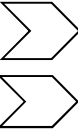


## INFORMATION & GENERAL SERVICES

Steve Monaghan, Chief Information Officer



<input type="checkbox"/>	IGS Administration (11003)	\$ 32,662
<input type="checkbox"/>	Information Systems (11007)	1,783,234
<input type="checkbox"/>	Geographic Information Systems (11008)	459,617
<input type="checkbox"/>	Cable Television (11010)	119,627
<input type="checkbox"/>	Purchasing (10204)	303,670
<input type="checkbox"/>	Central Services (92004)	564,200
<input type="checkbox"/>	Emergency Management (20702)	538,389
<input type="checkbox"/>	Facilities Management (10702)	2,366,887
<input type="checkbox"/>	Capital Facilities (10801)	90,294
<input type="checkbox"/>	Airport (91004)	2,549,773
	<b>Total</b>	<b>\$ 8,808,353</b>





## Information and General Services Summary

	<u>13/14</u> <u>Actual</u>	<u>14/15</u> <u>Adopted</u>	<u>14/15</u> <u>Estimated</u>	<u>15/16</u> <u>Proposed</u>	<u>15/16</u> <u>Adopted</u>	<u>% Change</u> <u>From Prior</u> <u>Adopted</u>
<b>Revenues</b>						
Taxes	55,554	54,300	55,500	55,500	55,500	2.2%
Licenses, Permits & Franchises	-	-	-	-	-	NA
Fines, Forfeitures, & Penalties	-	-	-	-	-	NA
Use of Money & Property	506,871	504,152	493,498	504,184	504,184	0.0%
Federal/State Intergovernmental	430,900	735,079	432,954	1,678,219	1,678,219	128.3%
Charges for Services	1,093,619	1,153,464	1,142,022	1,138,968	1,138,968	-1.3%
Miscellaneous Revenues	938,406	742,306	899,421	939,901	939,901	26.6%
Other Financing Sources	60,448	15,000	505,782	132,156	132,156	NA
General Fund Transfers	-	-	-	-	-	NA
General Fund Allocation	4,428,775	4,074,170	4,550,752	4,360,325	4,360,325	7.0%
<b>Total Revenues</b>	<b>7,514,572</b>	<b>7,278,471</b>	<b>8,079,928</b>	<b>8,809,253</b>	<b>8,809,253</b>	<b>21%</b>
<b>Expenses</b>						
Salaries & Benefits	5,337,961	5,795,702	5,791,151	6,143,157	6,143,157	6.0%
Services & Supplies	3,710,321	3,871,422	4,229,197	3,884,100	3,884,100	0.3%
Other Charges	1,507,686	1,201,095	1,251,522	1,367,472	1,367,472	13.9%
Overhead Cost Allocation (A87)	128,515	141,233	141,233	153,326	153,326	8.6%
Capital Assets	1,097,282	450,000	1,086,661	1,427,500	1,427,500	217.2%
Other Financing Uses	(120,292)	-	429	6,297	6,297	NA
Interfund Activity	(3,989,856)	(4,198,840)	(4,439,877)	(4,173,499)	(4,173,499)	NA
Contingency	-	-	-	-	-	NA
<b>Total Expenses</b>	<b>7,671,617</b>	<b>7,260,612</b>	<b>8,060,317</b>	<b>8,808,353</b>	<b>8,808,353</b>	<b>21%</b>
<b>Fund Balance Added (Used)</b>	<b>(157,045)</b>	<b>17,859</b>	<b>19,612</b>	<b>900</b>	<b>900</b>	
<b>Staffing:</b>	<b>49.00</b>	<b>50.60</b>	<b>50.60</b>	<b>50.60</b>	<b>50.60</b>	

		June 30, 2015 Projected Fund Balance	FY 15/16 Revenue	FY 15/16 Expense	FY 15/16 Net Change	June 30, 2016 Projected Fund Balance
GENERAL FUND	Fund # 0101	*	5,624,180	5,624,180	-	*
CABLE INET & PEG	Fund # 1190	69,673	71,100	70,200	900	70,573
CENTRAL SERVICES	Fund # 4332	26,531	564,200	564,200	-	26,531
AIRPORT	Fund # 4116	266,095	2,549,773	2,549,773	-	266,095
			<b>8,809,253</b>	<b>8,808,353</b>	<b>900</b>	

\* See General Fund Balance and Reserves in Section 1 for the FY 2015-16 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, 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 2014-15:

- Provided sound management and oversight for budgets totaling more than \$12 million for all IGS Divisions, including the Airport and the Library.
- Won fifth place in the Digital Counties national competition.
- The Library's Collaborative Technology Center received the California State Association of Counties (CSAC) Challenge Award and the National Association of Counties (NACo) 2014 Achievement Award in the Information Technology category.
- Conducted over 110 training sessions for County staff on a variety of applications.
- Completed the service desk and project customer reporting dashboard.
- Completed the Information and General Services Annual Report.
- Implemented a streamlined billing system for Information Systems services.

## 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 45 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 departments.
- Increase the effectiveness of the Project Management Office and IT project management by offering additional training resources to IGS and other County staff.
- Update and maintain the IGS Service Directory.

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

## Objectives & Performance Measures for 2015-16:

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



# Information & General Services Administration (11003)

	13/14 <u>Actual</u>	14/15 <u>Adopted</u>	14/15 <u>Estimated</u>	15/16 <u>Proposed</u>	15/16 <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	23,293	23,331	50,716	32,662	32,662	40.0%
<b>Total Revenues</b>	<b>23,293</b>	<b>23,331</b>	<b>50,716</b>	<b>32,662</b>	<b>32,662</b>	<b>40%</b>
<b>Expenses</b>						
Salaries & Benefits	867,475	942,871	976,592	1,030,397	1,030,397	9.3%
Services & Supplies	8,969	13,017	9,109	14,734	14,734	13.2%
Other Charges	13,679	15,278	15,630	16,867	16,867	10.4%
Overhead Cost Plan (A87)	18,654	27,090	27,090	30,122	30,122	11.2%
Capital Assets	-	-	-	-	-	NA
Other Financing Uses	-	-	-	-	-	NA
Interfund Activity	(885,485)	(974,925)	(977,705)	(1,059,458)	(1,059,458)	NA
Contingency	-	-	-	-	-	NA
<b>Total Expenses</b>	<b>23,293</b>	<b>23,331</b>	<b>50,716</b>	<b>32,662</b>	<b>32,662</b>	<b>40%</b>
<b>Fund Balance Added (Used)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Staffing:</b>	<b>7.00</b>	<b>7.60</b>	<b>7.60</b>	<b>7.60</b>	<b>7.60</b>	

## 2015/16 Fund Analysis:

		Revenues	Expenses	Fund Balance Added (Used)
GENERAL FUND	Fund # 0101	32,662	32,662	-
		<b>32,662</b>	<b>32,662</b>	<b>-</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, 150 servers, including 85 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 2014-15:

- Completed data center and network upgrades to support the new property tax system, including replacing the aging UPS power system, expanding server and data storage capacity and improved network switches.
- Completed construction of the Phase 1 Disaster Recovery Site at the Wayne Brown Correctional Facility.
- Designed and delivered a mobile Damage Assessment Collection Solution to meet an immediate need for the Office of Emergency Services. This system can be used by any department that needs to collect data in the field.
- Developed and deployed a succession planning tool for senior management to model future possible scenarios.
- Implemented an email encryption solution for the Health & Human Services Agency, supported a HIPAA assessment for Behavioral Health, and developed a Security Framework and Security Improvement Plan.

- Performed an analysis of alternatives for replacement of the aging phone system to support decision making and a future procurement.
- Developed an automated system for reporting charges to County department for IS services, and obtaining departmental approval of the charges.
- Entered into Agreement with the City of Grass Valley to provide information technology services.
- Conducted Customer Service Survey for IS customers, analyzed results and identified areas of strength and improvement.

## Objectives & Performance Measures for 2015-16:

### Objective:

Support the replacement of the Property Tax System through project management, data conversion, and report development

### Performance Measures:

- In collaboration with the vendor and the end-user offices (Assessor, Auditor-Controller, and Treasurer-Tax Collector), install and test the new software.
- Convert data from the old system to the new system.
- 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, 2015.
- Implement phase one of the new system by June 1, 2016.



# Information Systems

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- Implement phase two of the new system in Fiscal 2016-17.

**Objective:**

Improve the productivity, collaboration and communication of County employees and third parties through implementation of technology improvements to support unified communication and interoperability of all Microsoft Enterprise Systems

**Performance Measures:**

- Implement Microsoft Lync Server by August 2015.
- Upgrade from SharePoint Enterprise 2010 to SharePoint Enterprise 2013 by August 2015.

**Objective:**

Extend business process improvement and enterprise reporting capabilities utilizing SharePoint and other available tools and business intelligence technology.

**Performance Measures:**

- Enhance and promote the use of on-line forms to increase efficiency and collaboration across County departments.
- Implement an enterprise contract management system.
- Expand and enhance enterprise reporting capability utilizing web-based dashboards.

**Objective:**

Upgrade the SunGard financial software suite.

**Performance Measures:**

- Upgrade both the user interface and back-end database of the FinancePlus System.
- Gain staff efficiencies across the board by utilizing the latest browser-based technology, enabling state of the art workflows and process automation.

**Objective:**

Enhance remote access capabilities for County staff to access resources and systems by evaluating, recommending and replacing current VPN (virtual private network) and remote access systems.

**Performance Measures:**

- Evaluate gap between staff needs and current solutions by August 2015.
- Implement replacement by June 2016.

**Objective:**

Contract and integrate Accela, our newly selected Land Management Software Suite.

**Performance Measures:**

- Support the solution integrator with process optimization and data conversion.
- Leverage the software's mobile worker solutions across the Community Development Agency, providing higher quality service delivery to customers as well as employee efficiency.
- Research and test new mobile solutions for use by county staff and the public that will increase job efficiency and improve service delivery to the public.

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







# Information Systems (11007)

	13/14 <u>Actual</u>	14/15 <u>Adopted</u>	14/15 <u>Estimated</u>	15/16 <u>Proposed</u>	15/16 <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	3,107	-	-	-	-	NA
Charges for Services	62,870	71,094	100,512	90,761	90,761	27.7%
Miscellaneous Revenues	12,248	-	36	-	-	NA
Other Financing Sources	-	-	-	-	-	NA
General Fund Transfers	-	-	-	-	-	NA
General Fund Allocation	1,217,166	1,540,558	1,690,070	1,692,473	1,692,473	9.9%
<b>Total Revenues</b>	<b>1,295,391</b>	<b>1,611,652</b>	<b>1,790,618</b>	<b>1,783,234</b>	<b>1,783,234</b>	<b>11%</b>
<b>Expenses</b>						
Salaries & Benefits	2,478,286	2,777,076	2,639,689	2,843,786	2,843,786	2.4%
Services & Supplies	766,743	934,094	1,043,144	947,968	947,968	1.5%
Other Charges	523,766	518,989	551,365	591,807	591,807	14.0%
Overhead Cost Plan (A87)	-	-	-	-	-	NA
Capital Assets	47,906	-	210,501	-	-	NA
Other Financing Uses	-	-	-	5,897	5,897	NA
Interfund Activity	(2,521,311)	(2,618,507)	(2,654,081)	(2,606,224)	(2,606,224)	NA
Contingency	-	-	-	-	-	NA
<b>Total Expenses</b>	<b>1,295,391</b>	<b>1,611,652</b>	<b>1,790,618</b>	<b>1,783,234</b>	<b>1,783,234</b>	<b>11%</b>
<b>Fund Balance Added (Used)</b>	-	-	-	-	-	
<b>Staffing:</b>	<b>21.00</b>	<b>22.00</b>	<b>22.00</b>	<b>22.00</b>	<b>22.00</b>	
<b>2015/16 Fund Analysis:</b>						
					Fund Balance Added (Used)	
GENERAL FUND	Fund # 0101	Revenues	Expenses			
		1,783,234	1,783,234		-	
		<b>1,783,234</b>	<b>1,783,234</b>		-	

## Comments/Analysis of Differences:

### Public Hearing Comments:

Adopted as proposed.



# Geographic Information Systems (11008)

## 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 2014-15:

- Continued to improve the County parcel layer. Sixty percent of county parcels have been integrated into the new parcel data model with as-surveyed property boundaries and much improved positional accuracy.
- Launched two mobile data collection solutions with simple map-based applications that allow for collecting data even when no data connection is available: a damage assessment application for the Office of Emergency Service (OES) post-disaster assessment, and an application to track field visits to delinquent child support payers.
- Launched two new map-based web applications based on the "story map" concept that allows a user to browse content based on a list or, alternatively, a map interface. This design was used for the new County facilities location tool and for a historical landmarks web application featuring 200+ registered landmarks.
- Overhauled the GIS-supported Property Report with a better layout, more functionality, quicker

response, mobile friendly design, improved printing, and included map.

- Provided continued support for OES, including staged data layers, web page, and web mapping application to quickly deploy emergency incident information to a map-based tool accessible to the public.
- Developed a Recreation Interactive Map that provides information about recreation resources as parks, campgrounds golf courses etc., and web links to brochures, websites and directions.
- Enhanced the online Sheriff's Calls for Service Map, adding the ability to view calls per Supervisorial district.

## Objectives & Performance Measures for 2015-16:

### Objective:

Continue to improve parcel geometry.

### Performance Measures:

- Complete the migration of approximately 20,000 additional parcels to the parcel data model.
- Make districts, zoning, and other relevant layers coincident with the improved parcel geometry.

### Objective:

Update current web-applications to the current open platform so that they can run on all devices.

### Performance Measures:

- A solution to provides for easy implementation of web maps that can be viewed on all mobile devices and can be deployed publicly or constrained to a specific set of internal users.

### Objective:

Participate in land management software implementation.

### Performance Measure:

- Successfully integrate GIS data into the new land management software suite by providing map web services for use by the software.
- Rework the Parcel Report to complement web-based tools supplied by the new software.

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



# Geographic Information Systems (11008)

	<u>13/14</u>	<u>14/15</u>	<u>14/15</u>	<u>15/16</u>	<u>15/16</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	274,749	274,458	274,800	274,458	274,458	0.0%
Miscellaneous Revenues	400	416	417	416	416	0.0%
Other Financing Sources	-	-	-	-	-	NA
General Fund Transfers	-	-	-	-	-	NA
General Fund Allocation	108,909	152,920	152,577	184,743	184,743	20.8%
<b>Total Revenues</b>	<b>384,058</b>	<b>427,794</b>	<b>427,794</b>	<b>459,617</b>	<b>459,617</b>	<b>7%</b>
<b>Expenses</b>						
Salaries & Benefits	295,880	321,843	325,846	353,553	353,553	9.9%
Services & Supplies	25,846	28,483	27,719	38,994	38,994	36.9%
Other Charges	45,519	51,668	51,870	54,222	54,222	4.9%
Overhead Cost Plan (A87)	16,813	25,800	25,800	17,424	17,424	-32.5%
Capital Assets	-	-	-	-	-	NA
Other Financing Uses	-	-	-	-	-	NA
Interfund Activity	-	-	(3,441)	(4,576)	(4,576)	NA
Contingency	-	-	-	-	-	NA
<b>Total Expenses</b>	<b>384,058</b>	<b>427,794</b>	<b>427,794</b>	<b>459,617</b>	<b>459,617</b>	<b>7%</b>
<b>Fund Balance Added (Used)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</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>2015/16 Fund Analysis:</b>						
					Fund Balance	
		Revenues	Expenses		Added (Used)	
GENERAL FUND	Fund # 0101	459,617	459,617		-	
		<b>459,617</b>	<b>459,617</b>		<b>-</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 2014-15:

- 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.
- Completed the installation of new infrastructure to support the continued operation of the PEG Station (NCTV).
- Implemented PEG Channel 18 for Education content as a partnership between the County, NJUHSD and NCTV.

## Objectives & Performance Measures for 2015-16:

### 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 and to prepare for the franchises to transition to State franchises (DIVCA) in July 2016.

### Performance Measures:

- Achieve 100% citizen request follow-up and ensuring local cable operator presence and responsiveness.
- Update the County’s cable TV ordinance and Administrative Code sections to facilitate the State franchise transition and continued PEG support.

### 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 Measures:

- 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>13/14</u>	<u>14/15</u>	<u>14/15</u>	<u>15/16</u>	<u>15/16</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	981	-	141	-	-	NA
Federal/State Intergovernmental	-	-	-	-	-	NA
Charges for Services	10,500	15,300	12,300	8,100	8,100	-47.1%
Miscellaneous Revenues	75,483	46,000	45,294	63,000	63,000	37.0%
Other Financing Sources	2,842	-	-	-	-	NA
General Fund Transfers	-	-	-	-	-	NA
General Fund Allocation	64,399	71,306	66,296	49,427	49,427	-30.7%
<b>Total Revenues</b>	<b>154,205</b>	<b>132,606</b>	<b>124,031</b>	<b>120,527</b>	<b>120,527</b>	<b>-9%</b>
<b>Expenses</b>						
Salaries & Benefits	-	-	-	-	-	NA
Services & Supplies	92,897	87,478	100,311	89,165	89,165	1.9%
Other Charges	74,097	31,773	38,196	30,679	30,679	-3.4%
Overhead Cost Plan (A87)	20,137	12,865	12,865	9,081	9,081	-29.4%
Capital Assets	16,390	-	-	-	-	NA
Other Financing Uses	3,414	-	429	400	400	NA
Interfund Activity	(46,755)	(2,760)	(18,649)	(9,698)	(9,698)	NA
Contingency	-	-	-	-	-	NA
<b>Total Expenses</b>	<b>160,179</b>	<b>129,356</b>	<b>133,152</b>	<b>119,627</b>	<b>119,627</b>	<b>-8%</b>
<b>Fund Balance Added (Used)</b>	<b>(5,974)</b>	<b>3,250</b>	<b>(9,121)</b>	<b>900</b>	<b>900</b>	

Staffing: None

### 2015/16 Fund Analysis:

		Revenues	Expenses	Fund Balance Added (Used)
GENERAL FUND	Fund # 0101	49,427	49,427	-
CABLE INET & PEG	Fund # 1190	71,100	70,200	900
		<b>120,527</b>	<b>119,627</b>	<b>900</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 leases of certain equipment and property for County use.

## Major Accomplishments in 2014-15:

- Issued approximately 750 purchase orders and contracts totaling approximately \$10.3 million, and executed more than 200 contracts for services and leases.
- Issued 45 invitations for bids, requests for qualifications and requests for proposals.
- Facilitated the evaluation of proposals and/or contract development for the following solicitations: Airport Engineering and Consulting; Energy Conservation and Solar Energy Generation; Probation Case Management System; Employment Application Management System; Land Use Management System; and Wayne Brown Correctional Facility Security System Maintenance.
- Realized more than \$50,000 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 20 other public agencies and non-profit organizations. Realized net revenue of more than \$58,000 from public sales of surplus goods, and recycled eight tons of electronic waste.
- Enhanced the Purchasing InfoNet site to improve access to content for County staff.

## Objectives & Performance Measures for 2015-16:

### Objective:

Oversee major procurements planned for FY2015-16

### Performance Measures:

- Issue solicitations and facilitate evaluation of proposals for residential drug and alcohol recovery services at the Bost facility; crisis stabilization services; architectural design services for the Bear River Transportation Center;
- Administer the public works bidding process for capital projects, including the Airport Perimeter Fence Project and Highway Bridge Projects.

### Objective:

Enhance cost savings for the County by employing professional purchasing practices in the procurement of goods and services for the County.

### Performance Measures:

- Enter into competitively bid master contracts for at least one new commodity or service for which the County is not presently receiving competitive pricing.
- Achieve documented cost savings of at least \$50,000, measured by the difference between the cost estimates provided by the requisitioner and the actual cost.

### Objective:

Maximize the useful life of resources through efficient management of the surplus goods program.

### Performance Measures:

- Provide surplus goods to at least five other public agencies and non-profit organizations.
- Conduct at least three public surplus sales, including at least one on-line public auction.

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



## Purchasing (10204)

	<u>13/14</u>	<u>14/15</u>	<u>14/15</u>	<u>15/16</u>	<u>15/16</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	56	-	-	-	-	NA
Miscellaneous Revenues	9,662	3,200	2,750	3,200	3,200	0.0%
Other Financing Sources	376	-	1,537	-	-	NA
General Fund Transfers	-	-	-	-	-	NA
General Fund Allocation	267,551	296,640	293,101	300,470	300,470	1.3%
<b>Total Revenues</b>	<b>277,645</b>	<b>299,840</b>	<b>297,388</b>	<b>303,670</b>	<b>303,670</b>	<b>1%</b>
<b>Expenses</b>						
Salaries & Benefits	172,890	183,729	181,277	183,444	183,444	-0.2%
Services & Supplies	8,423	12,061	12,061	13,681	13,681	13.4%
Other Charges	96,332	104,050	104,050	106,545	106,545	2.4%
Overhead Cost Plan (A87)	-	-	-	-	-	NA
Capital Assets	-	-	-	-	-	NA
Other Financing Uses	-	-	-	-	-	NA
Interfund Activity	-	-	-	-	-	NA
Contingency	-	-	-	-	-	NA
<b>Total Expenses</b>	<b>277,645</b>	<b>299,840</b>	<b>297,388</b>	<b>303,670</b>	<b>303,670</b>	<b>1%</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>2015/16 Fund Analysis:</b>						
					Fund Balance	
		Revenues	Expenses		Added (Used)	
GENERAL FUND	Fund # 0101	303,670	303,670		-	
		<b>303,670</b>	<b>303,670</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 2014-15:

- Processed 186,200 pieces of outgoing mail
- Answered more than 8400 general information calls from the public.
- Assisted with new Local Motion pool car reservation and checkout system and implemented new safety information system for pool cars.
- Provided support and customer liaison services for the multi-function office machines, and began an evaluation of the usage and needs in anticipation of renewing the lease and support contract for these machines.
- Upgraded the postage meter with a new model that provides more efficient billing and accounting modules and provides the ability to take advantage of U.S. Postal Service discounts for certain classes of pre-metered mail.
- Implemented the Lobby Greeter Program, providing quality customer service to visitors to the Rood Center.

## Objectives & Performance Measures for 2015-16:

### Objective:

Ensure excellence in Central Services Mail and Fleet 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 USPS and Nevada County mail room service.
- Look for additional cost saving opportunities for departments in mailing services.
- Provide pool car services by assisting employees in using the automated car check out system, and coordinate with Fleet maintenance staff.

**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.
- Implement the project plan for multi-function machine replacements to ensure service continuity in anticipation of the December 2015 expiration of the current contract for lease and maintenance of multi-function office machines.

**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.
- Implement a new training class signup and reporting system.
- 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





# Central Services (92004)

	<u>13/14</u>	<u>14/15</u>	<u>14/15</u>	<u>15/16</u>	<u>15/16</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	375	200	252	200	200	0.0%
Federal/State Intergovernmental	-	-	-	-	-	NA
Charges for Services	513,254	589,135	511,251	564,000	564,000	-4.3%
Miscellaneous Revenues	-	-	151	-	-	NA
Other Financing Sources	-	-	-	-	-	NA
General Fund Transfers	-	-	-	-	-	NA
General Fund Allocation	-	-	-	-	-	NA
<b>Total Revenues</b>	<b>513,629</b>	<b>589,335</b>	<b>511,654</b>	<b>564,200</b>	<b>564,200</b>	<b>-4%</b>
<b>Expenses</b>						
Salaries & Benefits	76,937	81,793	81,483	83,003	83,003	1.5%
Services & Supplies	395,060	447,632	383,746	412,880	412,880	-7.8%
Other Charges	53,702	52,790	44,828	58,241	58,241	10.3%
Overhead Cost Plan (A87)	(4,744)	7,120	7,120	15,388	15,388	116.1%
Capital Assets	-	-	-	-	-	NA
Other Financing Uses	-	-	-	-	-	NA
Interfund Activity	(2,888)	-	(4,200)	(5,312)	(5,312)	NA
Contingency	-	-	-	-	-	NA
<b>Total Expenses</b>	<b>518,068</b>	<b>589,335</b>	<b>512,977</b>	<b>564,200</b>	<b>564,200</b>	<b>-4%</b>
<b>Fund Balance Added (Used)</b>	<b>(4,439)</b>	<b>-</b>	<b>(1,323)</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>2015/16 Fund Analysis:</b>						
					Fund Balance	
		Revenues	Expenses		Added (Used)	
CENTRAL SERVICES	Fund # 4332	564,200	564,200		-	
		<b>564,200</b>	<b>564,200</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 is responsible for coordinating with County departments, local cities, and special districts to mitigate against, prepare for, respond to, and recover from disasters. The Office 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 2014-15

- Recruited and trained an additional 20 county employees to assist with staffing the Emergency Operations Center during an emergency.
- Secured \$20,000 in grant funds for the purchase and installation of new computers and monitors in the Emergency Operations Center.
- Managed a federal preparedness grant totaling approximately \$300,000, providing emergency response equipment, planning, and training to the County's public safety and non-profit agencies.
- Managed \$57,000 of Proposition 172 Safety Funds to implement the Fire Prevention and Education programs in Nevada County.

## Objectives & Performance Measures for 2015-2016:

### 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 other grants that historically have not been applied for by emergency preparedness organizations.
- 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:

Update various county emergency plans to include the Emergency Operations Plan and the Local Hazard Mitigation Plan.

### Performance Measures:

- Collaborate with county jurisdictions to solicit input on each new plan.
- Seek Board of Supervisors approval of each completed plan.
- Pursue Cal OES and FEMA approval of each plan.
- Publish and distribute 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.
- Coordination and participation in the exercise 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)

	<u>13/14</u>	<u>14/15</u>	<u>14/15</u>	<u>15/16</u>	<u>15/16</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	319,056	299,829	304,829	319,231	319,231	6.5%
Charges for Services	-	-	-	-	-	NA
Miscellaneous Revenues	-	-	-	-	-	NA
Other Financing Sources	45,230	15,000	54,492	57,922	57,922	286.1%
General Fund Transfers	-	-	-	-	-	NA
General Fund Allocation	141,535	136,630	137,101	161,236	161,236	18.0%
<b>Total Revenues</b>	<b>505,821</b>	<b>451,459</b>	<b>496,422</b>	<b>538,389</b>	<b>538,389</b>	<b>19%</b>
<b>Expenses</b>						
Salaries & Benefits	139,540	136,878	179,425	181,462	181,462	32.6%
Services & Supplies	149,890	213,905	222,158	256,440	256,440	19.9%
Other Charges	81,391	87,180	89,042	79,442	79,442	-8.9%
Overhead Cost Plan (A87)	39,521	13,496	13,496	21,045	21,045	55.9%
Capital Assets	95,480	-	-	-	-	NA
Other Financing Uses	-	-	-	-	-	NA
Interfund Activity	-	-	(7,699)	-	-	NA
Contingency	-	-	-	-	-	NA
<b>Total Expenses</b>	<b>505,821</b>	<b>451,459</b>	<b>496,422</b>	<b>538,389</b>	<b>538,389</b>	<b>19%</b>
<b>Fund Balance Added (Used)</b>	<b>-</b>	<b>-</b>	<b>-</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>2015/16 Fund Analysis:</b>						
					Fund Balance	
		Revenues	Expenses		Added (Used)	
GENERAL FUND	Fund # 0101	538,389	538,389		-	
		<b>538,389</b>	<b>538,389</b>		<b>-</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 (495,050 sq. ft.) facilities, 9 leased facilities (31,442 sq. ft.) and 76 acres of vacant land. Facilities Management is also responsible for lease management of County owned facilities (8 locations) for office space and cell tower locations. Services include maintenance of buildings and grounds, facility security, leased space development, space planning, remodeling, and Capital Facilities planning.

## Major Accomplishments in 2014-15:

- Relocated seven offices of the Health and Human Services Agency into 20,000 square feet of office space at the Brighton Greens Center.
- Completed the Grass Valley Library Circulation Desk and Improvement Project.
- Completed Exterior painting of the Courthouse Annex, Laura Wilcox Building and WBCF.
- Installed new tankless domestic water heating system at the WBCF

## Objectives & Performance Measures for 2015-16:

### Objective:

Develop and implement water conservation measures for the County to ensure responsible water usage.

### 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:

Reduce deferred maintenance list by prioritizing projects and focusing on projects that can be completed within this year's budget.

### Performance Measures:

- Compile complete list of deferred maintenance projects.
- Complete deferred maintenance items that can be funded with any savings realized throughout the year.

### 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, 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)

	13/14	14/15	14/15	15/16	15/16	% 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	285,114	266,452	255,005	259,984	259,984	-2.4%
Federal/State Intergovernmental	-	-	-	-	-	NA
Charges for Services	175,259	185,477	222,549	181,649	181,649	-2.1%
Miscellaneous Revenues	586	2,000	7,200	2,000	2,000	0.0%
Other Financing Sources	12,000	-	-	-	-	NA
General Fund Transfers	-	-	-	-	-	NA
General Fund Allocation	1,688,201	1,854,778	1,849,178	1,923,254	1,923,254	3.7%
<b>Total Revenues</b>	<b>2,161,160</b>	<b>2,308,707</b>	<b>2,333,931</b>	<b>2,366,887</b>	<b>2,366,887</b>	<b>3%</b>
<b>Expenses</b>						
Salaries & Benefits	1,073,561	1,119,403	1,166,230	1,207,802	1,207,802	7.9%
Services & Supplies	1,303,702	1,309,334	1,451,400	1,330,563	1,330,563	1.6%
Other Charges	253,980	259,510	260,995	276,342	276,342	6.5%
Overhead Cost Plan (A87)	-	-	-	-	-	NA
Capital Assets	13,610	-	4,197	-	-	NA
Other Financing Uses	-	-	-	-	-	NA
Interfund Activity	(483,695)	(379,540)	(548,891)	(447,820)	(447,820)	NA
Contingency	-	-	-	-	-	NA
<b>Total Expenses</b>	<b>2,161,160</b>	<b>2,308,707</b>	<b>2,333,931</b>	<b>2,366,887</b>	<b>2,366,887</b>	<b>3%</b>
<b>Fund Balance Added (Used)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</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>2015/16 Fund Analysis:</b>						
					Fund Balance	
		Revenues	Expenses		Added (Used)	
GENERAL FUND	Fund # 0101	2,366,887	2,366,887		-	
		<b>2,366,887</b>	<b>2,366,887</b>		<b>-</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 2014-15:

- Installed water conservation measures at the Wayne Brown Correctional Facility (WBCF).
- Painted the exterior of the WBCF.
- Obtained a use permit for the Bear River Transportation Center.

## Objectives & Performance Measures for 2015-16:

### Objective:

Support the Capital Facilities Subcommittee.

### Performance Measures:

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

### Objective:

Advance the design and financial planning toward development of the Bear River Transportation Center.

### Performance Measures:

- Determine property space allocation to end users.
- Procure architectural design services.
- In collaboration with the County Executive Office and the Community Development Agency, develop a funding and financing plan for the planned development.

### Objective:

Update the 2012 Capital Facilities Master Plan to show recent changes and new direction in Capital Facilities in order to provide the most accurate information to base decisions on.

### Performance Measures:

- Update current changes to existing 2012 Capital Facilities Master Plan.
- Evaluate the existing components of the plan to ensure it is a complete and comprehensive plan.

- Present the Plan to the Capital Facilities Subcommittee and Board of Supervisors for approval.

### Objective:

Achieve energy cost savings through implementation of conservation measures and development of solar energy generation facilities.

### Performance Measures:

- Complete assessment of projects proposed by the Department of Energy-certified Energy Services Company (ESCO) retained in FY2014-15.
- Develop a financing plan to fund the proposed projects that meets the objective of having all costs covered by the energy savings realized from implementation of the projects.
- Implement the proposed projects, which shall include deferred maintenance projects.

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



# Capital Facilities Projects (10801)

	<u>13/14</u>	<u>14/15</u>	<u>14/15</u>	<u>15/16</u>	<u>15/16</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	36,171	-	-	-	-	NA
Miscellaneous Revenues	-	-	-	-	-	NA
Other Financing Sources	-	-	449,753	74,234	74,234	NA
General Fund Transfers	-	-	-	-	-	NA
General Fund Allocation	917,721	(1,993)	311,713	16,060	16,060	NA
<b>Total Revenues</b>	<b>953,892</b>	<b>(1,993)</b>	<b>761,466</b>	<b>90,294</b>	<b>90,294</b>	<b>NA</b>
<b>Expenses</b>						
Salaries & Benefits	-	-	-	-	-	NA
Services & Supplies	175,728	175,000	178,599	-	-	-100.0%
Other Charges	-	-	15,000	74,234	74,234	NA
Overhead Cost Plan (A87)	8,098	(1,993)	(1,993)	16,060	16,060	NA
Capital Assets	803,879	-	746,963	-	-	NA
Other Financing Uses	-	-	-	-	-	NA
Interfund Activity	(33,812)	(175,000)	(177,103)	-	-	NA
Contingency	-	-	-	-	-	NA
<b>Total Expenses</b>	<b>953,892</b>	<b>(1,993)</b>	<b>761,466</b>	<b>90,294</b>	<b>90,294</b>	<b>NA</b>
<b>Fund Balance Added (Used)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	

Staffing: None

## 2015/16 Fund Analysis:

		Revenues	Expenses	Fund Balance Added (Used)
GENERAL FUND	Fund # 0101	90,294	90,294	-
		<b>90,294</b>	<b>90,294</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 Airport staff is responsible for the day-to-day operations of the Nevada County Airport, and for ensuring the on-going 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.

The Nevada County Airport plays a vital role in the economic and recreational health of Nevada County. As such, the Airport will continue to assume an increasingly important role in meeting the flying needs of the community it serves.

## Major Accomplishments in 2014-15:

- Secured \$112,500 in federal grant funding for the design and engineering of a complete airport perimeter fence and gate system.
- Managed the Airport Enterprise Fund without requiring any General Fund subsidy.
- Led coordination of a community outreach event with Sierra Cinemas, CALFIRE, the USFS, and the Experimental Aircraft Association during the premiere of the Disney movie, "Planes: Fire and Rescue."

## Objectives & Performance Measures for 2015-16:

### 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 at least two Airport-sponsored fly-in events that include local food vendors.
- Participate in at least one radio interview and two presentations for community organizations.
- Submit at least one article to the local news media.
- Host the July 2015 AirFest.

### 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%.

### 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 October 1, 2015.
- Secure funding for development of an Airport café.
- Begin renovation of the Airport terminal and construction of an Airport café to be operational by August, 2017.

Service Budget Unit Code	- 91004
Office/Department	- County Executive Office
Major Service Area	- Enterprise/Airport





# Airport (91004)

	<u>13/14</u>	<u>14/15</u>	<u>14/15</u>	<u>15/16</u>	<u>15/16</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	55,554	54,300	55,500	55,500	55,500	2.2%
Licenses, Permits & Franchises	-	-	-	-	-	NA
Fines, Forfeitures, & Penalties	-	-	-	-	-	NA
Use of Money & Property	220,400	237,500	238,100	244,000	244,000	2.7%
Federal/State Intergovernmental	108,737	435,250	128,125	1,358,988	1,358,988	212.2%
Charges for Services	20,760	18,000	20,610	20,000	20,000	11.1%
Miscellaneous Revenues	840,027	690,690	843,573	871,285	871,285	26.1%
Other Financing Sources	-	-	-	-	-	NA
General Fund Transfers	-	-	-	-	-	NA
General Fund Allocation	-	-	-	-	-	NA
<b>Total Revenues</b>	<b>1,245,477</b>	<b>1,435,740</b>	<b>1,285,908</b>	<b>2,549,773</b>	<b>2,549,773</b>	<b>78%</b>
<b>Expenses</b>						
Salaries & Benefits	233,392	232,109	240,609	259,710	259,710	11.9%
Services & Supplies	783,063	650,418	800,950	779,675	779,675	19.9%
Other Charges	365,220	79,857	80,546	79,093	79,093	-1.0%
Overhead Cost Plan (A87)	30,036	56,855	56,855	44,206	44,206	-22.2%
Capital Assets	120,017	450,000	125,000	1,427,500	1,427,500	217.2%
Other Financing Uses	(123,706)	-	-	-	-	NA
Interfund Activity	(15,911)	(48,108)	(48,108)	(40,411)	(40,411)	NA
Contingency	-	-	-	-	-	NA
<b>Total Expenses</b>	<b>1,392,110</b>	<b>1,421,131</b>	<b>1,255,852</b>	<b>2,549,773</b>	<b>2,549,773</b>	<b>79%</b>
<b>Fund Balance Added (Used)</b>	<b>(146,633)</b>	<b>14,609</b>	<b>30,056</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>2015/16 Fund Analysis:</b>						
					Fund Balance	
		Revenues	Expenses		Added (Used)	
AIRPORT	Fund # 4116	2,549,773	2,549,773		-	
		<b>2,549,773</b>	<b>2,549,773</b>		<b>-</b>	

## Comments/Analysis of Differences:

### Public Hearing Comments:

Adopted as proposed.



