

Administrative Services

ADMINISTRATIVE SERVICES DEPARTMENT APPROPRIATION SUMMARY Fiscal Year 2009-10				
ADMINISTERED BY:		DIRECTOR OF ADMINISTRATIVE SERVICES		
Appropriations	FY 2008-09		FY 2009-10 Proposed Budget	
	Budget	Position Allocations	Recommended Budget	Position Allocations
GENERAL FUND				
Administrative Services	\$ 4,507,486	71	\$ 4,696,653	71
INTERNAL SERVICE FUNDS				
Telecommunication Services* - Fund 250/100	\$ 9,028,277	21	\$ 5,926,493	20
Central Services* - Fund 250/305	2,638,358	10	2,603,969	10
Subtotal Internal Service Funds	\$ 11,666,635	31	\$ 8,530,462	30
TOTAL ALL FUNDS	\$ 16,174,121	102	\$ 13,227,115	101

*Budget includes total operating expenses and fixed assets.

Mission Statement

To cost-effectively provide a wide range of administrative, technology related, collection, procurement and print shop services that are essential for customer departments to efficiently deliver quality and timely support to the citizens of Placer County.

Departmental Budget Summary and Changes

The Administrative Services FY 2009-10 Budget is \$13,227,115, which is a reduction of \$2.9 million or 18% lower than the current year, largely due to the completion of the Iowa Hill telephone grant (a one-time expense). General Fund expenditures are budgeted to increase by \$189,167 (4%) due to salary and benefit increases and reductions in the prior year budget (explained below). Two vacant General Fund allocations remain unfunded in FY 2009-10, a Senior Buyer and an Administrative Clerk-Journey. The department also has two internal service fund budgets, the Telecommunications Fund and the Central Services Fund. Internal service fund budgets are projected to decrease by about \$3 million due to the completion of the Iowa Hill telephone grant and other reductions in project and contingency funding.

The Mid-Year 2008-09 reduction decreased the General Fund budget for Administrative Services by \$345,638 for Mandatory Time Off (MTO) savings and other reductions in service and supply expenditures. The Department is committed to maintaining a high level of service, including maintaining the County's current enterprise data network infrastructure and ongoing projects in South Placer.

Department Comments

The Administrative Services Department has continued to work closely with the County Executive Office and our customer departments on implementing mission-critical information technology projects that have provided the County with an extensive range of business productivity tools. Information Technology projects implemented this past fiscal year include: Regional Interoperable Radio Network – Step A, Library Network Upgrade, Countywide

Administrative Services

Emergency Notification System, Video Conferencing Expansion, Personnel Applicant Tracking System, and a Building Department Interactive Voice Response System.

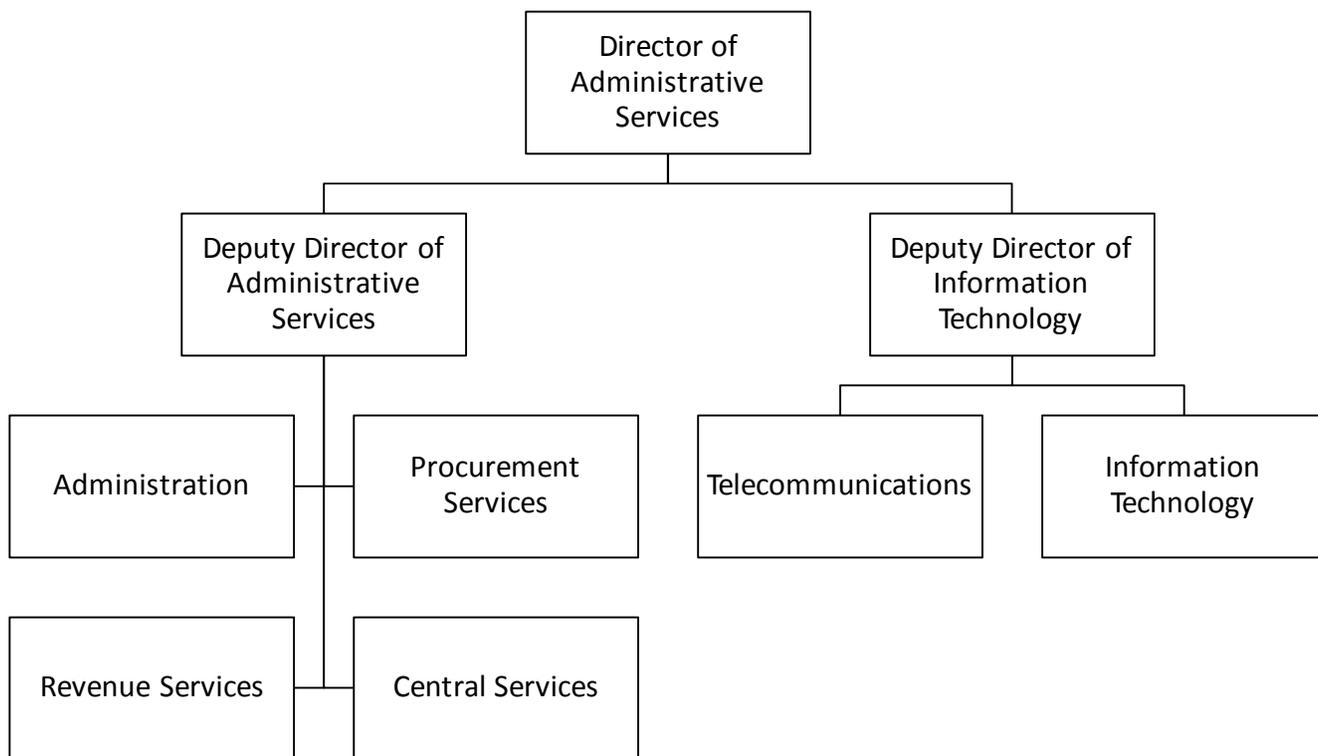
Administrative Services has also been honored to receive the following awards this past fiscal year: a *National Digital County Survey Award* from the Center for Digital Government and the National Association of Counties for the third year in a row, a *Collaboration Award for the Countywide Emergency Notification System* from the California County Information Services Directors Association, and the *Achievement in Excellence Award* from the National Purchasing Institute for the sixth year in a row.

Even though the County continues to experience financial reductions, Administrative Services is up to the challenge of looking to provide outstanding, cost effective services to our customer departments in spite of our limited staffing and reduced department funding. The department also remains committed to the improvement and expansion of our countywide IT infrastructure which includes the data, voice, radio, and waste-management monitoring networks.

Progress has continued on the implementation of the Regional Interoperable Radio Network Project as available funding has been secured. Our ability as a county and region to obtain state and federal grants to fund this regional project remains increasingly difficult as available grant funding opportunities continue to decline. However, with the direction provided by the Board adopted strategic plans and a cooperative, inclusive work approach, the department remains confident that we will continue to make progress in deploying this mission critical regional interoperable communication radio network over the next several years.

Final Budget Changes from the Proposed Budget

ADMINISTRATIVE SERVICES DEPARTMENT



POSITIONS: 101

Administrative Services

Administrative Services 11210

Provides comprehensive information technology (IT), including project planning and management for system implementations. Administrative Services is also responsible for IT planning, implementing, administering and maintaining the County's data systems, including servers, data storage, firewall, and security systems.

Provides centralized purchasing services to county departments for the procurement of materials, equipment and services and ensures that county purchasing policies and procedures are followed to maintain consistency in buying practices and compliance with all applicable laws.

Provides centralized billing and collection services to secure funds entitled to Placer County and other government entities.

Provides quality management and administrative support to the Administrative Services Department and effectively communicates and acts as liaison to other departments, outside agencies and the public.

Major Budget Adjustment Included in 2008-09

- Reduction of \$200,000 in operating expense costs at mid-year.

Central Services (Internal Service Fund) 06380

Provides efficient and economical reprographic, mail processing and delivery, inventory, and records management services. This includes design and production of offset printing items, quick-copy service for both color and black-and-white copies, convenience-copier service for 227 countywide digital multifunction copy machines, forms, envelopes and paper inventory including delivery, US mail service, United Parcel Service (UPS) and interoffice mail service, and coordination and standard-setting for county records storage and retention.

Major Budget Adjustment Proposed for 2009-10

- Reductions in operating expenses to absorb salary and benefit increases for a net reduction of \$2,626.

Telecommunications (Internal Service Fund) 02100

Provides planning, development and logistical support of all countywide communication systems, including telephone, radio, data, media and cable television services.

Major Budget Adjustment Proposed for 2009-10

- Reduction of one management allocation (Information Technology Supervisor) and reclassification of two Information Technology Analysts to Senior Information Technology Analyst for a net savings of \$154,708.

Administrative Services

POSITION INFORMATION

Changes in Funded Positions Salary Adjustments	2008-09 Positions	2009-10 Positions		2008-09 Salary	2009-10 Salary
ADMINISTRATIVE SERVICES					
Telecommunications					
IT Supervisor	0	-1	1	\$ -	\$ (181,256)
IT Analyst	0	-2	2	\$ -	\$ (283,452)
IT Analyst Senior	0	2	2	\$ -	\$ 310,000
Administrative Services Total	0	-1		\$ -	\$ (154,708)

1 Deletion of IT Supervisor (a management position) from approved allocations

2 Proposed reclassification of two IT Analysts to IT Analyst Senior with additional duties of the deleted IT Supervisor allocation

Administrative Services

General Fund

Fund: 100

Subfund: 0

Appropriation: 11210

Budget Category (1)	Actual 2007-08 (2)	Budget 2008-09 (3)	Dept Req 2009-10 (4)	CEO Rec 2009-10 (5)	BOS Adopted 2009-10 (6)
Salaries & Benefits					
1001 Employee Paid Sick Leave	982	1,450	1,450	1,450	
1002 Salaries and Wages	4,788,645	5,140,074	5,480,310	5,440,892	
1003 Extra Help	16,901				
1005 Overtime & Call Back	33,452	48,407	48,407	41,907	
1011 Salary Savings				(305,016)	
1300 P.E.R.S.	994,123	1,111,730	1,216,866	1,216,866	
1301 F.I.C.A.	364,876	403,973	422,948	419,933	
1303 Other - Post Employment Benefits	375,844	459,910	555,708	455,682	
1310 Employee Group Ins	704,583	755,318	854,100	854,100	
1315 Workers Comp Insurance	241	45,713	61,594	61,594	
1325 401 (k) Employer Match	5,427		3,750	3,750	
Total Salaries & Benefits	7,285,074	7,966,575	8,645,133	8,191,158	
Services & Supplies					
2051 Communications - Telephone	237,687	217,444	215,674	205,674	
2054 Telecomm Trunks/Circuits	720,142	720,142	684,135	684,135	
2140 Gen Liability Ins	37,097	41,119	37,917	41,119	
2273 Parts	31,028	27,000	15,000	15,000	
2290 Maintenance - Equipment	45,607	81,200	60,811	50,811	
2292 Maintenance - Software	1,400,424	1,426,956	1,479,755	1,395,940	
2439 Membership/Dues	2,822	4,957	4,318	4,318	
2481 PC Acquisition	43,965	27,200			
2511 Printing	26,933	29,520	30,672	30,672	
2522 Other Supplies	492	500	500	500	
2523 Office Supplies & Exp	33,214	52,520	41,520	41,520	
2524 Postage	23,386	38,200	38,200	38,200	
2555 Prof/Spec Svcs - Purchased	756,387	929,516	917,437	866,824	
2556 Prof/Spec Svcs - County	21,460	31,317	32,383	32,383	
2561 Legal Services		5,000	5,000	5,000	
2701 Publications & Legal Notices	4,573	1,200	1,200	1,200	
2709 Countywide System Charges	29,347	26,323	16,554	9,105	
2710 Rents & Leases - Equipment	487,812	432,240	468,865	468,865	
2727 Rents & Leases - Bldgs & Impr		43,768	39,436	39,436	
2838 Special Dept Expense-1099 Reportable	5,134				
2840 Special Dept Expense	100,236	142,696	37,650	8,517	
2844 Training	50,740	52,342	19,300	14,300	
2931 Travel & Transportation	12,926	10,700	6,200	3,200	
2932 Mileage	4,404	180	180	180	
2941 County Vehicle Mileage	2,642	4,500	2,500	1,800	
2964 Meals/Food Purchases	1,930	1,000	950	950	
Total Services & Supplies	4,080,388	4,347,540	4,156,157	3,959,649	
Fixed Assets					
4451 Equipment	42,117				
Total Fixed Assets	42,117				
Other Financing Uses					
3778 Operating Transfer Out - Capital Imprvmt	125,000				
3780 Contrib to Other Funds	60,245	57,044	57,044	57,044	
Total Other Financing Uses	185,245	57,044	57,044	57,044	
Charges From Departments					
5310 I/T Employee Group Insurance	226,761	330,366	359,941	394,096	
5405 I/T Maintenance - Bldgs & Improvements	21,689	11,250	10,750	10,750	
5550 I/T - Administration	684,907	689,039	717,230	717,230	
5552 I/T - MIS Services	119,157	140,645	140,645	140,645	
5727 I/T-Rents/Leases	3,442				
Total Charges From Departments	1,055,956	1,171,300	1,228,566	1,262,721	

Administrative Services

General Fund

Fund: 100

Subfund: 0

Appropriation: 11210

Budget Category (1)	Actual 2007-08 (2)	Budget 2008-09 (3)	Dept Req 2009-10 (4)	CEO Rec 2009-10 (5)	BOS Adopted 2009-10 (6)
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Gross Budget	12,648,780	13,542,459	14,086,900	13,470,572	
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Less: Charges to Departments

5002 I/T - County General Fund	(5,173,859)	(5,655,639)	(5,651,145)	(5,413,631)	
5004 I/T - Road Fund	(170,508)	(189,987)	(198,303)	(191,232)	
5009 I/T - County Library Fund	(20,994)	(22,958)	(27,353)	(26,380)	
5010 I/T - Fire Protection Fund	(4,112)	(3,251)	(6,788)	(6,545)	
5011 I/T - Public Safety Fund	(2,791,069)	(3,091,094)	(3,168,732)	(3,060,536)	
5012 I/T - Capital Projects Reimbursement	(37,662)	(42,264)	(47,519)	(45,815)	
5026 I/T - Advertising & Promotion Fund	(24,811)	(29,780)	(29,780)	(29,780)	
Total Charges to Departments	(8,223,015)	(9,034,973)	(9,129,620)	(8,773,919)	

Net Budget	4,425,765	4,507,486	4,957,280	4,696,653	
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Less: Revenues

6886 Coll PGM-PC 1463.007	(1,712,692)	(1,230,000)	(1,424,724)	(1,401,024)	
8110 Admin Services - Admin Support	(343,897)	(395,729)	(424,412)	(389,838)	
8114 Data Processing Services	(723,964)	(811,426)	(862,263)	(831,358)	
8116 NSF & Misc Fees	(1,667)		(500)	(500)	
8147 Installment Fees (PC1205)	(312,281)	(325,000)	(325,000)	(325,000)	
8193 Other Services	(110)	(1,500)	(1,500)	(1,500)	
8212 Other General Reimbursement	(38,114)	(40,520)	(40,520)	(40,520)	
8218 Forms and Photocopies	(216)	(200)	(200)	(200)	
8753 Other Sales	(20,848)	(15,000)	(18,000)	(18,000)	
8764 Miscellaneous Revenues	(120,498)	(1,500)	(1,000)	(1,000)	
Total Revenues	(3,274,287)	(2,820,875)	(3,098,119)	(3,008,940)	

Net County Cost	1,151,478	1,686,611	1,859,161	1,687,713	
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Fund: 250 County Services Fund
Subfund: 100 Telecommunication Services
Budget Unit: 2100 Telecommunications Service

Approved
Adopted by
the Board
of Supervisors
2009-10
(6)

Operating Detail (1)	Actual 2007-08 (2)	Estimated 2008-09 (3)	Department Request 2009-10 (4)	Recommended by C.E.O. 2009-10 (5)
Operating Income				
8118 Communciation Services - Telephone	2,683,238	2,563,792	2,517,537	2,517,537
8119 Communciation Services - Radio	1,206,344	1,335,605	1,423,977	1,423,977
8123 Communciation Services - Media	103,865	195,000	111,556	111,556
8124 Comm Services - Network Infrastructure	1,837,582	1,649,192	1,648,300	1,648,300
8125 Cabling Services	211,768	243,966		
8193 Other Services	29,577	2,478,469		
8212 Other General Reimbursement	328			
Total Operating Income	6,072,702	8,466,024	5,701,370	5,701,370
Operating Expenses				
1002 Salaries and Wages	1,713,907	1,739,001	1,769,595	1,769,595
1003 Extra Help	430			
1004 Accr Compensated Leave	(4,668)			
1005 Overtime & Call Back	72,550	53,347	53,347	53,347
1011 Salary Savings				(99,097)
1300 P.E.R.S.	347,283	372,262	383,874	383,874
1301 F.I.C.A.	135,395	137,115	139,455	139,455
1303 Other - Post Employment Benefits	131,767	161,311	161,075	161,075
1310 Employee Group Ins	227,898	253,737	229,117	229,117
1315 Workers Comp Insurance	123	16,806	16,795	16,795
1325 401 (k) Employer Match	1,198		1,500	1,500
2020 Clothes & Personal Supplies	1,789	1,500	1,500	1,500
2051 Communications - Telephone	15,878	15,000	16,000	16,000
2054 Telecomm Trunks/Circuits	1,108,106	1,199,479	1,212,084	1,212,084
2140 Gen Liability Ins	25,336	21,602	21,602	21,602
2271 Parts Installed	3,752			
2274 Delivery & Freight Charges	55		1,000	1,000
2290 Maintenance - Equipment	160,839	170,650	170,650	170,650
2292 Maintenance - Software	63,605	7,220	8,010	8,010
2310 Employee Benefits Systems	77,353	104,921	114,364	114,364
2405 Materials - Bldgs & Impr	55,215	30,500	30,500	30,500
2439 Membership/Dues	1,481	850	850	850
2481 PC Acquisition	46,243			
2511 Printing	5,433	9,000	5,000	5,000
2512 Laundry/Dry Cleaning	127			
2522 Other Supplies	433	1,100	1,100	1,100
2523 Office Supplies & Exp	11,901	10,000	8,000	8,000
2524 Postage	5,161	5,500	4,500	4,500
2534 Operating Materials	503,649	688,000	507,076	507,076
2550 Administration	246,907	260,621	262,394	262,394
2555 Prof/Spec Svcs - Purchased	317,639	2,545,390	245,183	245,183
2556 Prof/Spec Svcs - County	100,780	396,583	112,954	112,954
2701 Publications & Legal Notices	556	2,500	2,500	2,500
2709 Countywide System Charges	12,672	9,582	9,582	9,582
2710 Rents & Leases - Equipment	80,905	71,000	71,000	71,000
2727 Rents & Leases - Bldgs & Impr	48,561	41,000	41,000	41,000
2744 Small Tools & Instruments	14,335	5,000	5,000	5,000
2770 Fuels & Lubricants	1,483	2,500	2,500	2,500
2838 Special Dept Expense-1099 Reportable	4,651	20,000	1,500	1,500
2840 Special Dept Expense	16,357	3,500	1,500	1,500
2844 Training	6,447	20,881	20,881	20,881
2931 Travel & Transportation	11,584	5,500	5,500	5,500
2932 Mileage	2,049			
2941 County Vehicle Mileage	91,355	93,000	92,000	92,000
2964 Meals/Food Purchases	3,027		3,000	3,000
2965 Utilities	52,356	38,000	52,000	52,000
3551 Transfer Out A-87 Costs	185,240	240,102	240,102	240,102
3701 Equipment Depreciation	217,964			
3702 Bldg & Impr Depreciation	1,821			

County of Placer
 State of California
 Operations of Internal Service Fund
 Operational Statement for the Fiscal Year 2009-10

Fund: 250 County Services Fund
 Subfund: 100 Telecommunication Services
 Budget Unit: 2100 Telecommunications Service

Approved
 Adopted by
 the Board
 of Supervisors
 2009-10
 (6)

Operating Detail (1)	Actual 2007-08 (2)	Estimated 2008-09 (3)	Department Request 2009-10 (4)	Recommended by C.E.O. 2009-10 (5)
Total Operating Expenses	6,128,928	8,754,060	6,025,590	5,926,493
Net Operating Income (Loss)	(56,226)	(288,036)	(324,220)	(225,123)
Non-Operating Revenue (Expense)				
2333 Capital Asset Transfer (Out)	(25,577)			
6770 Franchises	158,111	25,844	25,844	25,844
6950 Interest	97,687	75,000	80,000	80,000
8779 Contributions from General Fund			218,376	218,376
8780 Contributions from Other Funds	371,813			
Total Non-Operating Revenue (Expense)	602,034	100,844	324,220	324,220
Net Income (Loss)	545,808	(187,192)		99,097
Fixed Assets				
4451 Equipment	208,853	274,217	450,500	
4452 Capitalized Equipment	(208,853)			
Total Fixed Assets		274,217	450,500	

Fund: 250 County Services Fund
Subfund: 305 Central Services
Budget Unit: 6380 Central Services

Approved
Adopted by
the Board
of Supervisors
2009-10
(6)

Operating Detail (1)	Actual 2007-08 (2)	Estimated 2008-09 (3)	Department Request 2009-10 (4)	Recommended by C.E.O. 2009-10 (5)
Operating Income				
8373 Quick Copy Revenue	567,581	563,218	567,581	567,581
8375 Printing Revenue	306,410	342,908	309,291	309,291
8376 Convenience Copier Revenue	775,126	816,190	795,687	795,687
8377 Records Management	296,023	284,519	296,023	296,023
8386 Interoffice Mail Revenue	183,075	194,636	198,163	198,163
8388 Mail Services	119,110	125,000	119,109	119,109
8764 Miscellaneous Revenues	10,530	10,530	10,530	10,530
8774 Inventory Sales	245,927	257,000	257,000	257,000
Total Operating Income	2,503,782	2,594,001	2,553,384	2,553,384
Operating Expenses				
1002 Salaries and Wages	496,485	542,049	566,907	566,907
1003 Extra Help	5,702			
1004 Accr Compensated Leave	3,664			
1005 Overtime & Call Back	68	788	788	788
1011 Salary Savings				(31,747)
1018 Taxable Meal Reimbursements	16			
1300 P.E.R.S.	102,964	115,364	122,625	122,625
1301 F.I.C.A.	39,107	41,527	43,429	43,429
1303 Other - Post Employment Benefits	39,376	48,855	80,537	80,537
1310 Employee Group Ins	100,829	123,003	112,585	112,585
1315 Workers Comp Insurance	(27)	11,534	11,743	11,743
1325 401 (k) Employer Match	510		750	750
2020 Clothes & Personal Supplies		500		
2051 Communications - Telephone	15,384	13,930	15,739	15,739
2140 Gen Liability Ins	3,413	4,291	4,291	4,291
2290 Maintenance - Equipment	32,246	17,232	18,688	18,688
2310 Employee Benefits Systems	36,999	45,133	53,954	53,954
2405 Materials - Bldgs & Impr	27,779	24,340	25,000	25,000
2439 Membership/Dues	307	25	25	25
2481 PC Acquisition		10,000		
2511 Printing	3,248	2,881	2,881	2,881
2523 Office Supplies & Exp	1,505	1,640	1,640	1,640
2524 Postage	453	2,276	2,276	2,276
2550 Administration	96,990	131,581	127,444	127,444
2555 Prof/Spec Svcs - Purchased	212,484	247,510	247,500	247,500
2556 Prof/Spec Svcs - County	43,631	38,000	38,000	38,000
2709 Countywide System Charges	4,777	4,777	4,777	4,777
2710 Rents & Leases - Equipment	659,088	663,313	668,459	668,459
2727 Rents & Leases - Bldgs & Impr	58,803	60,756	65,356	65,356
2840 Special Dept Expense	96,081	103,862	111,000	111,000
2844 Training	275	200	200	200
2920 Inventory Purchases	196,134	174,000	215,747	215,747
2931 Travel & Transportation	26	150		
2932 Mileage	570	300	250	250
2941 County Vehicle Mileage	8,668	12,611	14,000	14,000
2964 Meals/Food Purchases	39			
2965 Utilities	22,927	23,827	24,000	24,000
3551 Transfer Out A-87 Costs	172,103	172,103	55,125	55,125
3701 Equipment Depreciation	35,116			
Total Operating Expenses	2,517,740	2,638,358	2,635,716	2,603,969
Net Operating Income (Loss)	(13,958)	(44,357)	(82,332)	(50,585)
Non-Operating Revenue (Expense)				
6950 Interest	20,406	22,088	22,086	22,086
8779 Contributions from General Fund	60,245	60,076	60,245	60,245
Total Non-Operating Revenue (Expense)	80,651	82,164	82,331	82,331
Net Income (Loss)	66,693	37,807	(1)	31,746

Fund: 250 County Services Fund
Subfund: 305 Central Services
Budget Unit: 6380 Central Services

	Actual 2007-08 (2)	Estimated 2008-09 (3)	Department Request 2009-10 (4)	Recommended by C.E.O. 2009-10 (5)	Approved Adopted by the Board of Supervisors 2009-10 (6)
Operating Detail (1)					

Fixed Assets

Total Fixed Assets