

County Administrator

Kevin Mallen – County Administrator

CAO	FY 22/23 Adopted	FY 23/24 CAO	
101-1700	Budget	Recommended	Change
EXPENDITURES			
Salaries and Benefits	\$1,451,508	\$1,481,320	\$29,812
Services and Supplies	\$227,818	\$151,962	(\$75,856)
Other Charges	(\$712,080)	(\$712,080)	\$0
Fixed Assets			\$0
TOTAL EXPENDITURES	\$967,246	\$921,202	(\$46,044)
REVENUE			
Fed/State			\$0
Grant			\$0
Realignment			\$0
Fees/Misc	\$359,385	\$407,000	\$47,615
TOTAL REVENUE	\$359,385	\$407,000	\$47,615
FUND BALANCE			\$0
NET COUNTY COST	\$607,861	\$514,202	(\$93,659)

Program Description

The County Administrator is appointed by the Board of Supervisors and is responsible for day-to-day operations of County departments. The County Administrator reports directly to the Board of Supervisors and carries out its legislative and policy decisions, as well as provides management assistance to departments.

The County Administrator's Office (CAO) is responsible for preparing the recommended County budget. This document is a planning tool that provides the Board of Supervisors with information needed to assist them in policy and public service decision making. The budget process involves multiple planning sessions, developing budget instructions and coordinating necessary financial information needed by departments. The budget process also involves working together with the Finance Committee and meeting individually and on multiple occasions with departments. Once adopted, CAO staff monitors monthly expenditures and revenues, as well as produces quarterly reports and the mid-year budget report.

The County Administrator's Office manages and monitors the Regional Waste Management Authority franchise agreement, Public Defender contracts and their monthly statistical reporting, bi-county agreements, financing of capital projects, labor relations, workforce development, contract assessments, and countywide cash flow. The CAO also reviews all Board agenda items, works through policy issues with departments, develops policies, and coordinates with cities and numerous special districts and agencies within the County on a variety of issues.

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County Administration staff also coordinates the County’s legislative efforts with our state lobbyist, the California State Association of Counties, Regional Council of Rural Counties, Sacramento Area Council of Governments and others, advising the Board and coordinating support or opposition positions.

The County Administrator’s Office assists in coordinating countywide internal and external communications, including media relations. Pertinent information is proactively presented to various media – including traditional media, social media, and other non-traditional media avenues – to keep residents informed.

In addition to the above programs, the County Administrator is designated as the Director of Emergency Services, with the day-to-day emergency services activities managed by the OES Manager.

Finally, the County Administrator is the Executive Director of the Three Rivers Levee Improvement Authority (TRLIA) and is supported by a Management Analyst in the County Administrator’s Office, along with assistance from the Yuba Water Agency, in the day-to-day operations of TRLIA. The County Administrator is also the Executive Director of the South Yuba Transportation Improvement Authority (SYTIA) and is supported by the Community Development and Services Agency in the day-to-day operations of SYTIA.

Accomplishments

FY 2022-2023

- Continued support of numerous County capital improvement projects including the Jail Medical Annex and Tri-County Juvenile Rehabilitation Facility.
- Continued support of the Yuba Enterprise Solutions (YES) movement.
- Continued important Emergency Services information campaigns, including fire season preparedness, flood preparedness, and public safety.
- Hosted two Be Prepared Fairs, flood and fire, with one at the Ponderosa Community Center in Brownsville and the other in Linda.
- Continued coordination of Measure K funds for public safety and essential services.
- Initiated comprehensive update of the County’s Strategic Plan.

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Goals and Objectives

FY 2023-2024

- Complete update of Yuba County’s Strategic Plan and begin implementation of short term goals identified in the Plan.
- Continue to evaluate and implement changes as needed to the Information Technology Division to maximize the services and security provided to ensure there is adequate support and security as the County continues to grow the availability of “e-services.”
- Continue to provide resources and support for broadband enhancements to realize improved broadband services in the County.
- As Executive Director of the South Yuba Transportation Improvement Authority, facilitate forward progress on the Authority’s transportation projects.
- As Executive Director of the Three Rivers Levee Improvement Authority, continue on the path to successfully close out the TRLIA projects that have resulted in 200 year flood protection for the RD 784 levee system, implement projects to improve flood protection in the Community of Hallwood, and look for opportunities to further the goal of 500 year level of flood protection.

Pending Issues/Policy Considerations

FY 2023-2024

The County general fund revenues have been on a steady rise since fiscal year 2013/14, unfortunately there are still a number of operational costs such as health insurance, pension expenses and other liabilities that are also steadily rising putting pressure on County departments to deliver services with the funds available. The County Administrator’s Office will continue to look for opportunities to reduce operational expenses in order to maximize the services provided to our residents and businesses with the revenues available to us. The County, like other public and private businesses and operations, is struggling to find qualified workers who are seeking jobs, and a concerted effort continues to attract and retain a productive and responsive workforce to serve the residents and businesses of Yuba County.

Emergency Services

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OES	FY 22/23 Adopted	FY 23/24 CAO	
101-4200	Budget	Recommended	Change
EXPENDITURES			
Salaries and Benefits	\$458,681	\$624,004	\$165,323
Services and Supplies	\$1,392,739	\$1,427,227	\$34,488
Other Charges	\$192,157	\$192,157	\$0
Fixed Assets			\$0
TOTAL EXPENDITURES	\$2,043,577	\$2,243,388	\$199,811
REVENUE			
Fed/State			\$0
Grant	\$490,232	\$439,777	(\$50,455)
Realignment			\$0
Fees/Misc	\$1,098,027	\$1,384,087	\$286,060
TOTAL REVENUE	\$1,588,259	\$1,823,864	\$235,605
FUND BALANCE			\$0
NET COUNTY COST	\$455,318	\$419,524	(\$35,794)

Program Description

The Office of Emergency Services (OES), a division of the County Administrator’s Office, coordinates all phases of emergency management, including mitigation, preparedness, response, and recovery within the County of Yuba. OES focuses its mission on creating more resilient communities through encouraging the continued growth and increasing capabilities of public safety agencies, residents, and stakeholders within the County of Yuba. Our mission is achievable by providing services such as mitigation planning, functional training exercises and classes, coordination, and disaster recovery support. OES also provides the management and administration of several grants from FEMA, Cal-OES and other state departments that provide funds for specialized equipment for public safety agencies within the County of Yuba. An important factor that not only affects eligibility for many funding opportunities but also supports an effective and coordinated response during a disaster is through ensuring compliance with state and federal mandates related to “Standardized Emergency Management System” and the “National Incident Management System.” OES works to maintain this compliance throughout the County of Yuba by providing County departments and other jurisdictions with training and exercise opportunities annually.

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Accomplishments

FY 2022-2023

- OES collaborated with Health/Human Services' care and shelter team to establish Memorandums of Understanding (MOUs) with several Community Centers, Faith-based Organizations, and non-profit organizations. This allows us to extend outreach to all County of Yuba residents during times of emergencies and disasters.
- OES completed all projects and received reimbursement for Public Safety Power Shutoff Grants (PSPS) FY 2019 and FY 2020.
- OES completed all projects and received reimbursement for Homeland Security Grant Program (HSGP) FY 2019.
- OES successfully coordinated with Health and Human Services, PG&E, non-profit organizations, faith-based organizations and other stakeholders in responding to multiple heat-related events that required opening of cooling center throughout the County of Yuba.
- OES received an additional grant for \$185,050 from the Governor's Office of Emergency Services, in addition to the amount of \$370,100 to assist in preparing for and coordinating response to Public Safety Power Shutoff.
- OES purchased backup batteries for the Oregon Peak Communications Tower to support the emergency response infrastructure for the Yuba County Sheriff Department and other public safety agencies. The funds were part of the PSPS grant award to the County of Yuba.
- OES purchased backup batteries for the Yuba County Sheriff portable radios. The funds were part of the PSPS grant award to the County of Yuba.
- OES purchased three towable generators for the Animal Sheriff Posse Arena to assist nighttime operations when the arena is being used to care for evacuated residents' livestock. The funds were part of the PSPS grant award to the County of Yuba.
- OES purchased a generator and transfer switch for the Animal Care Facility to continue operations of the shelter by maintaining refrigerated medications at the required temperature and keeping the morgue operational. The funds were part of the PSPS grant award to the County of Yuba.

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- OES purchased a towable generator for the Camptonville Community Resource Center that is used as a warming center during the winter months where power outages are more frequent. This generator will also be used to assist the Camptonville Fire Department to operate their stations bay doors during the fire season when the area experiences Public Safety Power Shutoff due to extreme fire weather. The funds were part of the PSPS grant award to the County of Yuba.
- OES purchased a towable trailer generator for County of Yuba, Public Works department to be used during the rainy season to back up water pumps that pump the rain runoff for the community of Olivehurst. The funds were part of the PSPS grant award to the County of Yuba.
- OES purchased two generators for Wheatland’s Fire Authority Fire District that were installed at two of their fire stations to continue emergency response operations during a public safety power shutoff event. The funds were part of the PSPS grant award to the County of Yuba.
- OES purchased “First Net Emergency Communication System” for Yuba County Sheriff Department to assist communications during PSPS and turn a patrol unit into its own repeater system running off the car battery. The funds were part of the PSPS grant award to the County of Yuba.
- OES purchased a generator for Browns Valley Irrigation District to support normal water supply operations during PSPS events by supplying the organization with back-up generators. The funds were part of the PSPS grant award to the County of Yuba.
- OES has purchased a generator for North Yuba Water District to support water supply operations to the town of Brownsville during Public Safety Power Shutoffs. The funds were part of the PSPS grant award to the County of Yuba.
- OES collaborated with California Specialize Training Institute (CSTI) to offer classes and training at our government building to assist all public safety agencies and County departments that would assist in an Emergency Operations Center (EOC). This cuts down on traveling expenses needed for these specialized Incident Command classes.
- OES started hosting “Texas A&M Engineering Extension Services,” also known as TEEX, which offers grant funded emergency management FEMA training, allowing for more accessible grant-funded education to the County of Yuba.
- OES hosted the third annual Be Prepared Fair, Yuba County foothills edition. Educating the citizens of Yuba County on wildfire preparedness along with other public safety agencies and county stakeholders that assist the community during fire season.
- OES hosted the first annual “Fall Preparedness Fair,” Yuba County valley floor edition, to target residents who can be affected by floodwaters.

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- OES continued collaboration with Yuba County Sheriff's Office and Cal Fire using an emergency management tool known as ZoneHaven for use by residents and first responders within the County. The tool is multi-use and focuses not only providing preparedness information to residents but also serves as means of providing real time incident information and evacuation zones during a time of disaster. The system is integrated with CodeRED and will be utilized to provide information during disasters and public safety power shut offs.
- OES continued with community involvement and collaboratively worked with school districts to create an emergency preparedness program to target elementary students.
- OES successfully coordinated the response to the multiple fires during fire season and collaborative partnerships with the Yuba County Sheriff's Department and Cal-Fire.
- OES purchased "High Frequency Communications" equipment for our EOC to enhance our communications capabilities. The funds were part of a communication grant awarded to the County of Yuba.
- OES department is fully staffed with a Manger, two Planners, and an Administrative Technician.

Performance Measures

FY 2023 - 2024

- Conduct 1 Quarterly EOC Training that is open to all County departments within the 2023-2024 fiscal year.
- Complete all quarterly reports for FY 19 DWR Grant Round 3 by May 2023.
- Complete all FY20 HSGP projects by May of 2023.
- Increase community engagement by participating in at least one community outreach event or activity each quarter.
- Conduct two HSEEP compliant tabletop exercises within FY 2023-2024.
- Increase Operational Area coordination by hosting quarterly Yuba County OA meetings within the FY 2023-2024 year.

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Goals and Objectives

FY 2023-2024

- Increase Community Outreach and engagement.
- Identify new and/or expand grant opportunities to fund equipment.
- Develop and provide ongoing training to County and jurisdictional staff.
- Create a Community Emergency Response Team (C.E.R.T.) and incorporate the disaster service workers trainings.
- Continue to follow and implement current legislation directly affecting emergency services.
- Increase countywide resiliency and capabilities by identifying hazard risks and funding opportunities to address possible mitigation strategies.
- Create a Standard Operating Procedure (SOP) for the OES department.
- Revise and update current Emergency Operations Plan (EOP).
- Fully integrate OES projects, budget, grant accounting, and reporting into the County's new financial system.

Pending Issues/Policy Considerations

FY 2023-2024

An increasing number of wildland fires in California and other forms of disasters throughout America has revealed the need for specialized training in grant writing. Federal and state grant funding rules and regulations are changing in procurement of equipment and training reimbursement process. Increased scrutiny and pressure on recipients and sub-recipients for requesting, tracking, and documenting grant projects. This shows the importance of implementing an effective allocation of funds program within our emergency management program in the County of Yuba.