

Administrative Services

ADMINISTRATIVE SERVICES DEPARTMENT APPROPRIATION SUMMARY Fiscal Year 2016-17					
ADMINISTERED BY:		DIRECTOR OF ADMINISTRATIVE SERVICES			
Appropriations	FY 2014-15	FY 2015-16	FY 2016-17	FY 2016-17	
	Actuals	Est / Actual	Requested Budget	Recommended Budget	YOY PBB % % Change
GENERAL FUND					
Procurement Services			\$ 1,455,853	\$ 1,428,548	30%
Revenue Services			\$ 2,786,566	\$ 2,612,766	55%
Administration			\$ 781,816	\$ 703,260	15%
Administrative Services	\$ 5,210,064	\$ 4,291,978	\$ 5,024,236	\$ 4,744,574	100% 10.5%
INTERNAL SERVICE FUNDS					
Phone/NIS/Media Services			\$ 3,923,228	\$ 3,907,422	60%
Radio Services			\$ 1,827,112	\$ 1,814,935	28%
Telecom Overhead			\$ 750,099	\$ 785,098	12%
Telecommunication Services* - Fund 250/100	\$ 6,259,149	\$ 7,103,504	\$ 6,500,439	\$ 6,507,455	100% -8.4%
Customer Services Center			\$ 3,035,731	\$ 3,008,006	18%
IT HHS Dedicated Application Support			\$ 3,811,011	\$ 3,800,039	23%
ACORN Support Services			\$ 982,617	\$ 982,536	6%
Web Services			\$ 1,168,498	\$ 1,168,444	7%
IT Security Services			\$ 1,578,451	\$ 1,578,386	10%
IT Project Management			\$ 552,208	\$ 502,174	3%
IT Infrastructure			\$ 2,207,944	\$ 2,207,819	14%
IT Application Support			\$ 1,091,065	\$ 1,090,995	7%
IT Overhead Services			\$ 1,969,141	\$ 1,926,754	12%
Information Technology Systems Services* - Fund 250/110	\$ -	\$ 16,449,150	\$ 16,396,666	\$ 16,265,153	100% 0.0%
Print Services			\$ 589,520	\$ 586,638	23%
Copy Machines			\$ 657,376	\$ 661,513	26%
Mail Services			\$ 325,180	\$ 321,691	12%
Inventory Services			\$ 205,086	\$ 205,338	8%
Records Management			\$ 245,548	\$ 243,605	9%
Central Services Overhead			\$ 435,646	\$ 435,006	17%
Central Services Graphic Design			\$ 135,745	\$ 133,593	5%
Central Services* - Fund 250/305	\$ 2,504,309	\$ 2,700,986	\$ 2,594,101	\$ 2,587,384	100% -4.2%
Subtotal Internal Service Funds	\$ 8,763,458	\$ 26,253,640	\$ 25,491,206	\$ 25,359,992	-3.4%
TOTAL ALL FUNDS	\$ 13,973,522	\$ 30,545,618	\$ 30,515,442	\$ 30,104,566	-1.4%

*Budget includes total operating expenses and fixed assets.

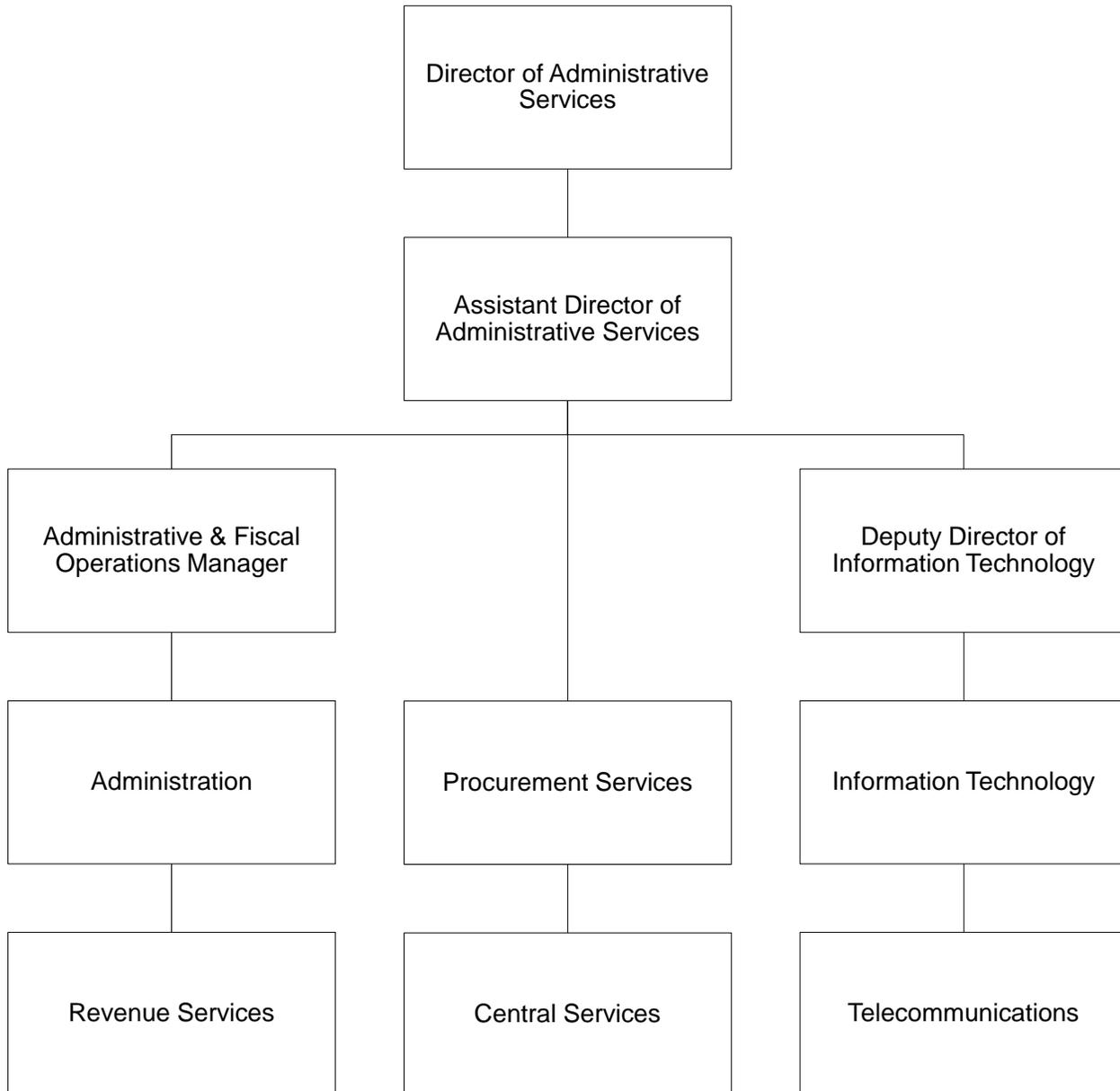
Gross Budget shown in table above.

FUNDED POSITIONS					
Administrative Services	31	31	34	32	3%
Telecommunication Services - Fund 250/100	19	18	19	19	6%
Information Technology Systems Services - Fund 250/110	61	61	62	62	2%
Central Services - Fund 250/305	9	9	9	9	0%
TOTAL FUNDED POSITIONS	120	119	124	122	3%
TOTAL ALLOCATED POSITIONS	128	127	129	127	0%

Mission Statement

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

ADMINISTRATIVE SERVICES DEPARTMENT



11210 – ADMINISTRATIVE SERVICES

Administration and Financial System

Purpose: Provides quality management, fiscal, and administrative support to the Administrative Services Department and effectively communicates and acts as liaison to other departments, outside agencies, and the public. 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 obtain funds entitled to Placer County and other government entities.

FY 2016-17 Highlights: The Administration program will focus its efforts on enhanced fiscal analysis of the Department's six diverse divisions through the use of next generation technology tools in accordance with the County's Priority-Based Budgeting initiatives.

The Procurement Services program will expand its vendor community outreach efforts to improve participation in county solicitations through the use of community forums and targeted vendor training campaigns.

The Revenue Services program will continue to identify and implement new business practices to improve collection initiatives through the use of innovative tools including collection analysis software, call recording capabilities and specialized employee training.

Major Budget Adjustment(s):

- Increase Services and Supplies \$354,856.
- Increase in Salaries and Benefits \$182,379.

PBB PROGRAMS - ADMINISTRATIVE SERVICES

Procurement Services - Provides for all centralized County procurement activities, including bids, request for proposals, construction projects, contracts, and blanket purchase orders. Procurement Services administers the county's credit card program for delegated purchases, including goods, services, travel, and training. Plus, manages the county's surplus program for the disposal of surplus property through sales, donations, e-waste and recycling.

Program Attributes: Approximately 60 solicitations, 1,033 purchase orders/contracts and amendments, and 6,124 credit card transactions are processed annually resulting in approximately \$56.4 million in total county spending. Surplus sales and rebate revenues totaled \$292,179. The Division has again received the Achievement in Excellence Award from the National Purchasing Institute for the 13th year in a row.

Program Cost: \$1,428,548

Revenue Services - Provides centralized billing and collection services to obtain funds entitled to Placer County and other government agencies including Court Fines and Fees, Public Defender Fees, Sheriff Booking and Incarceration Fees, and Transient Occupancy Tax.

Program Attributes: The Division recently secured \$24.1 million in collections for a net increase of 2% over the prior year's efforts.

Program Cost: \$2,612,766

02100 – TELECOMMUNICATIONS (Internal Service Fund)

Administration and Financial System

Purpose: Provides planning, development, and logistical support for all countywide communication networks, including telephone, radio, data, video, media, telemetry, and cable television services.

FY 2016-17 Highlights: The Telecommunications Division maintains and supports the county's data, media, telephone, and two-way radio networks. The division will focus its efforts on the continued replacement of core infrastructure for improved network management capabilities and increased reliability of transport services. In addition, implementation of the Countywide Interoperable Radio Network Project's Eastern Slope initiatives will continue to include the construction of new state of the art communications tower facilities, deployment of digital radio infrastructure and the migration of public safety agencies onto the new digital radio network.

Major Budget Adjustment(s):

- Removal of \$608,000 in one-time capital expenditures.
- Decrease of \$166,000 due to transfer of one Information Technology Analyst II allocation to the County Executive Office.
- Decrease of \$95,000 in professional services to instead fund one new Information Technology Analyst.
- Increase of \$368,000 in Salaries and Benefits due to re-classifications of three positions per the results of the Human Resources study of Information Technology position classifications approved by the Board of Supervisors on May 19, 2015, and fund one Information Technology Analyst and anticipated cost drivers.

PBB PROGRAMS - TELECOMMUNICATIONS

Media, Network Infrastructure, and Telephone Services – Provides audio and video services and management of the county's data transport network, telephone infrastructure, centralized voicemail system, call accounting system, and oversight of the cable television franchise agreements.

Program Attributes: Approximately 2.1 million outgoing calls, 2.3 million voicemail records, and 371,041 Interactive Voice Response calls are processed annually, and 130 terabytes of Internet traffic is utilized to support county operations.

Program Cost: \$3,907,422

Radio Services – Provides management of the County's Interoperable Radio Network, analog two-way radio infrastructure, backhaul microwave systems, and telemetry (SCADA) network.

Program Attributes: 1,107 portable and mobile subscriber units, 23 conventional radio repeaters/base stations, 8 digital repeaters supporting 1.9 million calls annually.

Program Cost: \$1,814,935

02110 – INFORMATION TECHNOLOGY (Internal Service Fund)

Administration and Financial System

Purpose: Provides comprehensive information technology consulting services, including project planning and management for system implementations and is also responsible for IT planning, implementing, administering, and maintaining the county's data systems, including servers, data storage, firewall, and security systems.

FY 2016-17 Highlights: The Information Technology (IT) Division is the central information technology service provider for Placer County Departments with an emphasis on shared technology services and reducing the overall cost of information technologies countywide while maximizing value and high quality service. The division will focus its efforts on strengthening the county's cyber security program to further protect county data assets, enhance citizen engagement initiatives to interact with county agencies in a secure and transparent manner, and evaluate emerging technologies to identify opportunities for increased efficiencies and cost reductions.

Major Budget Adjustment(s):

- Decrease of \$572,000 due to ACORN system expenses that were moved to the County Executive Office's countywide systems budget (Appropriation 06240)

Administrative Services

- Increase of \$446,000 in Salaries and Benefits resulting from removal of salary savings, one additional Administrative Technician, and anticipated cost drivers.

PBB PROGRAMS - INFORMATION TECHNOLOGY

Customer Support Services – Provides desktop support, first line of contact for problem reporting, tracking and resolution for requests for service.

Program Attributes: Supports 3,373 desktop and laptop computers generating an average of 92 requests for services with a daily average of 1.1 hours to resolution.

Program Cost: \$3,008,006

Dedicated Application Support Services – Provides maintenance and support services for department specific applications including patch management, interface management, vendor support, reporting support, and application maintenance.

Program Attributes: Supports 28 dedicated applications, 908 user accounts generating approximately 32,000 requests for service annually.

Program Cost: \$3,800,039

ACORN Support Services – Provides maintenance and support services for the county's human resource, benefits, and payroll solution including patch management, interface management, vendor support, reporting support, and application maintenance.

Program Attributes: Supports 9 modules, 15 interfaces, 6 regulatory tax updates, and approximately 1,000 requests for service annually.

Program Cost: \$982,536

Web Services – Provides maintenance and support services for the county's external website and intranet infrastructure.

Program Attributes: Supports 3,000 web pages averaging 1.4 million visits annually generating approximately 700 requests for service.

Program Cost: \$1,168,444

Security Services – Provides a comprehensive security program designed to protect the county networks, systems, and data including the enforcement of security policies and procedures, security awareness programs, auditing and forensics, and applicable industry and governmental compliance.

Program Attributes: Achieves on average, 2.5 million blocked spam emails, 32,000 suspicious emails quarantined, and 5,100 blocked malware occurrences.

Program Cost: \$1,578,386

Project Management Services – Provides oversight of planning, management, and execution of the county's Information Technology project portfolio.

Program Attributes: Supporting 64 information technology related projects.

Program Cost: \$502,174

Infrastructure Services – Provides maintenance and support services for the county's storage arrays, blade servers, virtualization and disaster recovery solutions.

Program Attributes: Supports 213 virtual servers and 34 physical servers supporting 230 terabytes of storage.

Program Cost: \$2,207,819

Administrative Services

Application Support Services – Provides maintenance and support services for information technology applications including patch management, interface management, vendor support, reporting support, and application maintenance.

Program Attributes: Supports 25 applications, 2,711 user accounts, 8.6 million emails processed and approximately 1,378 requests for service supported annually.

Program Cost: \$1,090,995

06380 – CENTRAL SERVICES (Internal Service Fund)

Administration and Financial System

Purpose: Provides efficient and economical reprographic, graphic design, mail processing/delivery, inventory, and records management services.

FY 2016-17 Highlights: The Central Services Division provides comprehensive business services to all county departments, as well as other government agencies, and non-profit organizations. To improve efficiencies in all print shop functions, the division will focus on streamlining internal processes for print job receipt, production, and billing services. In addition, the division will continue with its efforts to further promote the use of on-line job requests to save county staff time and improve job turnaround times.

Major Budget Adjustment(s):

- Decrease of \$150,000 due to copy machines that came off lease.

PBB PROGRAMS - CENTRAL SERVICES

Print Services – Provides high speed digital color and black and white printing and offset printing for forms, manuals, brochures, fliers, envelopes, and a wide range of printed matter. In addition to printing, all bindery services are provided to fold, staple, insert, bind and whatever is necessary to achieve a professional look.

Program Attributes: 390 offset print jobs and 4,275 digital black & white and color jobs processed annually.

Program Cost: \$586,638

Copy Machine Services – Provides multifunction devices (print, copy, fax, and scan) in both color and black and white on a cost per copy basis. This allows departments to perform all necessary printing, copying, faxing, and scanning without having to purchase or maintain the equipment.

Program Attributes: Manage 268 multifunction devices averaging 12 million copies annually.

Program Cost: \$661,513

Mail Services – Provides daily postage metering of U.S. Mail, which includes letter and packages shipped full rate first class, permit mail, certified, and international mail. Pre-sort barcoding is also provided to save on postage costs. In addition, United Parcel Service packages are processed through Central Services along with daily interoffice mail deliveries to county locations in Auburn, Roseville, and Tahoe

Program Attributes: Processed over one million pieces of U.S. Mail and 2,500 pieces of interoffice mail.

Program Cost: \$321,691

Inventory Services – Provides a wide variety of colors, sizes and types of paper, carbonless paper, envelopes, and forms for departments to order via an on-line ordering system. Central Services warehouse approach allows for purchasing commodities in bulk to pass along the savings to county departments.

Administrative Services

Program Attributes: 165 commodities including envelopes, preprinted forms, and bulk paper generate 1,500 job ticket orders annually totaling approximately \$200,000.

Program Cost: \$205,338

Records Management Services – Provides a full service records management and storage program to ensure that hard copy business records are safeguarded according to County, State and Federal records retention mandates. Records are kept confidential and handled only by county staff and maintained in a climate-controlled, secure 24/7 monitored warehouse.

Program Attributes: The Record Center Warehouse is 6,000 square feet of space utilized for the storage of approximately 7,000 boxes annually equating to 17,500,000 documents.

Program Cost: \$243,605

Graphic Design Services – Provides full service professional graphic design using state of the art software to produce superior quality art work for print and multi-media use. Graphic design adds value and credibility to any project and helps communicate a polished and professional look.

Program Attributes: 2,385 graphic design requests processed annually.

Program Cost: \$133,593

Budget Unit **General Fund - 100**
Function General
Activity Administrative Services - 11210

Detail by Revenue Category and Expenditure Object	2014-15 Final Actuals	2015-16 Estimated	2016-17 Recommended	2016-17 Adopted by the Board of Supervisors
1	2	3	4	5
Revenue				
Fines, Forfeits & Penalties				
6886 Coll PGM-PC 1463.007	\$ 1,941,237	\$ 1,931,763	\$ 2,006,622	\$
Total Fines, Forfeits & Penalties	\$ 1,941,237	\$ 1,931,763	\$ 2,006,622	\$
Intergovernmental Revenue				
7232 State Aid - Other	\$	\$ 3,000	\$ 1,000	\$
Total Intergovernmental Revenue	\$	\$ 3,000	\$ 1,000	\$
Charges for Services				
8110 Admin Services - Admin Support	\$ 260,412	\$ 659,762	\$ 703,260	\$
8114 Data Processing Services	747,846			
8116 NSF & Misc Fees	2,932	2,500	2,500	
8147 Installment Fees (PC1205)	255,821	265,000	265,000	
8193 Other Services	328			
8212 Other General Reimbursement	6,233			
8218 Forms and Photocopies		50		
8294 Surplus Revenue	15,271	12,000	12,000	
8299 Rebate Revenue	32,914	34,000	1,056,820	
8527 Transfer In A-87 Costs	2,051,349	1,021,820		
Total Charges for Services	\$ 3,373,106	\$ 1,995,132	\$ 2,039,580	\$
Miscellaneous Revenues				
8753 Other Sales	\$ 40	\$	\$	\$
8764 Miscellaneous Revenues	206,837	75,000	75,000	
Total Miscellaneous Revenues	\$ 206,877	\$ 75,000	\$ 75,000	\$
Other Financing Sources				
8954 Operating Transfers In	\$ 828,019	\$	\$	\$
Total Other Financing Sources	\$ 828,019	\$	\$	\$
Total Revenue	\$ 6,349,239	\$ 4,004,895	\$ 4,122,202	\$
Expenditures / Appropriations				
Salaries & Benefits				
1001 Employee Paid Sick Leave	\$ 51,682	\$	\$	\$
1002 Salaries and Wages	7,168,066	2,081,519	2,153,390	
1003 Extra Help	7,013			
1005 Overtime & Call Back	47,969	6,622	2,500	
1010 Cafeteria Plans (Non-PERS)	360,935	102,228	106,183	
1011 Salary Savings			(57,870)	
1018 Taxable Meal Reimbursements	371			
1300 P.E.R.S.	1,612,653	504,040	543,526	
1301 F.I.C.A.	550,193	153,258	158,866	
1303 Other Postemployment Benefits (OPEB)	348,836	134,292	172,480	
1310 Employee Group Ins	1,142,514	333,370	412,513	
1315 Workers Comp Insurance	24,277	5,324	7,767	
1320 Retired Employee Grp Ins	294,215	208,131	211,808	
1325 401 (k) Employer Match	6,647	3,000	3,000	
Total Salaries & Benefits	\$ 11,615,371	\$ 3,531,784	\$ 3,714,163	\$
Services & Supplies				
2051 Communication Services - Telephone	\$ 312,419	\$ 76,273	\$ 68,700	\$
2052 Communication Services - Mobile Devices	14,754			
2054 Telecomm Trunks/Circuits	657,207			
2140 Gen Liability Ins	13,212	4,300	4,873	
2273 Parts	6,510			
2290 Maintenance - Equipment	36,066	1,250	1,250	
2292 Maintenance - Software	1,568,269	200	1,000	
2310 Employee Benefits Systems	1,577	35,864	61,089	
2404 Maintenance Services			65,664	
2406 Maintenance - Janitorial			30,577	
2415 Campus Services-PCGC	34,516	12,655	33,248	
2439 Membership/Dues	3,228	2,200	2,250	
2481 PC Acquisition	81,511	1,900		
2511 Printing	31,346	22,000	19,000	
2522 Other Supplies	267			

County of Placer
 Financing Sources and Uses by Budget Unit by Object
 Governmental Funds
 Fiscal Year 2016-17

Budget Unit **General Fund - 100**
 Function General
 Activity **Administrative Services - 11210**

Detail by Revenue Category and Expenditure Object	2014-15 Final Actuals	2015-16 Estimated	2016-17 Recommended	2016-17 Adopted by the Board of Supervisors
1	2	3	4	5
2523 Office Supplies & Exp	18,805	20,300	16,500	
2524 Postage	20,932	24,150	22,500	
2555 Prof/Spec Svcs - Purchased	1,785,973	557,827	731,195	
2556 Prof/Spec Svcs - County	23,855	17,940	14,907	
2568 MIS - Services		171,541	196,204	
2570 Media / Video Services	5,315			
2701 Publications & Legal Notices	1,528	150	500	
2709 Countywide System Charges	35,141	35,202	14,452	
2710 Rents & Leases - Equipment	434,396			
2840 Special Dept Expense	45,383	22,250	28,595	
2844 Training	86,993	11,158	10,750	
2931 Travel & Transportation	5,869	2,700	2,450	
2932 Mileage	3,626	1,200	1,400	
2933 Lodging	13,462	2,600	3,750	
2941 County Vehicle Mileage	24,027	1,450	1,450	
2964 Meals/Food Purchases	2,438	850	250	
2965 Utilities			48,262	
Total Services & Supplies	\$ 5,268,625	\$ 1,025,960	\$ 1,380,816	\$
Intrafund Transfers Out				
5310 I/T-OUT Employee Benefit Systems	\$ 102,632	\$	\$	\$
5404 I/T-OUT Maintenance - Services	167,522	58,140		
5405 I/T-OUT Maintenance - Bldgs & Imprv		675		
5550 I/T-OUT Administration	782,778	439,075	453,590	
5552 I/T-OUT MIS Services	117,045			
5556 I/T-OUT Professional Services	5,208			
5965 I/T-OUT Utilities	85,126	42,777		
Total Intrafund Transfers Out	\$ 1,260,311	\$ 540,667	\$ 453,590	\$
Intrafund Transfers In				
5002 I/T-IN County General Fund	\$ (9,318,601)	\$ (443,085)	\$ (456,941)	\$
5004 I/T-IN Road Fund	(168,895)	(250)	(250)	
5008 I/T-IN County Office Bldg Fund	(35,665)			
5009 I/T-IN County Library Fund	(129,721)	(2,000)	(3,000)	
5010 I/T-IN Fire Protection Fund	(6,547)			
5011 I/T-IN Public Safety Fund	(3,099,228)	(182,000)	(182,000)	
5026 I/T-IN Advertising & Promotion Fund	(175,586)	(179,098)	(161,804)	
Total Intrafund Transfers In	\$ (12,934,243)	\$ (806,433)	\$ (803,995)	\$
Total Expenditures / Appropriations	\$ 5,210,064	\$ 4,291,978	\$ 4,744,574	\$
Net Cost	\$ (1,139,175)	\$ 287,083	\$ 622,372	\$

County of Placer
Operation of Internal Service Fund
Fiscal Year 2016-17

Fund	County Services Fund - 250
Subfund	Telecommunication Services - 100
Activity	Telecommunications Service - 2100

Operating Detail	2014-15 Actual	2015-16 Estimated	2016-17 Recommended	2016-17 Adopted by the Board of Supervisors
1	2	3	4	5
Operating Revenues				
8118 Communication Services - Telephone	2,271,947	2,444,578	2,118,102	
8119 Communication Services - Radio	1,424,414	1,669,757	1,626,046	
8123 Communication Services - Media	261,228	201,645	129,807	
8124 Comm Services - Network Infrastructure	2,367,196	2,310,833	2,370,656	
8125 Cabling Services	124,849	73,453	125,000	
Total Operating Revenues	\$ 6,449,634	\$ 6,700,266	\$ 6,369,611	\$
Operating Expenses				
1001 Employee Paid Sick Leave	18,316			
1002 Salaries and Wages	1,784,931	1,891,003	1,916,693	
1004 Accr Compensated Leave	26,917		26,917	
1005 Overtime & Call Back	130,560	85,000	110,000	
1010 Cafeteria Plans (Non-PERS)	88,418	93,858	95,829	
1300 P.E.R.S.	389,136	474,686	515,439	
1301 F.I.C.A.	147,301	147,697	153,433	
1303 Other Postemployment Benefits (OPEB)	74,997	82,308	105,659	
1304 Other Postemployment Charges (Up Front)	37,240			
1308 PERS Pension Expense	(51,314)			
1309 OPEB Expense	(49,686)			
1310 Employee Group Ins	265,028	292,307	298,828	
1315 Workers Comp Insurance	10,686	7,167	13,572	
1320 Retired Employee Grp Ins	102,342	99,312	139,695	
1325 401 (k) Employer Match	1,503	2,250	2,250	
2020 Clothes & Personal Supplies	311	500	1,500	
2052 Communication Services - Mobile Devices	16,563	15,000	15,000	
2054 Telecomm Trunks/Circuits	889,083	972,681	900,290	
2140 Gen Liability Ins	4,634	12,133	9,448	
2274 Delivery & Freight Charges		500	500	
2290 Maintenance - Equipment	131,783	295,753	238,520	
2292 Maintenance - Software	205,747	108,756	92,841	
2310 Employee Benefits Systems	21,080	19,532	27,068	
2404 Maintenance Services	95,917	100,000	100,000	
2406 Maintenance - Janitorial			15,561	
2415 Campus Services-PCGC	14,244	20,830	21,715	
2439 Membership/Dues	538	500	550	
2481 PC Acquisition	1,548	21,900	19,000	
2511 Printing	3,444	4,500	4,500	
2522 Other Supplies	943	1,000	1,000	
2523 Office Supplies & Exp	1,979	5,000	2,500	
2524 Postage	4,363	4,000	3,990	
2534 Operating Materials	439,245	462,500	441,500	
2550 Administration	166,909	160,843	160,000	
2555 Prof/Spec Svcs - Purchased	221,613	336,620	268,200	
2556 Prof/Spec Svcs - County	109,379	169,266	9,400	
2568 MIS - Services			154,778	
2701 Publications & Legal Notices		500	500	
2709 Countywide System Charges	10,027	7,500	19,154	
2710 Rents & Leases - Equipment	94,852	70,673	77,238	
2727 Rents & Leases - Bldgs & Impr	112,488	126,355	124,804	
2744 Small Tools & Instruments	3,538	3,000	4,000	
2770 Fuels & Lubricants	946	1,500	1,500	
2840 Special Dept Expense	55,094	289,146	16,230	
2844 Training	5,060	39,600	39,600	
2931 Travel & Transportation	2,763	5,900	5,900	
2933 Lodging	2,043	4,500	4,500	
2941 County Vehicle Mileage	82,833	80,000	80,000	
2964 Meals/Food Purchases	575	300	1,000	
2965 Utilities	115,111	120,000	101,102	
3701 Equipment Depreciation	261,513			
3702 Bldg & Impr Depreciation	29,827			
Total Operating Expenses	\$ 6,082,368	\$ 6,636,376	\$ 6,341,704	\$
Operating Income (Loss)	\$ 367,266	\$ 63,890	\$ 27,907	\$
Non-Operating Revenue (Expenses)				

County of Placer
 Operation of Internal Service Fund
 Fiscal Year 2016-17

Fund	County Services Fund - 250
Subfund	Telecommunication Services - 100
Activity	Telecommunications Service - 2100

Operating Detail	2014-15 Actual	2015-16 Estimated	2016-17 Recommended	2016-17 Adopted by the Board of Supervisors
1	2	3	4	5
3551 Transfer Out A-87 Costs	(73,519)	(111,747)	(113,982)	
3803 Long-Term Debt Repaid	31,507			
3810 Lease Purchase Principal	(31,507)	(31,000)	(33,019)	
3830 Lease Purchase Interest	(2,262)	(3,000)	(750)	
6770 Franchises	25,844	25,844	25,844	
6950 Interest	16,444	11,254	16,500	
6970 Investment Income	(678)			
Total Non-Operating Revenue (Expenses)	\$ (34,171)	\$ (108,649)	\$ (105,407)	\$
Income Before Capital Contributions and Transfers	\$ 333,095	\$ (44,759)	\$ (77,500)	\$
3775 Operating Transfer Out		(121,941)		
8333 Capital Asset Transfer (In)	3,437			
8954 Operating Transfers In			218,000	
Change in Net Assets	\$ 336,532	\$ (166,700)	\$ 140,500	\$
Net Assets - Beginning Balance	2,310,273	(812,366)	(1,178,506)	
Net Assets - Ending Balance	\$ (812,366)	\$ (1,178,506)	\$ (1,056,006)	\$
Memo:				
4451 Equipment	\$ 107,474	\$ 199,440	\$ 18,000	\$

County of Placer
Operation of Internal Service Fund
Fiscal Year 2016-17

Fund	County Services Fund - 250
Subfund	Information Technology Systems Services - 1
Activity	Information Technology Systems Services - 2

Operating Detail	2014-15 Actual	2015-16 Estimated	2016-17 Recommended	2016-17 Adopted by the Board of Supervisors
1	2	3	4	5
Operating Revenues				
8344 IT Project Management Serv		210,907	502,208	
8345 IT Data Storage		881,798	296,368	
8346 IT Intergov Svcs Agreements		70,740	74,000	
8347 IT Dept Specific App Services		156,000	337,585	
8348 IT Dedicated Application Supp		3,890,360	3,679,799	
8349 IT Server Hosting Services		414,000	718,753	
8350 IT Services-CORE Services		10,029,709	10,774,163	
8351 IT External Service Agreements		5,148	19,466	
8352 IT Billable Services			292,528	
8954 Operating Transfers In		854,875		
Total Operating Revenues	\$	\$ 16,513,537	\$ 16,694,870	\$
Operating Expenses				
1002 Salaries and Wages		5,915,135	6,016,043	
1005 Overtime & Call Back		58,705	58,705	
1010 Cafeteria Plans (Non-PERS)		300,246	303,243	
1300 P.E.R.S.		1,471,519	1,560,292	
1301 F.I.C.A.		445,780	455,916	
1303 Other Postemployment Benefits (OPEB)		268,594	344,781	
1310 Employee Group Ins		871,790	992,243	
1315 Workers Comp Insurance		16,153	26,339	
1320 Retired Employee Grp Ins		149,111	185,496	
1325 401 (k) Employer Match		7,500	7,502	
2051 Communication Services - Telephone		246,048	251,160	
2052 Communication Services - Mobile Devices		83,500	25,850	
2054 Telecomm Trunks/Circuits		657,207	657,207	
2140 Gen Liability Ins		47,417	11,842	
2273 Parts		25,065	15,500	
2290 Maintenance - Equipment		26,511	53,700	
2292 Maintenance - Software		2,854,359	2,815,671	
2310 Employee Benefits Systems		61,882	87,785	
2404 Maintenance Services		56,388	78,253	
2405 Materials - Bldgs & Impr		7,286	7,286	
2406 Maintenance - Janitorial			43,318	
2415 Campus Services-PCGC		31,011	30,780	
2439 Membership/Dues		3,571	8,730	
2481 PC Acquisition		22,000	34,287	
2511 Printing		11,166	24,776	
2523 Office Supplies & Exp		7,150	7,110	
2524 Postage		250	3,990	
2550 Administration		405,509	405,509	
2555 Prof/Spec Svcs - Purchased		1,484,073	1,018,442	
2556 Prof/Spec Svcs - County		13,057	4,909	
2570 Media / Video Services			180	
2709 Countywide System Charges		23,056	28,181	
2710 Rents & Leases - Equipment		567,694	405,055	
2838 Special Dept Expense-1099 Reportable		33,500	21,000	
2840 Special Dept Expense		17,500	14,400	
2844 Training		94,275	137,436	
2931 Travel & Transportation		6,900	10,650	
2932 Mileage		9,350	7,165	
2933 Lodging		17,300	15,950	
2941 County Vehicle Mileage		31,725	33,001	
2964 Meals/Food Purchases		1,200	4,750	
2965 Utilities		98,667	50,720	
Total Operating Expenses	\$	\$ 16,449,150	\$ 16,265,153	\$
Operating Income (Loss)	\$	\$ 64,387	\$ 429,717	\$
Non-Operating Revenue (Expenses)				
6950 Interest			12,000	
Total Non-Operating Revenue (Expenses)	\$	\$	\$ 12,000	\$
Income Before Capital Contributions and Transfers	\$	\$ 64,387	\$ 441,717	\$

County of Placer
 Operation of Internal Service Fund
 Fiscal Year 2016-17

Fund	County Services Fund - 250
Subfund	Information Technology Systems Services - 1
Activity	Information Technology Systems Services - 2

Operating Detail	2014-15 Actual	2015-16 Estimated	2016-17 Recommended	2016-17 Adopted by the Board of Supervisors
1	2	3	4	5
8954 Operating Transfers In		876,977		
Change in Net Assets	\$	\$	\$ 941,364	\$ 441,717
Net Assets - Beginning Balance			941,364	
Net Assets - Ending Balance	\$	\$	\$ 941,364	\$ 1,383,081

County of Placer
Operation of Internal Service Fund
Fiscal Year 2016-17

Fund	County Services Fund - 250
Subfund	Central Services - 305
Activity	Central Services - 6380

Operating Detail	2014-15 Actual	2015-16 Estimated	2016-17 Recommended	2016-17 Adopted by the Board of Supervisors
1	2	3	4	5
Operating Revenues				
8374 Graphic Design Services			130,417	
8375 Printing Revenue	718,003	767,288	743,315	
8376 Convenience Copier Revenue	890,866	1,036,805	940,500	
8377 Records Management	248,484	302,945	286,340	
8388 Mail Services	390,359	380,000	414,783	
8764 Miscellaneous Revenues	1,397	14,530	5,256	
8774 Inventory Sales	193,994	217,000	202,867	
Total Operating Revenues	\$ 2,443,103	\$ 2,718,568	\$ 2,723,478	\$
Operating Expenses				
1001 Employee Paid Sick Leave	(4,617)			
1002 Salaries and Wages	530,984	544,978	554,126	
1004 Accr Compensated Leave	4,473		4,500	
1005 Overtime & Call Back	(9)	788	788	
1010 Cafeteria Plans (Non-PERS)	27,762	28,843	29,392	
1011 Salary Savings			(14,991)	
1300 P.E.R.S.	120,155	134,043	141,298	
1301 F.I.C.A.	40,012	41,691	41,951	
1303 Other Postemployment Benefits (OPEB)	35,971	38,988	50,049	
1308 PERS Pension Expense	(17,205)			
1309 OPEB Expense	(23,536)			
1310 Employee Group Ins	133,897	123,531	161,988	
1315 Workers Comp Insurance	10,681	8,422	9,615	
1320 Retired Employee Grp Ins	39,722	44,866	46,129	
1325 401 (k) Employer Match	743	750	750	
2051 Communication Services - Telephone	13,537	13,227	13,692	
2052 Communication Services - Mobile Devices	36	25	13	
2140 Gen Liability Ins	2,014	5,808	3,577	
2290 Maintenance - Equipment	152,737	144,825	159,847	
2292 Maintenance - Software	24,377	30,454	30,454	
2310 Employee Benefits Systems	10,101	9,388	12,756	
2404 Maintenance Services	28,489	23,110	12,806	
2406 Maintenance - Janitorial			16,817	
2415 Campus Services-PCGC	14,986	20,135	21,744	
2439 Membership/Dues	150		150	
2481 PC Acquisition	1,476		1,500	
2523 Office Supplies & Exp	470	660	470	
2524 Postage	(22)	125	125	
2550 Administration	93,504	97,380	97,380	
2555 Prof/Spec Svcs - Purchased	134,668	136,612	133,632	
2556 Prof/Spec Svcs - County	38,370	36,698	6,000	
2568 MIS - Services			55,394	
2709 Countywide System Charges	7,487	4,934	7,887	
2710 Rents & Leases - Equipment	273,113	288,434	273,767	
2727 Rents & Leases - Bldgs & Impr	46,800	46,800	49,140	
2840 Special Dept Expense	115,786	124,608	114,339	
2844 Training	1,316	1,500	1,500	
2920 Inventory Purchases	171,180	180,257	172,938	
2941 County Vehicle Mileage	10,095	9,464	10,149	
2965 Utilities	21,969	21,106	20,580	
3701 Equipment Depreciation	208,954			
4451 Equipment			7,000	
Total Operating Expenses	\$ 2,270,626	\$ 2,162,450	\$ 2,249,252	\$
Operating Income (Loss)	\$ 172,477	\$ 556,118	\$ 474,226	\$
Non-Operating Revenue (Expenses)				
3551 Transfer Out A-87 Costs	(174,779)	(105,509)	(107,916)	
3803 Long-Term Debt Repaid	257,912			
3810 Lease Purchase Principal	(257,912)	(335,060)	(185,455)	
3830 Lease Purchase Interest	(18,163)	(11,956)	(3,444)	
6950 Interest	2,280	3,936	2,280	
6970 Investment Income	53			
Total Non-Operating Revenue (Expenses)	\$ (190,609)	\$ (448,589)	\$ (294,535)	\$

County of Placer
 Operation of Internal Service Fund
 Fiscal Year 2016-17

Fund	County Services Fund - 250
Subfund	Central Services - 305
Activity	Central Services - 6380

Operating Detail	2014-15 Actual	2015-16 Estimated	2016-17 Recommended	2016-17 Adopted by the Board of Supervisors
1	2	3	4	5
Income Before Capital Contributions and Transfers	\$ (18,132)	\$ 107,529	\$ 179,691	\$
8333 Capital Asset Transfer (In)	3,449			
8954 Operating Transfers In	10,020			
Change in Net Assets	\$ (4,663)	\$ 107,529	\$ 179,691	\$
Net Assets - Beginning Balance	596,658	(501,247)	(479,729)	
Net Assets - Ending Balance	\$ (501,247)	\$ (479,729)	\$ (341,355)	\$
Memo:				
4451 Equipment	\$ 118,519	\$ 86,011	\$ 41,317	\$