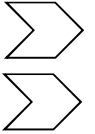


## INFORMATION & GENERAL SERVICES

Steve Monaghan, Chief Information Officer



<input type="checkbox"/>	IGS Administration (11003)	\$	23,331
<input type="checkbox"/>	Information Systems (11007)		1,611,652
<input type="checkbox"/>	Geographic Information Systems (11008)		427,794
<input type="checkbox"/>	Cable Television (11010)		129,356
<input type="checkbox"/>	Purchasing (10204)		299,840
<input type="checkbox"/>	Central Services (92004)		589,335
<input type="checkbox"/>	Emergency Management (20702)		451,459
<input type="checkbox"/>	Facilities Management (10702)		2,308,707
<input type="checkbox"/>	Capital Facilities (10801)		(1,993)
<input type="checkbox"/>	Airport (91004)		1,421,131
	<b>Total</b>	\$	7,260,612



## Information and General Services Summary

	<u>12/13</u> <u>Actual</u>	<u>13/14</u> <u>Adopted</u>	<u>13/14</u> <u>Estimated</u>	<u>14/15</u> <u>Proposed</u>	<u>14/15</u> <u>Adopted</u>	<u>% Change</u> <u>From Prior</u> <u>Adopted</u>
<b>Revenues</b>						
Taxes	59,074	54,300	59,194	54,300	54,300	0.0%
Licenses, Permits & Franchises	-	-	-	-	-	NA
Fines, Forfeitures, & Penalties	-	-	-	-	-	NA
Use of Money & Property	531,856	519,840	528,673	504,152	504,152	-3.0%
Federal/State Intergovernmental	1,233,807	543,450	461,819	735,079	735,079	35.3%
Charges for Services	1,166,722	1,183,741	1,139,083	1,153,464	1,153,464	-2.6%
Miscellaneous Revenues	843,570	659,556	814,237	742,306	742,306	12.5%
Other Financing Sources	-	200	-	15,000	15,000	NA
General Fund Transfers	-	-	-	-	-	NA
General Fund Allocation	5,696,327	3,800,065	4,396,536	4,074,170	4,074,170	7.2%
<b>Total Revenues</b>	<b>9,531,356</b>	<b>6,761,152</b>	<b>7,399,542</b>	<b>7,278,471</b>	<b>7,278,471</b>	<b>8%</b>
<b>Expenses</b>						
Salaries & Benefits	5,286,362	5,310,081	5,344,355	5,795,702	5,795,702	9.1%
Services & Supplies	4,749,013	4,806,246	4,775,723	5,040,445	5,040,445	4.9%
Other Charges	464,443	32,720	1,157	32,072	32,072	-2.0%
Overhead Cost Allocation (A87)	165,687	128,515	128,515	141,233	141,233	9.9%
Capital Assets	3,180,707	210,000	854,398	450,000	450,000	114.3%
Other Financing Uses	(832,525)	-	-	-	-	NA
Interfund Activity	(4,040,452)	(3,761,273)	(3,836,682)	(4,198,840)	(4,198,840)	NA
Contingency	-	-	-	-	-	NA
<b>Total Expenses</b>	<b>8,973,235</b>	<b>6,726,289</b>	<b>7,267,466</b>	<b>7,260,612</b>	<b>7,260,612</b>	<b>8%</b>
<b>Fund Balance Added (Used)</b>	<b>558,121</b>	<b>34,863</b>	<b>132,076</b>	<b>17,859</b>	<b>17,859</b>	
<b>Staffing:</b>	<b>48.48</b>	<b>49.00</b>	<b>49.00</b>	<b>50.60</b>	<b>50.60</b>	

		June 30, 2014 Projected Fund Balance	FY 14/15 Revenue	FY 14/15 Expense	FY 14/15 Net Change	June 30, 2015 Projected Fund Balance
General Fund	Fund # 0101	*	5,192,096	5,192,096	-	*
Cable Inet & PEG	Fund # 1190	11,131	61,300	58,050	3,250	14,381
Central Services	Fund # 4332	2,537	589,335	589,335	-	2,537
Airport	Fund # 4116	361,517	1,435,740	1,421,131	14,609	376,126
			<b>7,278,471</b>	<b>7,260,612</b>	<b>17,859</b>	

\* See General Fund Balance and Reserves in Section 1 for the FY 2014-15 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 and Airport.

## 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 and Airport.

## Major Accomplishments in 2013-14:

- Provided sound management and oversight for budgets totaling more than \$12 million for all IGS Divisions, including the Airport and the Library.
- Won third place in the Digital Counties national competition.
- Won Award for Excellence in Local Government from the Alliance for Innovation for the Nevada County Mobile Worker Project.
- Conducted over 110 training sessions for County staff on a variety of applications.
- Successfully completed the County's Mobile Device initiative including rollout of the Air Quality Mobile Worker grant pilot project and associated mobile device implementation projects for various departments.
- Completed the service desk and project customer reporting dashboard.
- Completed implementation of the new Employee Training class sign-up application.
- Completed the Information and Communication 2013-2016 Strategic Plan.
- Completed the first IGS Annual Report.
- Streamlined the monthly accounting and billing procedures for telephone service and copiers, realizing a savings of approximately one staff day per month.

## Objectives & Performance Measures for 2014-15:

**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 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



## Information & General Services Administration (11003)

	12/13 <u>Actual</u>	13/14 <u>Adopted</u>	13/14 <u>Estimated</u>	14/15 <u>Proposed</u>	14/15 <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	22,277	12,802	18,693	23,331	23,331	82.2%
<b>Total Revenues</b>	<b>22,277</b>	<b>12,802</b>	<b>18,693</b>	<b>23,331</b>	<b>23,331</b>	<b>82%</b>
<b>Expenses</b>						
Salaries & Benefits	854,359	864,632	870,523	942,871	942,871	9.0%
Services & Supplies	26,616	27,846	27,846	28,295	28,295	1.6%
Other Charges	-	-	-	-	-	NA
Overhead Cost Allocation (A87)	50,201	18,654	18,654	27,090	27,090	45.2%
Capital Assets	-	-	-	-	-	NA
Other Financing Uses	-	-	-	-	-	NA
Interfund Activity	(908,899)	(898,330)	(898,330)	(974,925)	(974,925)	NA
Contingency	-	-	-	-	-	NA
<b>Total Expenses</b>	<b>22,277</b>	<b>12,802</b>	<b>18,693</b>	<b>23,331</b>	<b>23,331</b>	<b>82%</b>
<b>Fund Balance Added (Used)</b>	-	-	-	-	-	
<b>Staffing:</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.60</b>	<b>7.60</b>	
<b>2014/15 Fund Analysis:</b>						
					Fund Balance Added (Used)	
General Fund	Fund #0101	Revenues 23,331	Expenses 23,331		-	
		<b>23,331</b>	<b>23,331</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 2013-2014:

- Completed Data Center and Network upgrades to support the new Property tax System, including replacement of the aging UPS power system, additional server and data storage capacity and improved network switches.
- Automated the Auditor-Controller's accounts payable batch submission process, streamlining staff time across the enterprise.
- Completed construction of the Phase 1 Disaster Recovery Site at the Wayne Brown Correctional Facility.
- Designed, developed and launched a state of the art Enterprise Data Mart and Data Warehouse. This technology will allow for data to be aggregated data from multiple systems in order to deliver highly intuitive reports to the enterprise.
- Deployed a custom Affordable Care Act and Temporary Employee Report, enabling Human Resources management the needed business intelligence to evaluate impacts of the new law.

- Developed and deployed an Online Job Application Submission system, allowing the public to submit job applications, including resumes and supporting documentation, on-line.
- 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.
- Implemented Program and Product Management is IS to promote staff "ownership" of the areas they are responsible for.
- Performed an analysis of alternatives for replacement of the aging phone system to support decision making and the issuance of an RFP. Completed phase one of a custom report multi system report that provides critical contract management analytics to the enterprise.
- Supported the planning and buildout of the new Community Technology Center.
- Completed the installation of new infrastructure to support the continued operation of the PEG Station (NCTV).
- Developed and implemented the Service Delivery Management System for managing service requests and projects, providing increased visibility to County departments of the status of there is work requests.

## Objectives & Performance Measures for 2014-2015

### 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.



# Information Systems

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## 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:

- Issue a Request for Proposals and select a vendor for the new phone system by August 1, 2014.
- Implement phase one of the new system by November 15, 2014
- Implement phase two of the new system in Fiscal 2015-16.

## 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 (Exchange, Active Directory, Lync, SharePoint) and the phone system.

## Performance Measures:

- Prepare a migration plan for replacement of the aging virtual server and data storage platform.
- Continue to build off of the upgrade to Exchange 2013 by implementing Lync Server and Share Point 2013 and integrate with the new phone system to support unified communication where possible.
- Complete Server/Storage migration plan by August 1, 2014.
- Implement Microsoft Lync Server by July 15, 2014.
- Upgrade from SharePoint Enterprise 2010 to SharePoint Enterprise 2013 by November 2014.

## 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 tracking system.

- Expand and enhance enterprise reporting capability utilizing web-based dashboards.

## Objective:

Upgrade the SunGard financial and land use suite of software.

## Performance Measures:

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

## Objective:

Continue to support and expand the mobile worker initiative, creating work efficiencies across the enterprise

## Performance Measures:

- Work with each department's mobile device coordinators on policies and processes as needed.
- Hold quarterly mobile device user groups to garner best practices, encourage collaboration, conduct training and facilitate information sharing.
- 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)

	12/13 <u>Actual</u>	13/14 <u>Adopted</u>	13/14 <u>Estimated</u>	14/15 <u>Proposed</u>	14/15 <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	46,053	-	1,500	-	-	NA
Charges for Services	87,769	58,190	59,536	71,094	71,094	22.2%
Miscellaneous Revenues	488	-	9,355	-	-	NA
Other Financing Sources	-	-	-	-	-	NA
General Fund Transfers	-	-	-	-	-	NA
General Fund Allocation	1,261,278	1,388,550	1,338,149	1,540,558	1,540,558	10.9%
<b>Total Revenues</b>	<b>1,395,588</b>	<b>1,446,740</b>	<b>1,408,540</b>	<b>1,611,652</b>	<b>1,611,652</b>	<b>11%</b>
<b>Expenses</b>						
Salaries & Benefits	2,431,844	2,451,297	2,496,099	2,777,076	2,777,076	13.3%
Services & Supplies	1,288,433	1,426,481	1,310,101	1,453,083	1,453,083	1.9%
Other Charges	102,078	-	-	-	-	NA
Overhead Cost Allocation (A87)	-	-	-	-	-	NA
Capital Assets	77,863	-	51,433	-	-	NA
Other Financing Uses	1,804	-	-	-	-	NA
Interfund Activity	(2,506,434)	(2,431,038)	(2,449,093)	(2,618,507)	(2,618,507)	NA
Contingency	-	-	-	-	-	NA
<b>Total Expenses</b>	<b>1,395,588</b>	<b>1,446,740</b>	<b>1,408,540</b>	<b>1,611,652</b>	<b>1,611,652</b>	<b>11%</b>
<b>Fund Balance Added (Used)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Staffing:</b>	<b>21.00</b>	<b>21.00</b>	<b>21.00</b>	<b>22.00</b>	<b>22.00</b>	
<b>2014/15 Fund Analysis:</b>						
					Fund Balance	
					Added (Used)	
General Fund	Fund #0101	1,611,652	1,611,652		-	
		<b>1,611,652</b>	<b>1,611,652</b>		<b>-</b>	

## Comments/Analysis of Differences:

Reduction in intergovernmental revenue in FY 13/14 reflects the loss of revenue from Courts which will no longer require the use of the County's NEMO system for application support. For FY 12/13, the Board of Supervisors approved the Phase I expenditures for the Aumentum Government Revenue Management System, and some hardware-related capital expenses were incurred in 12/13. It is anticipated that additional expenses will occur in FY13/14 and FY 14/15, but they are unbudgeted. A budget amendment will be brought to the Board of Supervisors when details and timeframes are more certain.

## Public Hearing Comments:

Adopted as proposed.



# Geographic Information Systems

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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 map-based point of view. It also provides mapping and analysis support for these same groups. The services to the public include an internet application that provides access to parcel-based information that is not easily obtainable elsewhere. 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 2013-14:

- Continued with the major data creation effort to improve the county parcel layer. Converted the first 12,000 parcels (20% of county total) into the new Parcel Data model which as-surveyed property boundaries and much improved positional accuracy.
- Launched Gold Country Stage transit data feed into a format readable by Google Maps. Users can now get travel directions using public transit including stop times and transfer directions using the familiar Google Maps interface on desktop and mobile device.
- Collected and compiled GIS data for all public trails in the county. Launched a trail web map allowing citizens to view trails on a map, search by trail name, find trail lengths, and links to parks, land trust, and forest service trail maps and info.
- Many enhancements to the My Neighborhood mapping application and the Employee Map Portal including improved aerial photos, Google Street View, Subdivision widget, parcel report

improvements, parcel owner mailing list generation, sheriff calls for service improvements, and new trails widget.

- Significant support to the Office of Emergency Services included a one week training course, creation of emergency shelter layer, staging of shelter maps, Truckee evacuation map, and improved support capability for emergency incident support.

## Objectives & Performance Measures for 2014-15:

### Objective:

Continue to improve parcel geometry and maintenance workflows.

### Performance Measures:

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

### Objective:

Create a points of interest GIS layer to be used in county base map and web mapping applications.

### Performance Measures:

- Design one GIS data layer to effectively represent any potential points of interest
- Consolidate existing layers such as church, cemetery, into this layer.
- Add additional data categories law enforcement facilities, campground, and historical markers.

### Objective:

Overhaul all GIS road data.

### Performance Measure:

- Categorize all county roads into eight road classes as defined by the County Road Division.
- Integrate roads from the Tahoe National Forest Master Plan.
- Validate roads against Sheriff Road database and Registered Voter database.

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



# Geographic Information Systems (11008)

	12/13 <u>Actual</u>	13/14 <u>Adopted</u>	13/14 <u>Estimated</u>	14/15 <u>Proposed</u>	14/15 <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	274,458	274,458	274,731	274,458	274,458	0.0%
Miscellaneous Revenues	416	416	416	416	416	0.0%
Other Financing Sources	-	-	-	-	-	NA
General Fund Transfers	-	-	-	-	-	NA
General Fund Allocation	86,547	122,091	116,781	152,920	152,920	25.3%
<b>Total Revenues</b>	<b>361,421</b>	<b>396,965</b>	<b>391,928</b>	<b>427,794</b>	<b>427,794</b>	<b>8%</b>
<b>Expenses</b>						
Salaries & Benefits	274,062	303,640	306,679	321,843	321,843	6.0%
Services & Supplies	70,731	76,512	68,436	80,151	80,151	4.8%
Other Charges	-	-	-	-	-	NA
Overhead Cost Allocation (A87)	16,628	16,813	16,813	25,800	25,800	53.5%
Capital Assets	-	-	-	-	-	NA
Other Financing Uses	-	-	-	-	-	NA
Interfund Activity	-	-	-	-	-	NA
Contingency	-	-	-	-	-	NA
<b>Total Expenses</b>	<b>361,421</b>	<b>396,965</b>	<b>391,928</b>	<b>427,794</b>	<b>427,794</b>	<b>8%</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>2014/15 Fund Analysis:</b>						
					Fund Balance	
		Revenues	Expenses		Added (Used)	
General Fund	Fund #0101	427,794	427,794		-	
		<b>427,794</b>	<b>427,794</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 2013-14:

- Continued to provide a high level of customer satisfaction for CATV subscribers by clearing 100% of requests for problem resolution by the end of the week in which they were reported.
- Produced and broadcasted live public meetings over the two cable TV provider systems.
- Developed strategy and renegotiated MOUs to provide for a new County-hosted and vendor supplied “TV station in a box” technical platform for PEG broadcasting solution, enabling NCDMC to transition to a more sustainable business model.

## Objectives & Performance Measures for 2014-15:

### 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.
- Begin the process to 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 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 Television Services (11010)

	12/13 <u>Actual</u>	13/14 <u>Adopted</u>	13/14 <u>Estimated</u>	14/15 <u>Proposed</u>	14/15 <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	(595)	-	-	-	-	NA
Federal/State Intergovernmental	-	-	-	-	-	NA
Charges for Services	13,498	15,300	15,300	15,300	15,300	0.0%
Miscellaneous Revenues	43,474	72,800	66,687	46,000	46,000	-36.8%
Other Financing Sources	-	-	-	-	-	NA
General Fund Transfers	-	-	-	-	-	NA
General Fund Allocation	44,523	54,618	64,943	71,306	71,306	30.6%
<b>Total Revenues</b>	<b>100,900</b>	<b>142,718</b>	<b>146,930</b>	<b>132,606</b>	<b>132,606</b>	<b>-7%</b>
<b>Expenses</b>						
Salaries & Benefits	-	-	-	-	-	NA
Services & Supplies	86,998	110,371	176,262	118,651	118,651	7.5%
Other Charges	554	1,248	1,157	600	600	-51.9%
Overhead Cost Allocation (A87)	15,034	20,137	20,137	12,865	12,865	-36.1%
Capital Assets	11,501	-	32,394	-	-	NA
Other Financing Uses	-	-	-	-	-	NA
Interfund Activity	(1,500)	(1,500)	(46,755)	(2,760)	(2,760)	NA
Contingency	-	-	-	-	-	NA
<b>Total Expenses</b>	<b>112,587</b>	<b>130,256</b>	<b>183,195</b>	<b>129,356</b>	<b>129,356</b>	<b>-1%</b>
<b>Fund Balance Added (Used)</b>	<b>(11,687)</b>	<b>12,462</b>	<b>(36,265)</b>	<b>3,250</b>	<b>3,250</b>	

Staffing: None

### 2014/15 Fund Analysis:

		Revenues	Expenses	Fund Balance Added (Used)
General Fund	Fund #0101	71,306	71,306	-
Cable Inet & PEG	Fund #1190	61,300	58,050	3,250
		<b>132,606</b>	<b>129,356</b>	<b>3,250</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 2013-14:

- Issued approximately 750 purchase orders and contracts totaling approximately \$11.4 million, and executed 223 contracts for services and leases.
- Issued 53 invitations for bids, requests for qualifications and requests for proposals. Facilitated the evaluation and contracting process for the Probation Case Management, Transit Technology, and Uniform Rental and Laundering procurements; and the evaluation process for the Banking Services, Paratransit Services and Jail Lock Maintenance procurements.
- Developed a contract template for use in procurement of vendor-hosted software systems.
- Realized approximately \$125,000 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 26 other public agencies and non-profit organizations. Realized net revenue of more than \$50,000 from public sales of surplus goods, and recycled three tons of electronic waste.

## Objectives & Performance Measures for 2014-15:

### Objective:

Promote and achieve life cycle costs savings, resource conservation, and environmental protection through updating and implementing the County's Green Procurement and Sustainable Practices Policy.

### Performance Measures:

- Prepare a report on the current state of implementation of the existing Policy, which was adopted with Resolution 02-194.
- Update the policy to reflect the current County organizational structure and opportunities.
- Develop and present communications to County staff on the policy.

### 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 two new commodities or services for which the County is not presently receiving competitive pricing.
- Achieve documented cost savings of at least \$40,000, 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)

	12/13 <u>Actual</u>	13/14 <u>Adopted</u>	13/14 <u>Estimated</u>	14/15 <u>Proposed</u>	14/15 <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	8,752	3,000	3,629	3,200	3,200	6.7%
Other Financing Sources	-	200	-	-	-	-100.0%
General Fund Transfers	-	-	-	-	-	NA
General Fund Allocation	305,533	289,384	280,472	296,640	296,640	2.5%
<b>Total Revenues</b>	<b>314,285</b>	<b>292,584</b>	<b>284,101</b>	<b>299,840</b>	<b>299,840</b>	<b>2%</b>
<b>Expenses</b>						
Salaries & Benefits	180,829	169,935	174,211	183,729	183,729	8.1%
Services & Supplies	133,710	122,649	109,890	116,111	116,111	-5.3%
Other Charges	-	-	-	-	-	NA
Overhead Cost Allocation (A87)	-	-	-	-	-	NA
Capital Assets	-	-	-	-	-	NA
Other Financing Uses	-	-	-	-	-	NA
Interfund Activity	(254)	-	-	-	-	NA
Contingency	-	-	-	-	-	NA
<b>Total Expenses</b>	<b>314,285</b>	<b>292,584</b>	<b>284,101</b>	<b>299,840</b>	<b>299,840</b>	<b>2%</b>
<b>Fund Balance Added (Used)</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>2014/15 Fund Analysis:</b>						
		<u>Revenues</u>	<u>Expenses</u>	<u>Fund Balance Added (Used)</u>		
General Fund	Fund #0101	299,840	299,840	-		
		<b>299,840</b>	<b>299,840</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 2013-14:

- Processed 201,000 pieces of outgoing mail
- Answered more than 7,500 general information calls from the public.
- Assisted with reservation and maintenance schedules for the car pool fleet, automated reservation confirmations for all cars.
- Provided support and customer liaison services for the multi-function office machines.
- Implemented Central Services quarterly newsletter and training program.
- Streamlined the monthly billing process for the multi-function office machine fleet, resulting in improved timeliness of billings and reduced administrative overhead.

## Objectives & Performance Measures for 2014-15:

### 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 services and car reservation system.
- Look for additional cost saving opportunities for departments in mailing services.

- Provide pool car services by reserving pool cars and monitoring tickets, 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.
- Develop a project plan 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.
- Provide a live voice to answer the main Nevada County information telephone line to assist members of the public.
- Provide a Rood Center lobby greeter 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)

	12/13 <u>Actual</u>	13/14 <u>Adopted</u>	13/14 <u>Estimated</u>	14/15 <u>Proposed</u>	14/15 <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	(29)	200	200	200	200	0.0%
Federal/State Intergovernmental	-	-	-	-	-	NA
Charges for Services	548,049	564,963	520,119	589,135	589,135	4.3%
Miscellaneous Revenues	86	-	-	-	-	NA
Other Financing Sources	-	-	-	-	-	NA
General Fund Transfers	-	-	-	-	-	NA
General Fund Allocation	-	-	-	-	-	NA
<b>Total Revenues</b>	<b>548,106</b>	<b>565,163</b>	<b>520,319</b>	<b>589,335</b>	<b>589,335</b>	<b>4%</b>
<b>Expenses</b>						
Salaries & Benefits	87,218	76,146	77,641	81,793	81,793	7.4%
Services & Supplies	450,516	493,761	480,702	500,422	500,422	1.3%
Other Charges	-	-	-	-	-	NA
Overhead Cost Allocation (A87)	13,867	(4,744)	(4,744)	7,120	7,120	NA
Capital Assets	-	-	-	-	-	NA
Other Financing Uses	-	-	-	-	-	NA
Interfund Activity	-	-	-	-	-	NA
Contingency	-	-	-	-	-	NA
<b>Total Expenses</b>	<b>551,601</b>	<b>565,163</b>	<b>553,599</b>	<b>589,335</b>	<b>589,335</b>	<b>4%</b>
<b>Fund Balance Added (Used)</b>	<b>(3,495)</b>	<b>-</b>	<b>(33,280)</b>	<b>-</b>	<b>-</b>	
<b>Staffing:</b>	<b>0.875</b>	<b>1.000</b>	<b>1.000</b>	<b>1.000</b>	<b>1.000</b>	
<b>2014/15 Fund Analysis:</b>						
		<u>Revenues</u>	<u>Expenses</u>	<u>Fund Balance Added (Used)</u>		
Central Services	Fund #4332	589,335	589,335	-		
		<b>589,335</b>	<b>589,335</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 2013-2014

- Managed federal preparedness grants totaling approximately \$400,000, providing emergency response equipment, planning and training to the County's public safety and non-profit agencies.
- Submitted a successful application (one of fifteen selected nationwide) and coordinated participation in an Integrated Emergency Management Course at the Emergency Management Institute in Emmitsburg, Maryland. This FEMA-funded course was attended by 65 representatives from multiple agencies from throughout Nevada County.
- Generated a Nevada City Annex to the Nevada County Local Hazard Mitigation Plan, ensuring the City's continued eligibility for a FEMA Disaster Mitigation Grant as well as for future disaster preparedness grants.

## Objectives & Performance Measures

### for 2014-2015:

#### Objective:

Secure and administer grants to enhance Nevada County's emergency readiness and response capabilities.

#### Performance Measures:

- 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.
- Submit applications for federal preparedness grants and other grants that historically have not been applied for by emergency preparedness organizations.

#### Objective:

During a disaster that requires the activation of the EOC, the staffing of the EOC is dependent on trained County employees. OES will expand from 25 to 60 the number of trained county employees available to staff the EOC.

#### Performance Measures:

- Identify with the concurrence of the associated Department Heads, County employees who are willing and capable of working in the EOC.
- Provide EOC position-specific training.
- Provide, at a minimum, quarterly continuation training for all EOC personnel.

#### Objective:

Ensure that sufficient computer workstations are available to the EOC during a large scale disaster that requires the operation of the EOC by obtaining portable workstations that can be deployed in the Empire Room adjacent to the EOC.

#### Performance Measures:

- Identify required hardware and software.
- Identify and secure grant funds (if available) to fund technology enhancements and office equipment.
- Once completed, execute a functional exercise testing the EOC's full capabilities.

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



## Emergency Management (20702)

	12/13	13/14	13/14	14/15	14/15	% Change
	<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	398,668	335,000	334,747	299,829	299,829	-10.5%
Charges for Services	-	-	-	-	-	NA
Miscellaneous Revenues	-	-	-	-	-	NA
Other Financing Sources	-	-	-	15,000	15,000	NA
General Fund Transfers	-	-	-	-	-	NA
General Fund Allocation	119,212	151,538	141,362	136,630	136,630	-9.8%
<b>Total Revenues</b>	<b>517,880</b>	<b>486,538</b>	<b>476,109</b>	<b>451,459</b>	<b>451,459</b>	<b>-7%</b>
<b>Expenses</b>						
Salaries & Benefits	135,050	137,861	138,514	136,878	136,878	-0.7%
Services & Supplies	327,818	309,156	298,074	301,085	301,085	-2.6%
Other Charges	-	-	-	-	-	NA
Overhead Cost Allocation (A87)	23,158	39,521	39,521	13,496	13,496	-65.9%
Capital Assets	31,854	-	-	-	-	NA
Other Financing Uses	-	-	-	-	-	NA
Interfund Activity	-	-	-	-	-	NA
Contingency	-	-	-	-	-	NA
<b>Total Expenses</b>	<b>517,880</b>	<b>486,538</b>	<b>476,109</b>	<b>451,459</b>	<b>451,459</b>	<b>-7%</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>2014/15 Fund Analysis:</b>						
					Fund Balance	
		Revenues	Expenses		Added (Used)	
General Fund	Fund #0101	451,459	451,459		-	
		<b>451,459</b>	<b>451,459</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 (488,664 sq. ft.) facilities and 9 lease spaces (22,577 sq. ft.). 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 2013-14:

- Completed the slope repair at the Juvenile Hall.
- Completed installation of security lighting at 24 County bus shelters.
- Completed Rood building camera project.

## Objectives & Performance Measures

### For 2014-15:

#### Objective:

Develop and implement water conservation plans for the County to ensure responsible water usage during and after the anticipated 2014 water shortage.

#### Performance Measures:

- Install flush limiters and water conservation measures at the Wayne Brown Correctional Facility (WBCF).
- Improve landscape and irrigation to provide for an attractive, low maintenance, and drought tolerant landscape.
- Evaluate each facility to identify ways to conserve water.

#### Objective:

Utilize the new and existing automation tools to enhance work order management, project management, and document management.

#### Performance Measures:

- Fully implement a new work order system and project management system in coordination with Information Systems.
- Implement SharePoint for document management and collaboration on current operations.
- Archive past projects into SharePoint.

#### Objective:

Update safety and security systems at County facilities to protect and secure the public and staff.

#### Performance Measures:

- Update Division Safety Plan to include Lockout/Tagout, fall protection, and bio-hazards protection.
- Update Operational Plan to show all facility infrastructure and safety equipment locations.
- Ensure all systems are up to date and expanded as necessary to include security alarms, camera systems, and panic buttons.

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



## Facilities Management (10702)

	<u>12/13</u>	<u>13/14</u>	<u>13/14</u>	<u>14/15</u>	<u>14/15</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	285,949	283,453	284,973	266,452	266,452	-6.0%
Federal/State Intergovernmental	-	-	-	-	-	NA
Charges for Services	187,383	213,830	213,471	185,477	185,477	-13.3%
Miscellaneous Revenues	1,385	2,000	2,000	2,000	2,000	0.0%
Other Financing Sources	-	-	-	-	-	NA
General Fund Transfers	-	-	-	-	-	NA
General Fund Allocation	1,731,913	1,727,984	1,667,201	1,854,778	1,854,778	7.3%
<b>Total Revenues</b>	<b>2,206,630</b>	<b>2,227,267</b>	<b>2,167,645</b>	<b>2,308,707</b>	<b>2,308,707</b>	<b>4%</b>
<b>Expenses</b>						
Salaries & Benefits	1,082,222	1,062,265	1,062,067	1,119,403	1,119,403	5.4%
Services & Supplies	1,617,773	1,498,702	1,498,702	1,568,844	1,568,844	4.7%
Other Charges	-	-	-	-	-	NA
Overhead Cost Allocation (A87)	-	-	-	-	-	NA
Capital Assets	-	-	-	-	-	NA
Other Financing Uses	-	-	-	-	-	NA
Interfund Activity	(493,365)	(333,700)	(393,124)	(379,540)	(379,540)	NA
Contingency	-	-	-	-	-	NA
<b>Total Expenses</b>	<b>2,206,630</b>	<b>2,227,267</b>	<b>2,167,645</b>	<b>2,308,707</b>	<b>2,308,707</b>	<b>4%</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>2014/15 Fund Analysis:</b>						
					Fund Balance	
		Revenues	Expenses		Added (Used)	
General Fund	Fund # 0101	2,308,707	2,308,707			
		<b>2,308,707</b>	<b>2,308,707</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 2013-14:

- Completed the purchase of the Probation Department space and the District Attorney space.
- Completed the tenant improvements to the District Attorney office on time and on budget.
- Replaced the roofs on the Courthouse and Annex under a cost sharing agreement with the Administrative Office of the Courts.

## Objective:

Implement alternative energy where technical and economic conditions permit.

## Performance Measures:

- Research opportunities for funding alternative energy installations, such as rebate and grant programs.
- Research alternative energy technologies and evaluate the feasibility of implementing them at County facilities.

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

## Objectives & Performance Measures for 2014-15:

### Objective:

Support the Capital Facilities Subcommittee.

### Performance Measures:

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

### Objective:

Coordinate the development of a master plan for the new Corporation Yard.

### Performance Measures:

- Determine property space allocation to end users.
- Prepare a needs assessment.
- Complete a high level master plan for the facility.

### Objective:

Position the County to facilitate the expansion of the Wayne Brown Correctional Facility (WBCF).

### Performance Measures:

- Monitor grant opportunities from the State of California.
- Monitor successes and challenges of other jail projects throughout the state.
- Develop a construction plan if there are indications that grants will be available, including evaluation of alternative construction processes, i.e. design-build vs. design-bid-build.



## Capital Facilities (10801)

	12/13 <u>Actual</u>	13/14 <u>Adopted</u>	13/14 <u>Estimated</u>	14/15 <u>Proposed</u>	14/15 <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	35,000	45,000	36,171	-	-	-100.0%
Miscellaneous Revenues	-	-	-	-	-	NA
Other Financing Sources	-	-	-	-	-	NA
General Fund Transfers	-	-	-	-	-	NA
General Fund Allocation	2,125,044	53,098	768,935	(1,993)	(1,993)	-103.8%
<b>Total Revenues</b>	<b>2,160,044</b>	<b>98,098</b>	<b>805,106</b>	<b>(1,993)</b>	<b>(1,993)</b>	<b>-102%</b>
<b>Expenses</b>						
Salaries & Benefits	-	-	-	-	-	NA
Services & Supplies	-	140,000	123,523	175,000	175,000	25.0%
Other Charges	-	-	-	-	-	NA
Overhead Cost Allocation (A87)	14,394	8,098	8,098	(1,993)	(1,993)	-124.6%
Capital Assets	2,275,650	-	707,297	-	-	NA
Other Financing Uses	-	-	-	-	-	NA
Interfund Activity	(130,000)	(50,000)	(33,812)	(175,000)	(175,000)	NA
Contingency	-	-	-	-	-	NA
<b>Total Expenses</b>	<b>2,160,044</b>	<b>98,098</b>	<b>805,106</b>	<b>(1,993)</b>	<b>(1,993)</b>	<b>-102%</b>
<b>Fund Balance Added (Used)</b>	-	-	-	-	-	

Staffing: None

### 2014/15 Fund Analysis:

		Revenues	Expenses	Fund Balance Added (Used)
General Fund	Fund #0101	(1,993)	(1,993)	-
		<b>(1,993)</b>	<b>(1,993)</b>	<b>-</b>

### Comments/Analysis of Differences:

FY 12/13 and FY 13/14 expenses include capital assets related to District Attorney and Probation Building Purchases and tenant improvements.

### 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 develop and deliver safe and efficient aviation facilities for Nevada County residents, businesses, visitors, the California Department of Forestry and Fire Protection fire suppression 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 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 ongoing 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 air attack base. An Airport Commission provides decision-making 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 2013-14

- Successfully completed the drainage improvement project.
- Reduced the long term debt by \$27,167.
- Managed the airport enterprise fund without requiring any General Fund subsidy.
- Cleared three acres of invasive scotch broom weeds through a month-long, coordinated volunteer effort.
- Increased net number of permanently based aircraft by 8.

## Objectives & Performance Measures for 2014-2015:

### Objective:

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

### Performance Measures:

- Host at least three school field trips and showcase the airport in at least one high school career day event.
- Host at least one airport-sponsored pancake breakfast.
- Participate in at least one radio interview and two briefings to community civic organizations, and submit at least one article to the local news media.
- Establish a scheduled mobile catering service for airport tenants, users, employees and visitors.
- Complete planning for the July 2015 AirFest.
- Solicit interest from restaurateurs to operate a restaurant at the airport.

### 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:

Pursue scheduled airport improvement projects.

### Performance Measures:

- Secure an FAA grant for the design and engineering of the perimeter fence and gate upgrade project no later than September 15, 2014, and solicit and receive bids for construction no later than February 28, 2015.
- Obtain federal and state authorization to proceed with Taxiway A & Ramp 5 repairs.

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





# Airport (91004)

	<u>12/13</u>	<u>13/14</u>	<u>13/14</u>	<u>14/15</u>	<u>14/15</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	59,074	54,300	59,194	54,300	54,300	0.0%
Licenses, Permits & Franchises	-	-	-	-	-	NA
Fines, Forfeitures, & Penalties	-	-	-	-	-	NA
Use of Money & Property	246,531	236,187	243,500	237,500	237,500	0.6%
Federal/State Intergovernmental	789,086	208,450	125,572	435,250	435,250	108.8%
Charges for Services	20,565	12,000	19,755	18,000	18,000	50.0%
Miscellaneous Revenues	788,969	581,340	732,150	690,690	690,690	18.8%
Other Financing Sources	-	-	-	-	-	NA
General Fund Transfers	-	-	-	-	-	NA
General Fund Allocation	-	-	-	-	-	NA
<b>Total Revenues</b>	<b>1,904,225</b>	<b>1,092,277</b>	<b>1,180,171</b>	<b>1,435,740</b>	<b>1,435,740</b>	<b>31%</b>
<b>Expenses</b>						
Salaries & Benefits	240,778	244,305	218,621	232,109	232,109	-5.0%
Services & Supplies	746,418	600,768	682,187	698,803	698,803	16.3%
Other Charges	361,811	31,472	-	31,472	31,472	0.0%
Overhead Cost Allocation (A87)	32,405	30,036	30,036	56,855	56,855	89.3%
Capital Assets	783,839	210,000	63,274	450,000	450,000	114.3%
Other Financing Uses	(834,329)	-	-	-	-	NA
Interfund Activity	-	(46,705)	(15,568)	(48,108)	(48,108)	NA
Contingency	-	-	-	-	-	NA
<b>Total Expenses</b>	<b>1,330,922</b>	<b>1,069,876</b>	<b>978,550</b>	<b>1,421,131</b>	<b>1,421,131</b>	<b>33%</b>
<b>Fund Balance Added (Used)</b>	<b>573,303</b>	<b>22,401</b>	<b>201,621</b>	<b>14,609</b>	<b>14,609</b>	
<b>Staffing:</b>	<b>1.60</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	
<b>2014/15 Fund Analysis:</b>						
					Fund Balance	
		Revenues	Expenses		Added (Used)	
Airport	Fund # 4116	1,435,740	1,421,131		14,609	
		<b>1,435,740</b>	<b>1,421,131</b>		<b>14,609</b>	

Comments/Analysis of Differences:

## Public Hearing Comments:

Adopted as proposed.



