\$8,046,566	\$8,870,805	\$8,555,645
Services & Supplies	\$1,144,597	\$1,174,193	\$1,224,090	\$1,321,013	\$1,255,993
Fixed Assets	\$105,612	\$0	\$141,444	\$117,733	\$366,555
Other Charges	\$188,111	\$197,984	\$340,666	\$343,500	\$100,000
Operating Transfers Out	\$30,000	\$0	\$0	\$31,363	\$72,000
Fixed Assets-Structures/Imps	\$20,109	\$0	\$20,000	\$0	\$0
Intrafund Transfers	\$100,056	\$-67,368	\$92,438	\$-67,368	\$-67,368
<b>Total</b>	<b>\$8,461,621</b>	<b>\$8,869,871</b>	<b>\$9,865,204</b>	<b>\$10,617,046</b>	<b>\$10,282,825</b>
<b>REVENUES</b>					
Fees & Charges	\$639,468	\$649,090	\$687,360	\$671,238	\$671,238
Public Safety Sales Tax	\$4,272,062	\$4,262,951	\$4,606,061	\$4,497,328	\$4,318,078
Federal/State Reimbursement	\$192,836	\$241,377	\$232,095	\$150,277	\$286,654
Other Revenue	\$42,402	\$0	\$18,968	\$13,913	\$414,822
ACO Fund	\$0	\$0	\$0	\$0	\$23,733
One-Time Mitigation Funds	\$0	\$297,264	\$0	\$0	\$0
General Fund Adjustment	\$0	\$0	\$0	\$0	\$1,019,439
General Fund	\$1,782,046	\$3,419,189	\$3,716,453	\$3,732,152	\$3,548,861
<b>Total</b>	<b>\$6,928,814</b>	<b>\$8,869,871</b>	<b>\$9,260,937</b>	<b>\$9,064,908</b>	<b>\$10,282,825</b>

### **BUDGET UNIT DESCRIPTION**

Budget Unit 250-9 (Fund 117). This unit provides funds to operate three adult local detention facilities and to house Yolo County detainees in out-of-county facilities.

### **PROGRAM SUMMARIES**

The Detention Unit goals 2004-2005 are:

1. Work directly with the Sheriff's department's planning, research and training section to install the department's new records and corrections management system.
2. Continue to provide mandated training without state funding by utilizing local resources and departmental trainers.
3. Improve staffing levels and reduce overtime.
4. Monitor all schedules affecting jail operations to ensure the optimum delivery of services.
5. Continue to work with neighboring counties to secure beds when the jail population exceeds the facilities capacity.
6. Provide work programs to individuals referred by the courts as an alternative to serving time in county jail.
7. Increase the use of home custody/surveillance units.
8. Work with county departments to acquire and install replacement security system at Monroe Detention Center.
9. Continue to work with county departments to plan, develop and secure funding for the expansion of

the Monroe Detention Center.

10. Upgrade and replace kitchen equipment in preparation for the completion of the new juvenile hall facility.

<b><u>POSITION SUMMARY</u></b>				
<b>Position Classification</b>	<b>Full-Time Equivalents</b>			<b>Salary &amp; Benefits</b>
	<b>Current</b>	<b>Requested</b>	<b>Adopted</b>	
Captain	1.00	1.00	1.00	\$121,901
Correctional Lieutenant	2.00	2.00	2.00	\$158,309
Correctional Officer II	83.00	83.00	83.00	\$4,800,797
Correctional Officer II - New	0.00	5.00	5.00	\$280,000
Correctional Sergeant	7.00	7.00	7.00	\$507,389
Deputy Sheriff	9.00	9.00	6.00	\$292,579
Food Services Coordinator	1.00	1.00	1.00	\$53,772
Detention Senior Cook	5.00	5.00	5.00	\$221,498
Sergeant	1.00	1.00	1.00	\$95,163
Sheriff's Records Clerk II	15.00	15.00	15.00	\$636,297
Sheriff's Records Clerk III	4.00	4.00	4.00	\$206,831
Sheriff's Records Clerk IV	1.00	1.00	1.00	\$56,866
Sheriff's Service Technician	1.00	1.00	1.00	\$45,466
Staff Services Analyst II	2.00	2.00	2.00	\$66,902
Sheriff's Inmate Programs Coor	1.00	1.00	1.00	\$57,569
Workers Compensation	0.00	0.00	0.00	\$315,585
Extra Help	0.00	0.00	0.00	\$57,538
Overtime	0.00	0.00	0.00	\$676,986
Standby Pay	0.00	0.00	0.00	\$22,485
Shift Differential Pay	0.00	0.00	0.00	\$33,348
Benefit Cashout	0.00	0.00	0.00	\$46,139
Salary Transfer	0.00	0.00	0.00	\$-16,174
Furlough Savings	0.00	0.00	0.00	\$-181,601
<b>Total</b>	<b>133.00</b>	<b>138.00</b>	<b>135.00</b>	<b>\$8,555,645</b>

# Sheriff-Coroner

## MANAGEMENT BUDGET UNIT DETAIL

<b>Budget Category</b>	<b>Actual 2002/2003</b>	<b>Budget 2003/2004</b>	<b>Estimated Actual 2003/2004</b>	<b>Requested 2004/2005</b>	<b>Adopted 2004/2005</b>
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$811,805	\$876,832	\$916,503	\$974,701	\$1,038,263
Services & Supplies	\$399,830	\$439,510	\$475,431	\$514,066	\$402,471
Other Charges	\$0	\$1,667	\$0	\$1,667	\$0
Fixed Assets	\$128,951	\$0	\$0	\$0	\$0
Intrafund Transfers	\$264	\$0	\$0	\$0	\$0
Operating Transfers Out	\$20,045	\$0	\$2,326	\$0	\$0
Fixed Assets-Structures/Imps	\$0	\$0	\$14,924	\$0	\$0
<b>Total</b>	<b>\$1,360,895</b>	<b>\$1,318,009</b>	<b>\$1,409,184</b>	<b>\$1,490,434</b>	<b>\$1,440,734</b>
<b>REVENUES</b>					
Fees & Charges	\$7,390	\$0	\$180	\$5,823	\$5,823
Public Safety Sales Tax	\$1,126,724	\$384,109	\$385,571	\$384,109	\$483,276
Other Revenue	\$16,488	\$9,665	\$21,849	\$2,913	\$2,913
General Fund Adjustment	\$0	\$0	\$0	\$0	\$47,961
General Fund	\$717,295	\$924,235	\$924,235	\$924,235	\$900,761
<b>Total</b>	<b>\$1,867,897</b>	<b>\$1,318,009</b>	<b>\$1,331,835</b>	<b>\$1,317,080</b>	<b>\$1,440,734</b>

### **BUDGET UNIT DESCRIPTION**

Budget Unit 250-2 (Fund 117). This budget finances operations to manage administration, internal affairs, personnel, detention and fiscal functions. This operating budget includes sworn and non-sworn personnel, highly trained to administer the complexities of the Sheriff's department in order to fulfill its mission to provide "service without limitations."

### **PROGRAM SUMMARIES**

The Management budget goals for 2004-2005 are:

1. During the next 12 months, the department will continue to improve internal processes.
2. Enhance communications and automation and expand the number of tasks performed by citizen volunteers.
3. Finalize and implement the records management and corrections management system software programs.
4. Evaluate processes to maximize the effective use of available resources and technology, due to budget limitations.
5. Transfer budget management responsibilities from the Sheriff's administration division to division program managers of the department's nine operating budgets and 15 cost centers.
6. Fill and maintain department authorized positions.
7. Work with human resources to enhance the efficiency of recruiting and retaining staff.
8. Improve the worker's compensation processes by ongoing training and monitoring first-line supervisor's roles in the worker's compensation process.
9. Implement an evaluation process that will rate employees on specific tasks performed.



**POSITION SUMMARY**

<b>Position Classification</b>	<b>Full-Time Equivalents</b>			<b>Salary &amp; Benefits</b>
	<b>Current</b>	<b>Requested</b>	<b>Adopted</b>	
Accountant-Auditor I	3.00	3.00	3.00	\$185,485
Administrative Assistant	1.00	1.00	1.00	\$56,077
Departmental Analyst	1.00	1.00	1.00	\$63,013
Sergeant	1.00	1.00	1.00	\$95,044
Sheriff-Coroner	1.00	1.00	1.00	\$178,091
Sheriff's Records Clerk IV	1.00	1.00	1.00	\$56,092
Sheriff's Conf. Secretary	1.00	1.00	1.00	\$63,801
Undersheriff-Coroner	1.00	1.00	1.00	\$142,221
Sher. Mgr of Adm Services	1.00	1.00	1.00	\$99,098
Workers Compensation	0.00	0.00	0.00	\$19,853
Overtime	0.00	0.00	0.00	\$10,193
Extra Help	0.00	0.00	0.00	\$85,000
Standby Pay	0.00	0.00	0.00	\$3,769
Benefit Cashout	0.00	0.00	0.00	\$4,000
Furlough Savings	0.00	0.00	0.00	\$-23,474
<b>Total</b>	<b>11.00</b>	<b>11.00</b>	<b>11.00</b>	<b>\$1,038,263</b>

# Sheriff-Coroner

## PATROL BUDGET UNIT DETAIL

<b>Budget Category</b>	<b>Actual 2002/2003</b>	<b>Budget 2003/2004</b>	<b>Estimated Actual 2003/2004</b>	<b>Requested 2004/2005</b>	<b>Adopted 2004/2005</b>
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$3,512,996	\$3,757,182	\$3,955,562	\$4,574,443	\$4,117,718
Services & Supplies	\$402,446	\$386,694	\$446,917	\$406,576	\$395,630
Fixed Assets	\$264,816	\$355,000	\$379,985	\$383,000	\$687,808
Other Charges	\$19,035	\$5,053	\$6,134	\$6,126	\$16,126
<b>Total</b>	<b>\$4,199,293</b>	<b>\$4,503,929</b>	<b>\$4,788,598</b>	<b>\$5,370,145</b>	<b>\$5,217,282</b>
<b>REVENUES</b>					
Fees & Charges	\$55,352	\$159,594	\$50,836	\$144,818	\$144,818
Other Revenue	\$241,086	\$300,450	\$106,901	\$0	\$502,808
Public Safety Sales Tax	\$2,515,703	\$2,494,483	\$2,653,476	\$2,580,976	\$2,580,976
Special Capital Funds	\$0	\$355,000	\$0	\$0	\$0
Tribal Mitigation	\$0	\$203,050	\$349,000	\$359,470	\$418,470
ACO Fund	\$0	\$0	\$355,000	\$266,000	\$114,000
General Fund Adjustment	\$0	\$0	\$0	\$0	\$365,207
General Fund	\$1,128,352	\$991,352	\$1,194,403	\$1,207,403	\$1,091,003
<b>Total</b>	<b>\$3,940,493</b>	<b>\$4,503,929</b>	<b>\$4,709,616</b>	<b>\$4,558,667</b>	<b>\$5,217,282</b>

### **BUDGET UNIT DESCRIPTION**

Budget Unit 250-7 (Fund 117). This unit finances the patrol and detective functions of the Sheriff's department. This includes preventative patrol, responding to calls for service and the investigation of criminal activity in the unincorporated areas of the county. The patrol budget unit also finances the department's activity in Capay Augmented Patrol (CAP), Yolo Narcotics Enforcement Team (YONET), School Resource Officer (SRO), Community Resources and Crime Prevention programs.

### **PROGRAM SUMMARIES**

The Patrol budget goals for 2004-2005 are:

1. Implement an automated reporting system (ARS) in conjunction with a records management system (RMS) and a corrections management system (CMS).
2. Continue and increase involvement in community-based programs such as teaching tolerance, neighborhood watch, etc., and community meetings.
3. Expand the school emergency plan training to include outside law enforcement, volunteer fire departments and emergency medical service agencies.
4. Actively pursue various state and federal grants in order to acquire needed training and equipment to address the new threat of terrorism.
5. Continue advancements in equipment upgrade, automation and computerization.
6. Continue advancements in training and career development.
7. Enhance training and efforts in countering gang activity.
8. Provide funding for equipment and supplies for the existing four CAP positions.
9. Add two new positions to the crisis negotiations team (CNT).
10. Take a more proactive approach to solving crime problems within Yolo County.
11. Implement a weekly arrest warrant and probation violation apprehension program.

12. Continue the process of planning the construction of a modern property/evidence storage and processing facility.
13. Continue investigation of "cold" homicide cases, via use of new technologies.
14. Enhance in-service and specialized training for SWAT and CNT units.

<b><u>POSITION SUMMARY</u></b>				
<b>Position Classification</b>	<b>Full-Time Equivalents</b>			<b>Salary &amp; Benefits</b>
	<b>Current</b>	<b>Requested</b>	<b>Adopted</b>	
Captain	1.00	1.00	1.00	\$121,724
Deputy Sheriff	39.00	39.00	39.00	\$2,647,919
Lieutenant	2.00	2.00	2.00	\$216,754
Sergeant	5.00	6.00	6.00	\$574,178
Asst. Sheriff-Coroner	1.00	1.00	1.00	\$0
Sheriff's Operations Assistant	1.00	1.00	1.00	\$51,398
Sr. Crime Scene Investigator	1.00	1.00	1.00	\$62,190
Crime Scene Investigator	1.00	1.00	1.00	\$55,172
Extra Help	0.00	0.00	0.00	\$7,650
Overtime	0.00	0.00	0.00	\$245,620
Standby Pay	0.00	0.00	0.00	\$40,560
Shift Differential Pay	0.00	0.00	0.00	\$8,905
Benefit Cashout	0.00	0.00	0.00	\$16,951
Workers Compensation	0.00	0.00	0.00	\$172,096
Furlough Savings	0.00	0.00	0.00	\$-103,399
<b>Total</b>	<b>51.00</b>	<b>52.00</b>	<b>52.00</b>	<b>\$4,117,718</b>

# Sheriff-Coroner

## TRAINING BUDGET UNIT DETAIL

<u>Budget Category</u>	<u>Actual 2002/2003</u>	<u>Budget 2003/2004</u>	<u>Estimated Actual 2003/2004</u>	<u>Requested 2004/2005</u>	<u>Adopted 2004/2005</u>
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$184,438	\$135,354	\$142,100	\$54,011	\$46,482
Services & Supplies	\$122,225	\$166,266	\$87,437	\$133,474	\$133,474
Fixed Assets	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$306,663</b>	<b>\$301,620</b>	<b>\$229,537</b>	<b>\$187,485</b>	<b>\$179,956</b>
<b>REVENUES</b>					
Public Safety Sales Tax	\$148,663	\$153,740	\$154,368	\$72,317	\$77,095
Federal/State Reimbursement	\$92,056	\$77,457	\$23,969	\$54,724	\$54,724
General Fund	\$55,825	\$70,423	\$70,423	\$57,692	\$48,137
<b>Total</b>	<b>\$296,544</b>	<b>\$301,620</b>	<b>\$248,760</b>	<b>\$184,733</b>	<b>\$179,956</b>

### BUDGET UNIT DESCRIPTION

Budget Unit 251-2 (Fund 117). This budget proactively manages and coordinates all training department-wide. The State of California mandates that all peace officers are certified and meet the standards of the Commission for Peace Officer Standards and Training (POST), and that correctional officers maintain a certain level of competency (Title 15, Section 131-132) established by the State Board of Corrections Standards for Training in Corrections (STC).

<u>Position Classification</u>	<u>Full-Time Equivalents</u>			<u>Salary &amp; Benefits</u>
	<u>Current</u>	<u>Requested</u>	<u>Adopted</u>	
Sergeant	1.00	0.00	0.00	\$0
Sheriff's Records Clerk II	1.00	1.00	1.00	\$42,838
Deputy Sheriff Recruit/Trainee	1.00	1.00	1.00	\$3,920
Overtime	0.00	0.00	0.00	\$2,752
Workers Compensation	0.00	0.00	0.00	\$1,750
Furlough Savings	0.00	0.00	0.00	\$-4,778
<b>Total</b>	<b>3.00</b>	<b>2.00</b>	<b>2.00</b>	<b>\$46,482</b>

## HEALTH AND HUMAN SERVICES

Budget Unit Name	B/U No.	Page	Appropriation	Total
<b>Alcohol, Drug and Mental Health Services</b>		141		
Alcohol & Drug	505-6	143	\$4,586,226	
Mental Health Access	505-3	145	\$3,185,263	
Mental Health Administration	505-2	147	\$2,108,894	
Mental Health Adult SOC	505-4	149	\$4,952,985	
Mental Health Children's SOC	505-5	151	\$5,106,500	
				\$19,939,868
<b>Health</b>		153		
Children's Medical Services	501-9	155	\$1,865,903	
Community Health	501-1	157	\$7,146,011	
Elder Care	502-3	159	\$45,000	
Emergency Medical Services	525-3	160	\$252,804	
Environmental Health	501-3	161	\$2,122,526	
Health Care Financing-YCHIP	503-1	163	\$53,688	
Indigent Healthcare	502-3	164	\$3,929,731	
Jail-Juvenile Hall Medical	501-4	166	\$2,067,174	
				\$17,482,837
<b>Employment and Social Services</b>		167		
CalWORKS	564-0	169	\$413,851	
Community Contract Programs	551-4	170	\$79,274	
CSBG	565-0	171	\$259,541	
General Assistance	561-2	172	\$485,980	
Local Discretion	567-0	173	\$58,113	
Public Assistance & Support Services	551-1	174	\$33,680,078	
TANF/CalWORKS/Foster Care	552-2	177	\$27,460,000	
Veterans Service Office	580-1	178	\$212,990	
WIA	562-1	179	\$1,396,275	
				\$64,046,102
<b>TOTAL</b>				<b>\$101,468,807</b>

# Alcohol, Drug & Mental Health SUMMARY

<b>Budget Category</b>	<b>Actual 2002/2003</b>	<b>Budget 2003/2004</b>	<b>Estimated Actual 2003/2004</b>	<b>Requested 2004/2005</b>	<b>Adopted 2004/2005</b>
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$8,297,873	\$8,378,712	\$8,109,557	\$7,923,607	\$8,372,221
Services & Supplies	\$10,634,811	\$13,610,475	\$13,165,253	\$11,017,823	\$11,297,823
Fixed Assets	\$146,240	\$142,400	\$122,890	\$48,500	\$48,500
Other Charges	\$22,100	\$52,154	\$73,250	\$40,854	\$40,854
Expense Reimbursement	\$0	\$-148,440	\$-42,265	\$-105,530	\$-105,530
Operating Transfers Out	\$0	\$0	\$72,336	\$286,000	\$286,000
	<b>\$19,101,024</b>	<b>\$22,035,301</b>	<b>\$21,501,021</b>	<b>\$19,211,254</b>	<b>\$19,939,868</b>
<b>REVENUES</b>					
General Fund	\$417,364	\$403,815	\$417,364	\$417,364	\$417,364
Fees & Charges	\$2,439,282	\$2,137,157	\$1,908,037	\$2,108,090	\$2,108,090
Federal/State Reimbursement	\$10,998,886	\$12,068,751	\$9,991,464	\$10,767,718	\$11,014,588
Interest/Investment Income	\$84,520	\$65,000	\$11,430	\$20,000	\$20,000
Other Revenue	\$458,429	\$278,833	\$86,712	\$0	\$226,744
Realignment	\$5,833,398	\$6,019,730	\$5,832,857	\$5,200,000	\$5,200,000
Use of Reserves	\$0	\$329,000	\$329,000	\$0	\$0
Operating Transfers In	\$263,829	\$733,015	\$202,090	\$673,082	\$673,082
Tribal Mitigation	\$0	\$0	\$0	\$0	\$30,000
Realignment Carry Forward	\$0	\$0	\$0	\$0	\$250,000
	<b>\$20,495,708</b>	<b>\$22,035,301</b>	<b>\$18,778,954</b>	<b>\$19,186,254</b>	<b>\$19,939,868</b>
<b>POSITIONS (FTE)</b>	171.00	170.00	163.00	163.00	147.25

## **MISSION**

The department's mission is the prevention and treatment of mental illness and substance abuse for Yolo County citizens. The department's primary responsibilities are to provide all acute services to the county's medically indigent population and Medi-Cal beneficiaries and, as resources permit, to offer an array of ancillary services to this population.

## **GOALS AND ACCOMPLISHMENTS 2003-2004**

The year proved to be a year of significant change and opportunity. Much of the change has been driven by fiscal scarcity. This change has been characterized by organizational development activity with the Board of Supervisors' approval of the Program Restructuring Committee's (PRSC) recommendations. The opportunity has come in the form of a new management information system, standards-driven infrastructure, fiscal management review and systems change and a proposed change in the management structure.

## **GOALS AND OBJECTIVES 2004-2005**

1. Complete implementation of the restructuring committee (PRSC) recommendations, beginning with the assertive community treatment team and regional resource centers.

2. Complete the staffing analysis and plan, using the guidance provided in the consultants audit report.
3. Complete the operations manual for all fiscal, billing and contracts management to gain greater efficiencies and internal controls.
4. In conjunction with service stakeholders (staff, community-based organizations, consumers, family members and the local mental health board), complete a five-year housing plan.
5. Complete the recruitment of the department director and deputy director for finance and administration.
6. Complete strategic planning for a restructured forensic treatment system for persons with mental illness that includes jail mental health service, juvenile hall services and a mental health court (as recommended by the PRSC).
7. Complete integration of the automated clinical work station system and the automated billing system.
8. In conjunction with the Court, Public Defender, District Attorney, Board of Supervisors and community-based organizations, develop a sustained drug court capability to serve clients.
9. Develop a strategic plan for the sustainability of Proposition 36 services (the Substance Abuse and Crime Prevention Act).
10. In conjunction with service stakeholders for mental health and addiction services, complete a five-year business plan.

### **SIGNIFICANT CHANGES**

During the final budget hearings, the department presented a request to increase the appropriation for mental health services by approximately \$750,000. This amount was based on the recommended budget including a \$250,000 allocation from the health realignment fund carry forward to finance adult mental health services, which reduces the initial \$1 million shortfall to \$750,000.

The department has implemented a 37% reduction in administrative costs mainly through organizational restructuring and savings from unfilled vacancies. In addition, significant reductions are budgeted in contract services, supplies and other operating costs to all department units.

Additional federal grant funds have been added to the Children's System of Care budget. The purpose of the grant is to support safe and drug free schools. The grant finances counselors to assist in serving students at elementary schools in the Woodland school district. The program will focus on prevention with the goal to promote a positive school climate by building student self-esteem and assisting students with problem-solving and conflict management. The budget also includes an allocation of tribal mitigation funds to finance a study of gambling addiction.

Department staff has been working with restructuring subcommittees for the purpose of implementing the group's recommendations. This includes collaborating with contract providers to establish one assertive community treatment and three regional resource centers.

Implementation of a new management information system has begun to shift the department toward greater efficiency, accountability and integration of clinical and fiscal services.

# Alcohol, Drug & Mental Health

## ALCOHOL & DRUG BUDGET UNIT DETAIL

<b>Budget Category</b>	<b>Actual 2002/2003</b>	<b>Budget 2003/2004</b>	<b>Estimated Actual 2003/2004</b>	<b>Requested 2004/2005</b>	<b>Adopted 2004/2005</b>
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$1,957,396	\$2,013,130	\$1,899,661	\$2,357,511	\$2,357,511
Services & Supplies	\$1,514,679	\$2,443,893	\$2,107,317	\$2,282,745	\$2,312,745
Fixed Assets	\$4,727	\$0	\$0	\$21,500	\$21,500
Expense Reimbursement	\$0	\$-148,440	\$-42,265	\$-105,530	\$-105,530
Operating Transfers Out	\$0	\$0	\$72,336	\$0	\$0
<b>Total</b>	<b>\$3,476,802</b>	<b>\$4,308,583</b>	<b>\$4,037,049</b>	<b>\$4,556,226</b>	<b>\$4,586,226</b>
<b>REVENUES</b>					
Fees & Charges	\$721,165	\$703,327	\$680,610	\$864,483	\$864,483
Federal/State Reimbursement	\$2,172,884	\$3,242,016	\$3,395,856	\$3,435,269	\$3,435,269
Operating Transfers In	\$247,416	\$323,240	\$202,090	\$216,474	\$216,474
Tribal Mitigation	\$0	\$0	\$0	\$0	\$30,000
General Fund	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000
<b>Total</b>	<b>\$3,181,465</b>	<b>\$4,308,583</b>	<b>\$4,318,556</b>	<b>\$4,556,226</b>	<b>\$4,586,226</b>

### **BUDGET UNIT DESCRIPTION**

Budget Unit 505-6 (Fund 110) provides various alcohol and drug abuse prevention and treatment services to adults and juveniles. It integrates substance abuse treatment and prevention services to increase efficiency of service delivery and cost effectiveness. In collaboration with other county departments, agencies and community providers, it seeks alternative funding to maintain programs. Some of these programs include outpatient treatment, Proposition 36 drug diversion, driving under the influence, adult drug court, prevention, Proposition 10 and detoxification.

### **PROGRAM SUMMARIES**

GOALS FOR FISCAL YEAR 2004-05:

1. Identify and obtain funding for Adult Drug Court to continue providing necessary treatment for participants.
2. Reorganize the Proposition 36 drug diversion program to accommodate reduced funding and increased participant referrals while referring out-of-county residents to their home county for probation supervision.

SUMMARY OF PROGRAMS: Drug and alcohol programs working in partnership with the criminal justice system and community treatment providers are: (1) Adult Drug Court; (2) Partnership Drug Court; (3) Drug Court supporting the Domestic Violence Court; (4) Proposition 36; and (5) Cal/Works Treatment Program. These programs assess individuals and refer them to appropriate treatment providers. Driving under the influence and the drinking driver programs provide educational based services. The chemical dependency services provide basic treatment for drug court participants. Beamer Street, the 24/7 residential detox and treatment program, is a critical resource in the continuum of services.



Proposition 36, the newest treatment program, has over 900 clients in probation supervision and coordinates treatment for eligible participants. Alcohol and drug educational programs are based in both the adult and juvenile detention facilities.

Tribal mitigation funds are budgeted to complete a gambling addiction study.

<b><u>POSITION SUMMARY</u></b>				
<b>Position Classification</b>	<b>Full-Time Equivalents</b>			<b>Salary &amp; Benefits</b>
	<b>Current</b>	<b>Requested</b>	<b>Adopted</b>	
Senior Accountant	1.00	1.00	1.00	\$73,960
Accounting Technician	2.00	2.00	1.00	\$46,373
Administrative Clerk II - 1	5.00	5.00	3.00	\$192,263
Administrative Clerk III	1.00	1.00	0.00	\$0
Alcohol, Drug and MH Prog Coor	4.00	4.00	4.00	\$338,746
Alcohol, Drug & MH Spec II	19.00	19.00	16.00	\$840,056
Departmental Analyst	2.00	2.00	2.00	\$127,790
Clinician II	8.00	8.00	8.00	\$530,395
Supervising Clinician	2.00	2.00	2.00	\$141,328
Outreach Specialist II	3.00	3.00	3.00	\$182,199
Extra Help	0.00	0.00	0.00	\$53,064
Salary Transfer	0.00	0.00	0.00	\$-127,916
Workers Compensation	0.00	0.00	0.00	\$10,365
Furlough Savings	0.00	0.00	0.00	\$-51,112
<b>Total</b>	<b>47.00</b>	<b>47.00</b>	<b>40.00</b>	<b>\$2,357,511</b>

# Alcohol, Drug & Mental Health

## ACCESS BUDGET UNIT DETAIL

<u>Budget Category</u>	<u>Actual 2002/2003</u>	<u>Budget 2003/2004</u>	<u>Estimated Actual 2003/2004</u>	<u>Requested 2004/2005</u>	<u>Adopted 2004/2005</u>
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$1,625,865	\$1,502,931	\$1,516,888	\$1,008,313	\$1,008,313
Services & Supplies	\$2,397,583	\$3,197,461	\$3,367,779	\$2,176,950	\$2,176,950
Other Charges	\$0	\$1,300	\$300	\$0	\$0
<b>Total</b>	<b>\$4,023,448</b>	<b>\$4,701,692</b>	<b>\$4,884,967</b>	<b>\$3,185,263</b>	<b>\$3,185,263</b>
<b>REVENUES</b>					
Fees & Charges	\$763,062	\$766,349	\$810,194	\$847,115	\$847,115
Federal/State Reimbursement	\$1,431,018	\$2,025,792	\$1,725,735	\$733,459	\$733,459
Realignment	\$1,852,752	\$1,744,314	\$1,744,314	\$1,534,626	\$1,534,626
Operating Transfers In	\$0	\$33,899	\$0	\$50,589	\$50,589
Use of Reserves	\$0	\$40,000	\$40,000	\$0	\$0
Other Revenue	\$2,994	\$0	\$-130	\$0	\$0
General Fund	\$143,167	\$91,338	\$91,338	\$19,474	\$19,474
<b>Total</b>	<b>\$4,192,993</b>	<b>\$4,701,692</b>	<b>\$4,411,451</b>	<b>\$3,185,263</b>	<b>\$3,185,263</b>

### **BUDGET UNIT DESCRIPTION**

Budget Unit 505-3 (Fund 196). This program serves as the primary point of entry for clients accessing alcohol and drug abuse treatment and mental health treatment services in Yolo County. The unit is charged with managing the county's managed care mental health plan, the hospital discharge plan, the crisis program, the suicide prevention plan and the Mentally Ill Offenders Crime Reduction Grant (MIOCR).

### **PROGRAM SUMMARIES**

**MANAGED CARE AND HOSPITAL DISCHARGE PLANNING:** This unit manages the provision of acute mental health services for the county's managed care mental health plan (Medi-Cal beneficiaries) and for the county's medically indigent mental health clients. It does this by contracting to form a network of acute care providers and coordinating the services for approximately 550 Medi-Cal beneficiaries and 1,175 medically indigent clients annually. Staff are responsible for discharge planning for all contracted network providers. In addition, funding for medication services for non-Medi-Cal county clients is provided through this budget unit.

**CRISIS AND SUICIDE PREVENTION:** ADMH and a contractor provide 24-hour crisis response and assessment by responding to psychiatric emergencies at Woodland Memorial Hospital and Sutter Davis Hospital. The contractor provides services after working hours, holidays and on weekends.

**Mentally Ill Offender Crime Reduction:** Funded by a \$4 million state grant, this (research-based) project is intended to reduce overcrowding and jail costs by providing alternatives for mentally ill persons housed in the county's jail.

**POSITION SUMMARY**

<b>Position Classification</b>	<b>Full-Time Equivalents</b>			<b>Salary &amp; Benefits</b>
	<b>Current</b>	<b>Requested</b>	<b>Adopted</b>	
Psychiatrist-Board Cert. - 8	3.00	3.00	3.00	\$190,508
Psychiatrist-Med. Director - 8	1.00	1.00	1.00	\$198,308
Nurse Practitioner/Phys Asst	1.00	1.00	1.00	\$45,765
Clinical Program Manager	1.00	1.00	1.00	\$96,691
Supervising Clin. Psychologist	1.00	1.00	1.00	\$0
Mental Health Nurse Spec	1.00	1.00	1.00	\$0
Clinician II	6.00	6.00	6.00	\$326,483
Departmental Analyst	1.00	1.00	0.00	\$0
Psychiatric Health Spec. II	3.00	3.00	3.00	\$159,621
Alcohol, Drug & MH Spec II	0.50	0.50	0.00	\$0
Administrative Clerk III	1.00	1.00	0.00	\$0
Salary Transfer	0.00	0.00	0.00	\$28,922
Furlough Savings	0.00	0.00	0.00	-\$37,985
<b>Total</b>	<b>19.50</b>	<b>19.50</b>	<b>17.00</b>	<b>\$1,008,313</b>

# Alcohol, Drug & Mental Health

## MENTAL HEALTH ADMINISTRATION BUDGET UNIT DETAIL

<b>Budget Category</b>	<b>Actual 2002/2003</b>	<b>Budget 2003/2004</b>	<b>Estimated Actual 2003/2004</b>	<b>Requested 2004/2005</b>	<b>Adopted 2004/2005</b>
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$1,386,026	\$1,376,312	\$1,437,845	\$1,026,746	\$1,026,746
Services & Supplies	\$487,186	\$1,029,362	\$1,201,657	\$755,294	\$755,294
Fixed Assets	\$122,652	\$142,400	\$95,543	\$0	\$0
Other Charges	\$22,100	\$50,854	\$72,950	\$40,854	\$40,854
Operating Transfers Out	\$0	\$0	\$0	\$286,000	\$286,000
<b>Total</b>	<b>\$2,017,964</b>	<b>\$2,598,928</b>	<b>\$2,807,995</b>	<b>\$2,108,894</b>	<b>\$2,108,894</b>
<b>REVENUES</b>					
Realignment	\$1,817,979	\$1,826,303	\$1,639,430	\$1,617,322	\$1,617,322
Federal/State Reimbursement	\$1,957,492	\$234,701	\$-1,527,580	\$247,114	\$247,114
Interest/Investment Income	\$84,520	\$65,000	\$11,430	\$20,000	\$20,000
Operating Transfers In	\$16,413	\$96,723	\$0	\$93,073	\$93,073
Other Revenue	\$165,441	\$278,833	\$75,062	\$0	\$0
General Fund	\$97,368	\$97,368	\$97,368	\$131,385	\$131,385
<b>Total</b>	<b>\$4,139,213</b>	<b>\$2,598,928</b>	<b>\$295,710</b>	<b>\$2,108,894</b>	<b>\$2,108,894</b>

### **BUDGET UNIT DESCRIPTION**

Budget Unit 505-2 (Fund 196). This budget unit contains funding for the department's administration, fiscal, billing, quality assurance and improvement, information technology and administrative support staff.

### **PROGRAM SUMMARIES**

**ADMINISTRATION AND FISCAL:** This unit develops the department's annual budgets, monitors revenues and expenditures and completes and submits all financial state and federal reports with data collected from the various programs. It plays an integral role in developing and administering 160 contracts as well as state and federal grant agreements.

**QUALITY ASSURANCE AND IMPROVEMENT:** This unit develops and maintains departmental policies and procedures to promote continuous improvement in the quality of services to consumers. Oversight is provided for both departmental and contract providers, ensuring adherence to and compliance with mandated state and federal regulations.

**BILLING:** This unit prepares billing statements for clients and private insurers and accounts for receipts and deposits of payments. A major function of the unit is to prepare and submit state Medi-Cal and Medicare billings.

**INFORMATION TECHNOLOGY:** A new management information system is being implemented that will integrate billing, fiscal, clinical functions and service utilization, and will monitor service performance.

**POSITION SUMMARY**

<b>Position Classification</b>	<b>Full-Time Equivalents</b>			<b>Salary &amp; Benefits</b>
	<b>Current</b>	<b>Requested</b>	<b>Adopted</b>	
Accounting Technician	1.00	1.00	0.00	\$0
Administrative Clerk II - 1	5.00	5.00	5.00	\$120,150
Administrative Clerk III	1.00	1.00	1.00	\$47,437
Business Services Officer	1.00	1.00	0.00	\$0
Business Services Manager	1.00	1.00	1.00	\$0
Clinician II	2.00	2.00	2.00	\$134,439
Departmental Analyst	3.00	3.00	3.00	\$0
Deputy Dir.-Alc,Drug & MH Serv	1.00	1.00	1.00	\$113,169
Deputy Director-ADMH Fiscal	1.00	1.00	1.00	\$99,566
Director of Alcohol,Drug & MH	1.00	1.00	1.00	\$128,916
Medical Billing Clerk II	6.00	6.00	6.00	\$210,892
Medical Records Specialist	1.00	1.00	0.00	\$0
Quality Improvement/Comp. Mgr.	1.00	1.00	1.00	\$91,659
Secretary II	1.00	1.00	1.00	\$43,376
Secretary III	1.00	1.00	1.00	\$0
Secretary to the Dir.-Nonsup	1.00	1.00	0.00	\$0
Staff Services Analyst II	3.00	3.00	3.00	\$58,629
Salary Transfer	0.00	0.00	0.00	\$0
Workers Compensation	0.00	0.00	0.00	\$15,805
Furlough Savings	0.00	0.00	0.00	\$-37,292
<b>Total</b>	<b>31.00</b>	<b>31.00</b>	<b>27.00</b>	<b>\$1,026,746</b>

# Alcohol, Drug & Mental Health

## ADULT SYSTEM OF CARE BUDGET UNIT DETAIL

<u>Budget Category</u>	<u>Actual 2002/2003</u>	<u>Budget 2003/2004</u>	<u>Estimated Actual 2003/2004</u>	<u>Requested 2004/2005</u>	<u>Adopted 2004/2005</u>
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$1,659,271	\$1,666,450	\$1,679,260	\$1,521,664	\$1,521,664
Services & Supplies	\$3,994,452	\$4,127,643	\$4,516,035	\$3,154,321	\$3,404,321
Fixed Assets	\$0	\$0	\$4,399	\$27,000	\$27,000
<b>Total</b>	<b>\$5,653,723</b>	<b>\$5,794,093</b>	<b>\$6,199,694</b>	<b>\$4,702,985</b>	<b>\$4,952,985</b>
<b>REVENUES</b>					
Fees & Charges	\$722,624	\$513,650	\$397,252	\$263,000	\$263,000
Federal/State Reimbursement	\$1,981,139	\$2,088,068	\$2,486,230	\$1,852,482	\$1,852,482
Realignment	\$2,162,667	\$2,449,113	\$2,449,113	\$2,048,052	\$2,048,052
Use of Reserves	\$0	\$289,000	\$289,000	\$0	\$0
Realignment Carry Forward	\$0	\$0	\$0	\$0	\$250,000
Operating Transfers In	\$0	\$279,153	\$0	\$312,946	\$312,946
General Fund	\$136,829	\$175,109	\$188,658	\$226,505	\$226,505
<b>Total</b>	<b>\$5,003,259</b>	<b>\$5,794,093</b>	<b>\$5,810,253</b>	<b>\$4,702,985</b>	<b>\$4,952,985</b>

### **BUDGET UNIT DESCRIPTION**

Budget Unit 505-4 (Fund 196). The Adult System of Care (ASOC) provides services to seriously mentally ill adults and their families. ASOC offers programs that are specialized to older adults. The budget unit serves mentally ill adults by preventing placement and recidivism of consumers to higher levels of care by intensive case management. A key goal for this year is to continue close collaboration with other county departments and community providers to meet the needs of consumers whose mental health and substance abuse issues make it difficult to face the challenges of life.

### **PROGRAM SUMMARIES**

Adult care contracts with 15 area providers to provide outpatient, day treatment, acute inpatient, board and care, transportation, housing, representative payee, vocational and outreach services. Besides providing case management services, ASOC also runs an intensive day treatment program to serve those consumers who are stepping down from a higher level of care and need help transitioning to their new placement.

Case management services and an intensive day treatment program are provided for clients who are moving from higher to lower levels of care and who may need assistance in transitioning to their new placement.

There are 15 area mental health providers who are contracted to provide outpatient day treatment, acute inpatient care, board and care services, housing and transportation services, outreach and vocational services and representative payee services.

A key goal this year is to continue developing a closer collaboration with public and private agencies to serve the needs of consumers whose mental health and substance abuse issues make it difficult

for them to face life's daily issues. ASOC strives to serve mentally ill adults by offering services that reduce the level and lengths of stay in acute placements and to reduce clients' recidivism through intensive case management.

This budget unit includes an allocation of \$250,000 from the health realignment fund carry forward to this mental health budget unit to assist in mitigating budget impacts on essential housing care providers (\$200,000), medication services (\$50,000) and acute inpatient hospitalization (\$50,000). This action reduces the shortfall to finance essential services from \$1 million to \$750,000.

<b><u>POSITION SUMMARY</u></b>				
<b>Position Classification</b>	<b>Full-Time Equivalents</b>			<b>Salary &amp; Benefits</b>
	<b>Current</b>	<b>Requested</b>	<b>Adopted</b>	
Clinical Program Manager	1.00	1.00	1.00	\$99,388
Supervising Clin. Psychologist	3.00	3.00	3.00	\$237,003
Clinical Psychologist II	0.50	0.50	0.50	\$0
Supervising Clinician	1.00	1.00	1.00	\$83,880
Clinician II	14.00	14.00	13.25	\$584,148
Alcohol, Drug and MH Prog Coor	1.00	1.00	1.00	\$76,488
Mental Health Nurse II	3.50	3.50	3.00	\$129,666
Staff Services Analyst II	1.00	1.00	1.00	\$69,139
Alcohol, Drug & MH Spec II	5.50	5.50	5.50	\$187,808
Office Support Specialist	1.00	1.00	1.00	\$27,074
Salary Transfer	0.00	0.00	0.00	\$57,747
Workers Compensation	0.00	0.00	0.00	\$12,557
Furlough Savings	0.00	0.00	0.00	\$-43,234
<b>Total</b>	<b>31.50</b>	<b>31.50</b>	<b>30.25</b>	<b>\$1,521,664</b>

# Alcohol, Drug & Mental Health

## CHILDREN'S SYSTEM OF CARE BUDGET UNIT DETAIL

<u>Budget Category</u>	<u>Actual 2002/2003</u>	<u>Budget 2003/2004</u>	<u>Estimated Actual 2003/2004</u>	<u>Requested 2004/2005</u>	<u>Adopted 2004/2005</u>
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$1,669,315	\$1,819,889	\$1,575,903	\$2,009,373	\$2,457,987
Services & Supplies	\$2,240,911	\$2,812,116	\$1,972,465	\$2,648,513	\$2,648,513
Fixed Assets	\$18,861	\$0	\$22,948	\$0	\$0
<b>Total</b>	<b>\$3,929,087</b>	<b>\$4,632,005</b>	<b>\$3,571,316</b>	<b>\$4,657,886</b>	<b>\$5,106,500</b>
<b>REVENUES</b>					
Fees & Charges	\$232,431	\$153,831	\$19,981	\$133,492	\$133,492
Federal/State Reimbursement	\$3,456,353	\$4,478,174	\$3,911,223	\$4,499,394	\$4,746,264
Other Revenue	\$289,994	\$0	\$11,780	\$0	\$226,744
<b>Total</b>	<b>\$3,978,778</b>	<b>\$4,632,005</b>	<b>\$3,942,984</b>	<b>\$4,632,886</b>	<b>\$5,106,500</b>

### **BUDGET UNIT DESCRIPTION**

Budget Unit 505-5 (Fund 196). The Children's System of Care (CSOC) has four distinct service programs: Outpatient/school- based services, probation and juvenile hall services, employment and social services, integrated services and acute care services.

### **PROGRAM SUMMARIES**

A vital component of this division is the collaboration among numerous community-based organizations for the purpose of creating a seamless service delivery system with specialized services to meet the consumers needs. These services deepen and strengthen the continuum of care for youth and their families in Yolo County. Through the combined efforts of county departments and private providers, CSOC successfully meets the challenge of keeping kids safe, healthy, in the community, at home and in school.

The budget includes approximately \$226,000 in additional grant funds that will finance counselor services for elementary school students in the Woodland School District. This is the first year of this three-year grant.



**POSITION SUMMARY**

<b>Position Classification</b>	<b>Full-Time Equivalents</b>			<b>Salary &amp; Benefits</b>
	<b>Current</b>	<b>Requested</b>	<b>Adopted</b>	
Psychiatrist-Board Cert. - 8	2.00	2.00	2.00	\$170,324
Clinical Program Manager	1.00	1.00	1.00	\$100,924
Supervising Clin. Psychologist	3.00	3.00	3.00	\$261,533
Clinical Psychologist II	1.00	1.00	1.00	\$74,000
Clinician II	21.50	21.50	21.00	\$1,659,493
Alcohol, Drug and MH Prog Coord	1.00	1.00	1.00	\$73,248
Departmental Analyst	1.00	1.00	1.00	\$68,674
Secretary III	1.00	1.00	1.00	\$48,642
Alcohol, Drug & MH Spec II	1.50	1.50	1.00	\$45,773
Administrative Clerk II - 1	1.00	1.00	1.00	\$35,855
Salary Transfer	0.00	0.00	0.00	\$-39,738
Workers Compensation	0.00	0.00	0.00	\$9,000
Furlough Savings	0.00	0.00	0.00	\$-49,741
<b>Total</b>	<b>34.00</b>	<b>34.00</b>	<b>33.00</b>	<b>\$2,457,987</b>

# Health SUMMARY

<b>Budget Category</b>	<b>Actual 2002/2003</b>	<b>Budget 2003/2004</b>	<b>Estimated Actual 2003/2004</b>	<b>Requested 2004/2005</b>	<b>Adopted 2004/2005</b>
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$6,821,813	\$8,512,998	\$7,064,258	\$8,975,844	\$8,784,884
Services & Supplies	\$6,907,020	\$7,235,244	\$7,001,391	\$7,901,047	\$7,901,047
Fixed Assets	\$57,149	\$182,956	\$148,124	\$338,516	\$338,516
Other Charges	\$110,539	\$364,924	\$115,187	\$156,740	\$156,740
Expense Reimbursement	\$-25,749	\$0	\$-56,193	\$-43,363	\$-43,363
Operating Transfers Out	\$124,270	\$402,650	\$72,362	\$345,013	\$345,013
Intrafund Transfers	\$-3,142	\$0	\$-1,984	\$0	\$0
	<b>\$13,991,900</b>	<b>\$16,698,772</b>	<b>\$14,343,145</b>	<b>\$17,673,797</b>	<b>\$17,482,837</b>
<b>REVENUES</b>					
General Fund	\$2,076,514	\$2,229,061	\$2,427,373	\$2,753,341	\$2,694,147
Fees & Charges	\$1,431,162	\$1,814,578	\$1,651,733	\$1,829,647	\$1,796,123
Federal/State Reimbursement	\$4,424,888	\$4,825,582	\$5,384,602	\$5,209,283	\$4,911,206
Other Revenue	\$758,153	\$661,941	\$208,063	\$158,979	\$158,979
Realignment	\$5,713,917	\$6,822,104	\$6,597,690	\$5,615,467	\$5,550,001
Fines/Forfeitures/Other	\$351,633	\$251,558	\$461,357	\$287,804	\$287,804
Department Reimbursements	\$134,410	\$73,948	\$236,946	\$289,111	\$554,413
Carry Forward	\$0	\$5,000	\$0	\$0	\$0
Special Revenue Funds	\$11,940	\$15,000	\$12,605	\$45,000	\$45,000
Realignment Carry Forward	\$0	\$0	\$0	\$1,485,165	\$1,485,164
	<b>\$14,902,617</b>	<b>\$16,698,772</b>	<b>\$16,980,369</b>	<b>\$17,673,797</b>	<b>\$17,482,837</b>
<b>POSITIONS (FTE)</b>	141.90	143.90	143.90	143.90	135.40

## **MISSION**

The mission of the Health Department is to protect and enhance the health and safety of the residents of Yolo County.

## **GOALS AND ACCOMPLISHMENTS 2003-2004**

The Health department goals for 2003-04 were:

1. Improved communicable disease surveillance, response and prevention through procedural changes, new staff and laboratory equipment, funded with federal bioterrorism funds.
2. Expanded programs, such as "Y-FIT," to combat preventable chronic diseases such as diabetes, heart disease and obesity.
3. Enhanced response to emergencies through expanded planning conducted in conjunction with other emergency responders and community groups.
4. Expanded cost-saving procedures and programs, such as the Patient Assistance Program, saving \$1.2 million in prescription medicine costs.

## **GOALS AND OBJECTIVES 2004-2005**

Departmental goals for 2004-05 are as follows:

1. Strengthen the department's ability to prevent and respond to threats to community health and safety.
2. Promote universal access to health services that meet the county's standard of care.
3. Continually enhance the department's fiscal efficiency through partnerships, collaborations and innovations with other county departments and non-county partners.
4. Promote the health and well-being of the county's communities through active education and prevention programs.

## **SIGNIFICANT CHANGES**

Due to rapidly increasing costs and associated losses by the contractor, in June and July of 2004, a series of revisions were approved to the county's indigent health care eligibility criteria. The most significant change was the imposition of an upper income limit. This change, plus others having to do with sponsored immigrants and the definition of the family unit, will result in approximately 1500 individuals no longer qualifying for coverage. Even though the Health Department funding streams were down considerably, these actions resulted from increased costs to the contractor and not as a result of a failure by the county to fully fund the contract.

The department continues to experience an increase in clients who do not qualify as Medi-Cal beneficiaries. As a consequence, Medi-Cal reimbursement rates are lower and other resources are needed to provide necessary services. Additionally, program costs continue to increase and grant funding and opportunities are more difficult to secure. This necessitates maintaining higher position vacancy rates.

Staff recommends establishing a Realignment Program, Health Fund Contingency in the amount of \$350,000 to provide funds to mitigate any unforeseen health department or other realignment department issues that may arise during 2004-05. Carry forward health realignment funds will finance the contingency appropriation.

# Health

## CHILDREN'S MEDICAL SERVICES BUDGET UNIT DETAIL

<u>Budget Category</u>	<u>Actual 2002/2003</u>	<u>Budget 2003/2004</u>	<u>Estimated Actual 2003/2004</u>	<u>Requested 2004/2005</u>	<u>Adopted 2004/2005</u>
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$1,182,046	\$1,472,268	\$1,307,555	\$1,501,093	\$1,461,899
Services & Supplies	\$250,890	\$287,601	\$239,602	\$372,544	\$372,544
Other Charges	\$27,920	\$236,117	\$15,361	\$31,460	\$31,460
Operating Transfers Out	\$0	\$0	\$164	\$0	\$0
<b>Total</b>	<b>\$1,460,856</b>	<b>\$1,995,986</b>	<b>\$1,562,682</b>	<b>\$1,905,097</b>	<b>\$1,865,903</b>
<b>REVENUES</b>					
Federal/State Reimbursement	\$1,094,644	\$1,584,297	\$1,346,858	\$1,591,439	\$1,558,664
Realignment	\$250,000	\$250,000	\$191,667	\$250,000	\$250,000
Other Revenue	\$2,553	\$49,907	\$1,868	\$2,000	\$2,000
General Fund	\$111,872	\$111,782	\$111,782	\$61,658	\$55,239
<b>Total</b>	<b>\$1,459,069</b>	<b>\$1,995,986</b>	<b>\$1,652,175</b>	<b>\$1,905,097</b>	<b>\$1,865,903</b>

### **BUDGET UNIT DESCRIPTION**

Budget Unit 501-9 (Fund 114). The children's medical services budget unit consists of three cost centers:

1. Child health disability prevention.
2. California Children's Services.
3. Diagnosis, treatment and therapy, which is part of California Children's Services.

### **PROGRAM SUMMARIES**

A public health nurse position is transferred to this budget from the community health budget.

Realignment revenue from the social services account provides \$250,000 in funds for this budget unit for diagnosis, treatment and therapy.

**POSITION SUMMARY**

<b>Position Classification</b>	<b>Full-Time Equivalents</b>			<b>Salary &amp; Benefits</b>
	<b>Current</b>	<b>Requested</b>	<b>Adopted</b>	
Accounting Technician	1.00	1.00	1.00	\$50,833
Administrative Clerk II - 1	3.00	3.00	3.00	\$122,707
Childrens Services Worker	1.00	1.00	1.00	\$43,309
Comm. Health Asst. II	1.00	1.00	1.00	\$45,807
Departmental Analyst	0.50	0.50	0.50	\$34,952
Physical Therapist	2.50	2.50	2.50	\$229,920
Supervising Phys/Occ Therapist	1.00	1.00	1.00	\$134,992
Public Health Nurse I/II/III	9.50	10.50	9.20	\$568,766
Physician	1.00	1.00	1.00	\$117,495
Supervising Pub Health Nurse	1.00	1.00	1.00	\$95,092
Therapy Aide	1.00	1.00	1.00	\$41,369
Children's Services Lead Work	1.00	1.00	1.00	\$52,336
Extra Help	0.00	0.00	0.00	\$10,722
Workers Compensation	0.00	0.00	0.00	\$4,845
Salary Transfer	0.00	0.00	0.00	\$-52,052
Furlough Savings	0.00	0.00	0.00	\$-39,194
<b>Total</b>	<b>23.50</b>	<b>24.50</b>	<b>23.20</b>	<b>\$1,461,899</b>

# Health

## COMMUNITY HEALTH BUDGET UNIT DETAIL

<b>Budget Category</b>	<b>Actual 2002/2003</b>	<b>Budget 2003/2004</b>	<b>Estimated Actual 2003/2004</b>	<b>Requested 2004/2005</b>	<b>Adopted 2004/2005</b>
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$4,001,133	\$4,938,281	\$3,977,141	\$5,419,478	\$5,313,929
Services & Supplies	\$953,059	\$1,344,182	\$927,284	\$1,243,704	\$1,243,704
Fixed Assets	\$27,241	\$37,700	\$11,545	\$315,716	\$315,716
Other Charges	\$13,255	\$23,588	\$28,666	\$30,025	\$30,025
Operating Transfers Out	\$36,325	\$339,889	\$0	\$286,000	\$286,000
Expense Reimbursement	\$-25,749	\$0	\$-5,274	\$-43,363	\$-43,363
<b>Total</b>	<b>\$5,005,264</b>	<b>\$6,683,640</b>	<b>\$4,939,362</b>	<b>\$7,251,560</b>	<b>\$7,146,011</b>
<b>REVENUES</b>					
Other Revenue	\$655,440	\$517,338	\$17,309	\$87,367	\$87,367
Fees & Charges	\$174,423	\$98,322	\$147,818	\$154,032	\$154,032
Federal/State Reimbursement	\$2,742,578	\$2,539,359	\$3,608,998	\$3,200,760	\$2,935,458
Department Reimbursements	\$134,410	\$73,948	\$236,946	\$108,957	\$374,259
Realignment	\$2,217,159	\$2,975,280	\$2,788,405	\$2,373,353	\$2,320,580
Realignment Carry Forward	\$0	\$0	\$0	\$742,582	\$742,581
General Fund	\$141,433	\$479,393	\$518,788	\$584,509	\$531,734
<b>Total</b>	<b>\$6,065,443</b>	<b>\$6,683,640</b>	<b>\$7,318,264</b>	<b>\$7,251,560</b>	<b>\$7,146,011</b>

### **BUDGET UNIT DESCRIPTION**

Budget Unit 501-1 (Fund 114): This budget unit consists of four cost centers:

1. Public health nursing.
2. Health education.
3. Women, Infants and Children program (WIC).
4. Health officer, epidemiology, vital records, laboratory services, administration, information, technology and fiscal.

### **PROGRAM SUMMARIES**

1. PUBLIC HEALTH NURSING: Focuses efforts on home nurse visitation and outreach while continuing to support immunization, communicable disease programs and programs for the aged.
2. HEALTH EDUCATION: Consists of the following programs: AIDS, tobacco, WIC, car seat, Y-FIT, "Get Ready" and chronic disease prevention.
3. EPIDEMIOLOGY: Includes bioterrorism and communicable disease efforts to enhance surveillance. In June 2004 it conducted a countywide drill at University of California, Davis.
4. LABORATORY SERVICES: Capabilities have improved with new equipment funded by the bioterrorism grant; may receive additional funds for a new facility.
5. FISCAL: Improved information supplied to department managers and supervisors to better respond to changes in demands in services and funding.

**POSITION SUMMARY**

<b>Position Classification</b>	<b>Full-Time Equivalents</b>			<b>Salary &amp; Benefits</b>
	<b>Current</b>	<b>Requested</b>	<b>Adopted</b>	
Accounting Technician	1.00	1.00	0.00	\$0
Administrative Clerk II - 1	7.00	7.00	6.00	\$309,870
Administrative Clerk III	1.00	1.00	1.00	\$50,964
Administrative Clerk IV	1.00	1.00	1.00	\$53,149
Asst. Dir of Public Health Nur	1.00	1.00	1.00	\$101,252
Case Management Nurse	2.00	2.00	2.00	\$148,900
Chief of Public Health Lab Ser	1.00	1.00	1.00	\$102,578
Comm. Health Asst. II	10.10	10.10	9.60	\$453,057
Compliance Officer	1.00	1.00	1.00	\$82,942
Department Director/Health Off	0.75	0.90	0.90	\$175,412
Departmental Analyst	3.00	3.00	3.00	\$195,289
Deputy Dir/Health Fiscal	1.00	1.00	1.00	\$103,450
Deputy Dir/Health Programs	1.00	1.00	1.00	\$102,617
Director of Public Health Nurs	1.00	1.00	1.00	\$108,820
Director of the Health Dept.	1.00	1.00	0.00	\$0
Health Educator	1.00	1.00	0.00	\$0
Health Program Coordinator	5.00	5.00	5.00	\$382,046
Laboratory Technician	0.50	0.50	0.50	\$24,321
Lactation/Breastfeeding Coord.	1.00	1.00	1.00	\$66,690
Lead Vital Statistics Tech.	1.00	1.00	1.00	\$51,235
MCAH Nurse Specialist	1.00	1.00	1.00	\$88,154
Outreach Specialist II	6.50	6.50	6.50	\$294,933
Public Health Epidemiologist	1.00	1.00	1.00	\$74,598
Public Health Microbiolog. II	1.50	1.50	1.50	\$41,505
Public Health Nutritionist	3.00	3.00	2.00	\$127,416
Public Health Nurse I/II/III	20.30	19.30	17.60	\$1,459,408
Secretary II	1.00	1.00	1.00	\$0
Secretary to the Dir.-Nonsup	1.00	1.00	1.00	\$52,568
Senior Comm. Health Asst.	4.00	4.00	4.00	\$176,844
Staff Services Analyst II	0.75	0.75	0.75	\$56,502
Supervising Pub Health Nurse	3.00	3.00	3.00	\$282,874
Supervisor, Epidemiology	1.00	1.00	1.00	\$102,111
Technical Support Spec. II	1.00	1.00	1.00	\$71,195
Extra Help	0.00	0.00	0.00	\$74,329
Benefit Cashout	0.00	0.00	0.00	\$57,580
Workers Compensation	0.00	0.00	0.00	\$35,746
Salary Transfer	0.00	0.00	0.00	-\$88,877
Furlough Savings	0.00	0.00	0.00	-\$105,549
<b>Total</b>	<b>86.40</b>	<b>85.55</b>	<b>78.35</b>	<b>\$5,313,929</b>

# Health

## ELDER CARE BUDGET UNIT DETAIL

<u>Budget Category</u>	<u>Actual 2002/2003</u>	<u>Budget 2003/2004</u>	<u>Estimated Actual 2003/2004</u>	<u>Requested 2004/2005</u>	<u>Adopted 2004/2005</u>
<b>APPROPRIATIONS</b>					
Services & Supplies	\$11,940	\$15,000	\$12,605	\$45,000	\$45,000
<b>Total</b>	<b>\$11,940</b>	<b>\$15,000</b>	<b>\$12,605</b>	<b>\$45,000</b>	<b>\$45,000</b>
<b>REVENUES</b>					
Special Revenue Funds	\$11,940	\$15,000	\$12,605	\$45,000	\$45,000
<b>Total</b>	<b>\$11,940</b>	<b>\$15,000</b>	<b>\$12,605</b>	<b>\$45,000</b>	<b>\$45,000</b>

### **BUDGET UNIT DESCRIPTION**

Budget Unit 502-3 (Fund 024). This budget unit provides funds to finance facility and maintenance costs for the county's adult day health center.

### **PROGRAM SUMMARIES**

The Yolo County Adult Day Health Center opened in 1984 to provide adult day health care services under the county's license. In August 1998, Woodland Healthcare contracted to operate the center. This partnership works to provide a consistent line of accountability and communication between the county and Woodland Healthcare. Year two of a five-year agreement with Woodland Healthcare began July 1, 2004. Funding for this program comes from Medi-Cal, sliding-scale client fees, grants and the continuing financial support of the Friends of Yolo County Adult Day Health Care. Under the agreement with Woodland Healthcare, the county has the responsibility of maintaining the adult day health center structure. Funds to cover these costs come from a maintenance fee received from Woodland Healthcare.



# Health

## EMERGENCY MEDICAL SERVICES BUDGET UNIT DETAIL

<b>Budget Category</b>	<b>Actual 2002/2003</b>	<b>Budget 2003/2004</b>	<b>Estimated Actual 2003/2004</b>	<b>Requested 2004/2005</b>	<b>Adopted 2004/2005</b>
<b>APPROPRIATIONS</b>					
Services & Supplies	\$334,961	\$191,649	\$242,343	\$188,845	\$188,845
Operating Transfers Out	\$35,057	\$25,656	\$26,508	\$25,280	\$25,280
Other Charges	\$53,636	\$39,253	\$40,557	\$38,679	\$38,679
<b>Total</b>	<b>\$423,654</b>	<b>\$256,558</b>	<b>\$309,408</b>	<b>\$252,804</b>	<b>\$252,804</b>
<b>REVENUES</b>					
Carry Forward	\$0	\$5,000	\$0	\$0	\$0
Fines/Forfeitures/Other	\$335,922	\$251,558	\$441,775	\$252,804	\$252,804
<b>Total</b>	<b>\$335,922</b>	<b>\$256,558</b>	<b>\$441,775</b>	<b>\$252,804</b>	<b>\$252,804</b>

### **BUDGET UNIT DESCRIPTION**

Budget Unit 525-3 (Fund 020). This budget unit reimburses physicians and hospitals that are unable to collect payments for emergency medical care they provide. This activity is funded by a surcharge on fines, forfeitures and penalties.

### **PROGRAM SUMMARIES**

This budget unit processes provider claims, distributes funds and prepares state reports. Distribution of funds: 10% of the total emergency medical services fund is used to administer the program. The remaining 90% is distributed as specified by the health and safety code, as follows:

1. UNCOMPENSATED PHYSICIAN EMERGENCY MEDICAL SERVICES - 58%. This amount is budgeted to cover emergency room physician claims that are not reimbursed from any other source.
2. HOSPITAL TRAUMA AND EMERGENCY MEDICAL CARE SERVICES - 25%. This amount is budgeted for hospitals providing a disproportionate share of trauma and emergency medical care services. All of these funds are used to cover county indigents receiving trauma care at the University of California Davis Medical Center. This funding is part of the contract with Sutter Davis Hospital.
3. DISCRETIONARY EMERGENCY MEDICAL SERVICES - 17%. This amount is budgeted for discretionary emergency medical services funds. These funds partially cover the joint powers agreement with Sierra-Sacramento Valley Emergency Medical Services Agency. The agency provides administration of ambulance licensing and emergency medical service activities in the county.

# Health

## ENVIRONMENTAL HEALTH BUDGET UNIT DETAIL

<u>Budget Category</u>	<u>Actual 2002/2003</u>	<u>Budget 2003/2004</u>	<u>Estimated Actual 2003/2004</u>	<u>Requested 2004/2005</u>	<u>Adopted 2004/2005</u>
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$1,229,734	\$1,666,652	\$1,286,799	\$1,592,963	\$1,559,439
Services & Supplies	\$280,352	\$453,132	\$280,601	\$517,032	\$517,032
Fixed Assets	\$29,908	\$145,256	\$136,579	\$22,800	\$22,800
Other Charges	\$0	\$35,219	\$396	\$23,255	\$23,255
Intrafund Transfers	\$-3,142	\$0	\$-1,984	\$0	\$0
<b>Total</b>	<b>\$1,536,852</b>	<b>\$2,300,259</b>	<b>\$1,702,391</b>	<b>\$2,156,050</b>	<b>\$2,122,526</b>
<b>REVENUES</b>					
Fees & Charges	\$1,256,739	\$1,716,256	\$1,503,915	\$1,675,615	\$1,642,091
Fines/Forfeitures/Other	\$15,711	\$0	\$19,582	\$35,000	\$35,000
Federal/State Reimbursement	\$94,762	\$441,490	\$96,534	\$225,281	\$225,281
Realignment	\$0	\$33,607	\$33,607	\$0	\$0
Other Revenue	\$1,117	\$13,914	\$374	\$0	\$0
Department Reimbursements	\$0	\$0	\$0	\$180,154	\$180,154
General Fund	\$189,983	\$94,992	\$94,992	\$40,000	\$40,000
<b>Total</b>	<b>\$1,558,312</b>	<b>\$2,300,259</b>	<b>\$1,749,004</b>	<b>\$2,156,050</b>	<b>\$2,122,526</b>

### **BUDGET UNIT DESCRIPTION**

Budget Unit 501-3 (Fund 114). Environmental Health Services consists of two cost centers: the general unit and the hazardous materials unit.

### **PROGRAM SUMMARIES**

Environmental health programs are designed to protect the public from:

1. Food-borne and water-borne diseases through permitting, monitoring and inspection.
2. Vector-borne diseases through education and rabies through timely investigation of animal bites.
3. Unsafe or unhealthy housing via inspections and compliance enforcement.
4. Unsafe or unhealthy environmental conditions caused by the improper use or mismanagement of toxic chemicals, or improper construction of sewer and water systems through permitting, plan review and inspections.
5. Acute environmental health incidents such as outbreaks, toxic spills and bioterrorism.

**POSITION SUMMARY**

<b>Position Classification</b>	<b>Full-Time Equivalents</b>			<b>Salary &amp; Benefits</b>
	<b>Current</b>	<b>Requested</b>	<b>Adopted</b>	
Administrative Clerk II - 1	4.00	4.00	4.00	\$126,288
Administrative Clerk III	1.00	1.00	1.00	\$48,604
Director of Environmental Hlth	1.00	1.00	1.00	\$117,908
Environmental Health Spec I/II/III	9.00	9.00	9.00	\$426,137
Hazardous Materials Spec I/II/III	9.00	9.00	9.00	\$526,729
Supervising Env. Health Spec.	1.00	1.00	1.00	\$83,067
Supervising Haz Mat Spec.	1.00	1.00	1.00	\$83,074
Environmental Health Mgr.	1.00	1.00	1.00	\$96,417
Extra Help	0.00	0.00	0.00	\$21,184
Overtime	0.00	0.00	0.00	\$17,092
Standby Pay	0.00	0.00	0.00	\$19,533
Benefit Cashout	0.00	0.00	0.00	\$13,925
Workers Compensation	0.00	0.00	0.00	\$13,005
Furlough Savings	0.00	0.00	0.00	-\$33,524
<b>Total</b>	<b>27.00</b>	<b>27.00</b>	<b>27.00</b>	<b>\$1,559,439</b>

# Health

## HEALTH CARE FINANCING-YCHIP BUDGET UNIT DETAIL

<u>Budget Category</u>	<u>Actual 2002/2003</u>	<u>Budget 2003/2004</u>	<u>Estimated Actual 2003/2004</u>	<u>Requested 2004/2005</u>	<u>Adopted 2004/2005</u>
<b>APPROPRIATIONS</b>					
Services & Supplies	\$436,796	\$114,645	\$173,566	\$50,831	\$50,831
Operating Transfers Out	\$26,361	\$7,676	\$16,261	\$2,857	\$2,857
<b>Total</b>	<b>\$463,157</b>	<b>\$122,321</b>	<b>\$189,827</b>	<b>\$53,688</b>	<b>\$53,688</b>
<b>REVENUES</b>					
Federal/State Reimbursement	\$378,675	\$122,321	\$187,723	\$53,688	\$53,688
Other Revenue	\$3,077	\$0	\$846	\$0	\$0
<b>Total</b>	<b>\$381,752</b>	<b>\$122,321</b>	<b>\$188,569</b>	<b>\$53,688</b>	<b>\$53,688</b>

### **BUDGET UNIT DESCRIPTION**

Budget Unit 503-1 (Fund 162). This budget unit was created to appropriate and account for State Proposition 99, tobacco tax revenue for the California Healthcare for Indigents Program (CHIP). These funds are aimed at improving access to health care for the medically indigent and are to be used only to supplement and not supplant county funding.

### **PROGRAM SUMMARIES**

Revenues in this program have declined from \$2,169,887 in 1989-90 to just \$53,688 for 2004-05. This change represents a 97.5% decrease in funding during the life of this program. Reductions in funding necessitate using additional health realignment revenue to fully fund our agreement with Sutter Davis Hospital. The budgeted amount is based on state projections, but experience indicates that funding might well be adjusted downward, usually in February, through the use of a Department of Finance Section 86 letter.

California Healthcare for Indigents Program (CHIP) funds are received and expended through the following sub-accounts:

1. **PHYSICIAN SERVICES ACCOUNT:** 50% of this account is to reimburse physicians for uncompensated emergency medical services. Through this account, physicians may be reimbursed up to 50% of their charges. A county may use the other 50% of this account at its discretion, for new contracts with physicians for emergency, obstetric and pediatric services.
2. **HOSPITAL SERVICES ACCOUNT:** Non-county hospital funds are divided into formula and discretionary amounts. Formula amounts are distributed to Woodland Memorial Hospital and Sutter Davis Hospital to compensate for charity care. Discretionary funds from this account are used to finance part of the contract for indigent healthcare services.
3. **OTHER HEALTH SERVICES ACCOUNT:** All funds from this account, except 10% for administration, are used to finance part of the contract for indigent healthcare services.

# Health

## INDIGENT HEALTHCARE BUDGET UNIT DETAIL

<b>Budget Category</b>	<b>Actual 2002/2003</b>	<b>Budget 2003/2004</b>	<b>Estimated Actual 2003/2004</b>	<b>Requested 2004/2005</b>	<b>Adopted 2004/2005</b>
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$316,791	\$335,924	\$492,763	\$329,368	\$316,675
Services & Supplies	\$3,124,345	\$3,415,443	\$3,434,205	\$3,579,735	\$3,579,735
Other Charges	\$15,728	\$30,747	\$30,207	\$33,321	\$33,321
Expense Reimbursement	\$0	\$0	\$-50,919	\$0	\$0
<b>Total</b>	<b>\$3,456,864</b>	<b>\$3,782,114</b>	<b>\$3,906,256</b>	<b>\$3,942,424</b>	<b>\$3,929,731</b>
<b>REVENUES</b>					
Realignment	\$3,246,758	\$3,563,217	\$3,584,011	\$2,992,114	\$2,979,421
Realignment Carry Forward	\$0	\$0	\$0	\$742,583	\$742,583
Federal/State Reimbursement	\$114,229	\$138,115	\$144,489	\$138,115	\$138,115
Other Revenue	\$95,878	\$80,782	\$186,605	\$69,612	\$69,612
<b>Total</b>	<b>\$3,456,865</b>	<b>\$3,782,114</b>	<b>\$3,915,105</b>	<b>\$3,942,424</b>	<b>\$3,929,731</b>

### **BUDGET UNIT DESCRIPTION**

Budget Unit 502-3 (Fund 114). This budget unit contains most of the financing for the contract with Sutter Davis Hospital for health services to the county's indigent population. Staff in this budget unit manage contracts that provide health services to the medically indigent, older adult and inmate populations.

### **PROGRAM SUMMARIES**

The primary contract for medically indigent health services is with Sutter Davis Hospital. Through the contract, the Yolo Health Alliance (Sutter Davis Hospital, CommuniCare Health Centers and Sutter West Medical Group) manages or provides all patient care and operates two county clinics: Peterson Clinic in Woodland and Salud Clinic in West Sacramento. This year is the third year of a five-year agreement. Staff in the budget unit administer additional hospital inpatient contracts. These agreements provide medically indigent and incarcerated patients access to inpatient care at Medi-Cal based per-diem rates. Staff also provide fiscal and administrative support to this budget unit and the following associated budget units: emergency medical services, California healthcare for indigents program, jail-juvenile hall medical program and eldercare fund. This budget unit also funds translator services at the county services center in West Sacramento, a facilities services coordinator for both county services centers and Employment and Social Services department staff who certify patients for indigent healthcare at three clinic sites.

**POSITION SUMMARY**

<b>Position Classification</b>	<b>Full-Time Equivalents</b>			<b>Salary &amp; Benefits</b>
	<b>Current</b>	<b>Requested</b>	<b>Adopted</b>	
Department Director/Health Off	0.25	0.10	0.10	\$19,304
Chief Deputy Director, Health	1.00	1.00	1.00	\$107,179
Comm. Health Asst. II	1.50	1.50	1.50	\$80,396
Staff Services Analyst II - 11	1.25	1.25	1.25	\$91,052
Departmental Analyst	1.00	1.00	1.00	\$68,813
Senior Accounting Technician	1.00	1.00	1.00	\$49,718
Facilities Services Coord	1.00	1.00	1.00	\$67,197
Extra Help	0.00	0.00	0.00	\$9,689
Overtime	0.00	0.00	0.00	\$1,077
Workers Compensation	0.00	0.00	0.00	\$3,470
Salary Transfer	0.00	0.00	0.00	\$-168,527
Furlough Savings	0.00	0.00	0.00	\$-12,693
<b>Total</b>	<b>7.00</b>	<b>6.85</b>	<b>6.85</b>	<b>\$316,675</b>

# Health

## JAIL-JUVENILE HALL MEDICAL BUDGET UNIT DETAIL

<u>Budget Category</u>	<u>Actual 2002/2003</u>	<u>Budget 2003/2004</u>	<u>Estimated Actual 2003/2004</u>	<u>Requested 2004/2005</u>	<u>Adopted 2004/2005</u>
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$92,109	\$99,873	\$0	\$132,942	\$132,942
Services & Supplies	\$1,514,677	\$1,413,592	\$1,691,185	\$1,903,356	\$1,903,356
Operating Transfers Out	\$26,527	\$29,429	\$29,429	\$30,876	\$30,876
<b>Total</b>	<b>\$1,633,313</b>	<b>\$1,542,894</b>	<b>\$1,720,614</b>	<b>\$2,067,174</b>	<b>\$2,067,174</b>
<b>REVENUES</b>					
Other Revenue	\$88	\$0	\$1,061	\$0	\$0
General Fund	\$1,633,226	\$1,542,894	\$1,701,811	\$2,067,174	\$2,067,174
<b>Total</b>	<b>\$1,633,314</b>	<b>\$1,542,894</b>	<b>\$1,702,872</b>	<b>\$2,067,174</b>	<b>\$2,067,174</b>

### **BUDGET UNIT DESCRIPTION**

Budget Unit 501-4 (Fund 117). This budget unit finances contracted activities that provide medical, dental and mental health care to inmates and wards of the county in adult and juvenile detention facilities. The Health Department is the designated contract administrator. However, the program administration is a joint effort of the contractor, the Sheriff, Probation, Health and Alcohol, Drug and Mental Health departments.

### **PROGRAM SUMMARIES**

This program provides cost-effective health care to Yolo County inmates and wards that meets community standards. The county contracts with California Forensic Medical Group to provide all medical, dental and mental health care to inmates and court wards. This year will mark the fourth year of a five-year agreement. The agreement has increased by \$394,848 over last year's amount due to contract amendments. The remaining appropriations finance contract administration (\$36,396), prebooking medical costs (\$150,000), and two mental health staff positions that provide mental health and substance abuse services (\$135,822). The costs of inmate hospitalizations that exceed the \$33,000 aggregate limit paid by the contractor, and costs associated with the combined adult and juvenile population exceeding an agreed-upon maximum population, are not included in this budget. These costs, along with pre-booking medical care, will be closely monitored during the year. If actual costs exceed budget, staff will return to the Board to request additional funds from county contingencies.

<u>POSITION SUMMARY</u>	<u>Full-Time Equivalents</u>			<u>Salary &amp; Benefits</u>
	<u>Current</u>	<u>Requested</u>	<u>Adopted</u>	
Salary Transfer	0.00	0.00	0.00	\$132,942
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>\$132,942</b>

# Employment & Social Services SUMMARY

Budget Category	Actual 2002/2003	Budget 2003/2004	Estimated Actual 2003/2004	Requested 2004/2005	Adopted 2004/2005
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$17,039,746	\$19,141,791	\$17,745,302	\$19,581,300	\$19,578,744
Services & Supplies	\$9,623,417	\$9,498,677	\$8,344,369	\$9,466,376	\$9,466,376
Fixed Assets	\$301,941	\$80,883	\$38,244	\$162,000	\$162,000
Other Charges	\$31,886,211	\$34,094,901	\$32,522,316	\$33,232,636	\$34,131,813
Expense Reimbursement	\$-132,513	\$-132,000	\$0	\$0	\$0
Operating Transfers Out	\$3,897,625	\$1,898,611	\$315,856	\$407,169	\$407,169
Fixed Assets-Structures/Imps	\$0	\$0	\$19,088	\$300,000	\$300,000
	<b>\$62,616,427</b>	<b>\$64,582,863</b>	<b>\$58,985,175</b>	<b>\$63,149,481</b>	<b>\$64,046,102</b>
<b>REVENUES</b>					
General Fund	\$2,420,061	\$3,938,075	\$4,068,333	\$3,938,075	\$3,935,519
ACO Fund	\$0	\$19,700	\$0	\$0	\$0
Fees & Charges	\$665,727	\$132,696	\$108,222	\$0	\$0
Federal/State Reimbursement	\$47,972,741	\$52,516,181	\$48,973,849	\$52,533,774	\$53,432,951
Other Revenue	\$916,193	\$855,704	\$698,825	\$727,870	\$727,870
Realignment	\$8,099,087	\$5,113,699	\$5,113,699	\$5,197,389	\$5,197,389
Operating Transfers In	\$1,776,527	\$449,194	\$449,194	\$77,445	\$77,445
Carry Forward	\$1,024,927	\$1,245,444	\$239,335	\$343,275	\$343,275
Realignment Carry Forward	\$0	\$312,170	\$0	\$331,653	\$331,653
	<b>\$62,875,263</b>	<b>\$64,582,863</b>	<b>\$59,651,457</b>	<b>\$63,149,481</b>	<b>\$64,046,102</b>
<b>POSITIONS (FTE)</b>					
	411.60	410.60	397.60	397.60	361.00

## **MISSION**

The mission of the department of Employment & Social Services is to work in partnership to develop the workforce, promote safe and stable families and individuals and protect the vulnerable.

## **GOALS AND ACCOMPLISHMENTS 2003-2004**

1. CHILDREN AND ADULT SERVICES: To address the outcomes and accountability as a result of Adoption and Safe Families Act, all supervisors have been trained in the self-assessment process. The department has responded to 2,200 emergency intervention calls about abuse or neglect of children or adults. More than 400 children are in foster care, and the department has intensified its efforts to increase the pool of county licensed foster parents. The department provided medical examinations to 86% of the foster care caseload (compared with the statewide average of 64%), and 76% of foster care providers have medical passports. Monthly, about 1,150 elderly or disabled adults received in-home supportive services.

2. EMPLOYMENT AND TRANSITIONAL SERVICES: Staff served 1,800 people in the Woodland and West Sacramento one-stop employment centers. Rapid response services were provided to several business and more than 100 people laid off due to plan closures, downsizing or mergers. Staff assisted in workforce recruitment for 68 new or continuing businesses, including recruiting or



screening more than 2,000 applicants (up 23% from last year). To improve CalWORKs participation tracking and to prepare for CalWIN case management system conversion, staff have participated in system trainings that have increased the conversion rate by 21%.

3. ADMINISTRATIVE SERVICES: Preparations continue for the implementation to CalWIN automated case management system, due to "go live" May 5, 2005. Sessions were held throughout the department to prepare staff for the new system, and key employees have been selected and trained to act as coaches for staff that need hands-on assistance during the transition. Department trainings have begun and will continue throughout the coming year. The financial management division has increased overall efficiency and improved revenue and expenditure tracking by reviewing workflow and reorganizing staff. Monthly and quarterly management reports have been developed to provide timely information regarding revenues and expenditures within programs and budget units to maximize federal and state funding.

### **GOALS AND OBJECTIVES 2004-2005**

1. The department's overall goals are to:

- (a) Provide customers with assistance that will lead to gainful, stable employment.
- (b) Manage increased demands for services by partnering with service providers.
- (c) Provide quality services by improving automated systems and staff development.
- (d) Improve accountability and efficiency through monitoring of programs and services.

2. ADULT AND CHILDREN'S SERVICES: Departmental goals are: To double the number of foster family providers by June 2005 through intensive recruitment and retention efforts; to increase family involvement in Child Welfare Services by 100% compliance in the timely development of a case plan and provide case documentation that parents have participated and reviewed the case plan; to develop a quality assurance procedure for In-Home Supportive Services (IHSS) hours consistent with the state mandate; to improve the quality of IHSS services by providing at least three annual health-related training sessions for social workers, conducting at least 10 second-level reviews of assessed hours and provide hands-on provider training when necessary.

3. EMPLOYMENT AND TRANSITIONAL SERVICES: This year's goals are: To implement the CalWIN case management system by developing new business processes, participating in CalWIN trainings, preparing customers regarding new processes and cleaning up existing data, both pre- and post-implementation, to improve conversion rates to the new system; to develop recommendations with community and stakeholder input that address the changing goals of the CalWORKs program. These recommendations will be presented to the Board of Supervisors by March 2005 and to submit revisions to the CalWORKs state plan by June 30, 2005.

4. ADMINISTRATIVE SERVICES: This year's goals are: To prepare staff for CalWIN implementation by providing intensive training on all aspects of the CalWIN application by the "Go Live" date of May 5, 2005; to maintain existing automated systems through the upcoming year to ensure data integrity and validity to successfully complete conversion to the CalWIN system; to develop and train supervisors in the use of individual training plans by June 30, 2005; to promote the use of these plans to encourage staff to grow along career paths; and to monitor and report revenue quarterly to identify opportunities to leverage state and federal funds and increase revenues.

### **SIGNIFICANT CHANGES**

Significant changes from last year include increased salary and benefits due to employee retirement, health care and merit step increases; use of one-time temporary assistance to needy families (TANF) incentive funds; decreased revenue due to elimination of welfare-to-work state match funding and reduced available general fund balance; increases in fixed assets for site preparation for CalWIN implementation and capital improvements necessary for the planned relocation of Child Welfare Services from the former county hospital to the North Cottonwood facility.

# Employment & Social Services

## CALWORKS, REFUGEE, AND AFLP-ASPPP BUDGET UNIT DETAIL

<u>Budget Category</u>	<u>Actual 2002/2003</u>	<u>Budget 2003/2004</u>	<u>Estimated Actual 2003/2004</u>	<u>Requested 2004/2005</u>	<u>Adopted 2004/2005</u>
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$441,646	\$353,489	\$257,091	\$318,867	\$318,867
Services & Supplies	\$256,977	\$38,359	\$116,080	\$94,984	\$94,984
Operating Transfers Out	\$244,347	\$114,945	\$130,258	\$0	\$0
Other Charges	\$3	\$51,744	\$219	\$0	\$0
<b>Total</b>	<b>\$942,973</b>	<b>\$558,537</b>	<b>\$503,648</b>	<b>\$413,851</b>	<b>\$413,851</b>
<b>REVENUES</b>					
Federal/State Reimbursement	\$460,676	\$558,537	\$506,586	\$277,945	\$277,945
Operating Transfers In	\$756,644	\$0	\$0	\$0	\$0
General Fund	\$0	\$0	\$130,258	\$135,906	\$135,906
<b>Total</b>	<b>\$1,217,320</b>	<b>\$558,537</b>	<b>\$636,844</b>	<b>\$413,851</b>	<b>\$413,851</b>

### **BUDGET UNIT DESCRIPTION**

Budget Unit 564-0 (Funds 098). This budget unit is made up of employment and program services programs with separate funding, including refugee employment and social services, adolescent family life program and adolescent sibling pregnancy prevention program.

### **PROGRAM SUMMARIES**

The employment and transitional services division provides job search, skills training, assessment and workshops tailored for cultural transition for limited-English-speaking participants in refugee services. Case managers in the adolescent family life program work with youth to prevent pregnancies among adolescents and reduce poor perinatal outcomes among those who are pregnant by providing outreach activities and education.

<u>Position Classification</u>	<u>Full-Time Equivalents</u>			<u>Salary &amp; Benefits</u>
	<u>Current</u>	<u>Requested</u>	<u>Adopted</u>	
Salary Transfer	0.00	0.00	0.00	\$318,867
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>\$318,867</b>

# Employment & Social Services

## COMMUNITY CONTRACT PROGRAMS BUDGET UNIT DETAIL

<u>Budget Category</u>	<u>Actual 2002/2003</u>	<u>Budget 2003/2004</u>	<u>Estimated Actual 2003/2004</u>	<u>Requested 2004/2005</u>	<u>Adopted 2004/2005</u>
<b>APPROPRIATIONS</b>					
Services & Supplies	\$220,077	\$231,904	\$141,544	\$79,274	\$79,274
<b>Total</b>	<b>\$220,077</b>	<b>\$231,904</b>	<b>\$141,544</b>	<b>\$79,274</b>	<b>\$79,274</b>
<b>REVENUES</b>					
Other Revenue	\$9,347	\$71,904	\$9,815	\$10,306	\$10,306
Federal/State Reimbursement	\$207,711	\$160,000	\$148,538	\$68,968	\$68,968
<b>Total</b>	<b>\$217,058</b>	<b>\$231,904</b>	<b>\$158,353</b>	<b>\$79,274</b>	<b>\$79,274</b>

### **BUDGET UNIT DESCRIPTION**

Budget Unit 551-4 (Fund 111). This budget unit appropriates funds from various sources, including those that are passed through the department to contracted service providers.

### **PROGRAM SUMMARIES**

The two activities funded in this budget unit are the homeless coordination project and the cold weather shelter contract.

1. HOMELESS COORDINATION PROJECT: The county is a partner with the cities of Davis, West Sacramento, Winters and Woodland. The project contracts for consultant services to research and evaluate the effectiveness of homeless services and to develop and maintain grants that support homeless services.

2. COLD WEATHER SHELTER: This unit makes housing available for the homeless during winter months. This service is provided by Yolo Wayfarer Center, with the county paying a share of the costs.

# Employment & Social Services

## COMMUNITY SERVICES BLOCK GRANT BUDGET UNIT DETAIL

<u>Budget Category</u>	<u>Actual 2002/2003</u>	<u>Budget 2003/2004</u>	<u>Estimated Actual 2003/2004</u>	<u>Requested 2004/2005</u>	<u>Adopted 2004/2005</u>
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$41,380	\$56,790	\$71,878	\$49,076	\$49,076
Services & Supplies	\$218,780	\$232,325	\$209,853	\$193,281	\$193,281
Other Charges	\$4,667	\$10,000	\$4,389	\$3,250	\$3,250
Operating Transfers Out	\$30,241	\$0	\$9,815	\$13,934	\$13,934
<b>Total</b>	<b>\$295,068</b>	<b>\$299,115</b>	<b>\$295,935</b>	<b>\$259,541</b>	<b>\$259,541</b>
<b>REVENUES</b>					
Federal/State Reimbursement	\$295,068	\$299,115	\$291,367	\$259,541	\$259,541
<b>Total</b>	<b>\$295,068</b>	<b>\$299,115</b>	<b>\$291,367</b>	<b>\$259,541</b>	<b>\$259,541</b>

### **BUDGET UNIT DESCRIPTION**

Budget Unit 565-0 (Funds 096, 097, 098, 099). Community Services Block Grant funds are allocated to various community-based organizations through a request-for-proposal process. Funds are used for services to low-income persons and families.

### **PROGRAM SUMMARIES**

Community services funds are generally used for programs aimed at addressing the root causes of poverty, such as drug and alcohol addiction, poor employment history, lack of problem-solving skills and homelessness. These funds may also be used to secure food and shelter.

<b><u>POSITION SUMMARY</u></b>				
<b><u>Position Classification</u></b>	<b>Full-Time Equivalents</b>			<b>Salary &amp; Benefits</b>
	<b>Current</b>	<b>Requested</b>	<b>Adopted</b>	
Salary Transfer	0.00	0.00	0.00	\$49,076
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>\$49,076</b>

# Employment & Social Services

## GENERAL ASSISTANCE BUDGET UNIT DETAIL

<b>Budget Category</b>	<b>Actual 2002/2003</b>	<b>Budget 2003/2004</b>	<b>Estimated Actual 2003/2004</b>	<b>Requested 2004/2005</b>	<b>Adopted 2004/2005</b>
<b>APPROPRIATIONS</b>					
Services & Supplies	\$73,979	\$81,500	\$76,427	\$85,980	\$85,980
Other Charges	\$438,620	\$416,000	\$299,101	\$400,000	\$400,000
<b>Total</b>	<b>\$512,599</b>	<b>\$497,500</b>	<b>\$375,528</b>	<b>\$485,980</b>	<b>\$485,980</b>
<b>REVENUES</b>					
Other Revenue	\$63,218	\$64,000	\$63,075	\$65,500	\$65,500
General Fund	\$449,381	\$433,500	\$433,500	\$420,480	\$420,480
<b>Total</b>	<b>\$512,599</b>	<b>\$497,500</b>	<b>\$496,575</b>	<b>\$485,980</b>	<b>\$485,980</b>

### **BUDGET UNIT DESCRIPTION**

Budget Unit 561-2 (Fund 111). This budget unit principally finances county general assistance aid payments to provide assistance to incapacitated, poor and indigent people. This program is mandated under the state's Welfare and Institutions Code and is funded by the county's general fund.

### **PROGRAM SUMMARIES**

Each county adopts its own policies to provide state-mandated financial support to persons who do not qualify for other state or federal programs and who are not supported by friends or family. The goal is to provide support to those who cannot work and advocate for veteran's eligibility for social security insurance or other benefits. The program is designed to foster and support self-sufficiency for those who can work through county work programs.

# Employment & Social Services

## LOCAL DISCRETION BUDGET UNIT DETAIL

<u>Budget Category</u>	<u>Actual 2002/2003</u>	<u>Budget 2003/2004</u>	<u>Estimated Actual 2003/2004</u>	<u>Requested 2004/2005</u>	<u>Adopted 2004/2005</u>
<b>APPROPRIATIONS</b>					
Services & Supplies	\$236	\$30,000	\$0	\$58,113	\$58,113
Other Charges	\$413	\$27,000	\$0	\$0	\$0
<b>Total</b>	<b>\$649</b>	<b>\$57,000</b>	<b>\$0</b>	<b>\$58,113</b>	<b>\$58,113</b>
<b>REVENUES</b>					
Other Revenue	\$1,949	\$0	\$555	\$0	\$0
Carry Forward	\$0	\$57,000	\$0	\$58,113	\$58,113
<b>Total</b>	<b>\$1,949</b>	<b>\$57,000</b>	<b>\$555</b>	<b>\$58,113</b>	<b>\$58,113</b>

### **BUDGET UNIT DESCRIPTION**

Budget Unit 567-0 (Fund 052). This budget unit represents local discretion funds that are used for services not allowed under categorical programs.

### **PROGRAM SUMMARIES**

These funds are used for support of the Workforce Investment Board, staff training, classroom training for clients and special programs-activities for clients.

# Employment & Social Services

## PUBLIC ASSISTANCE & SUPPORT SERVICES BUDGET UNIT DETAIL

<u>Budget Category</u>	<u>Actual 2002/2003</u>	<u>Budget 2003/2004</u>	<u>Estimated Actual 2003/2004</u>	<u>Requested 2004/2005</u>	<u>Adopted 2004/2005</u>
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$15,579,455	\$17,792,957	\$16,526,429	\$18,116,906	\$18,116,906
Services & Supplies	\$8,621,280	\$8,520,543	\$7,468,287	\$8,535,857	\$8,535,857
Fixed Assets	\$294,721	\$80,883	\$38,244	\$162,000	\$162,000
Fixed Assets-Structures/Imps	\$0	\$0	\$19,088	\$300,000	\$300,000
Other Charges	\$5,564,071	\$6,546,034	\$5,719,726	\$6,172,080	\$6,172,080
Expense Reimbursement	\$-132,513	\$-132,000	\$0	\$0	\$0
Operating Transfers Out	\$2,544,818	\$1,394,578	\$70,851	\$393,235	\$393,235
<b>Total</b>	<b>\$32,471,832</b>	<b>\$34,202,995</b>	<b>\$29,842,625</b>	<b>\$33,680,078</b>	<b>\$33,680,078</b>
<b>REVENUES</b>					
Fees & Charges	\$665,727	\$132,696	\$108,222	\$0	\$0
Realignment	\$4,188,614	\$2,049,963	\$2,049,963	\$2,486,970	\$2,486,970
Federal/State Reimbursement	\$23,620,839	\$28,047,533	\$24,934,590	\$28,606,779	\$28,726,779
Other Revenue	\$75,748	\$0	\$91,281	\$44,660	\$44,660
Carry Forward	\$982,659	\$1,188,444	\$206,080	\$252,162	\$252,162
Operating Transfers In	\$1,019,883	\$449,194	\$449,194	\$77,445	\$77,445
ACO Fund	\$0	\$19,700	\$0	\$0	\$0
Realignment Carry Forward	\$0	\$312,170	\$0	\$331,653	\$331,653
General Fund	\$1,904,850	\$2,003,295	\$2,003,295	\$1,880,409	\$1,760,409
<b>Total</b>	<b>\$32,458,320</b>	<b>\$34,202,995</b>	<b>\$29,842,625</b>	<b>\$33,680,078</b>	<b>\$33,680,078</b>

### **BUDGET UNIT DESCRIPTION**

Budget Unit 551-1 (Fund 109 & 111). This comprehensive budget unit funds salaries and benefits for staff in most programs operated by the department: CalWORKs eligibility and employment services; food stamps, Medi-Cal, foster care eligibility, general assistance eligibility; Child Welfare Services; Adult Protective Services; and In-Home Supportive Services (IHSS). It also funds administrative costs for those programs and includes funding for numerous contracts for services to clients in those programs, including child care for CalWORKs clients.

### **PROGRAM SUMMARIES**

This is the department's primary operational budget unit including all staff costs except those in the veterans' services budget. Principal programs and operations include the following:

1. PUBLIC ASSISTANCE PROGRAMS: Eligibility determination, case management and other services for clients needing financial assistance through CalWORKs, food stamps, general assistance, Medi-Cal and other programs.

2. CHILD WELFARE SERVICES: Protect abused, neglected, exploited and abandoned children; the program includes 24-hour emergency response, family maintenance, family reunification and permanency planning.

3. ADULT PROTECTIVE SERVICES: Protect vulnerable adults from abuse and neglect.

4. IN-HOME-SUPPORTIVE SERVICES: Provides household maintenance, personal care, transportation and other services to eligible aged or disabled persons to prevent their institutionalization. The Public Authority, a separate agency and not this budget unit, is the employer of record for IHSS providers.

5. OTHER PROGRAMS include foster care licensing, eligibility for the Yolo County Healthcare for Indigents program (Y-CHIP), YoloLINK, family preservation and support program and eligibility determinations for Workforce Investment Act (WIA).



**POSITION SUMMARY**

Position Classification	Full-Time Equivalents			Salary & Benefits
	Current	Requested	Adopted	
Employment & Training Analyst	1.00	1.00	1.00	\$0
Accountant-Auditor I	3.00	4.00	4.00	\$195,513
Administrative Assistant	2.00	2.00	2.00	\$117,336
Administrative Clerk II/III/IV	46.00	46.00	41.00	\$1,453,962
Asst. Director of Emp & SS	3.00	3.00	3.00	\$345,027
Asst. Storekeeper	1.00	1.00	1.00	\$40,048
Business Services Supervisor	1.00	1.00	1.00	\$63,301
Departmental Analyst	19.00	18.00	18.00	\$1,379,892
Director of Employment and SS	1.00	1.00	1.00	\$149,655
Emp & SS Division Manager	9.00	9.00	8.00	\$698,831
Employment & Eligibility Spec.	6.00	6.00	3.00	\$0
Employment & SS Program Sup.	17.00	17.00	17.00	\$1,267,578
Accounting Technician	1.00	1.00	1.00	\$57,782
Home Care Assistant	1.00	1.00	0.00	\$0
Home Care Specialist	1.00	1.00	1.00	\$50,103
Facilities Services Coord	1.00	1.00	1.00	\$85,239
Office Support Specialist	5.00	5.00	5.00	\$188,744
Program and Admin. Planner	5.00	5.00	5.00	\$419,114
Public Assistance Spec II/III	118.00	118.00	103.00	\$4,503,750
Public Assistance Supervisor	3.00	3.00	3.00	\$184,718
Secretary to the Dir.-Sup	1.00	1.00	1.00	\$66,142
Secretary III	8.00	8.00	6.00	\$413,112
Secretary II	1.00	1.00	1.00	\$0
Senior Accounting Technician	9.00	9.00	9.00	\$619,998
Senior Accountant	3.00	3.00	3.00	\$222,966
Senior Social Worker	9.00	9.00	9.00	\$473,190
Senior Storekeeper	1.00	1.00	1.00	\$49,591
Social Services Assistant	6.00	6.00	6.00	\$255,246
Social Worker Practitioner	94.60	94.60	87.00	\$4,998,256
Social Worker Supervisor I/II	7.00	7.00	7.00	\$570,346
Staff Services Analyst II	3.00	3.00	2.00	\$78,953
Technical Support Spec. III	1.00	1.00	0.00	\$0
Welfare Fraud Investigator II	2.00	2.00	2.00	\$84,901
Career Development Instructor	4.00	4.00	4.00	\$246,900
Benefit Cashout	0.00	0.00	0.00	\$90,000
Extra Help	0.00	0.00	0.00	\$50,000
Salary Transfer	0.00	0.00	0.00	\$-1,296,054
Overtime/Standby	0.00	0.00	0.00	\$115,000
Workers Compensation	0.00	0.00	0.00	\$318,651
Furlough Savings	0.00	0.00	0.00	\$-440,885
<b>Total</b>	<b>393.60</b>	<b>393.60</b>	<b>357.00</b>	<b>\$18,116,906</b>

# Employment & Social Services

## TANF/CALWORKS/FOSTER CARE BUDGET UNIT DETAIL

<b>Budget Category</b>	<b>Actual 2002/2003</b>	<b>Budget 2003/2004</b>	<b>Estimated Actual 2003/2004</b>	<b>Requested 2004/2005</b>	<b>Adopted 2004/2005</b>
<b>APPROPRIATIONS</b>					
Services & Supplies	\$0	\$0	\$0	\$0	\$0
Other Charges	\$25,325,641	\$26,682,919	\$26,409,077	\$26,560,823	\$27,460,000
<b>Total</b>	<b>\$25,325,641</b>	<b>\$26,682,919</b>	<b>\$26,409,077</b>	<b>\$26,560,823</b>	<b>\$27,460,000</b>
<b>REVENUES</b>					
Federal/State Reimbursement	\$20,648,957	\$21,547,649	\$21,792,241	\$21,891,266	\$22,670,443
Other Revenue	\$765,931	\$719,800	\$534,099	\$607,404	\$607,404
Realignment	\$3,910,473	\$3,063,736	\$3,063,736	\$2,710,419	\$2,710,419
General Fund	\$0	\$1,351,734	\$1,351,734	\$1,351,734	\$1,471,734
<b>Total</b>	<b>\$25,325,361</b>	<b>\$26,682,919</b>	<b>\$26,741,810</b>	<b>\$26,560,823</b>	<b>\$27,460,000</b>

### **BUDGET UNIT DESCRIPTION**

Budget Unit 552-2 (Fund 111). This budget unit finances the aid payments made directly to participants in the TANF/CalWORKs program, providing financial assistance to eligible children and families. It also finances foster care payments for the care of dependent children, adoption assistance and the Kinship-Guardianship Assistance (KIN-GAP) program.

### **PROGRAM SUMMARIES**

1. TEMPORARY ASSISTANCE TO NEEDY FAMILIES (TANF/CalWORKS) provides financial assistance and medical benefits to qualified families. Federal and state statutes set eligibility criteria.
2. TANF/FOSTER CARE provides financial support and Medi-Cal benefits for children who, due to neglect, abuse or abandonment, require 24-hour, out-of-home care in family foster homes or institutions, on a temporary or long-term basis.
3. ADOPTION ASSISTANCE provides financial assistance to meet the special needs of adoptive children. Eligibility criteria and funding levels are set by the state. The program goal is to find adoptive homes for hard-to-place children. KIN-GAP provides financial assistance to the relatives who have become guardians of children who are no longer wards of the court.

# Employment & Social Services

## VETERANS SERVICE OFFICE BUDGET UNIT DETAIL

<u>Budget Category</u>	<u>Actual 2002/2003</u>	<u>Budget 2003/2004</u>	<u>Estimated Actual 2003/2004</u>	<u>Requested 2004/2005</u>	<u>Adopted 2004/2005</u>
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$118,102	\$153,873	\$125,142	\$168,300	\$165,744
Services & Supplies	\$15,886	\$19,793	\$28,081	\$38,366	\$38,366
Other Charges	\$6,030	\$8,880	\$10,551	\$8,880	\$8,880
<b>Total</b>	<b>\$140,018</b>	<b>\$182,546</b>	<b>\$163,774</b>	<b>\$215,546</b>	<b>\$212,990</b>
<b>REVENUES</b>					
Federal/State Reimbursement	\$31,920	\$33,000	\$47,483	\$33,000	\$33,000
Carry Forward	\$42,268	\$0	\$33,255	\$33,000	\$33,000
General Fund	\$65,830	\$149,546	\$149,546	\$149,546	\$146,990
<b>Total</b>	<b>\$140,018</b>	<b>\$182,546</b>	<b>\$230,284</b>	<b>\$215,546</b>	<b>\$212,990</b>

### BUDGET UNIT DESCRIPTION

Budget Unit 580-1 (Fund 111). This budget unit finances the veterans service office, which provides information, referral services, counseling and direct advocacy for veterans and their families.

### PROGRAM SUMMARIES

The veterans service office assists eligible veterans in attaining federal, and/or state financial, medical and educational benefits. Staff assist veterans and their families with completing and filing applications and other forms with the Department of Veterans Affairs and other governmental agencies. Outreach to create awareness of veterans' services in the community is provided by staff who regularly attend meetings of veterans' organizations in Yolo County, visit convalescent homes, present at community functions and maintain office hours in Woodland and West Sacramento. A special trust fund was established to provide a source of funding for the purchase of gravesites for deceased veterans. State subventions and payments from the Veterans Administration for burial expenses support this account. Staff work collaboratively to maximize the federal monetary benefits for veterans and their survivors. This effort reduces or minimizes Medi-Cal costs and general assistance costs.

<u>Position Classification</u>	<u>Full-Time Equivalents</u>			<u>Salary &amp; Benefits</u>
	<u>Current</u>	<u>Requested</u>	<u>Adopted</u>	
Administrative Clerk II - 1	1.00	1.00	1.00	\$43,363
Employment & SS Program Sup.	1.00	1.00	1.00	\$66,973
Senior Social Worker	1.00	1.00	1.00	\$57,964
Veterans Service Officer	1.00	1.00	1.00	\$0
Furlough Savings	0.00	0.00	0.00	\$-2,556
<b>Total</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>\$165,744</b>

# Employment & Social Services

## WORKFORCE INVESTMENT ACT BUDGET UNIT DETAIL

<u>Budget Category</u>	<u>Actual 2002/2003</u>	<u>Budget 2003/2004</u>	<u>Estimated Actual 2003/2004</u>	<u>Requested 2004/2005</u>	<u>Adopted 2004/2005</u>
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$859,163	\$784,682	\$764,762	\$928,151	\$928,151
Services & Supplies	\$216,202	\$344,253	\$304,097	\$380,521	\$380,521
Fixed Assets	\$7,220	\$0	\$0	\$0	\$0
Other Charges	\$546,766	\$352,324	\$79,253	\$87,603	\$87,603
Operating Transfers Out	\$1,078,219	\$389,088	\$104,932	\$0	\$0
<b>Total</b>	<b>\$2,707,570</b>	<b>\$1,870,347</b>	<b>\$1,253,044</b>	<b>\$1,396,275</b>	<b>\$1,396,275</b>
<b>REVENUES</b>					
Federal/State Reimbursement	\$2,707,570	\$1,870,347	\$1,253,044	\$1,396,275	\$1,396,275
<b>Total</b>	<b>\$2,707,570</b>	<b>\$1,870,347</b>	<b>\$1,253,044</b>	<b>\$1,396,275</b>	<b>\$1,396,275</b>

### **BUDGET UNIT DESCRIPTION**

Budget Unit 562-1 (Funds 096, 097, 098, 099). This budget unit is for programs funded under the federal Workforce Investment Act (WIA). It includes funding for adults, youth, dislocated workers and rapid response.

### **PROGRAM SUMMARIES**

The Workforce Investment Act provides funding for universal employment and training services to adult job seekers and for services to individuals who have been laid off due to plant closures or mass layoff situations. Funds are also provided for services that help economically disadvantaged youth who have dropped out of school complete their education and develop basic job skills. Employers may receive services such as workforce recruitment, job referrals and occupational assessment. These funds also support job search and employment activities for all job seekers at one-stop centers. One-stop centers must have partner agencies on site or have their services readily available electronically, and these services are available in both Woodland and West Sacramento one-stops.

Staff positions from this budget unit are transferred to the public assistance, services and administration budget to improve flexibility and reduce administration in assigning staff to multiple programs.

<b><u>POSITION SUMMARY</u></b>				
<b><u>Position Classification</u></b>	<b>Full-Time Equivalents</b>			<b><u>Salary &amp; Benefits</u></b>
	<b><u>Current</u></b>	<b><u>Requested</u></b>	<b><u>Adopted</u></b>	
Salary Transfer	0.00	0.00	0.00	\$928,151
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>\$928,151</b>

**LAND, EDUCATION AND RECREATION SERVICES**

<b>Budget Unit Name</b>	<b>B/U No.</b>	<b>Page</b>	<b>Appropriation</b>	<b>Total</b>
<b>Agriculture</b>		181		
Agriculture	270-1	183	<u>\$1,484,414</u>	\$1,484,414
<b>Cooperative Extension</b>		185		
Cooperative Extension	610-1	187	<u>\$223,906</u>	\$223,906
<b>Library</b>		188		
Archives/Record Center	605-2	190	\$68,402	
Library	605-1	192	\$3,678,073	
YoloLINK	605-4	194	<u>\$70,511</u>	\$3,816,986
<b>Planning &amp; Public Works</b>		195		
Airport	193-1	198	\$821,996	
Building/Planning	297-1	199	\$2,426,318	
Cache Creek Area Plan	297-2	201	\$1,554,277	
Fish and Game	294-1	204	\$18,014	
Fleet Services	140-1	205	\$1,290,737	
Housing Grants	295-1	206	\$1,644,895	
Parks, Grounds and Museum	701-1	209	\$1,156,498	
Roads	299-1	211	\$10,774,696	
Sanitation Enterprise	194-1	231	\$8,912,346	
Surveyor and Engineer	150-1	234	\$33,823	
Transportation	299-5	235	<u>\$147,185</u>	<u>\$28,780,785</u>
<b>TOTAL</b>				<b>\$34,306,091</b>

# Agriculture SUMMARY

<b>Budget Category</b>	<b>Actual 2002/2003</b>	<b>Budget 2003/2004</b>	<b>Estimated Actual 2003/2004</b>	<b>Requested 2004/2005</b>	<b>Adopted 2004/2005</b>
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$941,467	\$1,073,896	\$1,040,375	\$1,145,290	\$1,119,114
Services & Supplies	\$323,976	\$291,989	\$310,735	\$342,300	\$342,300
Fixed Assets	\$28,134	\$0	\$57,233	\$23,000	\$23,000
Other Charges	\$25,422	\$21,000	\$25,299	\$0	\$0
Intrafund Transfers	\$-2,954	\$0	\$0	\$0	\$0
	<b>\$1,316,045</b>	<b>\$1,386,885</b>	<b>\$1,433,642</b>	<b>\$1,510,590</b>	<b>\$1,484,414</b>
<b>REVENUES</b>					
General Fund	\$305,341	\$309,684	\$215,633	\$309,684	\$283,508
ACO Fund	\$17,000	\$21,000	\$21,000	\$0	\$0
Fees & Charges	\$298,888	\$324,850	\$413,073	\$424,100	\$424,100
Federal/State Reimbursement	\$694,816	\$731,351	\$783,936	\$776,806	\$776,806
	<b>\$1,316,045</b>	<b>\$1,386,885</b>	<b>\$1,433,642</b>	<b>\$1,510,590</b>	<b>\$1,484,414</b>
<b>POSITIONS (FTE)</b>	16.00	16.00	16.00	16.00	16.00

## **MISSION**

The Yolo County Department of Agriculture and Weights and Measures is involved with the public, business community and agricultural industries to: promote agriculture; protect our community and its environment through consistent pesticide regulation; educate growers and farm workers about pesticide safety; assist with the worldwide movement of farm products while avoiding the introduction and spread of serious agricultural pests; ensure equity and foster confidence in the marketplace through regular inspections of raw and packaged commodities and weighing and measuring devices.

## **GOALS AND ACCOMPLISHMENTS 2003-2004**

1. **ADMINISTRATIVE SERVICES DIVISION:** This division implemented a new software program to track and bill customers within 10 days of the allowable billing date to optimize revenue. The division also implemented a scanner billing program. Cross training of administrative staff continues in anticipation of the retirement of the business services manager.

2. **CONSUMER PROTECTION AND PEST MANAGEMENT DIVISION:** This division implemented a scanner inspection program and developed a vertebrate bait storage system to allow efficient use of county bait manufacturing facilities. The division continues to work with the local Weed Management Area, the Department of Food and Agriculture, the Resource Conservation District and Cal Trans to restore habitat and improve service areas and roadsides by controlling noxious weeds. It implemented an innovative roadside weed control program that leaves the grasses in place, but limits their height, allowing them to act as filter strips to clean water running off the roadsides. The division coordinated with California Certified Organic Farmers to provide conventional growers with the resources to transition to organic production. The division remains open to the possibility of becoming an organic certification agency.

3. ENVIRONMENTAL PROTECTION AND AGRICULTURAL SERVICES DIVISION: This division made inspections according to the negotiated workplan in cooperation with the Department of Pesticide Regulation. The division continues to do an exemplary job educating growers and farm workers about pesticide safety. The division increased protection of school sites and the Sacramento River through expanded buffers, and it protected the community and the environment through consistent pesticide regulation. The division collaborated with Environmental Health to implement exemptions relating to hazardous materials reporting for small family farmers, while ensuring the safety of the community and the environment. The division gained the commitment of Ag Innovations Network to facilitate a Yolo County Ag Futures Alliance dedicated to the preservation of agriculture.

### **GOALS AND OBJECTIVES 2004-2005**

1. ADMINISTRATIVE SERVICES DIVISION: This division will complete cross training of the office support specialist in all functions of the business services manager in preparation for the manager's retirement in September 2005.

2. CONSUMER PROTECTION AND PEST MANAGEMENT DIVISION: This division will continue to improve the efficiency of the county's bait manufacturing facility while working with the county's insurance agency to improve safety. The division will meet the increased demand for bait now that the county has the only bait manufacturing facility in Northern California. This division will continue to develop a roadside weed control strategy in cooperation with Planning and Public Works and the Resource Conservation District. It will develop and implement a program to improve device compliance in areas that are below the state average for the variable frequency inspection program. It will enhance the quality control program to include two prepackaged audits at all Yolo County retail outlets.

3. ENVIRONMENTAL PROTECTION AND AGRICULTURAL SERVICES DIVISION: This division will implement the new integrated GIS/pesticide permit program. This division will cooperate with the local farm bureau and the flood control district to implement the Agricultural Irrigation Return Flow Waiver. The division will participate in a program (the Ag Futures Alliance or similar program) to facilitate the protection of agricultural land and the preservation of the agricultural industry. Additionally, this division will inform metam-sodium users of the requirement to have an accident response plan and assist users in developing it.

### **SIGNIFICANT CHANGES**

SALARIES AND BENEFITS: Overall, salaries and benefits are up due to increases in both the Public Employees Retirement System (PERS) contribution and health benefit costs. The department has also increased its reliance on seasonal extra help to handle increased work load in phytofield walking, exotic insect trapping, melon inspection and weed control. Workers' compensation insurance is up as a result of an injury.

SERVICES AND SUPPLIES: Overall, services and supplies are up due to increases in purchases for the supplies for the bait manufacturing facility, since Yolo County is now the only county bait manufacturing facility in Northern California. Small tools and minor equipment account for the other half in anticipation of a Sacramento Valley Water Quality Coalition grant for computer equipment and GIS software to meet the requirements of the Agricultural Irrigation Return Flow Waiver. This cost will be incurred only if the grant is received.

OTHER CHARGES: No other charges are shown this year, as department truck lease payments were paid off with unanticipated revenue during the last year.

FIXED ASSETS: Fixed assets consist of replacing one truck with mileage more than 100,000 miles. The recommendation is to use revenue from departmental sources.

# Agriculture

## AGRICULTURE BUDGET UNIT DETAIL

<b>Budget Category</b>	<b>Actual 2002/2003</b>	<b>Budget 2003/2004</b>	<b>Estimated Actual 2003/2004</b>	<b>Requested 2004/2005</b>	<b>Adopted 2004/2005</b>
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$941,467	\$1,073,896	\$1,040,375	\$1,145,290	\$1,119,114
Services & Supplies	\$323,976	\$291,989	\$310,735	\$342,300	\$342,300
Fixed Assets	\$28,134	\$0	\$57,233	\$23,000	\$23,000
Other Charges	\$25,422	\$21,000	\$25,299	\$0	\$0
Intrafund Transfers	\$-2,954	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$1,316,045</b>	<b>\$1,386,885</b>	<b>\$1,433,642</b>	<b>\$1,510,590</b>	<b>\$1,484,414</b>
<b>REVENUES</b>					
Fees & Charges	\$298,888	\$324,850	\$413,073	\$424,100	\$424,100
Federal/State Reimbursement	\$694,816	\$731,351	\$783,936	\$776,806	\$776,806
ACO Fund	\$17,000	\$21,000	\$21,000	\$0	\$0
General Fund	\$305,341	\$309,684	\$215,633	\$309,684	\$283,508
<b>Total</b>	<b>\$1,316,045</b>	<b>\$1,386,885</b>	<b>\$1,433,642</b>	<b>\$1,510,590</b>	<b>\$1,484,414</b>

### **BUDGET UNIT DESCRIPTION**

Budget Unit 270-1 (Fund 110). The Yolo County Department of Agriculture and Weights and Measures oversees a vast array of regulatory and service programs designed to protect the public's health and safety and the environment, promote agriculture and ensure the integrity of the marketplace. The department's activities are organized and carried out through three divisions as outlined in the program summary.

### **PROGRAM SUMMARIES**

1. **ADMINISTRATIVE SERVICES DIVISION:** This division provides the overall administrative leadership and staff support that the department depends on to effectively deliver its various programs and service responsibilities.
  
2. **ENVIRONMENTAL PROTECTION AND AGRICULTURAL SERVICES DIVISION:** The pesticide use enforcement program ensures that pesticides are used in an appropriate and responsible manner to protect the public, employees that handle pesticides and the environment. The pest prevention program guards against the introduction of new pests that may be harmful to the public, the environment and agriculture. Staff systematically inspects crops and issues export certificates to assist with the global movement of farm commodities. Staff also inspects imported plant packages, nurseries and seed facilities for pests. This division is also responsible for the compilation of the annual crop report.
  
3. **CONSUMER PROTECTION AND PEST MANAGEMENT SERVICES DIVISION:** This division is responsible for maintaining equity in the marketplace, ensuring the quality of fresh fruits, vegetables, and eggs, providing weed and vertebrate pest management services and manufacturing rodent bait. It is the function of the Weights and Measures Program to inspect all commercially used weighing and measuring devices for accuracy, ensure proper labeling and net quantity of prepackaged commodities and verify the correctness of transactions of establishments using scanning devices.



Staff in the fruit, vegetable and egg program ensures fresh fruits, vegetables, eggs and products sold as organic meet the minimum quality standards set by law. The pest management program is responsible for controlling various weed, insect, rodent and disease pests. The department also contracts with USDA wildlife services to manage wildlife.

<b><u>POSITION SUMMARY</u></b>				
<b>Position Classification</b>	<b>Full-Time Equivalents</b>			<b>Salary &amp; Benefits</b>
	<b>Current</b>	<b>Requested</b>	<b>Adopted</b>	
Ag Comm & Sealer of Weights	1.00	1.00	1.00	\$110,928
Agricultural & Standard Sp IV	7.00	7.00	7.00	\$455,725
Agricultural & Standards Tech	3.00	3.00	3.00	\$122,795
Business Services Manager	1.00	1.00	1.00	\$82,516
Deputy Ag Comm & Sealer	2.00	2.00	2.00	\$168,465
Office Support Specialist	2.00	2.00	2.00	\$76,126
Extra Help	0.00	0.00	0.00	\$94,996
Overtime	0.00	0.00	0.00	\$3,239
Workers Compensation	0.00	0.00	0.00	\$30,000
Furlough Savings	0.00	0.00	0.00	\$-25,676
<b>Total</b>	<b>16.00</b>	<b>16.00</b>	<b>16.00</b>	<b>\$1,119,114</b>

# Cooperative Extension SUMMARY

<b>Budget Category</b>	<b>Actual 2002/2003</b>	<b>Budget 2003/2004</b>	<b>Estimated Actual 2003/2004</b>	<b>Requested 2004/2005</b>	<b>Adopted 2004/2005</b>
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$141,682	\$180,360	\$175,398	\$194,711	\$188,906
Services & Supplies	\$42,895	\$33,225	\$33,089	\$35,778	\$35,000
Fixed Assets	\$23,843	\$18,700	\$17,125	\$17,245	\$0
	<b>\$208,420</b>	<b>\$232,285</b>	<b>\$225,612</b>	<b>\$247,734</b>	<b>\$223,906</b>
<b>REVENUES</b>					
General Fund	\$183,386	\$213,085	\$205,706	\$229,139	\$222,556
ACO Fund	\$24,000	\$18,700	\$18,700	\$17,245	\$0
Other Revenue	\$1,034	\$500	\$1,206	\$1,350	\$1,350
	<b>\$208,420</b>	<b>\$232,285</b>	<b>\$225,612</b>	<b>\$247,734</b>	<b>\$223,906</b>
<b>POSITIONS (FTE)</b>	4.00	4.00	4.00	4.00	4.00

## **MISSION**

It is the mission of Yolo County's UC Cooperative Extension (UCCE) to conduct applied research to address local agricultural problems and provide a scientific basis for public policy. Extending research based-information in agriculture, urban horticulture and youth development are top priorities for the department to serve as a catalyst for the development of sound sustainable communities.

## **GOALS AND ACCOMPLISHMENTS 2003-2004**

The department attained these goals:

1. **AGRICULTURE:** Initiated research on mustard cover crops as well as continued field research on legume covers. Developed guidelines for conservation tillage (CT) programs in tomatoes and corn on the UCD Sustainable Agricultural Food System (SAFS) and Long-term Research on Agricultural Systems (LTRAS) of ley cropping project. Completed research trials on various fruit, nut and wine grape crops prior to retirement of pomology farm advisor. Collaborated with the UCD Small Farms Center to develop comprehensive system to assist small farmers and direct marketing operations. Wheat research was instrumental in reducing the severe impact of new wheat stripe rust strains on the state's wheat industry. Conducted project using intensive grazing to control medusahead, a noxious annual grass of rangeland. Initiated a ley cropping project (rotating rangeland use with traditional crops) designed to evaluate the use of range legumes seeded during fallow periods. Conducted several management workshops for livestock producers. Developed programs for immigrant families from Southeast Asia, Central Asia and Mexico to help develop their skills in horticulture and food preparation and other areas. Continued growth and participation in the Master Gardener program reflected by the 80 volunteers who donated over 3,500 hours to the program and contacted more than 16 thousand local residents. Developed a pilot program to promote less toxic alternative pest control practices.

2. **YOUTH DEVELOPMENT** - Conducted a successful 4-H spring show with more than 3,000 public participants. This included more than 1,200 school-aged youth who participated in the Community Connection Day activities. Expanded the 4-H club program in Knights Landing and maintained

existing program. Hired a temporary 4-H program representative to fill the vacant position of 4-H youth development advisor. Developed new programs for local high school-aged youth.

### **GOALS AND OBJECTIVES 2004-2005**

1. The department will broaden research and educational efforts in local water quality issues, such as pesticide applications, runoff, non-profit source pollutants and the effects of concentrated animal feeding operations.
2. The department continued research and educational efforts in biological control measures for pests and crop diseases.
3. The department continued evaluating *Fusarium solani* fungicide controls, new fungicides and application methods for blackmold control in tomatoes.
4. The department continued research and educational efforts on cultural practice modifications in most crops.
5. The department worked on drip irrigation management to improve water conservation and crop quality.
6. The department coordinated with several growers to organize a small farm growers association and assisted in developing a marketing program for small commercial growers.
7. The department screened small grain and grain corn germplasm for adaptability and disease resistance in South Sacramento Valley.
8. The department developed and implemented more efficient and environmentally sensitive production practices, such as conservation tillage.
9. The department assisted in a Hmong refugee relocation project by involving Small Farms Center.
10. The department continued rangeland weed control research to identify practical and affordable methods of control.

### **SIGNIFICANT CHANGES**

The department has the unique ability to leverage county, state and federal resources (\$7 for every \$1 invested) to garner additional support for research and education. Current efforts include recruitment for a fruit, nut, and wine grape advisor, a state-funded position.

The department has also requested a replacement truck for a field advisor. Unfortunately, ACO funds are very limited this year. The recommendation is to not fund the truck at this time but to replace it through ACO contingency funding if the existing truck fails during the year.

# Cooperative Extension

## COOPERATIVE EXTENSION BUDGET UNIT DETAIL

<u>Budget Category</u>	<u>Actual 2002/2003</u>	<u>Budget 2003/2004</u>	<u>Estimated Actual 2003/2004</u>	<u>Requested 2004/2005</u>	<u>Adopted 2004/2005</u>
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$141,682	\$180,360	\$175,398	\$194,711	\$188,906
Services & Supplies	\$42,895	\$33,225	\$33,089	\$35,778	\$35,000
Fixed Assets	\$23,843	\$18,700	\$17,125	\$17,245	\$0
<b>Total</b>	<b>\$208,420</b>	<b>\$232,285</b>	<b>\$225,612</b>	<b>\$247,734</b>	<b>\$223,906</b>
<b>REVENUES</b>					
Other Revenue	\$1,034	\$500	\$1,206	\$1,350	\$1,350
ACO Fund	\$24,000	\$18,700	\$18,700	\$17,245	\$0
General Fund	\$183,386	\$213,085	\$205,706	\$229,139	\$222,556
<b>Total</b>	<b>\$208,420</b>	<b>\$232,285</b>	<b>\$225,612</b>	<b>\$247,734</b>	<b>\$223,906</b>

### **BUDGET UNIT DESCRIPTION**

Budget Unit 610-1 (Fund 110). UC Cooperative Extension's research and educational activities are supported by the University of California (65%), the U.S. Department of Agriculture (20%) and Yolo County (15%). The Congressional mandate is to provide the citizens of Yolo County with information, education and research in agriculture, human and community development.

### **PROGRAM SUMMARIES**

Education and research activities are conducted in the following areas:

1. 4-H: youth development.
2. Agricultural sciences (pest management, fruit, nut and wine grapes, cereal and oil crops, vegetable crops, small farms and urban horticulture), which includes assistance provided to those involved with various aspects of community development and international agriculture development.

<b><u>POSITION SUMMARY</u></b>				
<b><u>Position Classification</u></b>	<b>Full-Time Equivalents</b>			<b>Salary &amp; Benefits</b>
	<b>Current</b>	<b>Requested</b>	<b>Adopted</b>	
Administrative Assistant	1.00	1.00	1.00	\$40,583
Administrative Clerk I - 1	1.00	1.00	1.00	\$36,930
Field Assistant	1.00	1.00	1.00	\$51,260
Office Support Specialist	1.00	1.00	1.00	\$52,150
Workers Compensation	0.00	0.00	0.00	\$12,400
Furlough Savings	0.00	0.00	0.00	\$-4,417
<b>Total</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>\$188,906</b>

# Library SUMMARY

<b>Budget Category</b>	<b>Actual 2002/2003</b>	<b>Budget 2003/2004</b>	<b>Estimated Actual 2003/2004</b>	<b>Requested 2004/2005</b>	<b>Adopted 2004/2005</b>
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$1,914,442	\$2,006,223	\$1,992,338	\$2,156,531	\$2,109,372
Services & Supplies	\$1,062,718	\$1,861,699	\$1,137,353	\$1,367,190	\$1,367,190
Fixed Assets	\$42,876	\$259,050	\$4,995	\$270,850	\$270,850
Other Charges	\$105	\$81,744	\$105	\$111	\$111
Operating Transfers Out	\$78,323	\$39,971	\$39,971	\$39,463	\$39,463
Contingency	\$0	\$120,749	\$0	\$0	\$0
Fixed Assets-Structures/Imps	\$0	\$0	\$0	\$30,000	\$30,000
	<b>\$3,098,464</b>	<b>\$4,369,436</b>	<b>\$3,174,762</b>	<b>\$3,864,145</b>	<b>\$3,816,986</b>
<b>REVENUES</b>					
General Fund	\$190,448	\$149,066	\$154,066	\$164,372	\$159,061
Fees & Charges	\$168,766	\$222,187	\$150,788	\$139,820	\$139,820
Federal/State Reimbursement	\$372,376	\$256,158	\$281,041	\$253,055	\$253,055
Other Revenue	\$830,613	\$190,047	\$736,497	\$138,455	\$138,455
Sale of Goods & Services	\$639	\$3,300	\$1,385	\$1,500	\$1,500
Operating Transfers In	\$40,362	\$1,522,697	\$96,405	\$1,150,719	\$1,108,871
Library Property Tax	\$1,501,390	\$1,864,346	\$1,778,129	\$1,967,890	\$1,967,890
Local Government Agencies	\$-1,000	\$2,000	\$2,000	\$2,000	\$2,000
Carry Forward	\$-5,130	\$159,635	\$-25,549	\$46,334	\$46,334
	<b>\$3,098,464</b>	<b>\$4,369,436</b>	<b>\$3,174,762</b>	<b>\$3,864,145</b>	<b>\$3,816,986</b>
<b>POSITIONS (FTE)</b>	35.73	35.73	35.73	35.73	32.98

## **MISSION**

To provide access for all to books, information technology and other media to inform, entertain and inspire.

## **GOALS AND ACCOMPLISHMENTS 2003-2004**

1. **QUALITY OF LIFE:** The collection development policy and procedures report is ready for department review and approval. The West Sacramento reading readiness program, funded by the Children and Families Commission, completed its first year of operation and will continue next year. A countywide bookmark was developed to provide a greater awareness of information available on the Library website.
  
2. **IMPROVE CUSTOMER SERVICE:** The Library quality enhancement support team (QuEST) conducted the third annual user satisfaction survey in April 2004, focusing on priorities for service. Five core library services and accompanying value statements were identified in the 2004-05 budget planning process to guide customer service efforts. Library web page now includes links to homework help and career-jobs. QuEST updated four policies and procedures.
  
3. **IMPROVE TECHNOLOGY:** A preferred vendor for a new integrated library system has been

selected and contract negotiations are underway.

4. **IMPROVE FACILITIES:** Cycle 3 Library Bond Act applications were submitted for Winters and West Sacramento. Preliminary planning for a new Davis branch facility in Walnut Park continues.

5. **ENCOURAGE EMPLOYEES TO DERIVE SATISFACTION BY MAKING A POSITIVE DIFFERENCE:** A record number of library employees were recognized for excellence and longevity. Employees were represented on both the selection of the new integrated library system and in the budget planning process for 2004-05.

6. **FISCAL RESPONSIBILITY:** A five-year financial forecasting plan has been developed for the Library fund.

### **GOALS AND OBJECTIVES 2004-2005**

1. **IMPROVE CUSTOMER SERVICE:** Implementation of the new web-based integrated library system is expected by the end of 2004. Improvements to both public and staff access to the Library's catalog will facilitate use of self-check machines, allow fast electronic and/or automatic telephone notification regarding requests and overdues and promote staff efficiency. Policies and procedures will be retooled and staff will be trained in the use of the new system. A user satisfaction survey will be conducted in April 2005.

2. **FACILITY PLANNING:** Funding for Cycle 3 Library Bond Act projects is expected to be announced in early September 2004 and will determine next steps in planning for new facilities in Winters and West Sacramento. Planning will continue for a new Davis branch facility in Walnut Park, including preparations for a special library tax measure for November 2005 or March 2006. Library staff will also coordinate with the Washington Unified School District on plans for a satellite at the new Southport High School.

### **SIGNIFICANT CHANGES**

**SALARIES AND BENEFITS:** Although payroll costs have increased from last year, the Library has maintained about an 11% vacancy rate. The branches have backfilled with extra help (library pages and substitutes) in order to sustain current hours, particularly at the Davis branch, and to process new materials, including media, at Central Services.

**SERVICES & SUPPLIES:** This category has increased slightly from last year. An increase in the book budget reflects the library's commitment to allocating a minimum of 10% of the operating budget to materials, a \$10,000 global languages grant and a \$38,055 request for tobacco settlement funds to update and enhance the medical and health collections. Decreases reflect completion of the planning phase for the Winters and West Sacramento Library Bond Act projects.

**FIXED ASSETS:** This area increased by 17% from last year primarily due to the fixed asset equipment and building improvements costs of the Davis Library ergonomic remodeling project.

**REVENUE:** The increase shown from last year includes reserves totaling 6.5% of the total Library operating budget. Sources for reserves are the Davis cash available account, the West Sacramento RDA account, the Winters RDA account and the Library fund balance. These reserves are necessary to sustain the current level of service and complete the Davis ergonomic remodeling project. The Library assumed a 6.5% increase in property taxes and an allocation of supplemental funds from accumulated capital outlay (ACO) (\$50,000 for the Walnut Park Library), from the tobacco settlement fund (\$38,000 for medical and health materials) and from the county general fund (\$15,500 to sustain services at Clarksburg, Esparto, Knights Landing and Yolo).

# Library

## ARCHIVES AND RECORDS CENTER BUDGET UNIT DETAIL

<u>Budget Category</u>	<u>Actual 2002/2003</u>	<u>Budget 2003/2004</u>	<u>Estimated Actual 2003/2004</u>	<u>Requested 2004/2005</u>	<u>Adopted 2004/2005</u>
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$33,492	\$38,891	\$35,406	\$41,650	\$40,694
Services & Supplies	\$22,277	\$24,167	\$15,567	\$27,708	\$27,708
<b>Total</b>	<b>\$55,769</b>	<b>\$63,058</b>	<b>\$50,973</b>	<b>\$69,358</b>	<b>\$68,402</b>
<b>REVENUES</b>					
Carry Forward	\$-2,009	\$1,945	\$0	\$2,082	\$2,082
Fees & Charges	\$3,417	\$2,270	\$3,495	\$2,825	\$2,825
Other Revenue	\$8,999	\$6,022	\$1,532	\$10,405	\$10,405
Operating Transfers In	\$40,362	\$47,606	\$40,946	\$49,046	\$49,046
General Fund	\$5,000	\$5,215	\$5,000	\$5,000	\$4,044
<b>Total</b>	<b>\$55,769</b>	<b>\$63,058</b>	<b>\$50,973</b>	<b>\$69,358</b>	<b>\$68,402</b>

### **BUDGET UNIT DESCRIPTION**

Budget Unit 605-2 (Fund 140). This budget unit encompasses the county archives and records center operations.

### **PROGRAM SUMMARIES**

1. ARCHIVES: The focus of activity continues to be answering research requests, maintaining a schedule of six public service hours per week, maintaining an active volunteer program and accepting and processing new materials. During 2003-04 the Archives experienced a 21% overall increase. This increase in usage is expected to continue at a more modest rate in 2004-05. Staff will begin to add the archives database (or records) to the Library's new integrated library system database.

2. RECORDS CENTER: The main focus is to respond to requests for records from county departments within 24 hours, to provide transfer of records from county departments on an as-needed basis, to provide quarterly destruction of records stored at the center and to meet with departments to create/revise and/or update retention schedules. The main goals for 2004-05 are to obtain Board of Supervisors' approval of the revised countywide general records retention schedule and make it available on the records center website, initiate development of standards for electronic records management, continue to assist departments in the updating of program schedules, resolve the technical issues with providing the records center database on the countywide Intranet and continue to expand the training program.

**POSITION SUMMARY**

<b>Position Classification</b>	<b>Full-Time Equivalents</b>			<b>Salary &amp; Benefits</b>
	<b>Current</b>	<b>Requested</b>	<b>Adopted</b>	
Library Assistant III	1.00	1.00	1.00	\$41,489
Workers Compensation	0.00	0.00	0.00	\$161
Furlough Savings	0.00	0.00	0.00	\$-956
<b>Total</b>	1.00	1.00	1.00	\$40,694



# Library

## LIBRARY BUDGET UNIT DETAIL

<b>Budget Category</b>	<b>Actual 2002/2003</b>	<b>Budget 2003/2004</b>	<b>Estimated Actual 2003/2004</b>	<b>Requested 2004/2005</b>	<b>Adopted 2004/2005</b>
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$1,856,092	\$1,941,492	\$1,932,161	\$2,088,028	\$2,042,554
Services & Supplies	\$1,038,417	\$1,810,423	\$1,113,262	\$1,313,245	\$1,313,245
Fixed Assets	\$42,876	\$240,900	\$4,995	\$252,700	\$252,700
Fixed Assets-Structures/Imps	\$0	\$0	\$0	\$30,000	\$30,000
Other Charges	\$105	\$81,744	\$105	\$111	\$111
Contingency	\$0	\$120,749	\$0	\$0	\$0
Operating Transfers Out	\$78,323	\$39,971	\$39,971	\$39,463	\$39,463
<b>Total</b>	<b>\$3,015,813</b>	<b>\$4,235,279</b>	<b>\$3,090,494</b>	<b>\$3,723,547</b>	<b>\$3,678,073</b>
<b>REVENUES</b>					
Carry Forward	\$0	\$147,350	\$0	\$31,840	\$31,840
Fees & Charges	\$165,349	\$219,917	\$147,293	\$136,995	\$136,995
Federal/State Reimbursement	\$372,376	\$256,158	\$281,041	\$253,055	\$253,055
Other Revenue	\$792,250	\$184,025	\$734,965	\$128,050	\$128,050
Operating Transfers In	\$0	\$1,420,675	\$0	\$1,047,345	\$1,006,226
Library Property Tax	\$1,501,390	\$1,864,346	\$1,778,129	\$1,967,890	\$1,967,890
General Fund	\$184,448	\$142,808	\$149,066	\$158,372	\$154,017
<b>Total</b>	<b>\$3,015,813</b>	<b>\$4,235,279</b>	<b>\$3,090,494</b>	<b>\$3,723,547</b>	<b>\$3,678,073</b>

### **BUDGET UNIT DESCRIPTION**

Budget Unit 605-1 (Fund 140): The Yolo County Library provides public library services to all areas of the county except the City of Woodland. Branch libraries are located in Clarksburg, Davis, Esparto, Knights Landing, West Sacramento, Winters and Yolo. A central support operation, including library administration, is located in Woodland. This summary includes Budget Unit 605-5, which is a pass-through budget for library services in Davis.

### **PROGRAM SUMMARIES**

1. The Library's core business is information with an emphasis on general information and encouragement of lifelong learning. This budget assumes that the seven branch libraries will remain open a total of 226.5 hours per week, including seven days per week at Davis.
2. Technology is essential to providing convenient access to information both remotely and within branches. The Library has selected a new web-based integrated library system to replace the existing system and it is expected to be implemented in early 2005.
3. A collection of materials in varied formats is essential to responding to the user for information and recreational reading. The base materials allocation from county funds is equivalent to 10% of the operating budget. The budget includes a supplemental request for tobacco settlement funds to upgrade the health collection at all branches, a global languages grant to update and enhance the Spanish and Russian language collections and private donations. This budget permits the Library to spend \$3.32 per capita for materials, nine cents more than the statewide average for 2001-02.

**POSITION SUMMARY**

<b>Position Classification</b>	<b>Full-Time Equivalents</b>			<b>Salary &amp; Benefits</b>
	<b>Current</b>	<b>Requested</b>	<b>Adopted</b>	
Administrative Clerk II - 1	1.00	1.00	1.00	\$45,521
Asst. County Librarian	1.00	1.00	1.00	\$101,247
County Librarian	1.00	1.00	1.00	\$126,638
Librarian II	7.15	7.15	7.15	\$477,357
Librarian III	1.00	1.00	1.00	\$72,381
Librarian IV	1.00	1.00	1.00	\$78,946
Library Assistant III	17.48	17.48	15.23	\$715,789
Library Circulation Supervisor	1.00	1.00	1.00	\$59,937
Library Specialist	1.50	1.50	1.00	\$59,504
Program Manager	1.00	1.00	1.00	\$42,932
Business Services Manager	1.00	1.00	1.00	\$85,162
Extra Help	0.00	0.00	0.00	\$200,045
Workers Compensation	0.00	0.00	0.00	\$22,569
Furlough Savings	0.00	0.00	0.00	\$-45,474
<b>Total</b>	<b>34.13</b>	<b>34.13</b>	<b>31.38</b>	<b>\$2,042,554</b>

# Library

## YOLOLINK BUDGET UNIT DETAIL

<u>Budget Category</u>	<u>Actual 2002/2003</u>	<u>Budget 2003/2004</u>	<u>Estimated Actual 2003/2004</u>	<u>Requested 2004/2005</u>	<u>Adopted 2004/2005</u>
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$24,858	\$25,840	\$24,771	\$26,853	\$26,124
Services & Supplies	\$2,024	\$27,109	\$8,524	\$26,237	\$26,237
Fixed Assets	\$0	\$18,150	\$0	\$18,150	\$18,150
<b>Total</b>	<b>\$26,882</b>	<b>\$71,099</b>	<b>\$33,295</b>	<b>\$71,240</b>	<b>\$70,511</b>
<b>REVENUES</b>					
Fees & Charges	\$0	\$0	\$0	\$0	\$0
Local Government Agencies	\$-1,000	\$2,000	\$2,000	\$2,000	\$2,000
Other Revenue	\$29,364	\$0	\$0	\$0	\$0
Operating Transfers In	\$0	\$54,416	\$55,459	\$54,328	\$53,599
Sale of Goods & Services	\$639	\$3,300	\$1,385	\$1,500	\$1,500
Carry Forward	\$-3,121	\$10,340	\$-25,549	\$12,412	\$12,412
General Fund	\$1,000	\$1,043	\$0	\$1,000	\$1,000
<b>Total</b>	<b>\$26,882</b>	<b>\$71,099</b>	<b>\$33,295</b>	<b>\$71,240</b>	<b>\$70,511</b>

### **BUDGET UNIT DESCRIPTION**

Budget Unit 605-4 (Fund 140). The goal of YoloLINK is to provide all county residents with fast, easy access to community information through the maintenance of a centralized community information database and resource sharing system that is an effective tool for both citizens and service providers. The database is available in both computer and printed directory formats.

### **PROGRAM SUMMARIES**

Major goals for 2004-05 are to implement software for a new web-based community information database to provide better community resource information, continue to add and update program-agency information and translate the brochure into Spanish and Russian.

<u>Position Classification</u>	<u>Full-Time Equivalents</u>			<u>Salary &amp; Benefits</u>
	<u>Current</u>	<u>Requested</u>	<u>Adopted</u>	
Library Assistant III	0.60	0.60	0.60	\$26,728
Workers Compensation	0.00	0.00	0.00	\$125
Furlough Savings	0.00	0.00	0.00	\$-729
<b>Total</b>	<b>0.60</b>	<b>0.60</b>	<b>0.60</b>	<b>\$26,124</b>

# Planning & Public Works SUMMARY

<b>Budget Category</b>	<b>Actual 2002/2003</b>	<b>Budget 2003/2004</b>	<b>Estimated Actual 2003/2004</b>	<b>Requested 2004/2005</b>	<b>Adopted 2004/2005</b>
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$5,959,227	\$6,584,951	\$6,201,160	\$7,269,565	\$7,111,880
Services & Supplies	\$8,163,496	\$10,311,038	\$7,864,833	\$12,492,862	\$12,491,111
Fixed Assets	\$263,940	\$10,908,715	\$259,554	\$1,025,500	\$1,025,500
Other Charges	\$616,077	\$1,171,616	\$672,727	\$2,746,638	\$2,746,638
Expense Reimbursement	\$6,218	\$9,350	\$6,824	\$16,414	\$16,414
Operating Transfers Out	\$1,204,038	\$0	\$500,274	\$22,415	\$22,415
Fixed Assets-Structures/Imps	\$6,753,743	\$0	\$4,559,173	\$5,097,227	\$5,097,227
Fixed Assets-Land	\$0	\$0	\$0	\$269,600	\$269,600
	<b>\$22,966,739</b>	<b>\$28,985,670</b>	<b>\$20,064,545</b>	<b>\$28,940,221</b>	<b>\$28,780,785</b>
<b>REVENUES</b>					
General Fund	\$549,273	\$1,504,390	\$582,807	\$1,856,540	\$1,786,214
ACO Fund	\$72,192	\$0	\$0	\$26,500	\$0
Fees & Charges	\$10,583,907	\$10,652,315	\$11,681,771	\$11,153,421	\$11,153,420
Federal/State Reimbursement	\$9,867,672	\$11,716,765	\$9,423,393	\$8,559,791	\$8,818,875
Interest/Investment Income	\$248,324	\$183,500	\$194,837	\$103,000	\$103,000
Other Revenue	\$1,392,142	\$788,685	\$709,002	\$1,113,652	\$959,852
Use of Reserves	\$28,753	\$0	\$22,183	\$40,800	\$40,800
Operating Transfers In	\$178,884	\$186,364	\$176,944	\$176,514	\$170,422
Fines/Forfeitures/Other	\$8,663	\$9,350	\$10,279	\$9,400	\$9,400
Local Government Agencies	\$0	\$0	\$0	\$50,000	\$50,000
Property Tax	\$1,162,659	\$625,479	\$1,125,904	\$611,720	\$611,720
Sales Tax	\$101,096	\$96,635	\$94,987	\$147,185	\$147,185
Tribal Mitigation	\$0	\$0	\$0	\$138,000	\$138,000
Pomona Fund	\$0	\$0	\$54,000	\$0	\$54,000
Special Revenue Funds	\$-1,267,269	\$3,222,187	\$-4,013,565	\$4,953,698	\$4,737,897
	<b>\$22,926,296</b>	<b>\$28,985,670</b>	<b>\$20,062,542</b>	<b>\$28,940,221</b>	<b>\$28,780,785</b>
<b>POSITIONS (FTE)</b>	103.00	101.00	104.00	104.00	98.00

## **MISSION**

The mission of Planning and Public Works is to preserve natural resources while providing road maintenance, land use, waste management and rural recreational-open space opportunities in Yolo County through excellent customer service and responsible financial management.

## **GOALS AND ACCOMPLISHMENTS 2003-2004**

### 1. PLANNING SERVICES:

- (a) Initiated public process for the update of Capay Valley and Esparto general plans and the countywide general plan for 2004-05.
- (b) Received funding for county airport drainage study and weather equipment installation.
- (c) Expanded Community Development Block Grants (CDBG) and received funding for housing, mental health and social services facilities.

## 2. DEVELOPMENT SERVICES:

- (a) Expanded online Internet services, implemented payment by credit card process and streamlined permit process.
- (b) Developed interim "one stop shop" measures for environmental health department permits and electronic image transfers.
- (c) Developed a code enforcement ordinance and program for countywide application.

## 3. PARKS AND RESOURCES MANAGEMENT:

- (a) Initiated development of the countywide parks and the Grasslands Regional Park master plans.
- (b) Expanded resources division to address regional water, habitat and flooding issues.
- (c) County approved a Proposition 12 and 40 park bonds expenditure plan and a grant for the Davis McClellan Air Force Telecommunications site, which is adjacent to and will be developed in conjunction with Grasslands Regional Park.
- (d) Completed creek bank stabilization and habitat projects and continued acquisition programs.
- (e) Developed a water resources unit to review related issues (BU 297-5, Fund 110).

## 4. ROADS ENGINEERING, MAINTENANCE AND CONSTRUCTION:

- (a) Continued to update the 5-year maintenance and capital improvement plan via the Yolo County Transportation District and Sacramento Area Council of Governments (SACOG).
- (b) Surveyed other entities and initiated roadway analysis for countywide road impact fee program.
- (c) Continued construction of safe school improvements, County Road (CR) 27/99 bike lanes and two bridges.

## 5. INTEGRATED WASTE MANAGEMENT AND RECYCLING (LANDFILL):

- (a) Expanded outreach for recycling household and electronic waste and exceeded state diversion goals.
- (b) Completed Environmental Impact Report (EIR) to provide analysis of alternative landfill operational and program efficiencies.
- (c) Constructed full-scale bioreactor facility with continued research, operations and grant funding.

## 6. COUNTY FLEET SERVICES:

- (a) Provided services for 405 vehicles (55 alternate fuel) and increased employee training on updated equipment.

## **GOALS AND OBJECTIVES 2004-2005**

**PLANNING SERVICES:** Complete updates to the Capay Valley and Esparto community plans, as well as the Yolo County General Plan. The county will receive a SACOG grant to assist with the general plan. Continue CDBG loan programs for down payment assistance, community rehabilitation and economic development. Continue to improve airport financial solvency, maintain sufficient working capital and improve maintenance of the airport grounds and facilities.

**DEVELOPMENT SERVICES:** Streamline the permit processing procedure. Provide clear information to the public about zoning/building application, review and approval procedures. Increase building and zoning violation efforts through a county enforcement program.

**PARKS AND RESOURCES MANAGEMENT:** Complete the Yolo County Parks Master Plan, the Grasslands Regional Park master plan and Davis McClellan Air Force Telecommunications site plan. Utilize Proposition 12 per capita funding to carry out extensive renovations throughout the county parks system. Continue to develop a countywide integrated water management plan. Continue participation in regional flood control and Sacramento River projects.

**ROADS ENGINEERING, MAINTENANCE AND CONSTRUCTION:** Update and maintain a five-year

maintenance and capital improvement plan for roads and bridges. Complete a survey of other jurisdictions that have implemented a road impact fee and develop a program for Yolo County. Complete improvements on Russell Boulevard, construct bike lane on CR 99 south of CR 27, prepare two bridge projects for construction in summer 2004, and construct safe school program improvements in Esparto. Develop updated county road/infrastructure standards.

**INTEGRATED WASTE MANAGEMENT AND RECYCLING (LANDFILL):** Implement programs to increase waste diversion activities at the landfill and to enhance public awareness of the programs. Implement the landfill alternatives study to reduce the county's liability for closure of the landfill waste management units. This division will complete the EIR on alternatives, implement all feasible alternatives and still continue the full-scale bioreactor project.

**COUNTY FLEET SERVICES:** Provide timely and thorough service with minimal staffing, while increasing training to fleet services mechanics. Revise the current vehicle purchase policy so that fleet services and the purchasing division actively promote the purchase of hybrid vehicles. Address financing shortfall for this internal service unit.

### **SIGNIFICANT CHANGES**

**AIRPORT:** The budget reflects increases in continued federal grant funds and state financial assistance for aviation safety and infrastructure capital improvements.

**BUILDING AND PLANNING:** Increase in services and supplies is the result of EIR and planning service contracts funded through reimbursement agreements, and also reflects funding for the Yolo County General Plan update and the creation of the code enforcement and water resources programs. Two new positions were approved last fiscal year for these two new units. The Pomona fund partially funds the one-stop shop program with Environmental Health.

**FLEETS:** Increased expenditures due to substantial and episodic increases in petroleum-based products (i.e., fuel, lubricants and parts). Financial review is necessary for this internal service fund due to shortfalls in revenue versus expenditures.

**HOUSING GRANTS:** Increases reflect Madison Community Services District (CSD) well project, increased use of professional services to oversee projects and new well grant revenue.

**PARKS AND RESOURCES MANAGEMENT:** Increase reflects preparation for new projects coming online and increases in externally driven staff costs.

**ROADS:** Increases in road maintenance and construction services are due to anticipated state funding being available. Increases in road maintenance and construction supplies are in anticipation of funding availability for road maintenance. Decreases in state and federal funding for construction reflect postponed construction activities due to less state funding availability. The new position is for the County Service Area (CSA) Coordinator, which will be funded by CSA reimbursement.

**SANITATION:** The decrease in appropriations is due to lower capital improvement and operating costs.

# Planning & Public Works

## AIRPORT BUDGET UNIT DETAIL

<u>Budget Category</u>	<u>Actual 2002/2003</u>	<u>Budget 2003/2004</u>	<u>Estimated Actual 2003/2004</u>	<u>Requested 2004/2005</u>	<u>Adopted 2004/2005</u>
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$19,179	\$20,000	\$20,000	\$23,000	\$23,000
Services & Supplies	\$42,091	\$52,750	\$29,898	\$93,000	\$93,000
Fixed Assets	\$0	\$330,000	\$212,708	\$655,000	\$655,000
Other Charges	\$107,523	\$27,996	\$27,997	\$50,996	\$50,996
<b>Total</b>	<b>\$168,793</b>	<b>\$430,746</b>	<b>\$290,603</b>	<b>\$821,996</b>	<b>\$821,996</b>
<b>REVENUES</b>					
Fees & Charges	\$140,040	\$120,746	\$135,562	\$131,246	\$131,246
Federal/State Reimbursement	\$0	\$310,000	\$132,858	\$649,950	\$649,950
Use of Reserves	\$28,753	\$0	\$22,183	\$40,800	\$40,800
<b>Total</b>	<b>\$168,793</b>	<b>\$430,746</b>	<b>\$290,603</b>	<b>\$821,996</b>	<b>\$821,996</b>

### **BUDGET UNIT DESCRIPTION**

Budget Unit 193-1 (Fund 193). This budget unit provides for the management, maintenance, operation, capital development and financing of the Yolo County Airport. The Yolo County Airport is currently financially self-sufficient, with revenue generated from the collection of rents and concessions, percentage of onsite sales, state aviation gas tax funds and state and federal grants.

### **PROGRAM SUMMARIES**

This division has sought and secured over \$300,000 in Federal Aviation Administration (FAA) grant money. Improvements have included a new water well and new runway approach lights. The construction of a new private hangar has been approved with three more under review for construction.

<u>Position Classification</u>	<u>Full-Time Equivalents</u>			<u>Salary &amp; Benefits</u>
	<u>Current</u>	<u>Requested</u>	<u>Adopted</u>	
Salary Transfer	0.00	0.00	0.00	\$23,000
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>\$23,000</b>

# Planning & Public Works

## BUILDING AND PLANNING BUDGET UNIT DETAIL

<u>Budget Category</u>	<u>Actual 2002/2003</u>	<u>Budget 2003/2004</u>	<u>Estimated Actual 2003/2004</u>	<u>Requested 2004/2005</u>	<u>Adopted 2004/2005</u>
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$793,104	\$873,037	\$869,964	\$1,019,756	\$991,803
Services & Supplies	\$188,443	\$1,318,166	\$506,692	\$1,410,166	\$1,408,015
Fixed Assets	\$17,608	\$0	\$11,996	\$26,500	\$26,500
<b>Total</b>	<b>\$999,155</b>	<b>\$2,191,203</b>	<b>\$1,388,652</b>	<b>\$2,456,422</b>	<b>\$2,426,318</b>
<b>REVENUES</b>					
Fees & Charges	\$885,323	\$1,092,450	\$1,273,813	\$1,211,129	\$1,211,129
Local Government Agencies	\$0	\$0	\$0	\$50,000	\$50,000
ACO Fund	\$17,608	\$0	\$0	\$26,500	\$0
Tribal Mitigation	\$0	\$0	\$0	\$68,000	\$68,000
Pomona Fund	\$0	\$0	\$54,000	\$0	\$54,000
General Fund	\$96,224	\$1,098,753	\$60,839	\$1,100,793	\$1,043,189
<b>Total</b>	<b>\$999,155</b>	<b>\$2,191,203</b>	<b>\$1,388,652</b>	<b>\$2,456,422</b>	<b>\$2,426,318</b>

### **BUDGET UNIT DESCRIPTION**

Budget Units 297-1 and 288-1 (Fund 110). The Planning Division is responsible for the development and implementation of the Yolo County General Plan and zoning ordinances. The division also administers the development review process for application proposals and the California Environmental Quality Act (CEQA). The building division is responsible for all construction activity of buildings and structures under California state law. The division includes Code Enforcement as a new budget unit.

### **PROGRAM SUMMARIES**

Budget Unit 297-1 and 288-1 (Fund 110). The planning division is responsible for the development and implementation of the Yolo County General Plan, zoning ordinances, and the development review process, including environmental review. The Planning division has received preliminary approval for a grant from the Sacramento Area Council of Governments (SACOG) to be used toward the preparation of the Yolo County General Plan. A report will be provided to the Board on the details of the grant and the ability to reduce general fund costs. The building division is responsible for inspecting construction activity.

Code Enforcement - This will be the first full year of the new code enforcement program. A new position authorized last year and a vehicle for that program are included in this division's budget.

Code Enforcement -- \$ 78,039  
 Planning and Building -- \$ 2,350,779



**POSITION SUMMARY**

<b>Position Classification</b>	<b>Full-Time Equivalents</b>			<b>Salary &amp; Benefits</b>
	<b>Current</b>	<b>Requested</b>	<b>Adopted</b>	
Administrative Clerk II - 1	1.00	1.00	1.00	\$37,263
Building Inspector III	2.00	2.00	2.00	\$136,147
Chief Building Official	1.00	1.00	1.00	\$107,360
Code Enforcement Officer	1.00	1.00	1.00	\$52,289
Principal Planner	1.00	1.00	1.00	\$97,829
Senior Planner	3.00	3.00	3.00	\$210,318
Office Support Specialist	1.00	1.00	1.00	\$46,473
Permit Counter Technician	3.00	3.00	3.00	\$164,395
Asst. Dir-Planning Services	1.00	1.00	1.00	\$123,582
Salary Transfer	0.00	0.00	0.00	\$14,500
Workers Compensation	0.00	0.00	0.00	\$3,600
Extra Help	0.00	0.00	0.00	\$10,000
Overtime	0.00	0.00	0.00	\$6,000
Benefit Cashout	0.00	0.00	0.00	\$10,000
Furlough Savings	0.00	0.00	0.00	\$-27,953
<b>Total</b>	<b>14.00</b>	<b>14.00</b>	<b>14.00</b>	<b>\$991,803</b>

# Planning & Public Works

## CACHE CREEK AREA PLAN BUDGET UNIT DETAIL

<b>Budget Category</b>	<b>Actual 2002/2003</b>	<b>Budget 2003/2004</b>	<b>Estimated Actual 2003/2004</b>	<b>Requested 2004/2005</b>	<b>Adopted 2004/2005</b>
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$115,083	\$152,071	\$147,745	\$316,226	\$310,957
Services & Supplies	\$241,103	\$416,100	\$496,936	\$656,720	\$657,120
Other Charges	\$404	\$1,200	\$304	\$1,200	\$1,200
Fixed Assets	\$0	\$635,000	\$26,202	\$0	\$0
Fixed Assets-Land	\$0	\$0	\$0	\$225,000	\$225,000
Fixed Assets-Structures/Imps	\$174,370	\$0	\$61,215	\$360,000	\$360,000
<b>Total</b>	<b>\$530,960</b>	<b>\$1,204,371</b>	<b>\$732,402</b>	<b>\$1,559,146</b>	<b>\$1,554,277</b>
<b>REVENUES</b>					
Fees & Charges	\$639,577	\$710,000	\$629,145	\$629,692	\$629,692
Federal/State Reimbursement	\$270,319	\$115,074	\$195,215	\$0	\$105,084
Other Revenue	\$36,988	\$58,584	\$72,705	\$58,584	\$58,584
Special Revenue Funds	\$-415,924	\$320,713	\$-164,663	\$620,870	\$510,917
General Fund	\$0	\$0	\$0	\$250,000	\$250,000
<b>Total</b>	<b>\$530,960</b>	<b>\$1,204,371</b>	<b>\$732,402</b>	<b>\$1,559,146</b>	<b>\$1,554,277</b>

### **BUDGET UNIT DESCRIPTION**

Budget Unit 297-2 (Fund 032) and 297-5 (Fund 110). Budget unit 297-2 finances implementation of the Cache Creek Area Plan. In addition, the unit is responsible for countywide natural resource issues, including flood control, groundwater storage and supply, water quality, agricultural preservation, open space planning, habitat conservation, interagency coordination and public outreach.

Budget unit 297-5 finances the new water resources unit to provide support for water related issues. Additional funding from the Sacramento Area Flood Control Agency (SAFCA) will be provided to this budget on a reimbursement basis for work performed on specific projects. A total of \$250,000 has been allocated to this budget. Of that amount \$50,000 is a SAFCA grant.

### **PROGRAM SUMMARIES**

The difference of unspent revenues in the estimated actuals for fiscal year 2002-03 represents projects currently planned and financed, but not yet completed. This money is shown as carry forward for the 2003-04 fiscal year to continue planned projects.

**POSITION SUMMARY**

<b>Position Classification</b>	<b>Full-Time Equivalents</b>			<b>Salary &amp; Benefits</b>
	<b>Current</b>	<b>Requested</b>	<b>Adopted</b>	
Parks and Resources Manager	1.00	1.00	1.00	\$111,146
Resource Specialist	1.00	1.00	1.00	\$64,566
Water Resources Coordinator	1.00	1.00	1.00	\$107,195
Salary Transfer	0.00	0.00	0.00	\$26,000
Workers Compensation	0.00	0.00	0.00	\$1,071
Overtime	0.00	0.00	0.00	\$0
Benefit Cashout	0.00	0.00	0.00	\$8,000
Furlough Savings	0.00	0.00	0.00	-\$7,021
<b>Total</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>\$310,957</b>

**2004/05 CACHE CREEK RESOURCE MANAGEMENT PROGRAM –CCRMP  
PROJECT LIST**

1. Cache Creek Technical Advisory Committee created to administer CCRMP
  - a. Baseline (Agr. 03-129) - 2 yrs. until 4/30/05 ..... \$37,500
  - b. HART, Inc. (Agr. 03-128) - 2 yrs. until 4/30/05 ..... \$33,000
  - c. Samuel Schladow (Agr. 03-127) - 2 yrs. until 7/18/05 ..... \$57,800  
Schladow Agreement also includes turbidity monitoring program being conducted for two years at 6 sites along Cache Creek.
  
2. Mercury Monitoring by Darell Slotton pursuant to CCRMP
  - a. Three year mercury monitoring program at Cache Creek Nature Preserve wetlands (Agr. 00-219) - 3 yrs. until 11/30/04 - reports twice a year..... \$45,000
  - b. Anticipate amending to continue for another three years.
  
3. Water Quality Monitoring by Foothill Associates pursuant to CCRMP
  - a. Water quality monitoring at four sites along Cache Creek, three times a year. (Agr. 04-60) - 3 yrs. until 3/01/07 ..... \$48,287
  
4. Aerial Photographs and Digital Terrain Model (DTM) by Ayres Associates
  - a. Annual photos in May and DTM in June to document changes in lower Cache Creek for monitoring by TAC (Agr. 04-67) - 3 yrs. Until 3/1/07 .....\$89,614
  
5. Cache Creek Conservancy Projects
  - a. Partner contribution on habitat enhancement, invasive weed management and bank stabilization projects (including handbook) at Cache Creek Nature Preserve and lower Cache Creek (Agr. 99-66) - ongoing since 03/01/99..... \$92,613
  
6. Capay Open Space Parcel
  - a. Questa Engineering Consultant Services to develop plan, prepare bid specifications and oversee implementation (Agr. 03-218), year and a half until 2/04/05 ..... \$28,420
  - b. Amendment to Agr. 03-218 - until 6/1/05 (9/28/04 BOS approval) ..... \$29,170
  - c. Anticipated Plan implementation/improvement costs for Phase I to be completed by May of 2005 ..... \$220,000
  - d. Additional phases to be implemented thereafter.
  
7. Bank Stabilization Projects
  - a. Questa Engineering Consultant Services to provide analysis/evaluation/ recommendations for four sites: Capay Bridge, Jensen, Oliver, I-5 (Agr. 04-268 \$32,900 increase) 2 yrs. Until 5/31/05 ..... \$57,899
  - b. Steelhead Contractors for completion of Jensen Bank Stabilization Project (Agr. 04-266) - until November 12, 2004 ..... \$80,600
  - c. Capay Bridge Bank Stabilization Project  
Pending BOS approval for completion in 2005 - Estimated Cost..... \$374,880
  - d. Oliver Bank Stabilization Project  
Pending BOS approval for completion in 2005 - Estimated Cost \$52,320 - \$74,580
  - e. I-5 County Road Bank Stabilization Project  
Pending BOS approval for completion in 2005 - Estimated Cost..... \$32,900

# Planning & Public Works

## FISH AND GAME BUDGET UNIT DETAIL

<u>Budget Category</u>	<u>Actual 2002/2003</u>	<u>Budget 2003/2004</u>	<u>Estimated Actual 2003/2004</u>	<u>Requested 2004/2005</u>	<u>Adopted 2004/2005</u>
<b>APPROPRIATIONS</b>					
Expense Reimbursement	\$9,250	\$9,350	\$9,350	\$18,014	\$18,014
<b>Total</b>	<b>\$9,250</b>	<b>\$9,350</b>	<b>\$9,350</b>	<b>\$18,014</b>	<b>\$18,014</b>
<b>REVENUES</b>					
Fines/Forfeitures/Other	\$8,663	\$9,350	\$10,279	\$9,400	\$9,400
Special Revenue Funds	\$587	\$0	\$-929	\$8,614	\$8,614
<b>Total</b>	<b>\$9,250</b>	<b>\$9,350</b>	<b>\$9,350</b>	<b>\$18,014</b>	<b>\$18,014</b>

### **BUDGET UNIT DESCRIPTION**

Budget Unit 294-1 (Fund 113). Fish and Game funds are generated by, and can be used only to finance, maintenance, operation and improvement of state-owned fishing access sites in Yolo County at Knights Landing, Clarksburg and Putah Creek.

# Planning & Public Works

## FLEET SERVICES BUDGET UNIT DETAIL

<u>Budget Category</u>	<u>Actual 2002/2003</u>	<u>Budget 2003/2004</u>	<u>Estimated Actual 2003/2004</u>	<u>Requested 2004/2005</u>	<u>Adopted 2004/2005</u>
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$245,448	\$282,918	\$274,904	\$312,805	\$306,712
Services & Supplies	\$841,958	\$863,038	\$898,420	\$973,225	\$973,225
Other Charges	\$6,051	\$10,800	\$0	\$10,800	\$10,800
Fixed Assets	\$0	\$4,500	\$0	\$0	\$0
<b>Total</b>	<b>\$1,093,457</b>	<b>\$1,161,256</b>	<b>\$1,173,324</b>	<b>\$1,296,830</b>	<b>\$1,290,737</b>
<b>REVENUES</b>					
Fees & Charges	\$880,029	\$984,242	\$993,019	\$1,118,716	\$1,118,715
Other Revenue	\$3,351	\$0	\$1,358	\$1,600	\$1,600
Operating Transfers In	\$169,634	\$177,014	\$176,944	\$176,514	\$170,422
<b>Total</b>	<b>\$1,053,014</b>	<b>\$1,161,256</b>	<b>\$1,171,321</b>	<b>\$1,296,830</b>	<b>\$1,290,737</b>

### **BUDGET UNIT DESCRIPTION**

Budget Unit 140-1 (Fund 184). The Fleet Services Division provides maintenance and repair services for the county's fleet of 450 automobiles and miscellaneous pieces of equipment as an internal service fund. It is the responsibility of fleet services to manage the county's pool vehicle operation.

### **PROGRAM SUMMARIES**

In 2003-04, fleet services conducted a thorough performance standard review. This year this division will continue to implement a new tracking system for maintaining vehicle records and improving service to customers. The last two fiscal years have been challenging to meet expenses. Review of possible options to insure this unit is in financial balance will occur 2004-05.

### **POSITION SUMMARY**

<u>Position Classification</u>	<u>Full-Time Equivalents</u>			<u>Salary &amp; Benefits</u>
	<u>Current</u>	<u>Requested</u>	<u>Adopted</u>	
Heavy Equipment Mechanic	1.00	1.00	1.00	\$59,811
Shop Supervisor	1.00	1.00	1.00	\$68,532
Fleet Services Operations Coor	1.00	1.00	1.00	\$59,146
Auto & Heavy Equipment Mech	1.00	1.00	1.00	\$55,145
Benefit Cashout	0.00	0.00	0.00	\$21,500
Workers Compensation	0.00	0.00	0.00	\$46,171
Overtime	0.00	0.00	0.00	\$2,500
Furlough Savings	0.00	0.00	0.00	\$-6,093
<b>Total</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>\$306,712</b>

# Planning & Public Works

## HOUSING GRANTS BUDGET UNIT DETAIL

<b>Budget Category</b>	<b>Actual 2002/2003</b>	<b>Budget 2003/2004</b>	<b>Estimated Actual 2003/2004</b>	<b>Requested 2004/2005</b>	<b>Adopted 2004/2005</b>
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$59,551	\$66,726	\$64,764	\$62,250	\$60,442
Services & Supplies	\$6,149	\$93,328	\$33,573	\$236,038	\$236,038
Fixed Assets	\$0	\$134,000	\$0	\$6,000	\$6,000
Other Charges	\$202,301	\$0	\$352,517	\$1,320,000	\$1,320,000
Operating Transfers Out	\$747,038	\$0	\$0	\$22,415	\$22,415
<b>Total</b>	<b>\$1,015,039</b>	<b>\$294,054</b>	<b>\$450,854</b>	<b>\$1,646,703</b>	<b>\$1,644,895</b>
<b>REVENUES</b>					
Federal/State Reimbursement	\$2,800	\$206,334	\$5,800	\$566,500	\$720,500
Other Revenue	\$785,714	\$28,000	\$15,528	\$333,068	\$179,268
Fees & Charges	\$0	\$0	\$0	\$4,000	\$4,000
Special Revenue Funds	\$166,974	\$0	\$371,562	\$683,215	\$683,935
General Fund	\$59,551	\$59,720	\$57,964	\$59,920	\$57,192
<b>Total</b>	<b>\$1,015,039</b>	<b>\$294,054</b>	<b>\$450,854</b>	<b>\$1,646,703</b>	<b>\$1,644,895</b>

### **BUDGET UNIT DESCRIPTION**

Budget Unit 295-1 (Funds 110, 030, 034, 040, 041, 047, 048, 049). The budget unit manages the finances and activities in support of the Community Development Block Grant (CDBG) program, including seven special revenue accounts. The primary objective of the CDBG program is the development of viable urban communities by providing decent housing and suitable living environments and by expanding economic opportunities, principally for persons of low and moderate income. Funding to support the program objectives is procured from competitive state and federal grants.

### **PROGRAM SUMMARIES**

The CDBG program continues to be instrumental in providing funds to local communities, including Esparto, Dunnigan and Madison, for maintaining municipal services. These improvements have helped maintain urban communities as viable that might otherwise be unable to afford the necessary improvements for their systems.

**POSITION SUMMARY**

<b>Position Classification</b>	<b>Full-Time Equivalents</b>			<b>Salary &amp; Benefits</b>
	<b>Current</b>	<b>Requested</b>	<b>Adopted</b>	
Associate Planner	1.00	1.00	1.00	\$61,716
Benefit Cashout	0.00	0.00	0.00	\$250
Workers Compensation	0.00	0.00	0.00	\$285
Furlough Savings	0.00	0.00	0.00	\$-1,809
<b>Total</b>	1.00	1.00	1.00	\$60,442



**2004/05 COMMUNITY DEVELOPMENT BLOCK GRANT  
PROGRAM / PROJECT LIST**

- |    |  |           |
|----|--|-----------|
| 1. | Madison Well .....   | \$490,250 |
|    | Grant administration and construction costs associated with the installation of a new well for the Madison County Service District   |           |
| 2. | Dunnigan Water System.....   | \$33,250  |
|    | Contract with engineering consultant to prepare an analysis for a Dunnigan water system  |           |
| 3. | Planning and Technical Assistance Grant (PTA).....   | \$35,000  |
|    | • Airport Drainage   | \$25,000  |
|    | • Esparto Building Development Plan  | \$10,000  |
| 4. | Housing Rehab Loans .....  | \$70,000  |
|    | Anticipation of loan applications for Housing Rehabilitation of existing housing stock   |           |
| 5. | Business Loans .....   | \$100,000 |
|    | Funding to be made available for loans requested by small businesses located in Yolo County  |           |
| 6. | First Time Home Buyers .....   | \$550,000 |
|    | Available funds appropriated for loan requests of potential First Time Homeowners  |           |
| 7. | Public Works Loans .....   | \$75,000  |
|    | Loans made available to County Service Districts for Public Utilities and Infrastructure Improvements  |           |
| 8. | New Affordable Housing Construction .....  | \$175,000 |
|    | Available funds appropriated for the construction of affordable homes within the Yolo County Housing Authority and any additional New Housing Loan requests during the fiscal year |           |
| 9. | Community Facilities Loans.....  | \$15,000  |
|    | Funds appropriated for anticipated loan requests for improvements to Community Facilities within Yolo County   |           |

# Planning & Public Works

## PARKS, GROUNDS AND MUSEUM BUDGET UNIT DETAIL

<b>Budget Category</b>	<b>Actual 2002/2003</b>	<b>Budget 2003/2004</b>	<b>Estimated Actual 2003/2004</b>	<b>Requested 2004/2005</b>	<b>Adopted 2004/2005</b>
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$424,345	\$458,394	\$473,942	\$473,948	\$463,954
Services & Supplies	\$204,907	\$155,850	\$324,561	\$526,744	\$526,744
Fixed Assets	\$70,104	\$89,302	\$0	\$50,000	\$50,000
Fixed Assets-Structures/Imps	\$158,446	\$0	\$92,189	\$115,000	\$115,000
Other Charges	\$2,054	\$2,400	\$26,915	\$2,400	\$2,400
Expense Reimbursement	\$-3,032	\$0	\$-2,526	\$-1,600	\$-1,600
<b>Total</b>	<b>\$856,824</b>	<b>\$705,946</b>	<b>\$915,081</b>	<b>\$1,166,492</b>	<b>\$1,156,498</b>
<b>REVENUES</b>					
Other Revenue	\$805	\$3,000	\$12,250	\$12,850	\$12,850
ACO Fund	\$54,584	\$0	\$0	\$0	\$0
Federal/State Reimbursement	\$170,763	\$98,302	\$209,591	\$463,000	\$463,000
Operating Transfers In	\$9,250	\$9,350	\$0	\$0	\$0
Fees & Charges	\$232,233	\$257,200	\$235,041	\$252,638	\$252,638
General Fund	\$389,189	\$338,094	\$458,199	\$438,004	\$428,010
<b>Total</b>	<b>\$856,824</b>	<b>\$705,946</b>	<b>\$915,081</b>	<b>\$1,166,492</b>	<b>\$1,156,498</b>

### **BUDGET UNIT DESCRIPTION**

Budget Unit 701-1 (Funds 110 and 038). This budget unit is responsible for the operation and maintenance of county parks and grounds, natural resources management, open space recreation, and planning services as part of the Planning and Public Works Department.

### **PROGRAM SUMMARIES**

The division is currently undertaking planning for the Countywide Parks Master Plan and Grasslands Park Master Plan, including the Davis McClellan Air Force Telecommunications Site, implementation of the approved Proposition 12 expenditures and renovations and planning for the allocation of the Proposition 40 state park bond funds.

**POSITION SUMMARY**

<b>Position Classification</b>	<b>Full-Time Equivalents</b>			<b>Salary &amp; Benefits</b>
	<b>Current</b>	<b>Requested</b>	<b>Adopted</b>	
Parks and Resources Coord.	1.00	1.00	1.00	\$79,676
Parks & Grounds Maint. Wk III	4.00	4.00	4.00	\$210,144
Supervising Parks & Grounds Wk	1.00	1.00	1.00	\$72,664
Office Support Specialist	1.00	1.00	1.00	\$45,436
Salary Transfer	0.00	0.00	0.00	\$-26,000
Workers Compensation	0.00	0.00	0.00	\$38,108
Extra Help	0.00	0.00	0.00	\$43,921
Overtime	0.00	0.00	0.00	\$5,000
Benefit Cashout	0.00	0.00	0.00	\$5,000
Furlough Savings	0.00	0.00	0.00	\$-9,995
<b>Total</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>\$463,954</b>

# Planning & Public Works

## ROADS BUDGET UNIT DETAIL

<b>Budget Category</b>	<b>Actual 2002/2003</b>	<b>Budget 2003/2004</b>	<b>Estimated Actual 2003/2004</b>	<b>Requested 2004/2005</b>	<b>Adopted 2004/2005</b>
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$2,936,807	\$3,285,750	\$2,950,323	\$3,483,163	\$3,412,258
Services & Supplies	\$2,299,700	\$3,237,245	\$2,256,800	\$4,131,711	\$4,131,711
Fixed Assets	\$152,797	\$7,261,013	\$0	\$200,000	\$200,000
Fixed Assets-Structures/Imps	\$3,962,635	\$0	\$4,348,989	\$3,012,227	\$3,012,227
Other Charges	\$38,542	\$18,500	\$18,129	\$18,500	\$18,500
Operating Transfers Out	\$457,000	\$0	\$500,274	\$0	\$0
<b>Total</b>	<b>\$9,847,481</b>	<b>\$13,802,508</b>	<b>\$10,074,515</b>	<b>\$10,845,601</b>	<b>\$10,774,696</b>
<b>REVENUES</b>					
Fees & Charges	\$679,064	\$444,500	\$910,850	\$562,000	\$562,000
Federal/State Reimbursement	\$8,785,573	\$10,520,856	\$8,348,076	\$6,483,441	\$6,483,441
Property Tax	\$1,162,659	\$625,479	\$1,125,904	\$611,720	\$611,720
Tribal Mitigation	\$0	\$0	\$0	\$70,000	\$70,000
Other Revenue	\$514,475	\$656,501	\$550,766	\$656,050	\$656,050
Special Revenue Funds	\$-1,294,290	\$1,555,172	\$-861,081	\$2,462,390	\$2,391,485
<b>Total</b>	<b>\$9,847,481</b>	<b>\$13,802,508</b>	<b>\$10,074,515</b>	<b>\$10,845,601</b>	<b>\$10,774,696</b>

### **BUDGET UNIT DESCRIPTION**

Budget Unit 299-1 (Fund 130). This budget unit encompasses all activities of the road fund. Under state accounting regulations, this fund must be maintained as a separate entity to identify the use of legally earmarked financing resources such as the county share of gasoline tax revenue. Resources are applied for maintenance of the county road system, for other related work and for road construction projects as funding is available.

### **PROGRAM SUMMARIES**

The difference of unspent revenues in the actual costs for 2002-03 and the estimated actuals for 2003-04 represent projects planned and financed, but not yet started or completed. This money is carried forward for 2004-05 to continue planned projects. A new position was added last year titled county service area (CSA) coordinator in order to provide staff support to the CSAs throughout the county. The position is reimbursed from CSA revenues.

**POSITION SUMMARY**

<b>Position Classification</b>	<b>Full-Time Equivalents</b>			<b>Salary &amp; Benefits</b>
	<b>Current</b>	<b>Requested</b>	<b>Adopted</b>	
Accountant	1.00	1.00	1.00	\$68,486
Asst. Dir-Pub Works	1.00	1.00	1.00	\$118,953
County Service Area Coordinator	1.00	1.00	1.00	\$75,186
Construction Inspector	1.00	1.00	1.00	\$74,536
Departmental Analyst	1.00	1.00	1.00	\$70,975
Director of Planning & Pub Wrk	1.00	1.00	1.00	\$139,917
Road Supervisor	2.00	2.00	2.00	\$134,932
Public Works Superintendent	1.00	1.00	1.00	\$75,425
Asst. Road Maintenance Worker	2.00	2.00	2.00	\$88,493
Senior Road Maintenance Worker	24.00	24.00	18.00	\$841,711
Secretary II	1.00	1.00	1.00	\$0
Senior Civil Engineer	6.00	6.00	6.00	\$459,960
Business Services Manager	1.00	1.00	1.00	\$84,351
County Surveyor	1.00	1.00	1.00	\$75,986
Office Support Specialist	1.00	1.00	1.00	\$49,455
Civil Engineer	3.00	3.00	3.00	\$203,438
Permit Counter Technician	1.00	1.00	1.00	\$57,600
Secretary to the Dir.-Nonsup	1.00	1.00	1.00	\$55,612
Senior Accounting Technician	1.00	1.00	1.00	\$53,228
Road Maintenance Crewleader	2.00	2.00	2.00	\$116,778
Sign Shop Technician II	1.00	1.00	1.00	\$56,340
Salary Transfer	0.00	0.00	0.00	\$10,412
Workers Compensation	0.00	0.00	0.00	\$341,389
Extra Help	0.00	0.00	0.00	\$5,000
Overtime	0.00	0.00	0.00	\$62,000
Standby Pay	0.00	0.00	0.00	\$8,000
Benefit Cashout	0.00	0.00	0.00	\$155,000
Furlough Savings	0.00	0.00	0.00	\$-70,905
<b>Total</b>	<b>54.00</b>	<b>54.00</b>	<b>48.00</b>	<b>\$3,412,258</b>

**2004/05 ROAD FUND PROJECT LIST  
CAPITAL IMPROVEMENT PROGRAM**

The following maintenance and construction projects are budgeted for fiscal year 2004/05. Some projects are carryovers from prior fiscal year 2003/04. Construction projects are usually contracted through a competitive bidding process with private contractors.

1. . Freeport Bridge Maintenance \$345,000
  
2. Bridge and Bridge Rail Improvement/Replacement Projects
  - a. County Road 89 over South Fork Willow Slough; Bridge Replacement..... \$76,000  
 Preliminary Engineering Phase  
 Sources of Financing: Federal ..... \$69,000  
                                   Syar ..... \$7,000
  
  - b. County Road 85 over South Fork Oat Creek; Bridge Replacement..... \$377,500  
 Preliminary Engineering Phase  
 Sources of Financing: Federal ..... \$302,000  
                                   County ..... \$75,500
  
  - c. County Road 86 over Cottonwood Slough; Bridge Replacement ..... \$20,000  
 Preliminary Engineering Phase  
 Sources of Financing: Federal ..... \$16,000  
                                   County ..... \$4,000
  
  - d. County Road 57 over Cache Creek; Bridge Replacement..... \$30,000  
 Preliminary Engineering Phase  
 Sources of Financing: Federal ..... \$30,000
  
  - e. County Road 92 over Bretona Creek; Bridge Replacement ..... \$370,000  
 Construction Phase  
 Sources of Financing: Federal ..... \$296,000  
                                   County ..... \$74,000
  
  - f. County Road 95 over South Fork Willow Slough; Bridge Replacement... \$198,000  
 Preliminary Engineering Phase  
 Sources of Financing: Federal ..... \$188,800  
                                   County ..... \$9,200
  
  - g. County Road 95B, Stevenson Bridge over Putah Creek ..... \$50,000  
 Preliminary Engineering Phase  
 Sources of Financing: County ..... \$50,000

h. County Road 89 over Buckeye Creek; Bridge Replacement ..... \$55,000  
 Preliminary Engineering Phase  
 Sources of Financing: Federal ..... \$44,000  
                                   County ..... \$11,000

3. Road Improvement Projects

a. Safe Routes to School, Esparto; Sidewalk Construction ..... \$432,600  
 Preliminary Engineering and Construction Phase  
 Sources of Financing: Federal ..... \$389,340  
                                   County ..... \$43,260

b. County Roads 21A and 85B; Shoulder Construction, Bridge Widening... \$100,000  
 Preliminary Engineering and Environmental Phase  
 Sources of Financing: Tribal Funds ..... \$100,000

c. County Road 98, Widening with Bike Lanes ..... \$326,000  
 Preliminary Engineering and Environmental Phase  
 Sources of Financing: Federal ..... \$306,730  
                                   State ..... \$19,270

d. County Roads 99/29/99D; Widening with Bike Lanes ..... \$79,069  
 Preliminary Engineering and Construction Phase  
 Sources of Financing: Federal ..... \$70,000  
                                   County ..... \$9,069

e. Roadside Interpretive Areas (Capay Valley) ..... \$30,000  
 Preliminary Engineering Phase  
 Sources of Financing: Federal ..... \$26,559  
                                   County ..... \$3,441

f. County Road 32A; Widening with Bike Lanes ..... \$96,000  
 Preliminary Engineering Phase  
 Sources of Financing: Federal ..... \$85,000  
                                   County ..... \$11,000

g. Road Rehabilitation, County Road 102 ..... \$416,810  
 Preliminary Engineering and Construction Phase  
 Sources of Financing: Federal ..... \$369,002  
                                   County ..... \$47,808

h. County Road 22 at County Road 124; Railroad Crossing Arms ..... \$463,375  
 Construction Phase  
 Sources of Financing: State ..... \$417,375  
                                   County ..... \$46,000

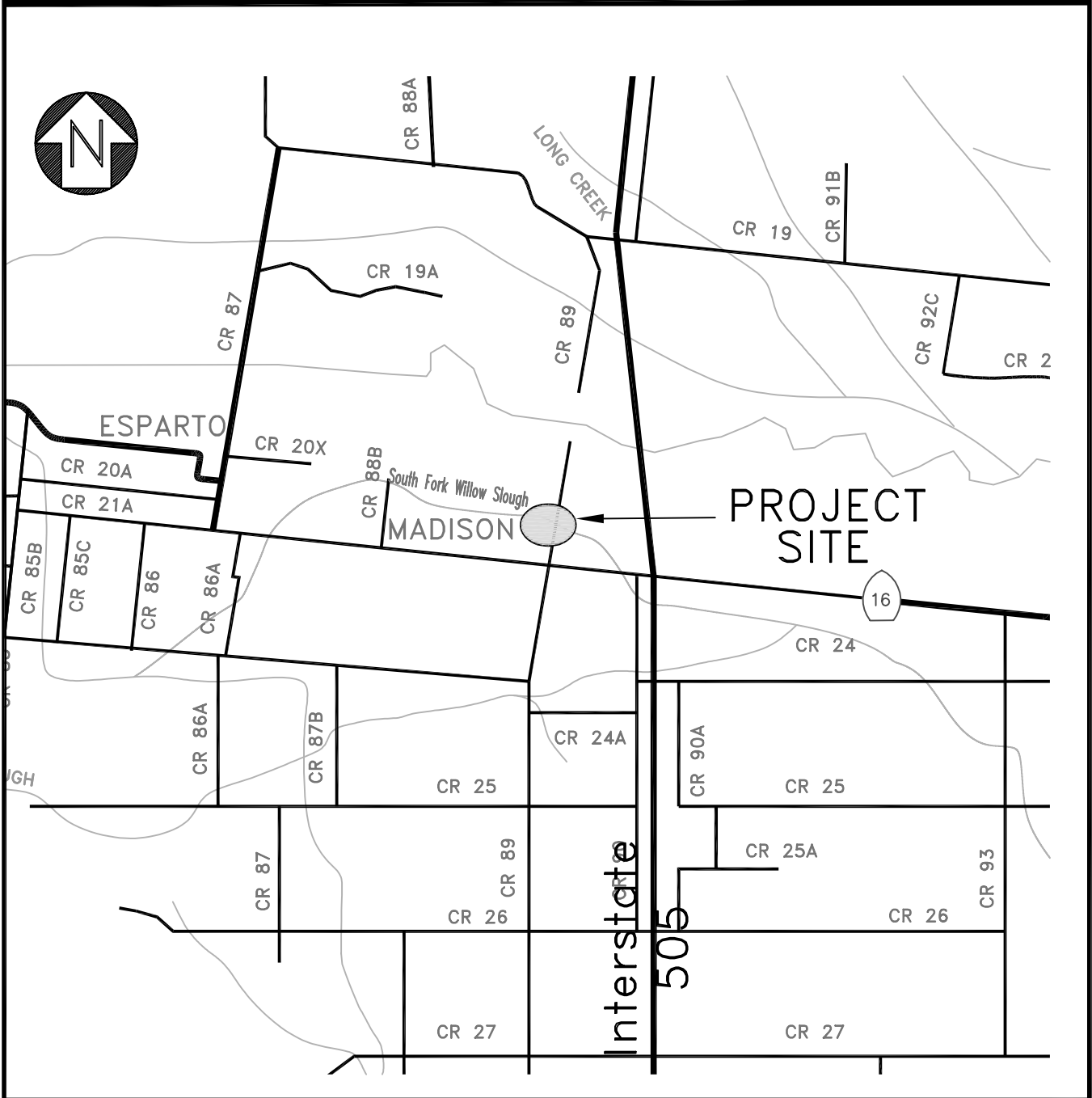
# ROAD FUND PROJECT SITE MAPS

## PROJECT 2a

ROAD NO. OR NAME: C.R.89, South Fork Willow Slough Bridge

ESTIMATED COST: \$76,000

BRIDGE NO. 22C-145



DESCRIPTION OF WORK: Preliminary Engineering to replace the South Fork Willow Slough Bridge on County Road 89.

NOTES: 80% Reimbursement from Federal Funds. 20% Local Match Will Be Funded By Syar



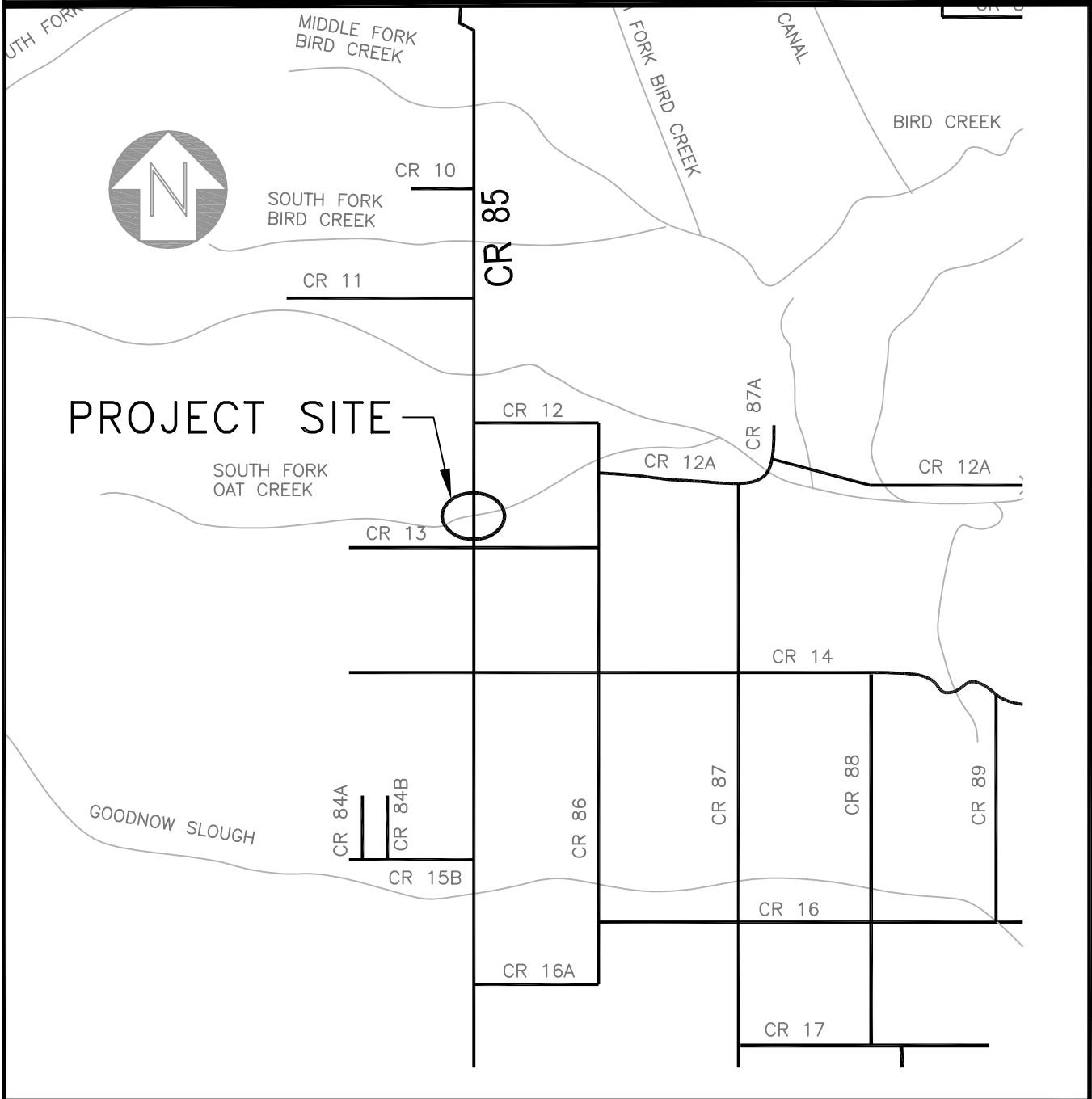
# ROAD FUND PROJECT SITE MAPS

## PROJECT: 2b

ROAD NO. OR NAME: County Road 85 over South Fork Oat Creek

ESTIMATED COST: \$377,500

BRIDGE NO.: 22C-083



DESCRIPTION OF WORK: Construction for Bridge Replacement

NOTES: 80% Reimbursement from Federal Fund, 20% from County Road Funds.

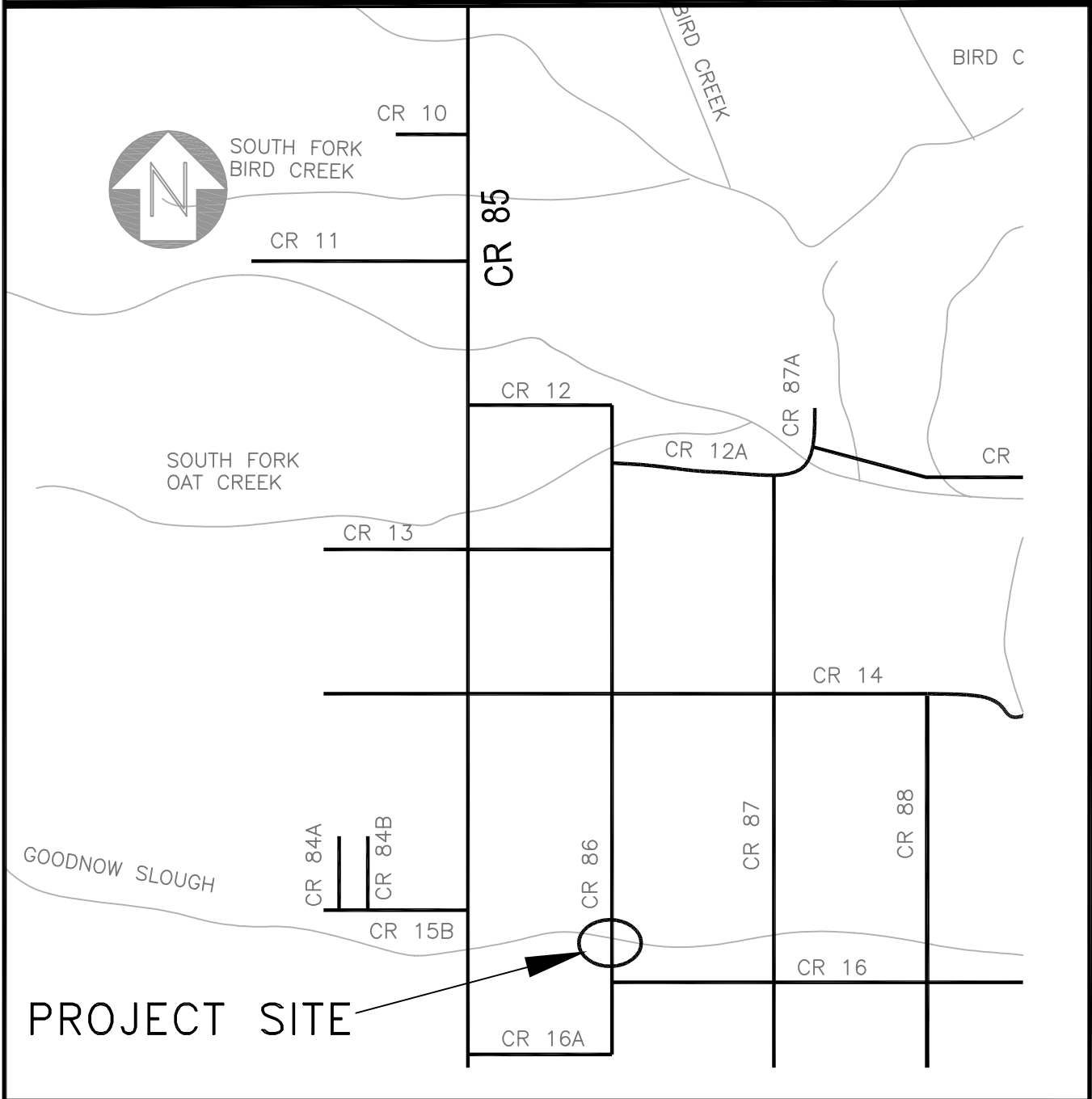
# ROAD FUND PROJECT SITE MAPS

PROJECT: 2c

ROAD NO. OR NAME: County Road 86 over Cottonwood Slough

ESTIMATED COST: \$20,000

BRIDGE NO.: 22C-058



DESCRIPTION OF WORK: Preliminary Engineering for Bridge Replacement

NOTES: 80% Reimbursement from Federal Fund, 20% from County Road Funds.

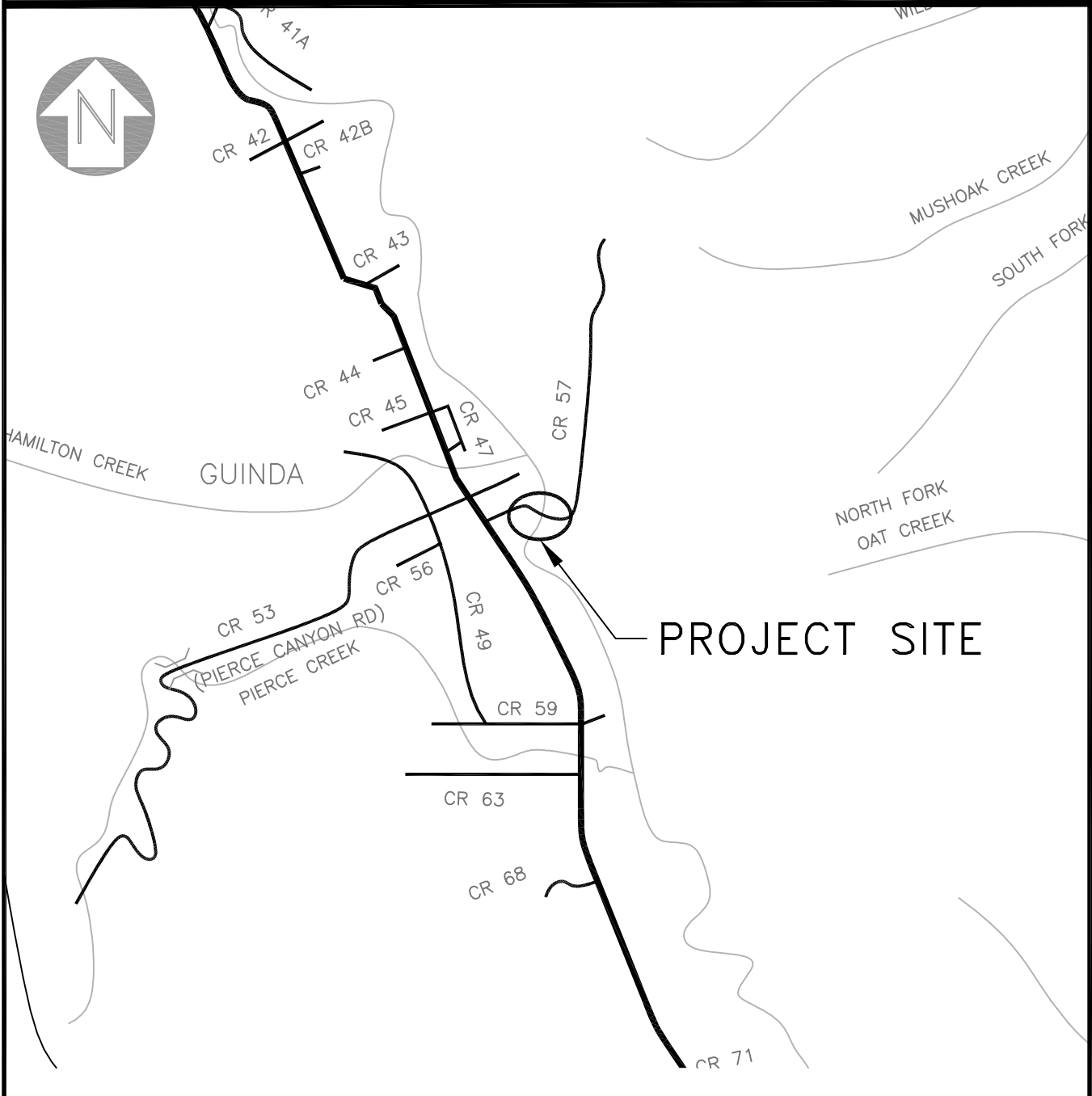
# ROAD FUND PROJECT SITE MAPS

PROJECT: 2d

ROAD NO. OR NAME: County Road 57 over Cache Creek (Guinda Bridge)

ESTIMATED COST: \$30,000

BRIDGE NO.: 22C-074



DESCRIPTION OF WORK: Preliminary Engineering for Bridge Replacement

NOTES: 80% Reimbursement from Federal Fund, 20% from County Funds.

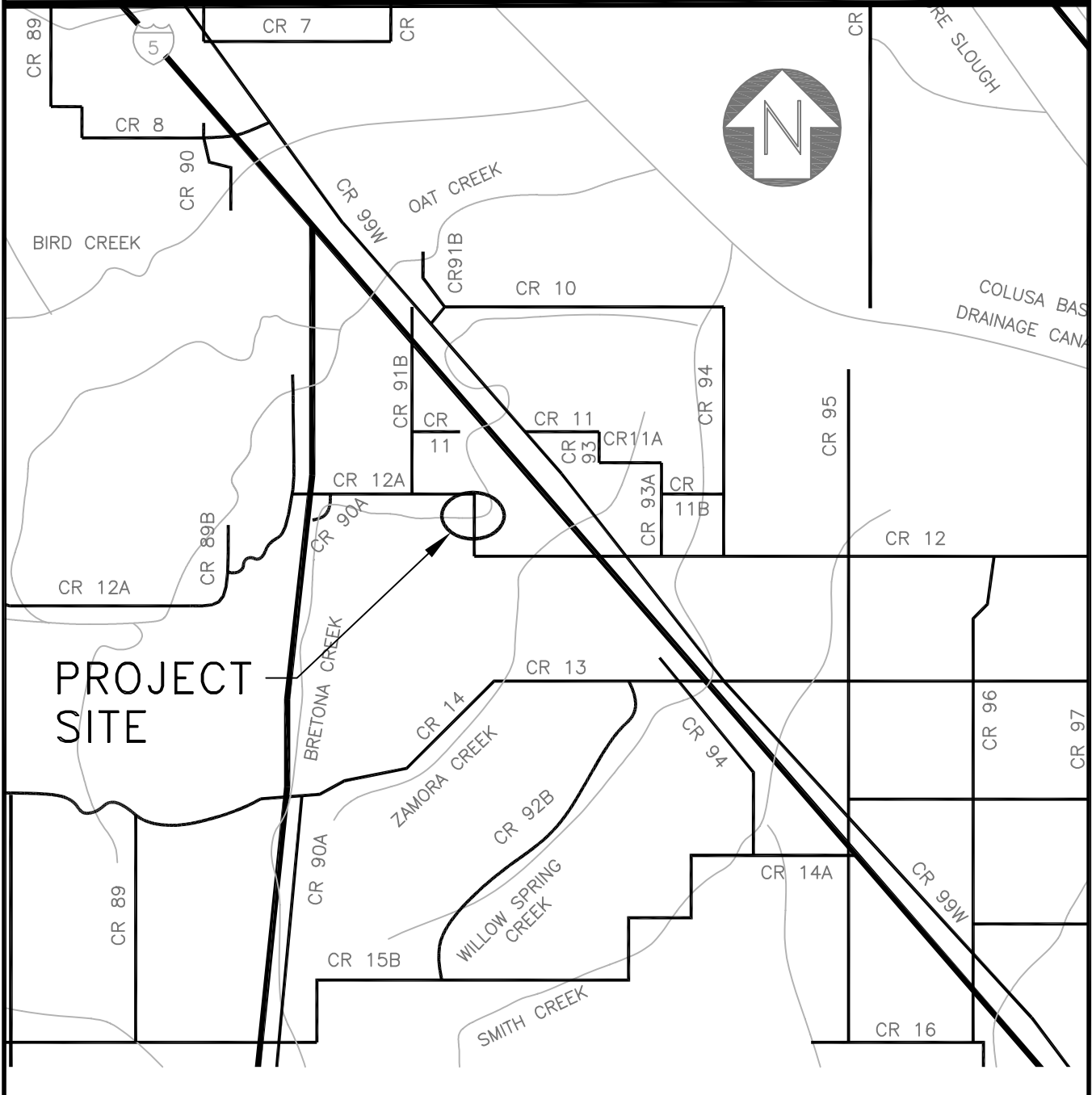
# ROAD FUND PROJECT SITE MAPS

## PROJECT: 2e

ROAD NO. OR NAME: County Road 92 over Bretona Creek

ESTIMATED COST: \$370,000

BRIDGE NO.: 22C-137



DESCRIPTION OF WORK: Construction for Bridge Replacement,

NOTES: 80% Reimbursement from Federal Fund, 20% from County Road Funds.

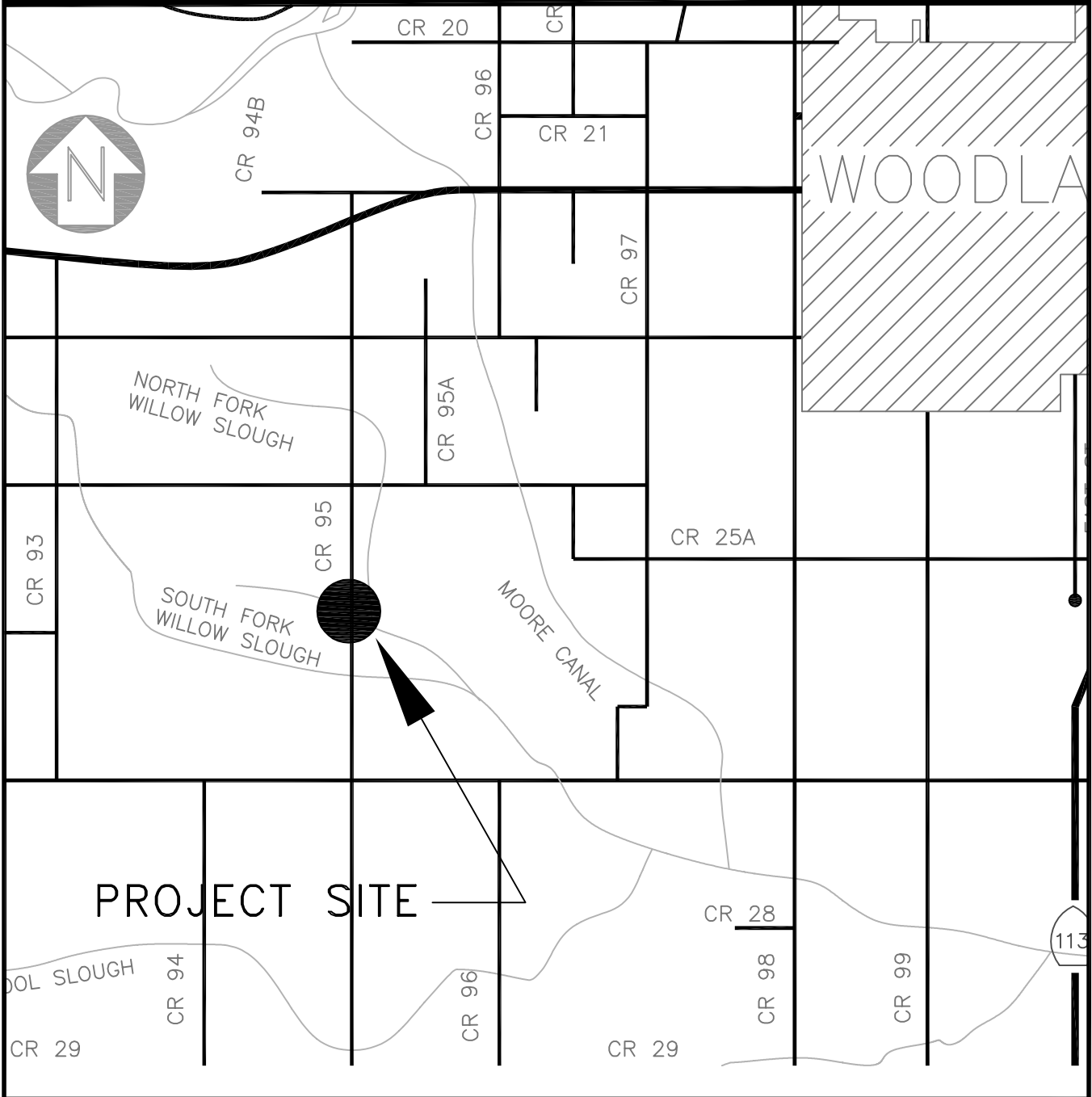
# ROAD FUND PROJECT SITE MAPS

PROJECT: 2f

ROAD NO. OR NAME: County Road 95 over South Fork Willow Slough

ESTIMATED COST: \$198,000

BRIDGE NO.: 22C-122



DESCRIPTION OF WORK: Construction for Bridge Replacement

NOTES: 80% Reimbursement from Federal Fund, 20% from County Road Funds.

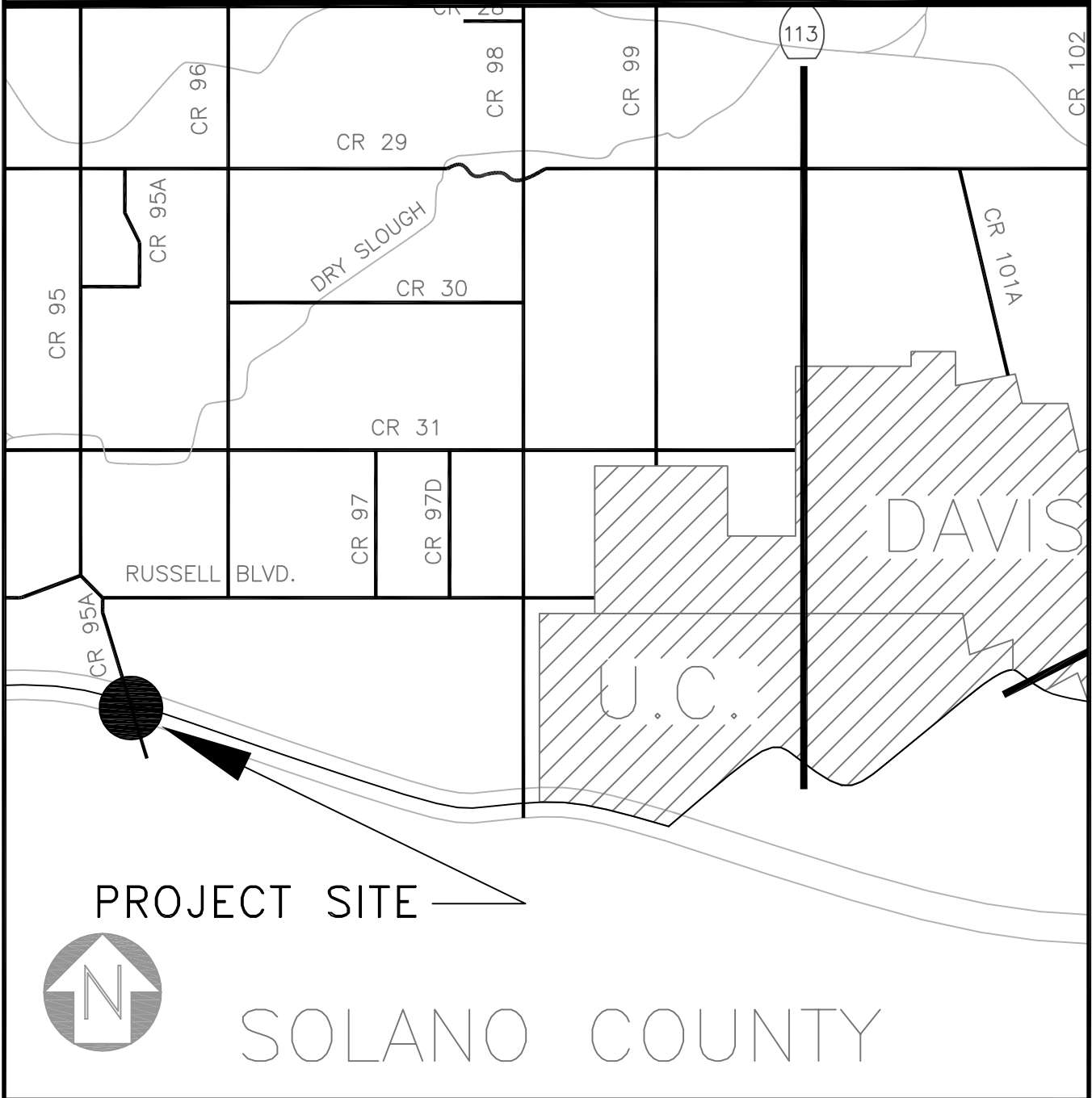
# ROAD FUND PROJECT SITE MAPS

PROJECT: 2g

ROAD NO. OR NAME: Stevenson Bridge on County Road 95B

ESTIMATED COST: \$300,000

BRIDGE NO.: 22C-092



PROJECT SITE



SOLANO COUNTY

DESCRIPTION OF WORK: Preliminary Engineering for Bridge Replacement or Rehabilitation

NOTES: 10% Match Road Funds.

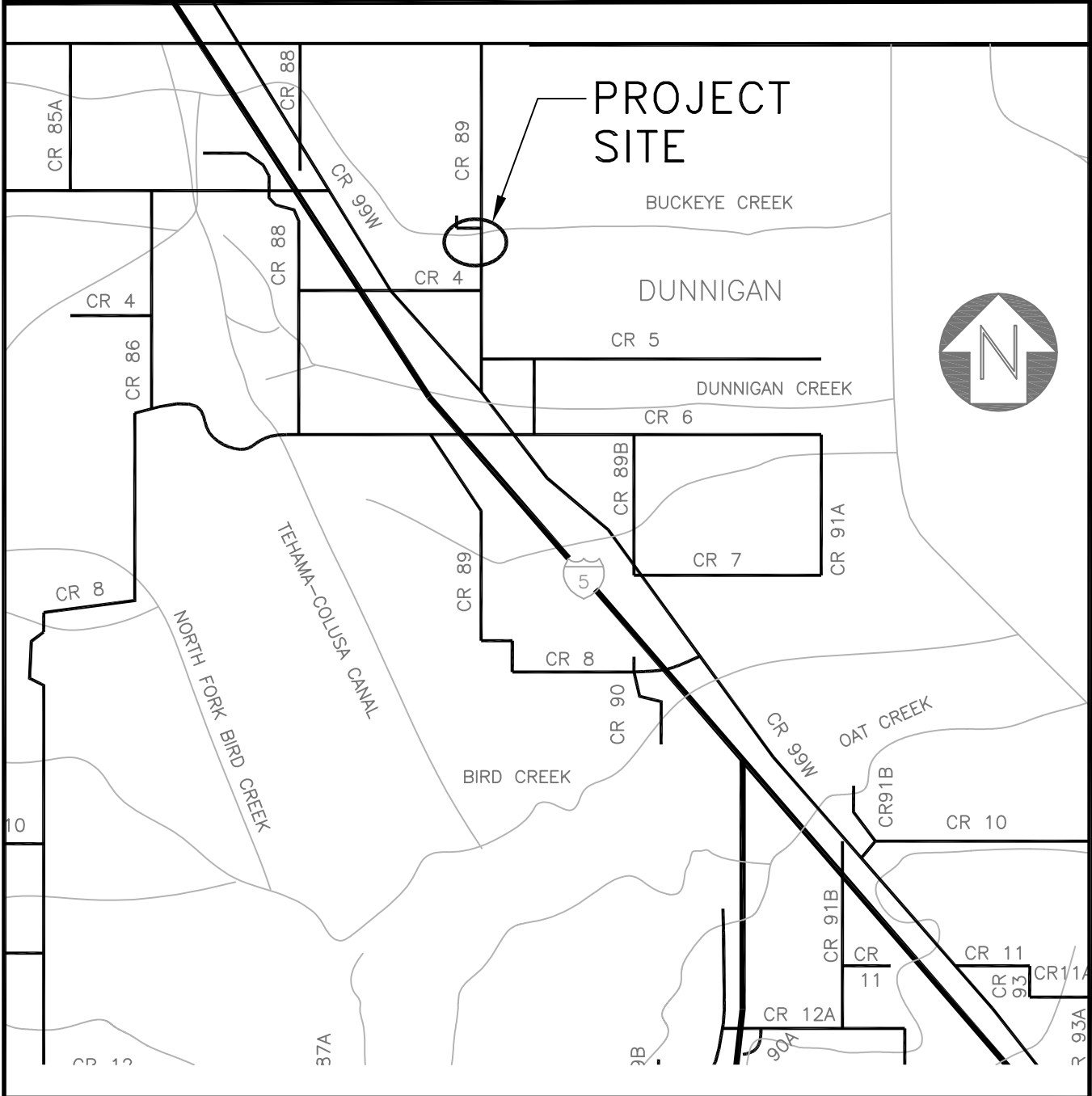
# ROAD FUND PROJECT SITE MAPS

## PROJECT: 2h

ROAD NO. OR NAME: County Road 89 over Buckeye Creek

ESTIMATED COST: \$55,000

BRIDGE NO.: 22C-135



DESCRIPTION OF WORK: Preliminary Engineering for Bridge Replacement

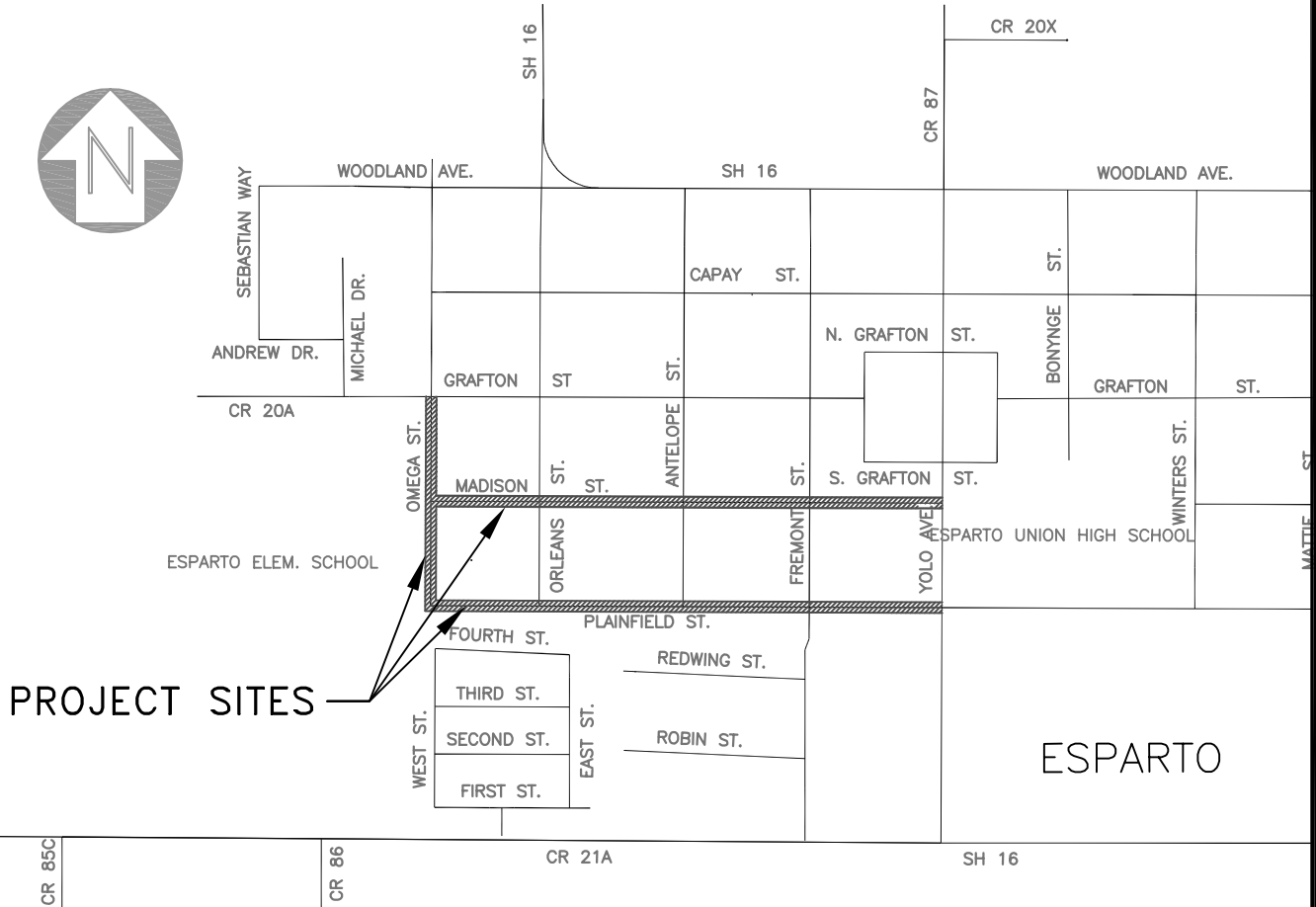
NOTES: 80% Reimbursement from Federal Fund, 20% from County Road Funds.

# ROAD FUND PROJECT SITE MAPS

## PROJECT: 3a

ROAD NO. OR NAME: Safe Routes to School on Plainfield St., Madison St., & Omega St.

ESTIMATED COST: \$432,600



DESCRIPTION OF WORK: Construction of sidewalks in Esparto

NOTES: 90% reimburseable with 10% local fund match required.

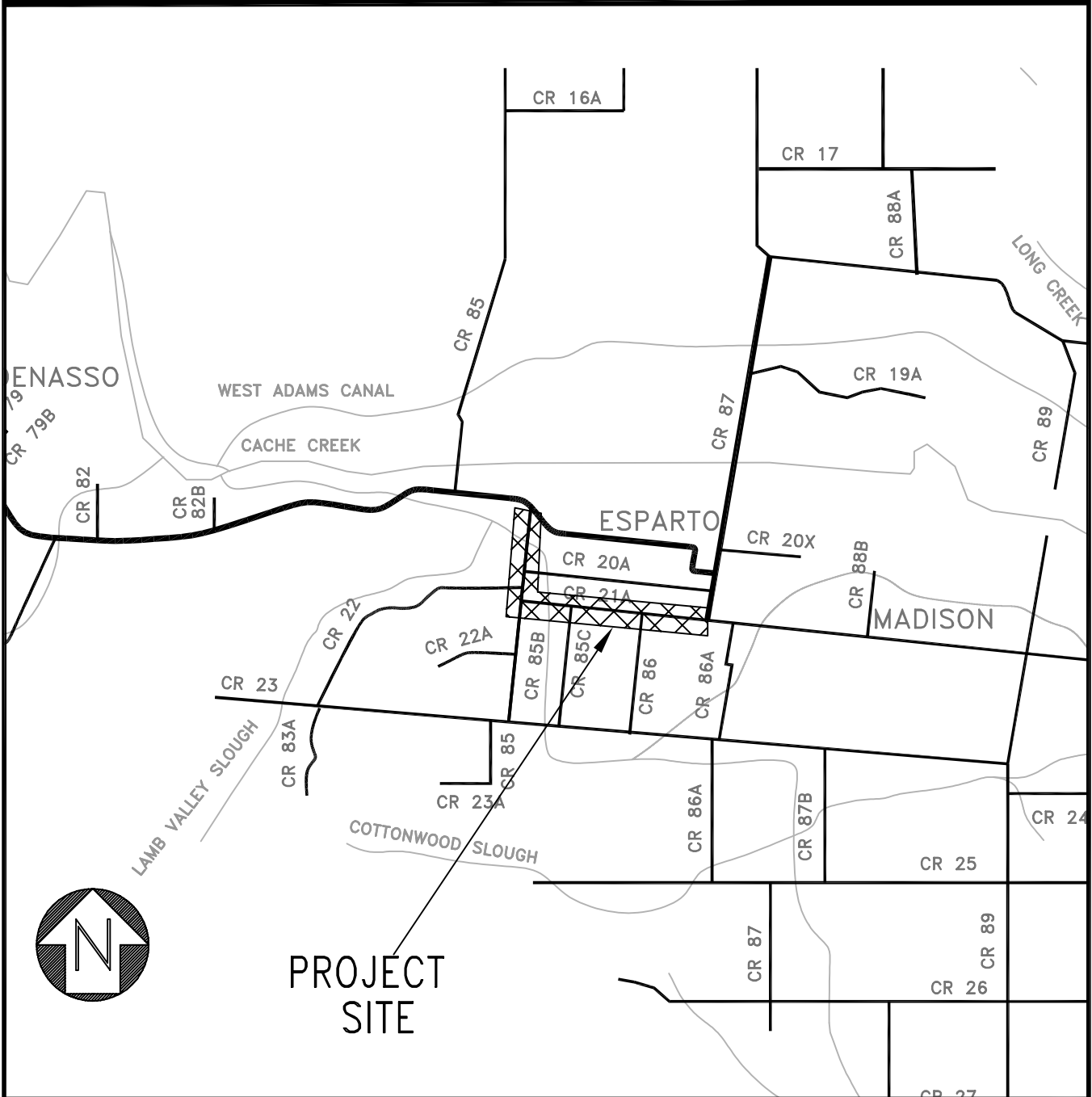


# ROAD FUND PROJECT SITE MAPS

## PROJECT 3b

ROAD NO. OR NAME: CR 21A & 85B

ESTIMATED COST: \$100,000



DESCRIPTION OF WORK: Begin environmental studies and Preliminary Engineering for reconstruction and widening of CR 21A and CR 85B.

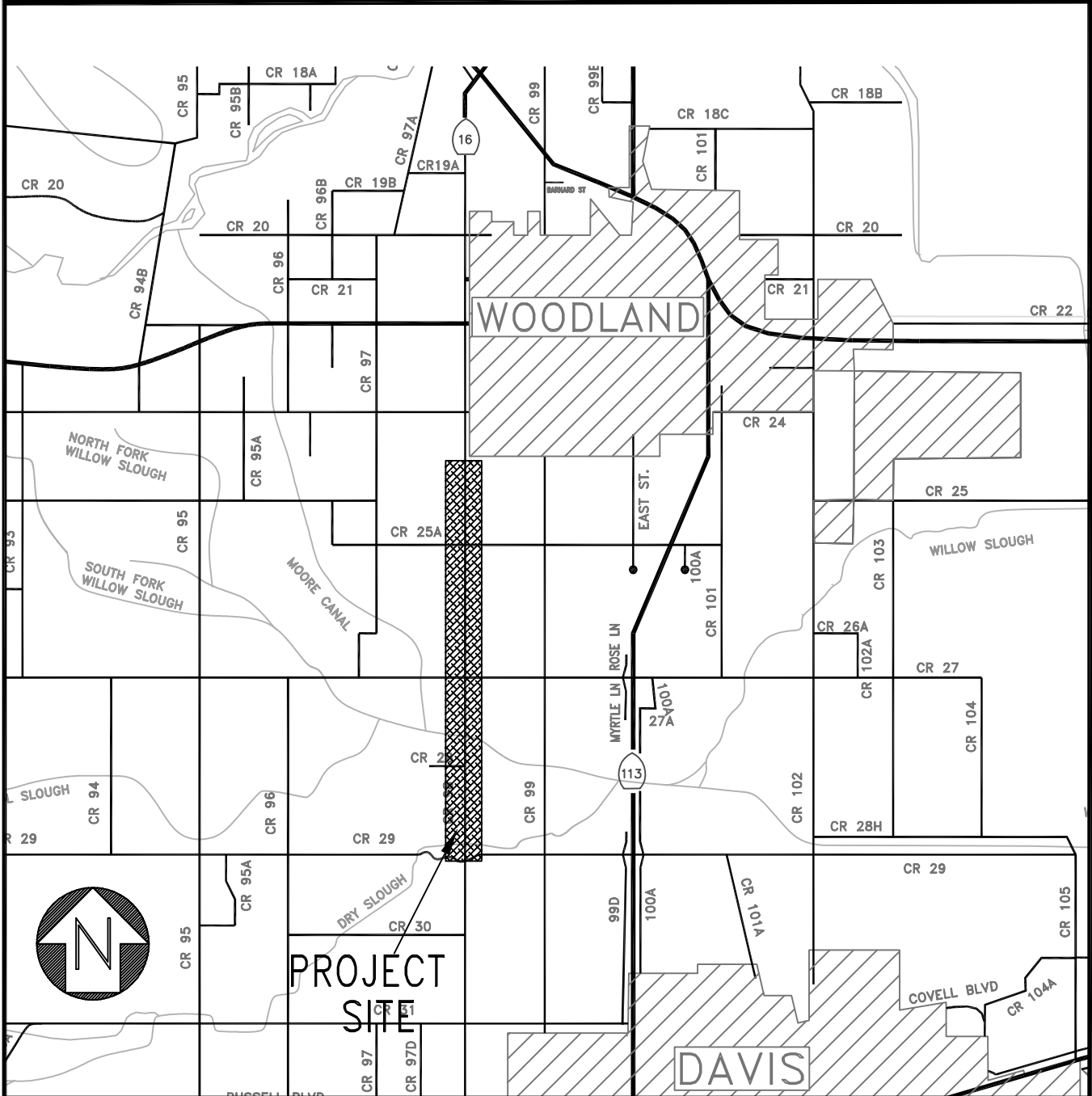
NOTES: 100% Tribal Mitigation Funding.

# ROAD FUND PROJECT SITE MAPS

## PROJECT 3c

ROAD NO. OR NAME: CR 98 From Woodland City Limits To 1000 ft South of CR 29

ESTIMATED COST: \$326,000



DESCRIPTION OF WORK: Begin environmental studies and Preliminary Engineering for reconstruction and widening of CR 98 to include bike lanes and shoulders.

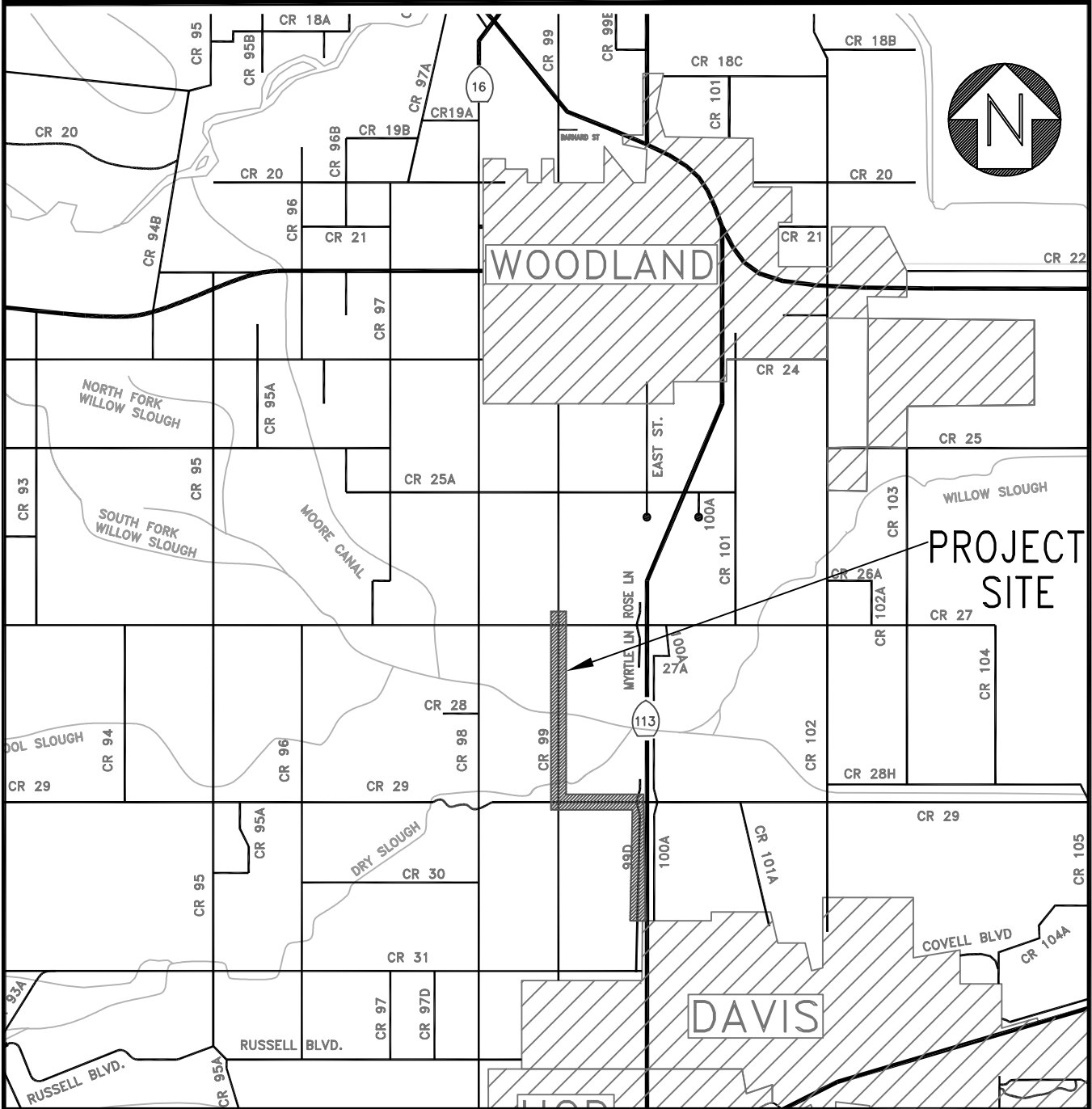
NOTES: 94% Reimbursable.

# ROAD FUND PROJECT SITE MAPS

## PROJECT 3d

ROAD NO. OR NAME: C.R.99/29/99D Widening for Bike Lanes

ESTIMATED COST: \$79,069



DESCRIPTION OF WORK: Environmental studies and Preliminary Engineering for reconstruction and widening of CR 99, 29 and 99D

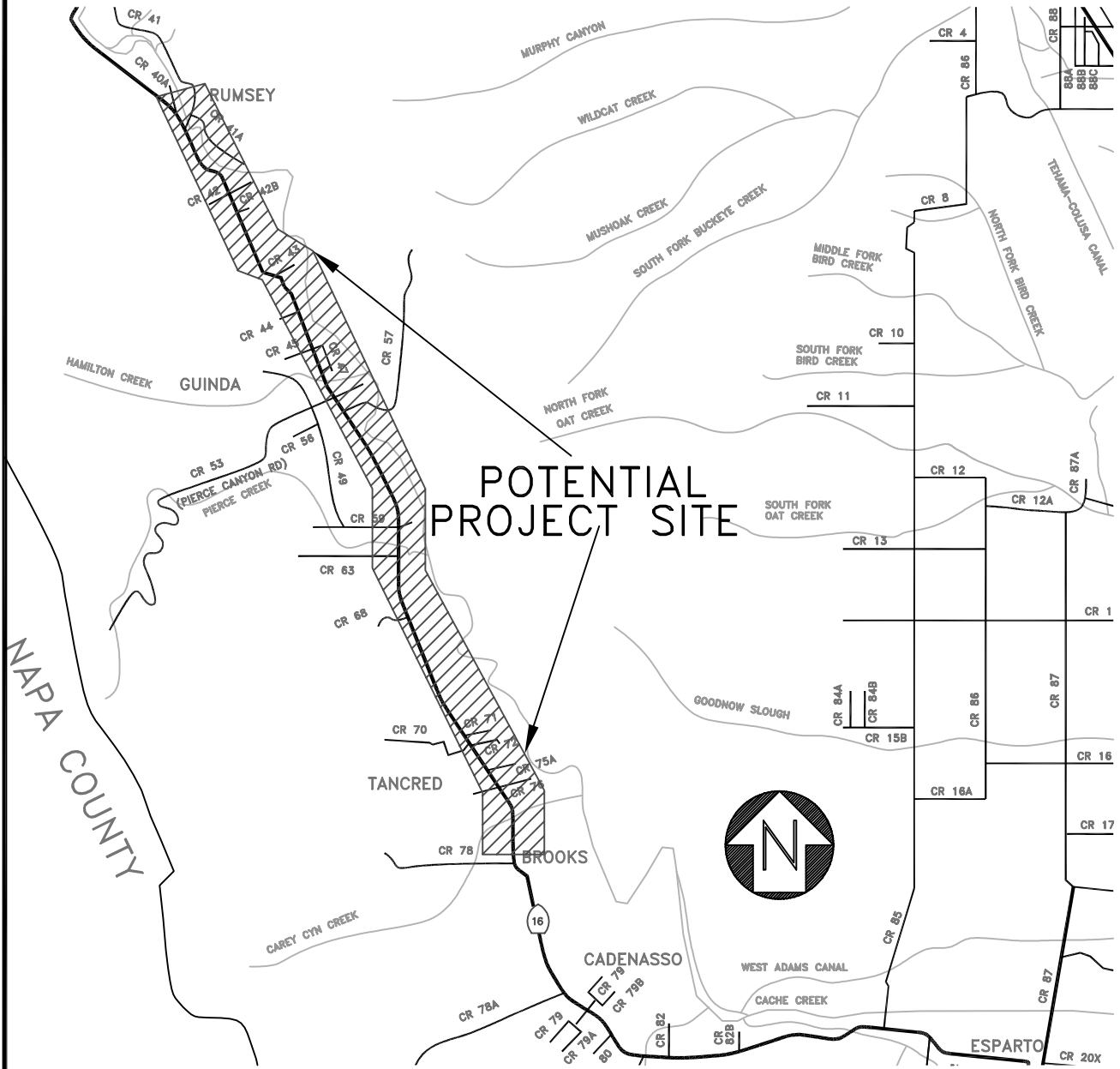
NOTES: 88.53% Reimbursement from CMAQ Funds

# ROAD FUND PROJECT SITE MAPS

## PROJECT 3e

ROAD NO. OR NAME: Scenic/Interpretive Roadside Interpretive Area (TEA Project)

ESTIMATED COST: \$30,000



DESCRIPTION OF WORK: Preliminary Engineering and Environmental for Roadside Scenic Interpretive Areas

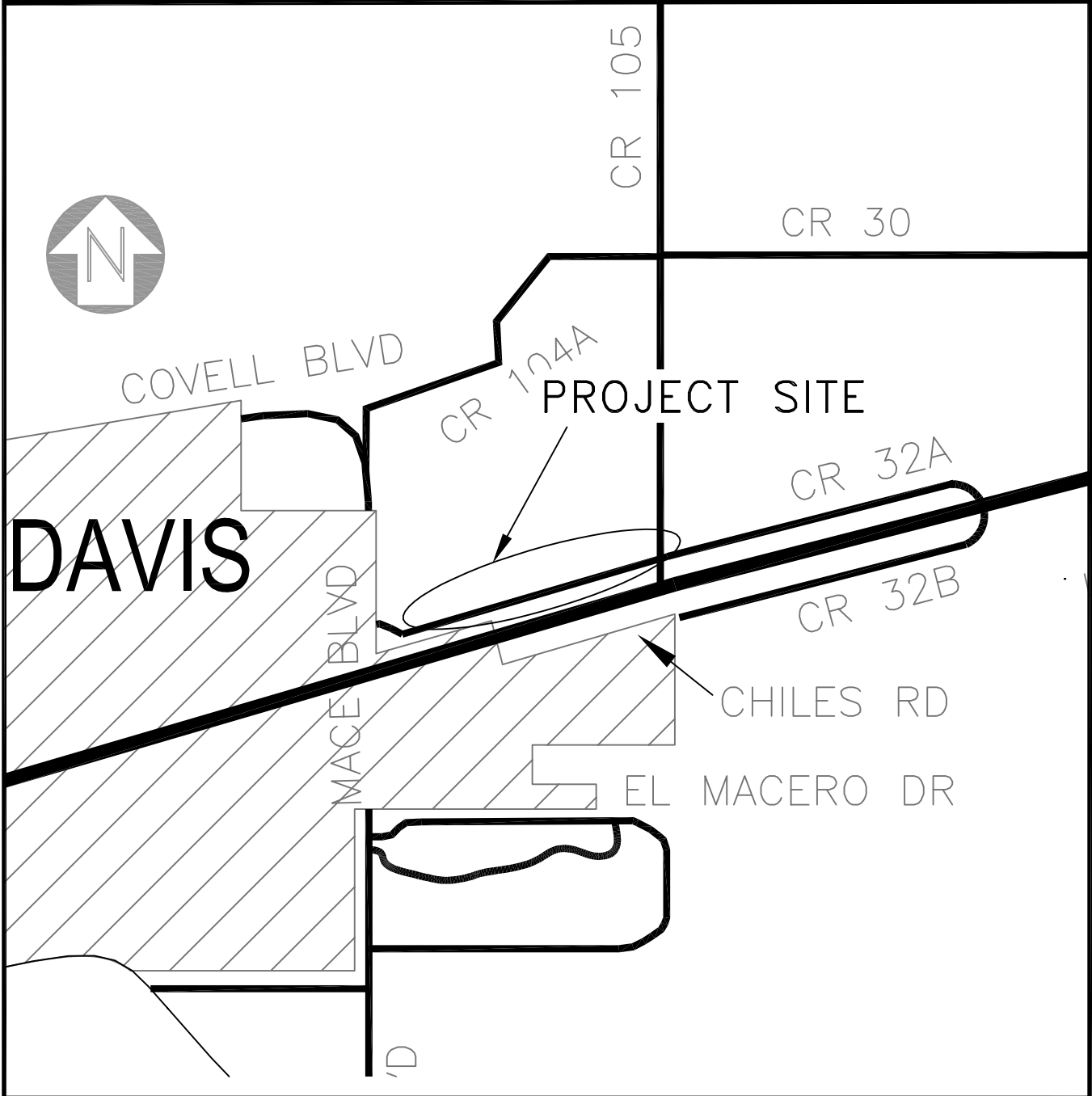
NOTES: 88.53% Reimbursement from Federal Funds. 11.47% Local Funds

# ROAD FUND PROJECT SITE MAPS

PROJECT: 3f

ROAD NO. OR NAME: County Road 32A between Mace Blvd. and County Road 105

ESTIMATED COST: \$96,000



DESCRIPTION OF WORK: Preliminary engineering phase and environmental phase for Road Widening

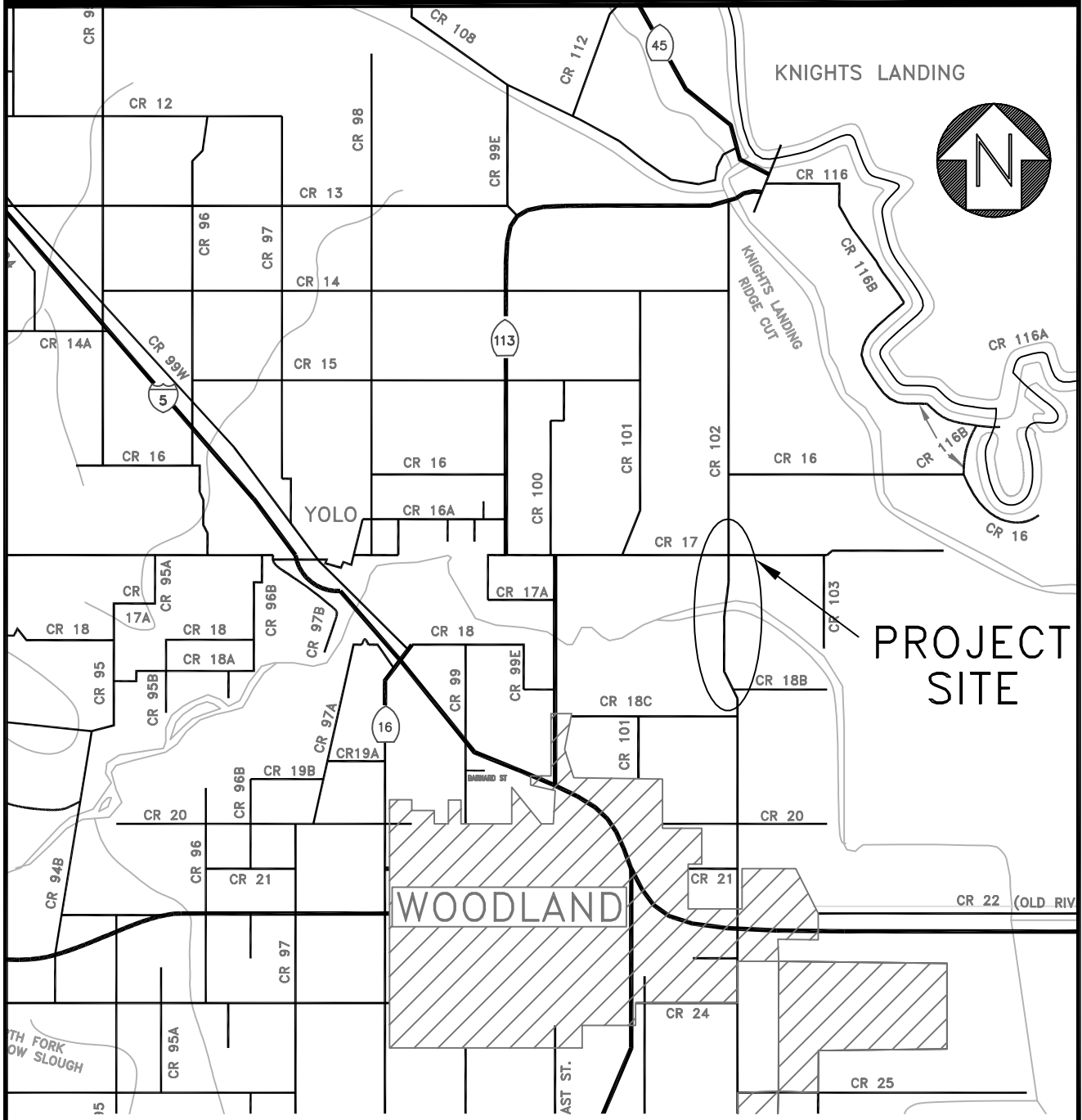
NOTES: 88.53 CMAQ Funds.

# ROAD FUND PROJECT SITE MAPS

## PROJECT 3g

ROAD NO. OR NAME: C.R.102 , Road Rehabilitation From CR18C to CR17

ESTIMATED COST: \$416,810



DESCRIPTION OF WORK: Preliminary Engineering and environmental phase

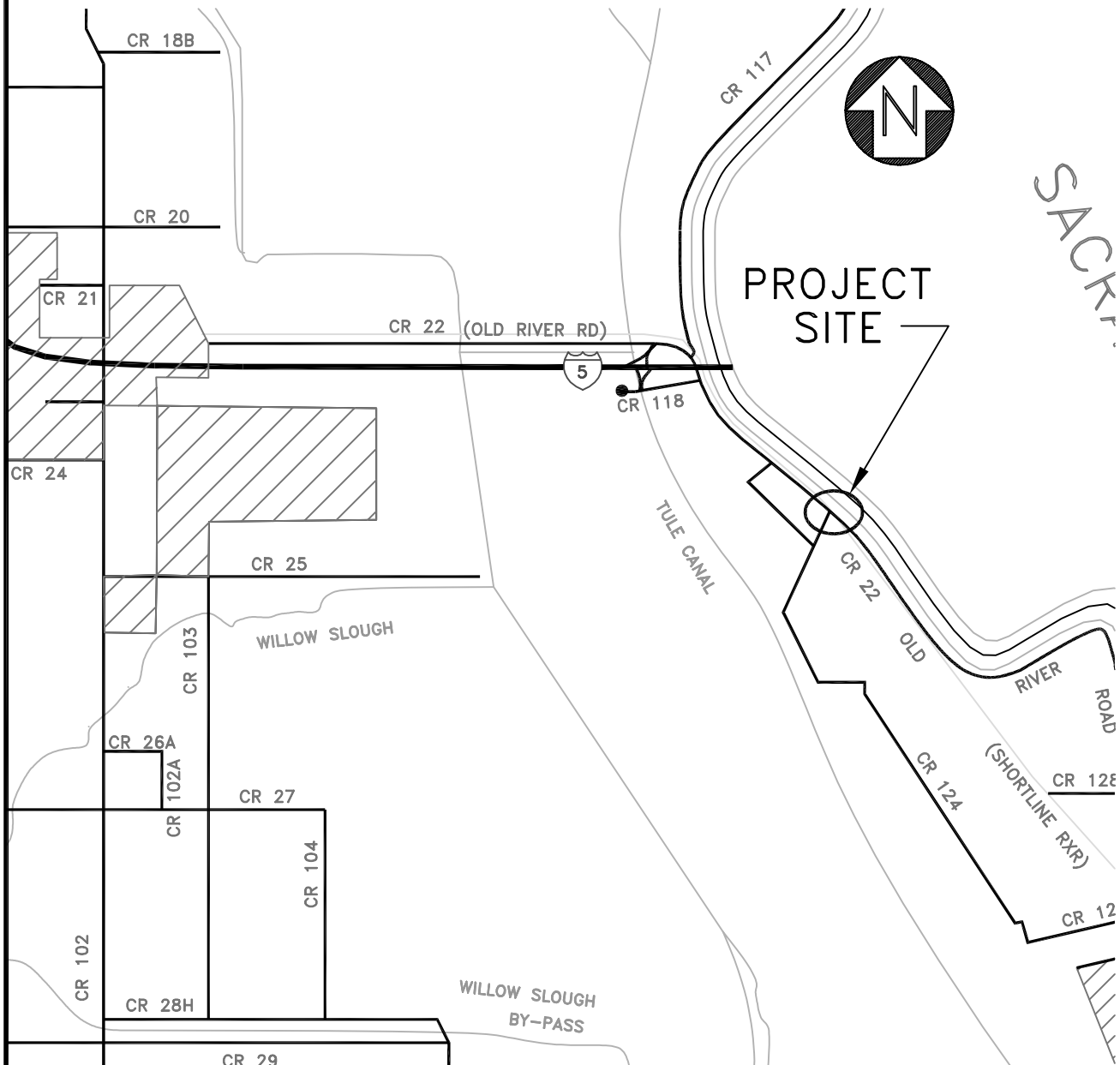
NOTES: 88.53% Reimbursement from Federal STP Funds

# ROAD FUND PROJECT SITE MAPS

## PROJECT 3h

ROAD NO. OR NAME: C.R.22, @ CR 124 Railroad Crossing Arms

ESTIMATED COST: \$463,375



DESCRIPTION OF WORK: Installation of signals and crossing arms at RR Xing on CR 22 at CR 124

NOTES: \$46,000 is County's share of costs.

# Planning & Public Works

## SANITATION BUDGET UNIT DETAIL

<b>Budget Category</b>	<b>Actual 2002/2003</b>	<b>Budget 2003/2004</b>	<b>Estimated Actual 2003/2004</b>	<b>Requested 2004/2005</b>	<b>Adopted 2004/2005</b>
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$1,365,710	\$1,446,055	\$1,399,518	\$1,578,417	\$1,542,754
Services & Supplies	\$4,188,949	\$4,023,727	\$3,162,304	\$4,284,250	\$4,284,250
Fixed Assets	\$23,431	\$2,454,900	\$8,648	\$88,000	\$88,000
Fixed Assets-Land	\$0	\$0	\$0	\$44,600	\$44,600
Fixed Assets-Structures/Imps	\$2,458,292	\$0	\$56,780	\$1,610,000	\$1,610,000
Other Charges	\$259,202	\$1,110,720	\$246,865	\$1,342,742	\$1,342,742
<b>Total</b>	<b>\$8,295,584</b>	<b>\$9,035,402</b>	<b>\$4,874,115</b>	<b>\$8,948,009</b>	<b>\$8,912,346</b>
<b>REVENUES</b>					
Fees & Charges	\$7,106,076	\$7,028,000	\$7,480,683	\$7,218,000	\$7,218,000
Federal/State Reimbursement	\$575,425	\$435,000	\$538,740	\$396,900	\$396,900
Interest/Investment Income	\$247,734	\$183,500	\$194,632	\$103,000	\$103,000
Other Revenue	\$50,809	\$42,600	\$56,395	\$51,500	\$51,500
Special Revenue Funds	\$315,540	\$1,346,302	\$-3,396,335	\$1,178,609	\$1,142,946
<b>Total</b>	<b>\$8,295,584</b>	<b>\$9,035,402</b>	<b>\$4,874,115</b>	<b>\$8,948,009</b>	<b>\$8,912,346</b>

### **BUDGET UNIT DESCRIPTION**

Budget Unit 194-1 (Fund 194). This budget unit finances the operation of the county's integrated waste management program and the operation of the Yolo County central landfill and Esparto convenience center. The budget operates as an enterprise fund, which means that user fees cover all costs of the program.

### **PROGRAM SUMMARIES**

The division continues to work on insuring the landfill meets all state requirements. In addition, federal funding has been secured to operate a full-scale bioreactor project. Staff continues to work with the Regional Water Quality Control Board to update the landfill's final closure plan to maximize the remaining fill space.



**POSITION SUMMARY**

<b>Position Classification</b>	<b>Full-Time Equivalents</b>			<b>Salary &amp; Benefits</b>
	<b>Current</b>	<b>Requested</b>	<b>Adopted</b>	
Engineering Technician II	1.00	1.00	1.00	\$70,274
Senior Solid Waste Attendant	7.00	7.00	7.00	\$376,996
Principial Civil Engineer	1.00	1.00	1.00	\$117,823
Senior Civil Engineer	3.00	3.00	3.00	\$304,590
Solid Waste Operations Manager	1.00	1.00	1.00	\$95,370
Senior Solid Waste Fac. Worker	2.00	2.00	2.00	\$101,750
Waste Reduction Services/Coord	1.00	1.00	1.00	\$67,102
Office Support Specialist	1.00	1.00	1.00	\$39,419
Civil Engineer	2.00	2.00	2.00	\$140,808
Senior Water/Air Quality Spec	1.00	1.00	1.00	\$72,212
Senior Accounting Technician	1.00	1.00	1.00	\$52,372
Benefit Cashout	0.00	0.00	0.00	\$26,500
Workers Compensation	0.00	0.00	0.00	\$50,000
Extra Help	0.00	0.00	0.00	\$40,000
Overtime	0.00	0.00	0.00	\$23,200
Furlough Savings	0.00	0.00	0.00	\$-35,662
<b>Total</b>	<b>21.00</b>	<b>21.00</b>	<b>21.00</b>	<b>\$1,542,754</b>

**2004/05 SANITATION ENTERPRISE FUND  
CAPITAL IMPROVEMENT PROJECT LIST**

The following maintenance and construction projects are budgeted for fiscal year 2004/05. Some projects will carryover to next fiscal year 2005/06. Construction projects are contracted through a competitive bidding process with private contractors.

1. Land Application System Electrical System ..... \$20,000  
 Bring electrical power to the pump station at the water storage reservoir to eliminate the use of diesel pumps. The pumps are used to pump water to the land application area to irrigate the kenaf crop (a plant grown for its ability to remove boron and selenium from ground water and also when harvested, used as an alternative daily cover in the landfill) as required by the Regional Water Quality Control Board.
2. New Landfill Office Building ..... \$500,000  
 Construct a new office and operations building at the landfill large enough for the Integrated Waste Management Division staff. This is a multi-year project with an estimated total budget of \$800,000.
3. Air Compressor Station at the Landfill..... \$45,000  
 Construct a compressor station to run pneumatic pumps for leachate and landfill gas condensate.
4. Pipeline from Willow Slough to the Water Storage Reservoir ..... \$25,000  
 Install pipeline to allow water to gravity flow from Willow Slough Bypass to the Water storage Reservoir to provide additional water for land application area.
5. Automation of Landfill Scale-house..... \$65,000  
 Upgrade and automate scale-house operations.
6. Waste Management Unit H (WMUH) leachate pond improvements ..... \$130,000  
 Complete piping and pump modifications to WMUH leachate ponds to expand operation capabilities and increase efficiency.
7. Permanent Household Hazardous Waste (HHW) Facility ..... \$300,000  
 Construct a permanent HHW facility. This is a multi-year project with an estimated total budget of \$500,000 (\$300,000 in grant funds from California Integrated Waste Management Board and \$200,000 from Sanitation Fund)
8. Waste Management Unit 3 Closure Construction ..... \$525,000  
 Design, prepare plan and specifications and complete the construction for closure of Waste Management Unit 3 by the summer of 2005 as required by the Regional Water Quality Control Board and California Integrated Water Management Board.

# Planning & Public Works

## SURVEYOR AND ENGINEER BUDGET UNIT DETAIL

<u>Budget Category</u>	<u>Actual 2002/2003</u>	<u>Budget 2003/2004</u>	<u>Estimated Actual 2003/2004</u>	<u>Requested 2004/2005</u>	<u>Adopted 2004/2005</u>
<b>APPROPRIATIONS</b>					
Services & Supplies	\$25,874	\$23,000	\$29,463	\$33,823	\$33,823
<b>Total</b>	<b>\$25,874</b>	<b>\$23,000</b>	<b>\$29,463</b>	<b>\$33,823</b>	<b>\$33,823</b>
<b>REVENUES</b>					
Fees & Charges	\$21,565	\$15,177	\$23,658	\$26,000	\$26,000
General Fund	\$4,309	\$7,823	\$5,805	\$7,823	\$7,823
<b>Total</b>	<b>\$25,874</b>	<b>\$23,000</b>	<b>\$29,463</b>	<b>\$33,823</b>	<b>\$33,823</b>

### **BUDGET UNIT DESCRIPTION**

Budget Unit 150-1 (Fund 110). The county surveyor's responsibilities include the review and endorsement of maps required by law. Local Agency Formation Commission (LAFCO) and special district maps and legal descriptions are reviewed and archived by this unit. Surveying activities that cannot be charged to the road fund, or some other budget unit, are included in this budget unit. This unit reimburses the road fund for county surveyor activities performed by the Planning and Public Works department. Revenues also depend on fees and charges for map review services.

# Planning & Public Works

## TRANSPORTATION BUDGET UNIT DETAIL

<b>Budget Category</b>	<b>Actual 2002/2003</b>	<b>Budget 2003/2004</b>	<b>Estimated Actual 2003/2004</b>	<b>Requested 2004/2005</b>	<b>Adopted 2004/2005</b>
<b>APPROPRIATIONS</b>					
Services & Supplies	\$124,322	\$127,834	\$126,186	\$147,185	\$147,185
<b>Total</b>	<b>\$124,322</b>	<b>\$127,834</b>	<b>\$126,186</b>	<b>\$147,185</b>	<b>\$147,185</b>
<b>REVENUES</b>					
Federal/State Reimbursement	\$62,792	\$31,199	\$-6,887	\$0	\$0
Interest/Investment Income	\$590	\$0	\$205	\$0	\$0
Special Revenue Funds	\$-40,156	\$0	\$37,881	\$0	\$0
Sales Tax	\$101,096	\$96,635	\$94,987	\$147,185	\$147,185
<b>Total</b>	<b>\$124,322</b>	<b>\$127,834</b>	<b>\$126,186</b>	<b>\$147,185</b>	<b>\$147,185</b>

### **BUDGET UNIT DESCRIPTION**

Budget Unit 299-5 (Fund 135). The Planning and Public Works transportation unit provides fiscal support for various public transportation programs in Yolo County. The Yolo County Transportation District administers these programs. Funding is provided from 1/4 cent of the state sales tax (Transportation Development Act).

## CAPITAL IMPROVEMENT PROJECTS LIST

This section describes the capital improvement projects financed by the restricted funds including: Accumulated Capital Outlay (ACO) Fund, property tax increments, development impact mitigation fees, special revenue funds and other revenues.

Each project description details the revenue sources for the project. Also financed by the ACO fund are major facilities maintenance (\$200,000) and equipment purchases (\$563,711). ACO financed equipment is identified in each budget unit's narrative and/or summarized in the equipment list in the appendix of this document.

The total appropriation for the Accumulative Capital Outlay Fund is \$5,764,097. This is \$2.3 million greater than the amount budgeted in 2003-04. The additional costs finance projects that are essential to maintain secure, functional facilities. To finance these improvements, staff is recommending an internal loan of approximately \$1.7 million that will be repaid by from future Accumulative Capital Outlay Fund revenues over a three-year period.

Capital facility improvement projects include:

1. New Juvenile Hall .....\$ 7,000,000  
Construction of a new facility scheduled for completion in July, 2005. The total projected cost for the project is approximately \$12.6 million.

Source of Financing:	State Grant	\$5,000,000
	Development Impact Fees	\$2,000,000

2. New Health and ADMH Facility .....\$ 100,000  
The budget finances the planning phase of this project. A request for proposals for facility options is currently in the final stage of receiving responses from interested parties. Staff anticipates returning to the Board in September with a project plan and budget.

Source of Financing:	Development Impact Fees or Ceres Capital Funds
----------------------	--

3. Information Technology Move to 120 W Main Street .....\$ 1,548,450  
Move of the Information Technology Division to accommodate Clerk-Recorder's expansion in Administration Building.

Source of Financing:	Development Impact Fees	\$1,032,300
	ACO Fund and/or Clerk Recorder's	\$ 516,150
	Modernization Fund	

4. Clerk-Recorder Move/Expansion Administration Building .....\$ 650,000  
Move to former Information Technology space.

Source of Financing: Clerk-Recorder Modernization Funds

5. Administration Building Plumbing, Exterior Repairs and Other Maintenance .....\$190,000  
Fix deteriorating plumbing, make necessary repairs and maintenance on exterior and interior of the facility that was constructed in 1987.

Source of Financing: ACO Fund

6. Monroe Detention Facility Improvements.....\$1,600,000  
Make necessary facility improvement to jail pods.

Source of Financing: Accumulative Capital Outlay Fund \$1,400,000  
Criminal Justice Facility Fund \$ 200,000

9. Facility Master Plan and Development Impact Fee Studies .....\$ 50,000  
Complete facility master plan and study links between General Plan and development impact fees.

10. Acquire Columbarium for Burial of Indigent .....\$ 30,000

Source of Financing: Accumulative Capital Outlay Fund

11. Reimburse the City of Woodland for Gibson Road Improvements .....\$266,936  
Make payment to reimburse the City of Woodland for improvements

Source of Financing: Accumulative Capital Outlay Fund

12. Remedy Drainage Issue Adjacent to the Jail .....\$100,000  
Drainage problems in the area around the Sheriff jail facility must be alleviated to prevent future structural issues.

Source of Financing: Accumulative Capital Outlay Fund

13. South Davis Library Media Center .....\$50,000  
Establish library media center to serve citizens in South Davis.

Source of Financing: Accumulative Capital Outlay Fund

**2004/05 CACHE CREEK RESOURCE MANAGEMENT PROGRAM –CCRMP  
PROJECT LIST**

1. Cache Creek Technical Advisory Committee created to administer CCRMP
  - a. Baseline (Agr. 03-129) - 2 yrs. until 4/30/05 ..... \$37,500
  - b. HART, Inc. (Agr. 03-128) - 2 yrs. until 4/30/05 ..... \$33,000
  - c. Samuel Schladow (Agr. 03-127) - 2 yrs. until 7/18/05 ..... \$57,800  
Schladow Agreement also includes turbidity monitoring program being conducted for two years at 6 sites along Cache Creek.
  
2. Mercury Monitoring by Darell Slotton pursuant to CCRMP
  - a. Three year mercury monitoring program at Cache Creek Nature Preserve wetlands (Agr. 00-219) - 3 yrs. until 11/30/04 - reports twice a year..... \$45,000
  - b. Anticipate amending to continue for another three years.
  
3. Water Quality Monitoring by Foothill Associates pursuant to CCRMP
  - a. Water quality monitoring at four sites along Cache Creek, three times a year. (Agr. 04-60) - 3 yrs. until 3/01/07 ..... \$48,287
  
4. Aerial Photographs and Digital Terrain Model (DTM) by Ayres Associates
  - a. Annual photos in May and DTM in June to document changes in lower Cache Creek for monitoring by TAC (Agr. 04-67) - 3 yrs. Until 3/1/07 .....\$89,614
  
5. Cache Creek Conservancy Projects
  - a. Partner contribution on habitat enhancement, invasive weed management and bank stabilization projects (including handbook) at Cache Creek Nature Preserve and lower Cache Creek (Agr. 99-66) - ongoing since 03/01/99..... \$92,613
  
6. Capay Open Space Parcel
  - a. Questa Engineering Consultant Services to develop plan, prepare bid specifications and oversee implementation (Agr. 03-218), year and a half until 2/04/05 ..... \$28,420
  - b. Amendment to Agr. 03-218 - until 6/1/05 (9/28/04 BOS approval) ..... \$29,170
  - c. Anticipated Plan implementation/improvement costs for Phase I to be completed by May of 2005 ..... \$220,000
  - d. Additional phases to be implemented thereafter.
  
7. Bank Stabilization Projects
  - a. Questa Engineering Consultant Services to provide analysis/evaluation/ recommendations for four sites: Capay Bridge, Jensen, Oliver, I-5 (Agr. 04-268 \$32,900 increase) 2 yrs. Until 5/31/05 ..... \$57,899
  - b. Steelhead Contractors for completion of Jensen Bank Stabilization Project (Agr. 04-266) - until November 12, 2004 ..... \$80,600
  - c. Capay Bridge Bank Stabilization Project  
Pending BOS approval for completion in 2005 - Estimated Cost..... \$374,880
  - d. Oliver Bank Stabilization Project  
Pending BOS approval for completion in 2005 - Estimated Cost \$52,320 - \$74,580
  - e. I-5 County Road Bank Stabilization Project  
Pending BOS approval for completion in 2005 - Estimated Cost..... \$32,900

**2004/05 COMMUNITY DEVELOPMENT BLOCK GRANT  
PROGRAM / PROJECT LIST**

1. Madison Well .....\$490,250  
Grant administration and construction costs associated with the installation of a new well for the Madison County Service District
2. Dunnigan Water System.....\$33,250  
Contract with engineering consultant to prepare an analysis for a Dunnigan water system
3. Planning and Technical Assistance Grant (PTA)..... \$35,000
  - Airport Drainage \$25,000
  - Esparto Building Development Plan \$10,000
4. Housing Rehab Loans .....\$70,000  
Anticipation of loan applications for Housing Rehabilitation of existing housing stock
5. Business Loans .....\$100,000  
Funding to be made available for loans requested by small businesses located in Yolo County
6. First Time Home Buyers .....\$550,000  
Available funds appropriated for loan requests of potential First Time Homeowners
7. Public Works Loans .....\$75,000  
Loans made available to County Service Districts for Public Utilities and Infrastructure Improvements
8. New Affordable Housing Construction .....\$175,000  
Available funds appropriated for the construction of affordable homes within the Yolo County Housing Authority and any additional New Housing Loan requests during the fiscal year
9. Community Facilities Loans .....\$15,000  
Funds appropriated for anticipated loan requests for improvements to Community Facilities within Yolo County



**2004/05 ROAD FUND PROJECT LIST  
CAPITAL IMPROVEMENT PROGRAM**

The following maintenance and construction projects are budgeted for fiscal year 2004/05. Some projects are carryovers from prior fiscal year 2003/04. Construction projects are usually contracted through a competitive bidding process with private contractors.

1. . Freeport Bridge Maintenance \$345,000
  
2. Bridge and Bridge Rail Improvement/Replacement Projects
  - a. County Road 89 over South Fork Willow Slough; Bridge Replacement..... \$76,000  
 Preliminary Engineering Phase  
 Sources of Financing: Federal ..... \$69,000  
                                   Syar ..... \$7,000
  
  - b. County Road 85 over South Fork Oat Creek; Bridge Replacement..... \$377,500  
 Preliminary Engineering Phase  
 Sources of Financing: Federal ..... \$302,000  
                                   County ..... \$75,500
  
  - c. County Road 86 over Cottonwood Slough; Bridge Replacement ..... \$20,000  
 Preliminary Engineering Phase  
 Sources of Financing: Federal ..... \$16,000  
                                   County ..... \$4,000
  
  - d. County Road 57 over Cache Creek; Bridge Replacement..... \$30,000  
 Preliminary Engineering Phase  
 Sources of Financing: Federal ..... \$30,000
  
  - e. County Road 92 over Bretona Creek; Bridge Replacement ..... \$370,000  
 Construction Phase  
 Sources of Financing: Federal ..... \$296,000  
                                   County ..... \$74,000
  
  - f. County Road 95 over South Fork Willow Slough; Bridge Replacement... \$198,000  
 Preliminary Engineering Phase  
 Sources of Financing: Federal ..... \$188,800  
                                   County ..... \$9,200
  
  - g. County Road 95B, Stevenson Bridge over Putah Creek ..... \$50,000  
 Preliminary Engineering Phase  
 Sources of Financing: County ..... \$50,000

h. County Road 89 over Buckeye Creek; Bridge Replacement ..... \$55,000  
 Preliminary Engineering Phase  
 Sources of Financing: Federal ..... \$44,000  
                                   County ..... \$11,000

3. Road Improvement Projects

a. Safe Routes to School, Esparto; Sidewalk Construction ..... \$432,600  
 Preliminary Engineering and Construction Phase  
 Sources of Financing: Federal ..... \$389,340  
                                   County ..... \$43,260

b. County Roads 21A and 85B; Shoulder Construction, Bridge Widening... \$100,000  
 Preliminary Engineering and Environmental Phase  
 Sources of Financing: Tribal Funds ..... \$100,000

c. County Road 98, Widening with Bike Lanes ..... \$326,000  
 Preliminary Engineering and Environmental Phase  
 Sources of Financing: Federal ..... \$306,730  
                                   State ..... \$19,270

d. County Roads 99/29/99D; Widening with Bike Lanes ..... \$79,069  
 Preliminary Engineering and Construction Phase  
 Sources of Financing: Federal ..... \$70,000  
                                   County ..... \$9,069

e. Roadside Interpretive Areas (Capay Valley) ..... \$30,000  
 Preliminary Engineering Phase  
 Sources of Financing: Federal ..... \$26,559  
                                   County ..... \$3,441

f. County Road 32A; Widening with Bike Lanes ..... \$96,000  
 Preliminary Engineering Phase  
 Sources of Financing: Federal ..... \$85,000  
                                   County ..... \$11,000

g. Road Rehabilitation, County Road 102 ..... \$416,810  
 Preliminary Engineering and Construction Phase  
 Sources of Financing: Federal ..... \$369,002  
                                   County ..... \$47,808

h. County Road 22 at County Road 124; Railroad Crossing Arms ..... \$463,375  
 Construction Phase  
 Sources of Financing: State ..... \$417,375  
                                   County ..... \$46,000

**2004/05 SANITATION ENTERPRISE FUND  
CAPITAL IMPROVEMENT PROJECT LIST**

The following maintenance and construction projects are budgeted for fiscal year 2004/05. Some projects will carryover to next fiscal year 2005/06. Construction projects are contracted through a competitive bidding process with private contractors.

1. Land Application System Electrical System ..... \$20,000  
 Bring electrical power to the pump station at the water storage reservoir to eliminate the use of diesel pumps. The pumps are used to pump water to the land application area to irrigate the kenaf crop (a plant grown for its ability to remove boron and selenium from ground water and also when harvested, used as an alternative daily cover in the landfill) as required by the Regional Water Quality Control Board.
2. New Landfill Office Building ..... \$500,000  
 Construct a new office and operations building at the landfill large enough for the Integrated Waste Management Division staff. This is a multi-year project with an estimated total budget of \$800,000.
3. Air Compressor Station at the Landfill..... \$45,000  
 Construct a compressor station to run pneumatic pumps for leachate and landfill gas condensate.
4. Pipeline from Willow Slough to the Water Storage Reservoir ..... \$25,000  
 Install pipeline to allow water to gravity flow from Willow Slough Bypass to the Water storage Reservoir to provide additional water for land application area.
5. Automation of Landfill Scale-house..... \$65,000  
 Upgrade and automate scale-house operations.
6. Waste Management Unit H (WMUH) leachate pond improvements ..... \$130,000  
 Complete piping and pump modifications to WMUH leachate ponds to expand operation capabilities and increase efficiency.
7. Permanent Household Hazardous Waste (HHW) Facility ..... \$300,000  
 Construct a permanent HHW facility. This is a multi-year project with an estimated total budget of \$500,000 (\$300,000 in grant funds from California Integrated Waste Management Board and \$200,000 from Sanitation Fund)
8. Waste Management Unit 3 Closure Construction ..... \$525,000  
 Design, prepare plan and specifications and complete the construction for closure of Waste Management Unit 3 by the summer of 2005 as required by the Regional Water Quality Control Board and California Integrated Water Management Board.

## Equipment List 2004-05

ITEM #	DEPARTMENT	BU	DESCRIPTION	QTY	REVENUE SOURCE	UNIT COST	TOTAL
1	ADMH	505-6	Mini-van 7 passenger	1	State/Fed	\$23,000	\$ 23,000
2	ADMH	505-4	12 passenger van	1	Grant	\$23,000	\$ 23,000
3	Ag	270-1	3/4 ton pickup	1	State	\$23,000	\$ 23,000
4	Community Health	501-1	Class 2/2A Bio-safety cabinet	1	Bioterrorism	\$11,000	\$ 11,000
5	Community Health	501-1	Class 2/2A Bio-safety cabinet	1	Bioterrorism	\$9,700	\$ 9,700
6	Community Health	501-1	BioMetrics Security System	100	Dept	\$146	\$ 14,600
6	Community Health	501-1	Fume Hood	1	Bioterrorism	\$6,800	\$ 6,800
7	Community Health	501-1	Glassware Washer w/stand	1	Bioterrorism	\$10,500	\$ 10,500
8	Community Health	501-1	Light cycler for Molecular testing	1	Bioterrorism	\$60,000	\$ 60,000
9	Community Health	501-1	Negative Pressure Equip w/install	1	Bioterrorism	\$59,616	\$ 59,616
10	Community Health	501-1	SIRE Concurrent Licenses	10	Dept	\$2,500	\$ 25,000
11	Community Health	501-1	Data base enhancements	1	Dept	\$35,000	\$ 35,000
11	CSD/Telecom	185-1	Upgrade Comm. Center Switch	1	Telecom	\$125,000	\$ 125,000
12	CSD/Telecom	185-1	Nortel Telephone switch - Kmart	1	Telecom	\$145,000	\$ 145,000
13	CSD/Telecom	185-1	Main switching equip.	1	Telecom	\$16,000	\$ 16,000
14	CSD/Telecom	185-1	to Comm Center	1	Telecom	\$16,000	\$ 16,000
15	CSD/Telecom	185-1	Center to Courthouse	1	Telecom	\$16,000	\$ 16,000
16	CSD/Telecom	185-1	Vehicle-MiniVan 7 Passenger	1	Telecom	\$21,500	\$ 21,500
17	DA - Criminal (043)	205-1	sedan w/equipment	2	State	\$26,000	\$ 52,000
18	DA - Criminal (046)	205-1	vehicles used, up to 3	3	Asset seize	\$15,000	\$ 45,000
19	DA - Grants	205-8	equipment	1	Grant	\$46,526	\$ 46,526
20	DA-Insurance Fraud	205-9	sedan, hybrid	1	Grant	\$24,000	\$ 24,000
21	DESS	551-1	Postage Meter	1	Dept	\$35,000	\$ 35,000
22	DESS	551-1	sedans	4	Dept	\$20,000	\$ 80,000
23	DESS	551-1	Modular Furniture	20	Dept	\$3,500	\$ 70,000
24	Environmental Health	501-3	Ford Ranger Pick-up	1	Dept	\$16,000	\$ 16,000
25	Environmental Health	501-3	HP2000 - NAS Network Storage	1	Dept	\$6,800	\$ 6,800
26	Environmental Health	501-3	SIRE Document Mgmt System	1	Dept	\$24,800	\$ 24,800
27	Environmental Health	501-3	Document Imaging Software	1	Dept	\$16,450	\$ 16,450
25	ITD	156-1	Firewalls	3	ACO	\$5,500	\$ 16,500
26	ITD	156-1	L3 Switches	3	ACO	\$6,000	\$ 18,000
27	ITD	156-1	NAS	4	ACO	\$10,000	\$ 40,000
28	ITD	156-1	Racks	3	ACO	\$6,000	\$ 18,000
29	ITD	156-1	Cisco Management Software	1	ACO	\$17,000	\$ 17,000
30	ITD	156-1	Plotter	1	ACO	\$8,000	\$ 8,000
31	ITD	156-1	Servers	6	ACO	\$8,000	\$ 48,000
32	ITD	156-1	Consulting & tools for Genled migration	1	ACO	\$60,000	\$ 60,000
33	ITD	156-1	Training on transition tools & new sftwr	1	ACO	\$20,000	\$ 20,000
34	ITD	156-1	Servers for develop & prod of GenLed	7	ACO	\$8,000	\$ 56,000
35	ITD	156-1	Racks for new servers	2	ACO	\$5,000	\$ 10,000
36	ITD	156-1	Staging servers	4	ACO	\$8,000	\$ 32,000
37	ITD	156-1	Staging racks	4	ACO	\$10,000	\$ 40,000
38	Library	605-1	Integrated Library System	1	Dept	\$235,000	\$ 235,000



**GLOSSARY OF BUDGET TERMS**

<u>A-87</u>	A method used to estimate and recover the cost of county support services from federal, state and non-General Fund programs. This is also called general county overhead.
<u>ACO</u>	Accumulated Capital Outlay: A special set-aside budget unit for equipment and building replacement or new projects. Equipment and buildings are represented in separate budget units. Prior to Proposition 13, a separate tax rate was created for this purpose. The program still remains separate from county general operating expenses.
<u>Appropriation</u>	Authorization granted by the Board of Supervisors to incur obligations and make expenditures of county funds.
<u>Authorized Positions</u>	The number of positions allowed in each budget unit as shown on the Authorized Position Resolution. A part-time permanent position is counted as one authorized position.
<u>Budget</u>	A financial plan for county operations detailing and balancing proposed expenditures and the projected revenues for a given period of time. A budget is “recommended” until it has been approved and adopted by the Yolo County Board of Supervisors and the board has resolved to appropriate (authorize) the County Administrative Office to expend/incure obligations. Yolo County’s Operating Budget encompasses a period from July 1 through June 30.
<u>Budget Unit</u>	An organizational unit that separates a function or program for which a separation in accounting needs to occur.
<u>Capital Projects Funds</u>	These funds account for acquiring and use of resources for the construction or purchase of major, long-lived fixed assets (building). This is different from a Construction in Progress Account where expenses are for a single year and do not accumulate.
<u>Contingencies</u>	Established to provide for unanticipated expense and insure adequate cash flow. A contingency budget may occur for each special fund.
<u>Debt Service Fund</u>	The debt service fund is used to account for the annual repayment of long-term debt. As principal and interest become due (mature), an annual transfer is made from the long-term debt account group to the debt service fund which reduces the balance of the long-term portion due.

<u>Development Fees</u>	Fees exacted on new residential or commercial development projects. The fee is based on population growth caused by the project.
<u>Earmarked</u>	Describes funds which may only be used for one purpose, as in certain fees or grants.
<u>Enterprise Fund</u>	A special fund that charges users outside county government for the cost of services.
<u>Educational Revenue Augmentation Fund (ERAF)</u>	The fund to which a major portion of county, city and special districts' property tax revenues are allocated, by law, to schools.
<u>Employee Salary Transfers</u>	An account used to transfer costs of salary and benefits between budget units. This is used when two or more budget units share employees. The transfer is reflected in Salary & Benefits.
<u>Expenditures</u>	Actual spending of funds authorized by an appropriation.
<u>Extra Help</u>	Work to be performed on less than a year-round basis to cover seasonal peak work loads or emergency work loads of limited duration, necessary vacation and sick leave relief and other situations involving fluctuating staff. Extra help can be used where no authorized position exists, but where funding exists to cover the cost.
<u>Fixed Asset</u>	Land, building or equipment with a value of at least \$3,000. If it appears in an operating department's financial schedule, it is most certain to be equipment. Land and buildings are isolated in the ACO Fund. Smaller items with values less than \$3,000 are either small tools or office supplies included in "Services & Supplies."
<u>Full-Time Equivalent (FTE)</u>	The amount of employee time actually budgeted for, compared to the number of positions authorized in a budget unit. One full-time equivalent is a position that works or is budgeted to work 80 hours per pay period for 26 pay periods.
<u>Fund</u>	A balanced set of accounts for a major county activity that shows an equal amount of requirements charged against it and income dollar resources. Funds may contain one or more budget units.
<u>Fund Balance</u>	The amount of dollar resources remaining in a fund at year's end. Usually this is the difference between total expenditures and total resources of a fund.

<u>Furlough</u>	This term is commonly used in the military, where it means any kind of extended leave. In local government, furlough means a period of unpaid leave taken at the option of the employer.
<u>GenLed</u>	The financial accounting system utilized to maintain the financial and budgetary records of the county and related entities.
<u>General Fund</u>	A major county operating fund used to account for all financial sources and uses, except those required to be accounted for in another fund.
<u>General Reserve</u>	Generally accepted accounting principles (GAAP) provide that a local government should maintain a general reserve between 5% and 15% of expenditures. Under California law, these funds cannot be spent except in emergencies.
<u>Gross Appropriation</u>	The total spending authority of a budget unit. This is the total of all expenditures not including intrafund (or expense) transfers.
<u>Internal Service Fund (ISF)</u>	A fund that charges other county departments for its services (e.g., telephone services).
<u>Interfund Transfer</u>	Refers to a transfer made between budget units in different funds for services rendered and received. The service-rendering budget unit shows these transfers as revenue, as opposed to expense reduction (see intrafund).
<u>Intrafund Transfer</u>	Refers to a transfer made between budget units within the same fund for services rendered and received.
<u>Maintenance of Effort (MOE)</u>	Refers to federal or state statutory or regulatory program requirements that the county must maintain to participate in a program and/or to receive funding for a program.
<u>Mello-Roos Bond</u>	State Senator Henry J. Mello and Assembly Speaker Pro-Tempore Mike Roos authored legislation that created special tax assessments. These are usually on a per parcel basis and used for a specific project benefiting a designated geographic area (e.g., a school).
<u>Net Appropriation</u>	A budget unit's gross appropriation less any transfers within the same budget unit for services rendered and received.
<u>Operating Transfers</u>	The transfer of monies between two departments within the same fund and is not considered revenue. Revenue is new money; a transfer is the reallocation of existing funds (i.e., Operating Transfers Out are payment from Department A to B and are expenses in Department B. Operating Transfers In are the receipts of these transfers by Department B).



<u>Other Charges</u>	Expenditures not associated with the operating cost of a budget unit. Example: Aid payments made to welfare recipients.
<u>Part Time (PT)</u>	Part-time positions are authorized positions that are approved at a less than full-time equivalent. This is in contrast to extra help or overtime, which do not require permanently authorized positions.
<u>Pomona Funds</u>	Is an annuity fund that is intended to provide \$1 million per year, in perpetuity, to finance program and services at the discretion of the Board of Supervisors. The primary source of funding for the Pomona Fund is de-allocated tobacco settlement bond proceeds.
<u>QuEST</u>	Quality Enhancement Support Team – A structured departmental team whose purpose is to work together to continuously improve processes and working environments.
<u>Realignment Funds</u>	These funds come from vehicle license fee and sales tax revenue collected by the state and allocated to counties. The funds are a “backfill” of the loss of state General Fund support or a shift of program responsibility from the state to the county for health, social services and youth corrections.
<u>Reserves</u>	A portion of fund equity that is set aside and not appropriated or spent.
<u>Revenues</u>	Amounts received from taxes, fees, permits, licenses, interest earnings and intergovernmental sources.
<u>Salaries &amp; Benefits</u>	An expense account for the total cost of compensating county employees. These costs include regular salaries, extra-help salaries, overtime, standby and callback pay; the county's share of health, dental, retirement, social security and workers' compensation costs.
<u>Services &amp; Supplies</u>	An expense account that includes the cost of purchased goods and services required for operation of a budget unit. An example of costs included in services and supplies are: office supplies; rent; telecommunications; travel; and professional contract.
<u>Special Fund</u>	Funds that are segregated until they are applied against an eligible expense. Usually eligible expenses are very specific and known to a reasonable degree of accuracy, e.g., a health insurance premium increase set for a date certain.

## APPENDIX C

### Summary of Special District 2004-05 Recommended Budgets

The Board of Supervisors is governing body in the adoption of budget for various special districts within the boundaries of Yolo County. This appendix provides the 2004-05 recommended budgets for special districts as prepared by the Auditor-Controller.

Special Districts Governed by Board Of Supervisors  
FY 2004-2005 Schedule of Financing Uses by Major Object

	Salaries & Benefits	Services & Supplies	Other Charges	Land	Buildings & Imprvmts	Equipment	Approp For Contingencies	Operating Transfers	Provision For Reserves	Total Financing Uses
<u>Fire Protection Districts</u>										
312 Capay Fire Protection District	16,859	85,300	0		6,000	340,140	9,000	0	0	457,299
314 Dunnigan Fire Protection District	17,360	59,325	24,965		93,937	0	5,000	0	0	200,587
315 East Davis Fire Protection District	0	401,960	0		0	0	40,000		40,000	481,960
316 Esparto Fire Protection District	99,894	78,292	0		15,000	238,167	0	0	0	431,353
317 Knights Landing Fire Protection District	13,525	80,600	0		0	0	5,000	0	0	99,125
323 West Plainfield Fire Protection District	118,896	108,430	0		2,174	75,000	0	0	0	304,500
324 Willow Oak Fire Protection District	80,900	165,600	31,000		1,101,273	247,179	0	0	10,000	1,635,952
325 Winters Fire Protection District	295,945	101,115	70		1,500	50,000	0	0	0	448,630
329 No Man's Land Fire Protection District	0	2,900	30,535		0	0	4,500	0	4,026	41,961
Total Fire Protect Districts	643,379	1,083,522	86,570	0	1,219,884	950,486	63,500	0	54,026	4,101,367
<u>Other Districts</u>										
349 Clarksburg Lighting District	0	3,232	0		0	0	0	0	0	3,232
449 Special Road Maintenance District #3	0	1,575	0		0	0	0	0	0	1,575
450 Rolling Acres Permanent Road Maint. Dist.	0	4,040	0		0	0	0	0	0	4,040
481 El Macero County Service Area	0	430,850	0		80,000	0	10,000	0	0	520,850
486 County Service Area #6 - Snowball	0	26,225	0		0	0	0	0	0	26,225
489 County Service Area #9	0	0	13,100		0	0	0	0	0	13,100
490 County Service Area #10-N Davis Meadows	0	107,771	0		0	0	0	0	2,500	110,271
492 County Service Area #10-Sewer	0	33,200	0		0	0	0	0	0	33,200
491 Dunnigan County Service Area #11	0	6,050	0		0	0	0	0	0	6,050
493 Willowbank County Service Area	0	4,200	0		0	0	0	0	0	4,200
496 Esparto County Service Area	0	27,200	0		0	0	0	0	0	27,200
497 Madison County Service Area	0	20,100	0		0	0	0	0	0	20,100
										0
Total Other Districts	0	664,443	13,100	0	80,000	0	10,000	0	2,500	770,043
Total All Districts	643,379	1,747,965	99,670	0	1,299,884	950,486	73,500	0	56,526	4,871,410

COUNTY OF YOLO  
STATE OF CALIFORNIA  
SUMMARY OF SPECIAL DISTRICT BUDGETS  
FOR FISCAL YEAR 2004-05

Fund No.	DISTRICT NAME  (1)	AVAILABLE FINANCING				FINANCING REQUIREMENTS		
		Estimated Fund Balance Unreserved/ Undesignated 6/30/04 (2)	Cancellations of Prior Reserves/ Designations (3)	Estimated Additional Financing Sources (4)	Total Available Financing (5)	Estimated Financing Uses (6)	Provisions For Reserves and/or Designations (7)	Total Financing Requirements (8)
<u>Fire Protection Districts</u>								
312	Capay Fire Protection District	238,962	0	218,337	457,299	457,299	0	457,299
314	Dunnigan Fire Protection District	119,056	0	81,531	200,587	200,587	0	200,587
315	East Davis Fire Protection District	55,845	0	426,115	481,960	441,960	40,000	481,960
316	Esparto Fire Protection District	65,186	238,167	128,000	431,353	431,353	0	431,353
317	Knights Landing Fire Protection District	9,895	0	89,230	99,125	99,125	0	99,125
323	West Plainfield Fire Protection District	99,000	43,000	162,500	304,500	304,500	0	304,500
324	Willow Oak Fire Protection District	136,000	1,348,452	151,500	1,635,952	1,625,952	10,000	1,635,952
325	Winters Fire Protection District	4,200	50,000	394,430	448,630	448,630	0	448,630
329	No Man's Land Fire Protection District	9,751	0	32,210	41,961	37,935	4,026	41,961
	Total Fire Protect Districts	737,895	1,679,619	1,683,853	4,101,367	4,047,341	54,026	4,101,367
<u>Other Districts</u>								
349	Clarksburg Lighting District	0	0	3,232	3,232	3,232	0	3,232
449	Special Road Maintenance District #3	0	0	1,575	1,575	1,575	0	1,575
450	Rolling Acres Permanent Road Maint. Dist.	0	0	4,040	4,040	4,040	0	4,040
481	El Macero County Service Area	146,143	0	374,707	520,850	520,850	0	520,850
486	County Service Area #6 - Snowball	0	0	26,225	26,225	26,225	0	26,225
489	County Service Area #9	0	0	13,100	13,100	13,100	0	13,100
490	County Service Area #10-N Davis Meadows	28,571	0	81,700	110,271	107,771	2,500	110,271
492	County Service Area #10-Sewer	6,740	0	26,460	33,200	33,200	0	33,200
491	Dunnigan County Service Area #11	0	0	6,050	6,050	6,050	0	6,050
493	Willowbank County Service Area	0	0	4,200	4,200	4,200	0	4,200
496	Esparto County Service Area	0	0	27,200	27,200	27,200	0	27,200
497	Madison County Service Area	2,850	0	20,100	22,950	20,100	2,850	22,950
	Total Other Districts	184,304	0	588,589	772,893	767,543	5,350	772,893
	Total All Districts	922,199	1,679,619	2,272,442	4,874,260	4,814,884	59,376	4,874,260

COUNTY OF YOLO  
STATE OF CALIFORNIA  
SPECIAL DISTRICT  
ANALYSIS OF FUND BALANCE UNRESERVED/UNDESIGNATED  
AS OF JUNE 30, 2004

Fund No.	DISTRICT NAME  (1)	Estimated Fund Balance as of 06/30/2004  (2)	Less: Estimated Amounts Reserved/Designated At June 30, 2004			Estimated Fund Balance Unreserved/Undesignated 06/30/2004  (6)
			Encumbrances  (3)	General and Other Reserves  (4)	Designations  (5)	
<u>Fire Protection Districts</u>						
312	Capay Fire Protection District	280,231	0	41,269		238,962
314	Dunnigan Fire Protection District	168,681	0	6,200	43,425	119,056
315	East Davis Fire Protection District	848,123	0	158,000	634,278	55,845
316	Esparto Fire Protection District	349,078	0	17,832	266,060	65,186
317	Knights Landing Fire Protection District	123,627	0	64,597	49,135	9,895
323	West Plainfield Fire Protection District	295,417	0	30,432	165,985	99,000
324	Willow Oak Fire Protection District	1,484,502	0	50	1,348,452	136,000
325	Winters Fire Protection District	481,052	0	259,092	217,760	4,200
329	No Man's Land Fire Protection District	30,742	0	20,991	0	9,751
	Total Fire Protect Districts	4,061,453	0	598,463	2,725,095	737,895
<u>Other Districts</u>						
349	Clarksburg Lighting District	0	0	0	0	0
449	Special Road Maintenance District #3	0	0	0	0	0
450	Rolling Acres Permanent Road Maint. Dist.	26,584	0	3,861	22,723	0
481	El Macero County Service Area	653,634	0	70,643	436,848	146,143
486	County Service Area #6 - Snowball	7,492	0	7,492	0	0
489	County Service Area #9	0	0	0	0	0
490	County Service Area #10-N Davis Meadows	63,732	0	16,757	18,404	28,571
492	County Service Area #10-Sewer	23,169	0	2,000	14,429	6,740
491	Dunnigan County Service Area #11	192	0	192	0	0
493	Willowbank County Service Area	0	0	0	0	0
496	Esparto County Service Area	0	0	0	0	0
497	Madison County Service Area	2,850	0	0	0	2,850
	Total Other Districts	777,653	0	100,945	492,404	184,304
	Total All Districts	4,839,106	0	699,408	3,217,499	922,199

COUNTY OF YOLO  
STATE OF CALIFORNIA  
DETAIL OF PROVISIONS FOR RESERVES/DESIGNATIONS OF SPECIAL DISTRICT  
(With Supplemental Data Affecting Reserve/Designation Totals)  
FOR FISCAL YEAR 2004-05

Fund No.	District Name  (1)	Reserves/ Designations as of 06/30/2004  (2)	Amount Made Available For Financing by Cancellation		Increase or New Designations to be Provided in Budget Year		Total Reserves/ Designations For Budget Year (7)
			Recommended  (3)	Adopted by Governing Board  (4)	Recommended  (5)	Adopted by Governing Board  (6)	
<u>Fire Protection Districts</u>							
312	Capay Fire Protection District	41,269	0		0		41,269
314	Dunnigan Fire Protection District	49,625	0		0		49,625
315	East Davis Fire Protect District	792,278	0		40,000		832,278
316	Esparto Fire Protection District	283,892	238,167		0		45,725
317	Knights Landing Fire Protection District	113,732	0		0		113,732
323	West Plainfield Fire Protection District	196,417	43,000		0		153,417
324	Willow Oak Fire Protection District	1,348,502	1,348,452		10,000		10,050
325	Winters Fire Protection District	476,852	50,000		0		426,852
329	No Man's Land Fire Protection District	20,991	0	0	4,026	4,026	25,017
	Total Fire Protect Districts	3,323,558	1,679,619	0	54,026	4,026	1,697,965
<u>Other Districts</u>							
349	Clarksburg Lighting District	0	0		0		0
449	Special Road Maintenance District #3	0	0		0		0
450	Rolling Acres Permanent Road Maint. Dist.	26,584	0		0		26,584
481	El Macero County Service Area	507,491	0		0		507,491
486	County Service Area #6 - Snowball	7,492	0		0		7,492
489	County Service Area #9	0	0		0		0
490	County Service Area #10-N Davis Meadows	35,161	0		2,500		37,661
492	County Service Area #10-Sewer	16,429	0		0		16,429
491	Dunnigan County Service Area #11	192	0		0		192
493	Willowbank County Service Area	0	0		0		0
496	Esparto County Service Area	0	0		0		0
497	Madison County Service Area	0	0		2,850		2,850
	Total Other Districts	593,349	0	0	5,350	0	598,699
	Total All Districts	3,916,907	1,679,619	0	59,376	4,026	2,296,664

PROPOSED - YOLO COUNTY IHSS PUBLIC AUTHORITY FY 2004/2005 BUDGET  
 REVISED 1 JUL 2004

		TOTAL BUDGET	TOTAL SERVICES	TOTAL ADMIN	PORTION OF RATE
	<b>PROVIDER COSTS:</b>				
1	IP Wages @ \$9.60 per hour for 1,258,475 hours	\$12,081,360	\$12,081,360		9.6
2	Immediate Care Services	\$2,500	\$2,500		0.002
3	IP Employer Taxes @ 10.51%	\$1,270,014	\$1,270,014		1.009
4	Health Benefits (\$0.60 x 1,258,475hrs)	\$755,085	\$755,085		0.6
5	Provider Benefits (Training transportation, Safety equip)	\$2,500	\$2,500		0.002
	<b>TOTAL PROVIDER COSTS</b>	<b>\$14,111,459</b>	<b>\$14,111,459</b>	<b>\$0</b>	<b>11.213</b>
	<b>ADMINISTRATIVE SALARIES &amp; BENEFITS:</b>				
6	Executive Director	\$80,000		\$80,000	0.064
7	Program/Business Manager	\$65,000		\$65,000	0.052
8	Secretary	\$32,500		\$32,500	0.025
9	Registry Specialist (3 FTE ave \$32,500 each)	\$97,500		\$97,500	0.077
10		\$0		\$0	0
11	Administrative Benefits @ 35%	\$90,750		\$90,750	0.072
	<b>TOTAL ADMINISTRATIVE SALARIES &amp; BENEFITS:</b>	<b>\$365,750</b>	<b>\$0</b>	<b>\$365,750</b>	<b>0.29</b>
	<b>OTHER ADMINISTRATIVE COSTS:</b>				
12	Training session costs (contracted)	\$20,000		\$20,000	0.016
13	Mileage and Lodging	\$5,000		\$5,000	0.004
14	Liability & Workers Compensation Insurance	\$10,000		\$10,000	0.008
15	Occupancy (rent, remodeling, utilities, security, maintenance)	\$20,000		\$20,000	0.016
16	Equipment & Furniture	\$5,000		\$5,000	0.004
17	Equipment Rental	\$500		\$500	0
18	Communications	\$5,000		\$5,000	0.004
19	Postage	\$10,000		\$10,000	0.008
20	Office Supplies	\$5,000		\$5,000	0.004
21	Provider recruitment (advertising, outreach)	\$5,000		\$5,000	0.004
22	Printing/Copying	\$10,000		\$10,000	0.008
23	Publications, videos, annual report	\$30,000		\$30,000	0.024
24	Registry Software & Customization	\$10,000		\$10,000	0.008
25	Dept. of Employment and Social Services, Board support staff	\$75,000		\$75,000	0.06
26	County Counsel	\$35,000		\$35,000	0.028
27	Human Resources	\$25,000		\$25,000	0.02
28	YCPARMIA (Risk Management Services)	\$2,500		\$2,500	0.002
29	Auditor/Controller's Office	\$5,000		\$5,000	0.004
30	Annual Audit Costs	\$5,000		\$5,000	0.004
31	County Computer Support Expenses	\$10,000		\$10,000	0.008
32	County Telecom Support Expenses/General Services	\$2,500		\$2,500	0.002
33	Consultants (needs assessment, program eval., events)	\$25,000		\$25,000	0.02
34	Interpreters	\$0		\$0	0
35	Data Input/Analysis, Outcome Measures	\$10,000		\$10,000	0.008
36	Contracted Paramedical and Emergency On-Call Services	\$7,500		\$7,500	0.006
37	Private pay and respite care	\$0		\$0	0
38	Fingerprints, drug alcohol test, training stipend	\$20,000		\$20,000	0.016
39	Vehicle maint & repairs, reg/lic	\$5,000		\$5,000	0.004
40	Miscellaneous Expenses/CAPA dues	\$10,000		\$10,000	0.008
	<b>TOTAL OTHER ADMINISTRATIVE COSTS</b>	<b>\$373,000</b>	<b>0</b>	<b>\$373,000</b>	<b>0.298</b>
	<b>TOTAL COSTS</b>	<b>\$14,850,209</b>	<b>\$14,111,459</b>	<b>\$738,750</b>	
	<b>RATES</b>	<b>\$11.80</b>	<b>\$11.21</b>	<b>\$0.59</b>	<b>11.801</b>
	Approximate Federal Share	\$6,248,956			
	Approximate State Share	\$5,542,602			
	Approximate County Share	\$3,058,651			
	<b>Total</b>	<b>\$14,850,209</b>			

## FY 04-05 TRIBAL FUNDS SUMMARY

	<u>FY 02-03</u>	<u>FY 03-04</u>	<u>FY 04-05</u>	<u>FY 05-06</u>
<b>ONGOING ANNUAL PAYMENTS</b>				
<b>Annual Payment</b>	<b>\$1,878,557</b>	<b>\$3,000,000</b>	<b>\$3,500,000</b>	<b>\$4,000,000</b>
40% to General Fund	\$0	\$1,200,000	\$1,400,000	\$1,600,000
60% to Specific Mitigations	\$0	\$1,800,000	\$2,100,000	\$2,400,000
<b>Sheriff Patrol Commitment</b>	\$247,000	\$0	\$0	\$0
<small>(PAID DIRECTLY BY TRIBE TO DEPT IN FY 02-03)</small>				
<b>Total Available</b>	<b>\$2,125,557</b>	<b>\$3,000,000</b>	<b>\$3,500,000</b>	<b>\$4,000,000</b>
<b>EXPENDITURES</b>				
"40%" <b>Transfer to General Fund</b>	\$1,000,000	\$1,200,000	\$1,400,000	\$1,600,000
<b>Sheriff Capay Valley Patrol Commitment</b>	\$247,000	\$300,000	\$309,000	\$318,270
<b>Tribal Office operations</b>	\$0	\$171,221	\$176,357	\$181,648
<b>Subtotal</b>	<b>\$1,247,000</b>	<b>\$1,671,221</b>	<b>\$1,885,357</b>	<b>\$2,099,918</b>
"60%" <b>Amount Being Considered by Tribal Advisory Committee for Recomm to BOS</b>	\$0	\$890,168	NA	NA
<i>Mitigation of Impacts to non-County entities</i>	NA	NA	<b>\$301,152</b>	\$365,222
Current Noise & Light Mitigation (1)			\$30,000	
Current Safety Mitigation (2)			\$30,000	
Valley Fire Districts (6)			\$67,822	
RISE Program Expansion			\$63,330	
YCCESA			\$50,000	
CHP Expanded Traffic			\$60,000	
<i>Community Enhancement Projects</i>	NA	NA	<b>\$453,199</b>	\$300,000
WYORCA - Pool Study			\$10,000	
RISE Valley Voice			\$9,147	
Friends of the Library			\$20,470	
Western Yolo Grange - Ball Diamond			\$1,000	
Capay Valley Vision - CVR 2020			\$50,000	
Community Alliance w/Family Farms - Community Market			\$25,000	
Esparto Unified School District - Auditorium Upgrade			\$280,000	
Community Medical Center - Repair & Staff			\$54,082	
Esparto District Chamber of Commerce - Weather Station			\$3,500	
<b>Investigation &amp; Analysis of Significant Impacts</b>	NA	NA	<b>\$150,000</b>	\$150,000
<i>Mitigation of problems identified in studies</i>	NA	NA	<b>\$420,000</b>	\$165,000
Future Sound & Light Mitigation			\$270,000	
Future Ag Preserves			\$150,000	
<b>Mitigation Costs to County Departments</b>	NA	NA	<b>\$1,607,460</b>	\$532,800
OneTime Transfer to GF			\$1,084,609	
Sheriff			\$99,470	
District Attorney			\$203,000	
Public Defender			\$135,381	
County Counsel			\$20,000	
Environ Health			\$20,000	
Probation			\$45,000	
<b>TOTAL EXPENDITURES</b>	<b>\$1,247,000</b>	<b>\$2,561,389</b>	<b>\$4,817,168</b>	<b>\$3,612,939</b>
<b>RESERVES</b>				
Carryforward from prior year	\$0	\$878,557	\$1,317,168	\$0
Unallocated	\$878,557	\$438,611	(\$1,317,168)	\$387,061
<b>TOTAL IN RESERVE (carrys to next year)</b>	<b>\$878,557</b>	<b>\$1,317,168</b>	<b>\$0</b>	<b>\$387,061</b>



**Total Budget  
\$251,898,654**

**County Funds\*  
\$121,823,391**

**Grant & Special Funds\*\*  
\$130,075,263**

**Operating  
\$119,957,744**

**Capital Improvements  
\$1,865,647**

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ACO Equipment	930,647
ACO Maintenance	935,000

**Operating  
\$114,401,859**

Ag & Coop Ext	776,806
Alco Drug & MH	12,932,389
Assessor	328,309
Auditor	220,412
Aviation Enterprise	821,996
Central Services	114,890
Child Support	6,397,071
Co Clerk/Election	122,500
County Counsel	12,000
Debt Service	1,156,069
DESS	54,548,541
District Attorney	2,266,338
Health Services	5,957,402
Information Tech	1,282,200
Library	1,516,293
Plan/Public Wks	9,912,559
Probation	2,446,301
Public Defender	314,683
Public Guardian	265,000
Sanitation Fund	7,257,746
Sheriff	5,223,627
Treasurer	528,727

**General Operations  
\$114,108,643**

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Ag & Coop Ext	931,604
Alco Drug & MH	7,007,479
Assessor	1,676,453
Auditor	1,873,141
Board of Supv	1,075,455
Central Services	4,688,075
Co Admin Office	2,085,668
Co Clerk/Elections	2,517,787
Contingency	2,257,000
County Counsel	773,799
Countywide***	25,058,109
Debt Service	674,172
DESS	9,497,561
District Attorney	6,670,192
Health Services	11,525,435
Information Tech	1,374,210
Library	2,300,693
Plan & Public Wks	4,472,793
Probation	6,910,907
Public Defender	4,001,136
Public Guardian	607,564
Sheriff	15,732,182
Treasurer	147,228

**Capital Improvements  
\$15,673,404**

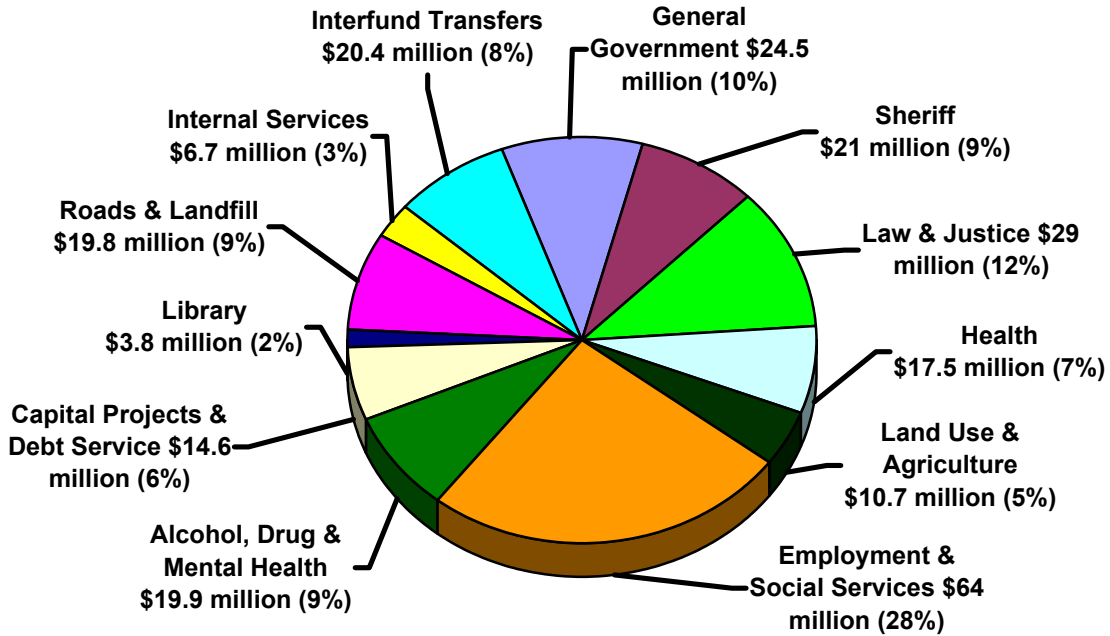
Juvenile Hall	7,000,000
Roads	3,120,354
Sanitation	1,654,600
Monroe Jail	1,600,000
IT Move	1,548,450
Clerk-Rcd Move	650,000
Health Building	100,000

Fleet Fund	\$1,290,737
Telephone Fund	\$2,339,095
Dental/Unempl	\$2,219,269

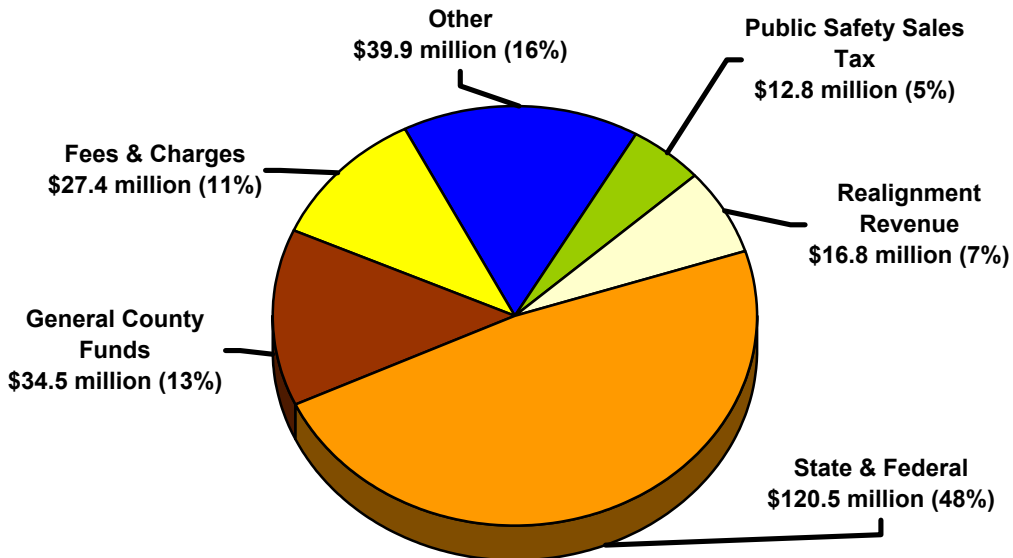
\* County Funds consist of unrestricted and partially restricted revenues.  
 \*\* Restricted Funds for specific purposes, generally from state and federal sources.  
 \*\*\* Countywide Cost includes interdepartmental transfers, miscellaneous countywide service costs, insurance, transfer of trail court revenues to the State, and Grand Jury cost.

APPENDIX F

Use of County Funds = \$251.9 Million



Source of County Funds = \$251.9 Million



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