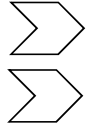


## INFORMATION & GENERAL SERVICES

Steve Monaghan, Chief Information Officer



|                          |  |                      |
|--------------------------|--|----------------------|
| <input type="checkbox"/> | IGS Administration (11003)             | \$ 24,973            |
| <input type="checkbox"/> | Information Systems (11007)            | 2,398,213            |
| <input type="checkbox"/> | Geographic Information Systems (11008) | 348,743              |
| <input type="checkbox"/> | Cable Television (11010)               | 155,981              |
| <input type="checkbox"/> | Purchasing (10204)                     | 357,874              |
| <input type="checkbox"/> | Central Services (92004)               | 531,999              |
| <input type="checkbox"/> | Emergency Management (20702)           | 622,443              |
| <input type="checkbox"/> | Facilities Management (10702)          | 2,456,682            |
| <input type="checkbox"/> | Capital Facilities (10801)             | 97,313               |
| <input type="checkbox"/> | Capital Projects (10805)               | -                    |
| <input type="checkbox"/> | Energy Services Program (92006)        | 956,959              |
| <input type="checkbox"/> | Airport (91004)                        | 2,288,949            |
|                          | <b>Total</b>                           | <b>\$ 10,240,129</b> |





## Information and General Services Summary

|                                  | <u>15/16</u><br><u>Actual</u> | <u>16/17</u><br><u>Adopted</u> | <u>16/17</u><br><u>Estimated</u> | <u>17/18</u><br><u>Proposed</u> | <u>17/18</u><br><u>Adopted</u> | <u>% Change</u><br><u>From Prior</u><br><u>Adopted</u> |
|----------------------------------|-------------------------------|--------------------------------|----------------------------------|---------------------------------|--------------------------------|--|
| <b>Revenues</b>                  |                               |                                |                                  |                                 |                                |  |
| Taxes                            | 58,082                        | 56,750                         | 59,291                           | 58,750                          | 58,750                         | 3.5%   |
| Licenses, Permits & Franchises   | -                             | -                              | -                                | -                               | -                              | NA   |
| Fines, Forfeitures, & Penalties  | 59,699                        | -                              | -                                | -                               | -                              | NA   |
| Use of Money & Property          | 480,967                       | 497,572                        | 532,069                          | 533,080                         | 533,080                        | 7.1%   |
| Federal/State Intergovernmental  | 389,564                       | 1,408,816                      | 1,535,373                        | 1,636,336                       | 1,636,336                      | 16.1%  |
| Charges for Services             | 1,118,085                     | 1,241,596                      | 1,320,569                        | 2,209,210                       | 2,209,210                      | 77.9%  |
| Miscellaneous Revenues           | 840,800                       | 646,843                        | 729,067                          | 697,679                         | 697,679                        | 7.9%   |
| Other Financing Sources          | 526,338                       | 57,922                         | 12,454,120                       | 57,922                          | 57,922                         | 0.0%   |
| General Fund Transfers           | -                             | -                              | -                                | -                               | -                              | NA   |
| General Fund Allocation          | 4,509,391                     | 4,806,219                      | 7,168,983                        | 4,969,355                       | 4,969,355                      | 3.4%   |
| <b>Total Revenues</b>            | <b>7,982,926</b>              | <b>8,715,718</b>               | <b>23,799,472</b>                | <b>10,162,332</b>               | <b>10,162,332</b>              | <b>17%</b>   |
| <b>Expenses</b>                  |                               |                                |                                  |                                 |                                |  |
| Salaries & Benefits              | 6,269,238                     | 6,708,220                      | 6,508,029                        | 6,906,409                       | 6,906,409                      | 3.0%   |
| Services & Supplies              | 4,254,367                     | 3,510,830                      | 4,707,140                        | 4,776,834                       | 4,776,834                      | 36.1%  |
| Other Charges                    | 1,920,822                     | 1,379,953                      | 1,460,668                        | 2,482,412                       | 2,482,412                      | 79.9%  |
| Overhead Cost Allocation (A87)   | 153,326                       | 173,145                        | 187,968                          | 425,241                         | 425,241                        | 145.6%   |
| Capital Assets                   | 832,065                       | 1,113,743                      | 16,236,456                       | 1,368,140                       | 1,368,140                      | 22.8%  |
| Other Financing Uses             | (252,600)                     | 15,682                         | 15,746                           | 65,888                          | 65,888                         | NA   |
| Interfund Activity               | (5,010,857)                   | (4,187,155)                    | (5,326,638)                      | (5,784,795)                     | (5,784,795)                    | NA   |
| Contingency                      | -                             | -                              | -                                | -                               | -                              | NA   |
| <b>Total Expenses</b>            | <b>8,166,360</b>              | <b>8,714,418</b>               | <b>23,789,369</b>                | <b>10,240,129</b>               | <b>10,240,129</b>              | <b>18%</b>   |
| <b>Fund Balance Added (Used)</b> | <b>(183,435)</b>              | <b>1,300</b>                   | <b>10,103</b>                    | <b>(77,797)</b>                 | <b>(77,797)</b>                |  |
| <b>Staffing:</b>                 | <b>50.60</b>                  | <b>51.60</b>                   | <b>51.60</b>                     | <b>51.60</b>                    | <b>51.60</b>                   |  |

|                       |             | June 30, 2017 |                   |                   |                 | June 30, 2018 |
|-----------------------|-------------|---------------|-------------------|-------------------|-----------------|---------------|
|                       |             | Projected     | FY 17/18          | FY 17/18          | FY 17/18        | Projected     |
|                       |             | Fund Balance  | Revenue           | Expense           | Net Change      | Fund Balance  |
| GENERAL FUND          | Fund # 0101 | *             | 6,366,222         | 6,366,222         | -               | *             |
| CABLE INET & PEG      | Fund # 1190 | 147,786       | 96,000            | 96,000            | -               | 147,786       |
| SOLAR ENERGY PROJECTS | Fund # 3157 | -             | -                 | -                 | -               | -             |
| AIRPORT               | Fund # 4116 | 270,400       | 2,230,103         | 2,288,949         | (58,846)        | 211,554       |
| ENERGY SERVICES       | Fund # 4331 | 18,951        | 938,008           | 956,959           | (18,951)        | -             |
| CENTRAL SERVICES      | Fund # 4332 | 51,423        | 531,999           | 531,999           | -               | 51,423        |
|                       |             |               | <b>10,162,332</b> | <b>10,240,129</b> | <b>(77,797)</b> |               |

\* See General Fund Balance and Reserves in Section 1 for the FY 2017-18 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 the County Airport.

## Service Description:

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

## Major Accomplishments in 2016-17:

- Provided sound management and oversight for budgets totaling more than \$15 million for all IGS Divisions, including the Airport and the Library.
- Managed contract negotiations and provided financial analysis and extensive support for the financing process for the Energy Conservation and Solar Energy Generation Project.
- Enhanced the IGS Billing System to include billing for Facilities projects and work orders, providing for a more streamlined review of charges for customer departments and more efficient processing of charges by IGS staff.
- Prepared and submitted award-winning applications for the Digital Counties national competition (first place), and the NACo Challenge Awards for the GIS MyNeighborhood application and for the City of Grass Valley IT Shared Services Support Model.
- Completed the Information and General Services 2016 Annual Report.
- Conducted 114 technology training classes for County employees across various applications, training over 800 people.
- Implemented a cybersecurity awareness training program and communication initiative for all

County employees, including monthly phishing tests with follow-up training.

- Completed the Information Technology Three Year Strategic Plan.

## Objectives & Performance Measures for 2017-18:

### Objective:

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

### Performance Measures:

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

### Objective:

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

### Performance Measures:

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

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



# IGS Administration (11003)

|                                  | 15/16<br><u>Actual</u> | 16/17<br><u>Adopted</u> | 16/17<br><u>Estimated</u> | 17/18<br><u>Proposed</u> | 17/18<br><u>Adopted</u>      | % Change<br>From Prior<br><u>Adopted</u> |
|----------------------------------|------------------------|-------------------------|---------------------------|--------------------------|------------------------------|--|
| <b>Revenues</b>                  |                        |                         |                           |                          |                              |  |
| Taxes                            | -                      | -                       | -                         | -                        | -                            | NA                                       |
| Licenses, Permits & Franchises   | -                      | -                       | -                         | -                        | -                            | NA                                       |
| Fines, Forfeitures, & Penalties  | -                      | -                       | -                         | -                        | -                            | NA                                       |
| Use of Money & Property          | -                      | -                       | -                         | -                        | -                            | NA                                       |
| Federal/State Intergovernmental  | -                      | -                       | -                         | -                        | -                            | NA                                       |
| Charges for Services             | -                      | -                       | -                         | -                        | -                            | NA                                       |
| Miscellaneous Revenues           | -                      | -                       | -                         | -                        | -                            | NA                                       |
| Other Financing Sources          | -                      | -                       | -                         | -                        | -                            | NA                                       |
| General Fund Transfers           | -                      | -                       | -                         | -                        | -                            | NA                                       |
| General Fund Allocation          | 28,324                 | 28,136                  | 141,785                   | 24,973                   | 24,973                       | -11.2%                                   |
| <b>Total Revenues</b>            | <b>28,324</b>          | <b>28,136</b>           | <b>141,785</b>            | <b>24,973</b>            | <b>24,973</b>                | <b>-11%</b>                              |
| <b>Expenses</b>                  |                        |                         |                           |                          |                              |  |
| Salaries & Benefits              | 1,059,152              | 1,110,982               | 1,146,182                 | 1,152,344                | 1,152,344                    | 3.7%                                     |
| Services & Supplies              | 16,691                 | 15,118                  | 11,866                    | 13,950                   | 13,950                       | -7.7%                                    |
| Other Charges                    | 16,874                 | 15,900                  | 14,600                    | 15,713                   | 15,713                       | -1.2%                                    |
| Overhead Cost Plan (A87)         | 30,122                 | 34,572                  | 35,357                    | 56,853                   | 56,853                       | 64.4%                                    |
| Capital Assets                   | -                      | -                       | -                         | -                        | -                            | NA                                       |
| Other Financing Uses             | -                      | -                       | -                         | -                        | -                            | NA                                       |
| Interfund Activity               | (1,094,514)            | (1,148,436)             | (1,066,220)               | (1,213,887)              | (1,213,887)                  | NA                                       |
| Contingency                      | -                      | -                       | -                         | -                        | -                            | NA                                       |
| <b>Total Expenses</b>            | <b>28,324</b>          | <b>28,136</b>           | <b>141,785</b>            | <b>24,973</b>            | <b>24,973</b>                | <b>-11%</b>                              |
| <b>Fund Balance Added (Used)</b> | -                      | -                       | -                         | -                        | -                            |  |
| <b>Staffing:</b>                 | <b>7.60</b>            | <b>7.60</b>             | <b>7.60</b>               | <b>7.60</b>              | <b>7.60</b>                  |  |
| <b>2017/18 Fund Analysis:</b>    |                        |                         |                           |                          |                              |  |
|                                  |                        |                         |                           |                          | Fund Balance<br>Added (Used) |  |
| GENERAL FUND                     | Fund # 0101            | Revenues<br>24,973      | Expenses<br>24,973        |                          | -                            |  |
|                                  |                        | <b>24,973</b>           | <b>24,973</b>             |                          | -                            |  |

## Comments/Analysis of Differences:

### Public Hearing Comments:

Adopted as proposed.



# Information Systems

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## Mission Statement:

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

## Service Description:

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

## Major Accomplishments in 2016-17:

- Received first place in the national 2016 Digital Counties Survey.
- Replaced a core data storage system to improve reliability, decrease maintenance costs and provide for growth in capacity.
- Implemented security architecture and policy changes, executed centralized patch-management and upgraded virus-scanning technology to improve the County's overall security stance.
- Upgraded the County's financial software suite to the latest version of Finance Plus, enabling better security controls and removing the need for special desktop software.
- Replaced the enterprise time card system with state of the art software, increasing efficiency and reporting capabilities.
- Integrated voice and video conferencing with other public agencies to enable County staff to decrease travel and labor costs by participating remotely.

- Completed the integration and launch of the Sheriff's in-car mobile data terminal system, providing rugged laptops for all officers with two-factor authentication to meet current required security standards.
- Replaced the Sheriff's civil software solution with a state-of-the-art solution providing improved business intelligence and workflow.
- Implemented the new NIST cybersecurity best practices framework.
- Implemented a Board adopted enterprise Information Security Program.
- Implemented cybersecurity awareness training and phish testing for all county employees and contractors.
- Completed the integration of the Community Development Agency's land management suite, Accela.
- Enhanced the IGS Service Delivery Management system to include Facilities service requests.

## Objectives & Performance Measures for 2017-2018:

### Objective:

Support the implementation of the new Property Tax System.

### Performance Measures:

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

### Objective:

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



# Information Systems

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## Performance Measures:

- Perform market analysis and evaluate selected solutions by September 2017.
- Select replacement system and develop an implementation plan by March 2018.
- Implement phase one of the new system by June 2018.

## Objective:

Improve the productivity of, and collaboration and communication among, County employees and third parties through implementation of Office 365 Productivity Suite.

## Performance Measures:

- Enhance identity management and system security, enabling content to be easily accessed through any device in office or while traveling and increase trainability by unifying the entire enterprise on a single office platform version.
- Implement an internal collaboration toolset such as for chat and person-to-person video.
- Implement OneDrive for Business, formally called MySites.
- Train and empower users to use a new secure file transfer solution to enable remote workers and vendors to securely share County files.

## Objective:

Increase and improve public awareness and civic engagement by refreshing the County's public website within a new vendor supplied system with expanded publishing capabilities such as Newsletters, subscription lists and online public forms.

## Performance Measures:

- Update look and feel to a more modern and user friendly format.
- Launch the use of new online forms for the public and partners.
- Enable the Public to set up log in accounts to securely collaborate with internal departments.

## Objective:

Refresh network switching and routing infrastructure to ensure the reliability and operational stability of the County data network.

## Performance Measures:

- Plan transition for minimal disruption to services.
- System will provide redundancy and be highly reliable.

- System will support future growth of information services
- Complete implementation by May 2018.

## Objective:

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

## Performance Measures:

- Complete all NIST cybersecurity framework category item assessments and complete an IT risk registry.
- Educate county departments on our new information security program requirements and assist them with performing critical business process risk assessments.
- Perform quarterly network vulnerability testing.
- Update County IT security policies.
- Improve vendor remote support access processes and policies.
- Perform monthly phishing testing to all employees and contractors.
- Continue to provide on-line cybersecurity training to all employees and contractors.

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







# Information Systems (11007)

|                                  | 15/16<br><u>Actual</u> | 16/17<br><u>Adopted</u> | 16/17<br><u>Estimated</u> | 17/18<br><u>Proposed</u> | 17/18<br><u>Adopted</u>      | % Change<br>From Prior<br><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             | 100,066                | 186,741                 | 179,931                   | 197,364                  | 197,364                      | 5.7%                                     |
| Miscellaneous Revenues           | 34,314                 | -                       | 8                         | -                        | -                            | NA                                       |
| Other Financing Sources          | -                      | -                       | -                         | -                        | -                            | NA                                       |
| General Fund Transfers           | -                      | -                       | -                         | -                        | -                            | NA                                       |
| General Fund Allocation          | 1,487,399              | 1,976,608               | 2,631,402                 | 2,200,849                | 2,200,849                    | 11.3%                                    |
| <b>Total Revenues</b>            | <b>1,621,780</b>       | <b>2,163,349</b>        | <b>2,811,341</b>          | <b>2,398,213</b>         | <b>2,398,213</b>             | <b>11%</b>                               |
| <b>Expenses</b>                  |                        |                         |                           |                          |                              |  |
| Salaries & Benefits              | 2,927,677              | 3,177,928               | 3,013,568                 | 3,661,940                | 3,661,940                    | 15.2%                                    |
| Services & Supplies              | 801,268                | 999,934                 | 1,251,713                 | 1,164,703                | 1,164,703                    | 16.5%                                    |
| Other Charges                    | 633,892                | 646,028                 | 613,102                   | 661,647                  | 661,647                      | 2.4%                                     |
| Overhead Cost Plan (A87)         | -                      | -                       | -                         | -                        | -                            | NA                                       |
| Capital Assets                   | 212,700                | -                       | 775,227                   | -                        | -                            | NA                                       |
| Other Financing Uses             | (82,568)               | -                       | -                         | 29,929                   | 29,929                       | NA                                       |
| Interfund Activity               | (2,871,191)            | (2,660,541)             | (2,842,269)               | (3,120,006)              | (3,120,006)                  | NA                                       |
| Contingency                      | -                      | -                       | -                         | -                        | -                            | NA                                       |
| <b>Total Expenses</b>            | <b>1,621,780</b>       | <b>2,163,349</b>        | <b>2,811,341</b>          | <b>2,398,213</b>         | <b>2,398,213</b>             | <b>11%</b>                               |
| <b>Fund Balance Added (Used)</b> | -                      | -                       | -                         | -                        | -                            |  |
| <b>Staffing:</b>                 | <b>22.00</b>           | <b>23.00</b>            | <b>23.00</b>              | <b>26.00</b>             | <b>26.00</b>                 |  |
| <b>2017/18 Fund Analysis:</b>    |                        |                         |                           |                          |                              |  |
|                                  |                        |                         |                           |                          | Fund Balance<br>Added (Used) |  |
| GENERAL FUND                     | Fund # 0101            | Revenues                | Expenses                  |                          |                              |  |
|                                  |                        | 2,398,213               | 2,398,213                 |                          | -                            |  |
|                                  |                        | <b>2,398,213</b>        | <b>2,398,213</b>          |                          | -                            |  |

## Comments/Analysis of Differences:

The increase in staffing in 2017-18 is due to the shifting of Geographic Information Systems (11008) staff to this budget unit, with no net impact on the countywide staffing.

## Public Hearing Comments:

Adopted as proposed.



# Geographic Information Systems

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## Mission Statement:

To provide an outstanding level of service, support, quality products and innovative GIS and Land Management 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 and line of business systems for all Land Management Departments. 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 2016-17:

- Multi-Department coordination to acquire high resolution (6-inch pixel) imagery for western Nevada County. This imagery as well as older images from 2000, 2005, and 2010 were all made available on GIS mapping applications to facilitate departmental property and other research.
- Launched CDA's new Land Management Suite, enhancing workflow, efficiency for Planning, Building, CDA Admin and the Assessor.
- Support for County Marijuana Ordinance. From initial analysis for County Counsel, to map layers for Sheriff Ordinance Website, to setback analysis for Community Development Agency, visual analysis and presentation plays a key role in creating and explaining the ordinance.
- Supported the Elections Department during two elections. GIS provides wall maps and precincting tools for the department, a polling

place locator for the department and citizens, and an election results web map that lets people visualize voting results on a precinct level.

- GIS continues to support several field data collection solutions, and added a new solution this year that assists the Agriculture Department in placing and monitoring pest detection traps across the county.
- Supported a new Tree Mortality data collection in response to this declared emergency.

## Objectives & Performance Measures for 2017-18:

### Objective:

Modernize all GIS web maps and applications to a current standard.

### Performance Measures:

- Update all GIS maps and applications so that they are easy to use on mobile devices and current browser standards.

### Objective:

Deploy additional GIS property-related tools to the Tax Collector and/or Assessor.

### Performance Measures:

- Leverage an ESRI pre-configured application such as the Land Records Delinquent Tax Assessment Appeals application.

### Objective:

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

### Performance Measure:

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

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



# Geographic Information Systems (11008)

|                                  | 15/16<br><u>Actual</u> | 16/17<br><u>Adopted</u> | 16/17<br><u>Estimated</u> | 17/18<br><u>Proposed</u> | 17/18<br><u>Adopted</u>      | % Change<br>From Prior<br><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             | 276,213                | 274,458                 | 274,458                   | 274,458                  | 274,458                      | 0.0%                                     |
| Miscellaneous Revenues           | 1,867                  | 416                     | 416                       | 437                      | 437                          | 5.0%                                     |
| Other Financing Sources          | -                      | -                       | -                         | -                        | -                            | NA                                       |
| General Fund Transfers           | -                      | -                       | -                         | -                        | -                            | NA                                       |
| General Fund Allocation          | 152,247                | 186,538                 | 26,292                    | 73,848                   | 73,848                       | -60.4%                                   |
| <b>Total Revenues</b>            | <b>430,328</b>         | <b>461,412</b>          | <b>301,166</b>            | <b>348,743</b>           | <b>348,743</b>               | <b>-24%</b>                              |
| <b>Expenses</b>                  |                        |                         |                           |                          |                              |  |
| Salaries & Benefits              | 361,103                | 387,096                 | 361,265                   | -                        | -                            | -100.0%                                  |
| Services & Supplies              | 29,575                 | 33,370                  | 27,763                    | 29,943                   | 29,943                       | -10.3%                                   |
| Other Charges                    | 44,123                 | 36,396                  | 27,189                    | 284,544                  | 284,544                      | NA                                       |
| Overhead Cost Plan (A87)         | 17,424                 | 14,550                  | 16,942                    | 34,256                   | 34,256                       | 135.4%                                   |
| Capital Assets                   | 10,227                 | -                       | -                         | -                        | -                            | NA                                       |
| Other Financing Uses             | (10,227)               | -                       | -                         | -                        | -                            | NA                                       |
| Interfund Activity               | (21,897)               | (10,000)                | (131,993)                 | -                        | -                            | NA                                       |
| Contingency                      | -                      | -                       | -                         | -                        | -                            | NA                                       |
| <b>Total Expenses</b>            | <b>430,328</b>         | <b>461,412</b>          | <b>301,166</b>            | <b>348,743</b>           | <b>348,743</b>               | <b>-24%</b>                              |
| <b>Fund Balance Added (Used)</b> | -                      | -                       | -                         | -                        | -                            |  |
| <b>Staffing:</b>                 | <b>3.00</b>            | <b>3.00</b>             | <b>3.00</b>               | -                        | -                            |  |
| <b>2017/18 Fund Analysis:</b>    |                        |                         |                           |                          |                              |  |
|                                  |                        |                         |                           |                          | Fund Balance<br>Added (Used) |  |
| GENERAL FUND                     | Fund # 0101            | Revenues<br>348,743     | Expenses<br>348,743       |                          | -                            |  |
|                                  |                        | <b>348,743</b>          | <b>348,743</b>            |                          | -                            |  |

## Comments/Analysis of Differences:

Staff in this budget unit are moving to 11007 (Information Systems) in the 17-18 Fiscal Year, leaving zero staff in this budget unit. Related staff time will be charged back to this budget unit as Other Charges.

## 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 in the County for cable franchise activity. Primary responsibilities include administering the PEG revenues received through cable television franchises, administering and implementing 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; and assessing cable provider performance.

## Major Accomplishments in 2016-17:

- Renegotiated the memorandum of understanding with NCDMC and the cities of Grass Valley and Nevada City with regard to the use of PEG fees and operational support of NCDMC by the three public entities.
- 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.
- Identified and began implementing alternate solutions to ensure continued data connectivity for County offices and other public agencies that were served by the Institutional Network. That Network is no longer available to the County due to the expiration of the County franchises.

## Objectives & Performance Measures for 2017-18:

### Objective:

To ensure that PEG broadcast capabilities are maintained.

### Performance Measures:

- Monitor cable franchise holders compliance with their obligation to provide highly reliable fiber.
- Maintain endpoint equipment.
- Ensure proper franchise fees and PEG support funding are received and distributed in an appropriate and accountable manner.

### Objective:

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

### Performance Measures:

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

### Objective:

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

### Performance Measures:

- Maintain digital Internet livestreaming and video on demand services for government meetings.
- 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.

### Performance Measure:

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

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



## Cable TV Services (11010)

|                                  | <u>15/16</u>   | <u>16/17</u>   | <u>16/17</u>     | <u>17/18</u>    | <u>17/18</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          | 728            | 400            | 611              | -               | -              | -100.0%           |
| Federal/State Intergovernmental  | -              | -              | -                | -               | -              | NA                |
| Charges for Services             | 6,300          | 8,100          | -                | -               | -              | -100.0%           |
| Miscellaneous Revenues           | 63,229         | 73,030         | 96,000           | 96,000          | 96,000         | 31.5%             |
| Other Financing Sources          | -              | -              | -                | -               | -              | NA                |
| General Fund Transfers           | -              | -              | -                | -               | -              | NA                |
| General Fund Allocation          | 54,119         | 49,235         | 49,777           | 59,981          | 59,981         | 21.8%             |
| <b>Total Revenues</b>            | <b>124,376</b> | <b>130,765</b> | <b>146,388</b>   | <b>155,981</b>  | <b>155,981</b> | <b>19%</b>        |
| <b>Expenses</b>                  |                |                |                  |                 |                |                   |
| Salaries & Benefits              | -              | -              | -                | -               | -              | NA                |
| Services & Supplies              | 75,672         | 103,145        | 68,582           | 127,296         | 127,296        | 23.4%             |
| Other Charges                    | 23,256         | 36,036         | 33,519           | 25,265          | 25,265         | -29.9%            |
| Overhead Cost Plan (A87)         | 9,081          | 4,632          | 5,298            | 13,093          | 13,093         | 182.7%            |
| Capital Assets                   | -              | -              | -                | -               | -              | NA                |
| Other Financing Uses             | -              | 400            | 400              | -               | -              | -100.0%           |
| Interfund Activity               | (1,050)        | (14,748)       | (15,220)         | (9,673)         | (9,673)        | NA                |
| Contingency                      | -              | -              | -                | -               | -              | NA                |
| <b>Total Expenses</b>            | <b>106,958</b> | <b>129,465</b> | <b>92,579</b>    | <b>155,981</b>  | <b>155,981</b> | <b>20%</b>        |
| <b>Fund Balance Added (Used)</b> | <b>17,418</b>  | <b>1,300</b>   | <b>53,809</b>    | <b>-</b>        | <b>-</b>       |                   |

Staffing: None

### 2017/18 Fund Analysis:

|                  |             | Revenues       | Expenses       | Fund Balance<br>Added (Used) |
|------------------|-------------|----------------|----------------|------------------------------|
| GENERAL FUND     | Fund # 0101 | 59,981         | 59,981         | -                            |
| CABLE INET & PEG | Fund # 1190 | 96,000         | 96,000         | -                            |
|                  |             | <b>155,981</b> | <b>155,981</b> | <b>-</b>                     |

Comments/Analysis of Differences:

### Public Hearing Comments:

Adopted as proposed.



# Purchasing

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## Mission Statement:

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

## Service Description:

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

## Major Accomplishments in 2016-17:

- Issued 1290 purchase orders and contracts totaling \$11 million.
- Issued 41 invitations for bids, requests for qualifications and requests for proposals.
- Redeployed surplus furnishings and equipment between County departments, other public agencies and non-profit organizations.
- Realized net revenue of more than \$200,000 from two public auctions of surplus vehicles and goods.
- Managed the transition to the new FinancePlus Purchasing system and provided training to end users.
- Supported the office relocations of the Agriculture Commissioner and the Public Defender.
- Facilitated a governance team to prepare for the contracting and implementation of the Cobblestone contract management system.
- Solicited and evaluated proposals for document scanning and image conversion services, and established master contracts for those services.

## Objectives & Performance Measures for 2017-18:

### Objective:

Oversee major procurements planned for FY2017-18

### Performance Measures:

- Issue solicitations and facilitate evaluation of proposals for a new telephone system.
- Administer the public works bidding process for projects on the County's Capital Improvement Plan, Airport Improvement Projects, County Operations Center construction, and McCourtney Road Transfer Station construction.

### Objective:

Implement a contract lifecycle management system.

### Performance Measures:

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

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



# Purchasing (10204)

|                                  | <u>15/16</u>   | <u>16/17</u>   | <u>16/17</u>     | <u>17/18</u>    | <u>17/18</u>   | <u>% Change</u>   |
|----------------------------------|----------------|----------------|------------------|-----------------|----------------|-------------------|
|                                  | <u>Actual</u>  | <u>Adopted</u> | <u>Estimated</u> | <u>Proposed</u> | <u>Adopted</u> | <u>From Prior</u> |
|                                  |                |                |                  |                 |                | <u>Adopted</u>    |
| <b>Revenues</b>                  |                |                |                  |                 |                |                   |
| Taxes                            | -              | -              | -                | -               | -              | NA                |
| Licenses, Permits & Franchises   | -              | -              | -                | -               | -              | NA                |
| Fines, Forfeitures, & Penalties  | -              | -              | -                | -               | -              | NA                |
| Use of Money & Property          | -              | -              | -                | -               | -              | NA                |
| Federal/State Intergovernmental  | -              | -              | -                | -               | -              | NA                |
| Charges for Services             | -              | -              | -                | -               | -              | NA                |
| Miscellaneous Revenues           | 3,186          | 3,000          | 23,812           | 3,000           | 3,000          | 0.0%              |
| Other Financing Sources          | -              | -              | -                | -               | -              | NA                |
| General Fund Transfers           | -              | -              | -                | -               | -              | NA                |
| General Fund Allocation          | 309,513        | 360,224        | 337,174          | 354,874         | 354,874        | -1.5%             |
| <b>Total Revenues</b>            | <b>312,699</b> | <b>363,224</b> | <b>360,986</b>   | <b>357,874</b>  | <b>357,874</b> | <b>-1%</b>        |
| <b>Expenses</b>                  |                |                |                  |                 |                |                   |
| Salaries & Benefits              | 191,305        | 207,306        | 207,102          | 214,763         | 214,763        | 3.6%              |
| Services & Supplies              | 10,177         | 14,717         | 12,683           | 16,277          | 16,277         | 10.6%             |
| Other Charges                    | 111,216        | 141,201        | 141,201          | 126,834         | 126,834        | -10.2%            |
| Overhead Cost Plan (A87)         | -              | -              | -                | -               | -              | NA                |
| Capital Assets                   | -              | -              | -                | -               | -              | NA                |
| Other Financing Uses             | -              | -              | -                | -               | -              | NA                |
| Interfund Activity               | -              | -              | -                | -               | -              | NA                |
| Contingency                      | -              | -              | -                | -               | -              | NA                |
| <b>Total Expenses</b>            | <b>312,699</b> | <b>363,224</b> | <b>360,986</b>   | <b>357,874</b>  | <b>357,874</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>2017/18 Fund Analysis:</b>    |                |                |                  |                 |                |                   |
|                                  |                |                |                  |                 | Fund Balance   |                   |
|                                  |                | Revenues       | Expenses         |                 | Added (Used)   |                   |
| GENERAL FUND                     | Fund # 0101    | 357,874        | 357,874          |                 | -              |                   |
|                                  |                | <b>357,874</b> | <b>357,874</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 2016-17:

- Processed 171,800 pieces of outgoing mail.
- Answered more than 5,100 general information calls from the public.
- Upgraded 57 multi-function office machines with new software and updated badge readers. Replaced 20 machines with new models. Replaced back-end servers and updated software. Provided support and customer liaison services for the multi-function office machines.
- Continued to successfully work with the local welfare-to-work program to staff the Lobby Greeter Program, providing quality customer service to over 2,500 visitors to the Rood Center.
- Implemented a new digital display in the Rood Center lobby.

## Objectives & Performance Measures for 2017-18:

### Objective:

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

### Performance Measures:

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

### Objective:

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

### Performance Measures:

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

### Objective:

Provide quality customer care through effective communication and services.

### Performance Measures:

- Review and update the IGS InfoNet portal page as needed to educate County staff on products and services.
- Provide a live voice to answer the main Nevada County information telephone line to assist members of the public.
- Maintain the Rood Center lobby greeter program during peak hours to assist members of the public with 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>15/16</u>   | <u>16/17</u>   | <u>16/17</u>     | <u>17/18</u>    | <u>17/18</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          | 382            | 200            | 393              | 200             | 200            | 0.0%              |
| Federal/State Intergovernmental  | -              | -              | -                | -               | -              | NA                |
| Charges for Services             | 520,590        | 515,933        | 474,136          | 531,799         | 531,799        | 3.1%              |
| Miscellaneous Revenues           | 42             | -              | -                | -               | -              | NA                |
| Other Financing Sources          | -              | -              | -                | -               | -              | NA                |
| General Fund Transfers           | -              | -              | -                | -               | -              | NA                |
| General Fund Allocation          | -              | -              | -                | -               | -              | NA                |
| <b>Total Revenues</b>            | <b>521,015</b> | <b>516,133</b> | <b>474,529</b>   | <b>531,999</b>  | <b>531,999</b> | <b>3%</b>         |
| <b>Expenses</b>                  |                |                |                  |                 |                |                   |
| Salaries & Benefits              | 82,287         | 85,429         | 82,734           | 91,732          | 91,732         | 7.4%              |
| Services & Supplies              | 320,693        | 354,595        | 344,309          | 382,214         | 382,214        | 7.8%              |
| Other Charges                    | 52,420         | 67,921         | 67,671           | 44,559          | 44,559         | -34.4%            |
| Overhead Cost Plan (A87)         | 15,388         | 16,731         | 19,797           | 22,037          | 22,037         | 31.7%             |
| Capital Assets                   | -              | -              | -                | -               | -              | NA                |
| Other Financing Uses             | (2,933)        | -              | -                | -               | -              | NA                |
| Interfund Activity               | (9,223)        | (8,543)        | (9,200)          | (8,543)         | (8,543)        | NA                |
| Contingency                      | -              | -              | -                | -               | -              | NA                |
| <b>Total Expenses</b>            | <b>458,631</b> | <b>516,133</b> | <b>505,311</b>   | <b>531,999</b>  | <b>531,999</b> | <b>3%</b>         |
| <b>Fund Balance Added (Used)</b> | <b>62,384</b>  | <b>-</b>       | <b>(30,782)</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>2017/18 Fund Analysis:</b>    |                |                |                  |                 |                |                   |
|                                  |                |                |                  |                 | Fund Balance   |                   |
|                                  |                | Revenues       | Expenses         |                 | Added (Used)   |                   |
| CENTRAL SERVICES                 | Fund # 4332    | 531,999        | 531,999          |                 | -              |                   |
|                                  |                | <b>531,999</b> | <b>531,999</b>   |                 | <b>-</b>       |                   |

**Comments/Analysis of Differences:**

**Public Hearing Comments:**

Adopted as proposed.



# Emergency Management

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## **Mission Statement:**

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

## **Service Description:**

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

## **Major Accomplishments in 2016-17:**

- Applied for and received a grant from the Department of Homeland Security in the amount of \$175,166 for equipment and training for local first responders (Fire, Law, and Medical) with no matching funds required.
- The Emergency Management Performance Grant provided \$145,370 which was directed to Nevada County OES with a 100% matching requirement provided from an in-kind match from OES services funded by the General Fund.
- Received a nationally competitive FEMA grant of \$100,000 to update the County's Multi-Jurisdictional Local Hazard Mitigation Plan. This FEMA Grant requires a 25% in-kind match from participating agencies.
- Formed a local Tree Mortality Working Group and assisted PG&E and the Fire Safe Council in obtaining a vegetation drop off and processing site for tree mortality response.
- Coordinated emergency response during the January 2017 "Atmospheric River" storms. Issued over 27,000 sand bags to community members in a four week period.

## **Objectives & Performance Measures for 2017-2018:**

### **Objective:**

Coordinate and leverage local, state and federal resources and partnerships to respond and mitigate against the tree mortality impacts within Nevada County.

### **Performance Measures:**

- Secure and administer recovery and mitigation grants such as California Disaster Assistance Act (CDAA) and State Responsibility Area (SRA) grants to assist with the Tree Mortality response.
- Continued support of the State Tree Mortality Task Force and the County Tree Mortality Working Group.

### **Objective:**

Continue to support the Fire Prevention Assistant Program which identifies and educates landowners in complying with the County Vegetation Ordinance and defensible space in preparation for a wildfire event.

### **Performance Measures:**

- Support wildfire prevention through continued fire prevention inspections.
- Continued collaboration and partnership with the Fire Safe Council of Nevada County.

### **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:**

- Fulfill all of 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.



# Emergency Management

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**Objective:**

Complete update the of the Local Hazard Mitigation Plan.

**Performance Measures:**

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

**Objective:**

Enhance neighborhood readiness to respond to emergency evacuation orders.

**Performance Measures:**

- Plan and execute a functional exercise involving a selected County neighborhood.
- Coordinate the participation of local first responder agencies and the American Red Cross.
- Activate 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)

|                                  | 15/16          | 16/17          | 16/17            | 17/18           | 17/18          | % Change                  |
|----------------------------------|----------------|----------------|------------------|-----------------|----------------|---------------------------|
|                                  | <u>Actual</u>  | <u>Adopted</u> | <u>Estimated</u> | <u>Proposed</u> | <u>Adopted</u> | <u>From Prior Adopted</u> |
| <b>Revenues</b>                  |                |                |                  |                 |                |                           |
| Taxes                            | -              | -              | -                | -               | -              | NA                        |
| Licenses, Permits & Franchises   | -              | -              | -                | -               | -              | NA                        |
| Fines, Forfeitures, & Penalties  | -              | -              | -                | -               | -              | NA                        |
| Use of Money & Property          | 7,200          | -              | -                | -               | -              | NA                        |
| Federal/State Intergovernmental  | 299,664        | 306,386        | 404,311          | 330,536         | 330,536        | 7.9%                      |
| Charges for Services             | -              | -              | -                | -               | -              | NA                        |
| Miscellaneous Revenues           | 19             | -              | -                | -               | -              | NA                        |
| Other Financing Sources          | 57,922         | 57,922         | 57,922           | 57,922          | 57,922         | 0.0%                      |
| General Fund Transfers           | -              | -              | -                | -               | -              | NA                        |
| General Fund Allocation          | 155,159        | 183,554        | 209,166          | 233,985         | 233,985        | 27.5%                     |
| <b>Total Revenues</b>            | <b>519,964</b> | <b>547,862</b> | <b>671,399</b>   | <b>622,443</b>  | <b>622,443</b> | <b>14%</b>                |
| <b>Expenses</b>                  |                |                |                  |                 |                |                           |
| Salaries & Benefits              | 179,041        | 193,486        | 192,787          | 193,316         | 193,316        | -0.1%                     |
| Services & Supplies              | 233,168        | 234,733        | 330,350          | 253,414         | 253,414        | 8.0%                      |
| Other Charges                    | 110,485        | 86,227         | 112,378          | 100,745         | 100,745        | 16.8%                     |
| Overhead Cost Plan (A87)         | 21,045         | 35,540         | 38,008           | 71,793          | 71,793         | 102.0%                    |
| Capital Assets                   | -              | -              | -                | -               | -              | NA                        |
| Other Financing Uses             | -              | -              | -                | 5,299           | 5,299          | NA                        |
| Interfund Activity               | (23,776)       | (2,124)        | (2,124)          | (2,124)         | (2,124)        | NA                        |
| Contingency                      | -              | -              | -                | -               | -              | NA                        |
| <b>Total Expenses</b>            | <b>519,964</b> | <b>547,862</b> | <b>671,399</b>   | <b>622,443</b>  | <b>622,443</b> | <b>14%</b>                |
| <b>Fund Balance Added (Used)</b> | -              | -              | -                | -               | -              |                           |
| <b>Staffing:</b>                 | <b>1.00</b>    | <b>1.00</b>    | <b>1.00</b>      | <b>1.00</b>     | <b>1.00</b>    |                           |
| <b>2017/18 Fund Analysis:</b>    |                |                |                  |                 |                |                           |
|                                  |                |                |                  |                 | Fund Balance   |                           |
|                                  |                | Revenues       | Expenses         |                 | Added (Used)   |                           |
| GENERAL FUND                     | Fund # 0101    | 622,443        | 622,443          |                 | -              |                           |
|                                  |                | <b>622,443</b> | <b>622,443</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 37 County owned facilities (4,479,984 sq. ft.), 8 leased facilities (32,908 sq. ft.) and 76 acres of vacant land. Facilities Management is also responsible for lease management of County-owned facilities (8 locations), office space and cell tower locations. Services include buildings and grounds maintenance, facility security, leased space development, space planning, remodeling, and capital facilities planning.

## Major Accomplishments in 2016-17:

- Completed a landscape design for the Eric Rood Administration Center.
- Completed Americans with Disabilities Act (ADA) improvements to the Laura Wilcox Building.
- Installed acoustical material in the Grass Valley Veterans Building.
- Upgraded the card access system in several County facilities.
- Solicited and evaluated proposals, and negotiated a new custodial services contract.

## Objectives & Performance Measures for 2017-18:

### Objective:

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

### 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:

In accordance with new regulations, develop a hazardous waste management program for County facilities to address disposal of light bulbs, batteries, chemicals, aerosol cans and electronics.

### Performance Measures:

- Coordinate with Environmental Health to develop a hazardous waste plan.
- Develop storage to separate and log all hazardous waste.
- Educate all departments on the proper disposal of hazardous waste.
- Develop and implement an electronic hazardous waste plan.

### Objective:

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

### Performance Measures:

- With the assistance of FREED, and a CASp professional perform an ADA evaluation of all County facilities.
- Complete a transition plan to identify costs and projected dates of completion.
- Complete ADA improvements to the ERAC.

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



# Facilities Management (10702)

|                                  | 15/16            | 16/17            | 16/17            | 17/18            | 17/18            | % 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          | 262,951          | 255,437          | 251,956          | 252,916          | 252,916          | -1.0%                     |
| Federal/State Intergovernmental  | -                | 39,943           | -                | 39,943           | 39,943           | 0.0%                      |
| Charges for Services             | 184,706          | 234,364          | 234,364          | 238,291          | 238,291          | 1.7%                      |
| Miscellaneous Revenues           | 8,368            | 2,000            | 2,000            | 2,000            | 2,000            | 0.0%                      |
| Other Financing Sources          | -                | -                | -                | -                | -                | NA                        |
| General Fund Transfers           | -                | -                | -                | -                | -                | NA                        |
| General Fund Allocation          | 1,838,133        | 2,002,441        | 2,006,706        | 1,923,532        | 1,923,532        | -3.9%                     |
| <b>Total Revenues</b>            | <b>2,294,159</b> | <b>2,534,185</b> | <b>2,495,026</b> | <b>2,456,682</b> | <b>2,456,682</b> | <b>-3%</b>                |
| <b>Expenses</b>                  |                  |                  |                  |                  |                  |                           |
| Salaries & Benefits              | 1,185,003        | 1,272,705        | 1,230,774        | 1,461,621        | 1,461,621        | 14.8%                     |
| Services & Supplies              | 1,465,628        | 1,313,111        | 1,530,828        | 1,403,032        | 1,403,032        | 6.8%                      |
| Other Charges                    | 323,996          | 261,767          | 291,955          | 285,694          | 285,694          | 9.1%                      |
| Overhead Cost Plan (A87)         | -                | -                | -                | -                | -                | NA                        |
| Capital Assets                   | -                | -                | -                | -                | -                | NA                        |
| Other Financing Uses             | -                | 15,282           | 15,282           | 30,660           | 30,660           | 100.6%                    |
| Interfund Activity               | (680,469)        | (328,680)        | (573,813)        | (724,325)        | (724,325)        | NA                        |
| Contingency                      | -                | -                | -                | -                | -                | NA                        |
| <b>Total Expenses</b>            | <b>2,294,159</b> | <b>2,534,185</b> | <b>2,495,026</b> | <b>2,456,682</b> | <b>2,456,682</b> | <b>-3%</b>                |
| <b>Fund Balance Added (Used)</b> | -                | -                | -                | -                | -                |                           |
| <b>Staffing:</b>                 | <b>12.00</b>     | <b>12.00</b>     | <b>12.00</b>     | <b>13.00</b>     | <b>13.00</b>     |                           |
| <b>2017/18 Fund Analysis:</b>    |                  |                  |                  |                  |                  |                           |
|                                  |                  |                  |                  |                  | Fund Balance     |                           |
|                                  |                  | Revenues         | Expenses         |                  | Added (Used)     |                           |
| GENERAL FUND                     | Fund # 0101      | 2,456,682        | 2,456,682        |                  | -                |                           |
|                                  |                  | <b>2,456,682</b> | <b>2,456,682</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 improvements of existing facilities, development of new facilities of limited scope, and other Facilities projects that require accounting treatment other than that provided for in the Facilities Management budget. The Facilities Management Division provides project management for these capital projects.

## Major Accomplishments in 2016-17:

- Completed remodel of the Bost House.
- Co-located Public Defender and Probation into the North Pine Building.
- Completed renovation of the Laura Wilcox building for Connecting Point.
- Designed and constructed an amphitheater at the Madelyn Helling Library.

## Objectives & Performance Measures

### for 2017-18:

#### Objective:

Support the Capital Facilities Subcommittee.

#### Performance Measures:

- Hold monthly Capital Facilities Subcommittee meetings.
- Provide support for projects being brought to the Committee for consideration.
- Update the County's Capital Facilities Master Plan.

#### Objective:

Develop master plan for establishing a County storage facility.

#### Performance Measures:

- Develop space needs study.
- Complete cost comparisons for County owned vs leased facilities.
- Survey locations.
- Complete space design to accommodate County needs.

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





# Capital Facilities Projects (10801)

|                                  | 15/16<br><u>Actual</u> | 16/17<br><u>Adopted</u> | 16/17<br><u>Estimated</u> | 17/18<br><u>Proposed</u> | 17/18<br><u>Adopted</u> | % Change<br>From Prior<br><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             | -                      | -                       | 55,314                    | -                        | -                       | NA                                       |
| Miscellaneous Revenues           | -                      | -                       | -                         | -                        | -                       | NA                                       |
| Other Financing Sources          | 468,416                | -                       | 1,945,138                 | -                        | -                       | NA                                       |
| General Fund Transfers           | -                      | -                       | -                         | -                        | -                       | NA                                       |
| General Fund Allocation          | 484,496                | 19,483                  | 1,766,681                 | 97,313                   | 97,313                  | NA                                       |
| <b>Total Revenues</b>            | <b>952,912</b>         | <b>19,483</b>           | <b>3,767,133</b>          | <b>97,313</b>            | <b>97,313</b>           | <b>NA</b>                                |
| <b>Expenses</b>                  |                        |                         |                           |                          |                         |  |
| Salaries & Benefits              | -                      | -                       | -                         | -                        | -                       | NA                                       |
| Services & Supplies              | 664,405                | -                       | 602,732                   | -                        | -                       | NA                                       |
| Other Charges                    | 57,659                 | -                       | -                         | -                        | -                       | NA                                       |
| Overhead Cost Plan (A87)         | 16,060                 | 19,483                  | 19,612                    | 97,313                   | 97,313                  | NA                                       |
| Capital Assets                   | 479,761                | -                       | 3,768,530                 | -                        | -                       | NA                                       |
| Other Financing Uses             | -                      | -                       | -                         | -                        | -                       | NA                                       |
| Interfund Activity               | (264,973)              | -                       | (623,741)                 | -                        | -                       | NA                                       |
| Contingency                      | -                      | -                       | -                         | -                        | -                       | NA                                       |
| <b>Total Expenses</b>            | <b>952,912</b>         | <b>19,483</b>           | <b>3,767,133</b>          | <b>97,313</b>            | <b>97,313</b>           | <b>NA</b>                                |
| <b>Fund Balance Added (Used)</b> | -                      | -                       | -                         | -                        | -                       |  |

Staffing: None

**2017/18 Fund Analysis:**

|              |             | Revenues      | Expenses      | Fund Balance<br>Added (Used) |
|--------------|-------------|---------------|---------------|------------------------------|
| GENERAL FUND | Fund # 0101 | 97,313        | 97,313        | -                            |
|              |             | <b>97,313</b> | <b>97,313</b> | -                            |

Comments/Analysis of Differences:

**Public Hearing Comments:**

Adopted as proposed.



# Capital Projects

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## Service Description:

The Capital Projects budget provides for large capital projects, such as construction of new facilities. Capital projects may require more than one fiscal year for completion and may involve debt financing. The Facilities Management Division provides project management for these capital projects.

## Major Accomplishments in 2016-17:

- Completed construction of photovoltaic solar energy generating systems at the following locations:
  - Eric Rood Administration Center
  - Wayne Brown Correctional Facility
  - Carl F. Bryan II Juvenile Hall
- Began construction of photovoltaic solar energy generating systems at the following locations:
  - Lake of the Pines Wastewater Treatment Plant
  - Highway 49 Ranch Property

## Objectives & Performance Measures for 2017-18:

### Objective:

Complete the Solar Energy Project.

### Performance Measures:

- The Solar Energy Project is expected to be completed by the end of August, 2017.

### Objective:

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

### Performance Measures:

- Complete construction drawings and cost estimates.
- Collaborate with the County Executive Office and the Community Development Agency to develop a funding and financing plan for the planned development.
- Complete the bid process for the building contractor and Project Manager.

|                          |  |
|--------------------------|--|
| Service Budget Unit Code | - 10805                                |
| Office/Department        | - Information & General Services       |
| Major Service Area       | - General Government/Plant Acquisition |



# Capital Projects (10805)

|                                  | <u>15/16</u>  | <u>16/17</u>   | <u>16/17</u>      | <u>17/18</u>    | <u>17/18</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          | -             | -              | 64                | -               | -              | NA                |
| Federal/State Intergovernmental  | -             | -              | -                 | -               | -              | NA                |
| Charges for Services             | -             | -              | -                 | -               | -              | NA                |
| Miscellaneous Revenues           | -             | -              | -                 | -               | -              | NA                |
| Other Financing Sources          | -             | -              | 10,451,060        | -               | -              | NA                |
| General Fund Transfers           | -             | -              | -                 | -               | -              | NA                |
| General Fund Allocation          | -             | -              | -                 | -               | -              | NA                |
| <b>Total Revenues</b>            | <b>-</b>      | <b>-</b>       | <b>10,451,124</b> | <b>-</b>        | <b>-</b>       | <b>NA</b>         |
| <b>Expenses</b>                  |               |                |                   |                 |                |                   |
| Salaries & Benefits              | -             | -              | -                 | -               | -              | NA                |
| Services & Supplies              | -             | -              | -                 | -               | -              | NA                |
| Other Charges                    | -             | -              | -                 | -               | -              | NA                |
| Overhead Cost Plan (A87)         | -             | -              | -                 | -               | -              | NA                |
| Capital Assets                   | -             | -              | 10,451,060        | -               | -              | NA                |
| Other Financing Uses             | -             | -              | 64                | -               | -              | NA                |
| Interfund Activity               | -             | -              | -                 | -               | -              | NA                |
| Contingency                      | -             | -              | -                 | -               | -              | NA                |
| <b>Total Expenses</b>            | <b>-</b>      | <b>-</b>       | <b>10,451,124</b> | <b>-</b>        | <b>-</b>       | <b>NA</b>         |
| <b>Fund Balance Added (Used)</b> | <b>-</b>      | <b>-</b>       | <b>-</b>          | <b>-</b>        | <b>-</b>       |                   |

Staffing: None

**2017/18 Fund Analysis:**

|                       |             | Revenues | Expenses | Fund Balance<br>Added (Used) |
|-----------------------|-------------|----------|----------|------------------------------|
| SOLAR ENERGY PROJECTS | Fund # 3157 | -        | -        | -                            |
|                       |             | -        | -        | -                            |

**Comments/Analysis of Differences:**

This budget unit is new in 16/17, and will handle major Capital Projects as they arise. In 16/17 the project reflected in the estimated budget is the Solar Energy Project.

**Public Hearing Comments:**

Adopted as proposed.



# Energy Services Program

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## Mission:

The mission of the Energy Services Program is to equitably allocate the costs and savings associated with the County's five solar energy generating systems to the respective County departments that benefit from the energy generated by those systems.

## Service Description:

The Energy Services Program is an internal services fund that administers the payments to Pacific Gas & Electric Company for electrical services. The cost of the electrical service is calculated to include the debt service on the solar systems and associated maintenance and administrative costs. Costs are then allocated to the benefitting departments of each of the five solar systems as follows:

- Eric Rood Administration Center—allocated to all occupant departments
- Wayne Brown Correctional Facility—allocated to the Sheriff's Office
- Carl F. Bryan II Juvenile Hall—allocated to the Probation Department-Juvenile Hall
- Lake of the Pines Wastewater Treatment Plant—allocated to the Public Works Department-LOP WWTP
- Highway 49 Ranch Property—allocated to multiple other County electrical meters served by PG&E

## Major Accomplishments in 2016-17:

- Established an internal services fund from which the Energy Services Program will operate.
- Developed financial models to predict ongoing costs and savings resulting from implementation of the solar systems.

## Objectives & Performance Measures

### for 2017-18:

#### Objective:

Institutionalize operation of the Energy Services ISF throughout its first full year of operation.

#### Performance Measures:

- Review and revise operating procedures as needed.
- Develop a communications plan to keep County departments and senior management apprised of

factors and trends influencing the cost of electricity.

- Update financial models as data on actual operating experience becomes available.

|                          |                                  |
|--------------------------|----------------------------------|
| Service Budget Unit Code | - 92006                          |
| Office/Department        | - Information & General Services |
| Major Service Area       | - ISF/Energy Services            |



# Energy Services Program (92006)

|                                  | <u>15/16</u>  | <u>16/17</u>   | <u>16/17</u>     | <u>17/18</u>    | <u>17/18</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             | -             | -              | 78,351           | 938,008         | 938,008         | NA                |
| Miscellaneous Revenues           | -             | -              | -                | -               | -               | NA                |
| Other Financing Sources          | -             | -              | -                | -               | -               | NA                |
| General Fund Transfers           | -             | -              | -                | -               | -               | NA                |
| General Fund Allocation          | -             | -              | -                | -               | -               | NA                |
| <b>Total Revenues</b>            | <b>-</b>      | <b>-</b>       | <b>78,351</b>    | <b>938,008</b>  | <b>938,008</b>  | <b>NA</b>         |
| <b>Expenses</b>                  |               |                |                  |                 |                 |                   |
| Salaries & Benefits              | -             | -              | -                | -               | -               | NA                |
| Services & Supplies              | -             | -              | 41,901           | 916,830         | 916,830         | NA                |
| Other Charges                    | -             | -              | 34,999           | 746,366         | 746,366         | NA                |
| Overhead Cost Plan (A87)         | -             | -              | -                | -               | -               | NA                |
| Capital Assets                   | -             | -              | -                | -               | -               | NA                |
| Other Financing Uses             | -             | -              | -                | -               | -               | NA                |
| Interfund Activity               | -             | -              | (17,500)         | (706,237)       | (706,237)       | NA                |
| Contingency                      | -             | -              | -                | -               | -               | NA                |
| <b>Total Expenses</b>            | <b>-</b>      | <b>-</b>       | <b>59,400</b>    | <b>956,959</b>  | <b>956,959</b>  | <b>NA</b>         |
| <b>Fund Balance Added (Used)</b> | <b>-</b>      | <b>-</b>       | <b>18,951</b>    | <b>(18,951)</b> | <b>(18,951)</b> |                   |

Staffing: None

**2017/18 Fund Analysis:**

|                 |             | Revenues       | Expenses       | Fund Balance<br>Added (Used) |
|-----------------|-------------|----------------|----------------|------------------------------|
| ENERGY SERVICES | Fund # 4331 | 938,008        | 956,959        | (18,951)                     |
|                 |             | <b>938,008</b> | <b>956,959</b> | <b>(18,951)</b>              |

**Comments/Analysis of Differences:**

This budget unit is new in 16/17, and will handle ongoing energy costs and debt service payments related to the Solar Energy project.

**Public Hearing Comments:**

Adopted as proposed.



# Airport

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## Mission Statement:

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

## Service Description:

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

## Major Accomplishments in 2016-17:

- Completed the bidding process and awarded the construction contract for Phase 1 of a two-phase perimeter fence and gate system project.
- Applied for \$1,196,054 in federal grant funding for construction of Phase 2 of the perimeter fence and gate system project.
- Applied for \$115,157 in federal grant funding for design of Taxiway A and Ramps 1, 2, and 5 pavement preservation and service road paving.
- Held an airport open house for the community.
- Hosted 4 community organization/school tours.
- Constructed a new airport monument sign.
- Increased permanently-based aircraft by three.
- Managed the Airport Enterprise Fund without requiring any General Fund subsidy.
- Participated in four media interviews/articles.

## Objectives & Performance Measures for 2017-18:

### Objective:

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

### Performance Measures:

- Host at least four school field trips and showcase the Airport in at least one local school event.
- Host twelve Airport-sponsored public "display days."
- Participate in at least one radio interview and one presentation for a community organization.
- Provide at least one written news story for the local media.

### Objective:

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

### Performance Measures:

- Manage the Airport without General Fund subsidy.
- Increase permanently based aircraft by three aircraft, bringing the total from 139 to 142.
- Increase transient aircraft visits by 3%.
- Solicit proposals for construction of eight new hangars.

### Objective:

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

### Performance Measures:

- Complete Phase 1 of the perimeter fence and gate upgrade project no later than December 1, 2017.
- Pursue development of an Airport café through an RFP process.
- Renovate the terminal's lawn area to create a gathering location for the public to experience their airport.

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



# Airport (91004)

|                                  | <u>15/16</u>     | <u>16/17</u>     | <u>16/17</u>     | <u>17/18</u>     | <u>17/18</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                            | 58,082           | 56,750           | 59,291           | 58,750           | 58,750           | 3.5%              |
| Licenses, Permits & Franchises   | -                | -                | -                | -                | -                | NA                |
| Fines, Forfeitures, & Penalties  | 59,699           | -                | -                | -                | -                | NA                |
| Use of Money & Property          | 209,705          | 241,535          | 279,045          | 279,964          | 279,964          | 15.9%             |
| Federal/State Intergovernmental  | 89,900           | 1,062,487        | 1,131,062        | 1,265,857        | 1,265,857        | 19.1%             |
| Charges for Services             | 30,210           | 22,000           | 24,015           | 29,290           | 29,290           | 33.1%             |
| Miscellaneous Revenues           | 729,774          | 568,397          | 606,831          | 596,242          | 596,242          | 4.9%              |
| Other Financing Sources          | -                | -                | -                | -                | -                | NA                |
| General Fund Transfers           | -                | -                | -                | -                | -                | NA                |
| General Fund Allocation          | -                | -                | -                | -                | -                | NA                |
| <b>Total Revenues</b>            | <b>1,177,370</b> | <b>1,951,169</b> | <b>2,100,244</b> | <b>2,230,103</b> | <b>2,230,103</b> | <b>14%</b>        |
| <b>Expenses</b>                  |                  |                  |                  |                  |                  |                   |
| Salaries & Benefits              | 283,670          | 273,288          | 273,617          | 130,693          | 130,693          | -52.2%            |
| Services & Supplies              | 637,089          | 442,107          | 484,413          | 469,175          | 469,175          | 6.1%              |
| Other Charges                    | 546,901          | 88,477           | 124,054          | 191,045          | 191,045          | 115.9%            |
| Overhead Cost Plan (A87)         | 44,206           | 47,637           | 52,954           | 129,896          | 129,896          | 172.7%            |
| Capital Assets                   | 129,377          | 1,113,743        | 1,241,639        | 1,368,140        | 1,368,140        | 22.8%             |
| Other Financing Uses             | (156,873)        | -                | -                | -                | -                | NA                |
| Interfund Activity               | (43,764)         | (14,083)         | (44,558)         | -                | -                | NA                |
| Contingency                      | -                | -                | -                | -                | -                | NA                |
| <b>Total Expenses</b>            | <b>1,440,606</b> | <b>1,951,169</b> | <b>2,132,119</b> | <b>2,288,949</b> | <b>2,288,949</b> | <b>17%</b>        |
| <b>Fund Balance Added (Used)</b> | <b>(263,236)</b> | <b>-</b>         | <b>(31,875)</b>  | <b>(58,846)</b>  | <b>(58,846)</b>  |                   |
| <b>Staffing:</b>                 | <b>2.00</b>      | <b>2.00</b>      | <b>2.00</b>      | <b>1.00</b>      | <b>1.00</b>      |                   |
| <b>2017/18 Fund Analysis:</b>    |                  |                  |                  |                  |                  |                   |
|                                  |                  |                  |                  |                  | Fund Balance     |                   |
|                                  |                  | Revenues         | Expenses         |                  | Added (Used)     |                   |
| AIRPORT                          | Fund # 4116      | 2,230,103        | 2,288,949        |                  | (58,846)         |                   |
|                                  |                  | <b>2,230,103</b> | <b>2,288,949</b> |                  | <b>(58,846)</b>  |                   |

## Comments/Analysis of Differences:

### Public Hearing Comments:

Adopted as proposed.



