

GENERAL GOVERNMENT

Budget Unit Name	B/U No.	Page	Appropriation	Total
Assessor		18		
Assessor	108-1	19	\$1,642,906	
Property Tax Administration	108-2	20	<u>\$278,309</u>	\$1,921,215
Auditor-Controller		21		
Auditor-Controller	105-1	23	\$1,433,464	
Auditor-Controller TRAN	106-2	25	<u>\$125,000</u>	\$1,558,464
Board of Supervisors		26		
Board of Supervisors	101-1	28	\$821,511	
Clerk to Board of Supervisors	101-2	29	<u>\$239,424</u>	\$1,060,935
Central Services Division		31		
Administration	130-4	32	\$1,131,567	
Facilities Management	130-3	34	\$1,470,436	
Gas and Electricity	130-5	36	\$1,660,000	
Purchasing	110-1	37	\$261,652	
Reprographics	160-1	38	\$257,349	
Telephone Internal Serv. Fund	185-1	40	<u>\$2,726,865</u>	\$7,507,869
County Administrative Office		42		
County Administrative Office	102-1	44	\$1,045,461	
Criminal Justice Collections	166-2	46	\$1,405,000	
Dental Insurance (ISF)	188-1	47	\$1,947,639	
Economic Development	297-4	48	\$119,911	
LAFCO	298-1	50	\$0	
Office of Revenue & Reimburs	201-5	52	\$403,706	
Risk Management	155-1	54	\$125,859	
Special Employee Services	167-1	56	\$1,198,906	
Unemployment Insur. (ISF)	187-1	57	<u>\$201,500</u>	\$6,447,982

GENERAL GOVERNMENT (continued)

Budget Unit Name	B/U No.	Page	Appropriation	Total
County Clerk		58		
Administration	201-2	59	\$0	
Elections	120-1	60	\$1,413,789	
Recorder	285-1	62	<u>\$1,558,475</u>	\$2,972,264
County Counsel		64		
County Counsel	115-1	65	\$791,961	
Indigent Defense Contracts	210-5	66	<u>\$871,075</u>	\$1,663,036
Countywide		67		
Countywide Programs	165-1	70	\$19,188,519	
Tribal Relations	165-1	71	<u>\$171,221</u>	\$19,359,740
Grand Jury	215-1	72	<u>\$31,000</u>	\$31,000
Human Resources Division		73		
Human Resources	103-1	75	\$905,022	
Quality and Training	103-2	77	<u>\$172,570</u>	\$1,077,592
Information Technology Division		78		
Information Technology	156-1	80	<u>\$2,104,454</u>	\$2,104,454
Treasurer-Tax Collector		82		
Treasurer-Tax Collector	106-1	83	<u>\$656,913</u>	\$656,913
TOTAL				\$46,361,464

Assessor SUMMARY

<u>Budget Category</u>	<u>Actual 2001/2002</u>	<u>Budget 2002/2003</u>	<u>Estimated Actual 2002/2003</u>	<u>Requested 2003/2004</u>	<u>Adopted 2003/2004</u>
APPROPRIATIONS					
Salaries & Benefits	\$1,441,637	\$1,541,289	\$1,525,412	\$1,595,891	\$1,595,891
Services & Supplies	\$307,613	\$311,640	\$275,811	\$315,817	\$315,817
Fixed Assets	\$0	\$0	\$0	\$5,000	\$5,000
Operating Transfers Out	\$0	\$0	\$4,507	\$4,507	\$4,507
	\$1,749,250	\$1,852,929	\$1,805,730	\$1,921,215	\$1,921,215
REVENUES					
General Fund	\$724,119	\$757,738	\$709,833	\$784,714	\$784,714
Fees & Charges	\$704,947	\$775,892	\$756,357	\$815,892	\$815,892
Other Revenue	\$34,174	\$31,000	\$51,408	\$42,300	\$42,300
State Grant	\$286,010	\$288,299	\$288,132	\$278,309	\$278,309
	\$1,749,250	\$1,852,929	\$1,805,730	\$1,921,215	\$1,921,215
POSITIONS (FTE)	27.00	27.00	27.00	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.

FY 2002-2003 GOALS AND ACCOMPLISHMENTS

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 gas well and gravel appraisal contract services and additional appraisal staff.

FY 2003-2004 GOALS AND OBJECTIVES

Goals for the current year are to discover and locate all taxable property within Yolo County with the resources available. 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.

SIGNIFICANT CHANGES

SALARIES AND BENEFITS: Due to insufficient state grant funds, a vacant assessment technician position has been eliminated in the property tax administration budget unit.

FIXED ASSETS: A replacement printer is budgeted.

REVENUES: The state property tax administration grant may decrease \$10,000 to \$278,309.

Assessor

ASSESSOR BUDGET UNIT DETAIL

Budget Category	Actual 2001/2002	Budget 2002/2003	Estimated Actual 2002/2003	Requested 2003/2004	Adopted 2003/2004
APPROPRIATIONS					
Salaries & Benefits	\$1,196,016	\$1,283,802	\$1,266,246	\$1,374,221	\$1,374,221
Services & Supplies	\$267,224	\$280,828	\$251,352	\$268,685	\$268,685
Total	\$1,463,240	\$1,564,630	\$1,517,598	\$1,642,906	\$1,642,906
REVENUES					
Fees & Charges	\$704,947	\$775,892	\$756,357	\$815,892	\$815,892
Other Revenue	\$34,174	\$31,000	\$51,408	\$42,300	\$42,300
General Fund	\$724,119	\$757,738	\$709,833	\$784,714	\$784,714
Total	\$1,463,240	\$1,564,630	\$1,517,598	\$1,642,906	\$1,642,906

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.

<u>POSITION SUMMARY</u>				
Position Classification	Full-Time Equivalents			Salary & Benefits
	Current	Requested	Adopted	
Appraiser III	2.00	2.00	2.00	\$105,367
Assessment Office Spec. III-2	10.00	10.00	10.00	\$425,681
Assessor	1.00	1.00	1.00	\$120,254
Asst. Assessor	1.00	1.00	1.00	\$95,524
Cadastral Drafting Technician	1.00	1.00	1.00	\$38,485
Senior Cadastral Drafting Tech	1.00	1.00	1.00	\$55,494
Chief Appraiser	1.00	1.00	1.00	\$91,332
Senior Appraiser	2.00	2.00	2.00	\$142,308
Staff Services Analyst II	1.00	1.00	1.00	\$67,897
Principal Appraiser	1.00	1.00	1.00	\$84,129
Extra Help	0.00	0.00	0.00	\$13,360
Benefit Cashout	0.00	0.00	0.00	\$4,328
Auditor-Appraiser III	2.00	2.00	2.00	\$112,206
Workers Compensation	0.00	0.00	0.00	\$17,856
Total	23.00	23.00	23.00	\$1,374,221

Assessor

PROPERTY TAX ADMINISTRATION BUDGET UNIT DETAIL

Budget Category	Actual 2001/2002	Budget 2002/2003	Estimated Actual 2002/2003	Requested 2003/2004	Adopted 2003/2004
APPROPRIATIONS					
Salaries & Benefits	\$245,621	\$257,487	\$259,166	\$221,670	\$221,670
Services & Supplies	\$40,389	\$30,812	\$24,459	\$47,132	\$47,132
Fixed Assets	\$0	\$0	\$0	\$5,000	\$5,000
Operating Transfers Out	\$0	\$0	\$4,507	\$4,507	\$4,507
Total	\$286,010	\$288,299	\$288,132	\$278,309	\$278,309
REVENUES					
State Grant	\$286,010	\$288,299	\$288,132	\$278,309	\$278,309
Total	\$286,010	\$288,299	\$288,132	\$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.

Position Classification	Full-Time Equivalents			Salary & Benefits
	Current	Requested	Adopted	
Auditor-Appraiser III	2.00	2.00	2.00	\$135,920
Assessment Office Spec. III-2	1.00	0.00	0.00	\$0
Principal Appraiser	1.00	1.00	1.00	\$84,379
Workers Compensation	0.00	0.00	0.00	\$1,371
Total	4.00	3.00	3.00	\$221,670

Auditor-Controller SUMMARY

<u>Budget Category</u>	<u>Actual 2001/2002</u>	<u>Budget 2002/2003</u>	<u>Estimated Actual 2002/2003</u>	<u>Requested 2003/2004</u>	<u>Adopted 2003/2004</u>
APPROPRIATIONS					
Salaries & Benefits	\$988,190	\$1,103,786	\$1,124,599	\$1,214,641	\$1,214,641
Services & Supplies	\$402,098	\$363,241	\$360,588	\$365,623	\$365,623
Fixed Assets	\$6,161	\$0	\$0	\$0	\$0
Other Charges	\$371,123	\$370,000	\$149,634	\$100,000	\$100,000
Expense Reimbursement	\$-78,351	\$-78,000	\$-85,000	\$-121,800	\$-121,800
	\$1,689,221	\$1,759,027	\$1,549,821	\$1,558,464	\$1,558,464
REVENUES					
General Fund	\$902,926	\$1,023,927	\$1,051,850	\$1,068,014	\$1,068,014
Fees & Charges	\$364,786	\$341,591	\$319,659	\$360,941	\$360,941
Federal/State Reimbursement	\$31,466	\$4,509	\$4,507	\$4,509	\$4,509
Interest/Investment Income	\$396,680	\$389,000	\$228,678	\$125,000	\$125,000
	\$1,695,858	\$1,759,027	\$1,604,694	\$1,558,464	\$1,558,464
POSITIONS (FTE)	20.00	20.00	20.00	20.00	20.00

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.

FY 2002-2003 GOALS AND ACCOMPLISHMENTS

1. Financial information and reports were made more accessible and useful to county staff and the public by:
 - a) Continued improvement in the new reporting model used for the County's Comprehensive Annual Financial Report.
 - b) Implementation of GenLed Report-Writer, a new database inquiry program allowing user-friendly access to multi-year financial information that is easily downloadable into Excel and other popular software programs.
 - c) In conjunction with the County Administrative Office, publication of a condensed county financial report for public distribution.
2. Improved internal controls through training and issuance of procedures manuals for travel and the purchase card program.
3. Improved efficiency and strengthened internal controls by increasing system security, enhancing online approvals, and making system more user friendly. The department has worked closely with the County Administrative Office in the development of internal controls.

FY 2003-2004 GOALS AND OBJECTIVES

In accordance with the Auditor-Controller's mission of ensuring a high level of accountability in county government, the following goals have been established in 2003/04:

1. Continue to make financial information and reports more accessible and useful to county staff and the public by:

a) Continuing to enhance the general ledger system to facilitate financial transactions and controls. Specifically, adding an internal billing module, contract module, and receivables module and enhancing GenLed Report-Writer.

b) Producing an annual report that earns the certificate of excellence in financial reporting from the Government Finance Officers Association (GFOA).

c) Producing a condensed financial report that complies with GFOA's guidelines.

2. Improve internal control over disbursement of funds by:

a) Conducting regular audits of purchase card transactions.

b) Improving budgetary control of expenditures.

3. Expand education programs to increase accountability by:

a) Conducting training workshops for county staff on such topics as: criteria for claim payments; internal control assessment; monitoring sub-recipients; tracking receivables.

b) Compiling an accounting policy and procedures manual.

SIGNIFICANT CHANGES

SALARY AND BENEFITS: A vacant Auditor II position remains unfunded.

OTHER CHARGES: The decrease in other charges is due to a reduction in Tax and Revenue Anticipation Notes (TRAN) interest expense due to lower interest rates.

Auditor-Controller

AUDITOR-CONTROLLER BUDGET UNIT DETAIL

Budget Category	Actual 2001/2002	Budget 2002/2003	Estimated Actual 2002/2003	Requested 2003/2004	Adopted 2003/2004
APPROPRIATIONS					
Salaries & Benefits	\$988,190	\$1,103,786	\$1,124,599	\$1,214,641	\$1,214,641
Services & Supplies	\$383,178	\$344,241	\$336,417	\$340,623	\$340,623
Fixed Assets	\$6,161	\$0	\$0	\$0	\$0
Expense Reimbursement	\$-78,351	\$-78,000	\$-85,000	\$-121,800	\$-121,800
Total	\$1,299,178	\$1,370,027	\$1,376,016	\$1,433,464	\$1,433,464
REVENUES					
Fees & Charges	\$364,786	\$341,591	\$319,659	\$360,941	\$360,941
Federal/State Reimbursement	\$31,466	\$4,509	\$4,507	\$4,509	\$4,509
General Fund	\$902,926	\$1,023,927	\$1,051,850	\$1,068,014	\$1,068,014
Total	\$1,299,178	\$1,370,027	\$1,376,016	\$1,433,464	\$1,433,464

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	\$198,018
Administrative Clerk II - 1	1.00	1.00	1.00	\$35,115
Auditor II	1.00	1.00	1.00	\$0
Auditor-Controller	1.00	1.00	1.00	\$122,567
Chief Deputy Auditor	1.00	1.00	1.00	\$95,949
Manager, Cost Acct. & Budget	1.00	1.00	1.00	\$84,399
Manager, General Accounting	1.00	1.00	1.00	\$94,863
Senior Accountant - Conf.	1.00	1.00	1.00	\$64,888
Senior Accounting Tech - Conf.	1.00	1.00	1.00	\$47,543
Senior Accounting Technician	7.00	7.00	7.00	\$342,855
Senior Auditor	1.00	1.00	1.00	\$62,409
Accountant-Auditor I - Conf.	1.00	1.00	1.00	\$56,535
Overtime	0.00	0.00	0.00	\$5,000
Benefit Cashout	0.00	0.00	0.00	\$5,000
Salary Transfer	0.00	0.00	0.00	-\$8,000
Workers Compensation	0.00	0.00	0.00	\$7,500
Total	20.00	20.00	20.00	\$1,214,641

Auditor-Controller

AUDITOR-CONTROLLER TRAN BUDGET UNIT DETAIL

Budget Category	Actual 2001/2002	Budget 2002/2003	Estimated Actual 2002/2003	Requested 2003/2004	Adopted 2003/2004
APPROPRIATIONS					
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0
Services & Supplies	\$18,920	\$19,000	\$24,171	\$25,000	\$25,000
Other Charges	\$371,123	\$370,000	\$149,634	\$100,000	\$100,000
Total	\$390,043	\$389,000	\$173,805	\$125,000	\$125,000
REVENUES					
Interest/Investment Income	\$396,680	\$389,000	\$228,678	\$125,000	\$125,000
Total	\$396,680	\$389,000	\$228,678	\$125,000	\$125,000

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 CSAC-sponsored TRAN pool administered by the California Statewide Communities Development Authority.

Board of Supervisors SUMMARY

<u>Budget Category</u>	<u>Actual 2001/2002</u>	<u>Budget 2002/2003</u>	<u>Estimated Actual 2002/2003</u>	<u>Requested 2003/2004</u>	<u>Adopted 2003/2004</u>
APPROPRIATIONS					
Salaries & Benefits	\$573,113	\$623,221	\$656,132	\$800,710	\$815,710
Services & Supplies	\$195,001	\$220,037	\$226,480	\$260,225	\$260,225
Fixed Assets	\$0	\$12,500	\$0	\$0	\$6,500
	\$768,114	\$855,758	\$882,612	\$1,060,935	\$1,082,435
REVENUES					
General Fund	\$762,673	\$839,758	\$858,751	\$1,049,935	\$1,071,435
ACO Fund	\$0	\$12,500	\$12,500	\$6,000	\$6,000
Fees & Charges	\$5,441	\$3,500	\$5,858	\$5,000	\$5,000
Other Revenue	\$0	\$0	\$5,503	\$0	\$0
	\$768,114	\$855,758	\$882,612	\$1,060,935	\$1,082,435
POSITIONS (FTE)	13.00	13.00	13.00	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.

FY 2002-2003 GOALS AND ACCOMPLISHMENTS

1. During 2002/03 the Board entered into an intergovernmental agreement between the County and the Rumsey Band of Wintun Indians concerning mitigation of off-reservation impacts from the tribe's casino expansion and hotel project and established the Advisory Committee on Tribal Matters.
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. Supported proposed new libraries for the cities of West Sacramento, Davis, and Winters.
4. Established 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 protection of natural resources in the unincorporated area of the county.
5. Approved the site plan for location of the new Juvenile Hall Facility and continued efforts in supporting the Long Term Care Coordinating Council.

FY 2003-2004 GOALS AND OBJECTIVES

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

2. 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. 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 that 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

SALARIES AND BENEFITS: The increase in salary and benefit costs in these budgets reflects changes in staffing responsibilities and levels. The Clerk of the Board added one position that will be funded by a combination of: Tribal Mitigation fees; In-Home Support Services Public Authority; and savings from the newly implemented electronic Document Archival Retrieval Program.

SERVICES AND SUPPLIES: Increases in this area reflects need to upgrade archival storage of records and videography services as well as liability insurance costs.

Board of Supervisors

BOARD OF SUPERVISORS BUDGET UNIT DETAIL

Budget Category	Actual 2001/2002	Budget 2002/2003	Estimated Actual 2002/2003	Requested 2003/2004	Adopted 2003/2004
APPROPRIATIONS					
Salaries & Benefits	\$424,223	\$463,590	\$494,593	\$633,511	\$648,511
Services & Supplies	\$156,372	\$163,840	\$169,267	\$188,000	\$188,000
Fixed Assets	\$0	\$12,500	\$0	\$0	\$6,500
Total	\$580,595	\$639,930	\$663,860	\$821,511	\$843,011
REVENUES					
Other Revenue	\$0	\$0	\$5,503	\$0	\$0
ACO Fund	\$0	\$12,500	\$12,500	\$6,000	\$6,000
General Fund	\$580,595	\$627,430	\$645,857	\$815,511	\$837,011
Total	\$580,595	\$639,930	\$663,860	\$821,511	\$843,011

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.

Position Classification	Full-Time Equivalents			Salary & Benefits
	Current	Requested	Adopted	
Board of Supervisors	5.00	5.00	5.00	\$313,983
Supervisory Deputy	5.00	5.00	5.00	\$311,707
Interns	0.00	0.00	0.00	\$15,000
Workers Compensation	0.00	0.00	0.00	\$7,821
Total	10.00	10.00	10.00	\$648,511

Board of Supervisors

CLERK OF THE BOARD OF SUPERVISORS BUDGET UNIT DETAIL

Budget Category	Actual 2001/2002	Budget 2002/2003	Estimated Actual 2002/2003	Requested 2003/2004	Adopted 2003/2004
APPROPRIATIONS					
Salaries & Benefits	\$148,890	\$159,631	\$161,539	\$167,199	\$167,199
Services & Supplies	\$38,629	\$56,197	\$57,213	\$72,225	\$72,225
Total	\$187,519	\$215,828	\$218,752	\$239,424	\$239,424
REVENUES					
General Fund	\$182,078	\$212,328	\$212,894	\$234,424	\$234,424
Fees & Charges	\$5,441	\$3,500	\$5,858	\$5,000	\$5,000
Total	\$187,519	\$215,828	\$218,752	\$239,424	\$239,424

BUDGET UNIT DESCRIPTION

Budget Unit 101-2 (Fund 110). This budget unit finances the office of the Clerk of the Board of Supervisors. 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, In-Home Supportive Services Public Authority Board, and Gaining Ground Committee; 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

In a continuing program to provide easy access to information contained in the offices of the Board of Supervisors and the Clerk of the Board of Supervisors, the Clerk will continue to utilize the imaging and retrieval system for minutes, agendas, and the County Code. In addition, further efforts will be made to provide information on our website and increase the accessibility of information and forms. Assessment appeals forms, committee application forms, claim forms, Planning Commission appeal forms, agendas, and minutes will be available to the public. In 2003, the Clerk of the Board will continue to implement the online agenda to provide greater public access and services to both internal and external clients.

The Clerk of the Board will also continue to focus on automation techniques to enhance service levels, as well as preservation of documents and information retained by the office.

POSITION SUMMARY

Position Classification	Full-Time Equivalents			Salary & Benefits
	Current	Requested	Adopted	
Board Clerk III	2.00	3.00	3.00	\$146,455
Workers Compensation	0.00	0.00	0.00	\$2,667
Clerk of the Board of Superv.	1.00	1.00	1.00	\$66,895
Salary Transfer	0.00	0.00	0.00	\$-48,818
Total	3.00	4.00	4.00	\$167,199

Central Services Division SUMMARY

<u>Budget Category</u>	<u>Actual 2001/2002</u>	<u>Budget 2002/2003</u>	<u>Estimated Actual 2002/2003</u>	<u>Requested 2003/2004</u>	<u>Adopted 2003/2004</u>
APPROPRIATIONS					
Salaries & Benefits	\$1,545,905	\$1,912,170	\$1,810,050	\$2,049,549	\$2,049,549
Services & Supplies	\$4,083,458	\$4,986,957	\$3,696,113	\$4,800,029	\$4,800,029
Fixed Assets	\$490,065	\$267,200	\$198,529	\$384,339	\$384,339
Other Charges	\$373,402	\$266,505	\$292,141	\$279,330	\$279,330
Expense Reimbursement	\$-209,818	\$-220,600	\$-227,298	\$-169,200	\$-169,200
Intrafund Transfers	\$152,356	\$137,772	\$156,748	\$163,822	\$163,822
	\$6,435,368	\$7,350,004	\$5,926,283	\$7,507,869	\$7,507,869
REVENUES					
General Fund	\$3,079,065	\$3,982,451	\$3,131,120	\$4,083,410	\$4,083,410
ACO Fund	\$102,913	\$40,413	\$28,643	\$142,548	\$142,548
Fees & Charges	\$2,660,676	\$2,731,807	\$2,582,535	\$2,466,515	\$2,466,515
Development Impact Fees	\$0	\$113,500	\$113,500	\$0	\$0
Other Revenue	\$44,518	\$0	\$65,052	\$111,531	\$111,531
Use of Reserves	\$459,323	\$481,833	\$5,433	\$703,865	\$703,865
Operating Transfers In	\$88,461	\$0	\$0	\$0	\$0
	\$6,434,956	\$7,350,004	\$5,926,283	\$7,507,869	\$7,507,869
POSITIONS (FTE)	31.00	31.00	30.50	30.50	30.50

MISSION

The mission of the Central Services Division is to serve those who serve our communities.

FY 2002-2003 GOALS AND ACCOMPLISHMENTS

This division provides general services to all county departments, certain local governmental agencies, and the community for operations such as the procurement of goods and services, facilities acquisition and maintenance, the telecommunications system, the courier system, and reprographics. The goals of this division are to provide responsive facility services for county departments and the Board of Supervisors. Accomplishments included the purchase of an office building at 120 W. Main Street, management of large capital projects with a reduced staff, the addition of a purchasing manager/purchasing agent, the energy project, multi-disciplinary interview center (MDIC) and law library projects planned and/or partially completed, extensive roof repairs in the county, elevator repairs at the courthouse, and upgraded telephone systems, including switching equipment.

FY 2003-2004 GOALS AND OBJECTIVES

Capital projects will continue to be of paramount concern to this division, as well as achieving a comprehensive deferred maintenance program to "keep the county's house in order". Completion of the energy project will result in greater economic efficiencies. The division will continue to strive for excellence in customer service functions and to improve communication within the county.

Central Services Division

ADMINISTRATION BUDGET UNIT DETAIL

Budget Category	Actual 2001/2002	Budget 2002/2003	Estimated Actual 2002/2003	Requested 2003/2004	Adopted 2003/2004
APPROPRIATIONS					
Salaries & Benefits	\$424,230	\$481,331	\$410,135	\$440,627	\$440,627
Services & Supplies	\$612,645	\$669,108	\$624,515	\$533,746	\$533,746
Other Charges	\$200	\$200	\$2,090	\$200	\$200
Fixed Assets	\$0	\$35,200	\$18,643	\$33,372	\$33,372
Expense Reimbursement	\$-18,928	\$-48,600	\$-61,912	\$-40,200	\$-40,200
Intrafund Transfers	\$152,356	\$137,772	\$156,748	\$163,822	\$163,822
Total	\$1,170,503	\$1,275,011	\$1,150,219	\$1,131,567	\$1,131,567
REVENUES					
Fees & Charges	\$143,537	\$437,446	\$203,117	\$247,178	\$247,178
Other Revenue	\$700	\$0	\$65,052	\$82,031	\$82,031
Operating Transfers In	\$88,461	\$0	\$0	\$0	\$0
ACO Fund	\$0	\$0	\$18,643	\$48,125	\$48,125
Development Impact Fees	\$0	\$113,500	\$113,500	\$0	\$0
General Fund	\$937,805	\$724,065	\$749,907	\$754,233	\$754,233
Total	\$1,170,503	\$1,275,011	\$1,150,219	\$1,131,567	\$1,131,567

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 services to all county departments, certain local governmental agencies, and the community for operations such as the procurement of goods and services, facilities acquisition and maintenance, the telecommunications system, the courier system, and reprographics.

POSITION SUMMARY

Position Classification	Full-Time Equivalents			Salary & Benefits
	Current	Requested	Adopted	
Office Support Specialist	1.00	1.00	1.00	\$40,308
Accountant-Auditor I	1.00	1.00	1.00	\$58,235
Central Services Manager	1.00	1.00	1.00	\$105,086
Manager of Facilities Serv.-12	1.00	1.00	1.00	\$104,911
Facilities Services Coord	1.00	1.00	1.00	\$64,437
Project Director	1.00	1.00	1.00	\$91,920
Workers Compensation	0.00	0.00	0.00	\$2,429
Benefit Cashout	0.00	0.00	0.00	\$1,291
Overtime	0.00	0.00	0.00	\$2,099
Salary Transfer	0.00	0.00	0.00	\$-30,089
Total	6.00	6.00	6.00	\$440,627

Central Services Division

FACILITIES MANAGEMENT BUDGET UNIT DETAIL

Budget Category	Actual 2001/2002	Budget 2002/2003	Estimated Actual 2002/2003	Requested 2003/2004	Adopted 2003/2004
APPROPRIATIONS					
Salaries & Benefits	\$619,194	\$773,489	\$738,348	\$875,922	\$875,922
Services & Supplies	\$323,811	\$668,150	\$351,114	\$580,977	\$580,977
Fixed Assets	\$138,915	\$20,000	\$6,973	\$0	\$0
Other Charges	\$17,496	\$17,537	\$17,496	\$17,537	\$17,537
Expense Reimbursement	\$-45,500	\$-12,000	\$-26,174	\$-4,000	\$-4,000
Total	\$1,053,916	\$1,467,176	\$1,087,757	\$1,470,436	\$1,470,436
REVENUES					
Fees & Charges	\$219,591	\$122,611	\$202,424	\$119,000	\$119,000
ACO Fund	\$94,500	\$20,000	\$10,000	\$94,423	\$94,423
General Fund	\$739,825	\$1,324,565	\$875,333	\$1,257,013	\$1,257,013
Total	\$1,053,916	\$1,467,176	\$1,087,757	\$1,470,436	\$1,470,436

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+ square feet) and leased space (100,000+ square feet). This includes historic buildings as well as newly completed and remodeled facilities.

PROGRAM SUMMARIES

The mission of building maintenance is to provide a safe, healthy, and comfortable working environment for employees and clients. Long-term goals include new ways to construct and maintain needed facilities. 2003/2004 goals include: to continue to upgrade for ADA guideline adherence; increase level of preventative maintenance and deferred improvements; implement a computer data based service request system incorporating deferred maintenance; continue to construct smaller projects to accommodate department requests; strive to think outside the box as to the most cost-effective solutions.

POSITION SUMMARY**Full-Time Equivalents**

Position Classification	Current	Requested	Adopted	Salary & Benefits
Building Craftsmechanic III	9.00	9.00	9.00	\$550,999
Building Services Attendant	1.00	1.00	1.00	\$45,102
Lead Building Craftsmechanic	1.00	1.00	1.00	\$58,129
Supervising Building Craftmech	1.00	1.00	1.00	\$68,172
Facilities Project Specialist	1.00	1.00	1.00	\$76,886
Workers Compensation	0.00	0.00	0.00	\$42,078
Extra Help	0.00	0.00	0.00	\$2,691
Overtime	0.00	0.00	0.00	\$16,148
Standby Pay	0.00	0.00	0.00	\$12,918
Benefit Cashout	0.00	0.00	0.00	\$2,799
Total	13.00	13.00	13.00	\$875,922

Central Services Division

GAS AND ELECTRICITY BUDGET UNIT DETAIL

<u>Budget Category</u>	<u>Actual 2001/2002</u>	<u>Budget 2002/2003</u>	<u>Estimated Actual 2002/2003</u>	<u>Requested 2003/2004</u>	<u>Adopted 2003/2004</u>
APPROPRIATIONS					
Services & Supplies	\$1,188,748	\$1,660,000	\$1,205,431	\$1,660,000	\$1,660,000
Total	\$1,188,748	\$1,660,000	\$1,205,431	\$1,660,000	\$1,660,000
REVENUES					
General Fund	\$1,188,748	\$1,660,000	\$1,205,431	\$1,660,000	\$1,660,000
Total	\$1,188,748	\$1,660,000	\$1,205,431	\$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

An expected savings over the baseline year of 2001 of 36% is expected this fiscal year due to the many energy upgrades being finalized early this year. The budgeted number is based upon historical energy expenditures. The realized energy and maintenance savings will be provided to the Ceres endowment.

Central Services Division

PURCHASING BUDGET UNIT DETAIL

Budget Category	Actual 2001/2002	Budget 2002/2003	Estimated Actual 2002/2003	Requested 2003/2004	Adopted 2003/2004
APPROPRIATIONS					
Salaries & Benefits	\$210,015	\$222,582	\$210,565	\$248,923	\$248,923
Services & Supplies	\$34,064	\$16,520	\$16,567	\$17,729	\$17,729
Other Charges	\$8,413	\$0	\$0	\$0	\$0
Expense Reimbursement	\$-5,000	\$-5,000	\$0	\$-5,000	\$-5,000
Total	\$247,492	\$234,102	\$227,132	\$261,652	\$261,652
REVENUES					
Fees & Charges	\$39,946	\$56,100	\$32,503	\$1,500	\$1,500
ACO Fund	\$8,413	\$0	\$0	\$0	\$0
Other Revenue	\$42,211	\$0	\$0	\$8,500	\$8,500
General Fund	\$156,922	\$178,002	\$194,629	\$251,652	\$251,652
Total	\$247,492	\$234,102	\$227,132	\$261,652	\$261,652

BUDGET UNIT DESCRIPTION

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

PROGRAM SUMMARIES

The mission of the purchasing unit is to obtain needed goods and services at the best quality and price. The long-term goal of the unit is to assist departments in procurement by education, training, and direct assistance. For 2003/2004, the unit will establish procurement policy with departments, provide training to implement the policy, and increase oversight of contracts for the County Administrator and the Board of Supervisors.

<u>POSITION SUMMARY</u>	Full-Time Equivalents			Salary & Benefits
	Current	Requested	Adopted	
Administrative Clerk II - 1	1.00	1.00	1.00	\$38,654
Buyer II	1.00	1.00	1.00	\$55,946
Lead Buyer	1.00	1.00	1.00	\$65,970
Manager of Purchasing Services	1.00	1.00	1.00	\$75,547
Workers Compensation	0.00	0.00	0.00	\$1,544
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	\$10,509
Total	4.00	4.00	4.00	\$248,923

Central Services Division

REPROGRAPHICS BUDGET UNIT DETAIL

Budget Category	Actual 2001/2002	Budget 2002/2003	Estimated Actual 2002/2003	Requested 2003/2004	Adopted 2003/2004
APPROPRIATIONS					
Salaries & Benefits	\$93,269	\$149,879	\$153,919	\$164,868	\$164,868
Services & Supplies	\$195,145	\$255,590	\$188,596	\$204,068	\$204,068
Other Charges	\$0	\$8,413	\$8,412	\$8,413	\$8,413
Fixed Assets	\$0	\$12,000	\$0	\$0	\$0
Expense Reimbursement	\$-140,390	\$-155,000	\$-139,212	\$-120,000	\$-120,000
Total	\$148,024	\$270,882	\$211,715	\$257,349	\$257,349
REVENUES					
Fees & Charges	\$92,259	\$154,650	\$105,895	\$96,837	\$96,837
ACO Fund	\$0	\$20,413	\$0	\$0	\$0
General Fund	\$55,765	\$95,819	\$105,820	\$160,512	\$160,512
Total	\$148,024	\$270,882	\$211,715	\$257,349	\$257,349

BUDGET UNIT DESCRIPTION

Budget Unit 160-1 (Fund 110). This budget unit finances the central printing and reproduction services for all county departments and provides such services to other local governmental agencies on a full-cost reimbursement basis. Certain printing services are contracted to local commercial firms where cost and/or special features dictate. Courier service for county departments and local government agencies is also in this division.

PROGRAM SUMMARIES

The mission of this unit is to provide accurate, high-quality reprographics for customers on a cost- and time-advantaged basis. The mission of the courier is to provide accurate, reliable, and timely document delivery. Goals include to seek continuous improvements and to provide cost and quality advantages to customers. Objectives also include review of emerging technologies, networking, high-volume direct printing, a review of charging practices, and marketing to new governmental agencies.

POSITION SUMMARY

Position Classification	Full-Time Equivalents			Salary & Benefits
	Current	Requested	Adopted	
County Printer	1.00	1.00	1.00	\$41,408
Courier-Clerk	1.50	1.50	1.50	\$49,747
Graphic Arts/Courier Supervisor	1.00	1.00	1.00	\$56,294
Workers Compensation	0.00	0.00	0.00	\$12,682
Extra Help	0.00	0.00	0.00	\$3,875
Overtime	0.00	0.00	0.00	\$862
Total	3.50	3.50	3.50	\$164,868

Central Services Division

TELEPHONE INTERNAL SERVICE FUND BUDGET UNIT DETAIL

Budget Category	Actual 2001/2002	Budget 2002/2003	Estimated Actual 2002/2003	Requested 2003/2004	Adopted 2003/2004
APPROPRIATIONS					
Salaries & Benefits	\$199,197	\$284,889	\$297,083	\$319,209	\$319,209
Services & Supplies	\$1,729,045	\$1,717,589	\$1,309,890	\$1,803,509	\$1,803,509
Fixed Assets	\$351,150	\$200,000	\$172,913	\$350,967	\$350,967
Other Charges	\$347,293	\$240,355	\$264,143	\$253,180	\$253,180
Total	\$2,626,685	\$2,442,833	\$2,044,029	\$2,726,865	\$2,726,865
REVENUES					
Fees & Charges	\$2,165,343	\$1,961,000	\$2,038,596	\$2,002,000	\$2,002,000
Other Revenue	\$1,607	\$0	\$0	\$21,000	\$21,000
Use of Reserves	\$459,323	\$481,833	\$5,433	\$703,865	\$703,865
Total	\$2,626,273	\$2,442,833	\$2,044,029	\$2,726,865	\$2,726,865

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 is designed to provide voice and data communications to county government facilities and other local governmental agencies that desire to purchase services. All costs of the system are covered by reimbursements from users.

PROGRAM SUMMARIES

The mission of the telecommunications unit is to provide the basis for improved government services to communities through enhanced telecommunications capabilities. The long-term goals are to enhance system availability, reliability, and efficiency to users, and to align customer service practices with user expectations.

GOALS for 2003/2004

1. Train departments on new online access for service requests.
2. Hold quarterly user group meetings.
3. Shorten time to deliver billings.
4. Complete work orders in no less than 15 days.
5. Enhance network to allow digital integration.
6. Upgrade switching equipment to enable full Caller ID and 911 capabilities at all locations.

POSITION SUMMARY

Position Classification	Full-Time Equivalents			Salary & Benefits
	Current	Requested	Adopted	
Administrative Clerk II - 1	1.00	1.00	1.00	\$38,654
Telecommunications Analyst II	1.00	1.00	1.00	\$66,190
Telecommunications Technician	1.00	1.00	1.00	\$66,453
Supervising Telecommunications	1.00	1.00	1.00	\$78,791
Workers Compensation	0.00	0.00	0.00	\$1,103
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	\$3,015
Salary Transfer	0.00	0.00	0.00	\$49,394
Total	4.00	4.00	4.00	\$319,209

County Administrative Office SUMMARY

<u>Budget Category</u>	<u>Actual 2001/2002</u>	<u>Budget 2002/2003</u>	<u>Estimated Actual 2002/2003</u>	<u>Requested 2003/2004</u>	<u>Adopted 2003/2004</u>
APPROPRIATIONS					
Salaries & Benefits	\$1,230,352	\$1,407,101	\$1,289,027	\$1,500,322	\$1,500,322
Services & Supplies	\$3,428,513	\$4,025,679	\$3,992,018	\$4,583,006	\$4,583,006
Other Charges	\$92,496	\$120,000	\$170,720	\$200,000	\$200,000
Expense Reimbursement	\$8,965	\$11,000	\$-155,144	\$-195,210	\$-195,210
Operating Transfers Out	\$0	\$0	\$0	\$0	\$0
Intrafund Transfers	\$-1,103,925	\$-1,775,472	\$-1,707,634	\$-2,126,036	\$-2,126,036
Payment to State	\$1,406,342	\$1,405,000	\$1,405,000	\$1,405,000	\$1,405,000
Retiree Benefits	\$873,148	\$940,000	\$960,138	\$1,080,900	\$1,080,900
	\$5,935,891	\$6,133,308	\$5,954,125	\$6,447,982	\$6,447,982
REVENUES					
General Fund	\$2,505,634	\$2,610,810	\$2,378,503	\$2,761,336	\$2,761,336
Fees & Charges	\$83,757	\$86,800	\$105,348	\$105,100	\$105,100
Interest/Investment Income	\$37,864	\$22,500	\$-1,682	\$10,000	\$10,000
Other Revenue	\$5,474	\$1,800	\$22,425	\$6,150	\$6,150
Use of Reserves	\$68,474	\$101,600	\$158,655	\$191,500	\$191,500
Operating Transfers In	\$0	\$0	\$0	\$0	\$0
Fines/Forfeitures/Other	\$1,406,342	\$1,405,000	\$1,405,000	\$1,405,000	\$1,405,000
Payroll Deductions	\$1,545,598	\$1,682,035	\$1,672,691	\$1,947,639	\$1,947,639
Local Government Agencies	\$74,333	\$222,763	\$0	\$0	\$0
Tribal Mitigation	\$0	\$0	\$0	\$21,257	\$21,257
Available Carryover	\$0	\$0	\$0	\$0	\$0
	\$5,727,476	\$6,133,308	\$5,740,940	\$6,447,982	\$6,447,982
POSITIONS (FTE)	19.00	19.00	21.00	21.00	21.00

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. Additionally, the County Administrative Office implements the policies and goals of the Board of Supervisors.

FY 2002-2003 GOALS AND ACCOMPLISHMENTS

The County Administrative Office divisions focus on those activities that are necessary to satisfactorily serve the public and policy makers as well as provide direction and a foundation on which departments can build their programs. A management plan was developed for 2002-03 with specific goals in alignment with Board of Supervisors directed goals and policies. These board goals included:

1. To promote a user friendly government;
2. To protect and preserve agricultural land;

3. To enhance the quality of life for all Yolo County citizens and help all to achieve their highest level of independence;
4. To continue to exercise fiscal responsibility; and
5. To promote intergovernmental cooperation.

The County Administrative Office established the management plan in cooperation with county departments and the plan included specific goals and objectives for each department. Of the many goals and objectives achieved throughout the year, the integration of the economic development function within the CAO office, the development of a performance measurement pilot project in the Office of Revenue and Reimbursement and the development of the budget management system are three examples.

FY 2003-2004 GOALS AND OBJECTIVES

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 (results) based management system. A working draft and update of the Yolo County Leadership Plan (former management plan) has been developed which establishes and states the mission, vision, values and goals of the Board of Supervisors as well as the specific department goals and objectives in support of this plan. The CAO will continue to work with departments on the attainment of these specific goals and objectives and the refinement of the plan. The Board of Supervisors' goals are as follows:

1. Continue to exercise fiscal responsibility, preserve safety net services, live within resources available 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

SALARIES AND BENEFITS: The increase in positions reflects the transfer of the Economic Development staff of two.

County Administrative Office

COUNTY ADMINISTRATIVE OFFICE BUDGET UNIT DETAIL

Budget Category	Actual 2001/2002	Budget 2002/2003	Estimated Actual 2002/2003	Requested 2003/2004	Adopted 2003/2004
APPROPRIATIONS					
Salaries & Benefits	\$725,153	\$805,956	\$781,406	\$909,515	\$909,515
Services & Supplies	\$157,856	\$139,528	\$171,006	\$135,946	\$135,946
Total	\$883,009	\$945,484	\$952,412	\$1,045,461	\$1,045,461
REVENUES					
Tribal Mitigation	\$0	\$0	\$0	\$21,257	\$21,257
General Fund	\$883,009	\$945,484	\$952,412	\$1,024,204	\$1,024,204
Total	\$883,009	\$945,484	\$952,412	\$1,045,461	\$1,045,461

BUDGET UNIT DESCRIPTION

Budget Unit 102-1 (Fund 110). This budget unit finances the office of the County Administrative Officer. The County Administrative Officer 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 the participation in and cooperation with, various local, regional and statewide organizations for the benefit of the county.

PROGRAM SUMMARIES

Functions include administration of the Budget Office, Office of Revenue and Reimbursement, Public Information, Tribal Affairs, Economic Development, Human Resources, Information Technology and Central Services Division. 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.

POSITION SUMMARY

Position Classification	Full-Time Equivalents			Salary & Benefits
	Current	Requested	Adopted	
Asst. County Admin. Officer	2.00	2.00	2.00	\$152,920
County Administrative Officer	1.00	1.00	1.00	\$152,223
Principal Admin. Analyst	3.00	3.00	3.00	\$288,296
Executive Secy/Secy III - conf	2.00	2.00	2.00	\$87,005
Business Services Officer	1.00	1.00	1.00	\$83,674
Communications Officer	1.00	1.00	1.00	\$75,176
Workers Compensation	0.00	0.00	0.00	\$3,621
Support from staff in LAFCO	0.00	0.00	0.00	\$57,400
Benefit Cashout	0.00	0.00	0.00	\$9,200
Total	10.00	10.00	10.00	\$909,515

County Administrative Office

CRIMINAL JUSTICE COLLECTIONS BUDGET UNIT DETAIL

Budget Category	Actual 2001/2002	Budget 2002/2003	Estimated Actual 2002/2003	Requested 2003/2004	Adopted 2003/2004
APPROPRIATIONS					
Payment to State	\$1,406,342	\$1,405,000	\$1,405,000	\$1,405,000	\$1,405,000
Total	\$1,406,342	\$1,405,000	\$1,405,000	\$1,405,000	\$1,405,000
REVENUES					
Fines/Forfeitures/Other	\$1,406,342	\$1,405,000	\$1,405,000	\$1,405,000	\$1,405,000
Total	\$1,406,342	\$1,405,000	\$1,405,000	\$1,405,000	\$1,405,000

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 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.

County Administrative Office

DENTAL INSURANCE - ISF BUDGET UNIT DETAIL

Budget Category	Actual 2001/2002	Budget 2002/2003	Estimated Actual 2002/2003	Requested 2003/2004	Adopted 2003/2004
APPROPRIATIONS					
Services & Supplies	\$1,756,260	\$1,682,035	\$1,885,940	\$1,947,639	\$1,947,639
Total	\$1,756,260	\$1,682,035	\$1,885,940	\$1,947,639	\$1,947,639
REVENUES					
Interest/Investment Income	\$2,247	\$0	\$-8,533	\$0	\$0
Payroll Deductions	\$1,545,598	\$1,682,035	\$1,672,691	\$1,947,639	\$1,947,639
Total	\$1,547,845	\$1,682,035	\$1,664,158	\$1,947,639	\$1,947,639

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 2003/04. Future increases in the contribution rate are anticipated.

County Administrative Office

ECONOMIC DEVELOPMENT BUDGET UNIT DETAIL

Budget Category	Actual 2001/2002	Budget 2002/2003	Estimated Actual 2002/2003	Requested 2003/2004	Adopted 2003/2004
APPROPRIATIONS					
Salaries & Benefits	\$62,012	\$125,625	\$66,855	\$93,569	\$93,569
Services & Supplies	\$37,766	\$26,342	\$19,939	\$26,342	\$26,342
Total	\$99,778	\$151,967	\$86,794	\$119,911	\$119,911
REVENUES					
General Fund	\$99,778	\$151,967	\$86,794	\$119,911	\$119,911
Total	\$99,778	\$151,967	\$86,794	\$119,911	\$119,911

BUDGET UNIT DESCRIPTION

This division develops and implements strategic economic development initiatives in concert with the Economic Development Council through policy set by the Board of Supervisors.

PROGRAM SUMMARIES

Budget Unit 297-4 (Fund 110). This budget unit administers the county's economic development initiatives established by the Economic Development Council (EDC) and approved by the Board of Supervisors.

Program Summary:

1. Create and update the Yolo County Comprehensive Economic Development Strategy and the county's Agriculture/Tourism Targeted Industry Analysis.

2. Engage the public and key members of the community and region in networks and dialogues about appropriate economic development initiatives. Hold an annual Economic Summit addressing urgent issues affecting regional economies and the labor force.

3. Coordinate economic development with the CDBG program and other public and private initiatives to leverage and maximize their effectiveness.

4. Pursue sources of funds for uses and needs consistent with desired economic development results.

5. Collaborate with other jurisdictions and regional marketing groups, such as SACTO, Sacramento Metro Chamber of Commerce, and Yolo BioZone, representing the economic interests of Yolo County in all matters.

6. Coordinate permit processing for targeted industries, including biotechnology, tourism, and film.

7. Update economic development public information via the Yolo County website, brochures and other literature, including the "Business Matters" profile of Yolo County developed to attract new business.

POSITION SUMMARY

Full-Time Equivalents

Position Classification	Current	Requested	Adopted	Salary & Benefits
Secretary III - Conf.	1.00	1.00	1.00	\$38,015
Economic Resources Coordinator	1.00	1.00	1.00	\$74,220
Workers Compensation	0.00	0.00	0.00	\$342
Salary Transfer	0.00	0.00	0.00	\$-19,008
Total	2.00	2.00	2.00	\$93,569

County Administrative Office

LOCAL AGENCY FORMATION COMMISSION BUDGET UNIT DETAIL

Budget Category	Actual 2001/2002	Budget 2002/2003	Estimated Actual 2002/2003	Requested 2003/2004	Adopted 2003/2004
APPROPRIATIONS					
Salaries & Benefits	\$173,374	\$222,763	\$155,144	\$206,210	\$206,210
Services & Supplies	\$42,343	\$0	\$0	\$0	\$0
Expense Reimbursement	\$0	\$0	\$-155,144	\$-206,210	\$-206,210
Total	\$215,717	\$222,763	\$0	\$0	\$0
REVENUES					
Local Government Agencies	\$74,333	\$222,763	\$0	\$0	\$0
Fees & Charges	\$620	\$0	\$0	\$0	\$0
Other Revenue	\$438	\$0	\$0	\$0	\$0
Interest/Investment Income	\$-866	\$0	\$0	\$0	\$0
Available Carryover	\$0	\$0	\$0	\$0	\$0
General Fund	\$141,192	\$0	\$0	\$0	\$0
Total	\$215,717	\$222,763	\$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, review and make 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.

CHANGES:

SALARIES AND BENEFITS: 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 positions in the 2002/03 budget was shown as a revenue to off-set the expenditure. In 2003/04 funding is shown as an expense reimbursement in appropriations. The apparent increase in salaries and benefits from budgeted to actual is a result of a vacant position for part of the year and an unexpended benefit cashout.

POSITION SUMMARY

Position Classification	Full-Time Equivalents			Salary & Benefits
	Current	Requested	Adopted	
Principal Admin. Analyst	2.00	2.00	2.00	\$150,213
Office Support Specialist	1.00	1.00	1.00	\$45,796
Workers Compensation	0.00	0.00	0.00	\$1,701
Benefit Cashout	0.00	0.00	0.00	\$5,000
Extra Help	0.00	0.00	0.00	\$3,500
Total	3.00	3.00	3.00	\$206,210

County Administrative Office

OFFICE OF REVENUE & REIMBURSEMENT BUDGET UNIT DETAIL

Budget Category	Actual 2001/2002	Budget 2002/2003	Estimated Actual 2002/2003	Requested 2003/2004	Adopted 2003/2004
APPROPRIATIONS					
Salaries & Benefits	\$243,579	\$241,661	\$249,778	\$266,028	\$266,028
Services & Supplies	\$125,785	\$137,823	\$108,581	\$126,678	\$126,678
Expense Reimbursement	\$8,965	\$11,000	\$0	\$11,000	\$11,000
Total	\$378,329	\$390,484	\$358,359	\$403,706	\$403,706
REVENUES					
Fees & Charges	\$83,137	\$86,800	\$105,348	\$105,100	\$105,100
Interest/Investment Income	\$11,358	\$500	\$-6,414	\$0	\$0
Other Revenue	\$3,851	\$1,800	\$8,235	\$6,150	\$6,150
General Fund	\$279,983	\$301,384	\$251,190	\$292,456	\$292,456
Total	\$378,329	\$390,484	\$358,359	\$403,706	\$403,706

BUDGET UNIT DESCRIPTION

Budget Unit 201-5 (Fund 110). This unit is a division under the administrative direction of the County Administrative Office. The Office of Revenue and Reimbursement (O.R.R.) provides centralized collection for county departments, some city departments, and some court-ordered fees.

PROGRAM SUMMARIES

The Office of Revenue and Reimbursement provides professional and cost-effective collection services of installment payments, delinquent city and county accounts receivable accounts, Probation Department fees, and victim restitution fees.

PERFORMANCE MEASUREMENT: The division recently completed the first installment of a performance measurement pilot project. As a result of the project, 12 goals and objectives were identified that will be used as the division's performance indicators. These 12 indicators will be the systematic method of quantifying work performed by staff to analyze whether current performance is meeting the intended goals and objectives. Staff will address the central questions of performance measurement: 1) Are resources being used effectively, and 2) Are goals and objectives being met. These performance measurements are "results oriented and center on quality and efficiency of service delivery" and are the basis of managing services and budget.

The initial phase of the performance measurement study included a "cost of service" or activity-based cost analysis (ABC). This study covered a period of time when the division collected \$859,000 while expending \$420,000 (i.e., collected \$1 at a cost of 49 cents). A total of 15,110 transactions were involved. Each transaction's average cost was \$28 and average collection was \$57.

GOALS AND OBJECTIVES FOR 2003-04:

1. IMPROVE VOLUNTARY DEBT RESOLUTION COLLECTIONS by 4% over 2002-03 by accepting credit card payments, improving follow-up activities, and training staff.

2. INCREASE EFFICIENCY OF FRANCHISE TAX BOARD (FTB) COLLECTIONS by decreasing refunds (20%) of legally uncollectable debt. The division is enhancing its computer software to omit expired judgements.

3. INCREASE INTERNALLY ENFORCED COLLECTIONS by 15%. Staff will train other county departments regarding the referral of accounts for collection and will increase the filing of property liens for payments by debtors.

<u>POSITION SUMMARY</u>				
Position Classification	Full-Time Equivalents			Salary & Benefits
	Current	Requested	Adopted	
Account Clerk III	2.00	2.00	2.00	\$84,612
Administrative Clerk II - 1	1.00	1.00	1.00	\$0
Revenue Collections Spec. II	1.00	1.00	1.00	\$49,276
Revenue & Reimbursement Coord	1.00	1.00	1.00	\$69,460
Senior Accounting Technician	1.00	1.00	1.00	\$51,811
Workers Compensation	0.00	0.00	0.00	\$1,340
Extra Help	0.00	0.00	0.00	\$9,529
Total	6.00	6.00	6.00	\$266,028

County Administrative Office

RISK MANAGEMENT BUDGET UNIT DETAIL

Budget Category	Actual 2001/2002	Budget 2002/2003	Estimated Actual 2002/2003	Requested 2003/2004	Adopted 2003/2004
APPROPRIATIONS					
Salaries & Benefits	\$26,234	\$11,096	\$35,844	\$25,000	\$25,000
Services & Supplies	\$1,154,358	\$1,859,076	\$1,676,445	\$2,226,895	\$2,226,895
Intrafund Transfers	\$-1,103,925	\$-1,775,472	\$-1,707,634	\$-2,126,036	\$-2,126,036
Total	\$76,667	\$94,700	\$4,655	\$125,859	\$125,859
REVENUES					
General Fund	\$76,667	\$94,700	\$0	\$125,859	\$125,859
Other Revenue	\$0	\$0	\$13,252	\$0	\$0
Total	\$76,667	\$94,700	\$13,252	\$125,859	\$125,859

BUDGET UNIT DESCRIPTION

Budget Unit 155-1 (Fund 110). This budget unit finances the county's 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 day-to-day management of 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 be \$639,662, a 13% increase over 2002/03. 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 of Yolo 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. Human Resources is responsible for program administration including pre-employment and periodic medical examinations, training programs, and record-keeping. Due to legislated benefit increases, the workers' compensation program is expected to be \$2,126,036, a 20% increase over 2002/03.

3. **OTHER INSURANCE:** This budget unit also provides for other insurance policies, including property, boiler and machinery, and fidelity. The total cost of these policies is \$125,859.

POSITION SUMMARY

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

County Administrative Office

SPECIAL EMPLOYEE SERVICES BUDGET UNIT DETAIL

Budget Category	Actual 2001/2002	Budget 2002/2003	Estimated Actual 2002/2003	Requested 2003/2004	Adopted 2003/2004
APPROPRIATIONS					
Retiree Benefits	\$873,148	\$940,000	\$960,138	\$1,080,900	\$1,080,900
Services & Supplies	\$153,042	\$177,275	\$128,907	\$118,006	\$118,006
Total	\$1,026,190	\$1,117,275	\$1,089,045	\$1,198,906	\$1,198,906
REVENUES					
Other Revenue	\$1,185	\$0	\$938	\$0	\$0
General Fund	\$1,025,005	\$1,117,275	\$1,088,107	\$1,198,906	\$1,198,906
Total	\$1,026,190	\$1,117,275	\$1,089,045	\$1,198,906	\$1,198,906

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, diversity events, and the county employee picnic.

County Administrative Office

UNEMPLOYMENT INSURANCE - ISF BUDGET UNIT DETAIL

Budget Category	Actual 2001/2002	Budget 2002/2003	Estimated Actual 2002/2003	Requested 2003/2004	Adopted 2003/2004
APPROPRIATIONS					
Services & Supplies	\$1,103	\$3,600	\$1,200	\$1,500	\$1,500
Other Charges	\$92,496	\$120,000	\$170,720	\$200,000	\$200,000
Total	\$93,599	\$123,600	\$171,920	\$201,500	\$201,500
REVENUES					
Interest/Investment Income	\$25,125	\$22,000	\$13,265	\$10,000	\$10,000
Use of Reserves	\$68,474	\$101,600	\$158,655	\$191,500	\$191,500
Total	\$93,599	\$123,600	\$171,920	\$201,500	\$201,500

BUDGET UNIT DESCRIPTION

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

PROGRAM SUMMARIES

Revenue is generated by charging departments a percentage of employee salaries. However, this budget unit has sufficient funds to cover expenses for this year so it will not be necessary to charge departments. Expenses in this budget unit are unemployment insurance claims and administrative costs.

County Clerk-Recorder SUMMARY

Budget Category	Actual 2001/2002	Budget 2002/2003	Estimated Actual 2002/2003	Requested 2003/2004	Adopted 2003/2004
APPROPRIATIONS					
Salaries & Benefits	\$1,095,311	\$1,323,965	\$1,385,313	\$1,880,823	\$1,880,823
Services & Supplies	\$1,061,054	\$851,383	\$702,181	\$1,396,345	\$1,396,345
Fixed Assets	\$14,770	\$25,300	\$0	\$0	\$0
Expense Reimbursement	\$-156,747	\$-175,149	\$-156,796	\$-326,458	\$-326,458
Intrafund Transfers	\$0	\$25,240	\$12,081	\$21,554	\$21,554
	\$2,014,388	\$2,050,739	\$1,942,779	\$2,972,264	\$2,972,264
REVENUES					
General Fund	\$904,980	\$733,289	\$906,551	\$1,233,289	\$1,233,289
Fees & Charges	\$696,917	\$964,200	\$904,059	\$1,489,550	\$1,489,550
Federal/State Reimbursement	\$50,069	\$50,000	\$9,661	\$0	\$0
Other Revenue	\$341,210	\$303,250	\$203,049	\$249,425	\$249,425
	\$1,993,176	\$2,050,739	\$2,023,320	\$2,972,264	\$2,972,264
POSITIONS (FTE)	21.00	22.00	22.00	22.00	22.00

MISSION

The County Clerk provides the services of the Recorder and Elections to the public of Yolo County.

SIGNIFICANT CHANGES

For FY 2003/2004, there are two elections scheduled, at a minimum. One of these is a Presidential Primary, which is equal in scale to any other election ever conducted by this office. An appropriate comparison would be to the Gubernatorial Primary of 2001/2002, although this comparison is limited by recently enacted legislation and unprecedented interest in election administration. The two areas of significant change in 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 recent state fiscal issues, the state has stopped payments. The second major area of increase is the projected cost of the unprecedented gubernatorial recall election.

The Clerk-Recorder's office is planning a move to a new location, which will allow the department to better serve customers. The move accounts for some of the increase reflected in the budget. The Clerk-Recorder's office is expected to relocate within the County Administration Building.

County Clerk-Recorder

ADMINISTRATION BUDGET UNIT DETAIL

Budget Category	Actual 2001/2002	Budget 2002/2003	Estimated Actual 2002/2003	Requested 2003/2004	Adopted 2003/2004
APPROPRIATIONS					
Salaries & Benefits	\$208,160	\$149,909	\$149,909	\$304,923	\$304,923
Services & Supplies	\$12,689	\$25,240	\$6,887	\$21,535	\$21,535
Expense Reimbursement	\$-156,747	\$-175,149	\$-156,796	\$-326,458	\$-326,458
Total	\$64,102	\$0	\$0	\$0	\$0
REVENUES					
Other Revenue	\$0	\$0	\$1,350	\$0	\$0
Total	\$0	\$0	\$1,350	\$0	\$0

BUDGET UNIT DESCRIPTION

Budget Unit 201-2 (Fund 110). This budget unit funds the salaries of the County Clerk-Recorder, Chief Deputy Clerk-Recorder, Assistant to the Clerk-Recorder, and Data Services Coordinator/Programmer. Transfers to this budget unit from the Elections and Clerk-Recorder's budgets reflect the responsibilities of the staff to those divisions.

PROGRAM SUMMARIES

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.

Position Classification	Full-Time Equivalents			Salary & Benefits
	Current	Requested	Adopted	
Asst. to the Co Clerk/Recorder	1.00	1.00	1.00	\$50,403
County Clerk-Recorder	1.00	1.00	1.00	\$105,506
Chief Deputy Clerk/Recorder	1.00	1.00	1.00	\$79,797
Data Services Coordinator/Prog	1.00	1.00	1.00	\$63,418
Overtime	0.00	0.00	0.00	\$4,641
Workers Compensation	0.00	0.00	0.00	\$1,158
Salary Transfer	0.00	0.00	0.00	\$0
Total	4.00	4.00	4.00	\$304,923

County Clerk-Recorder

ELECTIONS BUDGET UNIT DETAIL

Budget Category	Actual 2001/2002	Budget 2002/2003	Estimated Actual 2002/2003	Requested 2003/2004	Adopted 2003/2004
APPROPRIATIONS					
Salaries & Benefits	\$424,917	\$512,521	\$507,776	\$652,812	\$652,812
Services & Supplies	\$821,671	\$513,148	\$518,411	\$750,210	\$750,210
Intrafund Transfers	\$0	\$12,620	\$12,081	\$10,767	\$10,767
Fixed Assets	\$14,770	\$0	\$0	\$0	\$0
Total	\$1,261,358	\$1,038,289	\$1,038,268	\$1,413,789	\$1,413,789
REVENUES					
Fees & Charges	\$38,770	\$30,000	\$10,708	\$15,000	\$15,000
Other Revenue	\$267,539	\$225,000	\$111,348	\$165,500	\$165,500
Federal/State Reimbursement	\$50,069	\$50,000	\$9,661	\$0	\$0
General Fund	\$904,980	\$733,289	\$906,551	\$1,233,289	\$1,233,289
Total	\$1,261,358	\$1,038,289	\$1,038,268	\$1,413,789	\$1,413,789

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.

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 FY 2003/04, there are at least two elections scheduled. One of these is a Presidential Primary, 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	
Administrative Assistant	1.00	1.00	1.00	\$53,254
Elections Aide	2.00	2.00	2.00	\$90,047
Elections Technician	2.00	2.00	2.00	\$40,682
Supervising Elections Tech	1.00	1.00	1.00	\$53,821
Senior Elections Technician	1.00	1.00	1.00	\$46,088
Extra Help	0.00	0.00	0.00	\$186,953
Overtime	0.00	0.00	0.00	\$25,000
Workers Compensation	0.00	0.00	0.00	\$4,500
Salary Transfer	0.00	0.00	0.00	\$152,467
Total	7.00	7.00	7.00	\$652,812

County Clerk-Recorder

RECORDER BUDGET UNIT DETAIL

Budget Category	Actual 2001/2002	Budget 2002/2003	Estimated Actual 2002/2003	Requested 2003/2004	Adopted 2003/2004
APPROPRIATIONS					
Salaries & Benefits	\$462,234	\$661,535	\$727,628	\$923,088	\$923,088
Services & Supplies	\$226,694	\$312,995	\$176,883	\$624,600	\$624,600
Intrafund Transfers	\$0	\$12,620	\$0	\$10,787	\$10,787
Fixed Assets	\$0	\$25,300	\$0	\$0	\$0
Total	\$688,928	\$1,012,450	\$904,511	\$1,558,475	\$1,558,475
REVENUES					
Fees & Charges	\$658,147	\$934,200	\$893,351	\$1,474,550	\$1,474,550
Other Revenue	\$73,671	\$78,250	\$90,351	\$83,925	\$83,925
Total	\$731,818	\$1,012,450	\$983,702	\$1,558,475	\$1,558,475

BUDGET UNIT DESCRIPTION

Budget Unit 285-1 (Fund 110). The Clerk-Recorder office is a fee-funded office that has seen a large, steady workload increase during the past three fiscal years. A detailed preliminary work-study analysis conducted by the Information Technology Division (ITD) demonstrated there should be 17 employees doing the daily work that the current nine full-time staff and four temporary staff provide. With the increase in funds, the department can support the increase in staffing that will be requested this year. This office is working with Human Resources to prepare a reorganization to address the office staffing requirements. The staffing plan will be forthcoming to the Board in conjunction with the relocation plan being planned with the Central Services Division.

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. However, the Clerk-Recorder's office has run out of space to appropriately perform daily duties. Currently, there are more people than desks. 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. 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.

POSITION SUMMARY

Position Classification	Full-Time Equivalents			Salary & Benefits
	Current	Requested	Adopted	
Accounting Technician	1.00	1.00	1.00	\$51,919
Clerk-Recorder Support Spec.	3.00	3.00	3.00	\$209,186
Clerk-Recorder Technician	5.00	5.00	5.00	\$266,379
Assistant Clerk-Recorder	1.00	1.00	1.00	\$158,881
Staff Services Analyst II	1.00	1.00	1.00	\$52,493
Overtime	0.00	0.00	0.00	\$8,500
Extra Help	0.00	0.00	0.00	\$18,000
Workers Compensation	0.00	0.00	0.00	\$5,260
Salary Transfer	0.00	0.00	0.00	\$152,470
Total	11.00	11.00	11.00	\$923,088

County Counsel SUMMARY

<u>Budget Category</u>	<u>Actual 2001/2002</u>	<u>Budget 2002/2003</u>	<u>Estimated Actual 2002/2003</u>	<u>Requested 2003/2004</u>	<u>Adopted 2003/2004</u>
APPROPRIATIONS					
Salaries & Benefits	\$782,059	\$871,135	\$866,746	\$948,857	\$948,857
Services & Supplies	\$1,000,514	\$981,633	\$852,409	\$971,679	\$971,679
Expense Reimbursement	\$-208,589	\$-223,960	\$-232,076	\$-257,500	\$-257,500
	\$1,573,984	\$1,628,808	\$1,487,079	\$1,663,036	\$1,663,036
REVENUES					
General Fund	\$1,253,064	\$1,339,408	\$1,147,347	\$1,320,986	\$1,320,986
Fees & Charges	\$131,810	\$102,400	\$140,334	\$132,050	\$132,050
Federal/State Reimbursement	\$182,110	\$180,000	\$199,398	\$200,000	\$200,000
Small Claims Fund	\$7,000	\$7,000	\$0	\$10,000	\$10,000
	\$1,573,984	\$1,628,808	\$1,487,079	\$1,663,036	\$1,663,036
POSITIONS (FTE)	10.00	10.00	10.00	10.00	10.00

MISSION

To provide the best possible legal representation to all clients.

FY 2002-2003 GOALS AND ACCOMPLISHMENTS

Assisted in the County-Tribe Agreement; adapted to the departure of two attorneys, the arrival of a new attorney, and the increasing demands of clients for the legal expertise of this office.

FY 2003-2004 GOALS AND OBJECTIVES

Assist in the implementation of the County-Tribe Agreement; hire a replacement attorney primarily to handle Air District and Public Works matters; continue to provide excellent legal services in a timely manner.

SIGNIFICANT CHANGES

Demand for legal services has significantly increased over the past two years. Demand has been generated by requests from county departments and other non-county clients. Based on workload, it is necessary to convert the Secretary I/II/III limited term full-time position to a permanent full-time position, funding it at half time.

County Counsel

COUNTY COUNSEL BUDGET UNIT DETAIL

Budget Category	Actual 2001/2002	Budget 2002/2003	Estimated Actual 2002/2003	Requested 2003/2004	Adopted 2003/2004
APPROPRIATIONS					
Salaries & Benefits	\$782,059	\$871,135	\$866,746	\$948,857	\$948,857
Services & Supplies	\$113,960	\$85,995	\$74,385	\$100,604	\$100,604
Expense Reimbursement	\$-208,589	\$-223,960	\$-232,076	\$-257,500	\$-257,500
Total	\$687,430	\$733,170	\$709,055	\$791,961	\$791,961
REVENUES					
General Fund	\$548,620	\$623,770	\$568,721	\$649,911	\$649,911
Fees & Charges	\$131,810	\$102,400	\$140,334	\$132,050	\$132,050
Small Claims Fund	\$7,000	\$7,000	\$0	\$10,000	\$10,000
Total	\$687,430	\$733,170	\$709,055	\$791,961	\$791,961

BUDGET UNIT DESCRIPTION

Budget Unit 115-1 (Fund 110). The County Counsel's Office provides civil legal representation to the Board of Supervisors, 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 is a flat rate of \$10,000 for 2002/03 and 2003/04. 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 Classification	Full-Time Equivalents			Salary & Benefits
	Current	Requested	Adopted	
Asst. County Counsel	1.00	1.00	1.00	\$129,399
County Counsel	1.00	1.00	1.00	\$147,801
Deputy County Counsel III	3.00	3.00	3.00	\$257,025
Legal Administrative Assistant	1.00	1.00	1.00	\$68,687
Secretary III - Conf.	1.00	1.00	1.00	\$25,951
Secretary - County Counsel	1.00	1.00	1.00	\$56,764
Senior Deputy Co. Counsel	2.00	2.00	2.00	\$237,550
Workers Compensation	0.00	0.00	0.00	\$4,502
Benefit Cashout	0.00	0.00	0.00	\$13,264
Extra Help	0.00	0.00	0.00	\$7,914
Total	10.00	10.00	10.00	\$948,857

County Counsel

INDIGENT DEFENSE CONTRACTS BUDGET UNIT DETAIL

<u>Budget Category</u>	<u>Actual 2001/2002</u>	<u>Budget 2002/2003</u>	<u>Estimated Actual 2002/2003</u>	<u>Requested 2003/2004</u>	<u>Adopted 2003/2004</u>
APPROPRIATIONS					
Services & Supplies	\$886,554	\$895,638	\$778,024	\$871,075	\$871,075
Total	\$886,554	\$895,638	\$778,024	\$871,075	\$871,075
REVENUES					
Federal/State Reimbursement	\$182,110	\$180,000	\$199,398	\$200,000	\$200,000
General Fund	\$704,444	\$715,638	\$578,626	\$671,075	\$671,075
Total	\$886,554	\$895,638	\$778,024	\$871,075	\$871,075

BUDGET UNIT DESCRIPTION

Budget Unit 210-5 (Fund 110). Indigent defense provides representation to indigent defendants when the Public Defender conflicts out. The court makes these appointments from the indigent defense panel, comprised of nine attorneys retained by separate contracts with the county. This budget also covers costs of investigators/experts/pro pers, outside-the-panel court-appointed attorneys and other indigent defense costs.

PROGRAM SUMMARIES

This budget unit's purpose is to provide the most efficient service to indigent defendants at a reasonable cost when the Public Defender conflicts out. The workload has validated the increase in compensation and the increase in number of attorneys on the panel. Compensation for extraordinary services has been kept within budget. A goal for 2003/04 is to continue to provide effective legal services in a cost-efficient manner. This goal includes seeking an increase in reimbursement from the court for representation in Welfare and Institutions Code section 300 matters by the panel. There has also been a reduction in the requests for extraordinary compensation by court appointments for outside counsel and panel attorneys. It cannot be predicted with certainty whether this reduction trend will continued. Current contracts expire July 30, 2006. An approximate 3.65% and 3% increase in contract costs will begin in 2004/2005 and 2005/2006, respectively.

Countywide Programs SUMMARY

<u>Budget Category</u>	<u>Actual 2001/2002</u>	<u>Budget 2002/2003</u>	<u>Estimated Actual 2002/2003</u>	<u>Requested 2003/2004</u>	<u>Adopted 2003/2004</u>
APPROPRIATIONS					
Salaries & Benefits	\$0	\$1,000,000	\$42,518	\$1,045,522	\$735,499
Services & Supplies	\$349,578	\$525,490	\$985,559	\$800,825	\$603,325
Other Charges	\$1,089,839	\$938,104	\$1,293,522	\$1,436,612	\$1,409,112
Expense Reimbursement	\$0	\$0	\$0	\$21,257	\$21,257
Operating Transfers Out	\$13,562,446	\$13,295,176	\$13,569,366	\$16,070,524	\$17,215,588
Intrafund Transfers	\$-240,065	\$0	\$-1,180,119	\$0	\$0
	\$14,761,798	\$15,758,770	\$14,710,846	\$19,374,740	\$19,984,781
REVENUES					
General Fund	\$14,291,446	\$15,752,270	\$14,675,200	\$19,203,519	\$19,813,560
Other Revenue	\$45,585	\$6,500	\$0	\$0	\$0
Operating Transfers In	\$424,768	\$0	\$35,646	\$0	\$0
Tribal Mitigation	\$0	\$0	\$0	\$171,221	\$171,221
	\$14,761,799	\$15,758,770	\$14,710,846	\$19,374,740	\$19,984,781
POSITIONS (FTE)	0.00	0.00	1.00	1.00	1.00

MISSION

Countywide Programs contains all appropriations that are not associated with a specific department, such as payments to joint powers authorities, some benefit costs, and special allocations to outside groups. Countywide also contains transfers from the General Fund to public safety fund departments and health and human service departments.

Countywide programs also includes expenditures related to the County-Tribal Intergovernmental Agreement. This budget includes an appropriation for a portion (\$171,221) of the current year's revenue to finance Tribal Office costs. The remainder of the total payment, \$1,328,779, will come to your Board for consideration in October, 2003.

FY 2003-2004 GOALS AND OBJECTIVES

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: \$760,588

Yolo County's annual share of costs of the Yolo County Communications and Emergency Services Agency. This year's cost is estimated to be \$5,600 less than in 2002/03.

COMMUNICATIONS JOINT POWERS AUTHORITY CAPITAL: \$55,111

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

COUNTY MUSEUM: \$10,000

Contribution to finance the cost of capital improvements/maintenance of the museum.

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.

OTHER COUNTYWIDE COSTS: \$905,058

Several countywide program cost increases are forecast for 2003/04; however, the specific amount of these program costs have not yet been determined. This account provides an appropriation to finance the increases in: the employee health insurance premium, a special election, dental insurance premium, workers compensation, and potential litigation settlements.

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): \$96,285

County's share of LAFCO costs.

LEGAL SERVICES: \$423,270

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: \$149,066

The General Fund contribution to the Library finances the salary and benefits of the County Librarian as required by state law.

LOBBYIST: \$42,000

Finances lobbyist service contracts.

MEDICAL FUND ALLOCATION: \$2,229,061

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: \$177,014

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

PUBLIC SAFETY FUND CONTRIBUTION: \$7,776,944

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 \$4,407,312, District Attorney \$2,282,215 and Probation \$1,087,417. The General Fund contribution is \$629,274 (8.6% greater than the prior year's contribution).

SUPPLEMENTAL FUNDING TO PUBLIC SAFETY FUND: \$2,528,064

A supplemental contribution to the Sheriff, District Attorney and Probation budgets to replace one-time public safety carryover funds used in 2002/03, and provide \$1,118,064 in supplemental funds for 2003/04.

SOCIAL SERVICES FUND CONTRIBUTION: \$3,938,075

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.

CHILD SUPPORT AUTOMATION PENALTY: \$410,000

The state's 2003/04 budget shifts 25 percent of the federal child support penalties to counties.

JUDGES BENEFITS: \$40,392

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

Countywide Programs

COUNTYWIDE PROGRAMS BUDGET UNIT DETAIL

Budget Category	Actual 2001/2002	Budget 2002/2003	Estimated Actual 2002/2003	Requested 2003/2004	Adopted 2003/2004
APPROPRIATIONS					
Salaries & Benefits	\$0	\$1,000,000	\$0	\$905,058	\$595,035
Services & Supplies	\$349,578	\$525,490	\$642,016	\$791,325	\$593,825
Other Charges	\$1,089,839	\$938,104	\$1,293,522	\$1,436,612	\$1,409,112
Operating Transfers Out	\$13,562,446	\$13,295,176	\$13,569,366	\$16,070,524	\$17,215,588
Intrafund Transfers	\$-240,065	\$0	\$-1,180,119	\$0	\$0
Total	\$14,761,798	\$15,758,770	\$14,324,785	\$19,203,519	\$19,813,560
REVENUES					
Operating Transfers In	\$424,768	\$0	\$35,646	\$0	\$0
Other Revenue	\$45,585	\$6,500	\$0	\$0	\$0
General Fund	\$14,291,446	\$15,752,270	\$14,289,139	\$19,203,519	\$19,813,560
Total	\$14,761,799	\$15,758,770	\$14,324,785	\$19,203,519	\$19,813,560

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 final budget includes amendments that: appropriate tribal funds to reimburse the county for 2002/03 casino impact costs; reduce the appropriation to the Water Resources Association; and transfer general fund monies to public safety departments to finance budgeted appropriations..

<u>POSITION SUMMARY</u>	Full-Time Equivalents			Salary & Benefits
	Current	Requested	Adopted	
Medical Insurance Increase	0.00	0.00	0.00	\$595,035
Total	0.00	0.00	0.00	\$595,035

Countywide Programs

TRIBAL RELATIONS OFFICE BUDGET UNIT DETAIL

Budget Category	Actual 2001/2002	Budget 2002/2003	Estimated Actual 2002/2003	Requested 2003/2004	Adopted 2003/2004
APPROPRIATIONS					
Salaries & Benefits	\$0	\$0	\$42,518	\$140,464	\$140,464
Services & Supplies	\$0	\$0	\$343,543	\$9,500	\$9,500
Expense Reimbursement	\$0	\$0	\$0	\$21,257	\$21,257
Total	\$0	\$0	\$386,061	\$171,221	\$171,221
REVENUES					
General Fund	\$0	\$0	\$386,061	\$0	\$0
Tribal Mitigation	\$0	\$0	\$0	\$171,221	\$171,221
Total	\$0	\$0	\$386,061	\$171,221	\$171,221

BUDGET UNIT DESCRIPTION

Budget unit 165-2 is a new unit created to track and monitor revenues and expenditures related to the County-Tribe Intergovernmental Agreement. The County is to receive a total of \$3,000,000 in this fiscal year. Per the Agreement, \$1,200,000 is allocated to the General Fund. \$300,000 is recommended in the Sheriff's budget to continue the Capay Valley Special Patrol, and as above, the Tribal Office is recommended at \$171,221. The remainder of the total payment, \$1,328,779, is still being evaluated by the County-Tribe Advisory Committee and will come to your Board for consideration as a budget amendment in October, 2003.

Position Classification	Full-Time Equivalents			Salary & Benefits
	Current	Requested	Adopted	
Salary Transfer	0.00	0.00	0.00	\$45,337
County-Tribe Intergov Coord.	1.00	1.00	1.00	\$92,765
Extra Help	0.00	0.00	0.00	\$2,000
Workers Compensation	0.00	0.00	0.00	\$362
Total	1.00	1.00	1.00	\$140,464

Grand Jury SUMMARY

<u>Budget Category</u>	<u>Actual 2001/2002</u>	<u>Budget 2002/2003</u>	<u>Estimated Actual 2002/2003</u>	<u>Requested 2003/2004</u>	<u>Adopted 2003/2004</u>
APPROPRIATIONS					
Services & Supplies	\$29,394	\$28,000	\$33,273	\$28,000	\$31,000
	\$29,394	\$28,000	\$33,273	\$28,000	\$31,000
REVENUES					
General Fund	\$29,394	\$28,000	\$33,273	\$28,000	\$31,000
	\$29,394	\$28,000	\$33,273	\$28,000	\$31,000
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.

Human Resources Division SUMMARY

<u>Budget Category</u>	<u>Actual 2001/2002</u>	<u>Budget 2002/2003</u>	<u>Estimated Actual 2002/2003</u>	<u>Requested 2003/2004</u>	<u>Adopted 2003/2004</u>
APPROPRIATIONS					
Salaries & Benefits	\$1,017,367	\$768,632	\$740,215	\$953,042	\$953,042
Services & Supplies	\$207,263	\$200,737	\$130,141	\$124,550	\$124,550
	\$1,224,630	\$969,369	\$870,356	\$1,077,592	\$1,077,592
REVENUES					
General Fund	\$1,221,646	\$969,369	\$846,947	\$1,055,592	\$1,055,592
Other Revenue	\$2,984	\$0	\$23,409	\$22,000	\$22,000
	\$1,224,630	\$969,369	\$870,356	\$1,077,592	\$1,077,592
POSITIONS (FTE)	11.00	12.00	12.00	12.00	12.00

MISSION

Human Resources' 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.

FY 2002-2003 GOALS AND ACCOMPLISHMENTS

Major accomplishments during 2002/03 include:

1. Successfully negotiated labor agreements with five bargaining units. The contracts with the Deputy Sheriff's and Sheriff's management units have five-year terms and provide for improved retirement benefits by using a revised employee contribution formula. Employee contributions will be used to "buy-down" the future cost of the retirement program.
2. The Yolo Training Academy delivered 70 training sessions including 35 sessions of harassment prevention training.
3. Working cooperatively with the Auditor-Controller and Information Technology staff, the department successfully upgraded the PeopleSoft HR/Payroll system to the latest web-based version. Additional training was provided to all department-level users.
4. Several health and safety programs have been revised including the Bloodborne pathogen program and the respirator protection program. Flu shots were provided to county employees, evacuation drills were conducted, and training was provided to supervisors and managers to manage workers' compensation claims and injured workers.
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.

FY 2003-2004 GOALS AND OBJECTIVES

1. During this fiscal year, negotiation sessions will begin with five bargaining units. Contracts expire June 30, 2004 with the general unit, supervisors, management, investigators and correctional officers.
2. Using the results of the training needs assessment, the Yolo Training Academy will offer courses this year designed to meet the needs identified by departments.
3. Health and safety programs will focus on revising the "lock out/tag out" policy and expanding the return to work program to provide a countywide focus to bringing injured workers back to the workplace.
4. Expand on the services provided to customers through the Human Resources website.

SIGNIFICANT CHANGES

SALARIES AND BENEFITS: An increase in salary and benefits is due to the end of a contract for training services with Employment and Social Services. In addition, an anticipated employee retirement will increase the cost of benefits cashout.

Human Resources Division

HUMAN RESOURCES BUDGET UNIT DETAIL

Budget Category	Actual 2001/2002	Budget 2002/2003	Estimated Actual 2002/2003	Requested 2003/2004	Adopted 2003/2004
APPROPRIATIONS					
Salaries & Benefits	\$574,496	\$678,127	\$641,884	\$786,272	\$786,272
Services & Supplies	\$172,319	\$180,782	\$126,055	\$118,750	\$118,750
Total	\$746,815	\$858,909	\$767,939	\$905,022	\$905,022
REVENUES					
Other Revenue	\$2,984	\$0	\$23,409	\$22,000	\$22,000
General Fund	\$743,831	\$858,909	\$744,530	\$883,022	\$883,022
Total	\$746,815	\$858,909	\$767,939	\$905,022	\$905,022

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. 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 of vacant 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 County Administrative Office'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 Goalsharing and Sick Leave Incentive Programs, and makes recommendations for new approaches for meeting the development needs of county employees.
4. **ADMINISTRATIVE SERVICES:** The administrative section of the department 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	1.00	\$94,077
Affirmative Action Coordinator	1.00	1.00	1.00	\$94,904
Senior Administrative Analyst	1.00	1.00	1.00	\$84,151
Personnel Analyst III	3.00	3.00	3.00	\$254,178
Personnel Analyst II	1.00	1.00	1.00	\$70,981
Personnel Assistant	1.00	1.00	1.00	\$53,742
Secretary III - Conf.	1.00	1.00	1.00	\$49,523
Secretary II - Conf.	1.00	1.00	1.00	\$43,432
Workers Compensation	0.00	0.00	0.00	\$10,073
Salary Transfer	0.00	0.00	0.00	-\$6,232
Benefit Cashout	0.00	0.00	0.00	\$37,443
Total	10.00	10.00	10.00	\$786,272

Human Resources Division

QUALITY & TRAINING BUDGET UNIT DETAIL

Budget Category	Actual 2001/2002	Budget 2002/2003	Estimated Actual 2002/2003	Requested 2003/2004	Adopted 2003/2004
APPROPRIATIONS					
Salaries & Benefits	\$442,871	\$90,505	\$98,331	\$166,770	\$166,770
Services & Supplies	\$34,944	\$19,955	\$4,086	\$5,800	\$5,800
Total	\$477,815	\$110,460	\$102,417	\$172,570	\$172,570
REVENUES					
General Fund	\$477,815	\$110,460	\$102,417	\$172,570	\$172,570
Total	\$477,815	\$110,460	\$102,417	\$172,570	\$172,570

BUDGET UNIT DESCRIPTION

Budget Unit 103-2 (Fund 110). This division of Human Resources administers the Yolo 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 training, Risk Management and County Systems training, Organizational Effectiveness training, and Personal Skills training. We will offer approximately 50 sessions this coming year. Staff assists departments with business process improvement and on occasion completes policy research and development. In addition, consultation is provided to employees and supervisors on effective leadership practices. Prior to 2003/04 the trainer position was financed by DESS. Due to state budget cuts, DESS no longer has funding for this position. It is now being funded by the general fund. The Human Resources Intranet web site is managed by Quality and Training.

<u>POSITION SUMMARY</u>				
Position Classification	Full-Time Equivalents			Salary & Benefits
	Current	Requested	Adopted	
Organizational Development Mgr	1.00	1.00	1.00	\$91,305
Organizational Dev. Trainer	1.00	1.00	1.00	\$71,382
Workers Compensation	0.00	0.00	0.00	\$4,083
Total	2.00	2.00	2.00	\$166,770

Information Technology Division SUMMARY

<u>Budget Category</u>	<u>Actual 2001/2002</u>	<u>Budget 2002/2003</u>	<u>Estimated Actual 2002/2003</u>	<u>Requested 2003/2004</u>	<u>Adopted 2003/2004</u>
APPROPRIATIONS					
Salaries & Benefits	\$1,710,026	\$2,290,392	\$2,086,638	\$2,329,448	\$2,329,448
Services & Supplies	\$526,108	\$809,615	\$482,109	\$731,659	\$731,659
Fixed Assets	\$71,103	\$354,000	\$255,974	\$178,459	\$178,459
Other Charges	\$0	\$3,600	\$0	\$3,600	\$3,600
Expense Reimbursement	\$-1,059,310	\$-1,058,280	\$-1,097,772	\$-1,138,712	\$-1,138,712
	\$1,247,927	\$2,399,327	\$1,726,949	\$2,104,454	\$2,104,454
REVENUES					
General Fund	\$307,640	\$1,160,402	\$607,522	\$1,210,000	\$1,210,000
ACO Fund	\$106,500	\$354,000	\$294,372	\$147,334	\$147,334
Fees & Charges	\$833,787	\$884,925	\$825,055	\$747,120	\$747,120
	\$1,247,927	\$2,399,327	\$1,726,949	\$2,104,454	\$2,104,454
POSITIONS (FTE)	39.00	45.00	44.00	45.00	45.00

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.

FY 2002-2003 GOALS AND ACCOMPLISHMENTS

There were many goals for the Information Technology Division in 2002-2003. Those goals included providing increased training for staff in order to better serve our customers and decrease our call completion times, enhancing online GIS information and countywide GIS implementation through a countywide GIS strategic plan, increasing utilization of our online survey system to gather feedback in order to improve services countywide, providing interactive services online at our 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 their proposed jail and records management systems, and increasing network bandwidth.

All goals were accomplished and the details are provided in the Division's Annual Report.

FY 2003-2004 GOALS AND OBJECTIVES

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 to County Departments.
6. Continue to assist departments to simplify their business practices.
7. Continue work management in ITD to measure performance and productivity.
8. Assist departments in their IT initiatives.
9. Analyze the current IT charging 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 2002/03.

SALARIES AND BENEFITS: Salary savings will be generated through maintaining some position vacancies for a partial year, transferring one position to DESS, eliminating general fund costs, and continuing salary transfers including reimbursement for 8.75 positions out-stationed in various county departments such as Employment and Social Services, Alcohol, Drug, and Mental Health and Public Health. In addition, some reallocation of positions have been recommended in order to better provide customer services.

SERVICES AND SUPPLIES: We have reduced our request for fiscal year 2003-2004 in order to meet budget targets.

FIXED ASSETS: To maintain the technology infrastructure, fixed assets in the amount of \$178,000 are recommended. This equipment will include better data backup systems, increased network bandwidth with additional fiber networking and network switches, replacement of outdated servers. These are critical replacements necessary for maintaining the current architecture and for relieving pressure on the existing bandwidth. This request represents a decrease from last year.

Information Technology Division

INFORMATION TECHNOLOGY BUDGET UNIT DETAIL

Budget Category	Actual 2001/2002	Budget 2002/2003	Estimated Actual 2002/2003	Requested 2003/2004	Adopted 2003/2004
APPROPRIATIONS					
Salaries & Benefits	\$1,710,026	\$2,290,392	\$2,086,638	\$2,329,448	\$2,329,448
Services & Supplies	\$526,108	\$809,615	\$482,109	\$731,659	\$731,659
Fixed Assets	\$71,103	\$354,000	\$255,974	\$178,459	\$178,459
Other Charges	\$0	\$3,600	\$0	\$3,600	\$3,600
Expense Reimbursement	\$-1,059,310	\$-1,058,280	\$-1,097,772	\$-1,138,712	\$-1,138,712
Total	\$1,247,927	\$2,399,327	\$1,726,949	\$2,104,454	\$2,104,454
REVENUES					
Fees & Charges	\$833,787	\$884,925	\$825,055	\$747,120	\$747,120
ACO Fund	\$106,500	\$354,000	\$294,372	\$147,334	\$147,334
General Fund	\$307,640	\$1,160,402	\$607,522	\$1,210,000	\$1,210,000
Total	\$1,247,927	\$2,399,327	\$1,726,949	\$2,104,454	\$2,104,454

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

The Information Technology Division (ITD) recently underwent a reorganization in order to deliver services more efficiently and effectively. ITD is now comprised of the following four work units: Administration, Network Services, Planning & Operations, and Development.

1. The Administration Unit of ITD is responsible for payroll, contracts, personnel, billing, budget, and purchasing division management.
2. 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, they are responsible for network security management, connectivity to and from the County through the Internet, websites and network design.
3. The Planning and Operations Unit supports our mainframe applications such as the County's financial, property management, ORR collections, ADMH Billing and the Sheriff's current jail management systems to name a few. The primary focus of this unit will be the planning for the future of mainframe systems as support for our current environment is ending. 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. 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	
Supervising Programmer Analyst	0.00	1.00	1.00	\$91,171
Administrative Assistant	1.00	1.00	1.00	\$46,421
Information Technology Div Mgr	1.00	1.00	1.00	\$126,461
Information Technology Manager	4.00	4.00	4.00	\$484,364
Information Technology Planner	3.00	2.00	2.00	\$168,826
Database Administrator	1.00	1.00	1.00	\$101,573
Network Systems Specialist III	1.00	1.00	1.00	\$85,194
Systems Software Spec. III	1.00	1.00	1.00	\$103,761
Programmer Analyst IV	5.00	6.00	6.00	\$406,218
Internet Systems Specialist	2.00	2.00	2.00	\$95,547
Data Processing Oper. Coord.	1.00	1.00	1.00	\$88,531
Programmer Analyst III	2.00	2.00	2.00	\$182,487
Supervising Technical Supp Spc	1.00	1.00	1.00	\$70,162
Programmer Analyst II	2.00	2.00	2.00	\$150,426
Technical Support Spec. III	13.00	13.00	13.00	\$447,807
GIS Coordinator	1.00	1.00	1.00	\$71,149
GIS Specialist II	1.00	1.00	1.00	\$0
Quality Process & Control Plan	1.00	1.00	1.00	\$60,139
Information Technology Asst.	1.00	1.00	1.00	\$0
Senior Computer Operator	2.00	2.00	2.00	\$91,587
Workers Compensation	0.00	0.00	0.00	\$16,307
Benefit Cashout	0.00	0.00	0.00	\$30,000
Extra Help	0.00	0.00	0.00	\$15,000
Overtime	0.00	0.00	0.00	\$5,000
Shift Differential Pay	0.00	0.00	0.00	\$1,000
Standby Pay	0.00	0.00	0.00	\$13,000
Salary Transfer	0.00	0.00	0.00	\$-622,683
Total	44.00	45.00	45.00	\$2,329,448

Treasurer-Tax Collector SUMMARY

<u>Budget Category</u>	<u>Actual 2001/2002</u>	<u>Budget 2002/2003</u>	<u>Estimated Actual 2002/2003</u>	<u>Requested 2003/2004</u>	<u>Adopted 2003/2004</u>
APPROPRIATIONS					
Salaries & Benefits	\$286,767	\$304,095	\$308,267	\$324,724	\$324,724
Services & Supplies	\$326,024	\$296,477	\$297,792	\$342,363	\$332,189
	\$612,791	\$600,572	\$606,059	\$667,087	\$656,913
REVENUES					
General Fund	\$0	\$127,067	\$154,263	\$142,712	\$132,538
Fees & Charges	\$424,086	\$276,780	\$264,497	\$294,050	\$294,050
Interest/Investment Income	\$207,579	\$196,725	\$187,299	\$230,325	\$230,325
	\$631,665	\$600,572	\$606,059	\$667,087	\$656,913
POSITIONS (FTE)	6.00	6.00	6.00	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.

FY 2002-2003 GOALS AND ACCOMPLISHMENTS

Completed the transition to the upgraded supplemental tax system. Completed the upgrade of the process whereby mortgage companies pay property taxes directly to the county, making the entire process more efficient and uniform among the counties using the CREST property tax system. Initiated a seizure and sale program in collaboration with the Office of Revenue and Reimbursement that has resulted in a significant increase in the collection of delinquent unsecured tax bills.

FY 2003-2004 GOALS AND OBJECTIVES

Continue to refine and enhance the seizure and sale program so that the timeliness of our collection efforts will result in a continued increase in the number of past-due accounts being collected. Continue working with CREST to complete the supplemental archive program that will enable the CREST counties to access prior-year supplemental bill information. Work with telecommunications to upgrade the automated phone attendant application to reduce user frustrations and enhance its level of efficiency.

SIGNIFICANT CHANGES

SALARY AND BENEFITS: Recommend the vacant Assistant Treasurer position be eliminated. This position has been vacant and unfunded for several years.

Treasurer-Tax Collector

TREASURER-TAX COLLECTOR BUDGET UNIT DETAIL

Budget Category	Actual 2001/2002	Budget 2002/2003	Estimated Actual 2002/2003	Requested 2003/2004	Adopted 2003/2004
APPROPRIATIONS					
Salaries & Benefits	\$286,767	\$304,095	\$308,267	\$324,724	\$324,724
Services & Supplies	\$326,024	\$296,477	\$297,792	\$342,363	\$332,189
Total	\$612,791	\$600,572	\$606,059	\$667,087	\$656,913
REVENUES					
Fees & Charges	\$424,086	\$276,780	\$264,497	\$294,050	\$294,050
Interest/Investment Income	\$207,579	\$196,725	\$187,299	\$230,325	\$230,325
General Fund	\$0	\$127,067	\$154,263	\$142,712	\$132,538
Total	\$631,665	\$600,572	\$606,059	\$667,087	\$656,913

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.

Position Classification	Full-Time Equivalents			Salary & Benefits
	Current	Requested	Adopted	
Account Clerk III	1.00	1.00	1.00	\$42,243
Accountant-Auditor I	1.00	1.00	1.00	\$59,748
Asst. Treasurer/Tax Collector	1.00	0.00	0.00	\$0
Treasurer-Tax Collector	1.00	1.00	1.00	\$109,454
Senior Accounting Technician	2.00	2.00	2.00	\$101,719
Workers Compensation	0.00	0.00	0.00	\$11,560
Total	6.00	5.00	5.00	\$324,724