Alcohol, Drug and Mental Health

Functions:
- Administers the county’s alcohol, drug abuse and mental health programs through the provision of cost-effective clinic and community-based services
- Provide services to mandated targeted populations of seriously emotionally disturbed children and youth, and severely mentally ill adults and older adults

Alcohol, Drug & Mental Health Director (1)

Total Budget: $25,885,610

- Adult/Older Adult Services
  (see page 2 & 3)
  $16,643,376

- Children/Transitional Age Youth Services
  (see page 4)
  $5,736,925

- Alcohol and Other Drug Services
  (see page 5)
  $3,505,309

Recommended Source of Funds

<table>
<thead>
<tr>
<th>Source of Funds</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local</td>
<td>$6,106,524</td>
</tr>
<tr>
<td>Fed/State</td>
<td>$18,211,219</td>
</tr>
<tr>
<td>Fees</td>
<td>$926,089</td>
</tr>
<tr>
<td>Other</td>
<td>$641,778</td>
</tr>
</tbody>
</table>

Yolo County Departments Functions Charts
Adult /Older Adult Services
(6 functions)
$16,643,376

Crisis-Mandated (Adult/Child 5150/Hospital)
- Respond to immediate/urgent needs of Seriously Mentally Ill Adults /Seriously Emotionally Disturbed Children/ Youth
- Evaluate those who as a result of mental disorder may be a danger to self, others, or gravely disabled
- Urgent Care Clinic

Local: $3,206,495
Fed/State: $1,431,588
Fees: $200,000
Other: $0

Staffing: 3.99
Management (0.3)
Support Staff (1.29)
Clinical Supervision (0.54)
Clinician (1.86)

Residential – Intensive Mental Health Service component of 24-hour care (Locked-Mandated)
- Intensive mental health treatment in skilled nursing facility
- Other Adult Residential Services-unlocked

Local: $987,023
Fed/State: $2,342,766
Fees: $0
Other: $0

Staffing: 0.6
Management (0.1)
Clinical Supervision (0.5)

Mental Health Services Act (Proposition 63)
- Community Services and Supports for seriously mentally ill adults/older adults at risk of homelessness/higher levels of care
- Adult Wellness Center in Woodland/W Sacramento
- Full Service Partnership – wraparound services to seriously mentally ill adults
- Prevention and Early Intervention Early Signs Project/CIT – training to community/law enforcement on signs of mental illness
- Workforce ED & Training – building mental health workforce
- Capital Facilities/Information Technology – technology for E-prescribing, document storage and server upgrades

Local: $380,469
Fed/State: $6,348,665
Fees: $0
Other: $100,000

Staffing: 39.24
Management (2.2)
Support Staff (12.67)
Clinical Supervision (5.17)
Alcohol, Drug & MH Spec (9.32)
Clinician (6.13)
Outreach Specialist (0.5)
Psychiatrist Health Spec (0.5)
Psychiatrist-Board Cert (1)
Sr. Staff Nurse (1.75)
Alcohol, Drug & Mental Health

Adult / Older Adult Services

Continued

Grants

- SAMSHA supports treatment/services to individuals with co-occurring substance abuse and mental illness
- PATH provides treatment/services to SMI adults who are homeless or at risk of homelessness
- APS/Area 4 – screening/referral/differential diagnosis for dementia to older adults with history or mental illness
- CalWORKs – mental health and/or alcohol, drug treatment to public assistance participants in order to eliminate barriers to employment

<table>
<thead>
<tr>
<th></th>
<th>Local: $76,860</th>
<th>Fed/State: $274,945</th>
<th>Fees: $0</th>
<th>Other: $230,671</th>
</tr>
</thead>
</table>
**Staffing: 3.49**     |                |                     |        |                |
- Management (0.18)    |                |                     |        |                |
- Support Staff (0.94) |                |                     |        |                |
- Clinical Supervision (0.28) |            |                     |        |                |
- Clinician (1.21)     |                |                     |        |                |
- ADMH Spec (0.38)     |                |                     |        |                |
- Sr Staff Nurse (0.5) |                |                     |        |                |

Outpatient – Triage, Screening, Treatment and Referral

- Clinic based services – assessment, mediation support, case management, brief individual and group therapy
- Community/Field based services – case management, med support
- Indigent Care – brief services for SMI adults

|-----------------------|----------------|---------------------|----------------|----------------|
**Staffing: 18.53**    |                |                     |                |                |
- Management (1.07)    |                |                     |                |                |
- Support Staff (9.3)  |                |                     |                |                |
- Clinical Supervision (0.22) |            |                     |                |                |
- Clinician (0.46)     |                |                     |                |                |
- Nurse Practitioner (1.5) |            |                     |                |                |
- Psychiatric Health Spec (2.5) |       |                     |                |                |
- Psychiatric-Board Cert (2.73) |      |                     |                |                |
- Sr. Staff Nurse (0.75) |              |                     |                |                |

Forensic

- CONREP Program – Intensive case management / supervision for mentally ill offenders meeting specific criteria
- Jail – psycho-educational groups to inmates

<table>
<thead>
<tr>
<th></th>
<th>Local: $25,548</th>
<th>Fed/State: $190,137</th>
<th>Fees: $0</th>
<th>Other: $101,035</th>
</tr>
</thead>
</table>
**Staffing: 1.78**     |                |                     |        |                |
- Management (0.25)    |                |                     |        |                |
- Support Staff (0.72) |                |                     |        |                |
- Clinical Supervision (0.02) |          |                     |        |                |
- Clinician (0.77)     |                |                     |        |                |
- Psychiatrist-Board Cert (0.02) |      |                     |        |                |
### Alcohol, Drug & Mental Health

#### Children/Transitional Age Services

(4 functions)  
$5,736,925

#### Special Education Services - Mandated

- Evaluate Special Education students whose emotional disturbance is impacting their ability to benefit from education  
- Treatment – outpatient, med support, case management, day treatment, residential  

<table>
<thead>
<tr>
<th>Local: $65,898</th>
<th>Fed/State: $959,019</th>
<th>Fees: $0</th>
<th>Other: $501,992</th>
</tr>
</thead>
</table>

**Staffing: 4.78**  
Management (0.4)  
Support Staff (1.3)  
Clinical Supervision (0.04)  
Clinician (3.04)

#### Early & Periodic Screening, Diagnosis & Treatment (EPSDT) – Mandated & SB 163 Services

- EPSDT services – treatment needed to correct or ameliorate the mental health condition of full-scope Medi-cal eligible beneficiary under age 21  
- Clinic based services – assessment, medication support, case management, brief individual and group therapy  
- Community/School based services – case management, day treatment  
- Supplemental intensive 1 of 1 services for children/youth meeting Class criteria  
- Wraparound services – intensive & support services for children at risk of out-of-home placement  

<table>
<thead>
<tr>
<th>Local: $355,137</th>
<th>Fed/State: $1,467,632</th>
<th>Fees: $0</th>
<th>Other: $0</th>
</tr>
</thead>
</table>

**Staffing: 5.39**  
Management (0.44)  
Support Staff (2.06)  
Clinical Supervision (0.07)  
Clinician (1.37)  
Psychiatrist-Board Cert (1.45)

#### Mental Health Services Act (Proposition 63)

- Treatment of outlying rural areas of western Yolo County and urban areas  
- Woodland Wellness Center for Transition Age youth – supportive services, case management, groups and rehabilitation  

<table>
<thead>
<tr>
<th>Local: $31,704</th>
<th>Fed/State: $2,063,030</th>
<th>Fees: $0</th>
<th>Other: $0</th>
</tr>
</thead>
</table>

**Staffing: 4.78**  
Management (0.49)  
Support Staff (3.63)  
Clinical Supervision (1.63)  
ADMH Spec (3)  
Clinician (2.13)  
Outreach Specialist (0.5)  
Psychiatrist-Board Cert (0.15)

#### Outpatient Other

- Healthy Families – treatment for children and youth  
- Forensic Services – screening/treatment in juvenile hall  
- Indigent Care – brief services for children and youth  

<table>
<thead>
<tr>
<th>Local: $85,794</th>
<th>Fed/State: $112,706</th>
<th>Fees: $0</th>
<th>Other: $94,013</th>
</tr>
</thead>
</table>

**Staffing: 3.25**  
Management (0.26)  
Support Staff (0.53)  
Clinical Supervision (0.13)  
ADMH Spec (0.80)  
Clinician (1.53)
Adolescent Treatment

- Perinatal - pre & post partum substance abuse treatment
- HIV Early Intervention Services - HIV counseling/support services concurrent with substance abuse treatment
- Residential - alcohol & drug treatment in a residential setting
- Other: $0

Local: $0
Fed/State: $17,868
Fees: $0
Other: $0

Staffing: 2.55
Management (0.04)
Supervision Staff (0.76)
Clinical (0.25)

Grants

- Meth Grant - Assertive Community Treatment (ACT) for individuals abusing or addicted to methamphetamine
- CalWORKS - assessment/referral/treatment
- Other: $0

Local: $0
Fed/State: $441,740
Fees: $0
Other: $0

Staffing: 0.35
Support Staff (0.1)
Psychiatrist/Board Cert (0.25)

Alcohol and Other Drug Services

- Alcohol, Drug & Mental Health
- Alcohol and Other Drug Services (5 functions)
- $3,505,309

Forensic

- DUI: mandated program for first and multiple DUI offenders
- Felony Drug Court: assessment, referral & treatment
- Prop 36: supervision & treatment
- Inmate AOD Education - education for post-release treatment/recovery
- Other: $0

Local: $38,400
Fed/State: $1,425,714
Fees: $604,232
Other: $49,868

Staffing: 14.46
Management (0.21)
Support Staff (5.6)
Clinical Supervision (1.65)
ADMH Spec (7)

Prevention

- Primary prevention - training, activities and programs which educate children/adolescents and community regarding alcohol & drug prevention
- Friday Night Live - development for high school age students that builds partnerships with schools and engages them as active leaders
- Friday Night Live Kids - skill building to overcome alcohol, drug and tobacco use for middle school age students
- Other: $0

Local: $0
Fed/State: $376,821
Fees: $0
Other: $4,000

Staffing: 3.66
Management (0.06)
Support Staff (1.1)
Clinical Supervision (0.5)
Outreach Specialist (2)

Adult Treatment

- Perinatal - pre & post partum substance abuse treatment
- HIV Early Intervention Services - HIV counseling/support services concurrent with substance abuse treatment
- Residential - alcohol & drug treatment in a residential setting
- Other: $0

Local: $508,590
Fed/State: $13,286
Fees: $0
Other: $0

Staffing: 2.55
Management (0.04)
Supervision Staff (0.76)
Clinical (0.25)

Adult Treatment - continued

- Friday Night Live - development for high school age students that builds partnerships with schools and engages them as active leaders
- Friday Night Live Kids - skill building to overcome alcohol, drug and tobacco use for middle school age students
- Other: $0

Local: $0
Fed/State: $49,868
Fees: $0
Other: $0

Staffing: 14.46
Management (0.21)
Support Staff (5.6)
Clinical Supervision (1.65)
ADMH Spec (7)

Alcohol, Drug & Mental Health

- Alcohol and Other Drug Services (5 functions)
- $3,505,309

Grants

- Meth Grant - Assertive Community Treatment (ACT) for individuals abusing or addicted to methamphetamine
- CalWORKS - assessment/referral/treatment
- Other: $0

Local: $0
Fed/State: $441,740
Fees: $0
Other: $0

Staffing: 0.35
Support Staff (0.1)
Psychiatrist/Board Cert (0.25)

Forensic

- DUI: mandated program for first and multiple DUI offenders
- Felony Drug Court: assessment, referral & treatment
- Prop 36: supervision & treatment
- Inmate AOD Education - education for post-release treatment/recovery
- Other: $0

Local: $38,400
Fed/State: $1,425,714
Fees: $604,232
Other: $49,868

Staffing: 14.46
Management (0.21)
Support Staff (5.6)
Clinical Supervision (1.65)
ADMH Spec (7)
### Employment & Social Services

#### Functions:
- Provide income support, food stamps and other aid to eligible low-income individuals and families
- Provide employment and training services to increase workforce participation and decrease dependency
- Provide protective and supportive services for both children and vulnerable adults

Director of Employment and Social Services (1)

**Total Budget:** $72,580,559

#### Administration

Manages and provides administration support and financial management to the following programs:
- Adult Services includes Adult Protective Services and In Home Supportive Services Units
- Child Welfare Services Units include Emergency Response, Family Reunification, Family Maintenance and Permanent Placement
- Employment and Transitional Services, which administer the eligibility determination for state and federal programs including CalWORKs, Food Stamps, Homeless, Medi-Cal, General Assistance, Employment Services and the Independent Living Program

**Staffing:** 33 employees of various classifications are assigned to this function.

<table>
<thead>
<tr>
<th>Financial Management</th>
<th>Staff Development / IEVS / Fair Hearings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Process accounts payable, receivable and handle payments</td>
<td>Ensure quality training for staff</td>
</tr>
<tr>
<td>Track all revenues from claims submitted to the State</td>
<td>Facilitate Fair Hearings for clients</td>
</tr>
<tr>
<td>Budgeting, fiscal analysis and budget monitoring</td>
<td>Over Payments and Over Issuances</td>
</tr>
<tr>
<td>Submit management reports for all programs to state</td>
<td>Employment Verification and Reporting</td>
</tr>
<tr>
<td>Participate in RFP/contract development process</td>
<td>Early Fraud Investigation</td>
</tr>
<tr>
<td>Process assistance payments s and budget monitoring</td>
<td>Civil Rights</td>
</tr>
<tr>
<td>Policy Formation</td>
<td></td>
</tr>
</tbody>
</table>

**Staffing:** 22 employees of various classifications are assigned to this function

<table>
<thead>
<tr>
<th>Staffing</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Staffing</td>
<td>10 employees of various classifications are assigned to this function</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Staffing</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Funding</td>
<td>Administration costs proportionately spread across the programs provided.</td>
</tr>
<tr>
<td>ESS Division Manager (5)</td>
<td>ESS Program Supervisor (18)</td>
</tr>
<tr>
<td>ESS Program Supervisor (18)</td>
<td>Office Support Specialist (15)</td>
</tr>
<tr>
<td>Staffing</td>
<td>294 (proportionately spread across the programs provided):</td>
</tr>
<tr>
<td>Accountant-Auditor I (3)</td>
<td>Public Assistance Spec III-IEVS (3)</td>
</tr>
<tr>
<td>Accounting Technician (1)</td>
<td>Public Assistance Specialist I/II/III (88)</td>
</tr>
<tr>
<td>Administrative Assistant (3)</td>
<td>Secretary III (3)</td>
</tr>
<tr>
<td>Administrative Assistant (3)</td>
<td>Senior Accountant (1)</td>
</tr>
<tr>
<td>Administrative Clerk II (21)</td>
<td>Senior Accounting Technician (10)</td>
</tr>
<tr>
<td>Administrative Hearings Off (2)</td>
<td>Senior Admin Services Analyst (3)</td>
</tr>
<tr>
<td>Administrative Services Analyst (18)</td>
<td>Senior Storekeeper (1)</td>
</tr>
<tr>
<td>Adult Services Worker I-II (5)</td>
<td>Social Services Assistant (6)</td>
</tr>
<tr>
<td>Assistant Director, DESS (2)</td>
<td>Social Worker Practitioner (35)</td>
</tr>
<tr>
<td>Chief Deputy Director, DESS (1)</td>
<td>Social Worker Supervisor I-II (5)</td>
</tr>
<tr>
<td>Child Welfare Worker I-II (3)</td>
<td>Storekeeper (1)</td>
</tr>
<tr>
<td>Departmental HR Coordinator (1)</td>
<td>Support Services Supervisor (1)</td>
</tr>
<tr>
<td>Employment Services Specialist I-II (39)</td>
<td></td>
</tr>
</tbody>
</table>

Yolo County Departments Functions Charts

-6-  
Updated 7/10/2009
## Workforce Investment Act (WIA)

- Activities that increase the employment, occupational attainment, and retention and earnings of participants, reduce dependency through employment

<table>
<thead>
<tr>
<th></th>
<th>Local:</th>
<th>Fed/State:</th>
<th>Fees:</th>
<th>Other:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$0</td>
<td>$2,921,000</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

**Staffing:** 8 employees are assigned to this program.

## In-Home Supportive Services (IHSS)

- In-Home Supportive Services (IHSS) pays eligible persons who are aged, blind or disabled adults and children, so they can remain safely in their own homes.

<table>
<thead>
<tr>
<th></th>
<th>Local:</th>
<th>Fed/State:</th>
<th>Fees:</th>
<th>Other:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$215,000</td>
<td>$531,000</td>
<td>$749,000</td>
<td>$0</td>
</tr>
</tbody>
</table>

**Staffing:** 7 employees are assigned to this program.

## Adult Protective Services

- Provides information and referral, assessment, and case management services to elderly (65 and older) and dependent adults (18-64) who are at risk of abuse, neglect or exploitation by self or others
- Provides intervention activities which safeguard the well-being of elders and dependent adults suffering from or at risk of abuse or neglect, including self-neglect
- Maintains a 24-hr hotline, 7 days a week

<table>
<thead>
<tr>
<th></th>
<th>Local:</th>
<th>Fed/State:</th>
<th>Fees:</th>
<th>Other:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$24,000</td>
<td>$193,000</td>
<td>$0</td>
<td>$142,000</td>
</tr>
</tbody>
</table>

**Staffing:** 5 employees are assigned to this program.

## Medi-Cal

- Health care services for low-income individuals including families with children, seniors, persons with disabilities, foster care, pregnant women, and low income people with specific diseases such as tuberculosis, breast cancer or HIV/AIDS

<table>
<thead>
<tr>
<th></th>
<th>Local:</th>
<th>Fed/State:</th>
<th>Fees:</th>
<th>Other:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$446,000</td>
<td>$7,217,000</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

**Staffing:** 44 employees are assigned to this program.

## CalWORKs

- The CalWORKs program provides temporary financial assistance and employment services to needy families with minor children who have income and property below State maximum limits for their family size. This program also provides employment services in the Welfare to Work component

<table>
<thead>
<tr>
<th></th>
<th>Local:</th>
<th>Fed/State:</th>
<th>Fees:</th>
<th>Other:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$602,000</td>
<td>$10,660,000</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

**Staffing:** 91 employees are assigned to this program.

## CalWIN

- CalWIN is a computer system that runs eligibility and benefit determinations and case maintenance, application registration, and statistical reporting functions

<table>
<thead>
<tr>
<th></th>
<th>Local:</th>
<th>Fed/State:</th>
<th>Fees:</th>
<th>Other:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$86,000</td>
<td>$1,344,000</td>
<td>$0</td>
<td>$0</td>
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</tbody>
</table>

**Staffing:** 9 employees are assigned to this program.
<table>
<thead>
<tr>
<th>Department</th>
<th>Local</th>
<th>Fed/State</th>
<th>Fees</th>
<th>Other</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Assistance</td>
<td>$622,000</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>Provides relief and support to indigent adults who are not supported by their own means, other public funds, or assistance programs.</td>
</tr>
<tr>
<td>Staffing: 2 employees are assigned to this program</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Food Stamps</td>
<td>$359,000</td>
<td>$3,240,000</td>
<td>$0</td>
<td>$0</td>
<td>Provides food stamps to eligible individuals and families.</td>
</tr>
<tr>
<td>Staffing: Food Stamp employees are also assigned CalWORKs or Medi-Cal cases. See CalWORKs and Medi-Cal staffing sections</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public Authority (Provider/Admin Costs)</td>
<td>$3,906,000</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>Provides in-home support care to elderly and disabled adults. Costs are for county-share of provider wages.</td>
</tr>
<tr>
<td>Staffing: Staff assigned to this program are not Yolo County employees, but are funded through DESS’s budget</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foster Care</td>
<td>$133,000</td>
<td>$400,000</td>
<td>$0</td>
<td>$0</td>
<td>Foster Care assists children who have been removed from their home and provides for board and room payment to licensed foster parents, group homes and residential child care facilities.</td>
</tr>
<tr>
<td>Staffing: 7 employees are assigned to this program</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mental Health/Substance Abuse</td>
<td>$0</td>
<td>$347,000</td>
<td>$0</td>
<td>$0</td>
<td>Counseling and treatment for recipients with mental health and/or substance abuse issues through an integrated system of care.</td>
</tr>
<tr>
<td>Staffing: Employees are part of the CalWORKs program. See CalWORKs staffing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Case Management, Information and Pay-rolling System (CMIPS)</td>
<td>$41,000</td>
<td>$276,000</td>
<td>$0</td>
<td>$0</td>
<td>Tracks case information and processes payments for the California Department of Social Services In-Home Supportive Services Program.</td>
</tr>
<tr>
<td>Staffing: 2 employees are assigned to this program</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child Welfare Services</td>
<td>Direct Assistance</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>------------------------</td>
<td>------------------</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Provides services designed to promote the well-being of children by ensuring safety, achieving permanency, and strengthening families to successfully care for their children. Including:  
  - Child Protective Services  
  - Emergency Response  
  - Family Reunification  
  - Kin-gap | Provides assistance payments to recipients of various social service programs including CalWORKs, Welfare to Work, Community Services Block Grant (CSBG), Foster Care, Adoptions Assistance, Emancipating Youth, Transitional Housing Plus, Independent Living, and other social service programs. |
| Local: $839,209 | Local: $4,522,440 |
| Fed/State: $6,361,816 | Fed/State: $26,121,469 |
| Fees: $0 | Fees: $0 |
| Other: $0 | Other: $0 |
| **Staffing:** 53 employees are assigned to this program. | These are aid payments directly to recipients of social services. Employees that process these payments have been accounted for in administration and in various programs. |

Yolo County Departments Functions Charts

-9-

Updated 7/10/2009
Health

Functions:
- Enforce and observe state and local laws related to public health
- Prevent and control communicable diseases
- Project food, drinking water and ground water along with vector and waste control
- Provide nursing and other services to promote maternal and child health
- Provide health services to the medically indigent
- Provide health education programs

Total Budget: $19,203,257

Recommended Source of Funds

<table>
<thead>
<tr>
<th>Source of Funds</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local</td>
<td>$9,068,510</td>
</tr>
<tr>
<td>Fed/State</td>
<td>$4,753,149</td>
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<tr>
<td>Fees</td>
<td>$2,723,706</td>
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<tr>
<td>Other</td>
<td>$2,657,892</td>
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</tbody>
</table>

Community Health
(see page 11 & 12)
$7,495,012

Medical Services
(see page 13)
$8,789,667

Environmental Health
(see page 14)
$2,918,578
Emergency Preparedness and Epidemiology

- Plan and train pandemic flu, cities and all hazards readiness, and bioterrorism
- Collect, analyze and tabulate public health statistics

<table>
<thead>
<tr>
<th></th>
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<th>Fees:</th>
<th>Other:</th>
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<tr>
<td></td>
<td>$77,377</td>
<td>$568,326</td>
<td>$0</td>
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</tbody>
</table>

**Staffing:** 3.6

- Public Health Preparedness Manager (1)
- Public Health Epidemiologist (1)
- Outreach Specialist (1.6)

Public Health Laboratory

- Perform laboratory tests in support of communicable disease and environmental health activities

<table>
<thead>
<tr>
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<th>Other:</th>
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<td></td>
<td>$375,612</td>
<td>$0</td>
<td>$45,000</td>
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</table>

**Staffing:** 2.2

- Chief of Public Health Lab (1)
- Public Health Microbiologist (.6)
- Laboratory Technician (.6)
Health
Continued

Community Health
Continued

Health Education
- Focus on population-based wellness and prevention including obesity, nutrition, fitness, HIV, STDs, tobacco, and car seat safety/vehicle injury prevention
- Community-based advocacy efforts to improve health

<table>
<thead>
<tr>
<th>Department</th>
<th>Local</th>
<th>Fed/State</th>
<th>Fees</th>
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<td>Women, Infants and Children (WIC) Program</td>
<td>$163,979</td>
<td>$1,046,211</td>
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<td>Children's Medical Services</td>
<td>$416,150</td>
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</table>

Staffing: 14.9
Dir Public Health Nursing (1), Deputy Dir of PH Nursing (1), Supervising PH Nurse (1), Sr PH Nurse (4.9), Sr Community Health Asst. (1), Community Health Asst (2), Bus. Services Supervisor (1), Lead Vital Statistics Tech (1), Admin Clerk (1), Secretary III (1)

Staffing: 8.45
Deputy Dir Health Programs (1)
Health Program Coordinator (1)
Health Educator (1)
Outreach Specialist (4.25)
Community Health Asst. (0.6)

Staffing: 11.4
Health Program Coordinator (1)
Public Health Nutritionist (1.4)
Lactation/Breastfeeding Coordinator (1)
Community Health Asst. (4)
Sr Community Health Asst. (2)
Admin Clerk (1)
General Clerk (1)

Staffing: 14.75
Health Program Manager (1), Supervising PH Nurse (1), Sr PH Nurse (3.75), Physician (1), Physical Therapist (1), Occupational Therapist (1), Therapy Aide (1), Children Service Eligibility Sup (1), Children Services Eligibility Spec. (1), Comm. Health Asst. (1), Office Support Spec. (1), Admin Clerk (1)
Medical Services
(5 functions)
$8,789,667

### Adult-Juvenile Detention Medical
- Funding for adult and juvenile detention medical services
  - Local: $3,341,547
    - Fed/State: $0
    - Fees: $0
    - Other: $0
  - Staffing: 0
    - Managed by staff assigned to Indigent Health and Health Officer

### Indigent Health Care
- Medically indigent health care services by contracting with the region’s four primary medical systems for inpatient medical care, associated medical groups for professional services, and CommuniCare Health for outpatient care
  - Local: $2,828,143
    - Fed/State: $170,000
    - Fees: $45,944
    - Other: $1,000
  - Staffing: 2
    - Deputy Dir Medical Services (1)
    - Sr Public Health Nurse (1)

### Elder Care
- Funding for the Adult Day Health Center
  - Local: $0
    - Fed/State: $0
    - Fees: $0
    - Other: $44,000
  - Staffing: 0
    - Managed by staff assigned to Indigent Health and Health Officer

### Emergency Medical Services
- Emergency medical services reimbursement for physicians and hospitals that are unable to collect full payment for services provided
  - Local: $0
    - Fed/State: $0
    - Fees: $0
    - Other: $2,225,000
  - Staffing: 0
    - Managed by staff assigned to Indigent Health and Health Officer

### California Healthcare for Indigents (CHIP) Program
- Funding for CHIP and Emergency Medical Services
  - Local: $0
    - Fed/State: $134,033
    - Fees: $0
    - Other: $0
  - Staffing: 0
    - Managed by staff assigned to Indigent Health and Health Officer
### Environmental Health
**Protects Public Health & Environment**
(2 functions)
$2,918,578

#### Consumer Protection
- Regulation of food establishments, recreational health facilities, schools, jails and other facilities
- Regulation of drinking water wells, sewage and solid waste to protect groundwater and prevent disease

<table>
<thead>
<tr>
<th>Local</th>
<th>$165,346</th>
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<tr>
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<td>$48,023</td>
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</table>

**Staffing:** 12.1
- Dir Environmental Health (0.6)
- Sup Environmental Health Spec (1)
- Environmental Health Spec (8)
- Hazardous Material Spec (1.5)
- Admin Clerk (1.00)

#### Hazardous Materials
- Protection of the environment through regulation of a variety of hazardous material and waste programs

<table>
<thead>
<tr>
<th>Local</th>
<th>$0</th>
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</thead>
<tbody>
<tr>
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<td>Other</td>
<td>$0</td>
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</tbody>
</table>

**Staffing:** 10.9
- Dir Environmental Health (0.4)
- Sup Hazardous Materials Spec (1)
- Hazardous Materials Spec (6.5)
- Admin Clerk (2)
- Accounting Tech (1)
### Planning & Public Works

**Total Budget:** $40,631,593

#### Functions:
- Construct / Maintain County Roads/Bridges Infrastructure
- Regulate Land Use and Construction Activities
- Disposal of Municipal and Hazardous Waste for the Region
- Delivery of Water, Sewer and Municipal Service for certain Unincorporated Communities

**Staffing:** 46

- Road Maintenance
  - Public Works Superintendent (1)
  - Road maintenance crew (23)
- Engineering
  - Assistant Director (1)
  - Engineering Staff (9)
- Construction Inspector (2)
- Surveyor (1)
- Administrative Staff (9)

#### Recommended Source of Funds

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local</td>
<td>$705,800</td>
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<tr>
<td>Fed/State</td>
<td>$19,047,597</td>
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<tr>
<td>Fees</td>
<td>$11,454,131</td>
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<tr>
<td>Other</td>
<td>$9,424,065</td>
</tr>
</tbody>
</table>

### Public Works

- Plans, designs capital improvement projects; manages public rights of way, including roads, bridges, drainage systems and hydraulic structures
- Traffic accident analysis; maintain traffic data; and analyze safety improvements
- Operate and maintain roads, bridges, bikeways and signals
- Bridges and culverts and construction

**Staffing:** 46

- Road Maintenance
  - Public Works Superintendent (1)
  - Road maintenance crew (23)
- Engineering
  - Assistant Director (1)
  - Engineering Staff (9)
- Construction Inspector (2)
- Surveyor (1)
- Administrative Staff (9)

### Community Development

**Staffing:** 17

- Chief Building Official (1)
- Inspection Staff (3)
- Permit Technician (3)
- Administrative Staff (4)
- Assistant Director (1)
- Planning Staff (5)

#### Functions:
- General Plan, community plan and specific plans planning and implementation
- Prepares and enforces zoning code and land use ordinances
- Analyzes and prepares CEQA environmental documents
- Regulate and inspect construction activity in accordance with county, state, and local health and safety codes
- FEMA, flood regulations, and local and state fire regulations compliance

**Recommended Source of Funds**

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Other</td>
<td>$95,800</td>
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</table>

### Integrated Waste Management

**Staffing:** 27

- Deputy Director (1)
- Administration (3)
- Engineering staff (5)
- Water/air quality (3)
- Waste reduction & recycling (2)
- Landfill operations (13)

#### Functions:
- Plan, design, and operate County Waste Management Facilities
- Operate regional recycling and hazardous waste collection
- Oversee county waste-hauling franchise in unincorporated area
- Environmental monitoring and reporting to state regulatory agencies
- Compliance and environmental mitigation for state regulatory agencies

**Recommended Source of Funds**

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Local</td>
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<tr>
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<td>Other</td>
<td>$2,963,539</td>
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</tbody>
</table>

**Staffing:**

- Deputy Director (1)
- Administration (3)
- Engineering staff (5)
- Water/air quality (3)
- Waste reduction & recycling (2)
- Landfill operations (13)
# Agriculture Department

**Functions:**
- Consumer Protection and Pest Management
- Environmental Protection and Agricultural Services

**Total Budget:** $1,983,340

<table>
<thead>
<tr>
<th>Consumer Protection and Pest Management</th>
<th>Environmental Protection and Agricultural Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Weights and Measures</td>
<td>- Pest detection</td>
</tr>
<tr>
<td>- Non-regulatory Weed Control</td>
<td>- Pest exclusion</td>
</tr>
<tr>
<td>- Pest management</td>
<td>- Seed inspection</td>
</tr>
<tr>
<td>- Pest eradication</td>
<td>- Nursery inspection</td>
</tr>
<tr>
<td>- Standardization (including organic and farmer’s markets)</td>
<td>- Apiary inspection</td>
</tr>
<tr>
<td>- Egg quality control</td>
<td>- Crop statistics</td>
</tr>
<tr>
<td></td>
<td>- Pesticide use enforcement</td>
</tr>
<tr>
<td></td>
<td>- CUPA</td>
</tr>
</tbody>
</table>

**Staffing: 4.78**
- Ag Comm/Sealer (0.3)
- Ag & Standards Specialists (1.88)
- Ag & Standards Technicians (2)
- Administrative Asst (0.3)
- Office Sup Specialist (0.3)

<table>
<thead>
<tr>
<th>Recommended Source of Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local:</td>
</tr>
<tr>
<td>Fed/State:</td>
</tr>
<tr>
<td>Fees:</td>
</tr>
<tr>
<td>Other:</td>
</tr>
</tbody>
</table>

- Local: $369,627
- Fed/State: $866,747
- Fees: $746,966
- Other: $0

## Consumer Protection and Pest Management
- Local: $79,034
- Fed/State: $40,250
- Fees: $511,266
- Other: $0

## Environmental Protection and Agricultural Services
- Local: $290,593
- Fed/State: $826,497
- Fees: $235,700
- Other: $0

**Staffing: 11.22**
- Ag Comm/Sealer (0.7)
- Chief Deputy Ag Comm/Sealer (1)
- Ag & Standards Specialists (6.12)
- Ag & Standards Technician (1)
- Administrative Asst (0.7)
- Office Sup Specialist (0.7)
- Administrative Clerk (1)
### Cooperative Extension

**Functions:**
- Cooperative Extension is a joint program of the University of California and Yolo County, since 1915
- Education, training, and research

**Total County Budget** $327,193  
**Total UC Davis Funding** $1,860,000

### Recommended Source of Funds

<table>
<thead>
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<th>Source of Funds</th>
<th>Amount</th>
</tr>
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<td>$0</td>
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<tr>
<td>Other</td>
<td>$1,500</td>
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</tbody>
</table>

### Agriculture and Natural Resources Programs

- First Responder: Pest Management – Urban & rural, and irrigation water quality; plant & animal problems
- Agriculture crops – sustainability, new crop development, organic
- Natural Resources – emphasis on invasive weeds
- Livestock – new processing facilities, new feed alternatives
- Local market and agricultural industry development

**Staff:** Advisors (6, UC), Administrative staff (2, county)

**UC Funding** $1,014,546  
**County Budget** $126,807

### Administration

- Supervise programs, funds, grants
- Supervise/evaluate all Staff: County and UC
- County and UC Administrative duties
- Public information
- Manage UC and Yolo County budgets and accounts
- Assess county and UC needs; help create new programs
- Manage equipment and facilities: County and UC equipment, Norton Hall, Ag Building

**Staff:** Director (1, UC), Administrative Assistant (1, county)

**UC Funding** $169,090  
**County Budget** $71,120

### Nutrition Family, Consumer Sciences and Youth Development Programs

- Youth Development: education programs: nutrition fitness, and obesity
- Nutrition, Family, and Consumer Science Program
- Food Stamp Nutrition Education Program
- 4-H Youth Program
- Volunteers

**Staff:** Advisors (2, UC), Nutrition Educators (2, UC), Admin staff (1.5, county)

**UC Funding** $676,364  
**County Budget** $94,798

#### Urban Horticulture Program

- Master Gardener program providing UC based information for the urban landscape
- 100 Volunteers

**Staff:** Administrative staff (0.5 county)

**UC Funding** $0  
**County Budget** $34,468

UC support for this program is provided by the Director.
Parks & Resources

**Functions:**
- Stewardship, planning, and facility development for county-wide park system
- Policy and advocacy development for county-wide water, flood, Delta, and natural resource issues
- Enforcement/administration of State Mining and Reclamation Act and county mining ordinances, plans and programs

**Total Budget:** $5,371,536

### Recommended Source of Funds

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<tbody>
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<td>Fees</td>
<td>$1,510,866</td>
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<td>Other</td>
<td>$1,061,427</td>
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</table>

### Administration
- Administrative support for department
- Fiscal planning and personnel transactions
- Coordinate all response to public and other agencies
- Prepare and track quarterly aggregate fee invoices and payments
- RFP creation and contract administration
- Project assistance and oversight

**Staffing:** 10

- Director (1)
- Accountant/Auditor I (1)
- Administrative Assistant (1)
- Office Support Specialist (.7)

Local: $141,392
Fed/State: $0
Fees: $0
Other: $63,523

### Parks and Museum Division

- Maintenance and repair of 17 parks
- Capital improvement project management
- Park improvement design
- Master Plan development
- Yolo County Historical Museum
- Habitat restoration and monitoring
- RFP creation and contract administration
- Rafting concessions oversight and regulation

**Staffing:** 12

- Principal Park Planner (1)
- Associate/Asst Park Planner (1)
- Project Manager (1)
- Park Maintenance Supervisor (1)
- Building Crafts Mechanic (1)
- Parks and Facilities Worker (3)
- Park Workers – Seasonal (4)

Local: $1,010,470
Fed/State: $1,352,000
Fees: $93,500
Other: $32,550

### Water Conservation Programs Division

- Local, state and federal policy development funding strategies and regional coordination regarding delta, flood and water
- Delta, flood and water contract development and administration
- Natural resource regional coordination and habitat conservation efforts, legislative and funding strategies

**Staffing:** 1

- Water & Conservation Programs Manager (1)

Local: $190,381
Fed/State: $0
Fees: $0
Other: $50,000

### Natural Resources Division

- Implement Cache Creek Area Plan and Improvement Program
- Regulate aggregate mining
- Education and outreach to Cache Creek Stakeholders
- Monitor Cache Creek ecological restoration, biological resources, hydrology and geomorphology
- Manage Yolo County Oak Conservation Plan

**Staffing:** 4

- Principal Natural Res. Planner (1)
- Natural Resources Specialist (1)
- Intern (2)

Local: $0
Fed/State: $105,000
Fees: $1,417,366
Other: $915,354
County Administrator

Functions:
- Administrative branch of county government
- Coordinate work of all offices, both elective and appointive
- Provide information, guidance and support to the Board of Supervisors and all county departments
- Serves as a liaison to other agencies, business and private industry to build partnerships and encourage economic opportunities
- Coordinates with various local, regional and statewide organizations

Total Budget: $4,269,118

Recommendation Source of Funds

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<tr>
<td>Other</td>
<td>$161,705</td>
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</tbody>
</table>

Clerk of the Board

- Provide administrative support to the Board of Supervisors and the governing boards of certain special districts
- Assessment Appeals
- Yolo County Housing meeting support

<table>
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</table>

Staffing: 3
- Clerk of the Board (1)
- Board Clerk (2)

Administration Division

- Implement the policies adopted by the Board of Supervisors and provides overall executive management of county departments
- Develop, prepare and manage the annual recommended budget
- Policy development assistance
- Participate and coordinate with various local, regional and statewide organizations
- Responsible for the overall administration, management and support functions for the county
- Monitor, track and develop legislation and federal and state appropriations
- Public communication, outreach and response
- Provide comprehensive policy and fiscal analysis
- Special projects

<table>
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<td>Fees</td>
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<tr>
<td>Other</td>
<td>$0</td>
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</tbody>
</table>

Staffing: 10
- County Administrator (1)
- Asst. County Administrator (1)
- Deputy County Administrator (1)
- Chief Budget Analyst (1)
- Principal Mgmt Analyst (2)
- Admin Mgmt Analyst (1)
- Exec Asst County Administrator (1)
- Communications Officer (1)
- Mgr Intergovernmental Affairs (1)

Economic Development
(See next page)
$1,162,944

Office of Emergency Services
(See next page)
$912,326

Tribal Relations
(See next page)
$201,447

Updated 7/10/2009
Local Agency Formation Commission (LAFCO)

- Review boundary changes, formations and dissolutions of special districts, cities and other political subdivisions of the state

Note: This independent commission is proportionally funded by the county and cities in Yolo County

Staffing: 3
- LAFCO Exec. Officer (1)
- Principal Mgmt Analyst (1)
- Board Clerk (1)

Economic Development

- Develop countywide economic development strategy
- Develop and support economic development initiatives
- Manage all economic development related grants

Local: $203,167
Fed/State: $0
Fees: $0
Other: $0

Staffing: 1
- Mgr Economic Dev (1)

Office of Emergency Services

- Coordinates the county’s preparation for, response to and recovery from major emergencies and disasters
- Homeland Security Grant Administration

Local: $216,897
Fed/State: $670,429
Fees: $0
Other: $25,000

Staffing: 2
- Emergency Srvs Mgr (1)
- Emer. Srvs Planner (1)

Community Development Block Grant

- Administer the county’s community development program by supporting Housing and Community Development improvements

Local: $30,782
Fed/State: $842,010
Fees: $0
Other: $86,985

Staffing: 0.8
- Sr. Mgmt Analyst (0.8)

Tribal Relations

- Monitor the requirements of the intergovernmental agreement between the Rumsey Band of Wintun Indians (Yocha-De-He) and Yolo County

Local: $201,447
Fed/State: $0
Fees: $0
Other: $0

Staffing: 2
- County-Tribe Coor. (1)
- Sec. III – Conf. (1)
### Assessor

**Functions:**
- Complete the property assessment roll
- Complete supplemental assessments on property with new construction
- Process assessment appeals
- Conduct assessment audits

**Staff:** 27
- Assessor (1)
- Chief Deputy County Assessor (2)
- Assessment Office Specialist (9)
- Senior Cadastral Drafting Tech (1)
- Senior assessment Technician (2)
- Senior Auditor-Appraiser (2)
- Senior Appraiser (3)
- Appraiser (6)
- Administrative Services Analyst (1)

**Budget:** $2,428,035

---

### Assessment Roll

- Conduct over 60,000 assessments
- Track correct ownership thru deeds and other sources
- Update parcel maps and parcel numbers
- Value changes of ownership and new construction

**Staff:** 15
All staff work in two or more of the four department functions. Many of the tasks are interrelated and time is not tracked by each specific function.

---

### Appeals

- Process approximately 1,135 assessment appeal by property owners

**Staff:** 4
All staff work in two or more of the four department functions. Many of the tasks are interrelated and time is not tracked by each specific function.

---

### Audits

- Audit of businesses to verify reported information and correctness of Assessor’s work

**Staff:** 3
All staff work in two or more of the four department functions. Many of the tasks are interrelated and time is not tracked by each specific function.

---

### Supplemental Roll & Administration

- Assesses property that changes ownership or value after the regular property tax roll has closed for the year

**Staff:** 5
All staff work in two or more of the four department functions. Many of the tasks are interrelated and time is not tracked by each specific function.

---

### Recommended Source of Funds

<table>
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<tr>
<th>Source of Funds</th>
<th>Amount</th>
</tr>
</thead>
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<td>Fed/State</td>
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<td>Fees</td>
<td>$1,145,000</td>
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<tr>
<td>Other</td>
<td>$27,000</td>
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</tbody>
</table>
# Auditor-Controller and Treasurer-Tax Collector

## Functions:
- Accounting, Auditing, Treasury, Collection of Tax and Fees

**Total Budget:** $2,740,434

### Recommended Source of Funds
- **Local:** $1,430,727
- **Fed/State:** $0
- **Fees:** $906,597
- **Other:** $403,110

---

<table>
<thead>
<tr>
<th>Accounting</th>
</tr>
</thead>
</table>
| - Payment of claims & debts (county & districts)  
- Payroll (county & districts)  
- Distribution of tax revenues  
- General ledger (county & districts)  
- Financial reporting (county & districts)  
- Cost accounting  
- Budgetary accounts (county & districts) |
| **Local:** $906,920  
**Fed/State:** $0  
**Fees:** $420,100  
**Other:** $0 |

**Staffing:** 14.4
- Auditor Controller (0.5)  
- Asst. Auditor-Controller (0.3)  
- Manager General Acctg (1)  
- Mgr-Cost Acctg & Budget (0.6)  
- Senior Accountant (2)  
- Senior Accountant-Conf (1)  
- Accountant-Auditor (1)  
- Accountant Auditor Conf (1)  
- Senior Accounting Tech (5)  
- Senior Acctg Tech-Conf (1)  
- Admin Clerk (1)

---

<table>
<thead>
<tr>
<th>Collection of Tax and Fees</th>
</tr>
</thead>
</table>
| - Tax collection (property taxes)  
- Collection services (county fees) |
| **Local:** $308,300  
**Fed/State:** $0  
**Fees:** $463,497  
**Other:** $0 |

**Staffing:** 6.3
- Auditor-Controller (0.1)  
- Asst. Auditor-Controller (0.7)  
- Senior Accountant (1)  
- Rev. Collection Spec. (2)  
- Accountant (1)  
- Senior Accounting Tech (1)  
- Account Clerk (0.5)

---

<table>
<thead>
<tr>
<th>Auditing</th>
</tr>
</thead>
</table>
| - Auditing of county programs  
- Auditing of special districts |
| **Local:** $207,900  
**Fed/State:** $0  
**Fees:** $23,000  
**Other:** $0 |

**Staffing:** 2.2
- Auditor-Controller (0.2)  
- Senior Auditor (1)  
- Accountant-Auditor (1)

---

<table>
<thead>
<tr>
<th>Treasury</th>
</tr>
</thead>
</table>
| - Banking (county & districts)  
- Investments (county & districts) |
| **Local:** $7,607  
**Fed/State:** $0  
**Fees:** $0  
**Other:** $403,110 |

**Staffing:** 2.1
- Auditor-Controller (0.2)  
- Mgr-Cost Acctg & Budget (0.4)  
- Treasury Specialist (1)  
- Account Clerk (0.5)
# Clerk-Recorder

## Functions:
- Oversee operations of Elections and Clerk/Recorders departments
- Civil Marriage Commissioner
- Administer and conduct special, primary and general elections
- Review and act on legislation affecting Election process and Clerk-Recorder functions

### County Clerk/Recorder (1)  
Asst. to the Co Clerk/Recorder (1)

### Total Budget: $2,458,742

## Recommended Source of Funds
<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local</td>
<td>$1,157,070</td>
</tr>
<tr>
<td>Fed/State</td>
<td>$0</td>
</tr>
<tr>
<td>Fees</td>
<td>$1,264,672</td>
</tr>
<tr>
<td>Other</td>
<td>$37,000</td>
</tr>
</tbody>
</table>

## Elections

### Staffing: 8.5
- Chief Deputy Elections (1)
- Departmental IS Coordinator (.5)
- Data Services Coordinator/Prog (.5)
- Asst Clerk-Recorder-Elections (1)
- Administrative Assistant (1)

### Local: $943,404  
Fed/State: $0  
Fees: $473,222  
Other: $8,000

## Clerk/Recorder

### Staffing: 3
- Chief Deputy Clerk/Recorder (1)
- Departmental IS Coordinator (.5)
- Data Services Coordinator/Prog (.5)
- Assistant Clerk-Recorder-Recorder (1)

### Local: $213,666  
Fed/State: $0  
Fees: $875,994  
Other: $29,000

## Clerk/Recorder (Administration)

### Staffing: 12
- Supervising Clerk-Recorder (1)
- Clerk-Recorder Support Spec I/II (5)
- Clerk-Recorder Technician I/II (6)

## Clerk/Recorder (Administration)

- Manage and supervise operations
- Create and institute policies and procedures
- Insure preservation of records
- Maintain levels of security of various documents
- Train staff and monitor performance
- Maintain website allowing public access information and forms

### Staffing: 3
- Chief Deputy Clerk/Recorder (1)
- Departmental IS Coordinator (.5)
- Data Services Coordinator/Prog (.5)
- Assistant Clerk-Recorder-Recorder (1)

## Recommended Source of Funds
<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local</td>
<td>$1,157,070</td>
</tr>
<tr>
<td>Fed/State</td>
<td>$0</td>
</tr>
<tr>
<td>Fees</td>
<td>$1,264,672</td>
</tr>
<tr>
<td>Other</td>
<td>$37,000</td>
</tr>
</tbody>
</table>

## County Clerk/Recorder

- Asst. to the Co Clerk/Recorder (1)

### Total Budget: $2,458,742

## Elections (Administration)

- Conduct federal, state & local elections
- Maintain voter registration roll
- Provide voter outreach and public education.
- Maintain website allowing public access and insuring voter privacy
- Ensure compliance of all federal and state mandates
- Ensure security of each election and the voting system

### Staffing: 8.5
- Chief Deputy Elections (1)
- Departmental IS Coordinator (.5)
- Data Services Coordinator/Prog (.5)
- Asst Clerk-Recorder-Elections (1)
- Administrative Assistant (1)

## Clerk/Recorder

- Record land title documents
- File maps, UCC’s
- Register Births, Deaths & Marriages
- Perform marriage ceremonies
- File Fictitious Business Name Statements, Notary Oaths
- Passport Acceptance Agent
- Assist public with certified & non-certified copies, document searches, licenses and general information

### Staffing: 12
- Supervising Clerk-Recorder (1)
- Clerk-Recorder Support Spec I/II (5)
- Clerk-Recorder Technician I/II (6)
**County Counsel**

**Functions:**
- Provides civil legal representation to the Board of Supervisors, the County Administrator’s Office, and county departments, as well as to the boards and staff of several special districts and other specified public entities.
- Advice and legal services to Sheriff, Human Resources, Labor Relations, District Attorney, Public Defender, Assessment Appeals Board, Child Support Services, In-Home Support Services and Probation

County Counsel (1)  Assistant County Counsel (1)

**Total Budget:** $861,122

**Recommended Source of Funds**
- Local: $540,977
- Fed/State: $0
- Fees: $296,960
- Other: $23,185

---

**Administrative Legal Services**

Advice and legal services to county departments and other local agencies:
- Yolo-Solano Air Quality Management District
- Housing Authority
- Environmental issues
- Land use and natural resource issues
- Labor
- Health and human services
- Conservators / decedent estates
- Local ordinances and regulations
- Student intern program

**Staff:** 3  
Deputy County Counsel (3)

---

**Administrative Support Services**

- Preparation and filing of all legal / court filings
- Administrative oversight and document preparation related to payroll, budget, inventory and supplies
- Processing departmental documents reviewed by counsel

**Staff:** 3  
Legal Administrative Assistant (1)  
Secretary – County Counsel (1)  
Secretary (1)

---

**Child Welfare Legal Services**

- Representation of the Social Services Department in child dependency matters
- Departmental staff training regarding court procedures
- Appellate drafting and argument

**Staff:** 1.5  
Deputy County Counsel (1.5)
## General Services

### Functions:
- Construct, manage and maintain all county facilities
- Provide purchasing, graphic and courier services
- Manage county airport, utilities and fleet services

**Total Budget:** $9,095,049

### Administration

- Manage five divisions overseeing purchasing, graphics, courier, facilities, grounds, fleet, airport, capital projects, strategic planning, leases and utilities.
- Steward the county’s energy monitoring and reduction

<table>
<thead>
<tr>
<th>Source of Funds</th>
<th>Local</th>
<th>Fed/State</th>
<th>Fees</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Local:</strong></td>
<td>$454,330</td>
<td>$0</td>
<td>$165,719</td>
<td>$9,000</td>
</tr>
<tr>
<td><strong>Fed/State:</strong></td>
<td>$0</td>
<td>$2,251,415</td>
<td>$187,200</td>
<td>$88,795</td>
</tr>
<tr>
<td><strong>Fees:</strong></td>
<td>$165,719</td>
<td>$0</td>
<td>$187,200</td>
<td>$88,795</td>
</tr>
<tr>
<td><strong>Other:</strong></td>
<td>$9,000</td>
<td>$88,795</td>
<td>$0</td>
<td>$88,795</td>
</tr>
</tbody>
</table>

**Staffing:** 4
- Director (0.8)
- Deputy Director (1)
- Secretary (0.8)
- Business Services Officer (0.7)
- Accountant Auditor (0.7)

### Purchasing

- Manage purchasing, graphics, courier
- Assistance and reviews of purchases, online bidding software and GenLed purchasing module
- Track vendor status, review & approve purchase orders and most contracts
- Negotiate pricing agreements with vendors for goods and services, manage purchase and sale of vehicles and equipment
- Asset tracking

<table>
<thead>
<tr>
<th>Source of Funds</th>
<th>Local</th>
<th>Fed/State</th>
<th>Fees</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Local:</strong></td>
<td>$321,348</td>
<td>$0</td>
<td>$0</td>
<td>$40,000</td>
</tr>
<tr>
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<td>$0</td>
<td>$2,251,415</td>
<td>$187,200</td>
<td>$88,795</td>
</tr>
<tr>
<td><strong>Fees:</strong></td>
<td>$0</td>
<td>$0</td>
<td>$187,200</td>
<td>$88,795</td>
</tr>
<tr>
<td><strong>Other:</strong></td>
<td>$40,000</td>
<td>$88,795</td>
<td>$0</td>
<td>$88,795</td>
</tr>
</tbody>
</table>

**Staffing:** 4
- County purchasing agent (1)
- Buyer (2)
- Administrative Clerk II (1)

### Airport

- Maintain safe airport in compliance with FAA and DOT regulations
- Manage rental agreements and ground leases
- Manage contracts, improvements, accounting records, etc.
- Coordinate with the FAA and State regarding grants, updates to the airport and updates to requirements

<table>
<thead>
<tr>
<th>Source of Funds</th>
<th>Local</th>
<th>Fed/State</th>
<th>Fees</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Local:</strong></td>
<td>$0</td>
<td>$2,251,415</td>
<td>$187,200</td>
<td>$88,795</td>
</tr>
<tr>
<td><strong>Fed/State:</strong></td>
<td>$2,251,415</td>
<td>$0</td>
<td>$187,200</td>
<td>$88,795</td>
</tr>
<tr>
<td><strong>Fees:</strong></td>
<td>$187,200</td>
<td>$0</td>
<td>$187,200</td>
<td>$88,795</td>
</tr>
<tr>
<td><strong>Other:</strong></td>
<td>$88,795</td>
<td>$88,795</td>
<td>$0</td>
<td>$88,795</td>
</tr>
</tbody>
</table>

**Staffing:** 2
- Director (0.2)
- Deputy Director (0.2)
- Business Services Officer (0.3)
- Accountant Auditor (0.3)
- Building Craftsmechanic (0.4)
**Fleet Services**

- Maintain and repair heavy and light vehicles and other mobile equipment
- Coordinate, track and bill for fuel use, vehicle purchase, transfer, registration, maintenance and smog certification
- Manage safety and environmental regulatory compliance programs.

**Staaffing:** 5

- Fleet Manage (1)
- Fleet Coordinator (1)
- Sr. Accounting Technician (1)
- Mechanic (2)

<table>
<thead>
<tr>
<th>Category</th>
<th>Local</th>
<th>Fed/State</th>
<th>Fees</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fleet Services</td>
<td>$270,021</td>
<td>$0</td>
<td>$1,144,038</td>
<td>$3,000</td>
</tr>
</tbody>
</table>

**Facilities Operations and Maintenance**

- Maintain facilities, grounds, capital projects, etc.
- Maintain grounds, landscape, buildings, equipment operations
- Maintain waste and janitorial agreements
- Meet with and ensure compliance with regulatory agencies
- Manage energy reduction upgrades, grants, etc.

**Staaffing:** 13.6

- Project Manager (1)
- Superv. Bldg Craftmechanic (1)
- Lead Building Craftmechanic (1)
- Craftmechanic III (8.6)
- Parks & Facilities Worker III (1)
- Account Clerk III (1)

<table>
<thead>
<tr>
<th>Category</th>
<th>Local</th>
<th>Fed/State</th>
<th>Fees</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facilities Operations and Maintenance</td>
<td>$1,338,000</td>
<td>$0</td>
<td>$338,000</td>
<td>$2,000</td>
</tr>
</tbody>
</table>

**Utilities and Leased Assets**

- Report, track, monitor energy use throughout the county for vehicles, equipment and buildings
- Manage and process buildings for janitorial, energy, waste, water, sewer, pest control, etc.
- Manage and negotiate lease agreements and contracts for buildings or related real estate transactions

**Staaffing:** Staffed by General Services Administration

<table>
<thead>
<tr>
<th>Category</th>
<th>Local</th>
<th>Fed/State</th>
<th>Fees</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Utilities and Leased Assets</td>
<td>$1,710,482</td>
<td>$0</td>
<td>$507,004</td>
<td>$65,000</td>
</tr>
</tbody>
</table>

**Graphics/Courier Services**

- Provide printing, signs, duplicating, microfilming, postage meter service and postal support
- Print Board of Supervisors meeting agendas, budgets and major reports
- Provide courier services for county and other governmental entities

**Staaffing:** 4.63

- Graphic Arts/Courier Supervisor (1)
- County Printer (1)
- Courier Clerk (2.63)

<table>
<thead>
<tr>
<th>Category</th>
<th>Local</th>
<th>Fed/State</th>
<th>Fees</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graphics/Courier Services</td>
<td>$125,176</td>
<td>$0</td>
<td>$74,370</td>
<td>$0</td>
</tr>
</tbody>
</table>
**Human Resources**

**Functions:**
- Recruit, select, develop and retain a high quality workforce

**Total Budget:** $1,252,115

---

**Labor and Employee Relations**

- Chief negotiator for 9 bargaining units.
- Bargaining unit contract implementation and administration.
- Investigate and address employee concerns and complaints
- Employee recognition activities and events.
- Employee discipline, dismissal and release
- Grievance administration

Local: $262,000
Fed/State: $0
Fees: $0
Other: $0

**Staffing:** 2.65
- Director of Human Resources (0.9)
- Principal Personnel Analyst (1)
- Secretary III (0.75)

---

**Recruitment, Classification and Compensation**

- Implement all aspects of recruitment, testing, selection, position classification and compensation for county positions.
- Oversee and ensure county recruitment, testing and selection processes comply with laws, rules and regulations.
- Review and make recommendations for approval of requests for new county positions.
- Conduct studies of departmental and work unit organization and make position and classification recommendations for reorganizations.
- Conduct salary surveys and total compensation and benefit surveys and make recommendations for appropriate salaries in order to maintain the integrity of the county compensation system.

Local: $374,915
Fed/State: $0
Fees: $0
Other: $0

**Staffing:** 2.5
- Human Resources Manager (1)
- Personnel Analyst (0.5)
- Personnel Assistant (1)

---

**Administration**

- Employee and benefits administration
- HR department fiscal/budget
- Countywide position control/CAO budget team
- Customer service for employees, departments, applicants and public

Local: $438,800
Fed/State: $0
Fees: $0
Other: $0

**Staffing:** 3.5
- Human Resources Manager (1)
- Personnel Assistant (1.5)
- Administrative Clerk (1)

---

**Recommended Source of Funds**

<table>
<thead>
<tr>
<th>Source of Funds</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local</td>
<td>$1,252,115</td>
</tr>
<tr>
<td>Fed/State</td>
<td>$0</td>
</tr>
<tr>
<td>Fees</td>
<td>$0</td>
</tr>
<tr>
<td>Other</td>
<td>$0</td>
</tr>
</tbody>
</table>
Human Resources

Continued

Risk Management

- Process general liability claims against the county.
- Administer worker’s compensation program
- Review county contracts for compliance with insurance requirements
- Manage county illness, injury and prevention program (Safety)
- Manage DOT drug testing and pull notice program
- County representative/board member Yolo County Public Risk Management Association joint powers authority

<table>
<thead>
<tr>
<th>Local:</th>
<th>$132,211</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fed/State:</td>
<td>$0</td>
</tr>
<tr>
<td>Fees:</td>
<td>$0</td>
</tr>
<tr>
<td>Other:</td>
<td>$0</td>
</tr>
</tbody>
</table>

**Staffing: 1.5**
- Risk Manager/Safety Officer (1)
- Personnel Assistant (0.5)

Training and Development

- Develop and conduct countywide development training to enhance skills in communication, leadership, and interpersonal skills, training in organizational processes, and computer training
- Develop and conduct new employee orientation
- Develop and maintain data systems related to countywide training
- Ensure availability of mandated training (HIPAA, sexual harassment, ethics, etc.) and maintain countywide compliance records
- Succession planning
- Develop and maintain intranet and Internet websites and serves as HR webmaster

<table>
<thead>
<tr>
<th>Local:</th>
<th>$176,400</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fed/State:</td>
<td>$0</td>
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<tr>
<td>Fees:</td>
<td>$0</td>
</tr>
<tr>
<td>Other:</td>
<td>$0</td>
</tr>
</tbody>
</table>

**Staffing: 1.25**
- Human Resources Manager (1)
- Secretary III (0.25)
Information Technology

Functions:
- Administers the operational support of computer hardware and software in the county and for several client districts and agencies
- Oversees the operations and maintenance of the county’s technology infrastructure and telecommunications support

Total Budget: $4,309,648*

Recommended Source of Funds

<table>
<thead>
<tr>
<th>Source of Funds</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local</td>
<td>$1,305,231</td>
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<tr>
<td>Fed/State</td>
<td>$0</td>
</tr>
<tr>
<td>Fees</td>
<td>$2,999,417</td>
</tr>
<tr>
<td>Other</td>
<td>$5,000</td>
</tr>
</tbody>
</table>

Administration

- Department oversight, management direction, budget, HR, payroll, purchasing, accounting, billing, receivables, etc.

Local: $60,712
Fed/State: $0
Fees: $52,206
Other: $0

Staffing: 3
Dept. Head (1)
Admin Clerk (1)
Business Services Manager (1)

Network Services

- Support for all servers, routers, switches, firewalls, network security, Internet connectivity for public libraries and all county staff, E-mail, backup and recovery, data storage

Local: $182,423
Fed/State: $0
Fees: $104,412
Other: $0

Staffing: 4
Information Technology Manager (1)
Network Technicians (3)

Programming and Software Support

- Support for all countywide software (i.e., financial system, payroll, HR mgmt, etc.)
- Development & support of software for individual departments (e.g., ADMH, PPW, DA, Probation etc.)
- Database mgmt for all systems
- GIS services, census redistricting, probationer management, general plan & OES mapping, sheriff patrol etc.

Local: $758,538
Fed/State: $0
Fees: $621,473
Other: $5,000

Staffing: 15
IT Mgr (1)
PeopleSoft Sys Mgr (1)
GIS staff (2)
Web Sys Developer (5)
Sys Software Specialist (2)
Database Admin (1)
Legacy Sys Programmer (2)
Programmer website/ report writing (1)

Telephone Services

- Management of 8 county owned telephone switches, support all county phones, connectivity to public phone systems (AT&T, etc); construction coordination on new facilities & remodels (Libraries, etc.)

Local: $0
Fed/State: $0
Fees: $1,960,296
Other: $0

Staffing: 4
Coordinator (1)
Sup Tech (1)
Tech (1)
Office Support Spec. (1)

Note: Information Technology also receives $1.8 million in expense reimbursement from various departments for direct staffing reimbursement cost, which is captured in the department’s appropriations.
<table>
<thead>
<tr>
<th>Helpdesk</th>
<th>Planning Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Support for desktop and laptop computers, including Blackberries, printers, etc.</td>
<td>• Business continuity planning for all systems, performance measurement and management, contract review, project scope, tracking &amp; management, business process analysis &amp; improvement</td>
</tr>
<tr>
<td>• Service call intake for all ITD units</td>
<td></td>
</tr>
<tr>
<td>Local: $182,135</td>
<td>Local: $121,423</td>
</tr>
<tr>
<td>Fed/State: $0</td>
<td>Fed/State: $0</td>
</tr>
<tr>
<td>Fees: $156,618</td>
<td>Fees: $104,412</td>
</tr>
<tr>
<td>Other: $0</td>
<td>Other: $0</td>
</tr>
<tr>
<td><strong>Staffing:</strong> 7</td>
<td><strong>Staffing:</strong> 3</td>
</tr>
<tr>
<td>Supervisor/Tech (1)</td>
<td>Information Tech Mgr (1)</td>
</tr>
<tr>
<td>Technician (6)</td>
<td>Senior Bus Sys Analyst (1)</td>
</tr>
<tr>
<td></td>
<td>Bus Sys Analyst (1)</td>
</tr>
</tbody>
</table>
## Library

### Functions:
- Oversee operations of Library branches
- Provide Library Central Services administration
- Administer Archives-Record Center Services
- Provide YoloLINK Services to community

### Recommended Source of Funds

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local</td>
<td>$211,710</td>
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<td>Fed/State</td>
<td>$153,519</td>
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<tr>
<td>Fees</td>
<td>$273,899</td>
</tr>
<tr>
<td>Other</td>
<td>$5,597,663</td>
</tr>
</tbody>
</table>

**Total Budget: $6,236,791**

### Central Library Administration

- Provide centralized services & support to branches
- Acquisition of new material; library catalog update and maintenance
- Seek grants and alternative resources
- With Friends of the Library, Library Advisory Board and other advocacy and support organizations, raise funds and awareness for library activities and goals
- Implement e-commerce
- Digitizing Law Library holdings and promoting Law Library collection through the Yolo County Library database
- Provide literacy services throughout the County

**Staffing: 10.5**

<table>
<thead>
<tr>
<th>Position</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>County Librarian</td>
<td>1</td>
</tr>
<tr>
<td>Business Svcs Mgr</td>
<td>1</td>
</tr>
<tr>
<td>Program Manager</td>
<td>1</td>
</tr>
<tr>
<td>Asst County Librarian</td>
<td>1</td>
</tr>
<tr>
<td>Library Specialist</td>
<td>2</td>
</tr>
<tr>
<td>Office Support Specialist</td>
<td>1</td>
</tr>
<tr>
<td>Library Asst II/III</td>
<td>2.5</td>
</tr>
<tr>
<td>Electronic/Technical Librarian</td>
<td>1</td>
</tr>
</tbody>
</table>

### Library Branches

- Access to books, informational technology and other media including material in other languages
- Public library services in Clarksburg, Davis, Esparto, Knights Landing, West Sacramento, Winters and Yolo communities
- Circulate library material
- Provide public Internet access

**Staffing: 23.825**

<table>
<thead>
<tr>
<th>Position</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Librarian IV</td>
<td>1</td>
</tr>
<tr>
<td>Librarian III</td>
<td>1</td>
</tr>
<tr>
<td>Librarian I/II</td>
<td>7.55</td>
</tr>
<tr>
<td>Library Specialist/Circ Sup</td>
<td>2</td>
</tr>
<tr>
<td>Library Asst I/II/III</td>
<td>12.275</td>
</tr>
</tbody>
</table>

### Archives/Record Center

- Official repository of the historical records of the County
- Collect and preserve records; provide public access
- Provide expert research assistance
- Ensures that legal, fiscal & administrative obligations for records are met

**Staffing: 1.75**

<table>
<thead>
<tr>
<th>Position</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library Specialist</td>
<td>1</td>
</tr>
<tr>
<td>Library Assist I/II/III</td>
<td>0.75</td>
</tr>
</tbody>
</table>

Will be leaving position vacant

### YoloLINK

- Community resource database containing over 900 public and private resources and services

**Staffing: 0.6**

<table>
<thead>
<tr>
<th>Position</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library Assistant III</td>
<td>0.6</td>
</tr>
</tbody>
</table>

**Local:** $1,000  
**Fed/State:** $0  
**Fees:** $3,500  
**Other:** $58,383
### Child Support Services

**Functions:**
- Determine parentage, establish orders for support and medical coverage
- Collect and distribute funds from absent parents who have a financial responsibility to support their children
- Progressive enforcement for overdue support including criminal prosecution when necessary

**Total Budget:** $6,405,893

---

#### Recommended Source of Funds

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local:</td>
<td>$0</td>
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<tr>
<td>Fed/State:</td>
<td>$6,323,475</td>
</tr>
<tr>
<td>Fees:</td>
<td>$0</td>
</tr>
<tr>
<td>Other/Carry Over:</td>
<td>$82,418</td>
</tr>
</tbody>
</table>

---

#### Administration – Office Support

Manages five divisions of the department and provides administration and human resources support. Administers the Quality Assurance Program Improvement which:
- Reviews & Monitor Cases
- Ensures Federal & State Guidelines

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local:</td>
<td>$0</td>
</tr>
<tr>
<td>Fed/State:</td>
<td>$935,159</td>
</tr>
<tr>
<td>Fees:</td>
<td>$0</td>
</tr>
<tr>
<td>Other:</td>
<td>$13,736</td>
</tr>
</tbody>
</table>

**Staffing: 7.5**
- Director (1)
- QAPI Program Mgr (1)
- Tech Sup Spec III (1)
- Business Services Super (1)
- Administrative Clerk (3.5)

---

#### Staff Development

- Ensures quality training for staff personnel.
- LCSA liaison for state-wide systems.
- Participate in teleconference & webcast trainings with state.
- Request and distribute system reports.
- Interpret and research policy decisions.

**Staffing: 6**
- Business Services Manager (1)
- Analyst (1)
- Child Support Officer (3)
- Administrative Clerk (1)

---

#### Financial Management

Budgeting and fiscal analysis and budget monitoring. Submit management reports for all programs to various county and state departments. Prepare all interest calculations on child support cases. Perform case audits on child support cases as required

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local:</td>
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<tr>
<td>Fed/State:</td>
<td>$717,162</td>
</tr>
<tr>
<td>Fees:</td>
<td>$0</td>
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<tr>
<td>Other:</td>
<td>$13,736</td>
</tr>
</tbody>
</table>

**Staffing: 8**
- Business Services Manager (1)
- Superv/Sr Child Support Off. (2)
- Child Support Officer (4)
- Administrative Clerk (1)

---

#### Case Management

Provides case maintenance activities that includes:
- Liens
- Wage assignments
- Skip chasing
- Special remedies

**Staffing: 6**
- Supervising Child Support Off (2)
- Child Support Officer (12)
- Administrative Clerk (2)

---

Yolo County Departments Functions Charts

Updated 7/10/2009
### Child Support Services

#### Legal Team & Attorney

<table>
<thead>
<tr>
<th>Local:</th>
<th>$0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fed/State:</td>
<td>$1,293,308</td>
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<tr>
<td>Fees:</td>
<td>$0</td>
</tr>
<tr>
<td>Other:</td>
<td>$13,736</td>
</tr>
</tbody>
</table>

- Perform all legal proceedings that includes:
  - Court order modification
  - Court order registration
  - Summons & complaints
  - Court order supplemental
  - Consolidation of court order
  - Initiating interstate cases
  - Order of examination
  - Criminal contempt
  - Employer contempt

<table>
<thead>
<tr>
<th>Staffing:</th>
<th>13.5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child Support Attorney (3)</td>
<td></td>
</tr>
<tr>
<td>Contract Employees (1.5)</td>
<td></td>
</tr>
<tr>
<td>Superv Child Support Off. (1)</td>
<td></td>
</tr>
<tr>
<td>Senior Child Support Officer (5)</td>
<td></td>
</tr>
<tr>
<td>Child Support Officer (1)</td>
<td></td>
</tr>
<tr>
<td>Administrative Clerk (2)</td>
<td></td>
</tr>
</tbody>
</table>

#### Public Service and Fair Hearing/Ombudsperson

<table>
<thead>
<tr>
<th>Local:</th>
<th>$0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fed/State:</td>
<td>$838,816</td>
</tr>
<tr>
<td>Fees:</td>
<td>$0</td>
</tr>
<tr>
<td>Other:</td>
<td>$13,737</td>
</tr>
</tbody>
</table>

- Public relations team that provides:
  - License restrictions
  - Passport release
  - Fair hearings
  - Complaint resolution
  - Interpret & explain pay histories
  - Establishments of paternity, medical orders
  - Modifications of support orders

<table>
<thead>
<tr>
<th>Staffing:</th>
<th>9.5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ombudsperson (1)</td>
<td></td>
</tr>
<tr>
<td>Senior Child Support Officer (1)</td>
<td></td>
</tr>
<tr>
<td>Child Support Officer (6)</td>
<td></td>
</tr>
<tr>
<td>Administrative Clerk (1.5)</td>
<td></td>
</tr>
</tbody>
</table>
District Attorney

Functions:
- Serves as the chief law enforcement officer of the County
- Investigates criminal activity and conducts prosecutions for public offenses
- Advises the Grand Jury in its investigations
- Sponsors and participates in programs to improve the administration of justice

District Attorney (1)

Total Budget: $12,318,306

Recommended Source of Funds

<table>
<thead>
<tr>
<th>Source of Funds</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local</td>
<td>$8,758,235</td>
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<tr>
<td>Fed/State</td>
<td>$1,962,672</td>
</tr>
<tr>
<td>Fees</td>
<td>$601,227</td>
</tr>
<tr>
<td>Other</td>
<td>$996,172</td>
</tr>
</tbody>
</table>

Criminal Prosecution

Criminal Prosecution Division:
- Prosecute adult and juvenile felonies and misdemeanors including jury trials and sentencing
- Receive crime reports from law enforcement agencies and decides whether to charge suspects with criminal offenses
- File criminal complaints against individuals with the Superior Court

Administrative and Finance Division:
- Manage the support ad financial functions of the department

Investigations Division:
- Investigate complaints made to the District Attorney
- Prepare written reports of all investigative activities

Staffing: 72
- Accounting Technician (1)
- Administrative Srvcs Analyst (1)
- Asst. Chief Deputy Dist. Atty (2)
- Business Services Manger (1)
- Business Services Supervisor (1)
- Chief DA Investigator (1)
- Chief Deputy Dist. Attorney (1)
- Chief of Finance and Admin (1)
- DA Confidential Secretary (1)
- DA Enforcement Officer (6)
- DA Investigator II (6)
- DA Lieutenant (4)
- Departmental IT Manager (1)
- Deputy District Attorney I-V (23)
- Legal Secretary (17)
- Office Support Specialist (1)
- Senior Accountant (1)
- Sr. Deputy Probation Officer (1)
- Supervising Legal Secretary (2)
## District Attorney

### Criminal Prosecution Grants

<table>
<thead>
<tr>
<th>Staffing: 9</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deputy District Attorney I-V (7)</td>
</tr>
<tr>
<td>DA Investigator I-II (2)</td>
</tr>
<tr>
<td>Local: $480,435</td>
</tr>
<tr>
<td>Fed/State: $811,513</td>
</tr>
<tr>
<td>Fees: $222,999</td>
</tr>
<tr>
<td>Other: $0</td>
</tr>
</tbody>
</table>

### Anti-Drug Abuse

- Formation and utilization of countywide cooperative, collaborative multi-jurisdictional task force to target mid-level drug offenders.

| Local: $0 |
| Fed/State: $391,659 |
| Fees: $0 |
| Other: $0 |

### Violence Against Women

- Prosecutes violent crimes against women with the least negative impact on the victim; trains and assists law enforcement officers in dealing more effectively with female victims.

| Local: $50,250 |
| Fed/State: $141,653 |
| Fees: $0 |
| Other: $0 |

### Vehicle Theft Deterrence

- Deters, investigates and prosecutes vehicle code theft crimes

| Local: $0 |
| Fed/State: $0 |
| Fees: $222,999 |
| Other: $0 |

### Major Narcotic Vendor Prosecution

- Reduces major illegal drug activity by convicting and incapacitating through confinement of offenders

| Local: $91,827 |
| Fed/State: $42,419 |
| Fees: $0 |
| Other: $0 |

### Elder Abuse

- Prosecutes defendants charged with causing pain, suffering-injury to elders or dependents adults and thefts or embezzlements by a caretaker or others

| Local: $84,930 |
| Fed/State: $72,419 |
| Fees: $0 |
| Other: $0 |

### Juvenile Accountability/JAG

- Juvenile Accountability: targets juveniles involved in the diversion program and supports local efforts to hold juvenile offenders accountable

| Local: $157,752 |
| Fed/State: $41,467 |
| Fees: $0 |
| Other: $0 |

### Career Criminals

- Prosecutes career criminals through special organizational and operational techniques

| Local: $95,676 |
| Fed/State: $72,419 |
| Fees: $0 |
| Other: $0 |

### Privacy & Piracy

- Identifies, investigates and assists in the prosecution of individuals and organized crime networks who commit various forms of identity theft

| Local: $0 |
| Fed/State: $19,475 |
| Fees: $0 |
| Other: $0 |
### YONET (Yolo Narcotic Enforcement Team)
- Diminishes the availability and use of illegal drugs
- Apprehends drug offenders in Yolo County

<table>
<thead>
<tr>
<th>Category</th>
<th>Local</th>
<th>Fed/State</th>
<th>Fees</th>
<th>Other</th>
<th>Staffing</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$0</td>
<td>$134,500</td>
<td>$0</td>
<td>$155,220</td>
<td></td>
</tr>
</tbody>
</table>

**Staffing:** 2
- DA Enforcement Officer (2)

### Child Abduction
- Ensures compliance with court orders relating to child custody or visitation proceedings
- Recovers children who have been abducted locally, across state lines or internationally

<table>
<thead>
<tr>
<th>Category</th>
<th>Local</th>
<th>Fed/State</th>
<th>Fees</th>
<th>Other</th>
<th>Staffing</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$0</td>
<td>$434,542</td>
<td>$0</td>
<td>$0</td>
<td></td>
</tr>
</tbody>
</table>

**Staffing:** 3
- DA Enforcement Officer (1)
- DA Investigator II (1)
- Deputy District Attorney V (1)

### Insurance Fraud Grants
- Investigates and prosecutes Worker’s Compensation and Automobile Insurance Fraud cases
- Curtails unlicensed contractor operations in the county

<table>
<thead>
<tr>
<th>Category</th>
<th>Local</th>
<th>Fed/State</th>
<th>Fees</th>
<th>Other</th>
<th>Staffing</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$0</td>
<td>$306,776</td>
<td>$0</td>
<td>$3,750</td>
<td></td>
</tr>
</tbody>
</table>

**Staffing:** 2
- DA Investigator II (2)

### MDIC (Multi-Disciplinary Interview Center)
The center is a child-friendly and psychologically safe environment for child abuse victims to disclose their experiences to child interview specialist in the most comprehensive, forensically sound, and least traumatic manner possible.

<table>
<thead>
<tr>
<th>Category</th>
<th>Local</th>
<th>Fed/State</th>
<th>Fees</th>
<th>Other</th>
<th>Staffing</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$0</td>
<td>$67,778</td>
<td>$0</td>
<td>$352,643</td>
<td></td>
</tr>
</tbody>
</table>

**Staffing:** 3
- Social Worker (1)
- DA Enforcement Officer (1)
- DA Investigator (1)

### Victim Witness Assistance Center
- Provides comprehensive services to victims of violent crimes
- Assists victims through the criminal justice process with as little trauma as possible
- Refers victims to support agencies when appropriate

<table>
<thead>
<tr>
<th>Category</th>
<th>Local</th>
<th>Fed/State</th>
<th>Fees</th>
<th>Other</th>
<th>Staffing</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$171,678</td>
<td>$189,763</td>
<td>$0</td>
<td>$0</td>
<td></td>
</tr>
</tbody>
</table>

**Staffing:** 5
- Senior Social Worker (2)
- Victim Witness program Assistants (2)
- Legal Secretary (1)
Probation

Functions:
• Provides financially sustainable community corrections and public safety
• Enforces court-ordered victim restitution and offender accountability
• Strengthens criminal justice system to reduce criminal activity
• Promotes stable, healthy families and individuals through state-of-the-art rehabilitative programs and services
• Provides safe and healthy environment for incarcerated minors
• Provides alternative sentencing and transportation programs
  Chief Probation Officer (1)

Total Budget: $15,440,362

Recommended Source of Funds

<table>
<thead>
<tr>
<th>Source of Funds</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local:</td>
<td>$6,979,024</td>
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<tr>
<td>Fed/State:</td>
<td>$3,150,114</td>
</tr>
<tr>
<td>Fees:</td>
<td>$5,184,624</td>
</tr>
<tr>
<td>Other:</td>
<td>$126,600</td>
</tr>
</tbody>
</table>

Administration

- Operational oversight of the Yolo County Probation Department
- Tracks legislation, rules, regulations and guidelines
- Coordinates with other agencies
- Volunteers/internship program
- Collection services
- Clerical and stenographic support
- Maintenance of data/information
- Assists with special projects and workload
  Staffing: 8
  - Asst. Chief Probation Officer (1)
  - Secretary to Director (1)
  - Business Services Sup (1)
  - Secretary II (3)
  - Administrative Clerk II (2)

Local: $907,952
Fed/State: $3,200
Fees: $0
Other: $0

Fiscal, Accounting & Business Services

- Prepare and track departmental budget
- Prepare and analyze financial and accounting activities
- Implement and ensure compliance with accounting policies and procedures
- Employee payroll
- Personnel and human resource benefits and services
- Purchase goods and services
- Facilities and equipment
- Training program
- Grants management and reporting
  Staffing: 5
  - Fiscal Administrative Officer (1)
  - Admin. Services Analyst (1)
  - Senior Accounting Tech. (2)
  - Administrative Assistant (1)

Local: $510,724
Fed/State: $0
Fees: $0
Other: $1,800

Adult Services
$2,116,046
See page 39

Juvenile Detention Facility, Work Program, and Transportation
$7,275,523
See page 40

Juvenile Services
$4,575,147
See Page 41
### Adult Court Services

**Probation Program Manager (1)**

- Conduct Static Risk Assessment on all adult referrals
- Conduct court-ordered investigations
- Sentencing recommendations to the court
- Court testimony
- Notify victims of their rights and solicits input from victims for sentencing recommendations
- Prepare pre-sentence, pre-plea, post-sentence, supplemental, and other reports as directed by the court

<table>
<thead>
<tr>
<th></th>
<th>Local:</th>
<th>Fed/State:</th>
<th>Fees:</th>
<th>Other:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$639,190</td>
<td>$0</td>
<td>$146,200</td>
<td>$0</td>
</tr>
</tbody>
</table>

**Staffing:** 8

- Supervising Probation Off (1)
- Sr Deputy Probation Officer (1)
- Deputy Probation Officer II (5)
- Secretary II (1)

### Adult Supervision

**Probation Program Manager (1)**

- Enforce court orders
- Enforce victim restitution and offender accountability
- Review/clarify conditions of probation with each offender/probationer
- Assesses probationer’s needs to determine and utilize appropriate community resources
- Supervise adult probationers
- Establish, update, and monitor behavioral objectives for each probationer
- Supervise case records
- Probation Officer participation on Yolo Narcotics Enforcement Team (YONET)

<table>
<thead>
<tr>
<th></th>
<th>Local:</th>
<th>Fed/State:</th>
<th>Fees:</th>
<th>Other:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$821,881</td>
<td>$0</td>
<td>$223,600</td>
<td>$0</td>
</tr>
</tbody>
</table>

**Staffing:** 9

- Supervising Probation Off (1)
- Sr Deputy Probation Officer (1)
- Deputy Probation Officer II (5)
- Probation Aide (1)
- Office Support Specialist (1)

### Proposition 36 - Substance Abuse and Crime Prevention

**Probation Program Manager (1)**

- Enforce court orders
- Review/clarify conditions of probation with each offender/probationer
- Establish, update, and monitor behavioral objectives for each probationer
- Assess probationer’s needs to determine and utilize appropriate community rehabilitative resources
- Provide supervision to adult probationers
- Collaborate with local agencies and community-based organizations for treatment services

<table>
<thead>
<tr>
<th></th>
<th>Local:</th>
<th>Fed/State:</th>
<th>Fees:</th>
<th>Other:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$36,388</td>
<td>$188,587</td>
<td>$60,200</td>
<td>$0</td>
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</tbody>
</table>

**Staffing:** 3

- Deputy Probation Officer II (3)
### Juvenile Detention Facility

<table>
<thead>
<tr>
<th>Function</th>
<th>Local</th>
<th>Fed/State</th>
<th>Fees</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>24-hour safe and secure environment</td>
<td>$2,016,115</td>
<td>$0</td>
<td>$3,845,430</td>
<td>$0</td>
</tr>
<tr>
<td>Medical, mental health, and other rehabilitative support</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Collection services</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Collaborate with criminal justice and service agencies and community-based organizations</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Staffing:</strong> 57</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asst. Juvenile Hall Supt. (1)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supervising Detention Officer (1)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Senior Detention Officer (6)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Detention Officer I/II (46)</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrative Assistant (2)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Secretary (1)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Work Alternative Program

<table>
<thead>
<tr>
<th>Function</th>
<th>Local</th>
<th>Fed/State</th>
<th>Fees</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide victim restitution</td>
<td>$243,002</td>
<td>$37,588</td>
<td>$831,194</td>
<td>$0</td>
</tr>
<tr>
<td>Legally mandated option for low-risk offenders/probationers, preserving jail and juvenile hall bed space for more serious offenders</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provides landscaping and other services to local organizations</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Staffing:</strong> 11</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asst. Juvenile Hall Supt (1)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Senior Detention Officer (1)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Detention Officer I/II (8)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrative Clerk IV (1)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Transportation

<table>
<thead>
<tr>
<th>Function</th>
<th>Local</th>
<th>Fed/State</th>
<th>Fees</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transportation of minors to and from court hearings</td>
<td>$179,194</td>
<td>$123,000</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Transport all minors committed to camp/ranch facilities</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transport adult probationers from jail to residential treatment facilities</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provide additional transportation for in-custody clients who require medical/psychological/psychiatric care in the community</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Staffing:</strong> 3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supervising Detention Officer (1)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Detention Officer II (2)</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
## Juvenile Services

### Probation Program Manager (1)

#### Juvenile Court and Intake

- Complete detention risk assessments and decide custody status for new bookings or makes recommendation to the court regarding custody status
- Investigates all juvenile referrals
- Risk screenings and mental health screenings
- Crisis intervention for families
- Referrals to the District Attorney’s office and detention reports for the court
- Needs assessments for all youth to be supervised in the community
- Develop and revise case plans for youth at imminent risk for out-of-home placement
- Prepare disposition reports and recommendations for the court
- Appears in juvenile court hearings

<table>
<thead>
<tr>
<th></th>
<th>Local:</th>
<th>Fed/State:</th>
<th>Fees:</th>
<th>Other:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Juvenile Court and Intake</td>
<td>$92,023</td>
<td>$714,001</td>
<td>$59,800</td>
<td>$0</td>
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</tbody>
</table>

**Staffing:** 9
- Supervising Probation Officer (1)
- Sr Deputy Probation Officer (2)
- Deputy Probation Officer II (5)
- Secretary II (1)

#### Juvenile Supervision

- Assess, case manage, supervise and enforce court orders for youth on probation
- Provide school-based probation support for youth on probation or at-risk
- Rehabilitate youth and prevent recidivism using proven evidence-based treatment
- Engage entire family system in positive change efforts
- Monitor youth participating in programs
- Evaluate program effectiveness
- Maintain consistent urinalysis program and associated records
- Monitor youth on alternative custody programs (home supervision, electronic monitoring, Global Positioning System)

<table>
<thead>
<tr>
<th></th>
<th>Local:</th>
<th>Fed/State:</th>
<th>Fees:</th>
<th>Other:</th>
</tr>
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<tbody>
<tr>
<td>Juvenile Supervision</td>
<td>$7,198</td>
<td>$891,182</td>
<td>$18,200</td>
<td>$116,600</td>
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</tbody>
</table>

**Staffing:** 12
- Supervising Probation Officer (1)
- Sr Deputy Probation Officer (2)
- Deputy Probation Officer II (8)
- Probation Aide (1)

#### Yolo County Construction Partnership

- Educational support, vocational training, skills building, mentoring, and treatment
- Team building and leadership opportunities for youth in the program
- Work to rehabilitate youth and prevent recidivism using proven evidence-based treatment

<table>
<thead>
<tr>
<th></th>
<th>Local:</th>
<th>Fed/State:</th>
<th>Fees:</th>
<th>Other:</th>
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</thead>
<tbody>
<tr>
<td>Yolo County Construction Partnership</td>
<td>$344,888</td>
<td>$43,805</td>
<td>$0</td>
<td>$0</td>
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</tbody>
</table>

**Staffing:** 2
- Detention Officer I/II (2)
Juvenile Programs

- Monitor youth in Yolo County Construction Partnership
- Family participation
- Monitor programs for achievement of desired outcome
- Provide crisis intervention to families
- Monitor contracted community based organizations delivery of evidence-based programs, such as Aggression Replacement Training, Functional Family Therapy, Thinking 4 a Change, and Nurturing Parenting
- Provides Aggression Replacement Training

<table>
<thead>
<tr>
<th></th>
<th>Local:</th>
<th>Fed/State:</th>
<th>Fees:</th>
<th>Other:</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>$0</td>
<td>$565,638</td>
<td>$0</td>
<td>$5,000</td>
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</tbody>
</table>

**Staffing:** 4
- Supervising Probation Officer (1)
- Deputy Probation Officer II (2)
- Office Support Specialist (1)

Out of Home Placement

- Evaluate all out-of-home placement facilities used by Yolo County Probation
- Maintain regular contact with minors in out-of-home placement and SB163 Wraparound
- Provide crisis intervention to assist with maintaining placement stability
- Develop, monitor, revise individualized Title IV-E case plans for each youth in placement
- Maintain compliance with Title IV-E and Foster Care regulations
- Conduct re-entry planning and coordinates transition services
- Match youth to appropriate out-of-home programs, based on criminogenic need

<table>
<thead>
<tr>
<th></th>
<th>Local:</th>
<th>Fed/State:</th>
<th>Fees:</th>
<th>Other:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$1,180,012</td>
<td>$586,800</td>
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<td>$0</td>
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</tbody>
</table>

**Staffing:** 2
- Detention Officer II (2)
Public Defender

Functions:

- Provide legal services to indigent persons charged with felony and misdemeanor violations, juveniles prosecuted in delinquency proceedings, and proposed conservatees in mental health proceedings
- Represent other persons whose liberty or parenting issues may be affected by the government

Total Budget: $4,652,270

Recommended Source of Funds

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Local</td>
<td>$4,440,307</td>
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<tr>
<td>Fed/State</td>
<td>$0</td>
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<tr>
<td>Fees</td>
<td>$55,000</td>
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<tr>
<td>Other</td>
<td>$156,963</td>
</tr>
</tbody>
</table>

Administration

- Manage and supervise operations
- Create and institute policies and procedures
- Train and monitor employees’ performance
- Perform all other administrative duties related to the functioning of the office

Staffing: 1.75

- Management and supervisory staff (1)
- Admin/Secretarial (0.75)

Felony Unit

- Represent clients charged with felonies in all stages of criminal proceedings, including arraignment, preliminary examination, court or jury trial, and post-conviction violation of probation and sentencing hearings.

Local: $3,243,307
Fed/State: $0
Fees: $12,000
Other: $156,963

Staffing: 22

- Deputy Public Defenders (16)
- Investigators (3)
- Legal Secretaries (3)

Misdemeanor Unit

- Represent clients charged with misdemeanors in all stages of criminal proceedings, including arraignment, court or jury trial, and post-conviction violation of probation and sentencing hearing

Local: $450,000
Fed/State: $0
Fees: $0
Other: $0

Staffing: 4.3

- Deputy Public Defenders (2.5) plus various supervised Bar certified law student interns
- Investigators (0.3)
- Legal Secretaries (1.5)
### Juvenile Unit
- Represent parties in juvenile dependency proceedings in which court supervision of minors is sought due primarily to allegations of child abuse or neglect.
- Represent minors in juvenile delinquency proceedings who are prosecuted for alleged conduct that would be criminal if they were adults.

<table>
<thead>
<tr>
<th>Local</th>
<th>$347,000</th>
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</thead>
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<tr>
<td>Fed/State</td>
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<tr>
<td>Fees</td>
<td>$43,000</td>
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<tr>
<td>Other</td>
<td>$0</td>
</tr>
</tbody>
</table>

**Staffing: 3.9**
- Deputy Public Defenders (2)
- Investigators (0.4)
- Legal Secretaries (1.5)

### Mental Health Unit
- Represent proposed conservatees in mental health (conservatorship) proceedings brought under Probate Code or the Lanterman-Petris-Short (LPS) Act.

<table>
<thead>
<tr>
<th>Local</th>
<th>$130,000</th>
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<tbody>
<tr>
<td>Fed/State</td>
<td>$0</td>
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<tr>
<td>Fees</td>
<td>$0</td>
</tr>
<tr>
<td>Other</td>
<td>$0</td>
</tr>
</tbody>
</table>

**Staffing: 1.05**
- Deputy Public Defender (0.5)
- Investigators (0.3)
- Legal Secretaries (0.25)
Public Guardian-Public Administrator

- Conservatorship case management
- Settle estates of people who die without a will or family to act on their behalf
- Targeted case management and Medicare application assistance
- Carries out the county’s indigent/cremation burial program

<table>
<thead>
<tr>
<th>Source of Funds</th>
<th>Local:</th>
<th>Fed/State:</th>
<th>Fees:</th>
<th>Other:</th>
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</thead>
<tbody>
<tr>
<td>Recommended</td>
<td>$491,466</td>
<td>$175,000</td>
<td>$235,000</td>
<td>$12,200</td>
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</table>

**Staffing:** 7
- Public-Guardian-Administrator (1)
- Asst. Public Guardian-Administrator (1)
- Deputy Public Admin (1)
- Conservatorship Officer (3)
- Senior Accounting Technician (1)

**Total Budget:** $1,099,822

Veterans Service

- Help veterans and their families access services and benefits that they qualify for with Veterans Affairs

<table>
<thead>
<tr>
<th>Source of Funds</th>
<th>Local:</th>
<th>Fed/State:</th>
<th>Fees:</th>
<th>Other:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recommended</td>
<td>$142,556</td>
<td>$43,500</td>
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<td>$100</td>
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</tbody>
</table>

**Staffing:** 1
- Veterans Service Officer (1)
**Sheriff-Coroner**

**Function:**
- Chief law enforcement agency in the County of Yolo
- Operates three detention facilities
- Provides security and transportation for the Superior Court
- Provides Coroner services for Yolo County
- Provides Civil Service for Yolo County
- Provides Animal Control services for Yolo County
- Provides 24-7 emergency response services, including street patrol, boat patrol, investigations, and specialized enforcement units

**Total Budget:** $28,666,000

---

### Field Operations Division

#### Patrol Unit

| Local:     | $4,916,939 |
| Fed/State: | $903,446  |
| Fees:      | $0        |
| Other:     | $865,832  |

**Staffing: 52.5**
- Captain (1)
- Lieutenant (2)
- Sergeant (5)
- Deputy Sheriff (39.5)
- Sr Crime Scene Investigator (1)
- Crime Scene Investigator (1)
- Property/Evidence Tech (1)
- Operations Tech (1)
- Training Manager (1)

Provides police services in the unincorporated area of the county
- Patrol
- Investigations
- Property/evidence
- Training
- Community services
- Gang/SWAT Teams
- Reserves, posse, cadets, STARS, aero squad

---

#### Management Unit

**Management of three Sheriff Divisions Personnel**
- Finance
- Planning & research
- Background investigation

| Local:     | $2,264,266 |
| Fed/State: | $0        |
| Fees:      | $0        |
| Other:     | $20,384   |

**Staffing: 12**
- Sheriff - Coroner (1)
- Undersheriff (1)
- Captain (1)
- Mgr of Administrative Svcs (1)
- Planning and Research Mgr (1)
- Administrative Svcs Analyst (1)
- Sheriff’s Conf. Secretary (1)
- Accountant Auditor (2)
- Sheriff’s Operations Tech (1)
- Supervising Legal Secretary (2)
### Sheriff

- **Detention Division**
  - Local: $12,284,589
  - Fed/State: $1,245,865
  - Fees: $222,900
  - Other: $2,379,652
  - Operation of three adult detention facilities that have a maximum capacity of 455 inmates
    - Detention facilities
    - Work furlough
    - Records
    - Court security
    - Transportation
    - Inmate programs
    - Food services
  - Staffing: 159
    - Captain (1), Lieutenant (1), Sergeant (2), CO Lieutenant (2), Deputy Sheriff (26), Records Manager (1), Records Shift Supervisor (4), CO Sergeant (8), Food Service Coordinator (1), Correctional Officer (88), Records Specialist (16), Detention Senior Cook (6), Operations Technician (1), Service Technician (2)

- **Coroner**
  - Local: $645,066
  - Fed/State: $0
  - Fees: $0
  - Other: $45,650
  - Investigate sudden, violent or unusual deaths that occur in Yolo County
  - Staffing: 4
    - Chief Deputy Coroner (1)
    - Deputy Coroner (3)

- **Civil**
  - Local: $448,800
  - Fed/State: $0
  - Fees: $106,028
  - Other: $0
  - Accepts and serves all types of civil processes including: subpoenas and money judgments
  - Staffing: 6
    - Sergeant (1)
    - Deputy Sheriff (1)
    - Supv Legal Secretary (1)
    - Legal Secretary (3)

- **Boat Patrol**
  - Local: $45,000
  - Fed/State: $322,264
  - Fees: $0
  - Other: $0
  - Financed by state grant to ensure safety to the boating public on the Sacramento River, Cache Creek, Putah Creek, Sutter Slough, Elkhorn Slough and Yolo Bypass
  - Staffing: 2.5
    - Sergeant (1)
    - Deputy Sheriff (1.5)

- **Animal Services**
  - Local: $191,432
  - Fed/State: $0
  - Fees: $281,700
  - Other: $1,476,187
  - Provide animal services to cities, UC Davis and unincorporated area of the county
  - Animal patrol services
  - Animal shelter services
  - Staffing: 17
    - Business Service Mgr (1)
    - Supv Animal Services Officer (2)
    - Animal Services Officer (8)
    - Animal Care Technician (2)
    - Sheriff’s Records Clerk (4)

### Field Operations Division

- **Administration Division**
  - Continued

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  - Local: $645,066
  - Fed/State: $0
  - Fees: $0
  - Other: $45,650
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