

Administrative Services

Doug McCoy – Director

101-1800	FY 16/17 Adopted Budget	FY 17/18 CAO Recommended	Change
EXPENDITURES			
Salaries and Benefits	630,039	597,955	(32,084)
Services and Supplies	380,784	105,410	(275,374)
Other Charges	(765,323)	(688,027)	77,296
Fixed Assets	0	0	0
TOTAL EXPENDITURES	245,500	15,338	(230,126)
REVENUE			
Fed/State	0	0	0
Grant	0	0	0
Realignment	0	0	0
Fees/Misc	119,315	15,338	(103,977)
TOTAL REVENUE	119,315	15,338	(103,977)
FUND BALANCE	0	0	0
NET COUNTY COST	126,185	0	(126,185)

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 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 (including one extra help position); 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.

You'll see in our budget packet a request for an additional person. Our office has had an Extra Help staff member and it has been hugely beneficial for our other staff to have one focal point for walk in customers, phone requests, mail, and so on. We believe our revenue stream helps to cover this cost of making it a more permanent solution.

Administrative Services

Doug McCoy – Director

Accomplishments FY 2016-2017

- Oversaw the implementation of the Phase 2 Solar project.
- Co-lead a team with the Auditor to design and implement a Utility ISF for all energy costs.
- Coordinated fit out of Scott Building for Victim Services and supported its move.
- Cleared out the Dan Avenue facility and facilitated the auction of surplus inventory.
- Created and implemented a new buyer position to support the County's purchasing efforts.
- Continued to strive for completion of the Sheriff / Yuba Street project;
 - Termination of the General Contractor was a major event of the year and precipitated a cascade of events.
 - Purchasing effort to urgently select a new General Contractor.
 - Reconfiguration of the Vanir team.
- Realigned assignment of work load and tasks with financial and project staff.
- Implemented Amazon Business purchasing program.
- Worked with the Courts to expand operations and relocate to the third floor of the Courthouse and to net an increase in revenue to the County from that relocation.
- Coordinated creation of office space to relocate LAFCO to the Government Center.
- Coordinated several large RFPs for various departments:
 - Facilitated the Jail Medical RFP.
 - Participated with the Auditor on a time and attendance accounting system.
 - Let an RFP for engineering of the S18 fan station.
 - Facilitated a new Security Provider RFP; with a selection of Elite Security.
 - Released RFP for repainting of the Packard building.

- Continued to move the Tri-County Juvenile Rehabilitation Facility project forward. We released a RFQ for design build firm in the fall and are preparing a RFP for the short list of respondents for this spring.
- Initiated the project for jail SB863 expansion to project establishment.

Goals and Objectives FY 2017-2018

- Perform a detailed department level audit of ID cards; and perform a security audit.
- Create a capital improvement plan to include developing a growth / space needs plan and assessment of capital equipment maintenance and planning.
- Increase training on security card creation and development and expand use of program.
- Coordinate with County Counsel on implementing a centralized contact review process again.
- Revise purchasing manual.
- Continue to work on our development of written policies and procedures on our common tasks and processes.
- Continue working with B&G to expand our long term plan to bring all county facilities in compliance with the Federal and California ADA requirements.

Pending Issues/Policy Considerations FY 2017-2018

No pressing policy issues.

Airport

Doug McCoy – Director

130-9500	FY 16/17 Adopted Budget	FY 17/18 CAO Recommended	Change
EXPENDITURES			
Salaries and Benefits	148,132	196,711	48,579
Services and Supplies	240,952	140,627	(100,325)
Other Charges	130,981	64,514	(66,467)
Fixed Assets	0	0	0
TOTAL EXPENDITURES	520,065	401,852	(118,213)
REVENUE			
Fed/State	0	0	0
Grant	157,508	23,905	(133,603)
Realignment	0	0	0
Fees/Misc	362,557	338,280	(24,277)
TOTAL REVENUE	520,065	362,185	(157,880)
FUND BALANCE	0	0	0
NET COUNTY COST	0	39,667	39,667

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.

- Updated the Airport's Fiscal Year 2018-2022 Airport Capital Improvement Plan that includes projects amounting to over \$11 million that will become grant applications to the Federal Aviation Administration.
- Hosted the 2016 Golden West Regional Fly-in – October 15, 2016.
- 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 successful federal grant applications for an updated Airport Layout Plan and an Airport Pavement Management Plan; continue to administer a grant for the rehabilitation of the north apron.

Accomplishments FY 2016-2017

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

Airport

Doug McCoy – Director

- Updated the Airport logo that was previously created in 1978.
- The Airport continues to work 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 and was included in the updated Airport Layout Plan to allow for construction of the project.
- Maintained airport operations without adding additional clerical staff.
- File a grant application with the Federal Aviation Administration and the State Division of Aeronautics and begin construction on the apron rehabilitation project that had been designed over the previous fiscal year.
- Continue to review and determine revenue for the implementation of airport surveillance camera systems and gate access control systems.

Pending Issues/Policy Considerations FY 2017-2018

Goals and Objectives FY 2017-2018

- 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 will be constructing projects in this fiscal year in non-aviation properties of the airport.
- 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.
- Implement the new airport logo in new marketing brochures as revenues allows, utilizing the new airport map generated from the updated Airport Layout Plan.
- 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 at \$25,184, FY 2016-2017 at \$11,116, and \$28,654 for FY 2017-2018. 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

Airport

Doug McCoy – Director

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. During FY 2017-2018, the property leases will be brought up to current market rate over a 5-year period through new agreements.

- Reclamation District 784 and TRLIA levee assessment fees continue to be a concern. 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. 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 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 during a tank removal process and again when preparing 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 onsite 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

Airport

Doug McCoy – Director

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 16/17 Adopted Budget	FY 17/18 CAO Recommended	Change
EXPENDITURES			
Salaries and Benefits	542,546	593,023	50,477
Services and Supplies	496,352	749,598	253,246
Other Charges	(590,998)	(859,253)	(268,255)
Fixed Assets	0	0	0
TOTAL EXPENDITURES	447,900	483,368	35,468
REVENUE			
Fed/State	0	0	0
Grant	0	0	0
Realignment	0	0	0
Fees/Misc	139,515	254,911	115,396
TOTAL REVENUE	139,515	254,911	115,396
FUND BALANCE	0	0	0
NET COUNTY COST	308,385	228,457	(79,928)

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 services, workstation modifications, light remodeling, furniture moves, and a wide variety of miscellaneous maintenance related duties. We are also responsible for building access and security, OES support, and ADA accessibility. 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 1 Buildings and Grounds Supervisor, and 4 Building Maintenance Technician II positions. Based upon our square footage and the International Facility Management Assn (IFMA) industry standards for government, the Buildings and Grounds Division should really have two additional positions. However, we are only requesting that one position be added for this coming fiscal year. Our justification for this request includes:

- We have added buildings (DRC, Scott Building, 14 Fwd) and are adding more (Yuba Street) this coming fiscal year.
 - This will be an increase of 62,000 SF of new space.
- We are handling significantly more work orders; from 1374 last year to an annualized number of 2379 this year.
- With B&G doing a better job of tracking its performance and revenue, we firmly believe this trend will continue.
- By having adequate staff, B&G has performed several internal projects that

Buildings and Grounds

Doug McCoy – Director

formerly would be been outsourced; saving the County tens of thousands of dollars. Project like the 'fit out' of the new Victim Services building and the encapsulation project at Juvenile Hall.

We have factored the costs and the anticipated revenue for this additional position into our budget as presented.

With our limited staffing level, the team is extremely busy and prioritization of critical work orders is required. While grounds maintenance is outsourced, maintenance and related support is provided for all county owned buildings including:

- Government Center,
- Juvenile Hall,
- Courthouse,
- Library,
- Animal Control,
- North Annex,
- Dan Avenue Annex,
- County Airport,
- Packard Facility
- Victim Services /Scott Building

For a combined total of 595,522 sq. ft. A new 56,000 square foot Sheriff Facility is nearly complete and when occupied this will further increased the workload

Accomplishments FY 2016-2017

- Completed 2379 service requests for all county departments – a new record
- Replaced geared motor and main bearing assembly in the Courthouse elevator
- Made necessary roof repairs at the North Annex
- Reconfigured CWS automatic public doorway at HHSD
- Made necessary roof repairs at Government Center
- Installed two new redundant 10 ton AC units to cool the MDF room at HHSD
- Remodeled new Victim Services Offices
- Received completed Cal CASP inspection reports for all County facilities
- Repaired flood damage at Day Reporting Center facility
- Supported installation and ongoing maintenance at new 14 Forward facility
- Removed dangerous dumpster enclosure at Library
- Replaced damaged aged floor tiles in Government Center hallways
- Replaced aged condenser water pump at Courthouse
- Created two new emergency exits at the Office of Education for their safety
- Removed / replaced four dead trees at HHSD
- Assisted in identifying, modifying, and creating "safe rooms" at Government Center and HHSD
- Reconfigured Vital Statistics 'teller' window at HHSD
- Replaced Flight Services building stairway at Airport
- Built steel barrier fencing at Airport
- Installed several new viewing monitors in HHSD lobby
- Replaced UPS batteries in Courthouse basement UPS unit
- Replaced batteries in HHSD UPS unit
- Repaired main water line in front of Courthouse
- Replaced vehicle exit door in Courthouse basement
- Made necessary repairs to Animal Services roof
- Performed a mold abatement in Office of Education
- Installed a manual AC button in CWS so they can turn on AC after hours or on weekends

Buildings and Grounds

Doug McCoy – Director

- Replaced bad power module, 2nd floor Courthouse UPS room

Goals and Objectives

FY 2017-2018

- Remove or trim trees at residential houses penetrating air space at Airport
- Paint exterior of HHSD facility
- Seal exterior of all cinder block facilities at Juvenile Hall/Camp Singer
- Make necessary roof repairs at Juvenile Hall
- Paint front of Government Center
- Install new monitors in all HHSD conference rooms
- Assist courts in relocating to Courthouse 3rd floor
 - Including moderate remodeling of space
- Replace E-2 exhaust fan in Courthouse
- Replace S-18 fan station at Courthouse
- Install sound masking equipment in YubaWORKs suite, HHSD
- Make ADA improvements to Library parking lot, path of travel
- Acquire modified Cal CASP reports that reflect proper authority

Pending Issues/Policy Considerations

FY 2017-2018

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

Custodial Services

Doug McCoy – Director

101-0950	FY 16/17 Adopted Budget	FY 17/18 CAO Recommended	Change
EXPENDITURES			
Salaries and Benefits	507,929	492,216	(15,713)
Services and Supplies	108,297	118,243	9,946
Other Charges	(291,714)	(344,458)	(52,744)
Fixed Assets	0	0	0
TOTAL EXPENDITURES	324,512	266,001	(58,511)
REVENUE			
Fed/State	0	0	0
Grant	0	0	0
Realignment	0	0	0
Fees/Misc	101,650	99,311	(2,339)
TOTAL REVENUE	101,650	99,311	(2,339)
FUND BALANCE	0	0	0
NET COUNTY COST	222,862	166,690	(56,172)

Program Description

The Custodial Services Division provides housekeeping services for county departments totaling approximately 310,607 sf located at the Government Center, Courthouse, Superior Court Annex, North Annex, Library, Packard Building, Airport, Dan Ave Building. We also provide services to Marysville City Hall for a fee. The Facilities Manager has oversight of this division as well as Buildings and Grounds. 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 and the Universal Waste disposal program.

Of the 8 permanent full time custodial positions, 3 are now funded by outside (non general fund) departments, namely the Courts (1.5 pos.), Child Support Services (.5 pos.), and Health and Human services (1 pos.). These

“paying” customers set their own staffing levels and are currently receiving higher quality housekeeping services than the remainder of the County. The Courts and CSS currently enjoy the highest quality level of services with their custodians averaging around 22,000 square feet per person. Because HHS funds one FT 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 Fund 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 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

Custodial Services

Doug McCoy – Director

previous levels and to be able to absorb vacations and unexpected absences. A part time extra help employee cleans the Victim Services building and Airport offices. One other part time employee cleans the Marysville City Hall. Because of these staff limitations, we are requesting funding for additional extra help staff to help manage and balance workload during staff shortages.

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 cleaning, floor stripping, and window cleaning. The crew gets along well, is well trained and displays an impressive positive attitude.

Accomplishments FY 2016-2017

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. Management appreciates how each custodial staff member understands this and works to their assigned level without complaint.

Each member has different set of cleaning standards in their individual assignments, yet they often have to cover one another in cases of illnesses or vacation, and in doing so need to understand the differing expectations of where they are sent. For this adaptability they are to

be commended. This is a major accomplishment for this team. Frequently 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 should be commended and appreciated for their extra effort in these cases.

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

It’s important to note that 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.

Goals and Objectives FY 2017-2018

The Custodial Services Division’s biggest challenge is to continue to provide acceptable services with our limited staffing levels. Our objective for the custodial staff will be to continue 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 as we can.

Another objective will be to work with the Sheriff’s Office to implement a solid custodial program for the new Yuba Street facility.

Custodial Services

Doug McCoy – Director

Pending Issues/Policy Considerations FY 2017-2018

We look forward to the time when the County's budget picture will allow us to add staff so we can return to providing a higher level of quality cleaning services to the areas that are supported by the General Fund.

Capital Improvement

Doug McCoy – Director

101-1200	FY 16/17 Adopted Budget	FY 17/18 CAO Recommended	Change
EXPENDITURES			
Salaries and Benefits	0	0	0
Services and Supplies	5,000	10,000	5,000
Other Charges	0	0	0
Fixed Assets	0	0	0
TOTAL EXPENDITURES	5,000	10,000	5,000
REVENUE			
Fed/State	0	0	0
Grant	0	0	0
Realignment	0	0	0
Fees/Misc	5,000	10,000	5,000
TOTAL REVENUE	5,000	10,000	5,000
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 2016-2017

Administrative Services has had numerous accomplishments and made good 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, which was completed on 5/30/2017. We expect final cleanup of issues to carry over into next fiscal year.

- Tri-County Juvenile Rehabilitation Facility**

Progress was also made in developing the new juvenile facility. This fiscal year saw us complete the design criteria and release a RFQ for a design build firm. In November, we short listed the firms in preparation for the release of an RFP; hopefully by the end of the 16/17 fiscal year.

- 863 Jail Expansion Project**

Last year the County was awarded a \$20 million grant to construct an addition to the Yuba County jail. The focus this year has been on real estate due diligence and planning. Initial project development has begun with an anticipated project establishment with the State to occur in the summer of 2017.

Capital Improvement

Doug McCoy – Director

- **ADA Inspections**

The County coordinated a comprehensive CAsp-certified ADA inspection of all County facilities completed last year. This year has been spent interpreting the findings, better defining the rules that apply and revisiting the findings for what's actually applicable.

Pending Issues/Policy Considerations FY 2017-2018

We have no anticipated policy issues.

Goals and Objectives FY 2017-2018

Our objectives for the coming fiscal year are:

- **Sheriff Tenant Improvement**

This project will be in its final stages, as we begin the new fiscal year. There will be last minute issues, the final pay out of retention and punch list issues.

- **Tri-County Juvenile Hall**

A short list has been created and we expect a RFP by the beginning of the fiscal year. Actual construction is anticipated to begin in fall of 2017.

- **Jail Expansion**

The project will begin 'in earnest' with a RFQ release date to likely be fall of 2017.

- **ADA Evaluation**

Our plan for 17/18 will be the implementation of the findings. We will be developing a plan of what we can upgrade / perform with in house talent, what we can contract out to be fixed, and long term a plan to address the more cost prohibitive issues and how we will accommodate them.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES 2014-2015	ACTUAL EXPENDITURES 2015-2016	BOS APPROVED 2016-2017	DEPARTMENT REQUESTED 2017-2018	CAO RECOMMENDED 2017-2018
ADMINISTRATIVE SERVICES						
101-1800-351.32-04	VENDING MACHINES	0	0	0	2,377-	2,377-
101-1800-363.74-01	ADMIN SERVICES REIMB	0	0	0	12,961-	12,961-
101-1800-372.99-02	COUNTY CONTRIBUTION	0	0	0	144,492-	0
* REVENUE		0	0	0	159,830-	15,338-
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**		0	0	0	159,830-	15,338-
Salaries & Benefits						
101-1800-410.01-01	REGULAR	347,301	425,670	448,390	502,025	372,384
101-1800-410.01-03	EXTRA HELP	4,990	4,211	0	0	34,144
101-1800-410.01-04	OVERTIME	1	0	1,500	1,500	1,500
101-1800-410.01-07	VACATION PAY	2,698	0	0	0	0
101-1800-410.01-08	SICK LEAVE	11	0	0	0	0
101-1800-410.02-02	CO SHARE PERS	54,905	69,695	75,643	93,300	93,249
101-1800-410.02-03	COPST	150	126	0	0	7,853
101-1800-410.02-04	GROUP HEALTH INSURANCE	48,601	45,391	69,529	72,366	72,367
101-1800-410.02-05	MEDICARE	5,000	6,072	6,502	7,279	7,277
101-1800-410.02-06	WORKERS COMP INS	23,764	22,721	25,035	6,645	5,973
101-1800-410.02-07	LIFE INSURANCE	366	542	542	644	644
101-1800-410.02-08	UNEMPLOYMENT INS	0	2,137	1,345	1,004	502
101-1800-410.02-09	RETIREE HEALTHCARE INS	1,472	1,504	1,553	2,062	2,062
* EXPENDITURE		489,259	578,069	630,039	686,825	597,955
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** Salaries & Benefits		489,259	578,069	630,039	686,825	597,955
Services & Supplies						
101-1800-410.12-00	COMMUNICATION	3,361	2,424	4,280	4,280	4,280
101-1800-410.15-00	INSURANCE	9,886	3,516	7,901	6,482	6,482
101-1800-410.17-00	MAINT. EQUIP & SOFTWARE	5,933	7,130	8,864	9,639	9,639
101-1800-410.20-00	MEMBERSHIPS	1,598	1,576	1,142	1,686	1,686

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES 2014-2015	ACTUAL EXPENDITURES 2015-2016	BOS APPROVED 2016-2017	DEPARTMENT REQUESTED 2017-2018	CAO RECOMMENDED 2017-2018
101-1800-410.22-00	OFFICE EXPENSE	24,119	12,495	18,900	22,923	22,923
101-1800-410.23-00	PROFESSIONAL SERVICES	45,993	6,005	2,000	19,768	19,768
101-1800-410.24-00	PUBLICATIONS	809	0	0	0	0
101-1800-410.25-00	RENTS & LEASES/EQUIPMENT	0	0	0	1,377	1,377
101-1800-410.28-00	SPECIAL DPMT EXPENSE	642,599	270,861	260,100	588	588
101-1800-410.28-01	COURTS	71,503	61,874	61,597	0	0
101-1800-410.29-00	TRAVEL	6,757	6,875	6,000	6,000	6,000
101-1800-410.29-03	TRAINING	3,131	7,710	10,000	10,000	10,000
101-1800-410.30-00	UTILITIES	0	0	0	22,667	22,667
* EXPENDITURE		815,689	380,466	380,784	105,410	105,410
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** Services & Supplies		815,689	380,466	380,784	105,410	105,410
Cost Reimbursements						
101-1800-410.90-00	REIMBURSEMENTS	558,365-	214,723-	260,100-	588-	588-
101-1800-410.90-02	SALARY / BENEFITS	101,288-	96,796-	90,454-	92,028-	92,028-
101-1800-410.90-87	A87 COST ALLOCATION PLAN	540,416-	423,690-	414,769-	539,789-	595,411-
* EXPENDITURE		1,200,069-	735,209-	765,323-	632,405-	688,027-
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** Cost Reimbursements		1,200,069-	735,209-	765,323-	632,405-	688,027-
*** ADMINISTRATIVE SERVICES		104,879	223,326	245,500	0	0
**** ADMINISTRATIVE SERVICES		104,879	223,326	245,500	0	0

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES 2014-2015	ACTUAL EXPENDITURES 2015-2016	BOS APPROVED 2016-2017	DEPARTMENT REQUESTED 2017-2018	CAO RECOMMENDED 2017-2018
AIRPORT						
130-9500-351.32-00	RENTS & CONCESSIONS	0	0	0	338,280-	338,280-
130-9500-361.40-00	AID FOR AVIATION	0	0	0	23,905-	23,905-
130-9500-372.99-02	COUNTY CONTRIBUTION	0	0	0	40,682-	39,667-
* REVENUE		0	0	0	402,867-	401,852-
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**		0	0	0	402,867-	401,852-
Salaries & Benefits						
130-9500-432.01-01	REGULAR	106,620	107,020	108,756	75,526	75,526
130-9500-432.01-07	VACATION PAY	0	0	0	51,872	51,872
130-9500-432.01-08	SICK LEAVE	0	0	0	29,492	29,492
130-9500-432.02-02	CO SHARE PERS	17,012	17,891	18,651	15,081	14,254
130-9500-432.02-04	GROUP HEALTH INSURANCE	12,719	13,858	15,130	19,990	19,990
130-9500-432.02-06	WORKERS COMP INS	3,961	3,246	3,576	949	853
130-9500-432.02-07	LIFE INSURANCE	104	104	104	108	108
130-9500-432.02-08	UNEMPLOYMENT INS	0	533	327	185	93
130-9500-432.02-09	RETIREE HEALTHCARE INS	2,224	1,539	1,588	4,523	4,523
* EXPENDITURE		142,640	144,191	148,132	197,726	196,711
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** Salaries & Benefits		142,640	144,191	148,132	197,726	196,711
Services & Supplies						
130-9500-432.12-00	COMMUNICATIONS	12,731	10,681	11,000	11,000	11,000
130-9500-432.15-00	INSURANCE	6,198	4,836	4,967	4,400	4,400
130-9500-432.17-00	MAINTENANCE/EQUIPMENT	12,032	7,916	10,000	10,000	10,000
130-9500-432.18-00	MAINTENANCE/BLDG & IMPROV	33,065	22,924	14,000	14,000	14,000
130-9500-432.20-00	MEMBERSHIPS	494	494	500	500	500
130-9500-432.22-00	OFFICE EXPENSE	9,780	10,937	8,000	8,000	8,000
130-9500-432.23-00	PROFESSIONAL SERVICES	75,831	65,859	48,000	50,745	50,745
130-9500-432.23-01	CONSULTANT FEES	0	98,770	97,085	0	0

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES 2014-2015	ACTUAL EXPENDITURES 2015-2016	BOS APPROVED 2016-2017	DEPARTMENT REQUESTED 2017-2018	CAO RECOMMENDED 2017-2018
130-9500-432.24-00	PUBLICATIONS	0	0	400	400	400
130-9500-432.28-00	SPECIAL DPMT EXPENSE	6,394	3,194	5,000	5,000	5,000
130-9500-432.29-00	TRANSPORTATION & TRAVEL	1,805	1,460	2,000	2,000	2,000
130-9500-432.30-00	UTILITIES	44,530	42,002	40,000	34,582	34,582
* EXPENDITURE		202,860	269,073	240,952	140,627	140,627
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** Services & Supplies		202,860	269,073	240,952	140,627	140,627
Other Charges						
130-9500-432.42-01	DIV AERO LOAN REPAYMENT	7,360	7,360	7,360	7,360	7,360
130-9500-432.48-00	TAXES & ASSESSMENTS	48,572	28,307	38,280	28,500	28,500
130-9500-432.49-00	DEPRECIATION	221,008	221,008	0	0	0
130-9500-432.53-01	A-87 CHARGES	8,782	25,184	11,116	28,654	28,654
* EXPENDITURE		285,722	281,859	56,756	64,514	64,514
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** Other Charges		285,722	281,859	56,756	64,514	64,514
Fixed Assets						
130-9500-432.69-00	CONSTRUCTION IN PROGRESS	61,995	8,079	74,225	0	0
* EXPENDITURE		61,995	8,079	74,225	0	0
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** Fixed Assets		61,995	8,079	74,225	0	0
Other Financing Uses						
130-9500-432.85-02	COMPENSATED ABSENCES	4,778	1,230-	0	0	0
* EXPENDITURE		4,778	1,230-	0	0	0
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** Other Financing Uses		4,778	1,230-	0	0	0
*** AIRPORT		697,995	701,972	520,065	0	0

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES 2014-2015	ACTUAL EXPENDITURES 2015-2016	BOS APPROVED 2016-2017	DEPARTMENT REQUESTED 2017-2018	CAO RECOMMENDED 2017-2018
BUILDINGS & GROUNDS						
101-0900-363.74-04	BLDG & GRDS-OUTSIDE AGY	0	0	0	6,645-	6,645-
101-0900-371.93-04	BLDG & GRDS	0	0	0	182,719-	248,266-
101-0900-372.99-01	OPERATING TRANSFERS IN	0	0	0	810,000-	0
101-0900-372.99-02	COUNTY CONTRIBUTION	0	0	0	366,810-	228,457-
* REVENUE		0	0	0	1,366,174-	483,368-
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**		0	0	0	1,366,174-	483,368-
Salaries & Benefits						
101-0900-417.01-01	REGULAR	333,269	323,393	349,700	392,351	359,771
101-0900-417.01-03	EXTRA HELP	0	12,433	0	17,280	17,280
101-0900-417.01-04	OVERTIME	2,396	4,096	6,000	6,000	6,000
101-0900-417.01-05	HOLIDAY PAY	0	0	0	8,450	0
101-0900-417.01-06	STANDBY	8,130	8,420	8,450	0	8,450
101-0900-417.01-07	VACATION PAY	0	883	0	0	0
101-0900-417.02-02	CO SHARE PERS	53,059	54,014	59,884	74,350	74,350
101-0900-417.02-03	COPST	0	373	0	518	518
101-0900-417.02-04	GROUP HEALTH INSURANCE	89,326	83,099	89,740	113,891	113,891
101-0900-417.02-05	MEDICARE	3,780	3,840	4,222	5,091	5,091
101-0900-417.02-06	WORKERS COMP INS	19,804	19,475	21,459	5,696	5,120
101-0900-417.02-07	LIFE INSURANCE	430	462	488	588	588
101-0900-417.02-08	UNEMPLOYMENT INS	0	1,693	1,050	819	410
101-0900-417.02-09	RETIREE HEALTHCARE INS	1,472	1,510	1,553	1,553	1,553
* EXPENDITURE		511,666	513,691	542,546	626,587	593,022
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** Salaries & Benefits		511,666	513,691	542,546	626,587	593,022
Services & Supplies						
101-0900-417.11-00	CLOTHING & PERSONAL	0	1,646	0	3,729	3,729
101-0900-417.12-00	COMMUNICATION	5,731	5,664	6,888	6,888	6,888

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES 2014-2015	ACTUAL EXPENDITURES 2015-2016	BOS APPROVED 2016-2017	DEPARTMENT REQUESTED 2017-2018	CAO RECOMMENDED 2017-2018
101-0900-417.15-00	INSURANCE	12,046	8,888	6,217	4,143	4,143
101-0900-417.17-00	MAINTENANCE/EQUIPMENT	2,880	2,880	4,145	4,836	4,836
101-0900-417.17-01	ANNEX	12,347	1,981	3,423	4,315	4,315
101-0900-417.17-03	COURTHOUSE	19,176	93,100	93,686	413,427	118,427
101-0900-417.17-04	LIBRARY	6,045	1,998	3,486	8,320	8,320
101-0900-417.17-06	GOVERNMENT CENTER	16,747	11,015	17,038	0	0
101-0900-417.17-11	GOVERNMENT CENTER	0	0	0	18,687	18,687
101-0900-417.17-13	SHERIFF FACILITY-YUBA ST	0	120	14,022	19,166	19,166
101-0900-417.17-14	SCOTT BUILDING	0	0	0	3,053	3,053
101-0900-417.18-01	ANNEX	14,416	9,979	12,377	12,721	12,721
101-0900-417.18-03	COURTHOUSE	43,409	218,727	62,496	41,118	41,118
101-0900-417.18-04	LIBRARY	3,957	4,905	4,640	6,797	6,797
101-0900-417.18-06	PACKARD BUILDING	30,531	29,213	31,272	31,272	31,272
101-0900-417.18-08	ANIMAL SHELTER	4,871	5,196	16,052	14,189	14,189
101-0900-417.18-09	MISC DEPARTMENTS	32,726	10,514	26,000	26,480	26,480
101-0900-417.18-10	DAN BUILDING	3,635	2,452	1,951	2,296	2,296
101-0900-417.18-11	GOVERNMENT CENTER	28,539	58,299	27,231	529,392	54,392
101-0900-417.18-13	SHERIFF FACILITY-YUBA ST	0	0	13,052	28,174	14,087
101-0900-417.18-14	SCOTT BUILDING	0	0	0	1,776	1,776
101-0900-417.20-00	MEMBERSHIPS	0	0	0	500	500
101-0900-417.22-00	OFFICE EXPENSE	545	392	536	503	503
101-0900-417.23-00	PROFESSIONAL SERVICES	50,603	25,627	24,763	25,293	25,293
101-0900-417.27-00	SMALL TOOLS/INSTRUMENTS	2,257	5,046	4,410	4,851	4,851
101-0900-417.28-00	SPECIAL DPMT EXPENSE	115,661	87,197	70,485	241,296	248,266
101-0900-417.29-00	TRAVEL	30,534	31,433	48,382	57,862	57,862
101-0900-417.29-03	TRAINING	2,323	438	3,800	3,800	3,800
101-0900-417.30-00	UTILITIES	0	0	0	11,832	11,832
* EXPENDITURE		438,979	616,710	496,352	1,526,716	749,599
** Services & Supplies		438,979	616,710	496,352	1,526,716	749,599

Cost Reimbursements

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES 2014-2015	ACTUAL EXPENDITURES 2015-2016	BOS APPROVED 2016-2017	DEPARTMENT REQUESTED 2017-2018	CAO RECOMMENDED 2017-2018
101-0900-417.90-00	REIMBURSEMENTS	3,028-	52,266-	70,485-	600-	600-
101-0900-417.90-02	SALARY / BENEFITS	90,367-	79,215-	86,851-	86,591-	86,591-
101-0900-417.90-87	A87 COST ALLOCATION PLAN	490,717-	499,329-	433,662-	699,938-	772,062-
*	EXPENDITURE	584,112-	630,810-	590,998-	787,129-	859,253-
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**	Cost Reimbursements	584,112-	630,810-	590,998-	787,129-	859,253-
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***	BUILDINGS & GROUNDS	366,533	499,591	447,900	0	0
****	BUILDINGS & GROUNDS	366,533	499,591	447,900	0	0

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES 2014-2015	ACTUAL EXPENDITURES 2015-2016	BOS APPROVED 2016-2017	DEPARTMENT REQUESTED 2017-2018	CAO RECOMMENDED 2017-2018
CUSTODIAL SERVICES						
101-0950-363.74-10	CUSTODIAL	0	0	0	82,511-	82,511-
101-0950-371.93-10	CUSTODIAL	0	0	0	16,800-	16,800-
101-0950-372.99-02	COUNTY CONTRIBUTION	0	0	0	192,751-	166,690-
* REVENUE		0	0	0	292,062-	266,001-
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**		0	0	0	292,062-	266,001-
Salaries & Benefits						
101-0950-417.01-01	REGULAR	266,007	275,193	292,631	274,267	274,267
101-0950-417.01-03	EXTRA HELP	30,028	25,219	25,872	50,534	50,534
101-0950-417.01-04	OVERTIME	581	0	1,000	1,000	1,000
101-0950-417.02-02	CO SHARE PERS	42,372	45,632	49,669	53,555	53,555
101-0950-417.02-03	COPST	854	757	776	1,516	1,516
101-0950-417.02-04	GROUP HEALTH INSURANCE	82,737	90,465	99,605	97,987	97,987
101-0950-417.02-05	MEDICARE	4,010	3,993	4,618	4,710	4,710
101-0950-417.02-06	WORKERS COMP INS	39,607	29,213	32,188	8,544	7,680
101-0950-417.02-07	LIFE INSURANCE	517	614	614	640	640
101-0950-417.02-08	UNEMPLOYMENT INS	0	1,395	956	653	327
* EXPENDITURE		466,713	472,481	507,929	493,406	492,216
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** Salaries & Benefits		466,713	472,481	507,929	493,406	492,216
Services & Supplies						
101-0950-417.11-00	CLOTHING & PERSONAL	0	899	0	0	0
101-0950-417.12-00	COMMUNICATION	1,458	1,377	3,000	3,000	3,000
101-0950-417.14-00	HOUSEHOLD EXPENSE	59,520	46,924	64,365	64,365	64,365
101-0950-417.17-00	MAINTENANCE/EQUIPMENT	7,218	7,352	8,527	8,527	8,527
101-0950-417.22-00	OFFICE EXPENSE	49	641	700	700	700
101-0950-417.23-00	PROFESSIONAL SERVICES	17,190	9,385	21,295	23,295	23,295
101-0950-417.27-00	SMALL TOOLS/INSTRUMENTS	212	0	550	550	550

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES 2014-2015	ACTUAL EXPENDITURES 2015-2016	BOS APPROVED 2016-2017	DEPARTMENT REQUESTED 2017-2018	CAO RECOMMENDED 2017-2018
101-0950-417.29-00	TRAVEL	10,061	10,593	9,860	10,220	10,220
101-0950-417.30-00	UTILITIES	0	0	0	7,586	7,586
*	EXPENDITURE	95,708	77,171	108,297	118,243	118,243
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**	Services & Supplies	95,708	77,171	108,297	118,243	118,243
	Cost Reimbursements					
101-0950-417.90-00	REIMBURSEMENTS	2,280-	2,325-	2,280-	3,048-	3,048-
101-0950-417.90-02	SALARY / BENEFITS	77,336-	79,143-	62,976-	75,179-	75,179-
101-0950-417.90-87	A87 COST ALLOCATION PLAN	221,430-	252,021-	226,458-	241,360-	266,231-
*	EXPENDITURE	301,046-	333,489-	291,714-	319,587-	344,458-
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**	Cost Reimbursements	301,046-	333,489-	291,714-	319,587-	344,458-
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***	CUSTODIAL SERVICES	261,375	216,163	324,512	0	0
****	BUILDINGS & GROUNDS	261,375	216,163	324,512	0	0

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES 2014-2015	ACTUAL EXPENDITURES 2015-2016	BOS APPROVED 2016-2017	DEPARTMENT REQUESTED 2017-2018	CAO RECOMMENDED 2017-2018
CUSTODIAL SERVICES						
101-0950-363.74-10	CUSTODIAL	0	0	0	82,511-	82,511-
101-0950-371.93-10	CUSTODIAL	0	0	0	16,800-	16,800-
101-0950-372.99-02	COUNTY CONTRIBUTION	0	0	0	192,751-	166,690-
* REVENUE		0	0	0	292,062-	266,001-
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**		0	0	0	292,062-	266,001-
Salaries & Benefits						
101-0950-417.01-01	REGULAR	266,007	275,193	292,631	274,267	274,267
101-0950-417.01-03	EXTRA HELP	30,028	25,219	25,872	50,534	50,534
101-0950-417.01-04	OVERTIME	581	0	1,000	1,000	1,000
101-0950-417.02-02	CO SHARE PERS	42,372	45,632	49,669	53,555	53,555
101-0950-417.02-03	COPST	854	757	776	1,516	1,516
101-0950-417.02-04	GROUP HEALTH INSURANCE	82,737	90,465	99,605	97,987	97,987
101-0950-417.02-05	MEDICARE	4,010	3,993	4,618	4,710	4,710
101-0950-417.02-06	WORKERS COMP INS	39,607	29,213	32,188	8,544	7,680
101-0950-417.02-07	LIFE INSURANCE	517	614	614	640	640
101-0950-417.02-08	UNEMPLOYMENT INS	0	1,395	956	653	327
* EXPENDITURE		466,713	472,481	507,929	493,406	492,216
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** Salaries & Benefits		466,713	472,481	507,929	493,406	492,216
Services & Supplies						
101-0950-417.11-00	CLOTHING & PERSONAL	0	899	0	0	0
101-0950-417.12-00	COMMUNICATION	1,458	1,377	3,000	3,000	3,000
101-0950-417.14-00	HOUSEHOLD EXPENSE	59,520	46,924	64,365	64,365	64,365
101-0950-417.17-00	MAINTENANCE/EQUIPMENT	7,218	7,352	8,527	8,527	8,527
101-0950-417.22-00	OFFICE EXPENSE	49	641	700	700	700
101-0950-417.23-00	PROFESSIONAL SERVICES	17,190	9,385	21,295	23,295	23,295
101-0950-417.27-00	SMALL TOOLS/INSTRUMENTS	212	0	550	550	550

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES 2014-2015	ACTUAL EXPENDITURES 2015-2016	BOS APPROVED 2016-2017	DEPARTMENT REQUESTED 2017-2018	CAO RECOMMENDED 2017-2018
101-0950-417.29-00	TRAVEL	10,061	10,593	9,860	10,220	10,220
101-0950-417.30-00	UTILITIES	0	0	0	7,586	7,586
*	EXPENDITURE	95,708	77,171	108,297	118,243	118,243
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**	Services & Supplies	95,708	77,171	108,297	118,243	118,243
Cost Reimbursements						
101-0950-417.90-00	REIMBURSEMENTS	2,280-	2,325-	2,280-	3,048-	3,048-
101-0950-417.90-02	SALARY / BENEFITS	77,336-	79,143-	62,976-	75,179-	75,179-
101-0950-417.90-87	A87 COST ALLOCATION PLAN	221,430-	252,021-	226,458-	241,360-	266,231-
*	EXPENDITURE	301,046-	333,489-	291,714-	319,587-	344,458-
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**	Cost Reimbursements	301,046-	333,489-	291,714-	319,587-	344,458-
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***	CUSTODIAL SERVICES	261,375	216,163	324,512	0	0
****	BUILDINGS & GROUNDS	261,375	216,163	324,512	0	0

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES 2014-2015	ACTUAL EXPENDITURES 2015-2016	BOS APPROVED 2016-2017	DEPARTMENT REQUESTED 2017-2018	CAO RECOMMENDED 2017-2018
CAPITAL IMPROVEMENTS						
101-1200-372.99-01	OPERATING TRANSFERS IN	0	0	0	10,000-	10,000-
* REVENUE		0	0	0	10,000-	10,000-
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**		0	0	0	10,000-	10,000-
Fixed Assets						
101-1200-418.61-24	ADA COMPLIANCE	5,000	36,500	5,000	10,000	10,000
* EXPENDITURE		5,000	36,500	5,000	10,000	10,000
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**	Fixed Assets	5,000	36,500	5,000	10,000	10,000
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***	CAPITAL IMPROVEMENTS	5,000	36,500	5,000	0	0
****	CAPITAL IMPROVEMENTS	5,000	36,500	5,000	0	0