

GENERAL GOVERNMENT

Budget Unit Name	B/U No.	Page	Appropriation	Total
Assessor		19		
Assessor	108-1	20	\$1,726,453	
Property Tax Administration	108-2	22	<u>\$278,309</u>	\$2,004,762
Auditor-Controller		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
Board of Supervisors		30		
Board of Supervisors	101-1	32	\$823,296	
Clerk to Board of Supervisors	101-2	33	<u>\$252,159</u>	\$1,075,455
County Administrative Office				
County Administrator		35		
County Administrative Office	102-1	38	\$1,162,659	
LAFCO	298-1	40	<u>\$0</u>	\$1,162,659
Central Services Division		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
Countywide		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)

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

Assessor SUMMARY

Budget Category	Actual 2002/2003	Budget 2003/2004	Estimated Actual 2003/2004	Requested 2004/2005	Adopted 2004/2005
APPROPRIATIONS					
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
	\$1,805,800	\$1,921,215	\$1,847,312	\$2,041,577	\$2,004,762
REVENUES					
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
	\$1,805,800	\$1,921,215	\$1,872,062	\$2,041,523	\$2,004,762
POSITIONS (FTE)	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

Budget Category	Actual 2002/2003	Budget 2003/2004	Estimated Actual 2003/2004	Requested 2004/2005	Adopted 2004/2005
APPROPRIATIONS					
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
Total	\$1,517,668	\$1,642,906	\$1,593,760	\$1,763,214	\$1,726,453
REVENUES					
Fees & 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	\$709,903	\$784,714	\$608,556	\$784,714	\$747,953
Total	\$1,517,668	\$1,642,906	\$1,593,760	\$1,763,214	\$1,726,453

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

Position Classification	Full-Time Equivalents			Salary & Benefits
	Current	Requested	Adopted	
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
Total	23.00	23.00	23.00	\$1,436,859

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>
APPROPRIATIONS					
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
Total	\$288,132	\$278,309	\$253,552	\$278,363	\$278,309
REVENUES					
State Grant	\$288,132	\$278,309	\$278,302	\$278,309	\$278,309
Total	\$288,132	\$278,309	\$278,302	\$278,309	\$278,309

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 & 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
Total	3.00	3.00	3.00	\$231,587

Auditor-Controller SUMMARY

Budget Category	Actual 2002/2003	Budget 2003/2004	Estimated Actual 2003/2004	Requested 2004/2005	Adopted 2004/2005
APPROPRIATIONS					
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
	\$1,874,929	\$1,962,170	\$1,814,724	\$2,131,960	\$2,093,553
REVENUES					
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
	\$1,929,825	\$1,962,170	\$1,786,063	\$2,131,960	\$2,093,553
POSITIONS (FTE)	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

Budget Category	Actual 2002/2003	Budget 2003/2004	Estimated Actual 2003/2004	Requested 2004/2005	Adopted 2004/2005
APPROPRIATIONS					
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
Total	\$1,342,766	\$1,433,464	\$1,378,429	\$1,529,983	\$1,494,402
REVENUES					
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
Total	\$1,342,766	\$1,433,464	\$1,378,429	\$1,529,983	\$1,494,402

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

Position Classification	Full-Time Equivalents			Salary & Benefits
	Current	Requested	Adopted	
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
Total	20.00	26.00	25.00	\$1,309,211

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>
APPROPRIATIONS					
Services & Supplies	\$24,171	\$25,000	\$0	\$27,301	\$27,301
Other Charges	\$149,633	\$100,000	\$99,722	\$188,611	\$188,611
Total	\$173,804	\$125,000	\$99,722	\$215,912	\$215,912
REVENUES					
Interest/Investment Income	\$228,700	\$125,000	\$71,061	\$215,912	\$215,912
Total	\$228,700	\$125,000	\$71,061	\$215,912	\$215,912

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

Budget Category	Actual 2002/2003	Budget 2003/2004	Estimated Actual 2003/2004	Requested 2004/2005	Adopted 2004/2005
APPROPRIATIONS					
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
Total	\$358,359	\$403,706	\$336,573	\$386,065	\$383,239
REVENUES					
Fees & Charges	\$107,169	\$111,250	\$123,748	\$130,050	\$130,050
General Fund	\$251,190	\$292,456	\$212,825	\$256,015	\$253,189
Total	\$358,359	\$403,706	\$336,573	\$386,065	\$383,239

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.

<u>POSITION SUMMARY</u>				
Position Classification	Full-Time Equivalent			Salary & Benefits
	Current	Requested	Adopted	
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
Total	6.00	0.00	0.00	\$264,852

Board of Supervisors SUMMARY

Budget Category	Actual 2002/2003	Budget 2003/2004	Estimated Actual 2003/2004	Requested 2004/2005	Adopted 2004/2005
APPROPRIATIONS					
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
	\$882,612	\$1,082,435	\$1,031,834	\$1,096,559	\$1,075,455
REVENUES					
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
	\$882,612	\$1,082,435	\$1,031,834	\$1,096,559	\$1,075,455
POSITIONS (FTE)	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

Budget Category	Actual 2002/2003	Budget 2003/2004	Estimated Actual 2003/2004	Requested 2004/2005	Adopted 2004/2005
APPROPRIATIONS					
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
Total	\$663,860	\$843,011	\$788,760	\$838,995	\$823,296
REVENUES					
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
Total	\$663,860	\$843,011	\$788,760	\$838,995	\$823,296

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.

<u>POSITION SUMMARY</u>				
Position Classification	Full-Time Equivalents			Salary & Benefits
	Current	Requested	Adopted	
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
Total	10.00	10.00	10.00	\$659,396

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

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

Position Classification	Full-Time Equivalents			Salary & Benefits
	Current	Requested	Adopted	
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
Total	4.00	4.00	4.00	\$186,356

County Administrative Office SUMMARY

Budget Category	Actual 2002/2003	Budget 2003/2004	Estimated Actual 2003/2004	Requested 2004/2005	Adopted 2004/2005
APPROPRIATIONS					
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
	\$1,082,947	\$1,165,372	\$1,107,328	\$1,197,663	\$1,162,659
REVENUES					
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
	\$1,082,947	\$1,165,372	\$1,107,328	\$1,185,372	\$1,162,659
POSITIONS (FTE)	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>
APPROPRIATIONS					
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
Total	\$1,082,947	\$1,165,372	\$1,107,328	\$1,197,663	\$1,162,659
REVENUES					
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
Total	\$1,082,947	\$1,165,372	\$1,107,328	\$1,185,372	\$1,162,659

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

Position Classification	Full-Time Equivalents			Salary & Benefits
	Current	Requested	Adopted	
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
Total	12.00	12.00	11.00	\$1,013,181

County Administrative Office

LOCAL AGENCY FORMATION COMMISSION 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>
APPROPRIATIONS					
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
Total	\$0	\$0	\$0	\$0	\$0
REVENUES					
General Fund	\$0	\$0	\$0	\$0	\$0
Total	\$0	\$0	\$0	\$0	\$0

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.

<u>POSITION SUMMARY</u>	<u>Full-Time Equivalents</u>			<u>Salary & Benefits</u>
	<u>Current</u>	<u>Requested</u>	<u>Adopted</u>	
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
Total	3.00	3.00	3.00	\$200,746

Central Services Division SUMMARY

Budget Category	Actual 2002/2003	Budget 2003/2004	Estimated Actual 2003/2004	Requested 2004/2005	Adopted 2004/2005
APPROPRIATIONS					
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
	\$5,928,846	\$7,507,869	\$6,133,779	\$7,189,994	\$7,142,060
REVENUES					
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
	\$5,928,846	\$7,507,869	\$6,133,779	\$7,189,994	\$7,142,060
POSITIONS (FTE)	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

Budget Category	Actual 2002/2003	Budget 2003/2004	Estimated Actual 2003/2004	Requested 2004/2005	Adopted 2004/2005
APPROPRIATIONS					
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
Total	\$1,150,539	\$1,131,567	\$992,657	\$1,040,718	\$1,030,658
REVENUES					
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
Total	\$1,150,539	\$1,131,567	\$992,657	\$1,040,718	\$1,030,658

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

Position Classification	Full-Time Equivalents			Salary & Benefits
	Current	Requested	Adopted	
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
Total	5.00	5.00	5.00	\$367,391

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>
APPROPRIATIONS					
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
Total	\$1,087,758	\$1,470,436	\$1,707,801	\$1,601,844	\$1,581,033
REVENUES					
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
Total	\$1,087,758	\$1,470,436	\$1,707,801	\$1,601,844	\$1,581,033

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

Position Classification	Full-Time Equivalents			Salary & Benefits
	Current	Requested	Adopted	
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
Total	14.00	14.00	14.00	\$928,960

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>
APPROPRIATIONS					
Services & Supplies	\$1,205,431	\$1,660,000	\$982,599	\$1,660,000	\$1,660,000
Total	\$1,205,431	\$1,660,000	\$982,599	\$1,660,000	\$1,660,000
REVENUES					
General Fund	\$1,205,431	\$1,660,000	\$982,599	\$1,660,000	\$1,660,000
Total	\$1,205,431	\$1,660,000	\$982,599	\$1,660,000	\$1,660,000

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

<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>
APPROPRIATIONS					
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
Total	\$226,647	\$261,652	\$251,171	\$276,019	\$269,596
REVENUES					
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
Total	\$226,647	\$261,652	\$251,171	\$276,019	\$269,596

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

Position Classification	Full-Time Equivalents			Salary & Benefits
	Current	Requested	Adopted	
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
Total	4.00	4.00	4.00	\$262,492

Central Services Division

REPROGRAPHICS 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>
APPROPRIATIONS					
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
Total	\$214,441	\$257,349	\$230,628	\$265,547	\$261,678
REVENUES					
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
Total	\$214,441	\$257,349	\$230,628	\$265,547	\$261,678

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

Position Classification	Full-Time Equivalents			Salary & Benefits
	Current	Requested	Adopted	
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
Total	3.50	3.50	3.50	\$176,198

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>
APPROPRIATIONS					
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
Total	\$2,044,030	\$2,726,865	\$1,968,923	\$2,345,866	\$2,339,095
REVENUES					
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
Total	\$2,044,030	\$2,726,865	\$1,968,923	\$2,345,866	\$2,339,095

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

Position Classification	Full-Time Equivalents			Salary & Benefits
	Current	Requested	Adopted	
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
Total	4.00	4.00	4.00	\$334,615

Countywide Programs SUMMARY

Budget Category	Actual 2002/2003	Budget 2003/2004	Estimated Actual 2003/2004	Requested 2004/2005	Adopted 2004/2005
APPROPRIATIONS					
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
	\$20,717,383	\$24,863,685	\$29,656,492	\$24,746,023	\$27,245,468
REVENUES					
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
	\$4,628,069	\$25,448,685	\$30,204,998	\$25,072,478	\$27,573,927
POSITIONS (FTE)	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>
APPROPRIATIONS					
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
Total	\$16,685,023	\$19,813,560	\$24,655,555	\$19,749,360	\$22,250,809
REVENUES					
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
Total	\$35,646	\$19,813,560	\$24,655,555	\$19,749,360	\$22,250,809

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.

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

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

<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>
APPROPRIATIONS					
Payment to State	\$880,800	\$1,405,000	\$1,452,594	\$1,125,688	\$1,125,688
Total	\$880,800	\$1,405,000	\$1,452,594	\$1,125,688	\$1,125,688
REVENUES					
Fines/Forfeitures/Other	\$1,825,968	\$1,990,000	\$1,911,669	\$1,452,143	\$1,452,143
Total	\$1,825,968	\$1,990,000	\$1,911,669	\$1,452,143	\$1,452,143

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>
APPROPRIATIONS					
Services & Supplies	\$1,885,940	\$1,947,639	\$1,824,502	\$1,915,469	\$1,915,469
Total	\$1,885,940	\$1,947,639	\$1,824,502	\$1,915,469	\$1,915,469
REVENUES					
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
Total	\$1,664,158	\$1,947,639	\$1,847,585	\$1,915,469	\$1,915,469

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>
APPROPRIATIONS					
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
Total	\$4,655	\$125,859	\$194,502	\$121,042	\$121,042
REVENUES					
Other Revenue	\$13,252	\$0	\$123	\$0	\$0
General Fund	\$0	\$125,859	\$194,379	\$121,042	\$121,042
Total	\$13,252	\$125,859	\$194,502	\$121,042	\$121,042

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 & Benefits</u>
	<u>Current</u>	<u>Requested</u>	<u>Adopted</u>	
Salary Transfer	0.00	0.00	0.00	\$25,000
Total	0.00	0.00	0.00	\$25,000

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>
APPROPRIATIONS					
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
Total	\$1,089,045	\$1,198,906	\$1,192,652	\$1,354,306	\$1,354,306
REVENUES					
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
Total	\$1,089,045	\$1,198,906	\$1,199,300	\$1,354,306	\$1,354,306

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

Budget Category	Actual 2002/2003	Budget 2003/2004	Estimated Actual 2003/2004	Requested 2004/2005	Adopted 2004/2005
APPROPRIATIONS					
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
Total	\$0	\$171,221	\$122,192	\$176,358	\$174,354
REVENUES					
Tribal Mitigation	\$0	\$171,221	\$182,221	\$176,358	\$176,358
Total	\$0	\$171,221	\$182,221	\$176,358	\$176,358

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.

Position Classification	Full-Time Equivalents			Salary & Benefits
	Current	Requested	Adopted	
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
Total	1.00	1.00	1.00	\$142,679

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>
APPROPRIATIONS					
Services & Supplies	\$1,200	\$1,500	\$3,600	\$3,800	\$3,800
Other Charges	\$170,720	\$200,000	\$210,895	\$300,000	\$300,000
Total	\$171,920	\$201,500	\$214,495	\$303,800	\$303,800
REVENUES					
Interest/Investment Income	\$0	\$10,000	\$4,546	\$2,000	\$2,000
Use of Reserves	\$0	\$191,500	\$209,620	\$301,800	\$301,800
Total	\$0	\$201,500	\$214,166	\$303,800	\$303,800

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

Budget Category	Actual 2002/2003	Budget 2003/2004	Estimated Actual 2003/2004	Requested 2004/2005	Adopted 2004/2005
APPROPRIATIONS					
Salaries & Benefits	\$740,215	\$953,042	\$796,587	\$805,419	\$785,251
Services & Supplies	\$130,141	\$124,550	\$132,693	\$137,758	\$137,758
	\$870,356	\$1,077,592	\$929,280	\$943,177	\$923,009
REVENUES					
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
	\$870,356	\$1,077,592	\$969,451	\$943,177	\$923,009
POSITIONS (FTE)	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>
APPROPRIATIONS					
Salaries & Benefits	\$641,884	\$786,272	\$629,180	\$621,153	\$605,577
Services & Supplies	\$126,055	\$118,750	\$131,418	\$133,458	\$133,458
Total	\$767,939	\$905,022	\$760,598	\$754,611	\$739,035
REVENUES					
Other Revenue	\$23,409	\$22,000	\$17,725	\$10,000	\$10,000
General Fund	\$744,530	\$883,022	\$783,044	\$744,611	\$729,035
Total	\$767,939	\$905,022	\$800,769	\$754,611	\$739,035

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

Position Classification	Full-Time Equivalents			Salary & Benefits
	Current	Requested	Adopted	
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
Total	10.00	10.00	9.00	\$605,577

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>
APPROPRIATIONS					
Salaries & Benefits	\$98,331	\$166,770	\$167,407	\$184,266	\$179,674
Services & Supplies	\$4,086	\$5,800	\$1,275	\$4,300	\$4,300
Total	\$102,417	\$172,570	\$168,682	\$188,566	\$183,974
REVENUES					
General Fund	\$102,417	\$172,570	\$168,682	\$188,566	\$183,974
Total	\$102,417	\$172,570	\$168,682	\$188,566	\$183,974

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 & 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
Total	2.00	2.00	2.00	\$179,674

Information Technology Division SUMMARY

Budget Category	Actual 2002/2003	Budget 2003/2004	Estimated Actual 2003/2004	Requested 2004/2005	Adopted 2004/2005
APPROPRIATIONS					
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
	\$1,695,907	\$2,224,454	\$1,847,595	\$2,471,031	\$2,656,410
REVENUES					
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
	\$1,695,907	\$2,224,454	\$1,847,595	\$2,471,031	\$2,656,410
POSITIONS (FTE)	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>
APPROPRIATIONS					
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
Total	\$1,695,907	\$2,224,454	\$1,847,595	\$2,471,031	\$2,656,410
REVENUES					
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
Total	\$1,695,907	\$2,224,454	\$1,847,595	\$2,471,031	\$2,656,410

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.

<u>POSITION SUMMARY</u>				
Position Classification	Full-Time Equivalents			Salary & Benefits
	Current	Requested	Adopted	
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
Total	45.00	45.00	39.00	\$2,758,532

County Clerk-Recorder SUMMARY

Budget Category	Actual 2002/2003	Budget 2003/2004	Estimated Actual 2003/2004	Requested 2004/2005	Adopted 2004/2005
APPROPRIATIONS					
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
	\$2,058,566	\$2,491,364	\$2,461,728	\$2,692,344	\$2,640,287
REVENUES					
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
	\$2,061,799	\$2,491,364	\$2,461,830	\$2,692,344	\$2,640,287
POSITIONS (FTE)	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>
APPROPRIATIONS					
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
Total	\$1,350	\$0	\$3,027	\$0	\$0
REVENUES					
Other Revenue	\$1,350	\$0	\$3,027	\$0	\$0
Total	\$1,350	\$0	\$3,027	\$0	\$0

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 & 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
Total	4.00	6.00	6.00	\$476,788

County Clerk-Recorder

ELECTIONS BUDGET UNIT DETAIL

Budget Category	Actual 2002/2003	Budget 2003/2004	Estimated Actual 2003/2004	Requested 2004/2005	Adopted 2004/2005
APPROPRIATIONS					
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
Total	\$1,033,746	\$1,413,789	\$1,381,125	\$1,174,362	\$1,138,055
REVENUES					
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
Total	\$1,033,746	\$1,413,789	\$1,381,125	\$1,174,362	\$1,138,055

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

Position Classification	Full-Time Equivalents			Salary & Benefits
	Current	Requested	Adopted	
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
Total	7.00	7.00	7.00	\$551,955

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>
APPROPRIATIONS					
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
Total	\$1,023,470	\$1,077,575	\$1,077,576	\$1,517,982	\$1,502,232
REVENUES					
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
Total	\$1,026,703	\$1,077,575	\$1,077,678	\$1,517,982	\$1,502,232

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

Position Classification	Full-Time Equivalents			Salary & Benefits
	Current	Requested	Adopted	
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
Total	22.00	20.00	20.00	\$932,632

County Counsel SUMMARY

Budget Category	Actual 2002/2003	Budget 2003/2004	Estimated Actual 2003/2004	Requested 2004/2005	Adopted 2004/2005
APPROPRIATIONS					
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
	\$1,496,246	\$1,663,036	\$1,618,648	\$1,670,785	\$1,656,874
REVENUES					
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
	\$1,496,246	\$1,663,036	\$1,618,648	\$1,670,785	\$1,656,874
POSITIONS (FTE)	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

Budget Category	Actual 2002/2003	Budget 2003/2004	Estimated Actual 2003/2004	Requested 2004/2005	Adopted 2004/2005
APPROPRIATIONS					
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
Total	\$718,222	\$791,961	\$741,320	\$799,710	\$785,799
REVENUES					
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
Total	\$718,222	\$791,961	\$741,320	\$799,710	\$785,799

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

Position Classification	Full-Time Equivalents			Salary & Benefits
	Current	Requested	Adopted	
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
Total	10.00	10.00	10.00	\$960,519

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>
APPROPRIATIONS					
Services & Supplies	\$778,024	\$871,075	\$877,328	\$871,075	\$871,075
Total	\$778,024	\$871,075	\$877,328	\$871,075	\$871,075
REVENUES					
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
Total	\$778,024	\$871,075	\$877,328	\$871,075	\$871,075

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

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

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

Budget Category	Actual 2002/2003	Budget 2003/2004	Estimated Actual 2003/2004	Requested 2004/2005	Adopted 2004/2005
APPROPRIATIONS					
Salaries & Benefits	\$308,267	\$324,724	\$321,377	\$365,490	\$347,149
Services & Supplies	\$297,792	\$332,189	\$302,423	\$333,806	\$328,806
	\$606,059	\$656,913	\$623,800	\$699,296	\$675,955
REVENUES					
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
	\$606,059	\$656,913	\$623,800	\$699,296	\$675,955
POSITIONS (FTE)	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>
APPROPRIATIONS					
Salaries & Benefits	\$308,267	\$324,724	\$321,377	\$365,490	\$347,149
Services & Supplies	\$297,792	\$332,189	\$302,423	\$333,806	\$328,806
Total	\$606,059	\$656,913	\$623,800	\$699,296	\$675,955
REVENUES					
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
Total	\$606,059	\$656,913	\$623,800	\$699,296	\$675,955

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 & 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
Total	5.00	5.00	5.00	\$347,149