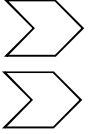


## INFORMATION & GENERAL SERVICES

Steve Monaghan, Chief Information Officer



<input type="checkbox"/>	IGS Administration (11003)	\$	28,136
<input type="checkbox"/>	Information Systems (11007)		2,163,349
<input type="checkbox"/>	Geographic Information Systems (11008)		461,412
<input type="checkbox"/>	Cable Television (11010)		129,465
<input type="checkbox"/>	Purchasing (10204)		363,224
<input type="checkbox"/>	Central Services (92004)		516,133
<input type="checkbox"/>	Emergency Management (20702)		547,862
<input type="checkbox"/>	Facilities Management (10702)		2,534,185
<input type="checkbox"/>	Capital Facilities (10801)		19,483
<input type="checkbox"/>	Airport (91004)		1,951,169
	<b>Total</b>	\$	8,714,418





## Information and General Services Summary

	<u>14/15</u> <u>Actual</u>	<u>15/16</u> <u>Adopted</u>	<u>15/16</u> <u>Estimated</u>	<u>16/17</u> <u>Proposed</u>	<u>16/17</u> <u>Adopted</u>	<u>% Change</u> <u>From Prior</u> <u>Adopted</u>
<b>Revenues</b>						
Taxes	59,300	55,500	56,075	56,750	56,750	2.3%
Licenses, Permits & Franchises	-	-	-	-	-	NA
Fines, Forfeitures, & Penalties	-	-	-	-	-	NA
Use of Money & Property	480,110	504,184	483,679	497,572	497,572	-1.3%
Federal/State Intergovernmental	382,357	1,678,219	511,305	1,408,816	1,408,816	-16.1%
Charges for Services	1,204,552	1,138,968	1,230,723	1,241,596	1,241,596	9.0%
Miscellaneous Revenues	979,587	939,901	805,797	646,843	646,843	-31.2%
Other Financing Sources	169,773	132,156	474,909	57,922	57,922	-56.2%
General Fund Transfers	-	-	-	-	-	NA
General Fund Allocation	4,216,389	4,360,325	4,845,842	4,806,219	4,806,219	10.2%
<b>Total Revenues</b>	<b>7,492,069</b>	<b>8,809,253</b>	<b>8,408,331</b>	<b>8,715,718</b>	<b>8,715,718</b>	<b>-1%</b>
<b>Expenses</b>						
Salaries & Benefits	5,834,525	6,143,157	6,286,518	6,708,220	6,708,220	9.2%
Services & Supplies	3,972,968	3,884,250	4,442,800	3,510,830	3,510,830	-9.6%
Other Charges	1,765,244	1,367,322	1,381,229	1,379,953	1,379,953	0.9%
Overhead Cost Allocation (A87)	141,233	153,326	153,326	173,145	173,145	12.9%
Capital Assets	814,616	1,427,500	914,907	1,113,743	1,113,743	-22.0%
Other Financing Uses	(189,778)	6,297	9,897	15,682	15,682	149.0%
Interfund Activity	(4,539,194)	(4,173,499)	(4,797,910)	(4,187,155)	(4,187,155)	NA
Contingency	-	-	-	-	-	NA
<b>Total Expenses</b>	<b>7,799,615</b>	<b>8,808,353</b>	<b>8,390,767</b>	<b>8,714,418</b>	<b>8,714,418</b>	<b>-1%</b>
<b>Fund Balance Added (Used)</b>	<b>(307,546)</b>	<b>900</b>	<b>17,564</b>	<b>1,300</b>	<b>1,300</b>	
<b>Staffing:</b>	<b>50.60</b>	<b>50.60</b>	<b>50.60</b>	<b>51.60</b>	<b>51.60</b>	
		June 30, 2016				June 30, 2017
		Projected	FY 16/17	FY 16/17	FY 16/17	Projected
		Fund Balance	Revenue	Expense	Net Change	Fund Balance
GENERAL FUND	Fund # 0101	*	6,166,886	6,166,886	-	*
CABLE INET & PEG	Fund # 1190	89,772	81,530	80,230	1,300	82,830
AIRPORT	Fund # 4116	264,461	1,951,169	1,951,169	-	1,951,169
CENTRAL SERVICES	Fund # 4332	39,902	516,133	516,133	-	516,133
			<b>8,715,718</b>	<b>8,714,418</b>	<b>1,300</b>	

\* See General Fund Balance and Reserves in Section 1 for the FY 2016-17 General Fund analysis.



# Information & General Services Administration

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## Mission Statement:

The Information & General Services Department is committed to providing a superior level of service to County departments and the public in the areas of information technology, facilities planning and management, procurement, emergency preparedness, and internal services, and to ensure sound management of the County Library system.

## Service Description:

Information & General Services Administration provides fiscal, administrative, management, long-range planning, customer care, training and coordination services that support the operating divisions of the IGS department. IGS Administration also provides administrative oversight of the Library.

## Major Accomplishments in 2015-16:

- Provided sound management and oversight for budgets totaling more than \$14 million for all IGS Divisions, including the Airport and the Library.
- Provided financial and project planning support for the Energy Conservation and Solar Energy Generation Project, including preparing an application for subsidized bond financing for the solar portion of the project.
- Implemented new accounting structures for the Airport to improve financial reporting and facilitate preparation of the annual report to the State Controller's office.
- Integrated Facilities Management into the IGS Billing System.
- Prepared and submitted award-winning applications for the Digital Counties national competition (second place), the CCISDA Innovation Award in the collaboration category and the NACo Challenge Award.
- The Lobby Greeter project won the National Association of Counties (NACo) 2015 Achievement Award in the Civic Education and Public Information category.
- Conducted over 114 training sessions for County staff on a variety of applications
- Completed the Information and General Services 2015 Annual Report.

- Initiated a Cyber Security Awareness training program for all County employees.

## Objectives & Performance Measures for 2016-17:

### Objective:

To provide a superior level of fiscal and administrative oversight and support to the operations of the IGS Department.

### Performance Measures:

- Maintain a master calendar for budget development and financial management.
- Meet quarterly with managers to review budget status.
- Document administrative procedures and provide cross-training of staff to ensure continuity of operations.
- Provide timely and accurate billings for IGS services to County departments.

### Objective:

To enhance customer care services through strategic alignment, project management and communication channels.

### Performance Measures:

- Provide at least 50 technology training sessions to County staff to raise the level of expertise on desktop tools, new technology and productivity techniques.
- Provide increased training opportunities through self-service user groups and increased web and video resources.
- Enhance public and county staff customer communication with an updated Infonet site, newsletters, tips and regular status meetings with department staff.
- Update and maintain the IGS Service Directory.
- Update the three year Information and Communication Technology plan.

Service Budget Unit Code	- 11003
Office/Department	- Information & General Services
Major Service Area	- General Government/Finance



# Information & General Services Administration (11003)

	14/15 <u>Actual</u>	15/16 <u>Adopted</u>	15/16 <u>Estimated</u>	16/17 <u>Proposed</u>	16/17 <u>Adopted</u>	% Change From Prior <u>Adopted</u>
<b>Revenues</b>						
Taxes	-	-	-	-	-	NA
Licenses, Permits & Franchises	-	-	-	-	-	NA
Fines, Forfeitures, & Penalties	-	-	-	-	-	NA
Use of Money & Property	-	-	-	-	-	NA
Federal/State Intergovernmental	-	-	-	-	-	NA
Charges for Services	-	-	-	-	-	NA
Miscellaneous Revenues	-	-	-	-	-	NA
Other Financing Sources	-	-	-	-	-	NA
General Fund Transfers	-	-	-	-	-	NA
General Fund Allocation	28,154	32,662	12,278	28,136	28,136	-13.9%
<b>Total Revenues</b>	<b>28,154</b>	<b>32,662</b>	<b>12,278</b>	<b>28,136</b>	<b>28,136</b>	<b>-14%</b>
<b>Expenses</b>						
Salaries & Benefits	991,639	1,030,397	1,065,865	1,110,982	1,110,982	7.8%
Services & Supplies	11,602	14,734	13,885	15,118	15,118	2.6%
Other Charges	15,500	16,867	17,982	15,900	15,900	-5.7%
Overhead Cost Plan (A87)	27,090	30,122	30,122	34,572	34,572	14.8%
Capital Assets	-	-	-	-	-	NA
Other Financing Uses	-	-	-	-	-	NA
Interfund Activity	(1,017,677)	(1,059,458)	(1,115,576)	(1,148,436)	(1,148,436)	NA
Contingency	-	-	-	-	-	NA
<b>Total Expenses</b>	<b>28,154</b>	<b>32,662</b>	<b>12,278</b>	<b>28,136</b>	<b>28,136</b>	<b>-14%</b>
<b>Fund Balance Added (Used)</b>	-	-	-	-	-	
<b>Staffing:</b>	<b>7.60</b>	<b>7.60</b>	<b>7.60</b>	<b>7.60</b>	<b>7.60</b>	
<b>2016/17 Fund Analysis:</b>						
					Fund Balance Added (Used)	
GENERAL FUND	Fund # 0101	Revenues 28,136	Expenses 28,136		-	
		<b>28,136</b>	<b>28,136</b>		-	

**Comments/Analysis of Differences:**

**Public Hearing Comments:**

Adopted as proposed.



# Information Systems

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## Mission Statement:

To provide an outstanding level of service, quality products and innovative information technology solutions to those we serve. Through teamwork, professionalism and responsibility, we strive to meet and exceed the expectations of our customers, building an environment that promotes long-term relationships and creates value for our clients, our employees and the citizens of Nevada County.

## Service Description:

Information Systems provides voice and data communication services, office automation, data sharing and support services, application programming and business systems consultation, project development and oversight, and development and coordination of County-wide information systems strategic plans and policy. Information Systems is responsible for maintaining more than 1100 networked computers, printers and other devices; 1000 telephones, 200 servers, including 140 virtualized servers; and over 50 major applications in more than 36 locations, serving nearly 800 County employees, 24 hours a day, 7 days a week.

## Major Accomplishments in 2015-16:

- Received second place in the national 2015 Digital Counties Survey.
- Replaced core data storage system to improve reliability, decrease maintenance costs and provide for growth in capacity.
- Implemented security architecture and policy changes, executed centralized patch-management and upgraded virus-scanning technology to improve overall security stance.
- Developed and deployed a simple to use online project management solution complete with task assignment and progress tracking for all departments.
- Integrated voice and video conferencing with other public agencies to enable County staff to decrease travel and labor costs by participating remotely.
- Surveyed County managers to assess satisfaction with technical performance and customer service, and followed up with recommendations and targeted program improvements.

- Coordinated an upgrade of the County's financial software suite, concurrently with implementation of a new employee timekeeping system.
- Implemented the new NIST Cybersecurity best practices framework.
- Supported the Community Development Agency in implementing Accela, a new suite of land use management software, including implementation of new mobile solutions for County staff and the public.
- Automated the approval process for Information & General Services project charters.

## Objectives & Performance Measures for 2016-2017:

### Objective:

Support the initiation of the project to replace of the Property Tax System through project management, data conversion, and report development.

### Performance Measures:

- Convert data from the old system to the new system.
- In collaboration with the vendor and the end-user offices (Assessor, Auditor-Controller, and Treasurer-Tax Collector), install and test the new software.
- Develop reports and interfaces in order to ensure the new system meets all of the specified requirements.

### Objective:

The County's current voice-over-internet-protocol (VOIP) phone system is at the end of life and requires replacement. Telephony replacement options will be evaluated, the selected option will be procured, and the replacement will be implemented in two phases, each covering approximately half of the County phone users.

### Performance Measures:

- Prepare a request for proposals to select a vendor for the new phone system by November 1, 2016.
- Implement phase one of the new system by June 1, 2017.
- Implement phase two of the new system in Fiscal 2017-18.



# Information Systems

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## Objective:

Improve the productivity of, and collaboration and communication among, County employees and third parties through implementation of technology improvements.

## Performance Measures:

- Deploy a system for tracking and allocating Human Resources expenses that are charged directly to County departments.
- Implement an internal collaboration toolset such as for chat and person-to-person video.
- Implement MySites.
- Train and empower users to use a new secure file transfer solution to enable remote workers and vendors to securely share County files.

## Objective:

Design and launch a justice information exchange platform to improve processes and secure collaboration between all internal and external justice partners.

## Performance Measures:

- Automate several critical paper-based forms that provide the foundation for information exchange between all the justice partners.
- Coordinate the secure sharing and/or distribution of case evidence among all justice partners.
- Expand and enhance enterprise reporting capability utilizing web-based dashboards.

## Objective:

Encrypt data at rest for all servers in our central virtual server environment in order to protect County data from loss due to theft of hardware.

## Performance Measures:

- Plan transition of storage from current hardware to new encrypted disks.
- Complete implementation by December 2016.

## Objective:

Refresh the MyNevadaCounty.com public website.

## Performance Measures:

- Upgrade the technical platform to the vendor's latest version.
- Restructure the look and feel and usability to increase public engagement.

## Objective:

Improve the County's overall cybersecurity posture and assess IT related risks.

## Performance Measures:

- Complete all NIST cybersecurity framework category item assessments and complete an IT risk registry.
- Perform quarterly network vulnerability testing.
- Update County IT security policies.
- Improve vendor remote support access processes and policies.

Service Budget Unit Code	- 11007
Office/Department	- Information and General Services
Major Service Area	- General Government/Finance







## Information Systems (11007)

	14/15 <u>Actual</u>	15/16 <u>Adopted</u>	15/16 <u>Estimated</u>	16/17 <u>Proposed</u>	16/17 <u>Adopted</u>	% Change From Prior <u>Adopted</u>
<b>Revenues</b>						
Taxes	-	-	-	-	-	NA
Licenses, Permits & Franchises	-	-	-	-	-	NA
Fines, Forfeitures, & Penalties	-	-	-	-	-	NA
Use of Money & Property	-	-	-	-	-	NA
Federal/State Intergovernmental	-	-	-	-	-	NA
Charges for Services	136,740	90,761	193,981	186,741	186,741	105.8%
Miscellaneous Revenues	781	-	33,952	-	-	NA
Other Financing Sources	-	-	-	-	-	NA
General Fund Transfers	-	-	-	-	-	NA
General Fund Allocation	1,491,930	1,692,473	1,731,015	1,976,608	1,976,608	16.8%
<b>Total Revenues</b>	<b>1,629,452</b>	<b>1,783,234</b>	<b>1,958,948</b>	<b>2,163,349</b>	<b>2,163,349</b>	<b>21%</b>
<b>Expenses</b>						
Salaries & Benefits	2,717,526	2,843,786	2,913,279	3,177,928	3,177,928	11.7%
Services & Supplies	914,065	947,968	1,005,941	999,934	999,934	5.5%
Other Charges	593,297	591,807	638,883	646,028	646,028	9.2%
Overhead Cost Plan (A87)	-	-	-	-	-	NA
Capital Assets	212,618	-	120,325	-	-	NA
Other Financing Uses	(37,868)	5,897	9,897	-	-	-100.0%
Interfund Activity	(2,770,187)	(2,606,224)	(2,729,377)	(2,660,541)	(2,660,541)	NA
Contingency	-	-	-	-	-	NA
<b>Total Expenses</b>	<b>1,629,452</b>	<b>1,783,234</b>	<b>1,958,948</b>	<b>2,163,349</b>	<b>2,163,349</b>	<b>21%</b>
<b>Fund Balance Added (Used)</b>	-	-	-	-	-	
<b>Staffing:</b>	<b>22.00</b>	<b>22.00</b>	<b>22.00</b>	<b>23.00</b>	<b>23.00</b>	
<b>2016/17 Fund Analysis:</b>						
					Fund Balance Added (Used)	
GENERAL FUND	Fund # 0101	Revenues	Expenses			
		2,163,349	2,163,349		-	
		<b>2,163,349</b>	<b>2,163,349</b>		-	

### Comments/Analysis of Differences:

### Public Hearing Comments:

Adopted as proposed.



# Geographic Information Systems (11008)

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## Mission Statement:

To provide an outstanding level of service, quality products and innovative GIS solutions. Through teamwork, professionalism and responsibility, to build an environment that promotes long-term relationships and creates value for our clients, our employees and the citizens of Nevada County.

## Service Description:

The Geographic Information Systems (GIS) Division supports and maintains the County's geographic data. It provides tools to allow County departments, outside agencies and the public to view many county systems from a location-based point of view. It also provides mapping and analysis support for these same groups. The services to the public include several internet applications that provide access to property-related, election-related, county facility, and capital improvement information. GIS strives to create and maintain a collaborative environment where County departments share in the responsibility for maintaining accurate GIS data related to their day-to-day business processes.

## Major Accomplishments in 2015-16:

- Finished major overhaul of county parcel layer. All parcels have been integrated into the new parcel data model with greatly improved positional accuracy. The Assessor's Mapping Technician is now creating new parcels using this model, eliminating duplication of effort.
- Developed and deployed a new My Neighborhood web-based mapping application. The new version has improved functionality, new tools, and extends support to all mobile devices.
- Launched a new Open Data Portal where the public can view, query, and download all publicly available GIS data.
- Created a field data collection solution for the Sanitation Department to catalog and take photos of assets (e.g., clean out ports) in their service area. The solution provides increased efficiency with maintenance scheduling and in relocating hard to find assets should they get buried, overgrown, or otherwise obstructed.

- Designed and delivered a map-based tool for the Elections Department to find voter assignment errors within the ever-changing precincts.
- Created a new high accuracy terrain map using detailed contour lines and slope layers for the entire County east of Scotts Flat Lake. This additional detail will enhance the Planning Department's initial assessment work.
- Created water system and distribution system data and web map for the Environmental Health Department for permitted water system analysis.
- Integrated GIS with the new Accela land management system, the primary data management solution for the Community Development Agency.

## Objectives & Performance Measures for 2016-17:

### Objective:

Assist the Assessor's Mapping Operation to utilize new GIS Collaborative Tools

### Performance Measures:

- Utilize a single standard and software to maintain all parcel boundaries.

### Objective:

Rebuild and launch the Employee Map Portal into the same software standard as MyNeighborhood web tool.

### Performance Measures:

- Provide GIS web tools that do not require third party plug ins for any browsers or users.

### Objective:

Expand GIS's role in providing expertise for support and processes with the new land management smf property tax software.

### Performance Measure:

- Successfully pair GIS reporting and querying solutions with the land management software suite and the new property tax system.
- Integrate the Parcel Report to complement tools in the land management system.

Service Budget Unit Code	- 11008
Office/Department	- Information and General Services
Major Service Area	- General Government/Finance



## Geographic Information Systems (11008)

	14/15 <u>Actual</u>	15/16 <u>Adopted</u>	15/16 <u>Estimated</u>	16/17 <u>Proposed</u>	16/17 <u>Adopted</u>	% Change From Prior <u>Adopted</u>
<b>Revenues</b>						
Taxes	-	-	-	-	-	NA
Licenses, Permits & Franchises	-	-	-	-	-	NA
Fines, Forfeitures, & Penalties	-	-	-	-	-	NA
Use of Money & Property	-	-	-	-	-	NA
Federal/State Intergovernmental	-	-	-	-	-	NA
Charges for Services	274,800	274,458	274,458	274,458	274,458	0.0%
Miscellaneous Revenues	417	416	416	416	416	0.0%
Other Financing Sources	-	-	-	-	-	NA
General Fund Transfers	-	-	-	-	-	NA
General Fund Allocation	130,086	184,743	150,732	186,538	186,538	1.0%
<b>Total Revenues</b>	<b>405,303</b>	<b>459,617</b>	<b>425,606</b>	<b>461,412</b>	<b>461,412</b>	<b>0%</b>
<b>Expenses</b>						
Salaries & Benefits	301,005	353,553	363,709	387,096	387,096	9.5%
Services & Supplies	28,983	38,994	38,191	33,370	33,370	-14.4%
Other Charges	53,074	54,222	25,571	36,396	36,396	-32.9%
Overhead Cost Plan (A87)	25,800	17,424	17,424	14,550	14,550	-16.5%
Capital Assets	-	-	-	-	-	NA
Other Financing Uses	-	-	-	-	-	NA
Interfund Activity	(3,559)	(4,576)	(19,288)	(10,000)	(10,000)	NA
Contingency	-	-	-	-	-	NA
<b>Total Expenses</b>	<b>405,303</b>	<b>459,617</b>	<b>425,606</b>	<b>461,412</b>	<b>461,412</b>	<b>0%</b>
<b>Fund Balance Added (Used)</b>	-	-	-	-	-	
<b>Staffing:</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	
<b>2016/17 Fund Analysis:</b>						
					Fund Balance Added (Used)	
GENERAL FUND	Fund # 0101	Revenues	Expenses			
		461,412	461,412		-	
		<b>461,412</b>	<b>461,412</b>		-	

### Comments/Analysis of Differences:

### Public Hearing Comments:

Adopted as proposed.



# Cable Television Services

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## Mission Statement:

To provide exceptional customer service and consumer protection to Nevada County cable television subscribers. To perform those functions mandated in the “1992 Cable Television Consumer Protection & Competition Act, as amended in 1996.” To support and assist community partners in the pursuit of Public, Educational and Government (PEG) programming.

## Service Description:

The Cable TV Service is supported by staff from the administration unit of the Information and General Services Department. It is the single point of contact for County cable franchise activity. Primary responsibilities include administering the PEG revenues received through the franchises and the memoranda of understanding with PEG providers and other local jurisdictions; managing the County’s relationship with cable operator providers (Comcast & Suddenlink Communications), Nevada County Digital Media Center (NCDMC) and other local government agencies; engaging the local community in determining future cable needs; and assessing cable provider performance.

## Major Accomplishments in 2015-16:

- Won recognition for the Public, Education, and Government (PEG) Station Collaboration Project from both the California Counties Information Systems Association (CCISDA) Innovation Award in the collaboration category and the National Association of Counties (NACo) Challenge award.
- Revised the County’s Cable TV ordinance and Administrative Code sections to facilitate transfer to the State franchise and ensure continued PEG support.
- Continued to provide a high level of customer satisfaction for CATV subscribers by clearing 100% of requests for problem resolution.
- Produced and broadcasted live public meetings over the two cable TV provider systems.

## Objectives & Performance Measures for 2016-17:

### Objective:

To maintain an Institutional Fiber Optic Network (I-Net) that will provide high-speed connectivity for data transmission and PEG broadcasting between public institutions.

### Performance Measures:

- Provide 100% operational support of I-Net services.
- Maintain high levels of availability and reliability of the I-Net.

### Objective:

To provide a high level of franchise administration and customer service for Cable TV subscribers.

### Performance Measures:

- Achieve 100% citizen request follow-up and ensuring local cable operator presence and responsiveness.

### Objective:

To ensure government business remains transparent and is accessible to the public.

### Performance Measures:

- Maintain 100% digital Internet live streaming and video on demand services of the meetings for citizens’ home access.
- Broadcast live government meetings.
- Support the partnership with NCDMC for broadcasting government programs.

### Objective:

To provide a high level of service hosting PEG broadcasting and Internet streaming infrastructure.

### Performance Measure:

- Maintain a 99% uptime and overall operational performance level.

Service Budget Unit Code	- 11010
Office/Department	- Information & General Services
Major Service Area	- General Government/Other Government



## Cable TV Services (11010)

	<u>14/15</u>	<u>15/16</u>	<u>15/16</u>	<u>16/17</u>	<u>16/17</u>	<u>% Change</u>
	<u>Actual</u>	<u>Adopted</u>	<u>Estimated</u>	<u>Proposed</u>	<u>Adopted</u>	<u>From Prior</u>
						<u>Adopted</u>
<b>Revenues</b>						
Taxes	-	-	-	-	-	NA
Licenses, Permits & Franchises	-	-	-	-	-	NA
Fines, Forfeitures, & Penalties	-	-	-	-	-	NA
Use of Money & Property	464	-	367	400	400	NA
Federal/State Intergovernmental	-	-	-	-	-	NA
Charges for Services	16,800	8,100	8,100	8,100	8,100	0.0%
Miscellaneous Revenues	45,888	63,000	59,802	73,030	73,030	15.9%
Other Financing Sources	-	-	-	-	-	NA
General Fund Transfers	-	-	-	-	-	NA
General Fund Allocation	50,306	49,427	56,768	49,235	49,235	-0.4%
<b>Total Revenues</b>	<b>113,458</b>	<b>120,527</b>	<b>125,037</b>	<b>130,765</b>	<b>130,765</b>	<b>8%</b>
<b>Expenses</b>						
Salaries & Benefits	-	-	-	-	-	NA
Services & Supplies	85,192	89,165	89,964	103,145	103,145	15.7%
Other Charges	31,561	30,679	25,646	36,036	36,036	17.5%
Overhead Cost Plan (A87)	12,865	9,081	9,081	4,632	4,632	-49.0%
Capital Assets	-	-	-	-	-	NA
Other Financing Uses	464	400	-	400	400	0.0%
Interfund Activity	(14,389)	(9,698)	(12,867)	(14,748)	(14,748)	NA
Contingency	-	-	-	-	-	NA
<b>Total Expenses</b>	<b>115,693</b>	<b>119,627</b>	<b>111,824</b>	<b>129,465</b>	<b>129,465</b>	<b>8%</b>
<b>Fund Balance Added (Used)</b>	<b>(2,235)</b>	<b>900</b>	<b>13,213</b>	<b>1,300</b>	<b>1,300</b>	

Staffing: None

### 2016/17 Fund Analysis:

		Revenues	Expenses	Fund Balance Added (Used)
GENERAL FUND	Fund # 0101	49,235	49,235	-
CABLE INET & PEG	Fund # 1190	81,530	80,230	1,300
		<b>130,765</b>	<b>129,465</b>	<b>1,300</b>

Comments/Analysis of Differences:

### Public Hearing Comments:

Adopted as proposed.



# Purchasing

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## Mission Statement:

The mission of the Purchasing Division is to procure goods and services for the County in a manner that assures the best value is obtained and that recognizes the public trust embodied in the authority to expend County funds.

## Service Description:

The Purchasing Agent serves pursuant to the California Government Code and the County Administrative Code to procure goods and services for all County departments. The Purchasing Division is also responsible for managing the County's surplus goods program, by redistributing surplus throughout the County and to other local governments and districts, and conducting public sales as necessary to dispose of goods. The Purchasing Division's responsibilities include leasing certain equipment and property for County use.

## Major Accomplishments in 2015-16:

- Issued 750 purchase orders and contracts totaling more than \$12 million, and executed more than 200 contracts for services and leases.
- Issued 46 invitations for bids, requests for qualifications and requests for proposals.
- Negotiated software system contracts for the new land use management system (Accela), Library data system (Autographics) and employee timekeeping system (Intellitime); and facilitated the proposal evaluation process for those procurements as well as those for the PACE program, contract lifecycle management System, and Fleet management system.
- Procured furnishings and equipment for new facilities at the Crisis Stabilization Unit and Brighton Greens Center.
- Realized more than \$30,000 in documented savings to County departments through competitive solicitations, research, re-quoting and vendor negotiations.
- Redeployed surplus furnishings and equipment between County departments and to 21 other public agencies and non-profit organizations.

- Realized net revenue of more than \$70,000 from public sales of surplus goods, and recycled six tons of electronic waste.
- Implemented SharePoint collaboration sites for RFP development and proposal evaluation.
- Staffed the Logistics Section during two Emergency Operations Center activations.
- Implemented the new state law on prevailing wages, updating all contract templates and bid documents to reflect the new requirements.

## Objectives & Performance Measures for 2016-17:

### Objective:

Oversee major procurements planned for FY2016-17

### Performance Measures:

- Issue solicitations and facilitate evaluation of proposals for a new telephone system and District Attorney case management system.
- Administer the public works bidding process for projects on the County's Capital Improvement Plan and Airport Improvement Projects.

### Objective:

Implement a contract lifecycle management system.

### Performance Measures:

- Negotiate a contract with Cobblestone Systems following on the RFP process conducted in FY15-16.
- Facilitate a governance process to guide the implementation.

Service Budget Unit Code	- 10204
Office/Department	- Information and General Services
Major Service Area	- General Government/Finance



# Purchasing (10204)

	<u>14/15</u>	<u>15/16</u>	<u>15/16</u>	<u>16/17</u>	<u>16/17</u>	<u>% Change</u>
	<u>Actual</u>	<u>Adopted</u>	<u>Estimated</u>	<u>Proposed</u>	<u>Adopted</u>	<u>From Prior</u>
						<u>Adopted</u>
<b>Revenues</b>						
Taxes	-	-	-	-	-	NA
Licenses, Permits & Franchises	-	-	-	-	-	NA
Fines, Forfeitures, & Penalties	-	-	-	-	-	NA
Use of Money & Property	-	-	-	-	-	NA
Federal/State Intergovernmental	-	-	-	-	-	NA
Charges for Services	-	-	-	-	-	NA
Miscellaneous Revenues	6,400	3,200	2,950	3,000	3,000	-6.3%
Other Financing Sources	1,541	-	-	-	-	NA
General Fund Transfers	-	-	-	-	-	NA
General Fund Allocation	290,286	300,470	324,935	360,224	360,224	19.9%
<b>Total Revenues</b>	<b>298,227</b>	<b>303,670</b>	<b>327,885</b>	<b>363,224</b>	<b>363,224</b>	<b>20%</b>
<b>Expenses</b>						
Salaries & Benefits	180,524	183,444	194,295	207,306	207,306	13.0%
Services & Supplies	10,667	13,831	13,831	14,717	14,717	6.4%
Other Charges	107,036	106,395	119,759	141,201	141,201	32.7%
Overhead Cost Plan (A87)	-	-	-	-	-	NA
Capital Assets	-	-	-	-	-	NA
Other Financing Uses	-	-	-	-	-	NA
Interfund Activity	-	-	-	-	-	NA
Contingency	-	-	-	-	-	NA
<b>Total Expenses</b>	<b>298,227</b>	<b>303,670</b>	<b>327,885</b>	<b>363,224</b>	<b>363,224</b>	<b>20%</b>
<b>Fund Balance Added (Used)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Staffing:</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	
<b>2016/17 Fund Analysis:</b>						
					Fund Balance	
		Revenues	Expenses		Added (Used)	
GENERAL FUND	Fund # 0101	363,224	363,224		-	
		<b>363,224</b>	<b>363,224</b>		<b>-</b>	

**Comments/Analysis of Differences:**

**Public Hearing Comments:**

Adopted as proposed.





# Central Services

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## Mission Statement:

To provide quality support services to all County departments at a reasonable cost.

## Service Description:

The Central Services Division of the Information and General Services Department provides the following services: incoming and outgoing mail handling, courier service to remote worksites, scheduling pool vehicles, answering the central telephone information line, and providing multi-function (copy/fax/scan) office machines and related services and supplies. Central Services is a fee-for-service internal services fund and receives no support from the General Fund.

## Major Accomplishments in 2015-16:

- Processed 182,168 pieces of outgoing mail.
- Answered more than 5500 general information calls from the public.
- Provided support and customer liaison services for the multi-function office machines, and renewed the lease and support contract for these machines.
- Successfully worked with local welfare-to-work program to staff the Lobby Greeter Program three days a week, providing quality customer service to over 3000 visitors to the Rood Center.

## Objective:

Ensure that high quality and cost-effective resources continue to be available to meet the needs of all County departments for document printing, copying, scanning and faxing, including specialized printing services.

## Performance Measures:

- Promote effective business process improvement through the use of scanning, workflow automation and SharePoint integration with the multi-function device fleet.

## Objective:

Provide quality customer care through effective communication and services.

## Performance Measures:

- Review and update the IGS InfoNet portal page as needed to educate County staff on products and services.
- Provide a live voice to answer the main Nevada County information telephone line to assist members of the public.
- Maintain the Rood Center lobby greeter program during peak hours to assist members of the public for information related to all County departments.

Service Budget Unit Code	- 92004
Office/Department	- Information and General Services
Major Service Area	- ISF/Central Services

## Objectives & Performance Measures for 2016-17:

### Objective:

Ensure excellence in Central Services mail services provided to County departments by improving operational procedures to increase efficiency.

### Performance Measures:

- Provide training to County staff on how to correctly use the US Postal Service and Nevada County mail room service.
- Look for additional cost saving opportunities for departments in mailing services.





# Central Services (92004)

	<u>14/15</u>	<u>15/16</u>	<u>15/16</u>	<u>16/17</u>	<u>16/17</u>	<u>% Change</u>
	<u>Actual</u>	<u>Adopted</u>	<u>Estimated</u>	<u>Proposed</u>	<u>Adopted</u>	<u>From Prior</u>
						<u>Adopted</u>
<b>Revenues</b>						
Taxes	-	-	-	-	-	NA
Licenses, Permits & Franchises	-	-	-	-	-	NA
Fines, Forfeitures, & Penalties	-	-	-	-	-	NA
Use of Money & Property	216	200	200	200	200	0.0%
Federal/State Intergovernmental	-	-	-	-	-	NA
Charges for Services	517,425	564,000	518,845	515,933	515,933	-8.5%
Miscellaneous Revenues	151	-	42	-	-	NA
Other Financing Sources	-	-	-	-	-	NA
General Fund Transfers	-	-	-	-	-	NA
General Fund Allocation	-	-	-	-	-	NA
<b>Total Revenues</b>	<b>517,792</b>	<b>564,200</b>	<b>519,087</b>	<b>516,133</b>	<b>516,133</b>	<b>-9%</b>
<b>Expenses</b>						
Salaries & Benefits	81,535	83,003	83,616	85,429	85,429	2.9%
Services & Supplies	392,297	412,880	345,528	354,595	354,595	-14.1%
Other Charges	49,196	58,241	62,099	67,921	67,921	16.6%
Overhead Cost Plan (A87)	7,120	15,388	15,388	16,731	16,731	8.7%
Capital Assets	17,900	-	-	-	-	NA
Other Financing Uses	(16,623)	-	-	-	-	NA
Interfund Activity	(4,657)	(5,312)	(8,569)	(8,543)	(8,543)	NA
Contingency	-	-	-	-	-	NA
<b>Total Expenses</b>	<b>526,769</b>	<b>564,200</b>	<b>498,062</b>	<b>516,133</b>	<b>516,133</b>	<b>-9%</b>
<b>Fund Balance Added (Used)</b>	<b>(8,977)</b>	<b>-</b>	<b>21,025</b>	<b>-</b>	<b>-</b>	
<b>Staffing:</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	
<b>2016/17 Fund Analysis:</b>						
					Fund Balance	
		Revenues	Expenses		Added (Used)	
CENTRAL SERVICES	Fund # 4332	516,133	516,133		-	
		<b>516,133</b>	<b>516,133</b>		<b>-</b>	

**Comments/Analysis of Differences:**

**Public Hearing Comments:**

Adopted as proposed.



# Emergency Management

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## Mission Statement:

To develop and maintain a state of readiness in preparation for any natural, technological, or human conflict related emergency that could adversely impact residents of Nevada County. To minimize loss of lives, destruction of property and damage to the environment, and to ensure continuity of government services.

## Service Description:

The Office of Emergency Services (OES) is responsible for coordinating with County departments, local cities, and special districts to mitigate against, prepare for, respond to, and recover from disasters. OES is responsible for designing and conducting simulated disaster preparedness and response exercises, and evaluating emergency staff training. OES is also responsible for maintaining the County Emergency Operations Center (EOC) in a state of readiness.

## Major Accomplishments in 2015-16:

- Fully activated the EOC to support the Lowell Fire for three 12-hour shifts over a 72 hour period using trained County personnel, for over 170 hours of County-funded time and wages. Coordination activities included the evacuation and shelter of displaced residents and animals.
- Applied for and were awarded federal preparedness grants totaling approximately \$319,386, providing emergency response equipment, planning, and training to the County's public safety and non-profit agencies.
- Initiated the update of the Nevada County Emergency Operations Plan (EOP). Multiple collaboration meetings were coordinated with local first responders, non-profit agencies, incorporated cities/towns, and school districts.

## Objectives & Performance Measures for 2016-2017:

### Objective:

Ensure continued funding to meet the emergency preparedness and response needs of the Nevada

County Office of Emergency Services and its partner agencies and organizations that are engaged in preparedness and first-responder activities.

### Performance Measures:

- Secure and administer emergency preparedness grants, including those that have traditionally been received by the County as well as applying through the Pre-Disaster Mitigation Grant Program for funding to update the current Nevada County Local Hazard Mitigation Program.
- Fulfill all the requirements of current grants, including completion of 100% of all grant purchases in accordance with appropriate grant guidance.
- Collaborate with other agencies (public safety and non-profit) with disaster preparedness responsibilities to identify needed programs and activities.

### Objective:

Complete the update the Emergency Operations Plan and initiate the update of the Local Hazard Mitigation Plan.

### Performance Measures:

- Seek Board of Supervisors approval of each completed plan.
- Pursue Cal OES and FEMA approval of each plan.
- Publish and distribute the approved plan to jurisdictions located in Nevada County.

### Objective:

Enhance neighborhood readiness to respond to emergency evacuation orders.

### Performance Measures:

- Planning and execution of a functional exercise involving a selected County neighborhood.
- Coordinate the participation of local first responder agencies and the American Red Cross.
- Activation of the EOC with associated County personnel during the simulated evacuation.

Service Budget Unit Code	- 20702
Office/Department	- Information & General Services
Major Service Area	- Public protection/other protection



## Emergency Management (20702)

	14/15	15/16	15/16	16/17	16/17	% Change
	<u>Actual</u>	<u>Adopted</u>	<u>Estimated</u>	<u>Proposed</u>	<u>Adopted</u>	<u>From Prior Adopted</u>
<b>Revenues</b>						
Taxes	-	-	-	-	-	NA
Licenses, Permits & Franchises	-	-	-	-	-	NA
Fines, Forfeitures, & Penalties	-	-	-	-	-	NA
Use of Money & Property	-	-	7,200	-	-	NA
Federal/State Intergovernmental	320,565	319,231	319,231	306,386	306,386	-4.0%
Charges for Services	-	-	-	-	-	NA
Miscellaneous Revenues	-	-	19	-	-	NA
Other Financing Sources	56,206	57,922	57,922	57,922	57,922	0.0%
General Fund Transfers	-	-	-	-	-	NA
General Fund Allocation	135,579	161,236	147,195	183,554	183,554	13.8%
<b>Total Revenues</b>	<b>512,351</b>	<b>538,389</b>	<b>531,567</b>	<b>547,862</b>	<b>547,862</b>	<b>2%</b>
<b>Expenses</b>						
Salaries & Benefits	174,095	181,462	182,380	193,486	193,486	6.6%
Services & Supplies	244,723	256,440	239,500	234,733	234,733	-8.5%
Other Charges	95,990	79,442	105,413	86,227	86,227	8.5%
Overhead Cost Plan (A87)	13,496	21,045	21,045	35,540	35,540	68.9%
Capital Assets	-	-	-	-	-	NA
Other Financing Uses	-	-	-	-	-	NA
Interfund Activity	(15,954)	-	(16,771)	(2,124)	(2,124)	NA
Contingency	-	-	-	-	-	NA
<b>Total Expenses</b>	<b>512,351</b>	<b>538,389</b>	<b>531,567</b>	<b>547,862</b>	<b>547,862</b>	<b>2%</b>
<b>Fund Balance Added (Used)</b>	-	-	-	-	-	
<b>Staffing:</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	
<b>2016/17 Fund Analysis:</b>						
					Fund Balance	
		Revenues	Expenses		Added (Used)	
GENERAL FUND	Fund # 0101	547,862	547,862		-	
		<b>547,862</b>	<b>547,862</b>		-	

Comments/Analysis of Differences:

### Public Hearing Comments:

Adopted as proposed.



# Facilities Management

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## Mission Statement:

The mission of the Facilities Management Division is to plan for, operate, maintain, and preserve County facilities. This includes providing for the management of facility improvements and new construction projects. Our goal is to provide safe, functional, esthetically pleasing and comfortable facilities and grounds to the public and County departments in the most cost efficient, expeditious, and effective manner possible.

## Service Description:

Facilities Management is responsible for 39 County owned facilities (495,050 sq. ft.), 8 leased facilities (16,908 sq. ft.) and 76 acres of vacant land. Facilities Management is also responsible for lease management of County-owned facilities (7 locations) for office space and cell tower locations. Services include buildings and grounds maintenance, facility security, leased space development, space planning, remodeling, and capital facilities planning.

## Major Accomplishments in 2015-16:

- Relocated seven offices of the Health and Human Services Agency into 20,000 square feet of office space at the Brighton Greens Center.
- Completed relocation and remodeling of the Elections, Recorder, and Auditor-Controller office space within the Eric Rood Administration Center.
- Completed design through construction of the Behavioral Health Crisis Stabilization Unit at Sierra Nevada Hospital.
- Completed replacement of the sidewalk at the Grass Valley Veterans Building.

## Objectives & Performance Measures for 2016-17:

### Objective:

Improve the appearance of the exterior landscape of County facilities to include drought tolerant plants and irrigation system.

### Performance Measures:

- Install water conservation measures at all County facilities.
- Improve landscape and irrigation to provide for an attractive, low maintenance, and drought tolerant landscape.

### Objective:

Develop a maintenance schedule and budget plan for addressing deferred maintenance by prioritizing projects and focusing on projects that can be completed within this year's budget.

### Performance Measures:

- Compile a complete list of deferred maintenance projects.
- Complete deferred maintenance items that can be funded with any savings realized throughout the year.
- Use PG&E on-bill financing to help reduce deferred maintenance.

### Objective:

Evaluate all County facilities to assess compliance with the requirements of the Americans with Disabilities Act (ADA) and plan for ADA improvements to be incorporated in current and future budgets.

### Performance Measures:

- In collaboration with the County Risk Manager, develop an updated ADA facility self-evaluation and transition plan.
- With the assistance of FREED, and a CASp professional perform an ADA evaluation of all County Facilities.
- Complete a transition plan to identify costs and projected dates of completion.

Service Budget Unit Code	-10702
Office/Department	-Information and General Services
Major Service Area	-Gen.Services/FM & Plant Acquisition



## Facilities Management (10702)

	14/15	15/16	15/16	16/17	16/17	% Change
	<u>Actual</u>	<u>Adopted</u>	<u>Estimated</u>	<u>Proposed</u>	<u>Adopted</u>	<u>From Prior Adopted</u>
<b>Revenues</b>						
Taxes	-	-	-	-	-	NA
Licenses, Permits & Franchises	-	-	-	-	-	NA
Fines, Forfeitures, & Penalties	-	-	-	-	-	NA
Use of Money & Property	257,700	259,984	260,376	255,437	255,437	-1.7%
Federal/State Intergovernmental	-	-	-	39,943	39,943	NA
Charges for Services	229,277	181,649	206,364	234,364	234,364	29.0%
Miscellaneous Revenues	13,337	2,000	2,000	2,000	2,000	0.0%
Other Financing Sources	-	-	-	-	-	NA
General Fund Transfers	-	-	-	-	-	NA
General Fund Allocation	1,779,659	1,923,254	1,974,627	2,002,441	2,002,441	4.1%
<b>Total Revenues</b>	<b>2,279,973</b>	<b>2,366,887</b>	<b>2,443,367</b>	<b>2,534,185</b>	<b>2,534,185</b>	<b>7%</b>
<b>Expenses</b>						
Salaries & Benefits	1,129,032	1,207,802	1,209,767	1,272,705	1,272,705	5.4%
Services & Supplies	1,402,114	1,330,563	1,453,722	1,313,111	1,313,111	-1.3%
Other Charges	283,442	276,342	276,532	261,767	261,767	-5.3%
Overhead Cost Plan (A87)	-	-	-	-	-	NA
Capital Assets	4,197	-	-	-	-	NA
Other Financing Uses	3,424	-	-	15,282	15,282	NA
Interfund Activity	(542,236)	(447,820)	(496,655)	(328,680)	(328,680)	NA
Contingency	-	-	-	-	-	NA
<b>Total Expenses</b>	<b>2,279,973</b>	<b>2,366,887</b>	<b>2,443,367</b>	<b>2,534,185</b>	<b>2,534,185</b>	<b>7%</b>
<b>Fund Balance Added (Used)</b>	-	-	-	-	-	
<b>Staffing:</b>	<b>12.00</b>	<b>12.00</b>	<b>12.00</b>	<b>12.00</b>	<b>12.00</b>	
<b>2016/17 Fund Analysis:</b>						
					Fund Balance	
		Revenues	Expenses		Added (Used)	
GENERAL FUND	Fund # 0101	2,534,185	2,534,185		-	
		<b>2,534,185</b>	<b>2,534,185</b>		-	

### Comments/Analysis of Differences:

### Public Hearing Comments:

Adopted as proposed.



# Capital Facilities

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## Service Description:

The Capital Facilities budget provides for capital development and construction of new facilities and capital improvements of existing facilities. The Facilities Management Division provides project management for these capital projects.

## Major Accomplishments in 2015-16:

- Obtained State Department of Toxic Substances Control clearance at the Nevada County Operations Center site.
- Obtained a Use Permit and issued a Request for Qualifications to begin the design process for the Nevada County Operations Center.
- Completed the land use planning, financial planning, and contract development processes for the County Energy Conservation and Solar Energy Generation project.

- Relocate Public Defenders Office.

## Objective:

Complete implementation of the County Energy Conservation and Solar Energy Generation Project

## Performance Measures:

- Implement the planned projects, which shall include deferred maintenance projects.

Service Budget Unit Code	- 10801
Office/Department	- Information & General Services
Major Service Area	- General Government/Plant Acquisition

## Objectives & Performance Measures for 2016-17:

### Objective:

Support the Capital Facilities Subcommittee.

### Performance Measures:

- Hold monthly Capital Facilities Subcommittee meetings.
- Provide support for projects being brought to the Committee for consideration.

### Objective:

Advance the design and financial planning toward development of the Nevada County Operations Center.

### Performance Measures:

- Determine property space allocation to end users.
- Complete the bid process and start construction.
- In collaboration with the County Executive Office and the Community Development Agency, develop a funding and financing plan for the planned development.

### Objective:

Relocate the Public Defender into the Probation Building.

### Performance Measures:

- Develop space planning for the departments.
- Perform necessary improvements.



# Capital Facilities Projects (10801)

	<u>14/15</u>	<u>15/16</u>	<u>15/16</u>	<u>16/17</u>	<u>16/17</u>	<u>% Change</u>
	<u>Actual</u>	<u>Adopted</u>	<u>Estimated</u>	<u>Proposed</u>	<u>Adopted</u>	<u>From Prior</u>
						<u>Adopted</u>
<b>Revenues</b>						
Taxes	-	-	-	-	-	NA
Licenses, Permits & Franchises	-	-	-	-	-	NA
Fines, Forfeitures, & Penalties	-	-	-	-	-	NA
Use of Money & Property	-	-	-	-	-	NA
Federal/State Intergovernmental	-	-	-	-	-	NA
Charges for Services	-	-	-	-	-	NA
Miscellaneous Revenues	59,000	-	-	-	-	NA
Other Financing Sources	112,026	74,234	416,987	-	-	-100.0%
General Fund Transfers	-	-	-	-	-	NA
General Fund Allocation	310,388	16,060	448,293	19,483	19,483	21.3%
<b>Total Revenues</b>	<b>481,414</b>	<b>90,294</b>	<b>865,280</b>	<b>19,483</b>	<b>19,483</b>	<b>-78%</b>
<b>Expenses</b>						
Salaries & Benefits	-	-	-	-	-	NA
Services & Supplies	118,972	-	658,153	-	-	NA
Other Charges	14,994	74,234	21,582	-	-	-100.0%
Overhead Cost Plan (A87)	(1,993)	16,060	16,060	19,483	19,483	21.3%
Capital Assets	468,053	-	527,881	-	-	NA
Other Financing Uses	-	-	-	-	-	NA
Interfund Activity	(118,612)	-	(358,396)	-	-	NA
Contingency	-	-	-	-	-	NA
<b>Total Expenses</b>	<b>481,414</b>	<b>90,294</b>	<b>865,280</b>	<b>19,483</b>	<b>19,483</b>	<b>-78%</b>
<b>Fund Balance Added (Used)</b>	-	-	-	-	-	

Staffing: None

## 2016/17 Fund Analysis:

		Revenues	Expenses	Fund Balance Added (Used)
GENERAL FUND	Fund # 0101	19,483	19,483	-
		<b>19,483</b>	<b>19,483</b>	<b>-</b>

Comments/Analysis of Differences:

## Public Hearing Comments:

Adopted as proposed.



# Airport

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## Mission Statement:

Operating as an Enterprise Fund, the Nevada County Airport's mission is to deliver safe and efficient aviation facilities for Nevada County residents, businesses, visitors, the Grass Valley Air Attack Base, and other emergency service providers, through a commitment to quality services, professional competence and fiscal responsibility.

## Service Description:

The Nevada County Airport plays a vital role in the economic and recreational health of Nevada County. The Airport staff work to ensure the ongoing physical and financial viability of the Airport. This includes administering hangar and tie-down rentals, administering concession agreements with fixed-base operators, providing general information about the Airport to the public, delivering aviation fuel services, and providing for the planning, development and on-going maintenance of Airport facilities. An additional critical role for the Airport's financial viability and the community is the "dawn to dusk" fuel service support provided during the fire season in support of the California Department of Forestry and Fire Protection (CALFIRE) and the United States Forest Service (USFS) at the Grass Valley Air Attack Base. An Airport Commission provides advisory support to the Airport Manager, and advises the County Board of Supervisors on all Airport matters.

## Major Accomplishments in 2015-16:

- Completed design and engineering for a new perimeter fence and gate system and applied for \$1,017,765 in federal and state grant funding for construction of the system.
- Secured \$165,346 in federal and state grant funding for the update of the Airport Layout Plan, Obstruction Survey and Mitigation Plan, and Pavement Evaluation.
- Managed the Airport Enterprise Fund without requiring any General Fund subsidy.
- Hosted the 2015 AirFest with record attendance.
- Increased permanently based aircraft to the point where all available hangars have been filled with one or multiple aircraft.

## Objectives & Performance Measures for 2016-17:

### Objective:

Promote the Airport to the aviation community and the general public.

### Performance Measures:

- Host at least four school field trips and showcase the Airport in at least one local school event.
- Host twelve Airport-sponsored public "display days."
- Participate in at least one radio interview and two presentations for community organizations.
- Submit at least one article to the local news media.

### Objective:

Manage and operate the Nevada County Airport in a manner that ensures a financially viable and vital future.

### Performance Measures:

- Manage the Airport without General Fund subsidy.
- Increase permanently based aircraft by 5% (6-7 aircraft).
- Increase transient aircraft visits by 3%.
- Solicit proposals for construction of 8 new hangars.

### Objective:

Manage and develop Airport property to provide safe and enjoyable facilities for aviators and the general public.

### Performance Measures:

- Complete construction of the perimeter fence and gate upgrade project no later than December 1, 2016.
- Secure funding for development of an Airport café.
- Begin renovation of the Airport terminal and construction of an Airport café to be operational by October, 2017.

Service Budget Unit Code	- 91004
Office/Department	- Information & General Services
Major Service Area	- Enterprise/Airport





# Airport (91004)

	<u>14/15</u>	<u>15/16</u>	<u>15/16</u>	<u>16/17</u>	<u>16/17</u>	<u>% Change</u>
	<u>Actual</u>	<u>Adopted</u>	<u>Estimated</u>	<u>Proposed</u>	<u>Adopted</u>	<u>From Prior</u>
						<u>Adopted</u>
<b>Revenues</b>						
Taxes	59,300	55,500	56,075	56,750	56,750	2.3%
Licenses, Permits & Franchises	-	-	-	-	-	NA
Fines, Forfeitures, & Penalties	-	-	-	-	-	NA
Use of Money & Property	221,730	244,000	215,536	241,535	241,535	-1.0%
Federal/State Intergovernmental	61,792	1,358,988	192,074	1,062,487	1,062,487	-21.8%
Charges for Services	29,510	20,000	28,975	22,000	22,000	10.0%
Miscellaneous Revenues	853,613	871,285	706,616	568,397	568,397	-34.8%
Other Financing Sources	-	-	-	-	-	NA
General Fund Transfers	-	-	-	-	-	NA
General Fund Allocation	-	-	-	-	-	NA
<b>Total Revenues</b>	<b>1,225,945</b>	<b>2,549,773</b>	<b>1,199,276</b>	<b>1,951,169</b>	<b>1,951,169</b>	<b>-23%</b>
<b>Expenses</b>						
Salaries & Benefits	259,169	259,710	273,607	273,288	273,288	5.2%
Services & Supplies	764,352	779,675	584,085	442,107	442,107	-43.3%
Other Charges	521,155	79,093	87,762	88,477	88,477	11.9%
Overhead Cost Plan (A87)	56,855	44,206	44,206	47,637	47,637	7.8%
Capital Assets	111,847	1,427,500	266,701	1,113,743	1,113,743	-22.0%
Other Financing Uses	(139,175)	-	-	-	-	NA
Interfund Activity	(51,924)	(40,411)	(40,411)	(14,083)	(14,083)	NA
Contingency	-	-	-	-	-	NA
<b>Total Expenses</b>	<b>1,522,279</b>	<b>2,549,773</b>	<b>1,215,950</b>	<b>1,951,169</b>	<b>1,951,169</b>	<b>-23%</b>
<b>Fund Balance Added (Used)</b>	<b>(296,334)</b>	<b>-</b>	<b>(16,674)</b>	<b>-</b>	<b>-</b>	
<b>Staffing:</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	
<b>2016/17 Fund Analysis:</b>						
					Fund Balance	
		Revenues	Expenses		Added (Used)	
AIRPORT	Fund # 4116	1,951,169	1,951,169		-	
		<b>1,951,169</b>	<b>1,951,169</b>		<b>-</b>	

## Comments/Analysis of Differences:

### Public Hearing Comments:

Adopted as proposed.



