

Administrative Services

Doug McCoy – Director

101-1800	FY 15/16 Adopted Budget	FY 16/17 CAO Recommended	Change
EXPENDITURES			
Salaries and Benefits	597,440	630,039	32,599
Services and Supplies	780,175	380,784	(399,391)
Other Charges	(1,162,521)	(765,323)	397,198
Fixed Assets	0	0	0
TOTAL EXPENDITURES	215,094	245,500	30,406
REVENUE			
Fed/State	0	0	0
Grant	0	0	0
Realignment	0	0	0
Fees/Misc	133,200	119,315	(13,885)
TOTAL REVENUE	133,200	119,315	(13,885)
FUND BALANCE	0	0	0
NET COUNTY COST	81,894	126,185	44,291

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. It is responsible for fielding customer calls pertaining to facilities, 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.

Accomplishments FY 2015-2016

- Completed the reorganization of Administrative Services' finance and administrative staff initiated last year.
 - Made huge gains this year in developing processes and

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- procedures to tighten up our financial tracking and accuracy.
- Reengineered our bill paying processes to pay directly and charge user departments directly at the same time (rather than through a journal), resulting in less time and effort for us to process invoices and less work for the Auditor to process an invoice and a journal with nearly identical information.
- Reallocated work among staff to better match skills, abilities, and need.
- Streamlined our internal payroll processes to speed processing.
- Implemented a new work order system that links to our time keeping system.
 - Allows linking of work order to an invoice for enhanced cost tracking.
 - Also allows significantly improved reporting capabilities.
- Implemented enhanced time tracking to better capture time allocation and chargeback of labor cost.
- Replaced ID card security software, which allows us greater flexibility in tracking card users.
- Coordinated several large RFPs for various departments:
 - Board / Agenda Management system for the Board of Supervisors.
 - Exhaust fan system for Buildings & Grounds.
 - Supported the development of numerous RFPs / RFQs and more for HHS' purchasing team.
 - Supported the development and review of HR's Ergonomics RFP.
 - By the end of this fiscal year, complete and award an Invitation for Bid for the replacement of several Court House doors.
 - Support the development of the Auditor's Payroll and Timekeeping system RFP for a Countywide product.
- We facilitated large scale records destruction to bring us in compliance with the new records retention guidelines.
- We continued to facilitate the Sheriff Building Tenant Improvement project and its many unforeseen circumstances and issues.
- And we continued to move the Tri-County Juvenile Rehabilitation Facility project toward State acceptance and "establishment" and to be ready as soon as that happens to take the next steps of criteria development.
 - We also helped facilitate an amendment to the Joint Powers Authority (JPA) Agreement to amend the chargeback percentages among the three Counties.

Goals and Objectives FY 2016-2017

- To complete the Sheriff Project.
- To move the Tri-County Juvenile Rehabilitation facility to the RFP stage.
- To officially initiate the SB863 Jail expansion project.
- Begin more detailed department level audit of ID cards.
- Increase training on security card creation and development.
- Coordinate with County Counsel on implementing a centralized contact review process again.
- New purchasing manual.
- Complete our development of creating written policies and procedures on our common tasks and processes.
- Enhance our follow up on AR to improve collections.
- Coordinate with B&G to develop long term plan to bring all county facilities in compliance with the California ADA requirements.

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130-9500	FY 15/16 Adopted Budget	FY 16/17 CAO Recommended	Change
EXPENDITURES			
Salaries and Benefits	144,760	148,132	3,372
Services and Supplies	154,900	193,717	38,817
Other Charges	62,544	56,756	(5,788)
Fixed Assets	240,568	0	(240,568)
TOTAL EXPENDITURES	602,772	398,605	(204,167)
REVENUE			
Fed/State	0	0	0
Grant	0	34,500	34,500
Realignment	0	0	0
Fees/Misc	602,772	364,105	(238,667)
TOTAL REVENUE	602,772	398,605	(204,167)
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 2015-2016

- Maintained aircraft T-hangar occupancy at 100 percent.
- Maintained and updated the Airport's website at www.yubacountyairport.com.
- Updated the Airport's Fiscal Year 2017-2021 Airport Capital Improvement Plan that

includes projects amounting to over \$11 million that will become grant applications to the Federal Aviation Administration.

- Hosted the 2015 Golden West Regional Fly-in – October 17, 2015.
- Maintained Airport operations without the assistance of a General Fund appropriation.
- Tracked how much the airport contributes to the General Fund through property taxes, possessory interest fees, etc. The current amount is \$292,959.
- Submitted successful federal grant applications for an updated Airport Layout Plan and an Airport Pavement Management Plan; continued to administer a grant for the rehabilitation of the north apron.
- Replaced/repared a main water line on the airport that was unexpected and unbudgeted, resulting in a tight cash flow balance for the year.
- The Airport continued to work with the Yuba-Sutter Economic Development Corporation for an EDA grant that would build a taxiway to serve the Skyway Drive

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industrial properties. This project is considered as a potential project within the current Airport Master Plan.

- Maintained airport operations without adding additional clerical staff.

Goals and Objectives FY 2016-2017

- Will host the 2016 Golden West Regional Flyin & Airshow on October 15, 2016
- 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 2016-2017
- 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

Pending Issues/Policy Considerations FY 2016-2017

- 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.
- 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 2012-2013, the airport had an A-87 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. Bouncing up and down in this expense category makes it difficult for the airport to budget each year.
- The Airport leases property to the County Public Works Road Department, the Sheriff's Shooting Range, and County Animal Control at rates that are significantly lower than the market rate. According to the Revenue Use Policy, rental of land to, or use of land by, the County for non-aeronautical purposes at less than fair market value rent is considered a subsidy of local government and is a prohibited use of airport revenue. The current rental rates paid by the County for these facilities are at .021 cents per square foot. The Airport's current lease rate for similar ground property is .07 cents per square foot.
- Reclamation District 784 and levee assessment fees continue to be a concern. It should be noted, the Airport can only

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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. For FY 2015-2016 and going forward, the fees are expected to be consistent and easier to maintain budget. These fees have resulted in a significant drain on the Airport's cash flow and will continue to result in a tight balance of revenue versus expenditures for the Airport's budgeted activities.

- The Olivehurst Public Utility District 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 has a future planned 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

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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 15/16 Adopted Budget	FY 16/17 CAO Recommended	Change
EXPENDITURES			
Salaries and Benefits	531,882	542,546	10,664
Services and Supplies	538,276	464,052	(74,224)
Other Charges	(605,765)	(590,998)	14,767
Fixed Assets	0	0	0
TOTAL EXPENDITURES	464,393	415,600	(48,793)
REVENUE			
Fed/State	0	0	0
Grant	0	0	0
Realignment	0	0	0
Fees/Misc	274,785	107,215	(167,570)
TOTAL REVENUE	274,785	107,215	(167,570)
FUND BALANCE	0	0	0
NET COUNTY COST	189,608	308,385	118,777

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 & air conditioning, mechanical, electrical, plumbing, painting, carpentry, locksmith, workstation modifications, light remodeling, furniture moves, and a wide variety of other 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 insure that the county is getting the best prices and services available.

Staffing

Buildings & Grounds currently operates with a staff of 1 Buildings and Grounds Supervisor and 4 Building Maintenance Technician II positions. Grounds maintenance is outsourced. Maintenance and related support is provided for all County owned buildings including: Government Center, Courthouse, Juvenile Hall Library, Animal Care, North Annex, Dan Avenue, Airport, Day Reporting Center, as well as space occupied by various County agencies at the Packard Facility for a combined total of 597,558 SF. A new 56,000 square foot Sheriff Facility is nearing completion and once occupied will further increase the workload.

Industry standards average one maintenance technician for each 60,000 SF. By this standard we have half what would be recommended.

In 2008, when the County needed reductions, the Building & Grounds division stepped up and addressed our structural deficit by laying off

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staff. We respectfully request we begin to rebuild our staff levels as our workload has continued to increase. We're cognizant of the CAO's request for no increase in staff, so we present our base budget at the same staffing levels, and our recommended budget includes our request for two additional Building Maintenance Technician I's.

Accomplishments

FY 2015-2016

- Completed 1,388 work orders from all county departments.
- Installed required backflow devices on courthouse water main lines.
- Completed Courts carpet replacement/asbestos abatement project.
- Encapsulated exterior wall with new siding, Government Center.
- Completed remodel of new YubaWORKS, Packard Ave.
- Created new IT Server room, Packard Ave.
- Remodeled print shop space into IT lab, Government Center.
- Trim/removed North Annex elm trees.
- Replaced broken Airport control tower glass.
- Replaced AC unit in Court's IT Server Room.
- Installed mini-split AC unit in Court's conference room.
- Replaced aged condenser water pump in boiler room of Courthouse.
- Replaced machine gear and main pulley, Courthouse elevator.
- Replaced batteries in Courthouse basement UPS.
- Installed new covered patio, planted trees in CWS playground.
- Installed new Document Upload Kiosk in HHSD reception area.

- Received CAL-CASp (ADA compliance) reports for all County facilities.
- Relocated jail sewer pump controls on Courthouse boiler room.
- Installed new siding on Day Reporting Center offices.
- Participated in the remodel of the entryway at the Office of Education / North Annex.
- Encapsulated fiberglass insulation in Camp Singer gym.
- Abated asbestos containing materials from the airport Flight Services Office.
- Modified reception counter configuration at HHSD.
- Restriped parking lot, Packard facility.
- Replace E-2 basement exhaust fan, Courthouse.

Goals and Objectives

FY 2016-2017

- Develop implementation plan for necessary ADA improvements to all County facilities resulting from CASp Consultant's analysis from the previous year.
- Complete upgrade AC units for MDF room at Packard facility (started 2015/16).
- Install new automatic door at Child Welfare Services lobby.
- Install new monitors in HHSD lobby.
- Replace 2nd aged condenser water pump in basement boiler room, Courthouse.
- Assist in remodeling of new Yuba Street Sheriff facility.
- Install drinking fountain in the Child Welfare Services lobby.
- Develop comprehensive tree maintenance plan to ensure safety of public and employees.
- Participate/support development of

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eminent threat procedures in all county facilities.

- Continue to study carpet replacement, Government Center.
- 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 reactive maintenance.

Pending Issues/Policy Considerations FY 2016-2017

- Develop long term plan to bring all county facilities in compliance with the California ADA requirements.

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101-0950	FY 15/16 Adopted Budget	FY 16/17 CAO Recommended	Change
EXPENDITURES			
Salaries and Benefits	481,267	507,929	26,662
Services and Supplies	91,605	108,297	16,692
Other Charges	(337,145)	(291,714)	45,431
Fixed Assets	0	0	0
TOTAL EXPENDITURES	235,727	324,512	88,785
REVENUE			
Fed/State	0	0	0
Grant	0	0	0
Realignment	0	0	0
Fees/Misc	98,982	101,650	2,668
TOTAL REVENUE	98,982	101,650	2,668
FUND BALANCE	0	0	0
NET COUNTY COST	136,745	222,862	86,117

Program Description

The Custodial Services Division provides housekeeping services for County departments covering approximately 309,000 sf located at the Government Center, Courthouse, Superior Court Annex, North Annex, Library, Packard Building, Airport, Dan Ave, and Marysville City Hall. The Facilities Manager has oversight of this division, as well as the Buildings and Grounds Division. There are currently 10 employees in Custodial Services: 1 Custodial Supervisor, 7 Building Maintenance Custodians, and 2 part-time extra help employees. The Custodial Division also oversees the countywide co-mingled recycling program, Universal Waste disposal program and confidential documents destruction.

Staffing

Of the 8 permanent full time custodial positions, 3 are now funded by outside (non-general fund) departments, namely the Courts (1.5 positions), Child Support Services (.5 positions) and Health and Human services (1 position). These “paying” customers set their own service levels and are currently receiving higher quality housekeeping services. 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 sf per person. The 5 general funded positions supporting the Government Center, Courthouse (excluding Courts), Office of Education, Library, and most of the Packard Building are not as well staffed, averaging around 45,000 square feet each, and this is where the majority of our workload exists. In

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these areas, Custodial Services have been significantly reduced and our primary focus is on maintaining public or ‘common’ areas. Many departments participate in the cleaning of their own offices by choice. A part time extra help employee cleans the Dan Ave. building and Airport offices. Another part time employee cleans the Marysville City Hall and the City reimburses us for their 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 one-time annual labor and equipment intensive tasks such as; carpet extracting/cleaning, floor stripping, and window cleaning. The crews get along well, are well trained and display an impressive positive attitude.

Lastly, as also discussed in the Buildings & Grounds section, Custodial Services stepped up and addressed its structural deficit during the County’s lean years. We reduced staffing to such levels that we are largely only cleaning common areas, complaints about our inability to keep up; that our spaces are beginning to look ‘tired.’

And again, we clearly understood the direction to not add staff but felt we’d be remiss if we didn’t ask to restore Custodial Services to a level where we could do a better job of keeping up with the need and with our growing footprint. It is a ‘space based’ service.’ So we have taken the liberty of providing two budgets; a base budget with a status quo staffing level and a recommended budget with the addition of two general fund custodians for your consideration.

Accomplishments FY 2015-2016

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 management appreciates about the custodial staff is that each individual custodian clearly understands what his or her performance expectations are, and they all meet or exceed them.

An additional challenge faced by this staff, already stretched thin, is that when they experience an illness or vacation they must assume even larger amounts of space to ‘cover’ for each other and accommodate for those different standards.

Often times, 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.

The Board of Supervisors recognized the diligent efforts of the custodial staff this past year by presenting them with a resolution commending them for their hard work. This was very much appreciated.

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.

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Goals and Objectives FY 2016-2017

The Custodial Services Division's biggest challenge is to continue to provide acceptable services with our limited staffing levels. We have fewer positions from previous years but support more space than ever before. 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 allocated. Through a teamwork approach working with one another we can achieve a great deal. Our main objective is to keep all County facilities looking new, presentable, sanitary, safe, and to preserve our structures from wear and tear in the best way we can.

Pending Issues/Policy Considerations FY 2015-2016

- We request consideration of our request for additional custodial staff.
- Begin an assessment of whether we should charge Office of Ed for Custodial Services

Thank you.

Capital Improvement

Doug McCoy – Director

101-1200	FY 15/16 Adopted Budget	FY 16/17 CAO Recommended	Change
EXPENDITURES			
Salaries and Benefits	0	0	0
Services and Supplies	40,000	5,000	(35,000)
Other Charges	0	0	0
Fixed Assets	0	0	0
TOTAL EXPENDITURES	40,000	5,000	(35,000)
REVENUE			
Fed/State	0	0	0
Grant	0	0	0
Realignment	0	0	0
Fees/Misc	40,000	5,000	(35,000)
TOTAL REVENUE	40,000	5,000	(35,000)
FUND BALANCE	0	0	0
NET COUNTY COST	0	0	0

Program Description

Administrative Services oversees the County's capital improvement projects. Oftentimes these are large multi-year engagements involving large sums of taxpayer monies and serve as an investment in the County's future ability to serve our citizens.

Accomplishments FY 2015-2016

Administrative Services has had numerous accomplishments and made great progress on our capital projects this past fiscal year:

- **Sheriff Tenant Improvement Project**
The County made significant progress at developing the new facility for the Sheriff's administration and operations. Construction began in earnest and is currently approximately 80% complete.

- **Tri-County Juvenile Rehabilitation Facility**
Progress was also made in developing the new juvenile facility. In April, the project was officially 'established' by the State Public Works Board, and the project is moving into the next phase of releasing an RFQ to select a design build firm to facilitate the project. Actual construction is anticipated to begin in fall of 2017.
- **SB863 Jail Expansion Project**
Also this year the County was awarded a \$20 million grant to construct an addition to the Yuba County jail. This will allow a significant improvement to the Sheriff's ability to serve and reduce recidivism through the addition of programming, educational, medical and mental health spaces; all grossly undersized in the current facility. Initial project development has begun with an anticipated project establishment with the State to occur in August 2016.

Capital Improvement

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- **ADA Inspections**

The County also coordinated a comprehensive CAsp-certified ADA inspection of all County facilities completed this year. This gives us the complete picture of what the County must do to be compliant and accessible at all locations.

Goals and Objectives

FY 2016-2017

Our objectives for the coming fiscal year are:

- **Sheriff Tenant Improvement**

In late 2015/16 the County had to terminate its General Contractor on this project. Our focus for the new fiscal year is to resolve the open issues with the Surety guaranteeing the GC's work and to see the project through to completion. We currently anticipate construction to be completed in late summer / early fall 2016.

- **Tri-County Juvenile Hall**

For the coming fiscal year, our goal is to facilitate the development and release of an RFQ to select the top Design / Build firms, short list them, conduct a design competition, and to award the work to the top selected firm. We then anticipate beginning the development process of design and construction.

- **Jail Expansion**

The jail expansion will have fewer State review 'hurdles' to get through, so we anticipate establishing the project in August and beginning the selection process of a design/build firm shortly thereafter.

- **ADA Evaluation**

2016/17 will begin with the County conducting an analysis of the ADA reviews recently completed this past year, and developing a plan as to how we will address the many requirements given our limited resources. We also anticipate presenting the findings to the Board.

Pending Issues/Policy Considerations FY 2016-2017

We have no anticipated policy issues.

We are anticipating how the adoption of SB762 will affect us; this was new legislation where we were able to add Yuba County to a list of large counties (Alameda, Los Angeles, Riverside, San Bernardino, San Diego, Solano, and Yuba) to allow us to procure construction using best value instead of strictly lowest cost. Its complex and there are strings, but we're hoping to avoid past challenges.

Special Aviation

Doug McCoy – Director

	FY 15/16 Adopted Budget	FY 16/17 CAO Recommended	Change
105-8300			
EXPENDITURES			
Salaries and Benefits	0	0	0
Services and Supplies	9,331	9,532	201
Other Charges	669	468	(201)
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) annually funds airport operations and maintenance as long as the funds are available from the state budget and the State Aeronautics Fund.

Accomplishments FY 2015-2016

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 2016-2017

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

Pending Issues/Policy Considerations FY 2016-2017

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.

COUNTY OF YUBA
CAO RECOMMENDED BUDGET DETAIL
FISCAL YEAR 2016-2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES 2013-2014	ACTUAL EXPENDITURES 2014-2015	ORIGINAL BUDGET 2015-2016	CAO RECOMMENDED 2016-2017
ADMINISTRATIVE SERVICES					
Salaries & Benefits					
101-1800-410.01-01	REGULAR	290,159	347,301	426,308	448,390
101-1800-410.01-03	EXTRA HELP	0	4,990	8,263	0
101-1800-410.01-04	OVERTIME	3,717	1	1,500	1,500
101-1800-410.01-07	VACATION PAY	0	2,698	0	0
101-1800-410.01-08	SICK LEAVE	0	11	0	0
101-1800-410.02-02	CO SHARE PERS	43,043	54,905	69,868	75,643
101-1800-410.02-03	COPST	0	150	248	0
101-1800-410.02-04	GROUP HEALTH INSURANCE	45,391	48,601	58,113	69,529
101-1800-410.02-05	MEDICARE	4,207	5,000	6,236	6,502
101-1800-410.02-06	WORKERS COMP INS	22,575	23,764	22,721	25,035
101-1800-410.02-07	LIFE INSURANCE	196	366	530	542
101-1800-410.02-08	UNEMPLOYMENT INS	1,467	0	2,137	1,345
101-1800-410.02-09	RETIREE HEALTHCARE INS	1,426	1,472	1,516	1,553
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*	Salaries & Benefits	412,181	489,259	597,440	630,039
Services & Supplies					
101-1800-410.12-00	COMMUNICATION	3,302	3,361	5,300	4,280
101-1800-410.15-00	INSURANCE	6,047	9,886	3,515	7,901
101-1800-410.17-00	MAINT. EQUIP & SOFTWARE	6,438	5,933	5,900	8,864
101-1800-410.20-00	MEMBERSHIPS	1,122	1,598	1,686	1,142
101-1800-410.22-00	OFFICE EXPENSE	11,550	24,119	8,000	18,900
101-1800-410.23-00	PROFESSIONAL SERVICES	6,616	45,993	6,900	2,000
101-1800-410.24-00	PUBLICATIONS	0	809	0	0
101-1800-410.28-00	SPECIAL DPMT EXPENSE	690,537	642,599	671,000	260,100
101-1800-410.28-01	COURTS	57,945	71,503	61,874	61,597
101-1800-410.29-00	TRAVEL	7,004	6,757	6,000	6,000
101-1800-410.29-03	TRAINING	2,058	3,131	10,000	10,000
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*	Services & Supplies	792,619	815,689	780,175	380,784

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES 2013-2014	ACTUAL EXPENDITURES 2014-2015	ORIGINAL BUDGET 2015-2016	CAO RECOMMENDED 2016-2017
Cost Reimbursements					
101-1800-410.90-00	REIMBURSEMENTS	568,352-	558,365-	597,800-	260,100-
101-1800-410.90-02	SALARY / BENEFITS	56,071-	101,288-	141,031-	90,454-
101-1800-410.90-87	A87 COST ALLOCATION PLAN	459,982-	540,416-	423,690-	414,769-
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*	Cost Reimbursements	1,084,405-	1,200,069-	1,162,521-	765,323-
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**	ADMINISTRATIVE SERVICES	120,395	104,879	215,094	245,500
***	ADMINISTRATIVE SERVICES	120,395	104,879	215,094	245,500

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES 2013-2014	ACTUAL EXPENDITURES 2014-2015	ORIGINAL BUDGET 2015-2016	CAO RECOMMENDED 2016-2017
AIRPORT					
Salaries & Benefits					
130-9500-432.01-01	REGULAR	101,532	106,620	106,620	108,756
130-9500-432.02-02	CO SHARE PERS	15,156	17,012	17,958	18,651
130-9500-432.02-04	GROUP HEALTH INSURANCE	12,382	12,719	13,241	15,130
130-9500-432.02-06	WORKERS COMP INS	7,525	3,961	3,246	3,576
130-9500-432.02-07	LIFE INSURANCE	104	104	104	104
130-9500-432.02-08	UNEMPLOYMENT INS	534	0	533	327
130-9500-432.02-09	RETIREE HEALTHCARE INS	2,754	2,224	3,058	1,588
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*	Salaries & Benefits	139,987	142,640	144,760	148,132
Services & Supplies					
130-9500-432.12-00	COMMUNICATIONS	11,863	12,731	12,000	11,000
130-9500-432.15-00	INSURANCE	5,565	6,198	6,000	4,967
130-9500-432.17-00	MAINTENANCE/EQUIPMENT	10,625	12,032	11,000	10,000
130-9500-432.18-00	MAINTENANCE/BLDG & IMPROV	52,949	33,065	17,000	14,000
130-9500-432.20-00	MEMBERSHIPS	480	494	500	500
130-9500-432.22-00	OFFICE EXPENSE	12,778	9,780	9,000	8,000
130-9500-432.23-00	PROFESSIONAL SERVICES	55,002	75,831	50,000	48,000
130-9500-432.23-01	CONSULTANT FEES	0	0	0	49,850
130-9500-432.24-00	PUBLICATIONS	0	0	400	400
130-9500-432.28-00	SPECIAL DPMT EXPENSE	6,155	6,394	5,000	5,000
130-9500-432.29-00	TRANSPORTATION & TRAVEL	2,395	1,805	4,000	2,000
130-9500-432.30-00	UTILITIES	47,324	44,530	40,000	40,000
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*	Services & Supplies	205,136	202,860	154,900	193,717
Other Charges					
130-9500-432.42-01	DIV AERO LOAN REPAYMENT	7,360	7,360	7,360	7,360
130-9500-432.48-00	TAXES & ASSESSMENTS	37,019	48,572	30,000	38,280
130-9500-432.49-00	DEPRECIATION	221,008	0	0	0

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES 2013-2014	ACTUAL EXPENDITURES 2014-2015	ORIGINAL BUDGET 2015-2016	CAO RECOMMENDED 2016-2017
130-9500-432.53-01	A-87 CHARGES	35,104	8,782	25,184	11,116
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*	Other Charges	300,491	64,714	62,544	56,756
Fixed Assets					
130-9500-432.61-36	APRON/TAXIWAY IMP/FAA	0	55,795	74,075	0
130-9500-432.61-37	APRON/TAXIWAY IMP/ARPT	0	3,411	2,788	0
130-9500-432.61-38	APRON/TAXIWAY IMP/DIV	0	2,789	3,705	0
130-9500-432.61-39	IMPROV PARKS 3 & 5	0	0	144,000	0
130-9500-432.61-40	RUNWAY 1432 IMP/FAA	0	0	7,200	0
130-9500-432.61-41	RUNWAY 1432 IMP/ARPT	0	0	8,800	0
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*	Fixed Assets	0	61,995	240,568	0
Other Financing Uses					
130-9500-432.85-02	COMPENSATED ABSENCES	1,171	0	0	0
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*	Other Financing Uses	1,171	0	0	0
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**	AIRPORT	646,785	472,209	602,772	398,605
***	AIRPORT	646,785	472,209	602,772	398,605

COUNTY OF YUBA
CAO RECOMMENDED BUDGET DETAIL
FISCAL YEAR 2016-2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES 2013-2014	ACTUAL EXPENDITURES 2014-2015	ORIGINAL BUDGET 2015-2016	CAO RECOMMENDED 2016-2017
BUILDINGS & GROUNDS					
Salaries & Benefits					
101-0900-417.01-01	REGULAR	295,452	333,269	341,683	349,700
101-0900-417.01-03	EXTRA HELP	1,942	0	0	0
101-0900-417.01-04	OVERTIME	921	2,396	6,000	6,000
101-0900-417.01-06	STANDBY	6,575	8,130	7,840	8,450
101-0900-417.02-02	CO SHARE PERS	44,102	53,059	57,336	59,884
101-0900-417.02-03	COPST	58	0	0	0
101-0900-417.02-04	GROUP HEALTH INSURANCE	81,171	89,326	91,735	89,740
101-0900-417.02-05	MEDICARE	3,358	3,780	4,115	4,222
101-0900-417.02-06	WORKERS COMP INS	22,575	19,804	19,475	21,459
101-0900-417.02-07	LIFE INSURANCE	239	430	489	488
101-0900-417.02-08	UNEMPLOYMENT INS	1,704	0	1,693	1,050
101-0900-417.02-09	RETIREE HEALTHCARE INS	1,426	1,472	1,516	1,553
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* 101-0900-417.02-09	Salaries & Benefits	459,523	511,666	531,882	542,546
Services & Supplies					
101-0900-417.12-00	COMMUNICATION	7,162	5,731	5,900	6,888
101-0900-417.15-00	INSURANCE	7,190	12,046	8,887	6,217
101-0900-417.17-00	MAINTENANCE/EQUIPMENT	2,400	2,880	2,880	4,145
101-0900-417.17-01	ANNEX	6,119	12,347	6,800	3,423
101-0900-417.17-03	COURTHOUSE	13,132	19,176	9,716	93,686
101-0900-417.17-04	LIBRARY	3,085	6,045	2,930	3,486
101-0900-417.17-06	GOVERNMENT CENTER	11,805	16,747	11,800	17,038
101-0900-417.17-07	YUBA STREET	0	3,088	12,106	14,022
101-0900-417.18-01	ANNEX	10,588	14,416	11,808	12,377
101-0900-417.18-03	COURTHOUSE	49,118	43,409	255,934	30,196
101-0900-417.18-04	LIBRARY	3,693	3,957	7,393	4,640
101-0900-417.18-06	PACKARD BUILDING	0	30,531	30,480	31,272
101-0900-417.18-07	JAIL	0	0	0	13,052
101-0900-417.18-08	ANIMAL SHELTER	6,722	4,871	7,399	16,052

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES 2013-2014	ACTUAL EXPENDITURES 2014-2015	ORIGINAL BUDGET 2015-2016	CAO RECOMMENDED 2016-2017
101-0900-417.18-09	MISC DEPARTMENTS	10,249	32,726	27,200	26,000
101-0900-417.18-10	DAN BUILDING	7,132	3,635	7,753	1,951
101-0900-417.18-11	GOVERNMENT CENTER	16,541	28,539	51,827	27,231
101-0900-417.22-00	OFFICE EXPENSE	853	545	536	536
101-0900-417.23-00	PROFESSIONAL SERVICES	180,599	50,603	25,467	24,763
101-0900-417.27-00	SMALL TOOLS/INSTRUMENTS	1,214	2,257	2,000	4,410
101-0900-417.28-00	SPECIAL DPMT EXPENSE	44,648	115,661	14,600	70,485
101-0900-417.29-00	TRAVEL	30,526	30,534	31,860	48,382
101-0900-417.29-03	TRAINING	2,433	2,323	3,000	3,800
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*	Services & Supplies	415,209	442,067	538,276	464,052
Cost Reimbursements					
101-0900-417.90-00	REIMBURSEMENTS	21,931-	3,028-	15,025-	70,485-
101-0900-417.90-02	SALARY / BENEFITS	56,512-	90,367-	91,411-	86,851-
101-0900-417.90-87	A87 COST ALLOCATION PLAN	444,485-	490,717-	499,329-	433,662-
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*	Cost Reimbursements	522,928-	584,112-	605,765-	590,998-

**	BUILDINGS & GROUNDS	351,804	369,621	464,393	415,600

***	BUILDINGS & GROUNDS	351,804	369,621	464,393	415,600

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES 2013-2014	ACTUAL EXPENDITURES 2014-2015	ORIGINAL BUDGET 2015-2016	CAO RECOMMENDED 2016-2017
ENERGY					
Services & Supplies					
101-0901-417.28-00	SPECIAL DPMT EXPENSE	50,461	0	0	0
101-0901-417.30-01	ANNEX	47,646	54,861	57,360	62,324
101-0901-417.30-03	COURTHOUSE	762,463	737,797	827,655	847,837
101-0901-417.30-04	LIBRARY	85,158	82,193	97,592	98,108
101-0901-417.30-05	PACKARD BLDG	0	100,903	62,373	0
101-0901-417.30-06	SHERIFF FACILITY	19,583	18,910	75,134	176,892
101-0901-417.30-10	DAN BUILDING	29,327	28,498	32,152	34,526
101-0901-417.30-11	GOVERNMENT CENTER	188,752	198,268	221,769	272,642
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*	Services & Supplies	1,183,390	1,221,430	1,374,035	1,492,329
Cost Reimbursements					
101-0901-417.90-00	REIMBURSEMENTS	51,366-	105,310-	113,726-	4,508-
101-0901-417.90-87	A87 COST ALLOCATION PLAN	428,522-	564,906-	617,462-	602,436-
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*	Cost Reimbursements	479,888-	670,216-	731,188-	606,944-
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**	ENERGY	703,502	551,214	642,847	885,385
***	BUILDINGS & GROUNDS	703,502	551,214	642,847	885,385

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES 2013-2014	ACTUAL EXPENDITURES 2014-2015	ORIGINAL BUDGET 2015-2016	CAO RECOMMENDED 2016-2017
CUSTODIAL SERVICES					
Salaries & Benefits					
101-0950-417.01-01	REGULAR	268,243	266,007	282,903	292,631
101-0950-417.01-03	EXTRA HELP	28,962	30,028	26,941	25,872
101-0950-417.01-04	OVERTIME	952	581	1,000	1,000
101-0950-417.01-07	VACATION PAY	495	0	0	0
101-0950-417.02-02	CO SHARE PERS	42,016	42,372	47,018	49,669
101-0950-417.02-03	COPST	472	854	808	776
101-0950-417.02-04	GROUP HEALTH INSURANCE	104,929	82,737	87,271	99,605
101-0950-417.02-05	MEDICARE	4,084	4,010	4,102	4,618
101-0950-417.02-06	WORKERS COMP INS	30,100	39,607	29,213	32,188
101-0950-417.02-07	LIFE INSURANCE	246	517	616	614
101-0950-417.02-08	UNEMPLOYMENT INS	1,624	0	1,395	956
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* Salaries & Benefits		482,123	466,713	481,267	507,929
Services & Supplies					
101-0950-417.12-00	COMMUNICATION	1,843	1,458	3,000	3,000
101-0950-417.14-00	HOUSEHOLD EXPENSE	59,464	59,520	61,300	64,365
101-0950-417.17-00	MAINTENANCE/EQUIPMENT	7,850	7,218	6,840	8,527
101-0950-417.22-00	OFFICE EXPENSE	463	49	700	700
101-0950-417.23-00	PROFESSIONAL SERVICES	10,334	17,190	9,595	21,295
101-0950-417.27-00	SMALL TOOLS/INSTRUMENTS	307	212	550	550
101-0950-417.29-00	TRAVEL	10,095	10,061	9,620	9,860
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* Services & Supplies		90,356	95,708	91,605	108,297
Cost Reimbursements					
101-0950-417.90-00	REIMBURSEMENTS	570-	2,280-	2,500-	2,280-
101-0950-417.90-02	SALARY / BENEFITS	62,212-	77,336-	82,624-	62,976-
101-0950-417.90-87	A87 COST ALLOCATION PLAN	196,297-	221,430-	252,021-	226,458-
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COUNTY OF YUBA
CAO RECOMMENDED BUDGET DETAIL
FISCAL YEAR 2016-2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES 2013-2014	ACTUAL EXPENDITURES 2014-2015	ORIGINAL BUDGET 2015-2016	CAO RECOMMENDED 2016-2017
*	Cost Reimbursements	259,079-	301,046-	337,145-	291,714-
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**	CUSTODIAL SERVICES	313,400	261,375	235,727	324,512
***	BUILDINGS & GROUNDS	313,400	261,375	235,727	324,512

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES 2013-2014	ACTUAL EXPENDITURES 2014-2015	ORIGINAL BUDGET 2015-2016	CAO RECOMMENDED 2016-2017
CAPITAL IMPROVEMENTS					
Fixed Assets					
101-1200-418.61-24	ADA COMPLIANCE	0	5,000	40,000	5,000
101-1200-418.63-02	PROF SERVICES-DESIGN	33,744	0	0	0
101-1200-418.63-04	FIXTURES & EQUIPMENT	147,941	0	0	0
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*	Fixed Assets	181,685	5,000	40,000	5,000
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**	CAPITAL IMPROVEMENTS	181,685	5,000	40,000	5,000

COUNTY OF YUBA
CAO RECOMMENDED BUDGET DETAIL
FISCAL YEAR 2016-2017

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES 2013-2014	ACTUAL EXPENDITURES 2014-2015	ORIGINAL BUDGET 2015-2016	CAO RECOMMENDED 2016-2017
SPECIAL AVIATION					
Services & Supplies					
105-8300-432.28-00	SPECIAL DPMT EXPENSE	17,221	2,272	9,331	9,532
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*	Services & Supplies	17,221	2,272	9,331	9,532
Other Charges					
105-8300-432.53-01	A-87 CHARGES	40	92	669	468
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*	Other Charges	40	92	669	468
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**	SPECIAL AVIATION	17,261	2,364	10,000	10,000
***	SPECIAL AVIATION	17,261	2,364	10,000	10,000