

Administrative Services

Tim McCoy – Director

	FY 17/18 Adopted Budget	FY 18/19 CAO Recommended	Change
101-1800			
EXPENDITURES			
Salaries and Benefits	597,955	528,489	(69,466)
Services and Supplies	105,410	200,243	94,833
Other Charges	(688,027)	(648,711)	39,316
Fixed Assets			0
TOTAL EXPENDITURES	15,338	80,021	64,683
REVENUE			
Fed/State			0
Grant			0
Realignment			0
Fees/Misc	15,338	36,728	21,390
TOTAL REVENUE	15,338	36,728	21,390
FUND BALANCE	0	0	0
NET COUNTY COST	0	43,293	43,293

Program Description

The Administrative Services Department provides broad-spectrum logistical and sourcing support to all County departments. We provide Purchasing, Capital Project Management, Buildings & Grounds Maintenance, Custodial Services, Fleet Management, Capital Improvement Planning & Acquisition, Energy Management, and Real Estate Services and Leasing Negotiations.

We provide purchasing guidance and serve as the Purchasing Agent as required by the Yuba County Purchasing and Contract Policy Manual. The Yuba County Airport also falls under the purview of the Director of Administrative Services. Individual budget reporting units have prefaced their submittals with descriptions of their 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.

Accomplishments FY 2017-2018

- Delivered more than 7,000 pounds of E-waste for disposal at no cost to the County
- Delivered one truck load of outdated hardware for confidential burial at no cost to the County
- Held public auction to eliminate surplus in the Dan Avenue Facility

Administrative Services

Tim McCoy – Director

- Recycled unpurchased steel from Dan Avenue generating positive County cash flow
- Trained more than 100 Government Center employees on “Stop the Bleed” skills
- Received a responsible bid for the Dan Avenue facility; property in escrow
- Beta testing Access database for contracts
- Built the initial form to a comprehensive metrics tracking and evaluation process
- Drafted four Policies and Procedures that standardize action steps
- Corrected initial deficiencies in the Due Diligence Memo submission to the Department of General Services for the Tri-County Juvenile Rehabilitation project
- Standardized ID card access for the Peach Tree facility
- Integrated District Security Team members with HHS to implement Catapult EMS for active shooter notifications

Pending Issues/Policy Considerations FY 2018-2019

- Need to determine how to fund aging equipment recapitalization across the County
- Identify ADA funding to comply with the CASP evaluation

Goals and Objectives FY 2018-2019

- To complete all Government Center security steps to include personnel training and physical security measures
- Implement Catapult EMS notification measures for the Government Center
- Perform a detailed department level ID card audit and standardization
- Revise the Purchasing Manual
- Create a Capital Improvement Plan to include a growth/space plan
- Continue to develop and publish Policies and Procedures
- Work with B&G to implement the long-term ADA plan
- Complete a viable metrics system.
- Adopt a single RFP format
- Each staff member completes at least one course towards professional development
- Develop a simple process to measure solar power metrics on a monthly basis

Airport

Tim McCoy – Director

	FY 17/18 Adopted Budget	FY 18/19 CAO Recommended	Change
130-9500			
EXPENDITURES			
Salaries and Benefits	196,711	104,666	(92,045)
Services and Supplies	140,627	262,653	122,026
Other Charges	64,514	137,135	72,621
Fixed Assets		5,158,494	5,158,494
TOTAL EXPENDITURES	401,852	5,662,948	5,261,096
REVENUE			
Fed/State			0
Grant	23,905	3,800,000	3,776,095
Realignment			0
Fees/Misc	338,280	1,862,948	1,524,668
TOTAL REVENUE	362,185	5,662,948	5,300,763
FUND BALANCE	0	0	0
NET COUNTY COST	39,667	0	(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.

million that will become grant applications to the Federal Aviation Administration

- Awarded \$3.8 million grant by Federal Aviation Administration for the rehabilitation of the airport parking apron that was designed over the previous fiscal year
- Awarded \$1 million grant by the EDA for the construction of a new taxiway linking Rice Aviation to Runway 32/14
- Improved the overall solvency of the airport by working with delinquent renters and lessees to reconcile past due fees and charges
- Began working on Department of Transportation inspection findings that had been pending since 2012. Estimated get well date of October 1, 2018.

Accomplishments FY 2018-2019

- Maintained aircraft T-hangar occupancy at 100 percent
- Updated the Airport's Fiscal Year 2019-2022 Airport Capital Improvement Plan that includes projects amounting to over \$11

Airport

Tim McCoy – Director

Goals and Objectives FY 2018-2019

- Identify new revenues to maintain self-sufficiency
- Work on cleaning up the airport facilities and surrounding land. Create an environment that is welcoming, professional and orderly
- Maintain hangar occupancy at 100 percent
- Research new grant programs to continue the Airport Capital Improvement Programs
- Work on improving tower maintenance issues inside the flight tower – water leaks from cat walk, clean up the inside of tower and set up the cat walk as a fee charging advertisement board
- Update airport website
- File a grant application with the FAA for cost of tree removal and also for potential security updates: surveillance cameras, improved security lights around hangars, loud speaker system in hangar area and updated sensor exit gate in hangar area
- Research the construction of new hangars and potential stream of revenue to pay for construction/pay back of hangars and possibly begin construction
- Replace leaking south facing wall on old flight service station that is rented by Aroma Catering and Optec Solutions
- Install vending machines for pilots to purchase snacks after hours and on weekends
- Engage with tenants on interest or the potential of starting Disaster Airlift Response Team (DART). If there is a high interest, begin the sets to start a chapter
- Section off a tenant storage area for flatbed trailers for a monthly fee – brings more revenue to the airport

Pending Issues/Policy Considerations FY 2018-2019

- The Airport Maintenance Coordinator position should be re-evaluated and potentially brought back to the airport as a full time position. Hangars, building, and grounds are currently in poor repair due to lack of upkeep. Currently maintenance is a part time position maintained by County Buildings and Grounds and not solely dedicated to the airport.
- Airport leases need to be scrutinized against other general aviation airports in the area and rents should be raised when leases are set to be renewed but not to the detriment of the airport
- 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 of 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 of 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.

Airport

Tim McCoy – Director

- 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.
- In 2005, during the construction of the airport pollution control facility, contaminated soil was discovered. The soil was stockpiled, a work plan for remediation was created, but no action was initiated. Airport leadership, in cooperation with CDSA, is evaluating consultants to test the soil for an updated analysis. Once determined, airport leadership will define the project scope, fund accordingly and remediate the area.

Buildings & Grounds

Timothy McCoy – Director

101-0900	*FY 17/18 Adopted Budget	FY 18/19 CAO Recommended	Change
EXPENDITURES			
Salaries and Benefits	1,085,239	1,189,989	104,750
Services and Supplies	867,841	1,540,984	673,143
Other Charges	(1,203,711)	(1,192,646)	11,065
Fixed Assets			0
TOTAL EXPENDITURES	749,369	1,538,327	788,958
REVENUE			
Fed/State			0
Grant			0
Realignment			0
Fees/Misc	354,222	1,327,575	973,353
TOTAL REVENUE	354,222	1,327,575	973,353
FUND BALANCE	0	0	0
NET COUNTY COST	395,147	210,752	(184,395)

*FY 17/18 adopted budget includes both Buildings & Grounds and Custodial divisions

Program Description

In Fiscal Year 2017/2018, the Yuba County Administrative Services Department contained two separate divisions that provided both maintenance and custodial services to the County. As a cost savings measure, it is recommended in Fiscal Year 2018/2019 to merge these two divisions. The Facilities Manager oversees both Maintenance and Custodial Services.

When using outside contractors for certain projects, proper competitive bidding processes are utilized to ensure that the county is getting the best price and services available.

We currently operate with a staff of one Buildings and Grounds Supervisor and five Building Maintenance Technician II positions. The Buildings and Grounds Division added one new position in FY 2017-18. Recent changes bring new challenges:

Buildings and Grounds

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.

- We added the new Sheriff facility this past year to the buildings we support, an increase of 62,000 sq. ft. of new space.
- We are handling a significant amount of work orders annually, 1,706 in the past year alone. We have a current backlog of 304 requests.
- By having adequate staff, B&G has performed several internal projects that formerly would be been outsourced; saving the County tens of thousands of dollars. Projects like the remodeling of the courthouse third floor, the 'fit out' of the

Buildings & Grounds

Timothy McCoy – Director

new Victim Services building and the fiberglass encapsulation project at Juvenile Hall.

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
- New Sheriff Facility
- Juvenile Hall
- Courthouse
- Library
- Animal Care Facility
- Day Reporting Center
- North Annex
- Dan Avenue Annex (In escrow)
- County Airport
- Packard Facility
- Victim Services /Scott Building

The combined total of all buildings is 602,151 sq. ft.

Custodial Services

The Custodial Services Division of the Administrative Services Department provides housekeeping services for county departments totaling approximately 349,621 sq. ft. located at the Government Center, Courthouse, North Annex, Library, Packard Building, Victim Services Office, and the Sheriff Facility.

There are currently 11 employees in Custodial Services: 1 Custodial Supervisor, 7 Building Maintenance Custodians, and 3 part-time extra help employees. The Custodial Division also oversees the countywide 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 FTE), Child Support Services (.5 FTE.), and

Health and Human Services (1 FTE.), these departments set their own staffing levels.

Custodian duties at the Courts and CSS currently average around 22,000 square feet per person. Because HHS funds one position in addition to the 1.5 positions supported by the general fund, the custodians there average about 30,000 sq. ft. 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 average around 45,000 square feet each, and this is where the majority of our workload exists. In these areas, custodial services focus on maintaining public common areas first. Many departments participate in the cleaning of their own offices. 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 Victim Services Building. Two other part time custodians clean the new Sheriff Facility.

The staff is to be commended for their hard work. 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, are well trained and display an impressive positive attitude.

Accomplishments **FY 2017-2018**

Buildings and Grounds

- Completed 1,402 service requests for all county departments
- Painted the exterior of the Health and Human Services Facility

Buildings & Grounds

Timothy McCoy – Director

- Remodeled courthouse 3rd floor to house Family Law Courts
- Installed sound-masking equipment in HHS Yuba-Works counselors' offices
- Assisted the Sheriff Dept. in their relocation to the new Sheriff Facility
- Installed permanent mounted roof ladders at Juvenile Hall, North Annex, and Packard Facility (safety)
- Sealed exterior of all cinder block facilities at Juvenile Hall/Camp Singer
- Made necessary roof repairs at Juvenile Hall
- Installed new monitors in all HHS conference rooms
- Made ADA improvements to Library parking lot, path of travel
- Made Sheriff Facility roof repairs
- Excluded the Government Center for bats
- Installed automatic doors on all courtroom entrances (ADA)
- Replaced cracked sewer line on west side of jail
- Remodeled portion of courthouse 1st floor so Jail Admin. could occupy space
- Assisted Jail with several ADA improvements
- Restriped Government Center parking lot
- Remediated rat infestation at Airport
- Replaced roof at Airport Administration Office
- Replaced carpet at Airport Administration Office
- Created an office for the Grand Jury on the third floor of the courthouse
- Made roof repairs at Courthouse facility
- Built shade structures for the exterior elevator at the Sheriff Facility
- Installed cell repeaters in courthouse basement (safety)
- Installed numeric keypads on government center employee restrooms (safety)
- Reconfigure countertops in courtrooms 4 and 5 per Court's request
- Installed new washer/dryer at Animal Care facility

Custodial Services

- The nature of the cleaning business is that our work is repetitive, predictable, and routine. As a result, "major accomplishments" are difficult to define. 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 some 11 custodians, each with different cleaning standards in their own assignments, who often have to 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.
- 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.
- 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.

Buildings & Grounds

Timothy McCoy – Director

Goals and Objectives FY 2018-2019

Buildings and Grounds

- Remove or trim trees at residential houses penetrating airspace at Airport
- Paint/seal front of Government Center
- Replace E-2 exhaust fan in Courthouse
- Replace S-18 fan station at Courthouse
- Acquire modified Cal CASP reports that reflect proper authority
- Reconfigure UPS load at Health and Human Services Facility
- Continue to assist Jail in making ADA improvements
- Assist in hanging new window coverings in HHS Facility
- Remodel Day Reporter Office
- Assist Jail in Replacing Electronic Security Controls System
- Assist Court in installing electronic court calendars and bulletin boards at courthouse
- Install new more reliable drives in HHS MDF room AC units
- Implement new safety measures at Government Center
- Install carpet and paint remaining rooms on 3rd floor of courthouse
- Modify courtroom 3 bench per Court's request
- Modify courtroom 2 clerk's cubicle per Court's request
- Repair courthouse boiler
- Repair courthouse chiller

Custodial Services

- The Custodial Services Division's biggest challenge is to continue to provide acceptable services with the reduced staffing levels. We are down four positions from previous years but ice space than ever before. 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 as we can.

Pending Issues/Policy Considerations FY 2018-2019

Buildings and Grounds

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

Custodial Services

- We look forward to the time when the County's budget picture will allow us to add staff so we can return to providing quality cleaning services to the areas that are supported by the general fund.

Capital Improvement

Tim McCoy – Director

101-1200	FY 17/18 Adopted Budget	FY 18/19 CAO Recommended	Change
EXPENDITURES			
Salaries and Benefits			0
Services and Supplies	10,000	10,000	0
Other Charges			0
Fixed Assets			0
TOTAL EXPENDITURES	10,000	10,000	0
REVENUE			
Fed/State			0
Grant			0
Realignment			0
Fees/Misc	10,000	10,000	0
TOTAL REVENUE	10,000	10,000	0
FUND BALANCE	0	0	0
NET COUNTY COST	0	0	0

Program Description

Administrative Services administers the County's Capital Improvement Program. These are large multi-year projects involving large sums of taxpayer money and are an investment in the County's future ability to serve our citizens.

Accomplishments FY 2017-2018

Administrative Services achieved numerous accomplishments and made strong progress on our capital projects this past fiscal year:

- Sheriff Tenant Improvement Project**
 The Sheriff took occupancy of this newly remodeled and expanded 56,463 square foot building in June 2017. With only minor punch list items remaining, we are forecasting completion before the end of this fiscal year. Occupancy certificate issued April 3, 2018.
- Tri-County Juvenile Rehabilitation Facility**
 Initial progress has been hindered by state review. The application analysis lengthened the due diligence process, stalling forward momentum. In recent weeks, a high-level review yielded five items earmarked for correction. All five items were corrected and are back at DGS. Expecting movement by mid-summer.
- 863 Jail Expansion Project**
 The 863 project has been established, however, the due diligence review by state entities is taking substantially longer than anticipated. We have continued to develop the bridging documents and have begun work space planning and other tasks to mitigate the impact of the delay.
- ADA**
 The comprehensive ADA inspection included all County facilities was completed last year. Installed ADA compliant library parking, sink in jail visitation restroom, handrails in sally port and visitation stairwell, reconfigured the accessible ramp

Capital Improvement

Tim McCoy – Director

at visitation entrance and installed compliant mirrors at sink locations in B Pod.

- **ADA compliance.** Upon completion of the ADA concerns at the jail, leadership will need to consider the liabilities and costs associated with the remaining items on the CASP report.

Goals and Objectives FY 2018-2019

- **Sheriff Tenant Improvement**
This project is in its final stages, as we begin the new fiscal year. The projected last minute issues are nearly finalized, and we're approaching the final pay out of retention.
- **Tri-County Juvenile Hall**
After submitting state-required application changes, receiving the Due Diligence Memo will begin the chain of events leading to contractor selection and design-build planning before year-end.
- **Jail Expansion**
Completing the bridging documents and concluding the due diligence process will expedite the RFQ release targeted for the first or second quarter.
- **ADA Evaluation**
The plan was to prioritize the results of the evaluation and proceed accordingly. However, the majority of our time was spent correcting ADA deficiencies in the jail. Subsequent to completing the jail, we will implement a plan using both in-house talent and contractors and develop a long term plan to address the more cost prohibitive issues and how to accommodate them.

Pending Issues/Policy Considerations FY 2018-2019

- **Jail expansion and Tri-County Juvenile Rehabilitation Facility.** Depending on the timeliness of the Due Diligence Memos for each building, we will need to determine the impact of inflation on the scope of the projects that is now estimated to be greater than 6% annually.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES 2015-2016	ACTUAL EXPENDITURES 2016-2017	BOS APPROVED 2017-2018	DEPARTMENT REQUESTED 2018-2019	CAO RECOMMENDED 2018-2019
ADMINISTRATIVE SERVICES						
101-1800-351.32-04	VENDING MACHINES	0	2,277-	2,377-	3,036-	3,036-
101-1800-361.62-35	AOC QTRLY CFP PAYMENTS	0	51,275-	0	0	0
101-1800-363.74-01	ADMIN SERVICES REIMB	0	715-	12,961-	24,692-	24,692-
101-1800-371.93-02	ADMIN SERVS	0	480-	0	0	0
101-1800-371.96-01	CONTRIBUTIONS	0	30-	0	0	0
101-1800-371.98-25	INCENTIVE PAYMENTS	0	10,642-	0	9,000-	9,000-
101-1800-372.99-02	COUNTY CONTRIBUTION	0	126,185-	0	114,117-	43,293-
101-1800-372.99-03	OPERATING TRANSFERS OUT	0	18	0	0	0
* REVENUE		0	191,586-	15,338-	150,845-	80,021-
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**		0	191,586-	15,338-	150,845-	80,021-
Salaries & Benefits						
101-1800-410.01-01	REGULAR	425,670	415,195	372,384	427,871	357,047
101-1800-410.01-03	EXTRA HELP	4,211	26,417	34,144	20,241	20,241
101-1800-410.01-04	OVERTIME	0	0	1,500	1,500	1,500
101-1800-410.01-07	VACATION PAY	0	8,433	0	0	0
101-1800-410.01-08	SICK LEAVE	0	86	0	0	0
101-1800-410.02-01	CO SHARE PERS-UAL	0	0	0	61,717	61,717
101-1800-410.02-02	CO SHARE PERS-NORMAL	69,695	70,015	93,249	26,487	26,487
101-1800-410.02-03	PARS	126	635	7,853	607	607
101-1800-410.02-04	GROUP HEALTH INSURANCE	45,391	29,292	72,367	34,649	34,649
101-1800-410.02-05	MEDICARE	6,072	6,450	7,277	6,498	6,498
101-1800-410.02-06	WORKERS COMP INS	22,721	25,035	5,973	18,759	18,759
101-1800-410.02-07	LIFE INSURANCE	542	480	644	536	536
101-1800-410.02-08	UNEMPLOYMENT INS	2,137	1,361	502	448	448
101-1800-410.02-09	RETIREE HEALTHCARE INS	1,504	1,532	2,062	0	0
* EXPENDITURE		578,069	584,931	597,955	599,313	528,489
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** Salaries & Benefits		578,069	584,931	597,955	599,313	528,489

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES 2015-2016	ACTUAL EXPENDITURES 2016-2017	BOS APPROVED 2017-2018	DEPARTMENT REQUESTED 2018-2019	CAO RECOMMENDED 2018-2019
Services & Supplies						
101-1800-410.12-00	COMMUNICATION	2,424	2,893	4,280	4,280	4,280
101-1800-410.15-00	INSURANCE	3,516	7,901	6,482	6,772	6,772
101-1800-410.17-00	MAINT. EQUIP & SOFTWARE	7,130	8,863	9,639	13,761	13,761
101-1800-410.20-00	MEMBERSHIPS	1,576	1,572	1,686	1,686	1,686
101-1800-410.22-00	OFFICE EXPENSE	12,495	14,253	22,923	22,923	22,923
101-1800-410.23-00	PROFESSIONAL SERVICES	6,005	3,284	19,768	94,274	94,274
101-1800-410.25-00	RENTS & LEASES/EQUIPMENT	0	2,007	1,377	1,377	1,377
101-1800-410.28-00	SPECIAL DPMT EXPENSE	270,861	10,755	588	11,566	11,566
101-1800-410.28-01	COURTS	61,874	61,597	0	0	0
101-1800-410.29-00	TRAVEL	6,875	4,419	6,000	6,000	6,000
101-1800-410.29-03	TRAINING	7,710	5,408	10,000	10,000	10,000
101-1800-410.30-00	UTILITIES	0	0	22,667	27,604	27,604
*	EXPENDITURE	380,466	122,952	105,410	200,243	200,243

**	Services & Supplies	380,466	122,952	105,410	200,243	200,243
Cost Reimbursements						
101-1800-410.90-00	REIMBURSEMENTS	214,723-	1,402-	588-	0	0
101-1800-410.90-02	SALARY / BENEFITS	96,796-	95,447-	92,028-	51,951-	51,951-
101-1800-410.90-87	A87 COST ALLOCATION PLAN	423,690-	414,769-	595,411-	596,760-	596,760-
*	EXPENDITURE	735,209-	511,618-	688,027-	648,711-	648,711-

**	Cost Reimbursements	735,209-	511,618-	688,027-	648,711-	648,711-

***	ADMINISTRATIVE SERVICES	223,326	4,679	0	0	0

****	ADMINISTRATIVE SERVICES	223,326	4,679	0	0	0

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES 2015-2016	ACTUAL EXPENDITURES 2016-2017	BOS APPROVED 2017-2018	DEPARTMENT REQUESTED 2018-2019	CAO RECOMMENDED 2018-2019
AIRPORT						
130-9500-351.30-00	INTEREST EARNED	0	728-	0	0	0
130-9500-351.32-00	RENTS & CONCESSIONS	0	302,744-	338,280-	229,750-	229,750-
130-9500-351.40-00	INTEREST-LOANS RECEIVABLE	0	488-	0	0	0
130-9500-361.40-00	AID FOR AVIATION	0	129,895-	23,905-	5,383,198-	5,383,198-
130-9500-361.40-10	AID FOR AVIATION-SPECIAL	0	10,000-	0	0	0
130-9500-372.99-01	OPERATING TRANSFERS IN	0	11,644-	0	0	50,000-
130-9500-372.99-02	COUNTY CONTRIBUTION	0	0	39,667-	50,000-	0
* REVENUE		0	455,499-	401,852-	5,662,948-	5,662,948-
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**		0	455,499-	401,852-	5,662,948-	5,662,948-
Salaries & Benefits						
130-9500-432.01-01	REGULAR	107,020	109,156	75,526	80,904	80,904
130-9500-432.01-07	VACATION PAY	0	0	51,872	0	0
130-9500-432.01-08	SICK LEAVE	0	0	29,492	0	0
130-9500-432.02-01	CO SHARE PERS-UAL	0	0	0	11,444	11,444
130-9500-432.02-02	CO SHARE PERS-NORMAL	17,891	18,651	14,254	4,911	4,911
130-9500-432.02-04	GROUP HEALTH INSURANCE	13,858	14,965	19,990	0	0
130-9500-432.02-05	MEDICARE	0	0	0	1,173	1,173
130-9500-432.02-06	WORKERS COMP INS	3,246	3,576	853	2,680	2,680
130-9500-432.02-07	LIFE INSURANCE	104	104	108	108	108
130-9500-432.02-08	UNEMPLOYMENT INS	533	327	93	81	81
130-9500-432.02-09	RETIREE HEALTHCARE INS	1,539	1,570	4,523	3,365	3,365
* EXPENDITURE		144,191	148,349	196,711	104,666	104,666
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** Salaries & Benefits		144,191	148,349	196,711	104,666	104,666
Services & Supplies						
130-9500-432.12-00	COMMUNICATIONS	10,681	10,705	11,000	9,635	9,635
130-9500-432.15-00	INSURANCE	4,836	4,465	4,400	5,059	5,059

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES 2015-2016	ACTUAL EXPENDITURES 2016-2017	BOS APPROVED 2017-2018	DEPARTMENT REQUESTED 2018-2019	CAO RECOMMENDED 2018-2019
130-9500-432.17-00	MAINTENANCE/EQUIPMENT	7,916	9,719	10,000	13,134	13,134
130-9500-432.18-00	MAINTENANCE/BLDG & IMPROV	22,924	20,326	14,000	115,384	115,384
130-9500-432.20-00	MEMBERSHIPS	494	534	500	625	625
130-9500-432.22-00	OFFICE EXPENSE	10,937	10,333	8,000	5,000	5,000
130-9500-432.23-00	PROFESSIONAL SERVICES	65,859	44,568	50,745	55,000	55,000
130-9500-432.23-01	CONSULTANT FEES	98,770	89,158	0	9,875	9,875
130-9500-432.24-00	PUBLICATIONS	0	0	400	400	400
130-9500-432.28-00	SPECIAL DPMT EXPENSE	3,194	3,007	5,000	5,000	5,000
130-9500-432.29-00	TRANSPORTATION & TRAVEL	1,460	1,284	2,000	4,700	4,700
130-9500-432.30-00	UTILITIES	42,002	45,822	34,582	38,841	38,841
* EXPENDITURE		269,073	239,921	140,627	262,653	262,653
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** Services & Supplies		269,073	239,921	140,627	262,653	262,653
Other Charges						
130-9500-432.42-01	DIV AERO LOAN REPAYMENT	7,360	7,360	7,360	23,808	23,808
130-9500-432.48-00	TAXES & ASSESSMENTS	28,307	47,772	28,500	28,929	28,929
130-9500-432.49-00	DEPRECIATION	221,008	219,464	0	0	0
130-9500-432.53-01	A-87 CHARGES	25,184	11,584	28,654	84,398	84,398
* EXPENDITURE		281,859	286,180	64,514	137,135	137,135
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** Other Charges		281,859	286,180	64,514	137,135	137,135
Fixed Assets						
130-9500-432.69-00	CONSTRUCTION IN PROGRESS	8,079	68,923	0	5,158,494	5,158,494
* EXPENDITURE		8,079	68,923	0	5,158,494	5,158,494
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** Fixed Assets		8,079	68,923	0	5,158,494	5,158,494
Other Financing Uses						
130-9500-432.85-02	COMPENSATED ABSENCES	1,230-	2,796	0	0	0
* EXPENDITURE		1,230-	2,796	0	0	0

COUNTY OF YUBA
 CAO RECOMMENDED BUDGET DETAIL
 FISCAL YEAR 2018-2019

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES 2015-2016	ACTUAL EXPENDITURES 2016-2017	BOS APPROVED 2017-2018	DEPARTMENT REQUESTED 2018-2019	CAO RECOMMENDED 2018-2019
**	Other Financing Uses	1,230-	2,796	0	0	0
***	AIRPORT	701,972	290,670	0	0	0
****	AIRPORT	701,972	290,670	0	0	0

Services & Supplies

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES 2015-2016	ACTUAL EXPENDITURES 2016-2017	BOS APPROVED 2017-2018	DEPARTMENT REQUESTED 2018-2019	CAO RECOMMENDED 2018-2019
101-0900-417.11-00	CLOTHING & PERSONAL	1,646	2,208	3,729	4,929	4,929
101-0900-417.12-00	COMMUNICATION	5,664	5,347	6,888	9,888	9,888
101-0900-417.14-00	HOUSEHOLD EXPENSE	0	0	0	70,802	70,802
101-0900-417.15-00	INSURANCE	8,888	6,218	4,143	3,554	3,554
101-0900-417.17-00	MAINTENANCE/EQUIPMENT	2,880	4,145	4,836	19,023	19,023
101-0900-417.17-01	ANNEX	1,981	11,236	4,315	4,315	4,315
101-0900-417.17-03	COURTHOUSE	93,100	41,104	118,427	653,427	653,427
101-0900-417.17-04	LIBRARY	1,998	4,555	8,320	8,736	8,736
101-0900-417.17-06	GOVERNMENT CENTER	11,015	0	0	0	0
101-0900-417.17-11	GOVERNMENT CENTER	0	21,104	18,687	18,687	18,687
101-0900-417.17-13	SHERIFF FACILTY-YUBA ST	120	7,991	19,166	20,650	20,650
101-0900-417.17-14	SCOTT BUILDING	0	2,157	3,053	3,206	3,206
101-0900-417.18-01	ANNEX	9,979	11,649	12,721	12,722	12,722
101-0900-417.18-03	COURTHOUSE	218,727	48,221	41,118	41,118	41,118
101-0900-417.18-04	LIBRARY	4,905	6,149	6,797	7,136	7,136
101-0900-417.18-06	PACKARD BUILDING	29,213	34,732	31,272	31,272	31,272
101-0900-417.18-08	ANIMAL SHELTER	5,196	15,813	14,189	14,189	14,189
101-0900-417.18-09	MISC DEPARTMENTS	10,514	17,049	26,480	26,480	26,480
101-0900-417.18-10	DAN BUILDING	2,452	5,827	2,296	54,392	0
101-0900-417.18-11	GOVERNMENT CENTER	58,299	19,186	54,392	0	54,392
101-0900-417.18-12	JAIL	0	4,025	0	0	0
101-0900-417.18-13	SHERIFF FACILITY-YUBA ST	0	2,804	14,087	14,792	14,792
101-0900-417.18-14	SCOTT BUILDING	0	1,710	1,776	2,900	2,900
101-0900-417.20-00	MEMBERSHIPS	0	359	500	500	500
101-0900-417.22-00	OFFICE EXPENSE	392	3,611	503	1,203	1,203
101-0900-417.23-00	PROFESSIONAL SERVICES	25,627	30,890	25,293	45,092	45,092
101-0900-417.27-00	SMALL TOOLS/INSTRUMENTS	5,046	4,454	4,851	5,644	5,644
101-0900-417.28-00	SPECIAL DPMT EXPENSE	87,197	101,980	248,266	390,000	390,000
101-0900-417.29-00	TRAVEL	31,433	43,982	57,862	58,378	58,378
101-0900-417.29-03	TRAINING	438	998	3,800	3,800	3,800
101-0900-417.30-00	UTILITIES	0	0	11,832	14,149	14,149
* EXPENDITURE		616,710	459,504	749,599	1,540,984	1,540,984

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES 2015-2016	ACTUAL EXPENDITURES 2016-2017	BOS APPROVED 2017-2018	DEPARTMENT REQUESTED 2018-2019	CAO RECOMMENDED 2018-2019
**	Services & Supplies	616,710	459,504	749,599	1,540,984	1,540,984
	Cost Reimbursements					
	101-0900-417.90-00 REIMBURSEMENTS	52,266-	22,708-	600-	4,048-	4,048-
	101-0900-417.90-02 SALARY / BENEFITS	79,215-	34,055-	86,591-	197,142-	197,142-
	101-0900-417.90-87 A87 COST ALLOCATION PLAN	499,329-	433,662-	772,062-	991,456-	991,456-
*	EXPENDITURE	630,810-	490,425-	859,253-	1,192,646-	1,192,646-
**	Cost Reimbursements	630,810-	490,425-	859,253-	1,192,646-	1,192,646-
***	BUILDINGS & GROUNDS	499,591	73,289	0	0	0

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES 2015-2016	ACTUAL EXPENDITURES 2016-2017	BOS APPROVED 2017-2018	DEPARTMENT REQUESTED 2018-2019	CAO RECOMMENDED 2018-2019
CAPITAL IMPROVEMENTS						
101-1200-372.99-01	OPERATING TRANSFERS IN	0	3,500-	10,000-	10,000-	10,000-
*	REVENUE	0	3,500-	10,000-	10,000-	10,000-
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**		0	3,500-	10,000-	10,000-	10,000-
Fixed Assets						
101-1200-418.61-24	ADA COMPLIANCE	36,500	3,500	10,000	10,000	10,000
*	EXPENDITURE	36,500	3,500	10,000	10,000	10,000
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**	Fixed Assets	36,500	3,500	10,000	10,000	10,000
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***	CAPITAL IMPROVEMENTS	36,500	0	0	0	0
****	CAPITAL IMPROVEMENTS	36,500	0	0	0	0

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES 2015-2016	ACTUAL EXPENDITURES 2016-2017	BOS APPROVED 2017-2018	DEPARTMENT REQUESTED 2018-2019	CAO RECOMMENDED 2018-2019
AUTOMOTIVE SERVICE						
150-9600-351.30-00	INTEREST EARNED	0	3,703-	0	0	0
150-9600-351.32-00	RENTS & CONCESSIONS	0	522,397-	616,480-	0	0
150-9600-371.98-99	MISCELLANEOUS	0	53,975-	65,000-	87,500-	87,500-
*	REVENUE	0	580,075-	681,480-	87,500-	87,500-
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**		0	580,075-	681,480-	87,500-	87,500-
Services & Supplies						
150-9600-410.15-00	INSURANCE	94	94	94	94	94
150-9600-410.22-00	OFFICE EXPENSE	187	55	250	100	100
150-9600-410.23-00	PROFESSIONAL SERVICES	473,346	518,551	647,852	747,442	747,442
150-9600-410.28-00	SPECIAL DPMT EXPENSE	0	46	0	0	0
*	EXPENDITURE	473,627	518,746	648,196	747,636	747,636
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**	Services & Supplies	473,627	518,746	648,196	747,636	747,636
Other Charges						
150-9600-410.49-00	DEPRECIATION EXPENSE	5,136	3,992	0	0	0
150-9600-410.53-01	A-87 CHARGES	13,841	42,063-	101,367	79,098	79,098
*	EXPENDITURE	18,977	38,071-	101,367	79,098	79,098
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**	Other Charges	18,977	38,071-	101,367	79,098	79,098
Cost Reimbursements						
150-9600-410.90-00	REIMBURSEMENTS	506,989-	0	0	636,520-	636,520-
*	EXPENDITURE	506,989-	0	0	636,520-	636,520-
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**	Cost Reimbursements	506,989-	0	0	636,520-	636,520-
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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES 2015-2016	ACTUAL EXPENDITURES 2016-2017	BOS APPROVED 2017-2018	DEPARTMENT REQUESTED 2018-2019	CAO RECOMMENDED 2018-2019
***	AUTOMOTIVE SERVICE	14,385-	99,400-	68,083	102,714	102,714
****	AUTOMOTIVE SERVICE	14,385-	99,400-	68,083	102,714	102,714

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES 2015-2016	ACTUAL EXPENDITURES 2016-2017	BOS APPROVED 2017-2018	DEPARTMENT REQUESTED 2018-2019	CAO RECOMMENDED 2018-2019
UTILITY ISF						
162-0901-351.30-00	INTEREST EARNED	0	5,097-	0	0	0
162-0901-362.72-00	FEDERAL	0	168,329-	120,000-	120,000-	120,000-
162-0901-371.93-00	FEES FOR SERVICES	0	672,517-	2,338,574-	2,552,590-	2,552,590-
162-0901-371.96-01	CONTRIBUTIONS	0	39,252-	0	0	0
162-0901-371.98-25	INCENTIVE PAYMENTS	0	177,696-	0	0	0
162-0901-372.99-01	OPERATING TRANSFERS IN	0	15,000-	0	0	0
162-0901-372.99-03	OPERATING TRANSFERS OUT	0	1,202,053	0	0	0
162-0901-372.99-06	OTHER TRANSFERS OUT	0	4,472	0	0	0
* REVENUE		0	128,634	2,458,574-	2,672,590-	2,672,590-

**		0	128,634	2,458,574-	2,672,590-	2,672,590-
Services & Supplies						
162-0901-417.23-00	PROFESSIONAL SERVICES	0	15,079	99,992	71,694	71,694
162-0901-417.30-00	UTILITIES	0	0	973,267	1,454,647	1,454,647
* EXPENDITURE		0	15,079	1,073,259	1,526,341	1,526,341

** Services & Supplies		0	15,079	1,073,259	1,526,341	1,526,341
Other Charges						
162-0901-417.42-01	PRINCIPAL PAYMENTS	0	0	0	715,000	715,000
162-0901-417.42-51	INTEREST EXPENSE	0	0	415,308	392,960	392,960
162-0901-417.53-01	A-87 CHARGES	0	0	9,251	38,289	38,289
* EXPENDITURE		0	0	424,559	1,146,249	1,146,249

** Other Charges		0	0	424,559	1,146,249	1,146,249

*** UTILITY ISF		0	143,713	960,756-	0	0

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES 2015-2016	ACTUAL EXPENDITURES 2016-2017	BOS APPROVED 2017-2018	DEPARTMENT REQUESTED 2018-2019	CAO RECOMMENDED 2018-2019
TRI-COUNTY JUVENILE HALL						
202-1210-351.30-00	INTEREST EARNED	0	3,010-	0	0	0
202-1210-361.62-00	OTHER -	0	0	790,470-	0	0
202-1210-363.74-00	OUTSIDE AGENCIES	310,207-	24,547-	550,417-	39,078-	39,078-
202-1210-372.99-01	OPERATING TRANSFERS IN	414,276-	0	366,945-	0	0
* REVENUE		724,483-	27,557-	1,707,832-	39,078-	39,078-
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**		724,483-	27,557-	1,707,832-	39,078-	39,078-
Services & Supplies						
202-1210-418.22-00	OFFICE EXPENSE	31	6	0	0	0
* EXPENDITURE		31	6	0	0	0
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**	Services & Supplies	31	6	0	0	0
Other Charges						
202-1210-418.53-01	A-87 CHARGES	0	0	15,288	15,131	15,131
* EXPENDITURE		0	0	15,288	15,131	15,131
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**	Other Charges	0	0	15,288	15,131	15,131
Fixed Assets						
202-1210-418.69-00	CONSTRUCTION IN PROGRESS	365,445	78,849	1,692,544	50,000	50,000
* EXPENDITURE		365,445	78,849	1,692,544	50,000	50,000
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**	Fixed Assets	365,445	78,849	1,692,544	50,000	50,000
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***	TRI-COUNTY JUVENILE HALL	359,007-	51,298	0	26,053	26,053

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES 2015-2016	ACTUAL EXPENDITURES 2016-2017	BOS APPROVED 2017-2018	DEPARTMENT REQUESTED 2018-2019	CAO RECOMMENDED 2018-2019
JAIL EXPANSION PROJECT						
202-1220-372.99-01	OPERATING TRANSFERS IN	63,327-	136,916-	269,133-	282,125-	282,125-
*	REVENUE	63,327-	136,916-	269,133-	282,125-	282,125-
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**		63,327-	136,916-	269,133-	282,125-	282,125-
Other Charges						
202-1220-418.53-01	A-87 CHARGES	0	0	9,133	6,525	6,525
*	EXPENDITURE	0	0	9,133	6,525	6,525
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**	Other Charges	0	0	9,133	6,525	6,525
Fixed Assets						
202-1220-418.69-00	CONSTRUCTION IN PROGRESS	71,742	131,261	260,000	275,600	275,600
*	EXPENDITURE	71,742	131,261	260,000	275,600	275,600
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**	Fixed Assets	71,742	131,261	260,000	275,600	275,600
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***	JAIL EXPANSION PROJECT	8,415	5,655-	0	0	0
****	CAPITAL IMPROVEMENTS	350,592-	45,643	0	26,053	26,053