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TO: Barbara Bergman
Chair, Ways & Means Committee

THROUGH: Robert E. Guenzel
County Administrator

FROM: Jennifer Watson
Budget Office

DATE: November 7, 2007

SUBJECT: Changes to Administrator's Recommended Budget for 2008/09
since initial presentation on September 19, 2007

Since the Administrator's Recommended Budget for 2008/09 was presented at the Ways & Means September 19, 2007, several changes have been made to the budget resolution. The following list summarizes those changes, for ease of reference:

Parks & Recreation position modifications

- Two Parks & Recreation position modifications have been eliminated from the budget resolution; Human Resources has determined that these position modifications ought to be effectuated through labor negotiations instead.

Updated Planning & Environment Food Fee Policy

- In the past, religious organizations were exempt from food inspection fees. Legal opinion from Corporation Counsel is that all entities must be charged a fee for services. The new policy brings religious organizations into parity with non-profit organizations, which pay 60% of the fee charged to a for-profit organization.

Building Services Policy Update – Commitment for 2008

- Rather than directing the County Administrator to bring a recommendation in the first quarter of 2008 regarding the Building Services program, the Board of Commissioners will authorize the Building Services program to be sustained through the end of the fiscal year 2008 through an allocation from the Capital Reserves. The projected impact of this change is approximately \$200,000, which will be repaid if the program supports itself in the future. Quarterly updates will be provided to the Board.

Changes to Finance and Fleet Policies:

- “Finance Division” has been replaced with “Support Services – Finance” throughout the policies.
- The language in two policies (Authorization to Open/Close Bank Accounts and Issuance of Credit Cards) that initially was to reference the Depository Committee has been removed.
- The original Fleet policy that is recommended for elimination has been added to the “eliminations” section, in all strikeout, for comparison purposes.
- One sentence has been added to Section B of the Travel policy, stating “**County funds shall not be used to pay for the cost of alcoholic beverages.**”
- The original Travel policy that is recommended for elimination has been added to the “eliminations” section, in all strikeout, for comparison purposes.
- The word “administered” has been added in the first paragraph of the State Liquor Tax Revenue policy. The affected sentence now reads “No more than one-third of the fifty (50%) percent allocated for substance abuse programs (~~\$112,266 in 1987~~) shall be allocated to existing County **administered** programs.”