

## GENERAL GOVERNMENT

Budget Unit Name	B/U No.	Page	Appropriation	Total
<b>Assessor</b>		10		
Assessor	108-1	12	\$1,853,247	
Property Tax Administration	108-2	13	<u>\$310,241</u>	\$2,163,488
<b>Auditor-Controller</b>		14		
Auditor-Controller	105-1	17	\$1,675,486	
Auditor-Controller TRAN	106-2	18	\$13,883	
Collection Services	201-5	20	<u>\$440,517</u>	\$2,129,886
<b>Board of Supervisors</b>		21		
Board of Supervisors	101-1	24	\$887,466	
Clerk of Board of Supervisors	101-2	25	<u>\$321,498</u>	\$1,208,964
<b>County Administrator's Office</b>				
<b>County Administrator</b>		26		
County Administrator	102-1	28	\$1,344,122	
Local Agency Formation Commission	298-1	29	<u>\$0</u>	\$1,344,122
<b>Central Services Division</b>		30		
Administration	130-4	32	\$493,683	
Facilities Management	130-3	33	\$1,468,295	
Purchasing	110-1	35	\$298,509	
Reprographics	160-1	36	\$260,176	
Telephone Internal Serv. Fund	185-1	37	\$3,484,352	
Utilities	130-5	38	<u>\$2,298,193</u>	\$8,303,208
<b>Countywide Programs</b>		39		
Countywide Programs	165-1	41	\$24,929,162	
Criminal Justice Collections	166-2	42	\$1,390,600	
Dental Insurance (ISF)	188-1	43	\$2,061,448	
Risk Management	155-1	44	\$116,978	
Special Employee Services	167-1	45	\$1,411,050	
Tribal Relations	165-2	46	\$181,648	
Unemployment Insur. (ISF)	187-1	47	<u>\$241,600</u>	
				\$30,332,486

**GENERAL GOVERNMENT** (continued)

<b>Budget Unit Name</b>	<b>B/U No.</b>	<b>Page</b>	<b>Appropriation</b>	<b>Total</b>
<b>County Administrative Office (continued)</b>				
<b>Human Resources Division</b>		48		
Human Resources	103-1	50	\$1,144,304	\$1,144,304
<b>Information Technology Division</b>		52		
Information Technology	156-1	54	<u>\$2,593,939</u>	\$2,593,939
<b>County Clerk-Recorder</b>				
		56		
Administration	201-2	58	\$0	
Elections	120-1	59	\$1,498,672	
Recorder	285-1	60	<u>\$2,656,063</u>	\$4,154,735
<b>County Counsel</b>				
		61		
County Counsel	115-1	63	\$927,336	
Indigent Defense Contracts	210-5	64	<u>\$1,712,000</u>	\$2,639,336
<b>Grand Jury</b>				
	215-1	65	<u>\$34,600</u>	\$34,600
<b>Treasurer-Tax Collector</b>				
		66		
Treasurer-Tax Collector	106-1	67	<u>\$716,137</u>	\$716,137
<b>TOTAL</b>				<b>\$56,765,205</b>

# Assessor SUMMARY

Budget Category	Actual 2003/2004	Budget 2004/2005	Estimated 2004/2005	Requested 2005/2006	Recommended 2005/2006
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$1,560,365	\$1,668,450	\$1,683,139	\$1,848,506	\$1,848,505
Services & Supplies	\$282,440	\$316,384	\$309,782	\$293,214	\$285,476
Fixed Assets	\$0	\$15,425	\$25,046	\$25,000	\$25,000
Operating Transfers Out	\$4,507	\$4,507	\$4,507	\$4,507	\$4,507
<b>Total Appropriations:</b>	<b>\$1,847,312</b>	<b>\$2,004,766</b>	<b>\$2,022,474</b>	<b>\$2,171,227</b>	<b>\$2,163,488</b>
<b>REVENUES</b>					
ACO Fund	\$0	\$0	\$19,938	\$0	\$0
Fees & Charges	\$932,178	\$928,500	\$887,771	\$904,450	\$944,450
Other Revenue	\$53,026	\$50,000	\$49,503	\$50,000	\$50,000
State Grant	\$278,310	\$278,309	\$279,684	\$278,308	\$0
Special Revenue Funds	\$0	\$0	\$0	\$39,671	\$310,241
General Fund	\$608,556	\$747,957	\$800,238	\$898,798	\$858,797
<b>Total Revenues:</b>	<b>\$1,872,070</b>	<b>\$2,004,766</b>	<b>\$2,037,134</b>	<b>\$2,171,227</b>	<b>\$2,163,488</b>
<b>POSITIONS(FTE)</b>	26.00	26.00	26.00	26.00	26.00

## **SUMMARY OF RECOMMENDED BUDGET**

It is recommended that the budget for the Assessor be increased by \$158,722 to fund the increased cost of salaries and benefits of \$180,055, an increase in the cost of fixed assets of \$9,575, offset by a decrease of \$30,908 in services and supplies.

### Revenues

This department is financed by 40% General Fund and 60% non General Fund sources of revenue. As part of the State's FY 2005-06 budget, the legislature eliminated the Property Tax Administration Grant of \$278,309. However, county staff will continue to work with other counties, the California State Association of Counties (CSAC), and the state legislature to restore this funding source. Until these grant funds can be reinstated there is a sufficient carryover fund balance to continue this program in FY2005-06.

### Positions

It is recommended that the three positions previously financed by the Property Tax Administration Grant be continued in FY 2005-06. These positions are able to generate many times their cost in the form of increased assessments that will benefit all taxing jurisdictions.

### Equipment

It is recommended that a sedan be acquired to replace a high mileage vehicle.

## **MISSION**

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

### **GOALS AND ACCOMPLISHMENTS 2004-2005**

- Discovered and located all locally assessable property in the county.
- Prepared a complete and accurate secured and unsecured assessment roll and submitted the roll to the Auditor-Controller. The assessment roll was not completed by July 1st due to workload.
- Developed objectives to prepare timely supplemental assessments, performed mandatory audits, and used the property tax administration grant to fund additional appraisal staff.
- Developed an imaging system to store records electronically.

### **GOALS AND OBJECTIVES 2005-2006**

- Complete the assessment roll and submit to the Auditor-Controller in a timely manner.
- Continue to work with the legislature and Governor to reinstate state funding of the property tax administration program.



# Assessor Assessor

Budget Category	Actual 2003/2004	Budget 2004/2005	Estimated 2004/2005	Requested 2005/2006	Recommended 2005/2006
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$1,337,105	\$1,436,863	\$1,448,946	\$1,594,972	\$1,594,971
Services & Supplies	\$256,655	\$274,169	\$283,458	\$258,276	\$258,276
Fixed Assets	\$0	\$15,425	\$25,046	\$0	\$0
<b>Total Appropriations:</b>	<b>\$1,593,760</b>	<b>\$1,726,457</b>	<b>\$1,757,450</b>	<b>\$1,853,248</b>	<b>\$1,853,247</b>
<b>REVENUES</b>					
Fees & Charges	\$932,178	\$928,500	\$887,771	\$904,450	\$944,450
Other Revenue	\$53,026	\$50,000	\$49,503	\$50,000	\$50,000
ACO Fund	\$0	\$0	\$19,938	\$0	\$0
General Fund	\$608,556	\$747,957	\$800,238	\$898,798	\$858,797
<b>Total Revenues:</b>	<b>\$1,593,760</b>	<b>\$1,726,457</b>	<b>\$1,757,450</b>	<b>\$1,853,248</b>	<b>\$1,853,247</b>

## **BUDGET UNIT DESCRIPTION**

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

## **PROGRAM SUMMARIES**

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

<b>POSITION SUMMARY</b>	<b>Full Time Equivalents</b>			
<b>Position Classification</b>	<b>Current</b>	<b>Requested</b>	<b>Recommended</b>	<b>Salary &amp; Benefits</b>
Appraiser III	2.00	3.00	3.00	\$223,129
Auditor-Appraiser III	3.00	2.00	2.00	\$138,416
Assessment Office Spec. III-2	9.00	7.00	7.00	\$363,843
Assessment Office Spec. II	1.00	3.00	3.00	\$125,817
Assessor	1.00	1.00	1.00	\$138,421
Cadastral Drafting Technician	1.00	1.00	1.00	\$48,151
Chief Deputy County Assessor	2.00	2.00	2.00	\$219,369
Senior Cadastral Drafting Tech	1.00	1.00	1.00	\$62,807
Senior Appraiser	2.00	2.00	2.00	\$162,158
Staff Services Analyst II	1.00	1.00	1.00	\$79,477
Work Comp and Unemployment	0.00	0.00	0.00	\$17,773
Extra Help	0.00	0.00	0.00	\$13,360
Benefit Cashout	0.00	0.00	0.00	\$2,250
<b>Total:</b>	<b>23.00</b>	<b>23.00</b>	<b>23.00</b>	<b>\$1,594,971</b>

# Assessor Property Tax Administration

Budget Category	Actual 2003/2004	Budget 2004/2005	Estimated 2004/2005	Requested 2005/2006	Recommended 2005/2006
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$223,260	\$231,587	\$234,193	\$253,534	\$253,534
Services & Supplies	\$25,785	\$42,215	\$26,324	\$34,938	\$27,200
Fixed Assets	\$0	\$0	\$0	\$25,000	\$25,000
Operating Transfers Out	\$4,507	\$4,507	\$4,507	\$4,507	\$4,507
<b>Total Appropriations:</b>	<b>\$253,552</b>	<b>\$278,309</b>	<b>\$265,024</b>	<b>\$317,979</b>	<b>\$310,241</b>
<b>REVENUES</b>					
State Grant	\$278,310	\$278,309	\$279,684	\$278,308	\$0
Special Revenue Funds	\$0	\$0	\$0	\$39,671	\$310,241
<b>Total Revenues:</b>	<b>\$278,310</b>	<b>\$278,309</b>	<b>\$279,684</b>	<b>\$317,979</b>	<b>\$310,241</b>

## **BUDGET UNIT DESCRIPTION**

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

## **PROGRAM SUMMARIES**

The state eliminated the grant funds for this program: however, there is carryover fund balance to continue the program in 2005-06.

<b>POSITION SUMMARY</b>	<b>Full Time Equivalents</b>			
<b>Position Classification</b>	<b>Current</b>	<b>Requested</b>	<b>Recommended</b>	<b>Salary &amp; Benefits</b>
Principal Appraiser	1.00	1.00	1.00	\$96,314
Auditor-Appraiser III	2.00	2.00	2.00	\$155,986
Work Comp and Unemployment	0.00	0.00	0.00	\$1,234
<b>Total:</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>\$253,534</b>

# Auditor-Controller SUMMARY

Budget Category	Actual 2003/2004	Budget 2004/2005	Estimated 2004/2005	Requested 2005/2006	Recommended 2005/2006
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$1,430,937	\$1,574,063	\$1,518,866	\$1,649,310	\$1,780,934
Services & Supplies	\$452,988	\$468,379	\$435,216	\$464,469	\$464,469
Fixed Assets	\$0	\$0	\$0	\$8,100	\$8,100
Other Charges	\$99,722	\$188,611	\$174,514	\$13,883	\$13,883
Expense Reimbursement	\$-121,800	\$-137,500	\$-144,026	\$-137,500	\$-137,500
<b>Total Appropriations:</b>	<b>\$1,861,847</b>	<b>\$2,093,553</b>	<b>\$1,984,570</b>	<b>\$1,998,262</b>	<b>\$2,129,886</b>
<b>REVENUES</b>					
ACO Fund	\$0	\$0	\$0	\$0	\$8,100
Fees & Charges	\$548,177	\$503,299	\$550,012	\$565,489	\$565,489
Interest/Investment Income	\$99,722	\$215,912	\$220,521	\$13,883	\$13,883
General Fund	\$1,213,948	\$1,374,342	\$1,232,743	\$1,418,890	\$1,542,414
<b>Total Revenues:</b>	<b>\$1,861,847</b>	<b>\$2,093,553</b>	<b>\$2,003,276</b>	<b>\$1,998,262</b>	<b>\$2,129,886</b>
<b>POSITIONS(FTE)</b>	26.00	25.00	25.00	25.00	25.00

## **SUMMARY OF RECOMMENDED BUDGET**

It is recommended that the budget for the Auditor-Controller be increased by the amount of \$36,333 to fund the increased cost of salaries and benefits of \$206,871 and fixed assets of \$8,100, offset by decreases in services and supplies of \$3,910 and other charges of \$174,728 (related to the discontinuance of Tax and Revenue Anticipation Notes (TRANS)).

### Revenues

The General Fund provides 72% of the financing for this department, 27% is financed from fees and charges and the 1% balance is from interest/investment income and the Accumulative Capital Outlay (ACO) fund.

### Positions

It is recommended that the existing unfunded Auditor I/II and Senior Accounting Technician positions be funded. The Auditor I/II position will provide assistance in auditing county functions including payroll and property tax. The Senior Accounting Technician will provide assistance in process accounting transactions in a timely manner, including vendor payments.

### Equipment

It is recommended that a microfiche reader in the amount of \$8,100 be financed by Accumulative Capital Outlay (ACO) funds.

### Other

It is recommended that the TRANS be discontinued for 2005-06, as there is sufficient cash flow to finance expenditure demands and short-term financing needs. The discontinuance of the TRANS results in a reduction in that budget unit of \$202,029.

## **MISSION**

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

## **GOALS AND ACCOMPLISHMENTS 2004-2005**

The department continued to make financial information and reports more accessible and useful to county staff and the public.

- Provided leadership in conjunction with the Information Technology Division for the HP3000 migration project.
- Continued enhancement of the general ledger (GenLed) accounting system, including the integration of the contract and accounts receivable modules.
- Produced an annual report that earned a certificate of excellence in financial reporting from the Government Finance Officers Association (GFOA).

The department improved internal control over disbursement of funds.

- Enhanced budgetary controls over expenditures, including monitoring appropriation limits and holding departments accountable.
- Conducted ongoing desk audits of purchase card transactions.

The department improved countywide revenue collection efforts.

- Managed the Collection Services unit (formerly the Office of Revenue and Reimbursement) and increased overall collections by 24%, from \$938,000 thousand in FY2003-04 to \$1.167 million, exceeding an established 15% overall collections increase goal.
- Eliminated manual processes, thus gaining efficiencies with assistance from the Information Technology Division.
- Collected information from the courtroom with the support of the courts.
- Implemented a countywide receivables monitoring and reporting system.
- Enhanced the review process for Master Fee hourly rate calculations to ensure complete and accurate rates.

Expanded education programs to increase accountability.

- Issued countywide internal control standards.
- Provided one-on-one GenLed contract and accounts receivable module training.

## **GOALS AND OBJECTIVES 2005-2006**

In accordance with the Auditor-Controller's mission of ensuring a high level of accountability in county government, the following goals have been established for 2005-06:

Continue to make financial information and reports more accessible and useful to county staff.

- Provide leadership in conjunction with the Information Technology Division for the HP3000 migration project.
- Improve internal operating processes to produce an annual report by December 31st that earns the certificate of excellence in financial reporting from the GFOA.

Improve countywide internal controls.

- Implement an internal control self-assessment program for use by individual departments.
- Develop tools and processes to monitor countywide cash flow and county financial health.
- Develop and distribute an accounting manual for special districts.
- Complete a countywide risk assessment.
- Help county departments monitor community based organization contracts.



Improve countywide revenue collections.

- Monitor quarterly accounts receivable reporting requirements and investigate uncollected receivables.
- Increase the collections by 10%.

Facilitate the transition to a consolidated Auditor-Controller/Treasurer/Tax Collector office.



# Auditor-Controller Auditor-Controller

Budget Category	Actual 2003/2004	Budget 2004/2005	Estimated 2004/2005	Requested 2005/2006	Recommended 2005/2006
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$1,200,689	\$1,309,211	\$1,261,433	\$1,349,071	\$1,480,695
Services & Supplies	\$346,663	\$322,691	\$297,732	\$324,191	\$324,191
Fixed Assets	\$0	\$0	\$0	\$8,100	\$8,100
Expense Reimbursement	\$-121,800	\$-137,500	\$-144,026	\$-137,500	\$-137,500
<b>Total Appropriations:</b>	<b>\$1,425,552</b>	<b>\$1,494,402</b>	<b>\$1,415,139</b>	<b>\$1,543,862</b>	<b>\$1,675,486</b>
<b>REVENUES</b>					
Fees & Charges	\$424,429	\$373,249	\$368,356	\$384,589	\$384,589
ACO Fund	\$0	\$0	\$0	\$0	\$8,100
General Fund	\$1,001,123	\$1,121,153	\$1,046,783	\$1,159,273	\$1,282,797
<b>Total Revenues:</b>	<b>\$1,425,552</b>	<b>\$1,494,402</b>	<b>\$1,415,139</b>	<b>\$1,543,862</b>	<b>\$1,675,486</b>

## **BUDGET UNIT DESCRIPTION**

Budget Unit 105-1 (Fund 110). This budget unit finances the operations of the elected Auditor-Controller's office, including general accounting, property tax accounting, financial reporting, auditing, cost accounting, budgeting, payroll, investment oversight and debt management.

## **PROGRAM SUMMARIES**

<b>POSITION SUMMARY</b>		<b>Full Time Equivalents</b>		
<b>Position Classification</b>	<b>Current</b>	<b>Requested</b>	<b>Recommended</b>	<b>Salary &amp; Benefits</b>
Senior Accountant	3.00	3.00	3.00	\$241,247
Administrative Clerk II - 1	1.00	1.00	1.00	\$42,365
Auditor II	1.00	1.00	1.00	\$29,210
Auditor-Controller	1.00	1.00	1.00	\$142,021
Assistant Auditor-Controller	1.00	1.00	1.00	\$111,610
Manager, Cost Acct. & Budget	1.00	1.00	1.00	\$109,150
Manager, General Accounting	1.00	1.00	1.00	\$109,874
Senior Accountant - Conf.	1.00	1.00	1.00	\$82,009
Senior Accounting Technician	9.00	9.00	9.00	\$425,580
Senior Auditor	1.00	1.00	1.00	\$82,136
Accountant-Auditor I - Conf.	1.00	1.00	1.00	\$67,086
Sup. Revenue Collections Officer	1.00	1.00	1.00	\$80,397
Revenue Collections Spec. II	1.00	1.00	1.00	\$54,808
Account Clerk III	2.00	2.00	2.00	\$93,861
Extra Help	0.00	0.00	0.00	\$14,420
Salary Transfer	0.00	0.00	0.00	\$-215,279
Work Comp and Unemployment	0.00	0.00	0.00	\$10,200
<b>Total:</b>	<b>25.00</b>	<b>25.00</b>	<b>25.00</b>	<b>\$1,480,695</b>

# Auditor-Controller

## Auditor-Controller TRAN

Budget Category	Actual 2003/2004	Budget 2004/2005	Estimated 2004/2005	Requested 2005/2006	Recommended 2005/2006
<b>APPROPRIATIONS</b>					
Services & Supplies	\$0	\$27,301	\$27,301	\$0	\$0
Other Charges	\$99,722	\$188,611	\$174,514	\$13,883	\$13,883
<b>Total Appropriations:</b>	<b>\$99,722</b>	<b>\$215,912</b>	<b>\$201,815</b>	<b>\$13,883</b>	<b>\$13,883</b>
<b>REVENUES</b>					
Interest/Investment Income	\$99,722	\$215,912	\$220,521	\$13,883	\$13,883
<b>Total Revenues:</b>	<b>\$99,722</b>	<b>\$215,912</b>	<b>\$220,521</b>	<b>\$13,883</b>	<b>\$13,883</b>

### **BUDGET UNIT DESCRIPTION**

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

### **PROGRAM SUMMARIES**

The primary goal of the TRAN program is to provide adequate liquidity. A secondary goal of the program is to earn sufficient interest revenue on the unused portions of the proceeds to cover the borrowing costs, including interest charges and administrative costs. The county does not anticipate the need for the TRAN in FY 2005-06 and therefore will not continue to participate in the California State Association of Counties (CSAC) sponsored TRAN pool administered by the California Statewide Communities Development Authority. The budgeted amounts represent the final month of the FY 2004-05 TRAN.

# Auditor-Controller Collection Services

Budget Category	Actual 2003/2004	Budget 2004/2005	Estimated 2004/2005	Requested 2005/2006	Recommended 2005/2006
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$230,248	\$264,852	\$257,433	\$300,239	\$300,239
Services & Supplies	\$106,325	\$118,387	\$110,183	\$140,278	\$140,278
<b>Total Appropriations:</b>	<b>\$336,573</b>	<b>\$383,239</b>	<b>\$367,616</b>	<b>\$440,517</b>	<b>\$440,517</b>
<b>REVENUES</b>					
Fees & Charges	\$123,748	\$130,050	\$181,656	\$180,900	\$180,900
General Fund	\$212,825	\$253,189	\$185,960	\$259,617	\$259,617
<b>Total Revenues:</b>	<b>\$336,573</b>	<b>\$383,239</b>	<b>\$367,616</b>	<b>\$440,517</b>	<b>\$440,517</b>

## **BUDGET UNIT DESCRIPTION**

Budget Unit 201-5 (Fund 110). Collection Services (formerly the Office of Revenue and Reimbursement) provides centralized collection for county departments, certain other county entities and for court-ordered victim restitution.

## **PROGRAM SUMMARIES**

Collection Services provides professional and cost-effective collection services for county departments (primarily for the Public Defender, the Treasurer-Tax Collector, Probation and the Sheriff-Coroner) and the collection of certain delinquent city and special district accounts. The revenues included in Budget Unit 201-5 are only the portion of collections retained by Collection Services to offset the cost of collections. Collections from all sources for FY 2004-05 were approximately \$1.167 million. Four full time employees are assigned to this function and are budgeted in Budget Unit 105-1.

<b>POSITION SUMMARY</b>	<b>Full Time Equivalents</b>			
<b>Position Classification</b>	<b>Current</b>	<b>Requested</b>	<b>Recommended</b>	<b>Salary &amp; Benefits</b>
Salary Transfer	0.00	0.00	0.00	\$300,239
<b>Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>\$300,239</b>

# Board of Supervisors SUMMARY

Budget Category	Actual 2003/2004	Budget 2004/2005	Estimated 2004/2005	Requested 2005/2006	Recommended 2005/2006
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$788,517	\$845,752	\$825,377	\$949,264	\$964,561
Services & Supplies	\$213,400	\$229,703	\$214,818	\$135,026	\$244,403
Fixed Assets	\$5,643	\$0	\$0	\$0	\$0
Operating Transfers Out	\$15,000	\$0	\$0	\$0	\$0
<b>Total Appropriations:</b>	<b>\$1,022,560</b>	<b>\$1,075,455</b>	<b>\$1,040,195</b>	<b>\$1,084,290</b>	<b>\$1,208,964</b>
<b>REVENUES</b>					
Fees & Charges	\$6,415	\$5,500	\$6,308	\$6,000	\$6,000
Other Revenue	\$3,433	\$3,025	\$225	\$0	\$0
General Fund	\$1,012,712	\$1,066,930	\$1,033,662	\$1,078,290	\$1,202,964
<b>Total Revenues:</b>	<b>\$1,022,560</b>	<b>\$1,075,455</b>	<b>\$1,040,195</b>	<b>\$1,084,290</b>	<b>\$1,208,964</b>
<b>POSITIONS(FTE)</b>	14.00	14.00	14.00	14.00	15.00

## **SUMMARY OF RECOMMENDED BUDGET**

It is recommended that the budget for the Board of Supervisors be increased by \$133,509 to fund the increased costs of salaries and benefits of \$118,809 (including an additional Board Clerk I/II position) and the increased cost of services and supplies of \$14,700.

### Revenues

The General Fund provides 99% of the financing for this budget unit. A small amount of fees are received for copies of documents.

### Positions

It is recommended that one Board Clerk I/II position be added to this budget at a cost of \$31,441 for two-thirds of a year. This position will assist existing staff with planning and executing administrative and support functions for the Board of Supervisors and providing professional assistance to its members.

## **MISSION**

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

## **GOALS AND ACCOMPLISHMENTS 2004-2005**

### Policy and Planning

- Board members individually chaired and/or served on numerous regional JPSs and commissions, including the Delta Protection Commission, First 5 Yolo Children and Families Commission, Sierra-Sacramento Valley Emergency Medical Services Agency, Yolo-Solano air Quality Management District and the Sacramento Area Council of Governments. Additionally, members represented the Board by chairing and/or serving on a variety of California State Association of Counties committees.
- Approved funding and initiated the process for an update of the General Plan.
- Continued preparation of an update of the County Parks Master Plan.

- Agreed to participate in the Water Resource Association's facilitated process with regard to Cache Creek flood management.
- Successfully negotiated contracts with County employee unions to bring all employees to within 95% of the labor market over three years.
- Entered into negotiations with Conaway Preservation Group regarding the purchase of the Conaway Ranch and suspended the court hearing on eminent domain.
- In cooperation with the cities of Davis, West Sacramento, Winters and Woodland, the University of California at Davis, and the Yolo County Flood Control and Water Conservation District, continued with efforts for the preservation and long-term management of the Conaway Ranch for public interest and necessity.
- Working in collaboration with the cities, the Board of Supervisors hosted a summit to provide an opportunity for elected decision makers to meet and discuss issues of mutual concern regarding land use and economics and to constructively address mutual challenges and solutions.
- Served as the governing body for the In-Home Supportive Services Public Authority, the Winters Branch Library Financing Authority and the Yolo County Financing Authority.
- Approved the distribution of Tribal mitigation funds for community enhancement projects.
- Continued with efforts to support the reorganization and rescue of the Port of Sacramento.
- Successfully gained a permanent seat on the Sacramento Regional County Sanitation District.
- Successfully transitioned the Yolo County Conservation Program to a county-funded and managed program.
- Began and facilitated discussions with Sacramento Area Flood Control Agency (SAFCA) on regional flood control issues.

#### Capital Facility Improvements

- Completed construction of a new 90-bed juvenile hall, opened in August 2005.
- Completed plans and broke ground for new Health and Mental Health Building, with the opening scheduled for December 2006.
- Developed draft master facility plan, with final plan to be completed in 2005-06, followed by Capital Improvement Plan (CIP).
- Completed plans for relocation of Information Technology Division from the Administration Building to 120 West Main: move-in accomplished July 2005.
- Relocated the Public Guardian-Public Administrator's office to more efficient space and location.
- Began the design process to expand the jail and upgrade the jail's health and mental health services.
- Continued efforts for proposed new libraries in West Sacramento, Davis and Winters.

#### Legislation

- Advocated amended language, subsequently incorporated, for numerous bills including SB 643 (Elder & Dependent Care) and AB 1747 (Conaway JPA).
- Working in conjunction with Assemblywoman Lois Wolk, developed amendments to AB 1328, the Cache Creek Wild & Scenic bill, to alleviate landowner and farmer concerns while preserving the creek as a natural resource.
- Strongly supported and helped insure the passage of SB 1018 (Elder Financial Abuse).

#### **GOALS AND OBJECTIVES 2005-2006**

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

- Promote healthy, safe and livable communities within our county.
- Preserve and protect our prime agricultural lands.
- Foster and enhance parks, open space and natural habitat.
- Participate as a regional leader, working in collaboration with regional and local organizations and jurisdictions.
- Promote a local county government that is responsive and accessible and that strives to provide the highest level of service at the lowest cost.
- Encourage employees who derive satisfaction from helping the people they serve.
- Continue to assume leadership roles in State and regional groups.



# Board of Supervisors Board of Supervisors

Budget Category	Actual 2003/2004	Budget 2004/2005	Estimated 2004/2005	Requested 2005/2006	Recommended 2005/2006
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$613,311	\$659,396	\$651,875	\$713,831	\$708,866
Services & Supplies	\$150,833	\$163,900	\$154,708	\$113,133	\$178,600
Fixed Assets	\$5,643	\$0	\$0	\$0	\$0
Operating Transfers Out	\$15,000	\$0	\$0	\$0	\$0
<b>Total Appropriations:</b>	<b>\$784,787</b>	<b>\$823,296</b>	<b>\$806,583</b>	<b>\$826,964</b>	<b>\$887,466</b>
<b>REVENUES</b>					
Other Revenue	\$3,433	\$3,025	\$225	\$0	\$0
General Fund	\$781,354	\$820,271	\$806,358	\$826,964	\$887,466
<b>Total Revenues:</b>	<b>\$784,787</b>	<b>\$823,296</b>	<b>\$806,583</b>	<b>\$826,964</b>	<b>\$887,466</b>

## **BUDGET UNIT DESCRIPTION**

Budget Unit 101-1 (Fund 110). This budget unit finances the activities of the Board of Supervisors. The Board of Supervisors is the governing body of the County of Yolo. As part of its responsibilities, the Board of Supervisors 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 of Supervisors 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. Responsibilities include adopting the county's annual budget and establishing salaries within the county organization. The Board of Supervisors formulates public policy to meet community needs and assure orderly development of the county. Individual Board members serve on other policy boards and various regional organizations. This budget unit also finances participation in statewide and national organizations, such as the California State Association of Counties, Sacramento Area Council of Governments and the Mother Lode Region of County Supervisors, which work to improve the operations of county government.

<b>POSITION SUMMARY</b>	<b>Full Time Equivalents</b>			
<b>Position Classification</b>	<b>Current</b>	<b>Requested</b>	<b>Recommended</b>	<b>Salary &amp; Benefits</b>
Board of Supervisors	5.00	5.00	5.00	\$344,809
Supervisors Deputy	5.00	5.00	5.00	\$346,045
Interns	0.00	0.00	0.00	\$15,000
Work Comp and Unemployment	0.00	0.00	0.00	\$3,012
<b>Total:</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>	<b>\$708,866</b>

# Board of Supervisors

## Clerk of the Board of Supervisors

Budget Category	Actual 2003/2004	Budget 2004/2005	Estimated 2004/2005	Requested 2005/2006	Recommended 2005/2006
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$175,206	\$186,356	\$173,502	\$235,433	\$255,695
Services & Supplies	\$62,567	\$65,803	\$60,110	\$21,893	\$65,803
<b>Total Appropriations:</b>	<b>\$237,773</b>	<b>\$252,159</b>	<b>\$233,612</b>	<b>\$257,326</b>	<b>\$321,498</b>
<b>REVENUES</b>					
Fees & Charges	\$6,415	\$5,500	\$6,308	\$6,000	\$6,000
General Fund	\$231,358	\$246,659	\$227,304	\$251,326	\$315,498
<b>Total Revenues:</b>	<b>\$237,773</b>	<b>\$252,159</b>	<b>\$233,612</b>	<b>\$257,326</b>	<b>\$321,498</b>

### **BUDGET UNIT DESCRIPTION**

Budget Unit 101-2 (Fund 110). The Clerk of the Board of Supervisors implements the policies and actions of the Board of Supervisors. This includes the preparation and distribution of the agenda and recording written minutes of each session of the Board of Supervisors; the processing of assessment appeals applications; maintenance of lists of appointments to various boards, commissions and advisory committees; recording the actions of the Assessment Appeals Board, City Selection Committee, Library Finance Authority, In-Home Supportive Services Public Authority, and Conaway Ranch Joint Powers Authority; and providing staff support for other meetings as necessary. The Clerk of the Board also serves as staff assistant to the Solid Waste Hearing Board.

### **PROGRAM SUMMARIES**

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

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

<b>POSITION SUMMARY</b>	<b>Full Time Equivalents</b>			
<b>Position Classification</b>	<b>Current</b>	<b>Requested</b>	<b>Recommended</b>	<b>Salary &amp; Benefits</b>
Clerk of the Board of Supervisors	1.00	1.00	1.00	\$63,542
Senior Deputy Clerk of the Board	1.00	1.00	1.00	\$71,890
Board Clerk I/II/III	2.00	2.00	3.00	\$143,236
Salary Transfer	0.00	0.00	0.00	\$-40,048
Work Comp and Unemployment	0.00	0.00	0.00	\$2,025
Extra Help	0.00	0.00	0.00	\$15,050
<b>Total:</b>	<b>4.00</b>	<b>4.00</b>	<b>5.00</b>	<b>\$255,695</b>

# County Administrator SUMMARY

Budget Category	Actual 2003/2004	Budget 2004/2005	Estimated 2004/2005	Requested 2005/2006	Recommended 2005/2006
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$1,095,119	\$1,214,489	\$1,197,255	\$1,323,814	\$1,436,070
Services & Supplies	\$131,645	\$149,478	\$97,800	\$118,289	\$149,478
Expense Reimbursement	\$-203,368	\$-201,308	\$-212,000	\$-241,426	\$-241,426
<b>Total Appropriations:</b>	<b>\$1,023,396</b>	<b>\$1,162,659</b>	<b>\$1,083,055</b>	<b>\$1,200,677</b>	<b>\$1,344,122</b>
<b>REVENUES</b>					
Tribal Mitigation	\$21,369	\$41,257	\$41,257	\$42,496	\$42,496
General Fund	\$1,002,027	\$1,121,402	\$1,041,798	\$1,158,181	\$1,301,626
<b>Total Revenues:</b>	<b>\$1,023,396</b>	<b>\$1,162,659</b>	<b>\$1,083,055</b>	<b>\$1,200,677</b>	<b>\$1,344,122</b>
<b>POSITIONS(FTE)</b>	15.00	14.00	14.00	14.00	14.00

## **SUMMARY OF RECOMMENDED BUDGET**

It is recommended that the budget for the County Administrator be increased by \$181,463 to fund the increased costs of salaries and benefits of \$221,581, offset by an increase in expense reimbursement of \$40,118.

### Revenues

The General Fund provides 97% of the financing for this budget unit.

### Positions

It is recommended that the existing Communications Officer position be funded to provide public information and communications services for the county. It is also recommended that the existing Economic Resources Coordinator position be funded to assist in coordinating and enhancing economic and community development programs. The cost to fully fund these positions for two-thirds of the year is \$128,525.

### Other

Staff continues to develop proposals for the reorganization and streamlining of functions in the County Administrator's Office. Among these are efforts aimed at coordinating economic and community development programs and redevelopment to increase general purpose revenue. Staff is working on these issues with the Planning and Public Works Department and the Auditor's Office and anticipates bringing to the Board of Supervisors in September of 2005, a series of recommendations dealing with reorganization changes that will promote economic revitalization.

## **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 Administrator's Office. On an operational basis, the County Administrator is responsible for implementing the policies and goals of the Board of Supervisors.

## **GOALS AND ACCOMPLISHMENTS 2004-2005**

The various divisions of the County Administrator's Office provide research and analytical support to the Board of Supervisors, serve the needs of county operating departments through the provision of centralized staff functions and provide management and oversight for the county organization. Following are some accomplishments of the department in FY 2004-05:

## General Government

- Initiated the required five-year update of the development impact fee program.
- Created a County Services Guide in both printed and on-line form, in both English and Spanish.
- Continued to assist and facilitate specific county departments regarding fiscal issues and needs.
- Implemented the direction of the Board of Supervisors in negotiating contracts with county employee unions to bring all employees to within 95% of the labor market within three years.
- Developed a draft facilities master plan, with final plan to be completed in 2005-06, followed by a Capital Improvement Plan (CIP).
- Completed construction of a new 90-bed juvenile hall, opened in August 2005.
- Completed relocation of Information Technology Division from the Administration Building to 120 West Main: move-in accomplished July 2005.

## Preservation of Agricultural Land

- Implemented the direction of the Board of Supervisors in the transition of the Yolo County Conservation Program to a county-funded and managed program.
- Provided staff assistance to the Board of Supervisors in the continued process for the preservation and long-term management of the Conaway Ranch for public interest.

## Regional and State Leadership

- Opened discussions with the cities regarding renegotiation of the existing master property tax sharing agreements.
- Continued the implementation of SB 1732 (transfer of responsibility for court facilities from the county to the state), in conjunction with Yolo Superior Court.

## **GOALS AND OBJECTIVES 2005-2006**

Ultimately, the role of the County Administrator's Office is to facilitate the Board of Supervisors in policy development, facilitate the mission of departments by providing assistance and oversight, and facilitate the success of employees by insuring an equitable and productive work environment. For FY 2005-06, the County Administrator's Office will be guided, as always, by the Board of Supervisor's overall goals for the county:

- Continue to exercise fiscal responsibility, preserve safety net services, live within available resources and leverage for maximum benefit.
- 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.
- Promote healthy, safe and livable communities.
- Preserve and protect agricultural land.
- Foster and enhance parks, open space and habitat.
- Participate as a regional leader, working in collaboration with regional and local organizations and jurisdictions.
- Promote government that is responsive and accessible and strives to provide the highest level of service at the lowest cost.
- Encourage employees who derive satisfaction from helping the people they serve.

# County Administrator County Administrator

Budget Category	Actual 2003/2004	Budget 2004/2005	Estimated 2004/2005	Requested 2005/2006	Recommended 2005/2006
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$891,751	\$1,013,181	\$985,255	\$1,082,388	\$1,194,644
Services & Supplies	\$131,645	\$149,478	\$97,800	\$118,289	\$149,478
<b>Total Appropriations:</b>	<b>\$1,023,396</b>	<b>\$1,162,659</b>	<b>\$1,083,055</b>	<b>\$1,200,677</b>	<b>\$1,344,122</b>
<b>REVENUES</b>					
Tribal Mitigation	\$21,369	\$41,257	\$41,257	\$42,496	\$42,496
General Fund	\$1,002,027	\$1,121,402	\$1,041,798	\$1,158,181	\$1,301,626
<b>Total Revenues:</b>	<b>\$1,023,396</b>	<b>\$1,162,659</b>	<b>\$1,083,055</b>	<b>\$1,200,677</b>	<b>\$1,344,122</b>

## **BUDGET UNIT DESCRIPTION**

Budget Unit 102-1 (Fund 110). This budget unit finances the County Administrator's Office which 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 County Administrator is also responsible for the development, preparation and management of the annual recommended budget. Additional duties include participating in and cooperating with various local, regional and statewide organizations.

## **PROGRAM SUMMARIES**

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

<b>POSITION SUMMARY</b>	<b>Full Time Equivalents</b>			
<b>Position Classification</b>	<b>Current</b>	<b>Requested</b>	<b>Recommended</b>	<b>Salary &amp; Benefits</b>
County Administrative Officer	1.00	1.00	1.00	\$190,459
Asst. County Admin. Officer	1.00	1.00	1.00	\$163,887
Deputy County Admin. Officer	1.00	1.00	1.00	\$135,196
Principal Management Analyst	3.00	3.00	3.00	\$333,969
Communications Officer	1.00	1.00	1.00	\$63,228
Economic Resources Coordinator	1.00	1.00	1.00	\$65,297
Executive Secy/Secy III - conf	2.00	2.00	2.00	\$99,055
Business Services Officer	1.00	1.00	1.00	\$0
Support from staff in LAFCO	0.00	0.00	0.00	\$85,000
Benefit Cashout	0.00	0.00	0.00	\$32,000
Salary Transfer	0.00	0.00	0.00	\$-40,972
Extra Help	0.00	0.00	0.00	\$59,338
Work Comp and Unemployment	0.00	0.00	0.00	\$8,187
<b>Total:</b>	<b>11.00</b>	<b>11.00</b>	<b>11.00</b>	<b>\$1,194,644</b>

# County Administrator Local Agency Formation Commission

Budget Category	Actual 2003/2004	Budget 2004/2005	Estimated 2004/2005	Requested 2005/2006	Recommended 2005/2006
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$203,368	\$201,308	\$212,000	\$241,426	\$241,426
Expense Reimbursement	\$-203,368	\$-201,308	\$-212,000	\$-241,426	\$-241,426
<b>Total Appropriations:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>REVENUES</b>					
	\$0	\$0	\$0	\$0	\$0
<b>Total Revenues:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## **BUDGET UNIT DESCRIPTION**

This budget unit funds the staffing for the Yolo County Local Agency Formation Commission (LAFCO). The Executive Officer works approximately 50% as a Principal Management Analyst and the balance of time for the Yolo County LAFCO. Two additional staff members provide full-time support to LAFCO. The County Administrative Office reimburses this budget for the time spent by the management analyst on county assignments. The balance of the funding is paid by the Yolo County LAFCO budget unit 368-1.

## **PROGRAM SUMMARIES**

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

Funding for salaries and benefits is received from either the LAFCO budget or the county equivalent to actual hours worked for the appropriate agency. Staff time expenditures are offset by funding from these sources.

<b>POSITION SUMMARY</b>	<b>Full Time Equivalents</b>			
<b>Position Classification</b>	<b>Current</b>	<b>Requested</b>	<b>Recommended</b>	<b>Salary &amp; Benefits</b>
Principal Management Analyst	1.00	1.00	1.00	\$125,845
Management Analyst	1.00	1.00	1.00	\$77,052
Office Support Specialist	1.00	1.00	1.00	\$37,493
Work Comp and Unemployment	0.00	0.00	0.00	\$1,036
<b>Total:</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>\$241,426</b>

# Central Services Division SUMMARY

Budget Category	Actual 2003/2004	Budget 2004/2005	Estimated 2004/2005	Requested 2005/2006	Recommended 2005/2006
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$1,888,455	\$2,069,656	\$1,993,388	\$2,249,160	\$2,309,163
Services & Supplies	\$3,950,594	\$4,494,782	\$3,830,142	\$4,253,661	\$4,253,660
Fixed Assets	\$321,618	\$339,500	\$609,552	\$1,470,500	\$1,470,500
Other Charges	\$302,983	\$246,300	\$580	\$313,765	\$313,765
Expense Reimbursement	\$-290,197	\$-172,000	\$-156,557	\$-180,000	\$-180,000
Operating Transfers Out	\$181,708	\$163,822	\$704,858	\$136,120	\$136,120
<b>Total Appropriations:</b>	<b>\$6,355,161</b>	<b>\$7,142,060</b>	<b>\$6,981,963</b>	<b>\$8,243,206</b>	<b>\$8,303,208</b>
<b>REVENUES</b>					
ACO Fund	\$135,795	\$104,390	\$4,000	\$105,233	\$105,233
Fees & Charges	\$2,496,669	\$2,381,530	\$2,141,624	\$2,171,600	\$2,171,600
Other Revenue	\$191,092	\$30,000	\$64,112	\$29,750	\$29,750
Use of Reserves	\$146,581	\$434,366	\$297,988	\$1,574,852	\$1,574,852
General Fund	\$3,550,224	\$4,191,774	\$4,474,239	\$4,361,771	\$4,421,773
<b>Total Revenues:</b>	<b>\$6,520,361</b>	<b>\$7,142,060</b>	<b>\$6,981,963</b>	<b>\$8,243,206</b>	<b>\$8,303,208</b>
<b>POSITIONS(FTE)</b>	30.50	30.50	30.50	30.50	31.50

## SUMMARY OF RECOMMENDED BUDGET

It is recommended that the budget for the Central Services Division be increased by \$1,161,148 to fund increased costs of salaries and benefits of \$239,507, other charges of \$67,465 and fixed assets of \$1,131,000. The cost increases are offset by a decrease in services and supplies of \$241,122, a decrease in operating transfers out of \$27,702 and an increase in expense reimbursements of \$8,000.

The increase of \$1,131,000 in fixed assets funds necessary telecommunication improvements and is paid entirely by the Telephone Internal Service Fund. These improvements include replacing inadequate equipment in specific facilities, extending service to new buildings (e.g., the new juvenile hall) and replacing outdated telecommunication switches to certain points in the system.

### Revenues

The General Fund provides 54% of the division's funding, the Accumulative Capital Outlay (ACO) fund 1%, fees and charges and other revenue 26% and Telephone Internal Service Res19% .

### Positions

It is recommended that one Building Craftsmechanic III position be added to the budget, for a total of 31.5 positions. The addition of this position is needed to adequately maintain and repair new facilities and address aging facilities with rising operating costs. The county has added approximately 130,000 square feet (sf) of facility space since 2003 (for a total of about 900,000 sf), without adding any new maintenance positions. Projected new buildings in the next two years will add approximately 75,000 sf to the Central Service Division workload. A typical work standard range is one building maintenance worker for every 70-100,000 sf of facilities. The addition of the new Building Craftsmechanic III would result in a Yolo County ratio of 1 craftsmechanic for every

88,636 square feet of facility, rather than the current 97,500 sf per position. The new position should allow more timely response to trouble calls and provide additional opportunity to address the substantial backlog of work identified in the County Deferred Maintenance Plan.

### **MISSION**

Under the auspices of the County Administrative Office, this division provides the resources to plan, organize, evaluate, and implement Central Services Division activities for the county. The mission of the unit is to provide centralized operations services to all county departments, certain local governmental agencies, and the community. These services include acquisition of supplies and services, real estate operations, facilities maintenance, facilities development, telecommunications, reprographics, and courier services.

### **GOALS AND ACCOMPLISHMENTS 2004-2005**

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

- Coordinated more than two thousand facility work requests and an equal number of inquiries regarding services and billing.
- Monitored the completed energy project for realized facility savings.
- Expanded the number of buildings with automated heating and air conditioning controls.
- Installed additional card lock key systems in county buildings, upgraded the administration building security system and managed project remodeling and abated asbestos at 120 W. Main Street, Woodland.
- Broke ground on the new juvenile hall building and completed construction in the summer of 2005.
- Continued planning to address the replacement needs for a new health and mental health building.
- Applied for and are awaiting notification on grant funding approval for two new library buildings.
- Gained approval for a replacement Health building.

### **GOALS AND OBJECTIVES 2005-2006**

- Present a facilities master plan and a companion 25-year capital plan to the Board of Supervisors for review.
- Capital projects will continue to be important, both for new construction and for the maintenance of existing facilities.
- Continue planning for new health and branch library facilities.
- Provide excellent service to customers in a professional and efficient manner.





## Central Services Division Administration

Budget Category	Actual 2003/2004	Budget 2004/2005	Estimated 2004/2005	Requested 2005/2006	Recommended 2005/2006
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$340,253	\$367,391	\$345,360	\$367,369	\$367,370
Services & Supplies	\$536,893	\$544,145	\$606,192	\$85,342	\$85,341
Other Charges	\$297	\$300	\$330	\$0	\$0
Fixed Assets	\$23,348	\$0	\$152,370	\$0	\$0
Operating Transfers Out	\$181,708	\$163,822	\$118,014	\$40,972	\$40,972
Expense Reimbursement	\$-165,200	\$-45,000	\$0	\$0	\$0
<b>Total Appropriations:</b>	<b>\$917,299</b>	<b>\$1,030,658</b>	<b>\$1,222,266</b>	<b>\$493,683</b>	<b>\$493,683</b>
<b>REVENUES</b>					
Fees & Charges	\$293,806	\$238,701	\$146,591	\$40,000	\$40,000
Other Revenue	\$183	\$500	\$525	\$250	\$250
ACO Fund	\$36,372	\$51,290	\$4,000	\$55,165	\$55,165
General Fund	\$752,138	\$740,167	\$1,071,150	\$398,268	\$398,268
<b>Total Revenues:</b>	<b>\$1,082,499</b>	<b>\$1,030,658</b>	<b>\$1,222,266</b>	<b>\$493,683</b>	<b>\$493,683</b>

### **BUDGET UNIT DESCRIPTION**

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

### **PROGRAM SUMMARIES**

This division supports the purchasing, facilities acquisition and maintenance, telecommunications system, courier system and reprographics work units. Administration maintains and implements the facilities master plan, the capital improvement plan and space analysis. This fiscal year household expenses, utilities, rent and concessions that are not directly attributed to administration have been shifted to budget unit 130-5 GSA Utilities. This shift will allow better allocation of expenses to the appropriate departments and facilitate reimbursement.

<b>POSITION SUMMARY</b>	<b>Full Time Equivalents</b>			
<b>Position Classification</b>	<b>Current</b>	<b>Requested</b>	<b>Recommended</b>	<b>Salary &amp; Benefits</b>
Accountant-Auditor I	1.00	1.00	1.00	\$67,417
Central Services Manager	1.00	1.00	1.00	\$123,861
Manager of Facilities	1.00	1.00	1.00	\$118,301
Facilities Services Coord	1.00	1.00	1.00	\$72,797
Office Support Specialist	1.00	1.00	1.00	\$49,810
Benefit Cashout	0.00	0.00	0.00	\$1,016
Overtime	0.00	0.00	0.00	\$2,099
Salary Transfer	0.00	0.00	0.00	\$-70,343
Work Comp and Unemployment	0.00	0.00	0.00	\$2,412
<b>Total:</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>\$367,370</b>

# Central Services Division

## Facilities Management

Budget Category	Actual 2003/2004	Budget 2004/2005	Estimated 2004/2005	Requested 2005/2006	Recommended 2005/2006
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$821,265	\$928,960	\$863,329	\$1,028,794	\$1,088,795
Services & Supplies	\$869,093	\$654,073	\$657,400	\$366,000	\$366,000
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Other Charges	\$18,179	\$0	\$250	\$18,500	\$18,500
Expense Reimbursement	\$0	\$-2,000	\$-17,488	\$-5,000	\$-5,000
<b>Total Appropriations:</b>	<b>\$1,708,537</b>	<b>\$1,581,033</b>	<b>\$1,503,491</b>	<b>\$1,408,294</b>	<b>\$1,468,295</b>
<b>REVENUES</b>					
Fees & Charges	\$142,940	\$149,000	\$86,333	\$139,000	\$139,000
ACO Fund	\$99,423	\$53,100	\$0	\$50,068	\$50,068
General Fund	\$1,466,174	\$1,378,933	\$1,417,158	\$1,219,226	\$1,279,227
<b>Total Revenues:</b>	<b>\$1,708,537</b>	<b>\$1,581,033</b>	<b>\$1,503,491</b>	<b>\$1,408,294</b>	<b>\$1,468,295</b>

### **BUDGET UNIT DESCRIPTION**

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

### **PROGRAM SUMMARIES**

Of the approximate 2,200 facility work orders, 60% had a same-day response and remedy time. An additional 15% to 20% of the calls were accomplished within two to five days. The department will:

- Develop and implement a work order tracking system.
- Continue to upgrade to meet ADA guidelines.
- Increase the level of preventive maintenance and deferred maintenance.
- Continue to construct smaller projects to accommodate department requests.

The goals and objectives for 2005-06 are:

- Perform deferred and routine maintenance using a Structural Maintenance And Repair Team (SMART) concept as instituted in the administrative building. The use of this concept improves maintenance outcomes and ownership by facilities staff in the upkeep of county owned facilities.
- Spend 65% of the maintenance dollars on deferred and programmed maintenance, with the remaining spent on repairs.
- Staff members take responsibility for identifying facility issues and for being part of the decision making process.

<b>POSITION SUMMARY</b>		<b>Full Time Equivalents</b>		
<b>Position Classification</b>	<b>Current</b>	<b>Requested</b>	<b>Recommended</b>	<b>Salary &amp; Benefits</b>
Building Craftsmechanic III	9.00	9.00	10.00	\$582,641
Building Services Attendant	1.00	1.00	1.00	\$50,878
Lead Building Craftsmechanic	1.00	1.00	1.00	\$68,836
Supervising Building Craftmech	1.00	1.00	1.00	\$80,298
Project Manager	2.00	2.00	2.00	\$166,891
Extra Help	0.00	0.00	0.00	\$52,749
Overtime	0.00	0.00	0.00	\$18,301
Standby Pay	0.00	0.00	0.00	\$17,224
Benefit Cashout	0.00	0.00	0.00	\$3,438
Work Comp and Unemployment	0.00	0.00	0.00	\$47,539
<b>Total:</b>	<b>14.00</b>	<b>14.00</b>	<b>15.00</b>	<b>\$1,088,795</b>

4

# Central Services Division Purchasing

Budget Category	Actual 2003/2004	Budget 2004/2005	Estimated 2004/2005	Requested 2005/2006	Recommended 2005/2006
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$243,634	\$262,492	\$270,861	\$291,590	\$291,590
Services & Supplies	\$7,537	\$12,104	\$8,555	\$11,919	\$11,919
Expense Reimbursement	\$0	\$-5,000	\$-5,000	\$-5,000	\$-5,000
<b>Total Appropriations:</b>	<b>\$251,171</b>	<b>\$269,596</b>	<b>\$274,416</b>	<b>\$298,509</b>	<b>\$298,509</b>
<b>REVENUES</b>					
Fees & Charges	\$6,934	\$8,000	\$247	\$2,000	\$2,000
Other Revenue	\$24,064	\$18,000	\$42,790	\$18,000	\$18,000
General Fund	\$220,173	\$243,596	\$231,379	\$278,509	\$278,509
<b>Total Revenues:</b>	<b>\$251,171</b>	<b>\$269,596</b>	<b>\$274,416</b>	<b>\$298,509</b>	<b>\$298,509</b>

## **BUDGET UNIT DESCRIPTION**

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

## **PROGRAM SUMMARIES**

The mission of the purchasing unit is to obtain needed goods, equipment and services with the best quality, price and delivery. The long-term goal of the unit is to assist departments in procurement of goods, equipment and services in accordance with governmental codes, county codes and policies through education, training and direct assistance in the contracting process. In 2004-05 the unit issued purchase orders, negotiated leases and reductions to service contracts and issued competitive bid packages. Central Services Division staff participated on the community-based organization and cost savings teams and developed a county purchasing training program. For 2005-06, the unit will continue to update purchasing practices and policy, including publication of a county purchasing manual.

<b>POSITION SUMMARY</b>	<b>Full Time Equivalents</b>			
<b>Position Classification</b>	<b>Current</b>	<b>Requested</b>	<b>Recommended</b>	<b>Salary &amp; Benefits</b>
Administrative Clerk II - 1	1.00	1.00	1.00	\$40,910
Buyer II	1.00	1.00	1.00	\$63,335
Lead Buyer	1.00	1.00	1.00	\$76,690
Manager of Purchasing Services	1.00	1.00	1.00	\$94,513
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	\$12,386
Work Comp and Unemployment	0.00	0.00	0.00	\$3,003
<b>Total:</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>\$291,590</b>

# Central Services Division Reprographics

Budget Category	Actual 2003/2004	Budget 2004/2005	Estimated 2004/2005	Requested 2005/2006	Recommended 2005/2006
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$172,505	\$176,198	\$180,172	\$192,669	\$192,670
Services & Supplies	\$174,708	\$205,480	\$200,044	\$187,506	\$187,506
Other Charges	\$8,412	\$0	\$0	\$0	\$0
Expense Reimbursement	\$-124,997	\$-120,000	\$-134,069	\$-120,000	\$-120,000
<b>Total Appropriations:</b>	<b>\$230,628</b>	<b>\$261,678</b>	<b>\$246,147</b>	<b>\$260,175</b>	<b>\$260,176</b>
<b>REVENUES</b>					
Fees & Charges	\$96,488	\$92,600	\$110,847	\$92,600	\$92,600
Other Revenue	\$5,000	\$0	\$0	\$0	\$0
General Fund	\$129,140	\$169,078	\$135,300	\$167,575	\$167,576
<b>Total Revenues:</b>	<b>\$230,628</b>	<b>\$261,678</b>	<b>\$246,147</b>	<b>\$260,175</b>	<b>\$260,176</b>

## **BUDGET UNIT DESCRIPTION**

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

## **PROGRAM SUMMARIES**

This unit processed printing and sign requisitions, bid packets for reprographic services, and recorded satellite training programs. The unit produces Board of Supervisor agenda packets, the "Perspectives" employee newsletter and the county's recommended and final budgets. The unit reproduces the Auditor-Controller's cost plan for the State of California, the Grand Jury's final report, monthly safety journals, the annual agricultural crop report and multiple bid packets for the Central Services Division. During FY 2005-06, the unit will reevaluate the mailing and courier process to insure accuracy of the allocation of cost.

<b>POSITION SUMMARY</b>	<b>Full Time Equivalents</b>			
<b>Position Classification</b>	<b>Current</b>	<b>Requested</b>	<b>Recommended</b>	<b>Salary &amp; Benefits</b>
Graphic Arts/Courier Supervisor	1.00	1.00	1.00	\$64,209
County Printer	1.00	1.00	1.00	\$45,959
Courier-Clerk	1.50	1.50	1.50	\$58,963
Extra Help	0.00	0.00	0.00	\$3,875
Overtime	0.00	0.00	0.00	\$431
Benefit Cashout	0.00	0.00	0.00	\$4,899
Work Comp and Unemployment	0.00	0.00	0.00	\$14,334
<b>Total:</b>	<b>3.50</b>	<b>3.50</b>	<b>3.50</b>	<b>\$192,670</b>

## Central Services Division Telephone Internal Service Fund

Budget Category	Actual 2003/2004	Budget 2004/2005	Estimated 2004/2005	Requested 2005/2006	Recommended 2005/2006
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$310,798	\$334,615	\$333,666	\$368,738	\$368,738
Services & Supplies	\$1,379,764	\$1,418,980	\$1,325,543	\$1,370,114	\$1,370,114
Other Charges	\$276,095	\$246,000	\$0	\$275,000	\$275,000
Fixed Assets	\$298,270	\$339,500	\$457,182	\$1,470,500	\$1,470,500
<b>Total Appropriations:</b>	<b>\$2,264,927</b>	<b>\$2,339,095</b>	<b>\$2,116,391</b>	<b>\$3,484,352</b>	<b>\$3,484,352</b>
<b>REVENUES</b>					
Fees & Charges	\$1,956,501	\$1,893,229	\$1,797,606	\$1,898,000	\$1,898,000
Other Revenue	\$161,845	\$11,500	\$20,797	\$11,500	\$11,500
Use of Reserves	\$146,581	\$434,366	\$297,988	\$1,574,852	\$1,574,852
<b>Total Revenues:</b>	<b>\$2,264,927</b>	<b>\$2,339,095</b>	<b>\$2,116,391</b>	<b>\$3,484,352</b>	<b>\$3,484,352</b>

### BUDGET UNIT DESCRIPTION

Budget Unit 185-1 (Fund 185). The mission of the telecommunications unit is to manage the growth and enhancements of the telephone switch equipment network and voice mail system to meet the needs of its customers. This budget unit represents the financing, administrative management and technical service of the county government telephone system.

### PROGRAM SUMMARIES

In FY 2004-05, the unit completed 743 service requests. It also negotiated better rates with SBC (eliminating any rate increase), replaced the communications center switch, activated the new juvenile hall, assisted the transfer of the court's phones to a courts-managed system and facilitated new services for the Public Guardian at 624 Court Street. For the first time, in-house staff installed underground cabling, at a fraction of out-sourcing costs.

In FY 2005-06, modernization will include various switch and infrastructure upgrades, a new microwave system to insure information technology and phone service continuity if buried cables are cut. The budget includes providing telecommunication services to the new health and probation buildings and upgrading older phones for the same cost.

POSITION SUMMARY	Full Time Equivalents				
Position Classification	Current	Requested	Recommended	Salary & Benefits	
Administrative Clerk II - 1	1.00	1.00	1.00	\$51,961	
Telecommunications Analyst II	1.00	1.00	1.00	\$74,725	
Telecommunications Technician	1.00	1.00	1.00	\$80,885	
Supervising Telecommunications	1.00	1.00	1.00	\$88,859	
Overtime	0.00	0.00	0.00	\$10,765	
Benefit Cashout	0.00	0.00	0.00	\$2,326	
Salary Transfer	0.00	0.00	0.00	\$57,957	
Work Comp and Unemployment	0.00	0.00	0.00	\$1,260	
<b>Total:</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>\$368,738</b>	

# Central Services Division

## Utilities

Budget Category	Actual 2003/2004	Budget 2004/2005	Estimated 2004/2005	Requested 2005/2006	Recommended 2005/2006
<b>APPROPRIATIONS</b>					
Services & Supplies	\$982,599	\$1,660,000	\$1,032,408	\$2,232,780	\$2,232,780
Other Charges	\$0	\$0	\$0	\$20,265	\$20,265
Operating Transfers Out	\$0	\$0	\$586,844	\$95,148	\$95,148
Expense Reimbursement	\$0	\$0	\$0	\$-50,000	\$-50,000
<b>Total Appropriations:</b>	<b>\$982,599</b>	<b>\$1,660,000</b>	<b>\$1,619,252</b>	<b>\$2,298,193</b>	<b>\$2,298,193</b>
<b>REVENUES</b>					
General Fund	\$982,599	\$1,660,000	\$1,619,252	\$2,298,193	\$2,298,193
<b>Total Revenues:</b>	<b>\$982,599</b>	<b>\$1,660,000</b>	<b>\$1,619,252</b>	<b>\$2,298,193</b>	<b>\$2,298,193</b>

### **BUDGET UNIT DESCRIPTION**

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

### **PROGRAM SUMMARIES**

The utilities budget unit centralizes utilities operations costs to all county departments, certain local governmental agencies and the community. Historically, some utility costs were included within the administration (130-4) budget, however this year, all utility costs will be combined in Budget Unit 130-5. The appropriation consolidates all utility costs in one location, reducing expenditures in the other corresponding budgets, primarily 130-4. These expenses and revenues all relate to services provided to other county budget units and include household expenses, sewer, water and related utilities and rent items. Utility costs increases will be monitored by continued analysis and identification of conservation programs that will assist in containing costs. Any savings derived from this budget unit is transferred to the CERES fund to reimburse the fund for past energy retrofits.

# Countywide Programs SUMMARY

Budget Category	Actual 2003/2004	Budget 2004/2005	Estimated 2004/2005	Requested 2005/2006	Recommended 2005/2006
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$115,083	\$176,379	\$203,157	\$149,946	\$149,946
Services & Supplies	\$5,289,899	\$5,021,773	\$6,236,968	\$5,201,917	\$5,201,917
Fixed Assets	\$10,956	\$0	\$0	\$0	\$0
Other Charges	\$1,486,695	\$1,446,655	\$1,363,362	\$1,520,940	\$1,520,940
Expense Reimbursement	\$-2,002,686	\$-2,155,083	\$-2,155,083	\$-2,041,280	\$-2,041,280
Operating Transfers Out	\$23,308,010	\$20,368,956	\$20,823,927	\$22,791,863	\$22,791,863
Payment to State	\$1,452,591	\$1,125,688	\$1,388,521	\$1,390,600	\$1,390,600
Retiree Benefits	\$0	\$1,261,100	\$1,207,333	\$1,318,500	\$1,318,500
<b>Total Appropriations:</b>	<b>\$29,660,548</b>	<b>\$27,245,468</b>	<b>\$29,068,185</b>	<b>\$30,332,486</b>	<b>\$30,332,486</b>
<b>REVENUES</b>					
Fines/Forfeitures/Other	\$1,914,292	\$1,452,143	\$1,729,575	\$1,730,600	\$1,730,600
Payroll Deductions	\$1,726,902	\$1,915,469	\$1,906,453	\$2,061,448	\$2,061,448
Department Reimbursements	\$0	\$303,800	\$229,166	\$241,600	\$241,600
Tribal Mitigation	\$182,221	\$176,358	\$186,582	\$181,648	\$181,648
Pomona Fund	\$0	\$0	\$0	\$100,000	\$100,000
General Fund	\$26,046,768	\$23,726,157	\$25,534,867	\$26,357,190	\$26,357,190
<b>Total Revenues:</b>	<b>\$29,870,183</b>	<b>\$27,573,927</b>	<b>\$29,586,643</b>	<b>\$30,672,486</b>	<b>\$30,672,486</b>
<b>POSITIONS(FTE)</b>	0.00	1.00	1.00	1.00	1.00

## **SUMMARY OF RECOMMENDED BUDGET**

It is recommended that the budget for Countywide Programs be increased by the amount of \$3,098,559 to fund the increased cost of services and supplies of \$180,144, an increase of other charges of \$74,285, a decrease in expense reimbursements of \$113,803, an increase in transfers out of General Funds of \$2,422,907 (primarily to the budgets of the Sheriff \$250,904, District Attorney \$671,174, Probation \$904,693 and Jail-Juvenile Medical \$431,490), an increase in the payment to the state (to share 50% of the growth in justice collection revenues) of \$264,912 and an increase in retiree health benefits of \$57,400. These cost increases are offset by a decrease in salaries and benefits of \$26,433.

The largest line item in this budget (operating transfers out) of \$22,791,863 consists of: a) \$42,496 in tribal mitigation fund transfers; and, b) county General Fund financing to the public safety fund (\$14,826,208), medical fund (\$3,125,637), social service fund (\$3,740,923), fleet service fund (\$237,858), mental health fund (\$647,364) and the library fund (\$171,377).

The Countywide Programs budget also finances retiree health benefits (\$1,358,500), the annual financial audit (\$83,300), the county's legislative lobbyist (\$42,000) and shares of cost to support the Local Agency Formation Commission (\$121,513) and the Yolo County Communications and Emergency Services Agency (\$892,197).



Recommended Funding

It is recommended that:

- \$100,000 be appropriated to support the Children's Health Initiative, part of a larger community collaborative effort with other agencies and groups in the county to pay the cost of medical insurance for uninsured children ages 6 to 18. It is recommended that Pomona Funds be used as the source of funding.
- \$50,000 be appropriated to the Yolo County Visitors' Bureau to support a two-year pilot project that will conduct an assessment of county visitors and implement a marketing outreach effort that coordinates with the bureau's business plan and the county's general plan. If successful, the bureau anticipates a 1:2 return on investment for the county in the two-year period. At the completion of the pilot project, the county would make a determination of whether to continue support for the bureau using any additional revenue that is generated from the effort.

Revenue

The General Fund provides 86% of the financing for this budget. Non General Funds provide 14% of the funding.

**MISSION**

Countywide programs manage appropriations not associated with a specific department, such as payments to joint powers authorities, some benefit costs and special allocations to outside groups, transfers from General Fund to public safety and health and human service departments and expenditures related to the County-Tribal Intergovernmental Agreement. Countywide programs include an appropriation of \$181,648 to finance tribal office costs.

**GOALS AND ACCOMPLISHMENTS 2004-2005**

**GOALS AND OBJECTIVES 2005-2006**



# Countywide Programs

## Countywide Programs

Budget Category	Actual 2003/2004	Budget 2004/2005	Estimated 2004/2005	Requested 2005/2006	Recommended 2005/2006
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$0	\$8,700	\$41,642	\$0	\$0
Services & Supplies	\$1,268,454	\$747,755	\$2,078,492	\$898,855	\$898,855
Other Charges	\$1,275,800	\$1,146,655	\$1,178,027	\$1,280,940	\$1,280,940
Operating Transfers Out	\$23,308,010	\$20,347,699	\$20,823,927	\$22,749,367	\$22,749,367
<b>Total Appropriations:</b>	<b>\$25,852,264</b>	<b>\$22,250,809</b>	<b>\$24,122,088</b>	<b>\$24,929,162</b>	<b>\$24,929,162</b>
<b>REVENUES</b>					
Pomona Fund	\$0	\$0	\$0	\$100,000	\$100,000
General Fund	\$25,852,264	\$22,250,809	\$24,122,088	\$24,829,162	\$24,829,162
<b>Total Revenues:</b>	<b>\$25,852,264</b>	<b>\$22,250,809</b>	<b>\$24,122,088</b>	<b>\$24,929,162</b>	<b>\$24,929,162</b>

### **BUDGET UNIT DESCRIPTION**

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

### **PROGRAM SUMMARIES**

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

**COUNTYWIDE ACTIVITY COMMENTS:**

**Services and Supplies:**

Children's Health Initiative (New) ..... \$100,000

It is recommended that the Board of Supervisors consider a request to allocate \$100,000 to support the Children's Health Initiative, which will pay for at least "1,000 member months" of insurance for uninsured children ages 6 to 18. The current estimate is that approximately 800-1,000 children in Yolo County are uninsured. The funding request is part of a larger community collaborative effort with other agencies and groups across the county. The contract will be with the Partnership Health Plan, which will be the insurance provider for this effort. Should the Board of Supervisors consider supporting this request, it is recommended that Pomona Funds be used as the source of funding.

Yolo County Visitors' Bureau (New)..... \$50,000

It is recommended that the Board of Supervisors consider a request to allocate \$50,000 to help support the Yolo County Visitors' Bureau. The funds will be used to support a two-year pilot project that will include conducting a county visitor assessment and implement a marketing outreach effort that coordinates with the bureau's business plan and the county's general plan. The City of Davis has contributed \$90,000 and the City of Woodland \$25,000 in past support of the bureau. In addition, the City of Davis has experienced more than a 1:2.73 ratio on their return on investment. If successful, the bureau anticipates approximately a 1:2 return on investment ratio for the county in the two-year period. After year two, a determination can be made as to future funding.

American Leadership Forum..... \$3,000

Finances the annual member and training session costs for one participant in the American Leadership Forum, a regional leadership program dedicated to strengthening and establishing leaders from diverse backgrounds to improve the greater Sacramento region.

Annual Audit..... \$83,300

Finances an annual county audit, performed by an outside audit firm. The Auditor-Controller administers this countywide contract service.

Citizens' Reports..... \$7,500

Finances periodic financial and other reports to residents regarding county services.

Court Facility Transition ..... \$25,000

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

County Lobbyist ..... \$42,000

Finances the annual contract with the county lobbyist for legislative services.

Disaster Preparedness ..... \$15,000

Finances disaster-related supplies should they be needed in an emergency. In past years these supplies have included sandbag materials to prevent flooding.

Human Resources Division Recruitments ..... \$100,000

Finances consultant services to assist in the recruitment of various county management positions.

Innovations Group West ..... \$5,355  
Finances membership and online access to research services provided by Innovations Group West, a nonprofit corporation that functions as a consortium of counties, cities, and business partners working together to foster innovation and increase productivity in local government.

Legal Services ..... \$565,000  
Finances the costs associated with membership in the California State Association of Counties Litigation Coordination Program, arbitration settlements, legal settlements, and contract legal services. Any special contracts or settlements will be presented separately to the Board of Supervisors for consideration.

National Association of Counties ..... \$2,800  
Finances the annual membership in the National Association of Counties

Public Relations ..... \$12,500  
Finances participation in public relations and communication activities of the county at the Yolo County Fair and the California State Fair. County booths at the State Fair have consistently received high cash awards, offsetting this cost.

Small Claims Advisory Services ..... \$12,300  
Finances a contract for small claims advisory services with revenues from filing fees collected by the Yolo Superior Court.

Videotaping Services ..... \$25,100  
Finances a service contract to videotape Board of Supervisors and Planning Commission meetings that are then rebroadcast through the cable television systems.

**Other Charges:**

Area 4 Agency on Aging ..... \$15,736  
Finances Yolo County's share of costs for the Area 4 Agency on Aging.

Fire Districts ..... \$1,000  
Finances a General Fund augmentation of \$1,000 to support fire districts.

Local Agency Formation Commission ..... \$121,513  
Finances the county's share of Local Agency Formation Commission costs as adopted by the Commission. The appropriation is \$21,791 greater than FY 2004-05.

Water Resources Association ..... \$45,000  
Finances the county's contribution to the Water Resources Association. Additional funds of \$250,000 are budgeted in the Department of Planning and Public Works for water consultant services.

Yolo County Communications and Emergency Services Agency (Capital) ..... \$55,111  
Finances the county's annual share of costs to replace communications equipment for Yolo County Communications and Emergency Services Agency. There is no change from FY 2004-05.

Yolo County Communications and Emergency Services Agency (Operations) ..... \$837,086  
Finances the county's annual share of costs of the Yolo County Communications and Emergency Services Agency, a joint powers agency. There is no change from FY 2004-05.

Yolo County Historical Museum..... \$10,000  
Finances the county's annual contribution to the county museum.

Yolo Superior Court Judges Benefits..... \$44,500  
Finances General Fund costs for judges' benefits as provided in Court/County Memorandum of Understanding.

**Transfers Out** (Transfer of General Fund allocation to other operating funds as provided under state accounting standards).

Fleet Services..... \$237,858  
The General Fund allocation to the Fleet Services Fund to finance the public safety fund vehicle maintenance costs that are above the base cost threshold provided in Proposition 172.

Library Fund..... \$171,377  
The General Fund contribution to the Library Fund to finance the salary and benefits of the County Librarian and additional hours at the libraries.

Medical Fund Allocation..... \$3,125,637  
The General Fund allocation to the Medical Fund to finance Public Health program services. The allocation is a \$431,490 increase over the amount transferred in FY 2004-05. The increase supports a cost increase in the Jail-Juvenile Hall Medical program. The allocation is accomplished through transfers from this budget unit. The transfer appears as revenue in the department's budget unit.

Mental Health Fund..... \$647,364  
The General Fund allocation to the Mental Health Fund to finance mental health programs. The \$647,364 includes a \$270,000 augmentation from the General Fund (a portion of the \$1 million in transitional funding for the two-year restructuring process of mental health services).

Public Safety Fund..... \$14,826,208  
The General Fund allocation to the Public Safety Fund to finance the Sheriff-Coroner, District Attorney and Probation budgets, accomplished through transfers from this budget unit. The transfer appears as revenue in the departments' budget as follows: Sheriff (\$8,138,250), District Attorney (\$4,063,762) and Probation (\$2,624,196). The General Fund contribution is \$2,068,482 greater than FY 2004-05 and \$4.7 million greater than FY 2003-04.

Social Services Fund..... \$3,740,923  
The General Fund allocation to the Social Services Fund to finance social services. The allocation is accomplished through transfers from this budget unit. The transfer appears as revenue in the department's budget units.

# Countywide Programs Criminal Justice Collections

Budget Category	Actual 2003/2004	Budget 2004/2005	Estimated 2004/2005	Requested 2005/2006	Recommended 2005/2006
<b>APPROPRIATIONS</b>					
Payment to State	\$1,452,591	\$1,125,688	\$1,388,521	\$1,390,600	\$1,390,600
<b>Total Appropriations:</b>	<b>\$1,452,591</b>	<b>\$1,125,688</b>	<b>\$1,388,521</b>	<b>\$1,390,600</b>	<b>\$1,390,600</b>
<b>REVENUES</b>					
Fines/Forfeitures/Other	\$1,914,292	\$1,452,143	\$1,729,575	\$1,730,600	\$1,730,600
<b>Total Revenues:</b>	<b>\$1,914,292</b>	<b>\$1,452,143</b>	<b>\$1,729,575</b>	<b>\$1,730,600</b>	<b>\$1,730,600</b>

## **BUDGET UNIT DESCRIPTION**

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

## **PROGRAM SUMMARIES**

Under AB 1590, the state "bought out" its share of the court costs, leaving the county responsible only for the base year subvention attributable to fine and forfeiture revenue. Any revenue growth in excess of the base revenue is shared 50% state and 50% county. Excess revenues are used to fund programs receiving a financial contribution from the general fund. Any revenues received that exceed the state-required match will be identified in the countywide revenue schedule. Budgeted revenues include the sharing of undesignated fees with the local court.

# Countywide Programs

## Dental Insurance - ISF

Budget Category	Actual 2003/2004	Budget 2004/2005	Estimated 2004/2005	Requested 2005/2006	Recommended 2005/2006
<b>APPROPRIATIONS</b>					
Services & Supplies	\$1,824,502	\$1,915,469	\$1,804,843	\$2,061,448	\$2,061,448
<b>Total Appropriations:</b>	<b>\$1,824,502</b>	<b>\$1,915,469</b>	<b>\$1,804,843</b>	<b>\$2,061,448</b>	<b>\$2,061,448</b>
<b>REVENUES</b>					
Payroll Deductions	\$1,726,902	\$1,915,469	\$1,906,453	\$2,061,448	\$2,061,448
<b>Total Revenues:</b>	<b>\$1,726,902</b>	<b>\$1,915,469</b>	<b>\$1,906,453</b>	<b>\$2,061,448</b>	<b>\$2,061,448</b>

### **BUDGET UNIT DESCRIPTION**

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

### **PROGRAM SUMMARIES**

Dental care costs and claims continue to increase. The dental fund balance has been depleted due to these increased costs. This budget includes a 10% premium increase for FY 2005-06. Future increases in the contribution rate are anticipated.

# Countywide Programs Risk Management

Budget Category	Actual 2003/2004	Budget 2004/2005	Estimated 2004/2005	Requested 2005/2006	Recommended 2005/2006
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$33,617	\$25,000	\$25,000	\$25,000	\$25,000
Services & Supplies	\$2,163,573	\$2,251,125	\$2,250,240	\$2,133,258	\$2,133,258
Expense Reimbursement	\$-2,002,686	\$-2,155,083	\$-2,155,083	\$-2,041,280	\$-2,041,280
<b>Total Appropriations:</b>	<b>\$194,504</b>	<b>\$121,042</b>	<b>\$120,157</b>	<b>\$116,978</b>	<b>\$116,978</b>
<b>REVENUES</b>					
General Fund	\$194,504	\$121,042	\$120,157	\$116,978	\$116,978
<b>Total Revenues:</b>	<b>\$194,504</b>	<b>\$121,042</b>	<b>\$120,157</b>	<b>\$116,978</b>	<b>\$116,978</b>

## **BUDGET UNIT DESCRIPTION**

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

## **PROGRAM SUMMARIES**

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 remain the same for FY 2005-06 (\$1.13 million). County departments are charged a portion of the total liability program costs based on number of automobiles, number of employees and claims experience.

Workers' Compensation: The county has been proactive in managing workers' compensation claims. An active safety committee is in place to ensure compliance with regulatory requirements and review claims and incident reports. Program administration includes: pre-employment and periodic medical examinations, training programs and record-keeping. The program is expected to cost \$2.04 million.

Other Insurance: This budget unit also provides for other insurance policies, including property, boiler and machinery and fidelity.

<b>POSITION SUMMARY</b>	<b>Full Time Equivalents</b>			
<b>Position Classification</b>	<b>Current</b>	<b>Requested</b>	<b>Recommended</b>	<b>Salary &amp; Benefits</b>
Salary Transfer	0.00	0.00	0.00	\$25,000
<b>Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>\$25,000</b>



# Countywide Programs Special Employee Services

Budget Category	Actual 2003/2004	Budget 2004/2005	Estimated 2004/2005	Requested 2005/2006	Recommended 2005/2006
<b>APPROPRIATIONS</b>					
Retiree Benefits	\$0	\$1,261,100	\$1,207,333	\$1,318,500	\$1,318,500
Services & Supplies	\$0	\$93,206	\$85,289	\$92,550	\$92,550
<b>Total Appropriations:</b>	<b>\$0</b>	<b>\$1,354,306</b>	<b>\$1,292,622</b>	<b>\$1,411,050</b>	<b>\$1,411,050</b>
<b>REVENUES</b>					
General Fund	\$0	\$1,354,306	\$1,292,622	\$1,411,050	\$1,411,050
<b>Total Revenues:</b>	<b>\$0</b>	<b>\$1,354,306</b>	<b>\$1,292,622</b>	<b>\$1,411,050</b>	<b>\$1,411,050</b>

## **BUDGET UNIT DESCRIPTION**

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

## **PROGRAM SUMMARIES**

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

This budget anticipates a rate increase for retiree health and dental coverage and continued funding for employee diversity events and recognition programs for FY 2005-06.

# Countywide Programs Tribal Relations Office

Budget Category	Actual 2003/2004	Budget 2004/2005	Estimated 2004/2005	Requested 2005/2006	Recommended 2005/2006
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$81,466	\$142,679	\$136,515	\$124,946	\$124,946
Services & Supplies	\$29,770	\$10,418	\$14,429	\$14,206	\$14,206
Operating Transfers Out	\$0	\$21,257	\$0	\$42,496	\$42,496
Fixed Assets	\$10,956	\$0	\$0	\$0	\$0
Other Charges	\$0	\$0	\$5,000	\$0	\$0
<b>Total Appropriations:</b>	<b>\$122,192</b>	<b>\$174,354</b>	<b>\$155,944</b>	<b>\$181,648</b>	<b>\$181,648</b>
<b>REVENUES</b>					
Tribal Mitigation	\$182,221	\$176,358	\$186,582	\$181,648	\$181,648
<b>Total Revenues:</b>	<b>\$182,221</b>	<b>\$176,358</b>	<b>\$186,582</b>	<b>\$181,648</b>	<b>\$181,648</b>

## BUDGET UNIT DESCRIPTION

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

## PROGRAM SUMMARIES

During FY 2003-04 the tribal relations office facilitated the formation of a new Indian Gaming Local Community Benefits Committee, as required by Senate Bill 621. Contracts were put into place to fund special projects and provide requested studies.

In FY 2005-06 staff will provide continued support for the Board of Supervisor's 2X2 on tribal matters, the Advisory Committee on Tribal Matters and the Indian Gaming Local Community Benefits Committee. The 2X2 is a public meeting between two Board of Supervisor members and two Wintun Tribe representatives. The Advisory Committee on Tribal Matters is a committee of appointed community members who meet to advise the Board of Supervisors on tribal matters, including casino mitigation impacts. These groups will process mitigation applications and special project requests, while staff will follow through on contract requirements and project completion.

<b>POSITION SUMMARY</b>	<b>Full Time Equivalents</b>			
<b>Position Classification</b>	<b>Current</b>	<b>Requested</b>	<b>Recommended</b>	<b>Salary &amp; Benefits</b>
County-Tribe Intergov Coord.	1.00	1.00	1.00	\$95,500
Extra Help	0.00	0.00	0.00	\$2,050
Salary Transfer	0.00	0.00	0.00	\$26,699
Workers Compensation	0.00	0.00	0.00	\$697
<b>Total:</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>\$124,946</b>

# Countywide Programs Unemployment Insurance - ISF

Budget Category	Actual 2003/2004	Budget 2004/2005	Estimated 2004/2005	Requested 2005/2006	Recommended 2005/2006
<b>APPROPRIATIONS</b>					
Services & Supplies	\$3,600	\$3,800	\$3,675	\$1,600	\$1,600
Other Charges	\$210,895	\$300,000	\$180,335	\$240,000	\$240,000
<b>Total Appropriations:</b>	<b>\$214,495</b>	<b>\$303,800</b>	<b>\$184,010</b>	<b>\$241,600</b>	<b>\$241,600</b>
<b>REVENUES</b>					
Department Reimbursements	\$0	\$303,800	\$229,166	\$241,600	\$241,600
<b>Total Revenues:</b>	<b>\$0</b>	<b>\$303,800</b>	<b>\$229,166</b>	<b>\$241,600</b>	<b>\$241,600</b>

## **BUDGET UNIT DESCRIPTION**

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

## **PROGRAM SUMMARIES**

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

# Human Resources Division

## SUMMARY

Budget Category	Actual 2003/2004	Budget 2004/2005	Estimated 2004/2005	Requested 2005/2006	Recommended 2005/2006
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$796,587	\$785,251	\$769,959	\$813,904	\$1,006,046
Services & Supplies	\$132,693	\$137,758	\$168,188	\$138,258	\$138,258
<b>Total Appropriations:</b>	<b>\$929,280</b>	<b>\$923,009</b>	<b>\$938,147</b>	<b>\$952,162</b>	<b>\$1,144,304</b>
<b>REVENUES</b>					
Other Revenue	\$9,725	\$10,000	\$23,125	\$10,000	\$10,000
General Fund	\$919,555	\$913,009	\$913,022	\$942,162	\$1,134,304
<b>Total Revenues:</b>	<b>\$929,280</b>	<b>\$923,009</b>	<b>\$936,147</b>	<b>\$952,162</b>	<b>\$1,144,304</b>
<b>POSITIONS(FTE)</b>	12.00	11.00	11.00	11.00	12.00

### **SUMMARY OF RECOMMENDED BUDGET**

It is recommended that the budget for the Human Resources Division be increased by \$221,295 to fund the increased costs of salaries and benefits, fund an existing Personnel Analyst III position and add the position of Human Resources Manager. Services and supplies are increased by \$500.

Revenues: The General Fund provides 99% of the financing for this budget unit.

Positions:

The recommended increase provides for filling the Human Resources Manager position by November 1, 2005 and an existing vacant Personnel Analyst III slot by January 1, 2006. Human Resources is stretched very thin for an organization of 1,400 employees. Restoring these positions will allow greater analysis of classification and compensation issues, quicker response to employee relations problems and a more comprehensive approach to labor relations.

Other:

Staff will be bringing to the Board of Supervisors a series of recommendations for restructuring the county's human resources and training functions. Research continues into best practices and organizational structures in comparable jurisdictions.

### **MISSION**

The mission of the department is to provide collaborative human resource services and to preserve the integrity of the personnel system consistent with county values.

### **GOALS AND ACCOMPLISHMENTS 2004-2005**

- Negotiated and finalized new contracts with six unions representing over 1,000 of the county's 1,400 employees.
- Completed a total compensation salary and benefits survey. A total of 78 key classifications were surveyed in 12 benchmark agencies. The survey was presented during union bargaining and resulted in nearly 80% of employees receiving an equity adjustment in addition to cost-of-living increases.
- Successfully implemented the 60-hour furlough of county employees. Human Resources staff met with labor groups, communicated the impact to employees and worked with the Auditor's Office to accomplish the necessary pay reductions and tracking of employee time off.
- Human Resources Division staff participated in two cross-departmental teams that resulted in the development of the pilot Countywide Goalsharing Program. The program will recognize efforts in achieving cost savings and/or increasing revenue.

- The Yolo Training Academy delivered 24 training sessions on a variety of subjects well as 13 sessions of harassment prevention training. In addition, on-line computer training is available to meet the unique needs of individual employees.
- The Yolo County Health and Safety Committee developed an incentive program to promote safety awareness in the workplace and reward employee participation. The Human Resources Division website has been expanded to announce employee safety events and workers' compensation claims are now submitted electronically for more efficient processing.
- Service awards were presented to 43 long-term employees and Employee Recognition Awards were presented to 22 employees who demonstrated exemplary performance.

#### **GOALS AND OBJECTIVES 2005-2006**

- Explore the establishment of retiree medical trust accounts for the payment of employee health insurance premiums after retirement from county service.
- Conduct an internal audit of positions exempt from the overtime requirements of the Fair Labor Standards Act (FLSA).
- Form a management committee to determine the feasibility of a combined leave bank (i.e., provide one form of leave time, replacing separate allotments for vacation and sick leave).
- Assist in the migration of the stand-alone time entry software system to the county's integrated human resources information system (PeopleSoft).
- Continue to manage countywide risk by providing mandatory harassment prevention and Health Insurance Portability and Accountability Act (HIPAA) training, as well as enhancing supervisory and management training.
- Work with the Auditor-Controller and the County Administrator's Office to address county liability for employee retirement benefits as required by GASB 45.



# Human Resources Division

## Human Resources

Budget Category	Actual 2003/2004	Budget 2004/2005	Estimated 2004/2005	Requested 2005/2006	Recommended 2005/2006
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$796,587	\$785,251	\$769,959	\$813,904	\$1,006,046
Services & Supplies	\$132,693	\$137,758	\$168,188	\$138,258	\$138,258
<b>Total Appropriations:</b>	<b>\$929,280</b>	<b>\$923,009</b>	<b>\$938,147</b>	<b>\$952,162</b>	<b>\$1,144,304</b>
<b>REVENUES</b>					
Other Revenue	\$9,725	\$10,000	\$23,125	\$10,000	\$10,000
General Fund	\$919,555	\$913,009	\$913,022	\$942,162	\$1,134,304
<b>Total Revenues:</b>	<b>\$929,280</b>	<b>\$923,009</b>	<b>\$936,147</b>	<b>\$952,162</b>	<b>\$1,144,304</b>

### **BUDGET UNIT DESCRIPTION**

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

### **PROGRAM SUMMARIES**

Recruitment and Examination: The function of recruitment and examination is to provide an adequate number of qualified applicants for job vacancies. Ongoing recruitment activities include: auditing positions to determine the validity of current class specifications, preparation of job announcements, applicant screening, proctoring written examinations, conducting oral board interview panels and assisting departments with selection.

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.

Employee Development: This unit supports the division's goals relative to the development of all employees. In this role, the unit oversees the employee safety program, training and orientation, sustains employee development programs, manages the county's goal-sharing program and makes recommendations for new approaches for meeting the development needs of county employees.

Administrative Services: The administrative unit provides support to the services of Human Resources, including management of the PeopleSoft payroll/personnel system, maintenance of employee records and administration of a variety of employee benefit programs.

<b>POSITION SUMMARY</b>		<b>Full Time Equivalents</b>			
<b>Position Classification</b>	<b>Current</b>	<b>Requested</b>	<b>Recommended</b>	<b>Salary &amp; Benefits</b>	
Affirmative Action Coordinator	1.00	1.00	1.00	\$109,886	
Human Resources Manager	0.00	0.00	1.00	\$84,743	
Personnel Analyst III	3.00	3.00	3.00	\$275,877	
Personnel Analyst II	1.00	1.00	1.00	\$81,780	
Personnel Assistant	1.00	1.00	1.00	\$66,779	
Principal Admin. Analyst	1.00	1.00	1.00	\$98,365	
Organizational Development Mgr	1.00	1.00	1.00	\$106,133	
Organizational Dev. Trainer	1.00	1.00	1.00	\$82,464	
Secretary III - Conf.	1.00	1.00	1.00	\$58,864	
Secretary II - Conf.	1.00	1.00	1.00	\$52,568	
Extra Help	0.00	0.00	0.00	\$10,737	
Salary Transfer	0.00	0.00	0.00	-\$57,000	
Benefit Cashout	0.00	0.00	0.00	\$18,450	
Work Comp and Unemployment	0.00	0.00	0.00	\$16,400	
<b>Total:</b>	<b>11.00</b>	<b>11.00</b>	<b>12.00</b>	<b>\$1,006,046</b>	

# Information Technology Division SUMMARY

Budget Category	Actual 2003/2004	Budget 2004/2005	Estimated 2004/2005	Requested 2005/2006	Recommended 2005/2006
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$2,419,464	\$2,758,532	\$2,575,527	\$2,797,785	\$2,892,302
Services & Supplies	\$439,034	\$573,816	\$510,175	\$473,335	\$513,335
Expense Reimbursement	\$-1,113,936	\$-1,059,438	\$-1,125,355	\$-1,095,698	\$-1,095,698
Fixed Assets-Equipment	\$133,303	\$383,500	\$236,829	\$256,000	\$284,000
<b>Total Appropriations:</b>	<b>\$1,877,865</b>	<b>\$2,656,410</b>	<b>\$2,197,176</b>	<b>\$2,431,422</b>	<b>\$2,593,939</b>
<b>REVENUES</b>					
ACO Fund	\$120,000	\$383,500	\$350,000	\$256,000	\$284,000
Fees & Charges	\$977,938	\$898,700	\$855,901	\$682,010	\$700,000
General Fund	\$779,927	\$1,374,210	\$718,917	\$1,242,412	\$1,609,939
<b>Total Revenues:</b>	<b>\$1,877,865</b>	<b>\$2,656,410</b>	<b>\$1,924,818</b>	<b>\$2,180,422</b>	<b>\$2,593,939</b>
<b>POSITIONS(FTE)</b>	45.00	45.00	39.00	39.00	39.00

## **SUMMARY OF RECOMMENDED BUDGET**

It is recommended that the budget for the Information Technology Division be decreased by \$62,471. This reduction is the result of a decrease in services and supplies of \$60,481, a decrease in fixed assets of \$99,500 and an increase in expense reimbursement by \$36,260, offset by an increase in salaries and wages of \$133,770.

### Revenues

The General Fund provides 62% of the funding for this budget. The balance of the revenue comes 11% from the Accumulative Capital Outlay fund and 27% from charges for services.

### Positions

It is recommended that all 39 authorized positions be funded. In fiscal year 2004-05 this division reduced authorized positions by six.

### Fixed Assets-Equipment

It is recommended that equipment be acquired for the continued upgrade of data backup systems, increased network bandwidth, additional fiber networking and network switches and replacement of outdated servers and relocating the mainframe to the new Information Technology Division office at 120 W. Main Street.

## **MISSION**

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

## **GOALS AND ACCOMPLISHMENTS 2004-2005**

- Provided increased training for staff to better serve customers and decrease call completion response times.
- Enhanced online GIS information and countywide GIS implementation through a countywide GIS strategic plan.
- Increased utilization of the online survey system to gather feedback in order to improve services countywide.
- Provided interactive services online at the county website.



- Provided planning assistance on project management.
- Offered work simplification (business process improvement) services to Yolo County departments.
- Developed more web-based applications for both the Intranet and Internet.
- Increased information sharing in the county.
- Provided users with more capabilities to directly access their data.
- Provided more self-service applications to employees and constituents.
- Upgraded the backup and recovery procedures.
- Provided programming and technical support to make sure that all systems are operating well.
- Assisted the Sheriff's office with its proposed jail and records management systems.
- Increasing network bandwidth.

All goals were accomplished and the details are provided in the Information Technology Division annual report.

### **GOALS AND OBJECTIVES 2005-2006**

- Provide and maintain a safe, reliable, and secure network.
- Increase the return on investment on infrastructure.
- Continue emphasis on web technology.
- Maintain staff productivity.
- Enhance GIS services and data availability.
- Continue to assist departments to simplify their business practices.
- Continue work management in Information Technology Division to measure performance and productivity.
- Assist departments with their new information technology initiatives.
- Complete the move of the entire Information Technology Division operation to 120 West Main Street in Woodland, by September, 2005.
- Continue the migration of all mainframe applications to new platform(s).



# Information Technology Division

## Information Technology

Budget Category	Actual 2003/2004	Budget 2004/2005	Estimated 2004/2005	Requested 2005/2006	Recommended 2005/2006
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$2,419,464	\$2,758,532	\$2,575,527	\$2,797,785	\$2,892,302
Services & Supplies	\$439,034	\$573,816	\$510,175	\$473,335	\$513,335
Fixed Assets-Equipment	\$133,303	\$383,500	\$236,829	\$256,000	\$284,000
Expense Reimbursement	\$-1,113,936	\$-1,059,438	\$-1,125,355	\$-1,095,698	\$-1,095,698
<b>Total Appropriations:</b>	<b>\$1,877,865</b>	<b>\$2,656,410</b>	<b>\$2,197,176</b>	<b>\$2,431,422</b>	<b>\$2,593,939</b>
<b>REVENUES</b>					
Fees & Charges	\$977,938	\$898,700	\$855,901	\$682,010	\$700,000
ACO Fund	\$120,000	\$383,500	\$350,000	\$256,000	\$284,000
General Fund	\$779,927	\$1,374,210	\$718,917	\$1,242,412	\$1,609,939
<b>Total Revenues:</b>	<b>\$1,877,865</b>	<b>\$2,656,410</b>	<b>\$1,924,818</b>	<b>\$2,180,422</b>	<b>\$2,593,939</b>

### **BUDGET UNIT DESCRIPTION**

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

### **PROGRAM SUMMARIES**

The Information Technology Division is comprised of the following four work units: administration, network services, planning and operations and development.

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

Network Services: The network services unit manages the InformationTechnology helpdesk and is also responsible for all servers, personal computers and networking devices countywide, including email, user data storage, firewalls, routers, switches and anti-virus solutions. In addition, the unit is responsible for network security management and connectivity to and from the county through the Internet, websites and network design. There are over 1,500 PCs, 120 Servers, 200 networking devices and about 1,500 network accounts to manage.

Planning and Operations: The planning and operations unit supports mainframe applications, such as the county's financial system, property management, OR&R collections and the Sheriff's current jail management systems. The unit's primary focus will be implementing the transition off of the mainframe. 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, Information Technology Division service agreements, work simplification and continuous quality improvement.

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

<b>POSITION SUMMARY</b>	<b>Full Time Equivalents</b>			
<b>Position Classification</b>	<b>Current</b>	<b>Requested</b>	<b>Recommended</b>	<b>Salary &amp; Benefits</b>
Information Technology Div Mgr	1.00	1.00	1.00	\$135,921
Information Technology Manager	4.00	4.00	4.00	\$501,332
Database Administrator	1.00	1.00	1.00	\$113,792
Network Systems Specialist III	2.00	2.00	2.00	\$177,008
Systems Software Spec. III	1.00	1.00	1.00	\$104,734
Sr. Business Systems Analyst	3.00	3.00	3.00	\$299,470
Programmer Analyst IV	4.00	4.00	4.00	\$423,807
Internet Systems Specialist	2.00	2.00	2.00	\$123,235
Data Processing Oper. Coord.	1.00	1.00	1.00	\$95,170
Programmer Analyst III	2.00	2.00	2.00	\$178,772
Supervising Technical Supp Spc	1.00	1.00	1.00	\$65,000
Supervising Programmer Analyst	1.00	1.00	1.00	\$115,742
Programmer Analyst II	2.00	2.00	2.00	\$150,358
Technical Support Spec. III	9.00	9.00	9.00	\$687,490
GIS Coordinator	1.00	1.00	1.00	\$77,506
GIS Specialist II	1.00	1.00	1.00	\$55,000
Senior Computer Operator	2.00	2.00	2.00	\$86,990
Administrative Assistant	1.00	1.00	1.00	\$55,248
Benefit Cashout	0.00	0.00	0.00	\$25,500
Extra Help	0.00	0.00	0.00	\$30,000
Overtime	0.00	0.00	0.00	\$7,900
Shift Differential Pay	0.00	0.00	0.00	\$3,250
Standby Pay	0.00	0.00	0.00	\$16,000
Salary Transfer	0.00	0.00	0.00	\$-644,506
Work Comp and Unemployment	0.00	0.00	0.00	\$7,583
<b>Total:</b>	<b>39.00</b>	<b>39.00</b>	<b>39.00</b>	<b>\$2,892,302</b>

# County Clerk-Recorder SUMMARY

Budget Category	Actual 2003/2004	Budget 2004/2005	Estimated 2004/2005	Requested 2005/2006	Recommended 2005/2006
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$1,497,213	\$1,961,375	\$1,542,580	\$1,705,620	\$1,728,981
Services & Supplies	\$1,183,502	\$1,164,720	\$880,040	\$2,273,981	\$2,353,981
Expense Reimbursement	\$-14,245	\$-498,808	\$-585,747	\$-648,727	\$-648,727
Intrafund Transfers	\$60,400	\$13,000	\$593,398	\$720,500	\$720,500
<b>Total Appropriations:</b>	<b>\$2,726,870</b>	<b>\$2,640,287</b>	<b>\$2,430,271</b>	<b>\$4,051,374</b>	<b>\$4,154,735</b>
<b>REVENUES</b>					
Fees & Charges	\$1,524,744	\$1,446,732	\$1,387,658	\$1,717,313	\$1,717,313
Federal/State Reimbursement	\$22,445	\$4,000	\$39,064	\$15,000	\$115,000
Other Revenue	\$236,342	\$118,500	\$164,316	\$160,250	\$160,250
Special Revenue Funds	\$0	\$0	\$0	\$1,088,500	\$1,088,500
General Fund	\$1,168,037	\$1,071,055	\$1,111,282	\$1,070,311	\$1,073,672
<b>Total Revenues:</b>	<b>\$2,951,568</b>	<b>\$2,640,287</b>	<b>\$2,702,320</b>	<b>\$4,051,374</b>	<b>\$4,154,735</b>
<b>POSITIONS(FTE)</b>	22.00	34.00	34.00	34.00	33.00

## **SUMMARY OF RECOMMENDED BUDGET**

It is recommended that the budget for the County Clerk-Recorder be increased by \$1,514,448 to fund the increased costs of services and supplies of \$1,189,261, an increase in intrafund transfers of \$707,500, offset by a decrease in salaries and benefits of \$232,394 and an increase in expense reimbursement of \$149,919.

The increase in services and supplies is the result of the one-time cost of the County Clerk-Recorder's move of \$1.4 million. The move is to be paid for by the Recorder's special revenue fund; however, there may be a need for a short-term county loan to meet cash flow issues depending on the final cost of the relocation.

Other increases in services and supplies result from the new state election "permanent absentee voters" requirements and the federal "Help America Vote Act" (HAVA) laws. These new laws have resulted in increased document, postage and handling costs of ballots. These new mandates have affected both voter registration and maintenance of records and have added staff time in preparation and implementation of election processes; these new activities add \$14,448 to the budget. Also reflected in services and supplies is \$80,000 of the total \$100,000 in state special election costs. The remaining \$20,000 has been budgeted for extra help costs in salaries and benefits. The entire \$100,000 special election cost is offset by expected state reimbursement.

### Revenues

The County Clerk-Recorder is funded 26% from the General Fund. The balance of the revenue comes 41% from fees and charges, 26% from special revenues, 4% from other revenue and 3% from state and federal reimbursement.

### Positions

It is recommended that 33 of the existing full-time positions be funded, deleting one unfunded, vacant, Administrative Clerk position in the County Clerk-Recorder's office. (The reduction in salaries and benefits is an accounting change reflecting the administrative costs in expense reimbursements).

## **MISSION**

The Elections Division mission is to conduct accurate, efficient elections and to vigorously encourage and protect the voting opportunity for every citizen in Yolo County. The County Clerk-Recorder's mission is to protect the security of accurate and permanent official records and to protect the privacy of the personal information therein.

## **GOALS AND ACCOMPLISHMENTS 2004-2005**

- Instituted digitization and archival preservation of public records.
- Worked to expand and improve facilities space.
- Continued to institute compliance with new voting laws.

## **GOALS AND OBJECTIVES 2005-2006**

- Move the County Clerk-Recorder's office within the county administrative building to a larger and more appropriate space to ensure integrity of office functions and preservation of public records.
- Improve the physical space of the Elections Division to help ensure accurate elections.
- Divisions of the department will continue to meet legal and other integral requirements to provide the best public service possible.



# County Clerk-Recorder Administration

Budget Category	Actual 2003/2004	Budget 2004/2005	Estimated 2004/2005	Requested 2005/2006	Recommended 2005/2006
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$8,636	\$476,788	\$563,224	\$625,827	\$625,827
Services & Supplies	\$5,609	\$22,020	\$22,523	\$22,900	\$22,900
Expense Reimbursement	\$-14,245	\$-498,808	\$-585,747	\$-648,727	\$-648,727
<b>Total Appropriations:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>REVENUES</b>					
Other Revenue	\$0	\$0	\$0	\$0	\$0
<b>Total Revenues:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## **BUDGET UNIT DESCRIPTION**

Budget Unit 201-2 (Fund 110). This budget unit funds the salaries of the department management team, comprised of the County Clerk-Recorder, Chief Deputy Clerk-Recorder, two Assistant Clerk-Recorders, Assistant to the Clerk-Recorder, Administrative Assistant, Department Data Services Coordinator and a Data Services Programmer . Transfers to this budget unit from the Elections and Clerk-Recorder department budgets reflect the responsibilities of the staff to those divisions.

## **PROGRAM SUMMARIES**

The County Clerk-Recorder is responsible for conducting elections, maintaining the official and vital records for public use, serving as the repository for non-court related filings and records and performing as marriage commissioner and passport processing agent. This budget accommodates the salaries and some office costs of staff that provide support to both divisions of the department.

<b>POSITION SUMMARY</b>	<b>Full Time Equivalents</b>			
<b>Position Classification</b>	<b>Current</b>	<b>Requested</b>	<b>Recommended</b>	<b>Salary &amp; Benefits</b>
Administrative Assistant	1.00	1.00	1.00	\$58,976
Asst. to the Co Clerk/Recorder	1.00	1.00	1.00	\$59,418
County Clerk-Recorder	1.00	1.00	1.00	\$124,062
Chief Deputy Clerk/Recorder	1.00	1.00	1.00	\$100,710
Dept. IS Coordinator	1.00	1.00	1.00	\$78,976
Data Services Coordinator/Prog	1.00	1.00	1.00	\$46,052
Assistant Clerk-Recorder	2.00	2.00	2.00	\$152,539
Work Comp and Unemployment	0.00	0.00	0.00	\$5,094
<b>Total:</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>\$625,827</b>

# County Clerk-Recorder Elections

Budget Category	Actual 2003/2004	Budget 2004/2005	Estimated 2004/2005	Requested 2005/2006	Recommended 2005/2006
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$565,488	\$551,955	\$376,805	\$377,405	\$400,766
Services & Supplies	\$815,637	\$573,100	\$604,202	\$620,906	\$700,906
Intrafund Transfers	\$0	\$13,000	\$245,398	\$397,000	\$397,000
<b>Total Appropriations:</b>	<b>\$1,381,125</b>	<b>\$1,138,055</b>	<b>\$1,226,405</b>	<b>\$1,395,311</b>	<b>\$1,498,672</b>
<b>REVENUES</b>					
Fees & Charges	\$154,467	\$55,000	\$67,614	\$270,000	\$270,000
Other Revenue	\$36,176	\$8,000	\$8,445	\$40,000	\$40,000
Federal/State Reimbursement	\$22,445	\$4,000	\$39,064	\$15,000	\$115,000
General Fund	\$1,168,037	\$1,071,055	\$1,111,282	\$1,070,311	\$1,073,672
<b>Total Revenues:</b>	<b>\$1,381,125</b>	<b>\$1,138,055</b>	<b>\$1,226,405</b>	<b>\$1,395,311</b>	<b>\$1,498,672</b>

## **BUDGET UNIT DESCRIPTION**

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

## **PROGRAM SUMMARIES**

Activities performed by this office include: the canvass, voter registration and maintenance, outreach and education, production and distribution of election materials, petitions, candidate and committee filings, ballot and sample ballot preparation and mailing and distribution. Some election costs are billed out to other jurisdictions or reimbursed by the state, however, funding is primarily provided by the county General Fund. The statewide special election on November 8, 2005 will cost the county not less than \$100,000, in addition to the costs the county will incur for the regularly scheduled November election. The state's 2006-07 budget includes reimbursement for the county's election costs related to the special election and the expenditures and revenues are included in this budget.

<b>POSITION SUMMARY</b>	<b>Full Time Equivalents</b>			
<b>Position Classification</b>	<b>Current</b>	<b>Requested</b>	<b>Recommended</b>	<b>Salary &amp; Benefits</b>
Elections Aide	1.00	1.00	1.00	\$31,627
Elections Technician	1.00	1.00	1.00	\$40,570
Administrative Assistant	1.00	1.00	1.00	\$62,699
Senior Elections Technician	1.00	1.00	1.00	\$52,336
Administrative Clerk II	1.00	1.00	1.00	\$41,740
Supervising Elections Tech	1.00	1.00	1.00	\$54,903
Extra Help	0.00	0.00	0.00	\$73,000
Overtime	0.00	0.00	0.00	\$30,000
Work Comp and Unemployment	0.00	0.00	0.00	\$13,891
<b>Total:</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>	<b>\$400,766</b>

# County Clerk-Recorder Recorder

Budget Category	Actual 2003/2004	Budget 2004/2005	Estimated 2004/2005	Requested 2005/2006	Recommended 2005/2006
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$923,089	\$932,632	\$602,551	\$702,388	\$702,388
Services & Supplies	\$362,256	\$569,600	\$253,315	\$1,630,175	\$1,630,175
Intrafund Transfers	\$60,400	\$0	\$348,000	\$323,500	\$323,500
<b>Total Appropriations:</b>	<b>\$1,345,745</b>	<b>\$1,502,232</b>	<b>\$1,203,866</b>	<b>\$2,656,063</b>	<b>\$2,656,063</b>
<b>REVENUES</b>					
Fees & Charges	\$1,370,277	\$1,391,732	\$1,320,044	\$1,447,313	\$1,447,313
Other Revenue	\$200,166	\$110,500	\$155,871	\$120,250	\$120,250
Special Revenue Funds	\$0	\$0	\$0	\$1,088,500	\$1,088,500
<b>Total Revenues:</b>	<b>\$1,570,443</b>	<b>\$1,502,232</b>	<b>\$1,475,915</b>	<b>\$2,656,063</b>	<b>\$2,656,063</b>

## **BUDGET UNIT DESCRIPTION**

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

## **PROGRAM SUMMARIES**

This office is funded by fees that pay all costs, plus state allowed fees that fund upgrades and improvements. New state laws, effective in January and July 2004, required changes to business practices, to assure privacy with respect to birth and death records. As a result, money is budgeted to assist a move to a new, larger, and more efficient location within the county administration building. The cost to move the County Clerk-Recorder is the primary reason for the budget increase and will be financed from the special fee revenues. There may be a need to finance additional costs for the relocation, but the final costs are still in the planning stages and are not available for the budget process.

<b>POSITION SUMMARY</b>	<b>Full Time Equivalents</b>			
<b>Position Classification</b>	<b>Current</b>	<b>Requested</b>	<b>Recommended</b>	<b>Salary &amp; Benefits</b>
Accounting Technician	1.00	1.00	1.00	\$51,239
Supervising Clerk-Recorder	1.00	1.00	1.00	\$75,816
Clerk-Recorder Supp Spec II	5.00	5.00	5.00	\$216,196
Clerk-Recorder Technician II	7.00	7.00	7.00	\$342,943
Secretary III	1.00	1.00	1.00	\$0
Administrative Clerk II	5.00	5.00	4.00	\$0
Overtime	0.00	0.00	0.00	\$3,000
Work Comp and Unemployment	0.00	0.00	0.00	\$13,194
<b>Total:</b>	<b>20.00</b>	<b>20.00</b>	<b>19.00</b>	<b>\$702,388</b>



# County Counsel SUMMARY

Budget Category	Actual 2003/2004	Budget 2004/2005	Estimated 2004/2005	Requested 2005/2006	Recommended 2005/2006
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$948,857	\$960,519	\$968,415	\$1,140,329	\$1,140,329
Services & Supplies	\$977,932	\$978,855	\$1,173,966	\$1,597,491	\$1,805,257
Expense Reimbursement	\$-257,500	\$-282,500	\$-305,020	\$-306,250	\$-306,250
<b>Total Appropriations:</b>	<b>\$1,669,289</b>	<b>\$1,656,874</b>	<b>\$1,837,361</b>	<b>\$2,431,570</b>	<b>\$2,639,336</b>
<b>REVENUES</b>					
Fees & Charges	\$132,050	\$129,550	\$194,412	\$243,607	\$243,607
Federal/State Reimbursement	\$193,376	\$200,000	\$208,427	\$200,000	\$200,000
Small Claims Fund	\$10,000	\$12,000	\$0	\$0	\$0
Tribal Mitigation	\$0	\$20,000	\$20,000	\$20,600	\$20,600
General Fund	\$1,333,863	\$1,295,324	\$1,414,522	\$1,967,363	\$2,175,129
<b>Total Revenues:</b>	<b>\$1,669,289</b>	<b>\$1,656,874</b>	<b>\$1,837,361</b>	<b>\$2,431,570</b>	<b>\$2,639,336</b>
<b>POSITIONS(FTE)</b>	10.00	10.00	10.00	11.00	11.00

## **SUMMARY OF RECOMMENDED BUDGET**

It is recommended that the budget for the County Counsel be increased by \$982,462 to fund increased costs in salaries and benefits (including the addition of a Deputy County Counsel), of \$179,810, increased costs in services and supplies of \$826,402 (due to anticipated costs for multi-defendant, death penalty and complex criminal defense cases), offset by an increase of \$23,750 in expense reimbursement reflecting increased revenue from county agencies for County Counsel services.

### Revenues

County Counsel receives 82% of its revenue from the General Fund with the remaining balance paid 9% from fees and charges, 8% from federal and state reimbursements and 1% from tribal mitigation.

### Positions

It is recommended that eleven full-time equivalent positions be approved. A new Senior Deputy County Counsel position will be fully funded by new land use fees to perform work relative to the Planning and Public Works projects, as approved by the Board of Supervisors in FY 2004-05 and by cost savings resulting from handling more personnel hearings in-house.

### Other

The Small Claims Advisory Services budget of \$12,000 (previously reflected in County Counsel's budget) is now appropriated in Countywide Expenditures consistent with other expenditures of countywide impact.

## **MISSION**

To provide the best possible legal representation to all clients.

## **GOALS AND ACCOMPLISHMENTS 2004-2005**

County Counsel assisted in the Conaway Ranch litigation, provided legal services for the General Plan update process and worked very hard to meet the increasing legal needs of clients.

**GOALS AND OBJECTIVES 2005-2006**

County Counsel plans to advise the county on Conaway Ranch issues, enhance legal support on land use issues, increase personnel arbitrations done in-house and provide excellent legal services.

# County Counsel County Counsel

Budget Category	Actual 2003/2004	Budget 2004/2005	Estimated 2004/2005	Requested 2005/2006	Recommended 2005/2006
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$948,857	\$960,519	\$968,415	\$1,140,329	\$1,140,329
Services & Supplies	\$100,604	\$107,780	\$111,097	\$93,257	\$93,257
Expense Reimbursement	\$-257,500	\$-282,500	\$-305,020	\$-306,250	\$-306,250
<b>Total Appropriations:</b>	<b>\$791,961</b>	<b>\$785,799</b>	<b>\$774,492</b>	<b>\$927,336</b>	<b>\$927,336</b>
<b>REVENUES</b>					
Fees & Charges	\$132,050	\$129,550	\$194,412	\$243,607	\$243,607
Small Claims Fund	\$10,000	\$12,000	\$0	\$0	\$0
Tribal Mitigation	\$0	\$20,000	\$20,000	\$20,600	\$20,600
General Fund	\$649,911	\$624,249	\$560,080	\$663,129	\$663,129
<b>Total Revenues:</b>	<b>\$791,961</b>	<b>\$785,799</b>	<b>\$774,492</b>	<b>\$927,336</b>	<b>\$927,336</b>

## **BUDGET UNIT DESCRIPTION**

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

## **PROGRAM SUMMARIES**

Because the demands on the County Counsel for administration of the Conflict Indigent Defense Panel have increased significantly over the past few years, the office has added a component for administration of those contracts. That component is for \$11,000 and is reflected as additional revenue in fees and charges and as an expenditure in budget unit 210-5.

<b>POSITION SUMMARY</b>	<b>Full Time Equivalents</b>			
<b>Position Classification</b>	<b>Current</b>	<b>Requested</b>	<b>Recommended</b>	<b>Salary &amp; Benefits</b>
Asst. County Counsel	1.00	1.00	1.00	\$149,890
County Counsel	1.00	1.00	1.00	\$169,434
Legal Administrative Assistant	1.00	1.00	1.00	\$78,027
Secretary III - Conf.	1.00	1.00	1.00	\$67,385
Secretary - County Counsel	1.00	1.00	1.00	\$36,746
Senior Deputy Co. Counsel	5.00	6.00	6.00	\$606,347
Benefit Cashout	0.00	0.00	0.00	\$7,500
Extra Help	0.00	0.00	0.00	\$20,000
Work Comp and Unemployment	0.00	0.00	0.00	\$5,000
<b>Total:</b>	<b>10.00</b>	<b>11.00</b>	<b>11.00</b>	<b>\$1,140,329</b>

# County Counsel Indigent Defense Contracts

Budget Category	Actual 2003/2004	Budget 2004/2005	Estimated 2004/2005	Requested 2005/2006	Recommended 2005/2006
<b>APPROPRIATIONS</b>					
Services & Supplies	\$877,328	\$871,075	\$1,062,869	\$1,504,234	\$1,712,000
<b>Total Appropriations:</b>	<b>\$877,328</b>	<b>\$871,075</b>	<b>\$1,062,869</b>	<b>\$1,504,234</b>	<b>\$1,712,000</b>
<b>REVENUES</b>					
Federal/State Reimbursement	\$193,376	\$200,000	\$208,427	\$200,000	\$200,000
General Fund	\$683,952	\$671,075	\$854,442	\$1,304,234	\$1,512,000
<b>Total Revenues:</b>	<b>\$877,328</b>	<b>\$871,075</b>	<b>\$1,062,869</b>	<b>\$1,504,234</b>	<b>\$1,712,000</b>

## **BUDGET UNIT DESCRIPTION**

Budget Unit 210-5 (Fund 110). Criminal defense attorneys provide representation to indigent criminal defendants when the Public Defender legally declares a conflict. Whenever possible, the Superior Court makes these appointments from the indigent defense panel, comprised of nine attorneys retained by separate contracts with the county. Otherwise, the Superior Court appoints other criminal defense attorneys. This budget also covers costs of investigators and experts, independent court-appointed contract attorneys and other indigent defense costs.

## **PROGRAM SUMMARIES**

Presently, the department has budgeted a net county cost that is within the amount allocated for this budget unit. Depending on whether there are new multi-defendant, death penalty or complex criminal defense cases filed, or when the current existing cases proceed to trial this year, it is expected that the present allocation for this budget unit will be insufficient. None of these increases are within the county's control. Rather they are required pursuant to constitutional protections afforded every criminal defendant in a criminal case. Based on actual experience during the course of the year, the department may have to request additional contingency funding.

This is the final year of the current agreements with each of the Conflict Indigent Defense Panel members. Negotiations for new agreements will begin in the winter of 2005-2006.

# Grand Jury SUMMARY

Budget Category	Actual 2003/2004	Budget 2004/2005	Estimated 2004/2005	Requested 2005/2006	Recommended 2005/2006
<b>APPROPRIATIONS</b>					
Services & Supplies	\$34,119	\$32,000	\$30,629	\$34,600	\$34,600
<b>Total Appropriations:</b>	<b>\$34,119</b>	<b>\$32,000</b>	<b>\$30,629</b>	<b>\$34,600</b>	<b>\$34,600</b>
<b>REVENUES</b>					
ACO Fund	\$0	\$0	\$0	\$2,600	\$2,600
General Fund	\$34,119	\$32,000	\$30,629	\$32,000	\$32,000
<b>Total Revenues:</b>	<b>\$34,119</b>	<b>\$32,000</b>	<b>\$30,629</b>	<b>\$34,600</b>	<b>\$34,600</b>
<b>POSITIONS(FTE)</b>	0.00	0.00	0.00	0.00	0.00

## **SUMMARY OF RECOMMENDED BUDGET**

It is recommended that the Grand Jury budget be increased by \$2,600 to fund the increased costs for services and supplies.

### Revenues

The General Fund provides 92% of the financing for this budget.

## **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.

## **GOALS AND ACCOMPLISHMENTS 2004-2005**

## **GOALS AND OBJECTIVES 2005-2006**

# Treasurer-Tax Collector SUMMARY

Budget Category	Actual 2003/2004	Budget 2004/2005	Estimated 2004/2005	Requested 2005/2006	Recommended 2005/2006
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$321,377	\$347,149	\$338,722	\$389,651	\$384,556
Services & Supplies	\$302,423	\$328,806	\$317,829	\$331,581	\$331,581
<b>Total Appropriations:</b>	<b>\$623,800</b>	<b>\$675,955</b>	<b>\$656,551</b>	<b>\$721,232</b>	<b>\$716,137</b>
<b>REVENUES</b>					
Fees & Charges	\$303,290	\$298,352	\$297,475	\$310,616	\$337,686
Interest/Investment Income	\$189,247	\$230,375	\$214,282	\$222,550	\$222,550
General Fund	\$131,263	\$147,228	\$144,794	\$188,066	\$155,901
<b>Total Revenues:</b>	<b>\$623,800</b>	<b>\$675,955</b>	<b>\$656,551</b>	<b>\$721,232</b>	<b>\$716,137</b>
<b>POSITIONS(FTE)</b>	5.00	5.00	5.00	5.00	5.00

## **SUMMARY OF RECOMMENDED BUDGET**

It is recommended that the budget of the Treasurer-Tax Collector be increased by \$40,182 to fund the increased costs of salaries and benefits of \$37,407 and services and supplies of \$2,775.

### Revenues

The General Fund provides 22% of the financing for this department and the balance is derived from charges for services, fees and interest income.

### Positions

The five positions in this department process the property tax billing and collections, invest the county's investment pool of funds and respond to inquiries from taxpayers and title companies.

### Other

In May 2005 the Board of Supervisors approved the consolidation of the offices of the Treasurer-Tax Collector and Auditor-Controller. This organizational change will become effective in January 2007 and will be reflected in the FY 2006-07 budget.

## **MISSION**

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

## **GOALS AND ACCOMPLISHMENTS 2004-2005**

- Completed the acquisition of an upgraded network server that supports the CREST property tax system;
- Completed the transition from magnetic computer tapes to compact discs (CD) for the receipt and transfer of electronic data;
- Completed installation of the supplemental archive program allowing for access to prior years' supplemental property tax information.

## **GOALS AND OBJECTIVES 2005-2006**

- Complete the installation and migration of the CREST property tax system.
- Work with IT and computer vendors to allow online access to property tax information resulting in a drastic reduction of phone inquires and lobby traffic;
- Work with all concerned parties to combine the Auditor/Controller and the Treasurer-Tax Collector into a single office.

# Treasurer-Tax Collector Treasurer-Tax Collector

Budget Category	Actual 2003/2004	Budget 2004/2005	Estimated 2004/2005	Requested 2005/2006	Recommended 2005/2006
<b>APPROPRIATIONS</b>					
Salaries & Benefits	\$321,377	\$347,149	\$338,722	\$389,651	\$384,556
Services & Supplies	\$302,423	\$328,806	\$317,829	\$331,581	\$331,581
<b>Total Appropriations:</b>	<b>\$623,800</b>	<b>\$675,955</b>	<b>\$656,551</b>	<b>\$721,232</b>	<b>\$716,137</b>
<b>REVENUES</b>					
Fees & Charges	\$303,290	\$298,352	\$297,475	\$310,616	\$337,686
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<b>Total Revenues:</b>	<b>\$623,800</b>	<b>\$675,955</b>	<b>\$656,551</b>	<b>\$721,232</b>	<b>\$716,137</b>

## **BUDGET UNIT DESCRIPTION**

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

<b>POSITION SUMMARY</b>	<b>Full Time Equivalents</b>				
<b>Position Classification</b>	<b>Current</b>	<b>Requested</b>	<b>Recommended</b>	<b>Salary &amp; Benefits</b>	
Accountant	1.00	1.00	1.00	\$72,950	
Account Clerk III	1.00	1.00	1.00	\$48,469	
Accountant-Auditor I	1.00	1.00	1.00	\$72,288	
Treasurer-Tax Collector	1.00	1.00	1.00	\$123,663	
Senior Accounting Technician	1.00	1.00	1.00	\$59,186	
Salary Transfer	0.00	0.00	0.00	\$8,000	
Benefit cashout	0.00	0.00	0.00	\$0	
Work Comp and Unemployment	0.00	0.00	0.00	\$0	
<b>Total:</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>\$384,556</b>	