

Administrative Services

Doug McCoy – Director

101-1800	FY 14/15 Adopted Budget	FY 15/16 CAO Recommended	Change
EXPENDITURES			
Salaries and Benefits	505,250	597,440	92,190
Services and Supplies	765,098	780,175	15,077
Other Charges	(1,268,888)	(1,162,521)	106,367
Fixed Assets	0	0	0
TOTAL EXPENDITURES	1,460	215,094	213,634
REVENUE			
Fed/State	0	0	0
Grant	0	0	0
Realignment	0	0	0
Fees/Misc	83,550	133,200	49,650
TOTAL REVENUE	83,550	133,200	49,650
FUND BALANCE	0	0	0
NET COUNTY COST	(82,090)	81,894	163,984

Program Description

The Administrative Services Department provides a variety of logistical and resource support to all county departments. We are the provider of Purchasing, Capital Projects, Buildings & Grounds Maintenance, Custodial Services, fleet management, capital improvement planning & acquisition, energy management, and real estate / leasing negotiations.

We provide purchasing guidance and serve as the Purchasing Agent as required in the Yuba County Purchasing and Contract Policy Manual. The Airport and Industrial Fund / Enterprise Zone Manager also reports to the Director of Administrative Services. Individual budget reporting units have prefaced their budget submittals with a description of their individual and many major accomplishments.

Our central administrative or ‘front office’ unit currently employs four full-time support staff members; all co-located in the Administrative Services “Front Office.” They are responsible for fielding customer calls pertaining to facilities, custodial, or general questions and issues, departmental payroll, County-wide purchasing coordination and support, Automotive Services Fund fleet management, vendor billing, accounting and budget processes, centralized county mail processing, department-level personnel file maintenance, issuance of county employee identification and access cards, correspondence, filing, and a myriad of other administrative tasks.

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Accomplishments FY 2014-2015

- Initiated a reorganization of Administrative Services' finance and administrative staff.
 - Better alignment of staff and skills to meet our service requirements.
- Completed the design phase for the Sheriff Office project.
- Contracted with Vanir Construction Management for oversight of the Sheriff and the Juvenile Hall projects.
- With Vanir's support, we facilitated the construction bid process for the next phase of the Sheriff building; and made a selection of a construction partner.
- Selected a contractor to construct the radio tower that meets the public safety needs of the County, the City, Yuba County Water Agency and other municipal entities;
 - Completed the license applications.
- Coordinated the three Counties' applications for additional SB-81 funding to fund the new Juvenile Facility.
- Facilitated a new Joint Powers Authority agreement in preparation for the Tri-County Juvenile Facility
- Facilitated several major RFP's on behalf of the County.
- The Director achieved his County Institute Fellowship Certificate from CSAC.
- Continued the process of vehicle ordering / replacements as part of the Enterprise fleet program implementation.

Goals and Objectives FY 2015-2016

Our goals are to provide a work environment that enables innovation and efficiency, provides a well maintained vehicle fleet, assures a safe and clean workplace and well cared for facilities, and to continue to enhance our administrative practices.

Specific projects on the horizon for the coming year include:

- Official 'Project Establishment' and to begin actual construction of the Tri-County Juvenile Rehabilitation Facility.
- See the construction of and transition to the new Sheriff Facility in the winter of 2015.
- A thorough revision of the County's Purchasing and Contract Policy Manual with the aid of a consultant.
- Greater purchasing 'outreach' to local businesses to maximize our spending with local merchants.

Pending Issues/Policy Considerations FY 2014-2015

- We do not have any anticipated county policy issues.
- As we complete our reorganization, we look forward to the opportunity to reengineer our internal policies and procedures.

Airport

Doug McCoy – Director

130-9500	FY 14/15 Adopted Budget	FY 15/16 CAO Recommended	Change
EXPENDITURES			
Salaries and Benefits	144,135	144,760	625
Services and Supplies	159,000	154,900	(4,100)
Other Charges	39,000	62,544	23,544
Fixed Assets	0	0	0
TOTAL EXPENDITURES	342,135	362,204	20,069
REVENUE			
Fed/State	0	0	0
Grant	0	0	0
Realignment	0	0	0
Fees/Misc	342,135	362,204	20,069
TOTAL REVENUE	342,135	362,204	20,069
FUND BALANCE	0	0	0
NET COUNTY COST	0	0	0

Program Description

The Yuba County Airport is a regional general aviation facility serving Yuba and Sutter Counties and surrounding areas of north-central California. The primary runway is 6,006 feet, 150 feet wide, and the crosswind runway is 3,261 feet long. The Airport budget is maintained through an Enterprise Fund and operates as a business through its revenues generated from airport operations. There are approximately 97 leases, agreements, and permits in place at the Airport.

Accomplishments FY 2014-2015

- Maintained aircraft T-hangar occupancy at 100 percent
- Maintained and updated the Airport's website at www.yubacoairport.com

- Updated the Airport's Fiscal Year 2016-2020 Airport Capital Improvement Plan that includes projects amounting to over \$11 million that will become grant applications to the Federal Aviation Administration
- Hosted the 2014 Golden West Regional Fly-in & Air Show - June 6-8, 2014
- Reroofed the former Flight Service Station for leasing opportunities
- Maintained Airport operations without the assistance of a General Fund appropriation
- Continue to track how much the airport contributes to the General Fund through property taxes, possessory interest fees, etc. The current amount is \$292,959.
- Submitted a successful federal grant application for rehabilitation of the north apron; engineering plans and drawings will be completed by June 30
- Maintained airport operations without adding additional clerical staff.

Goals and Objectives

FY 2015-2016

- Will host the 2015 Golden West Regional Fly-in & Air Show on October 17, 2015
- Identify new revenues to maintain self-sufficiency
- Identify areas on the airport for solar farm activities as a new revenue source and potential energy savings for the airport and its operators; OPUD and the County will be constructing projects in this fiscal year in non-aviation properties of the airport proposed in FY 2014-2015
- Continue developing a series of visual enhancement projects to clean up the airport properties
- Maintain hangar occupancy at 100 percent
- Research new grant programs to continue the Airport Capital Improvement Programs
- Continue to implement security procedures to prepare for federal requirements applying to general aviation airports
- Create a new airport logo, new marketing brochure, and continue design ideas as revenues allow
- Continue to review and determine revenue for the implementation of airport surveillance camera systems and gate access control systems
- The FY 2011-2012 budget package included an A-87 charge of \$41,983 as opposed to the FY 2010-11 budget with an A-87 charge of \$113,911. The airport received some assistance from the Administrative Services budget for FY 2010-2011 in the amount of \$50,000 to bring the Airport's portion down to \$63,911. In this 2012-2013 budget proposal, the airport had a credit of \$54,605, with FY 2013-2014 back with a charge at \$35,104, and 2014-2015 at \$8,782. FY 2015-2016 is charged at \$25,184.
- For FY 2010-2011, Reclamation District assessments were billed to the airport at a total of \$33,746 which reflects fees similar to FY 2008-2009 on which the airport owed a balance of approximately \$25,000. A payment plan was created to pay these fees and was finally paid in full during FY 2013-2014. During FY 2008-2009, Reclamation District 784 assessments were initially determined to be \$52,836 and were later reduced to \$33,639. The new levee fees of approximately \$9,000, adds a new annual expense. It should be noted, the Airport can only recover a small portion of the fees charged from Lessees as the fees relate to the entire property of the airport. There are a total of 3 acres of buildings with 75 acres of airfield developed with 10 acres of road; for a total of 13.39 percent or 88 of the 657.2 acres of the airport developed. The remaining properties are open space or airport safety areas and thus RD 784 costs must be borne by the Airport. RD 784 billed the Airport in June 2014 for the past 2 years in the amount of \$53,543 covering FY 2012-2013 (\$34,048) and FY 2013-2014 (\$19,495), and again in December 2014 another \$20,155 for FY 2014-2015. This has resulted in a significant drain on the Airport's cash flow and will result in a tight balance of revenue versus expenditures for

Pending Issues/Policy Considerations

FY 2015-2016

- The Airport Maintenance Coordinator position was transitioned to Administrative Services - Buildings & Grounds in FY 2011-2012. Costs continue to be shared for this position between B&G and the Airport at 50 percent each. This action benefits the Airport with both budget and labor allocations. It will also result in greater backup maintenance assistance when needed across all locations.

Airport

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the Airport's budgeted activities.

- The Olivehurst Public Utility District (OPUD) fire assessment fees are approximately \$4,594 annually. Unlike the RD 784 and the levee fees that are based on the entire airport developed areas, including runways and taxiways, the majority of the OPUD and light district fees are recovered from the lease tenants utilizing the property.
- The security requirements for general aviation airports, as a result of the 9-11 incident, continue to be discussed by the Federal Aviation Administration. The airport has completed 90 percent of the fencing requirement. A new grant will be requested to continue the security projects. Remaining plans include fence completion and installation of surveillance cameras at key points. Funding for additional gate systems and cameras will be pursued during this fiscal year, pending the priorities set for the Airport Improvement Program.
- During the construction of the new airport pollution control facility at the main hangar entry area, considerable soil contamination was discovered both during a tank removal process and preparation of the pad for the control facility. A total of 410 tons of soil are currently scheduled to be removed due to a contamination of the pesticide toxaphene. The airport continues to work with the County hazmat team in proper control of the contaminated soil area and removal plans. The original estimated cost to remove the soil was \$142,000. The soil is being managed on site and a plan will be determined on how to phase out the removal of the contaminated material.
- Completion of the updated Airport Master Plan was accomplished in October 2008. With the plan finalized, the airport will continue to work on the next phase of projects. The Airport is currently working with the Yuba-Sutter Economic Development Corporation for an EDA grant that would build a taxiway to serve the Skyway Drive industrial properties. This project is considered as a potential project within the current Airport Master Plan.
- The Airport has a pending grant application that would allow the Airport to purchase 45 acres of a 90-acre parcel adjoining the airport property to the south. This acquisition would provide 'encroachment protection' to the airport resulting from residential development and will provide the ability to extend the runway at a future date. New FAA legislation has increased the potential federal share to 95 percent. With the state's match, the Airport's share of this project is reduced to 2.5 percent. The remaining 45 acres will be available to the owner to market to new business. A navigation easement will be developed for this area to limit height and the types of projects that can be developed in compliance with the Airport's land use plan. The lot split has already been completed.
- The Master Plan preparation has determined the need to consider purchasing two additional 45-acre parcels just east of the 90-acre parcel (above) that will be in the path of the proposed 1,000 ft main runway extension approach. These funds are being reserved from the prior year land sales to accomplish any grant match requirement for this purchase. This project has been added to the Airport's Capital Improvement Plan for grant consideration after the initial 90 acres are purchased.
- The Airport will continue to maintain a close review of the airport's cash flow and make every effort to develop new airport revenue streams to maintain self-sufficiency.

Buildings and Grounds

Doug McCoy – Director

101-0900	FY 14/15 Adopted Budget	FY 15/16 CAO Recommended	Change
EXPENDITURES			
Salaries and Benefits	513,501	531,882	18,381
Services and Supplies	387,316	346,031	(41,285)
Other Charges	(655,427)	(605,765)	49,662
Fixed Assets	0	0	0
TOTAL EXPENDITURES	245,390	272,148	26,578
REVENUE			
Fed/State	0	0	0
Grant	0	0	0
Realignment	0	0	0
Fees/Misc	70,963	82,540	11,577
TOTAL REVENUE	70,963	82,540	11,577
FUND BALANCE	0	0	0
NET COUNTY COST	174,427	189,608	15,181

Program Description

The Buildings and Grounds division of the Administrative Services Department serves as the County's Building Maintenance Department. The Facilities Manager has oversight over this division as well as the Custodial Services Division. The mission of the Buildings and Grounds Division is to maintain the integrity of county buildings, equipment and grounds. Responsibilities include; Heating and air conditioning, mechanical, electrical, plumbing, painting, carpentry, locksmithing, workstation modifications, light remodeling, furniture moves, and a wide variety of miscellaneous maintenance related duties. We are also responsible for building access, OES support and ADA implementation. When using outside contractors for certain projects, proper competitive bidding processes are utilized to ensure that the county is getting the best prices and services available.

We currently operate with a staff of one Buildings and Grounds Supervisor, and four Building Maintenance Technician II positions. Based upon square footage and industry standards, the Buildings and Grounds Division would ideally have two more positions added to the staff. With the reduced staffing level, the staff is extremely busy and prioritization of critical work orders is required. Grounds maintenance is outsourced. Maintenance and related support is provided for all county owned buildings i.e. Government Center, Juvenile Hall, Courthouse / Sheriff's Department, Library, Animal Control, North Annex, Dan Avenue Annex, Airport, Dobbins 4H Camp as well as support of the office space occupied by various County agencies at the Packard Facility, for a combined total of 617,408 sq ft. A new 56,000 square foot Sheriff Facility has just been purchased and when this site is developed and occupied, an increased workload is expected, and an increase in staffing levels amounting to no less than one additional position should be contemplated at that time.

Buildings and Grounds

Doug McCoy – Director

Accomplishments FY 2014-2015

- Completed 1,281 work orders from all county departments.
- Repaired roofs on Airport Flight Services Building and control tower.
- Re-landscaped front Library planter beds.
- Replaced main water storage tank at Camp Singer facility.
- Repaired Animal Care parking lot.
- Enlarged and improved awnings over several entrances at Packard facility.
- Re-poured sidewalk and pedestrian approach at Child Welfare Services entrance.
- Installed new UPS in HHSA MDF room.
- Repaired water damage at Camp Singer due to failed water storage tank.
- Completed lead-encapsulating painting project at Juvenile Hall facility.
- Completed repairs on Packard facility roof at main expansion joint.
- Installed new bike racks at Packard facility, Courthouse, and Library.
- Installed new ceramic tile throughout Packard facility.
- Replaced North Annex metal roof with new acrylic coated roof.
- Replaced batteries in courthouse third floor UPS unit.
- Replaced chemical controller units in all Packard AC units.
- Upgraded BAS controls in all facilities.
- Installed sun screens at Packard facility.
- Replaced exterior siding at Juvenile Hall classrooms.
- Trimmed all elms and other large trees at Courthouse.
- Repaired boiler room water line at the Courthouse.
- Installed new automatic sliding door at Packard facility.

Goals and Objectives FY 2015-2016

- Install required backflow devices on Courthouse water main lines.
- Upgrade AC units for MDF room at Packard facility.
- Complete courts carpet replacement/asbestos abatement project.
- Encapsulate exterior wall with new siding at Government Center.
- Replace parking lot, west and north sides, at Government Center.
- Replace basement exhaust fan at Courthouse.
- Complete remodel of future Yuba-Works space at Packard facility.
- Remodel print shop space for future IT offices and lab at Government Center.
- Trim/remove North Annex elm trees.
- Complete ADA inspections for all required facilities.
- Replace broken Airport control tower glass.
- Assist in remodeling of new Yuba Street sheriff facility.
- Continue to support our customers and complete work orders in a timely manner.
- Try to focus more attention on preventative and planned maintenance rather than “putting out fires.”
- Develop comprehensive tree maintenance plan to ensure safety of public and employees.

Pending Issues/Policy Considerations FY 2015-2016

None

Custodial Services

Doug McCoy – Director

101-0950	FY 14/15 Adopted Budget	FY 15/16 CAO Recommended	Change
EXPENDITURES			
Salaries and Benefits	513,807	481,267	(32,540)
Services and Supplies	82,850	91,605	8,755
Other Charges	(310,506)	(337,145)	(26,639)
Fixed Assets	0	0	0
TOTAL EXPENDITURES	286,151	235,727	(50,424)
REVENUE			
Fed/State	0	0	0
Grant	0	0	0
Realignment	0	0	0
Fees/Misc	96,184	98,982	2,798
TOTAL REVENUE	96,184	98,982	2,798
FUND BALANCE	0	0	0
NET COUNTY COST	189,967	136,745	(53,222)

Program Description

The Custodial Services Division provides housekeeping services for county departments totaling approximately 301,000 square feet located at the Government Center, Courthouse, Superior Court Annex, North Annex, Library, Packard Building, Airport, Dan Ave Building, and Marysville City Hall. The Facilities Manager has oversight of this division as well as the Buildings and Grounds Division. There are currently nine employees in Custodial Services; one Custodial Supervisor, seven Building Maintenance Custodians, and one part-time extra help employee. The Custodial Division also oversees the countywide co-mingled recycling program, Universal Waste disposal program, and confidential documents destruction.

Of the eight permanent full time custodial positions, three are now funded by outside (non general fund) departments, namely the Courts (1.5 pos.), Child Support Services (CSS) (.5 pos.), and Health and Human Services (1 pos.). These “paying” customers set their own staffing levels. Courts and CSS currently enjoy the highest quality of services with their custodians averaging around 22,000 square feet per person. Because HHSA funds one position in addition to the 1.5 positions supported by the General Fund, they receive the second highest level of cleaning services, as their custodians average about 30,000 square feet per person.

The five general funded positions supporting the Government Center, Courthouse (except the Courts), Office of Education, Library, and most of the Packard Building are not as well

Custodial Services

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staffed, averaging around 40,000 square feet each, and this is where the majority of our workload exists. In these areas, custodial services have been reduced and our focus is on maintaining public common areas first. Many departments participate in the cleaning of their own offices by choice. The general funded custodial staff is currently in need of four additional positions in order to maintain quality cleaning services at previous levels and to be able to absorb vacations and unexpected absences. A part time extra help employee cleans the Dan Avenue building and Airport offices. Another part time employee cleans the Marysville City Hall and the City reimburses us for salary costs.

The staff is to be commended for their hard work under these circumstances. There have been many time-saving plans implemented to cope with the limited staffing levels. When funding is available, cleaning contractors and extra help personnel are brought in to handle some of the annual labor and equipment intensive tasks, such as carpet extracting, floor stripping, and window cleaning. The crew gets along well, is well trained, generally happy, but would love some more help.

Accomplishments FY 2014-2015

- The nature of the cleaning business is that our work is repetitive, predictable and routine. As a result “major accomplishments” are difficult to define. In our case, it gets even more complicated than that. Not every county custodian is expected to produce the same results because of the many different funding

sources and performance expectations. It depends upon where they are assigned. What this manager appreciates about the custodial staff is that each individual custodian is made quite clear what his or her performance expectations are, and they all understand this.

- This manager feels that a team of nine custodians, each with different cleaning standards in their own assignments, who often cover one another in cases of illnesses or vacations, and in doing so need to understand the differing expectations of where they are sent, to be a major accomplishment in itself.

For this, they are to be commended.

- Oftentimes there are emergencies such as floods or spills that require creativity and backbreaking work. When these tasks are completed, there is a sense of accomplishment and achievement from the staff. They all should be commended and appreciated for their extra effort in these cases.
- Annually, the Custodial Division’s efforts divert over 10 tons of discarded materials from landfills through our co-mingled office recycling project, and also protect the environment by diverting 3,000 pounds of toxic materials through our Universal Waste collection and disposal program. We also oversee the proper collection and disposal of all electronic waste, which is disposed of through e-waste contractors at no cost to the County.

Custodial Services

Doug McCoy – Director

Goals and Objectives

FY 2015-2016

- The Custodial Services Division's biggest challenge is to continue to provide acceptable services with the reduced staffing levels we are continuing to deal with. We are down four positions from previous years, but support more office space than ever before. Without more resources our facilities will deteriorate in appearance and our ability to ensure sanitary conditions will decline. Having said that, it will continue to be the objective of the custodial staff to provide the best possible housekeeping services to the County with the staffing levels we are given, and to maintain a teamwork approach towards one another. Our main objective is to keep all County facilities looking new, presentable, sanitary, and safe, and to preserve our structures from wear and tear the best we can.

Pending Issues/Policy Considerations

FY 2015-2016

- Additional staff is requested.

Capital Improvement

Doug McCoy – Director

101-1200	FY 14/15 Adopted Budget	FY 15/16 CAO Recommended	Change
EXPENDITURES			
Salaries and Benefits	0	0	0
Services and Supplies	5,000	40,000	35,000
Other Charges	0	0	0
Fixed Assets	0	0	0
TOTAL EXPENDITURES	5,000	40,000	35,000
REVENUE			
Fed/State	0	0	0
Grant	0	0	0
Realignment	0	0	0
Fees/Misc	0	40,000	40,000
TOTAL REVENUE	0	40,000	40,000
FUND BALANCE	0	0	0
NET COUNTY COST	5,000	0	(5,000)

Program Description

Administrative Services is also responsible for the capital projects done on the County's behalf. Oftentimes, these are multi-year, large scale, high-dollar projects that benefit our organization and our community.

ensure our ADA compliance at all facilities in order to continue to qualify for numerous transportation grants.

Accomplishments

FY 2014-2015

- A major accomplishment for this effort was the completion of the design phase of the new Sheriff facility.
- We were also able to continue the grant application process to fund the new Tri-County Juvenile Rehabilitation Facility; and are well poised to obtain the grant funding necessary to fulfill this project.
- A third major accomplishment for this year is the selection and project initiation for a comprehensive CASp certified ADA inspection of County facilities. We need to

Goals and Objectives

FY 2015-2016

- Completion of construction and move in for the Sheriff is anticipated to occur by January 2016.
- We expect to complete the preparatory effort to officially 'establish' the Juvenile Facility project in the coming year, with actual construction to likely begin the following year.
- And we anticipate completing the CASp certified ADA inspections and reporting on our facilities in the coming year.

Pending Issues/Policy Considerations

FY 2015-2016

- No anticipated policy issues

Auto Service Fund

Doug McCoy – Director

150-9600	FY 14/15 Adopted Budget	FY 15/16 CAO Recommended	Change
EXPENDITURES			
Salaries and Benefits	0	0	0
Services and Supplies	454,587	558,386	103,799
Other Charges	(454,587)	(558,386)	(103,799)
Fixed Assets	0	0	0
TOTAL EXPENDITURES	0	0	0
REVENUE			
Fed/State	0	0	0
Grant	0	0	0
Realignment	0	0	0
Fees/Misc	0	0	0
TOTAL REVENUE	0	0	0
FUND BALANCE	0	0	0
NET COUNTY COST	0	0	0

Enterprise Zone

Doug McCoy – Director

	FY 14/15 Adopted Budget	FY 15/16 CAO Recommended	Change
126-9504			
EXPENDITURES			
Salaries and Benefits	0	0	0
Services and Supplies	0	0	0
Other Charges	0	0	0
Fixed Assets	0	0	0
TOTAL EXPENDITURES	0	0	0
REVENUE			
Fed/State	0	0	0
Grant	0	0	0
Realignment	0	0	0
Fees/Misc	0	0	0
TOTAL REVENUE	0	0	0
FUND BALANCE	0	0	0
NET COUNTY COST	0	0	0

Program Description

The Enterprise Zone Program is a state designated boundary area that provides state tax credits and other incentives to businesses that locate within the boundaries. The Yuba-Sutter Enterprise Zone is a joint partnership with the counties of Yuba and Sutter and the cities of Marysville, Yuba City, Live Oak, and Wheatland. Yuba County serves as the Lead Agency and administers the program on behalf of the partners.

administration. A total of 13,994 vouchers were issued during the second designation from 10/14/2006 to 12/31/2014.

Goals and Objectives

FY 2015-2016

- As a result of AB-93, the State Enterprise Zone Program was eliminated as of January 1, 2014. No goals and objectives are proposed. The responsibilities of zone managers officially ended on December 31, 2014.

Accomplishments

FY 2014-2015

- A total of 2,384 tax credit vouchers were issued during calendar year 2014, amounting to a first-year tax credit potential of over \$29.6 million and over \$89.2 million over five years. The Zone Manager approves and issues the tax credit vouchers as a responsibility of the zone's

Pending Issues/Policy Considerations

FY 2015-2016

- No further vouchers can be processed and no revenue will be generated. The tax credit voucher applications on file with the Zone Manager are required to be maintained for five years from the date of issuance. During FY 2015-2016, the

Enterprise Zone

Doug McCoy – Director

vouchers on file will be scanned and filed for future reference as may be needed by either the business community or the Franchise Tax Board. The Airport Manager will continue to provide zone management services as needed. Remaining local zone revenue will reimburse the services provided by the Airport Manager.

Special Aviation

Doug McCoy – Director

	FY 14/15 Adopted Budget	FY 15/16 CAO Recommended	Change
105-8300			
EXPENDITURES			
Salaries and Benefits	0	0	0
Services and Supplies	9,908	9,331	(577)
Other Charges	92	669	577
Fixed Assets	0	0	0
TOTAL EXPENDITURES	10,000	10,000	0
REVENUE			
Fed/State	0	0	0
Grant	10,000	10,000	0
Realignment	0	0	0
Fees/Misc	0	0	0
TOTAL REVENUE	10,000	10,000	0
FUND BALANCE	0	0	0
NET COUNTY COST	0	0	0

Program Description

The California Aid to Airports Program (CAAP) provides annual funds to the airport for operations and maintenance providing the funds are available as provided by the state budget and the State Aeronautics Fund.

Accomplishments

FY 2014-2015

The funds received are used to supplement the Airport Enterprise Fund. A portion of the funds were used to update the airport's laptop and the remainder for reroofing of the Airport's control tower facility. Any remaining funds that may be available are held over for use in the next fiscal year for similar projects.

Goals and Objectives

FY 2015-2016

- Maintain airport field lighting, vegetation control, and paved surfaces in order to assure a safe operational environment for the flying public
- Update the administration's computer systems to current standards
- Conduct regular T-hangar inspections and conduct an annual review of all tenant files to include implementation of a new hangar rental agreement.
- All other goals listed under the airport's main budget unit also apply.

Pending Issues/Policy Considerations

FY 2015-2016

- The State budget has not placed any hold on State Division of Aeronautics annual funding to airports; however, these funds will not be used until there is the assurance of receipt.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES 2012-2013	ACTUAL EXPENDITURES 2013-2014	ORIGINAL BUDGET 2014-2015	CAO RECOMMENDED
ADMINISTRATIVE SERVICES					
Salaries & Benefits					
101-1800-410.01-01	REGULAR	394,017	290,159	353,016	426,308
101-1800-410.01-03	EXTRA HELP	21,887	0	0	8,263
101-1800-410.01-04	OVERTIME	131	3,717	4,000	1,500
101-1800-410.01-07	VACATION PAY	14,624	0	0	0
101-1800-410.02-02	CO SHARE PERS	58,301	43,043	56,327	69,868
101-1800-410.02-03	COPST	183	0	0	248
101-1800-410.02-04	GROUP HEALTH INSURANCE	57,452	45,391	61,137	58,113
101-1800-410.02-05	MEDICARE	6,111	4,207	5,119	6,236
101-1800-410.02-06	WORKERS COMP INS	14,525	22,575	23,764	22,721
101-1800-410.02-07	LIFE INSURANCE	302	196	410	530
101-1800-410.02-08	UNEMPLOYMENT INS	2,397	1,467	0	2,137
101-1800-410.02-09	RETIREE HEALTHCARE INS	1,388	1,426	1,477	1,516
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*	Salaries & Benefits	571,318	412,181	505,250	597,440
Services & Supplies					
101-1800-410.12-00	COMMUNICATION	3,560	3,302	6,000	5,300
101-1800-410.15-00	INSURANCE	14,382	6,047	9,887	3,515
101-1800-410.17-00	MAINT. EQUIP & SOFTWARE	1,068	6,438	5,960	5,900
101-1800-410.17-01	PRINT SHOP	6,786	0	0	0
101-1800-410.18-00	MAINTENANCE/BLDG & IMPROV	2,441	0	0	0
101-1800-410.20-00	MEMBERSHIPS	1,458	1,122	1,142	1,686
101-1800-410.22-00	OFFICE EXPENSE	12,813	11,550	8,000	8,000
101-1800-410.23-00	PROFESSIONAL SERVICES	4,208	6,616	7,051	6,900
101-1800-410.28-00	SPECIAL DPMT EXPENSE	602,523	690,537	645,000	671,000
101-1800-410.28-01	COURTS	57,945	57,945	66,058	61,874
101-1800-410.29-00	TRAVEL	5,471	7,004	6,000	6,000
101-1800-410.29-03	TRAINING	10,634	2,058	10,000	10,000
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*	Services & Supplies	723,289	792,619	765,098	780,175

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES 2012-2013	ACTUAL EXPENDITURES 2013-2014	ORIGINAL BUDGET 2014-2015	CAO RECOMMENDED
	Fixed Assets				
101-1800-410.62-00	FIXED ASSETS-EQUIPMENT	6,339	0	0	0
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*	Fixed Assets	6,339	0	0	0
	Other Financing Uses				
101-1800-410.85-02	COMPENSATED ABSENCES	15,197-	0	0	0
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*	Other Financing Uses	15,197-	0	0	0
	Cost Reimbursements				
101-1800-410.90-00	REIMBURSEMENTS	506,208-	568,352-	645,000-	597,800-
101-1800-410.90-02	SALARY / BENEFITS	142,473-	56,071-	83,461-	141,031-
101-1800-410.90-87	A87 COST ALLOCATION PLAN	509,468-	459,982-	540,427-	423,690-
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*	Cost Reimbursements	1,158,149-	1,084,405-	1,268,888-	1,162,521-
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**	ADMINISTRATIVE SERVICES	127,600	120,395	1,460	215,094
***	ADMINISTRATIVE SERVICES	127,600	120,395	1,460	215,094

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES 2012-2013	ACTUAL EXPENDITURES 2013-2014	ORIGINAL BUDGET 2014-2015	CAO RECOMMENDED
AIRPORT					
Salaries & Benefits					
130-9500-432.01-01	REGULAR	157,559	101,532	107,275	106,620
130-9500-432.01-07	VACATION PAY	12,124	0	0	0
130-9500-432.01-08	SICK LEAVE	10,710	0	0	0
130-9500-432.02-02	CO SHARE PERS	22,866	15,156	17,012	17,958
130-9500-432.02-04	GROUP HEALTH INSURANCE	23,376	12,382	12,802	13,241
130-9500-432.02-05	MEDICARE	1,139	0	0	0
130-9500-432.02-06	WORKERS COMP INS	4,842	7,525	3,961	3,246
130-9500-432.02-07	LIFE INSURANCE	132	104	104	104
130-9500-432.02-08	UNEMPLOYMENT INS	788	534	0	533
130-9500-432.02-09	RETIREE HEALTHCARE INS	0	2,754	2,981	3,058
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* Salaries & Benefits		233,536	139,987	144,135	144,760
Services & Supplies					
130-9500-432.12-00	COMMUNICATIONS	13,086	11,863	12,000	12,000
130-9500-432.15-00	INSURANCE	7,545	5,565	7,000	6,000
130-9500-432.17-00	MAINTENANCE/EQUIPMENT	28,463	10,625	15,000	11,000
130-9500-432.18-00	MAINTENANCE/BLDG & IMPROV	34,369	52,949	15,000	17,000
130-9500-432.20-00	MEMBERSHIPS	480	480	500	500
130-9500-432.22-00	OFFICE EXPENSE	15,263	12,778	9,000	9,000
130-9500-432.23-00	PROFESSIONAL SERVICES	45,787	55,002	54,000	50,000
130-9500-432.24-00	PUBLICATIONS	0	0	400	400
130-9500-432.28-00	SPECIAL DPMT EXPENSE	3,585	6,155	5,000	5,000
130-9500-432.29-00	TRANSPORTATION & TRAVEL	3,728	2,395	5,100	4,000
130-9500-432.30-00	UTILITIES	38,682	47,324	36,000	40,000
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* Services & Supplies		190,988	205,136	159,000	154,900
Other Charges					
130-9500-432.42-01	DIV AERO LOAN REPAYMENT	7,360	7,360	7,360	7,360

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES 2012-2013	ACTUAL EXPENDITURES 2013-2014	ORIGINAL BUDGET 2014-2015	CAO RECOMMENDED
130-9500-432.48-00	TAXES & ASSESSMENTS	8,505	37,019	22,858	30,000
130-9500-432.49-00	DEPRECIATION	221,541	221,008	0	0
130-9500-432.53-01	A-87 CHARGES	54,605-	35,104	8,782	25,184
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* Other Charges		182,801	300,491	39,000	62,544
	Other Financing Uses				
130-9500-432.85-02	COMPENSATED ABSENCES	18,962-	1,171	0	0
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* Other Financing Uses		18,962-	1,171	0	0
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** AIRPORT		588,363	646,785	342,135	362,204
*** AIRPORT		588,363	646,785	342,135	362,204

COUNTY OF YUBA
 CAO RECOMMENDED BUDGET DETAIL
 FISCAL YEAR 2015-2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES 2012-2013	ACTUAL EXPENDITURES 2013-2014	ORIGINAL BUDGET 2014-2015	CAO RECOMMENDED
BUILDINGS & GROUNDS					
Salaries & Benefits					
101-0900-417.01-01	REGULAR	337,940	295,452	333,264	341,683
101-0900-417.01-03	EXTRA HELP	0	1,942	0	0
101-0900-417.01-04	OVERTIME	2,007	921	6,000	6,000
101-0900-417.01-06	STANDBY	6,540	6,575	6,630	7,840
101-0900-417.01-07	VACATION PAY	12,124	0	0	0
101-0900-417.01-08	SICK LEAVE	4,066	0	0	0
101-0900-417.02-02	CO SHARE PERS	47,930	44,102	53,176	57,336
101-0900-417.02-03	COPST	0	58	0	0
101-0900-417.02-04	GROUP HEALTH INSURANCE	70,959	81,171	88,663	91,735
101-0900-417.02-05	MEDICARE	4,253	3,358	4,001	4,115
101-0900-417.02-06	WORKERS COMP INS	14,525	22,575	19,804	19,475
101-0900-417.02-07	LIFE INSURANCE	244	239	486	489
101-0900-417.02-08	UNEMPLOYMENT INS	1,689	1,704	0	1,693
101-0900-417.02-09	RETIREE HEALTHCARE INS	1,388	1,426	1,477	1,516
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* Salaries & Benefits		503,665	459,523	513,501	531,882
Services & Supplies					
101-0900-417.12-00	COMMUNICATION	5,476	7,162	5,900	5,900
101-0900-417.15-00	INSURANCE	7,052	7,190	12,047	8,887
101-0900-417.17-00	MAINTENANCE/EQUIPMENT	0	2,400	2,880	2,880
101-0900-417.17-01	ANNEX	5,703	6,119	15,608	6,800
101-0900-417.17-03	COURTHOUSE	13,619	13,132	21,816	9,716
101-0900-417.17-04	LIBRARY	566	3,085	6,146	2,930
101-0900-417.17-06	GOVERNMENT CENTER	13,208	11,805	16,828	11,800
101-0900-417.17-07	YUBA STREET	0	0	5,000	12,106
101-0900-417.18-01	ANNEX	4,892	10,588	3,000	11,808
101-0900-417.18-03	COURTHOUSE	48,525	49,118	50,400	58,688
101-0900-417.18-04	LIBRARY	1,265	3,693	4,177	7,393
101-0900-417.18-06	PACKARD BUILDING	0	0	30,480	30,480

COUNTY OF YUBA
CAO RECOMMENDED BUDGET DETAIL
FISCAL YEAR 2015-2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES 2012-2013	ACTUAL EXPENDITURES 2013-2014	ORIGINAL BUDGET 2014-2015	CAO RECOMMENDED
101-0900-417.18-07	JAIL	5,000	0	0	0
101-0900-417.18-08	ANIMAL SHELTER	6,604	6,722	7,399	7,399
101-0900-417.18-09	MISC DEPARTMENTS	7,100	10,249	49,963	27,200
101-0900-417.18-10	DAN BUILDING	12,822	7,132	7,753	7,753
101-0900-417.18-11	GOVERNMENT CENTER	19,638	16,541	19,500	24,528
101-0900-417.22-00	OFFICE EXPENSE	503	853	536	536
101-0900-417.23-00	PROFESSIONAL SERVICES	171,543	180,599	30,263	57,767
101-0900-417.27-00	SMALL TOOLS/INSTRUMENTS	1,000	1,214	1,220	2,000
101-0900-417.28-00	SPECIAL DPMT EXPENSE	3,146	44,648	52,000	14,600
101-0900-417.29-00	TRAVEL	29,569	30,526	41,400	31,860
101-0900-417.29-03	TRAINING	1,022	2,433	3,000	3,000
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*	Services & Supplies	358,253	415,209	387,316	346,031
Other Financing Uses					
101-0900-417.85-02	COMPENSATED ABSENCES	11,180-	0	0	0
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*	Other Financing Uses	11,180-	0	0	0
Cost Reimbursements					
101-0900-417.90-00	REIMBURSEMENTS	41,789-	21,931-	57,621-	15,025-
101-0900-417.90-02	SALARY / BENEFITS	31,604-	56,512-	107,079-	91,411-
101-0900-417.90-87	A87 COST ALLOCATION PLAN	314,766-	444,485-	490,727-	499,329-
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*	Cost Reimbursements	388,159-	522,928-	655,427-	605,765-

**	BUILDINGS & GROUNDS	462,579	351,804	245,390	272,148

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES 2012-2013	ACTUAL EXPENDITURES 2013-2014	ORIGINAL BUDGET 2014-2015	CAO RECOMMENDED
ENERGY					
Services & Supplies					
101-0901-417.28-00	SPECIAL DPMT EXPENSE	59,849	50,461	62,206	114,260
101-0901-417.30-01	ANNEX	38,743	47,646	47,478	52,374
101-0901-417.30-03	COURTHOUSE	684,800	762,463	756,699	827,655
101-0901-417.30-04	LIBRARY	83,394	85,158	90,764	97,592
101-0901-417.30-06	SHERIFF FACILITY	7,443	19,583	20,511	28,234
101-0901-417.30-10	DAN BUILDING	27,058	29,327	29,822	32,152
101-0901-417.30-11	GOVERNMENT CENTER	171,970	188,752	208,653	221,768
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*	Services & Supplies	1,073,257	1,183,390	1,216,133	1,374,035
Cost Reimbursements					
101-0901-417.90-00	REIMBURSEMENTS	58,829-	51,366-	62,206-	113,726-
101-0901-417.90-87	A87 COST ALLOCATION PLAN	509,404-	428,522-	564,918-	617,462-
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*	Cost Reimbursements	568,233-	479,888-	627,124-	731,188-
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**	ENERGY	505,024	703,502	589,009	642,847

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES 2012-2013	ACTUAL EXPENDITURES 2013-2014	ORIGINAL BUDGET 2014-2015	CAO RECOMMENDED
CUSTODIAL SERVICES					
Salaries & Benefits					
101-0950-417.01-01	REGULAR	243,015	268,243	276,364	282,903
101-0950-417.01-03	EXTRA HELP	48,045	28,962	49,470	26,941
101-0950-417.01-04	OVERTIME	531	952	1,000	1,000
101-0950-417.01-07	VACATION PAY	0	495	0	0
101-0950-417.02-02	CO SHARE PERS	36,886	42,016	44,096	47,018
101-0950-417.02-03	COPST	1,345	472	1,484	808
101-0950-417.02-04	GROUP HEALTH INSURANCE	96,830	104,929	97,166	87,271
101-0950-417.02-05	MEDICARE	3,951	4,084	4,008	4,102
101-0950-417.02-06	WORKERS COMP INS	24,209	30,100	39,607	29,213
101-0950-417.02-07	LIFE INSURANCE	213	246	612	616
101-0950-417.02-08	UNEMPLOYMENT INS	1,505	1,624	0	1,395
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* Salaries & Benefits		456,530	482,123	513,807	481,267
Services & Supplies					
101-0950-417.12-00	COMMUNICATION	1,657	1,843	3,000	3,000
101-0950-417.14-00	HOUSEHOLD EXPENSE	55,501	59,464	57,400	61,300
101-0950-417.17-00	MAINTENANCE/EQUIPMENT	4,489	7,850	3,000	6,840
101-0950-417.22-00	OFFICE EXPENSE	23	463	700	700
101-0950-417.23-00	PROFESSIONAL SERVICES	8,951	10,334	7,500	9,595
101-0950-417.27-00	SMALL TOOLS/INSTRUMENTS	520	307	550	550
101-0950-417.29-00	TRAVEL	9,856	10,095	10,700	9,620
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* Services & Supplies		80,997	90,356	82,850	91,605
Other Financing Uses					
101-0950-417.85-02	COMPENSATED ABSENCES	2,313	0	0	0
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* Other Financing Uses		2,313	0	0	0

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES 2012-2013	ACTUAL EXPENDITURES 2013-2014	ORIGINAL BUDGET 2014-2015	CAO RECOMMENDED
Cost Reimbursements					
101-0950-417.90-00	REIMBURSEMENTS	2,280-	570-	2,400-	2,500-
101-0950-417.90-02	SALARY / BENEFITS	60,723-	62,212-	86,671-	82,624-
101-0950-417.90-87	A87 COST ALLOCATION PLAN	309,037-	196,297-	221,435-	252,021-
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*	Cost Reimbursements	372,040-	259,079-	310,506-	337,145-
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**	CUSTODIAL SERVICES	167,800	313,400	286,151	235,727
***	BUILDINGS & GROUNDS	1,135,403	1,368,706	1,120,550	1,150,722

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES 2012-2013	ACTUAL EXPENDITURES 2013-2014	ORIGINAL BUDGET 2014-2015	CAO RECOMMENDED
CAPITAL IMPROVEMENTS					
Fixed Assets					
101-1200-418.61-24	ADA COMPLIANCE	0	0	5,000	40,000
101-1200-418.61-28	ANNEX FACILITY REPAIR	35,022	0	0	0
101-1200-418.61-38	SHRF, CRTS, D/A, PROB	86,760	0	0	0
101-1200-418.63-01	STAFF SALARIES	112,118	0	0	0
101-1200-418.63-02	PROF SERVICES-DESIGN	616,774	33,744	0	0
101-1200-418.63-04	FIXTURES & EQUIPMENT	0	147,941	0	0
101-1200-418.63-05	UTILITIES	18,888	0	0	0
101-1200-418.63-06	PERMITS & FEES	1,668	0	0	0
101-1200-418.63-07	PROCUREMENT-PUBLICATIONS	3,506	0	0	0
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*	Fixed Assets	874,736	181,685	5,000	40,000
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**	CAPITAL IMPROVEMENTS	874,736	181,685	5,000	40,000

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES 2012-2013	ACTUAL EXPENDITURES 2013-2014	ORIGINAL BUDGET 2014-2015	CAO RECOMMENDED
AUTOMOTIVE SERVICE					
Services & Supplies					
150-9600-410.15-00	INSURANCE	26,508	25,652	2,177	94
150-9600-410.23-00	PROFESSIONAL SERVICES	429,665	482,232	452,410	558,292
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*	Services & Supplies	456,173	507,884	454,587	558,386
Other Charges					
150-9600-410.49-00	DEPRECIATION EXPENSE	11,464	17,254	0	0
150-9600-410.53-01	A-87 CHARGES	9,958-	83,607-	146,921	13,841
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*	Other Charges	1,506	66,353-	146,921	13,841
Other Financing Uses					
150-9600-410.85-01	INVENTORY	0	73,252-	0	0
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*	Other Financing Uses	0	73,252-	0	0
Cost Reimbursements					
150-9600-410.90-00	REIMBURSEMENTS	467,901-	348,912-	485,000-	558,386-
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*	Cost Reimbursements	467,901-	348,912-	485,000-	558,386-
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**	AUTOMOTIVE SERVICE	10,222-	19,367	116,508	13,841
***	AUTOMOTIVE SERVICE	10,222-	19,367	116,508	13,841

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES 2012-2013	ACTUAL EXPENDITURES 2013-2014	ORIGINAL BUDGET 2014-2015	CAO RECOMMENDED
SPECIAL AVIATION					
Services & Supplies					
105-8300-432.28-00	SPECIAL DPMT EXPENSE	2,703	17,221	9,908	9,331
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*	Services & Supplies	2,703	17,221	9,908	9,331
Other Charges					
105-8300-432.53-01	A-87 CHARGES	4-	40	92	669
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*	Other Charges	4-	40	92	669

**	SPECIAL AVIATION	2,699	17,261	10,000	10,000
***	SPECIAL AVIATION	2,699	17,261	10,000	10,000

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES 2012-2013	ACTUAL EXPENDITURES 2013-2014	ORIGINAL BUDGET 2014-2015	CAO RECOMMENDED
EDBG RLF					
Services & Supplies					
126-9504-419.23-00	PROFESSIONAL ACTIVITY DEL	95,500	121,000	0	15,000
126-9504-419.28-00	SPECIAL DPMT EXPENSE	9,517	7,216	1,436	0
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*	Services & Supplies	105,017	128,216	1,436	15,000
Other Charges					
126-9504-419.53-01	A-87 CHARGES	2,548	1,648	2,164	5,883
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*	Other Charges	2,548	1,648	2,164	5,883
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**	EDBG RLF	107,565	129,864	3,600	20,883
***	AIRPORT	107,565	129,864	3,600	20,883