

# Administrative Services

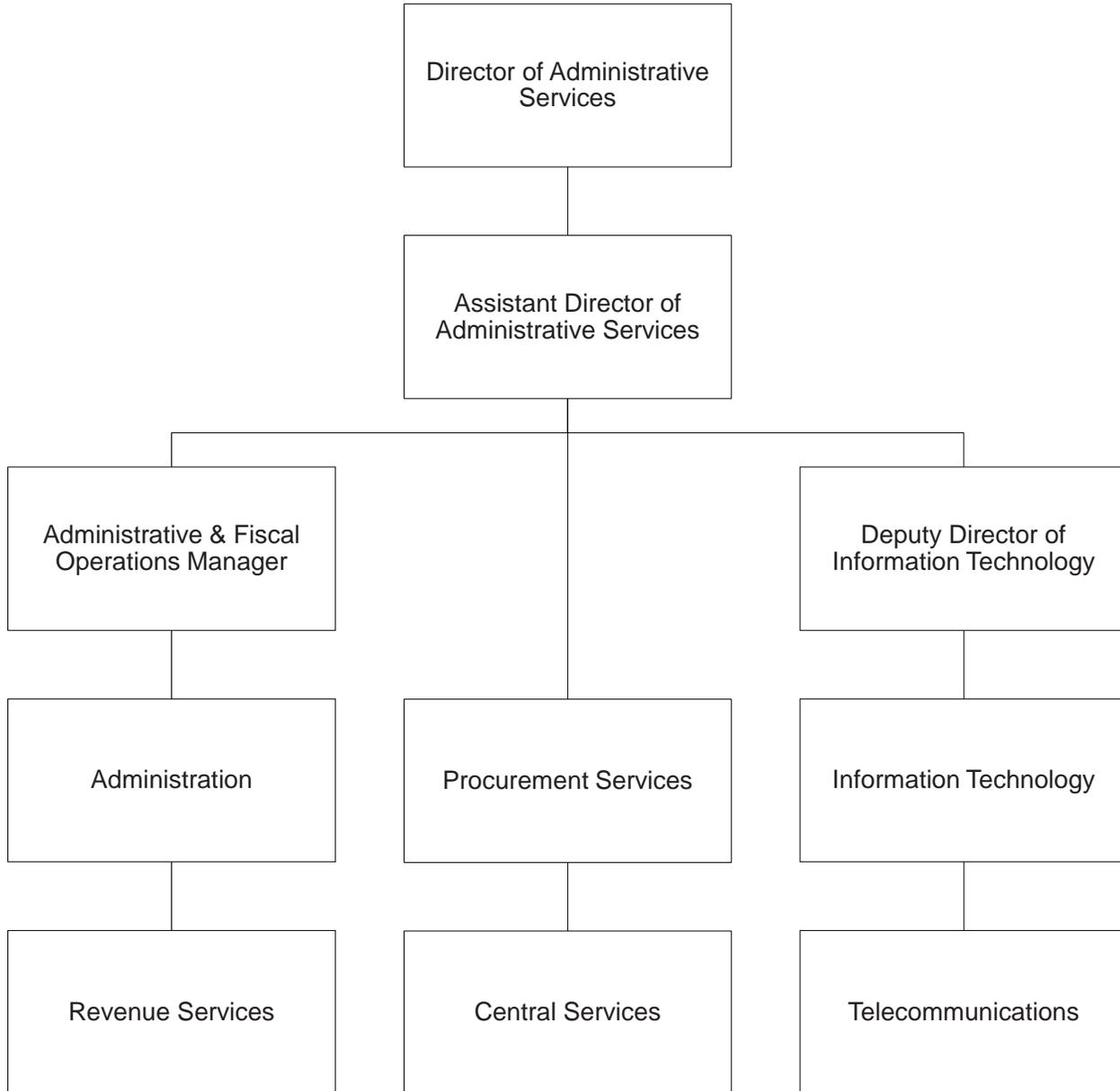
ADMINISTRATIVE SERVICES DEPARTMENT APPROPRIATION SUMMARY Fiscal Year 2018-19					
ADMINISTERED BY:		DIRECTOR OF ADMINISTRATIVE SERVICES			
Appropriations	FY 2016-17 Actuals	FY 2017-18 Est / Actual	FY 2018-19 Requested Budget	FY 2018-19 Recommended Budget	YOY % Change
<b>GENERAL FUND</b>					
Administration	722,331	778,513	753,677	689,210	
Procurement	1,414,227	1,532,523	1,528,993	1,453,737	
Procurement - Surplus Program			128,731	112,928	
Revenue Services	2,733,313	2,940,817	402,406	375,720	
Revenue Services - Court Collections			2,097,254	2,097,254	
Revenue Services - General Collections			65,261	65,260	
Revenue Services - Transient Occupancy Tax			2	0	
<b>11210 Administrative Services</b>	<b>4,869,871</b>	<b>5,251,853</b>	<b>4,976,324</b>	<b>4,794,109</b>	<b>-8.72%</b>
<b>INTERNAL SERVICE FUNDS</b>					
Middle Fork Radio			34,841	34,841	
Phone/NIS/Media Services	4,439,300	4,917,791	5,532,332	5,502,284	
Radio Services	2,113,383	1,912,735	1,858,940	1,855,953	
Telecom Admin/Overhead	-22,308	8,639	5,856	5,855	
<b>02100 Telecommunications Service - Fund 250/100</b>	<b>6,530,375</b>	<b>6,839,165</b>	<b>7,431,969</b>	<b>7,398,933</b>	<b>8.18%</b>
ACORN Support Services	1,260,048	1,043,794	1,070,040	1,070,042	
Customer Services Center	3,697,100	3,964,205	3,498,825	3,498,825	
IT Admin/Overhead Services	-8,996	-53,611	607,248	600,139	
IT Department Specific Applications			702,738	702,739	
IT Enterprise Application Support			876,985	876,986	
IT Application Support	1,096,742	941,880			
IT HHS Dedicated Application Support			2,833,673	2,813,637	
IT HHS Support	4,089,642	4,832,425			
IT Infrastructure	2,164,756	2,717,951	3,252,162	3,252,162	
IT Project Management	720,491	848,921	1,016,877	1,016,877	
IT Security Services	1,754,701	2,160,894	2,157,799	2,157,798	
Web Services	1,153,209	1,581,759	1,189,510	1,161,348	
<b>02110 Information Technology Systems Services - Fund 250/100</b>	<b>15,927,693</b>	<b>18,038,218</b>	<b>17,205,857</b>	<b>17,150,553</b>	<b>-4.92%</b>
Central Services Admin/Overhead	-258	51,617	38,994	27,326	
Central Services Graphic Design	217,169	187,620	192,181	192,180	
Copy Machines	636,033	430,210	503,509	474,845	
Interoffice Mail		323,260	339,640	339,638	
Inventory Services	223,194	196,956	243,433	218,287	
Mail Services	422,658	153,124	205,297	205,296	
Print Services	721,329	747,439	817,297	767,006	
Records Management	321,154	290,077	157,872	149,071	
<b>06380 Central Services - Fund 250/305</b>	<b>2,541,279</b>	<b>2,380,303</b>	<b>2,498,223</b>	<b>2,373,649</b>	<b>-0.28%</b>
<b>TOTAL INTERNAL SERVICE FUNDS</b>	<b>24,999,347</b>	<b>27,257,686</b>	<b>27,136,049</b>	<b>26,923,135</b>	<b>-1.23%</b>
<b>TOTAL ALL FUNDS</b>	<b>29,869,218</b>	<b>32,509,539</b>	<b>32,112,373</b>	<b>31,717,244</b>	<b>-2.44%</b>

<b>FUNDED POSITIONS</b>					
100-11210 Administrative Services	33	34	35	35	
250-02100 Telecommunications Service	19	20	20	20	
250-02110 Information Technology Systems Services	62	61	57	57	
250-06380 Central Services	9	9	10	9	
<b>TOTAL FUNDED POSITIONS</b>	<b>123</b>	<b>124</b>	<b>122</b>	<b>121</b>	<b>-2.42%</b>
<b>TOTAL ALLOCATED POSITIONS</b>	<b>129</b>	<b>129</b>	<b>124</b>	<b>124</b>	<b>-3.88%</b>

**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 2018-19 Highlights:** The Administration program will continue to analyze existing business processes focused on training and internal control procedures to transition from legacy systems to the new Enterprise Resource Planning System (ERP); assessing and updating the Department’s succession planning initiatives; evaluation of Priority Based Budgeting programs; and assessment of Internal Service Fund billing methodologies.

The Procurement Program will focus on finalizing updates to the Procurement Policy. In addition, the Program will publish a new Procurement Procedures Manual consistent with the updated Policy. The Procurement Program will further expand the Procurement Card Program by increasing the utilization for purchases within users’ delegated purchasing authority while continuing to ensure a streamlined process with excellent checks and balances for the protection of the County.

The Revenue Services Program will maintain its focus on increasing collection totals through newly established collection techniques, strategies and procedures. These include collaborative efforts with both the Superior Court and County departments to maintain and improve upon revenue forecasting and collection reporting; transition from its legacy accounting platform to an updated debt collection software system; continued innovation in the Transient Occupancy Tax program to facilitate and maintain increased compliance rates among short-term rental properties and ease of use among existing lodging establishments located in the unincorporated areas of Placer County.

**Proposed Budget Major Adjustment(s):**

- Increase in Advertising & Promotions Fund transfers-in of \$547,428 due to additional resources and time dedicated to the Transient Occupancy Tax (TOT) program.
- Increase in Cost of Collection revenue of \$131,785 due to a modified collection calculation to more accurately capture court costs for reimbursement.

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 and manages the County’s surplus program for the disposal of surplus property through sales, donations, e-waste and recycling.

**Program Attributes:** Approximately 75 solicitations, 1,862 purchase orders/contracts and amendments, and 13,093 credit card transactions are processed annually resulting in approximately \$140 million in total county spending. Surplus sales and rebate revenues totaled \$485,315. The Division has again received the Achievement in Excellence Award from the National Purchasing Institute for the 15th year in a row. The Division finalized updates to the Purchasing Policy and Procedures that are aligned with best practices and reflect the current and projected future needs of the County. Increased the utilization of the Procurement Card program purchases by approximately 15%.

**Program Cost: \$1,453,737**

## Administrative Services

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**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 \$30.07 million in collections for a net increase of 16% over the prior year's efforts.

**Program Cost: \$2,538,234**

## 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 franchise agreements.

**FY 2018-19 Highlights:** Major focus includes the continued deployment of the Countywide Radio Project's Tahoe Basin initiatives including site acquisition, site development, and deployment of P25 infrastructure. Replacement of legacy network switching equipment as outlined in the Telecommunications capital replacement plan to support the deployment of emerging technologies. Continue to analyze and enhance the current County's Attendant functions through the use of technology that improves and enhances the customer experience. Upgrade legacy Wi-Fi infrastructure to ensure access, reliability and security for all County and guest users.

**Proposed Budget Major Adjustment(s):**

- Increase in Equipment of \$705,800 for the capital replacement of the County's enterprise telephone and data networks.
- Increase in Salaries and Benefits of \$67,442.

## 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:** Manage 500+ Network switches, Routers and Wi-Fi Access points that support County operations and provide data center connectivity and utilize in excess of 185 terabytes of Internet traffic annually. Administer 8 PBX's supporting 3500+ phones and 2400+ voicemail users that processed approximately 1.5 million outgoing calls, 4.9 million calls into the voicemail system, recorded 500,000 voicemail messages and processed 545,000 Interactive Voice Response calls annually.

**Program Cost: \$5,502,284**

**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:** 1,330 portable and mobile subscriber units, 64 conventional radio repeaters/base stations, 8 digital P25 repeaters supporting 2.1 million calls annually.

**Program Cost: \$1,855,953**

**Middle Fork Radio** – Provides Countywide Interoperable P25 Radio Network coverage into the Middle Fork Recreational Area of the American River Canyon.

**Program Attributes:** Maintain P25 infrastructure at PCWA Ferguson and Foresthill radio communication sites that provide coverage into the Middle Fork Recreational Area of the American River Canyon.

**Program Cost: \$34,841**

02110 – INFORMATION TECHNOLOGY (Internal Service Fund)

Administration and Financial System

**Purpose:** Provides comprehensive information technology (IT) 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 2018-19 Highlights:** The Information Technology Division provides comprehensive implementation, administration, and maintenance services for the County’s data systems, including servers, data storage, applications, and security systems. The 2017 Information Technology Strategic Plan was developed collaboratively between the IT Division and business units based on a three year outlook for the County’s technology systems and was adopted by the Board on December 12, 2017. The county-wide initiatives included in the Plan for FY 18/19 includes the replacement of the County’s legacy financial, human resources, and payroll systems; adoption of cloud technologies; redesign and migrate the County’s public website onto a hosted content management system; implementation of the Microsoft’s Office 365 cloud suite; continue to streamline business processes by utilizing the Business Process Management (BPM) platform to automate forms and workflows across the enterprise; and continued strengthening and enhancement of the County’s security posture through the adoption of a formal Security Program including county-wide security policies.

**Proposed Budget Major Adjustment(s):**

- Increase in Salaries and Benefits of \$445,111.
- Decrease in Maintenance Software of \$275,618 for the reduction of a HHS-OCHIN contract.
- Increase in Consulting and Professional Services of \$146,494 for the migration to Office 365.

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 3,492 desktop and laptop computers generating an average of 121 requests for services with a daily average of .79 hours to resolution.

**Program Cost: \$3,498,825**

**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, system administration, and application maintenance.

**Program Attributes:** Supports 12 modules, 18 interfaces, 6 regulatory tax updates, 4 web servers, 6 application servers, 12 batch servers, and approximately 1,597 requests for service annually.

**Program Cost: \$1,070,042**

**Web Services** – Provides maintenance and support services for the County’s external website and intranet infrastructure.

**Program Attributes:** The Web Content Management System (WCMS) provides centralized administration for 3,582 web pages. Over 200 Content Editors update their departmental pages. The WCMS web servers render over 5.4 million pages a year for 1.3 million visitors. The Web Team serviced over 1,425 requests for service.

**Program Cost: \$1,161,348**

## Administrative Services

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**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, 1.5 million blocked spam emails, 15,000 suspicious emails quarantined, and 2,500 blocked malware occurrences.

**Program Cost: \$2,157,798**

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

**Program Attributes:** Providing project management for over 36 information technology related projects and 235 related requests for service.

**Program Cost: \$1,016,877**

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

**Program Attributes:** Supports 255 virtual servers and 44 physical servers supporting 312 terabytes of storage.

**Program Cost: \$3,252,162**

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

**Program Attributes:** Supports 25 Enterprise and Department specific applications and 501 requests for service supported annually.

**Program Cost: \$876,986**

**Department Specific Application Support Services** – Application support services provided to County departments to support the maintenance of Department Specific Applications including application support, patch management, interface management, vendor support, and reporting support

**Program Attributes:** Support 13 Departmental specific applications and 1,092 requests for services supported annually.

**Program Cost: \$702,739**

**HHS Dedicated Application Support Services** – Provides flexible support services for Health and Human Services applications including interface management, vendor support, reporting support and application maintenance.

**Program Attributes:** Supports 45 department specific applications, 7,157 requests for services annually.

**Program Cost: \$2,813,637**

### 06380 – CENTRAL SERVICES (Internal Service Fund)

Administration and Financial System

**Purpose:** Provides efficient and economical reprographic, graphic design, US mail processing/delivery, Interoffice mail delivery, inventory, copy machine management, and records management services.

**FY 2018-19 Highlights:** Major focus includes the management of the Toshiba multi-function copier program, identifying expenditure and revenue strategies to ensure program reserve funds are in compliance with Internal Service Fund guidelines, and continued assessment of the Records Management Program in accordance with the County's Records and Retention Policy.

**Proposed Budget Major Adjustment(s):**

- Increase in Consulting and Professional Services of \$43,093 for the increase in the interoffice mail contract.
- Decrease in Special Department Expense of \$22,274 for reduced costs due to lower sales tax payment for HP leasing.
- Increase in Equipment of \$39,480 for the purchase of a new mail machine.

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:** 210 offset print jobs and 1,850 digital black & white and color jobs processed annually.

**Program Cost: \$767,006**

**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 280 multifunction devices averaging 12.9 million copies annually.

**Program Cost: \$474,845**

**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 852,000 million pieces of U.S. Mail annually.

**Program Cost: \$205,296**

**Interoffice Mail Services** – Provides daily interoffice mail deliveries to County locations in Auburn, Roseville and Lake Tahoe.

**Program Attributes:** Processed over 2,500 pieces of interoffice mail annually.

**Program Cost: \$339,638**

**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.

**Program Attributes:** 180 commodities including envelopes, preprinted forms, department-specific printed matter, and bond paper that generates 1,950 job ticket orders annually.

**Program Cost: \$218,287**

**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:** Manage 7,470 boxes annually.

**Program Cost: \$149,071**

## Administrative Services

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**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:** 250 graphic design requests processed annually.

<b>Program Cost: \$192,180</b>
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Budget Unit **General Fund - 100**  
 Function **General**  
 Activity **Administrative Services - 11210**

Detail by Revenue Category and Expenditure Object	2016-17 Final Actuals	2017-18 Estimated	2018-19 Recommended	2018-19 Adopted by the Board of Supervisors
1	2	3	4	5
<b>Revenue</b>				
<b>Fines, Forfeits &amp; Penalties</b>				
6886 Coll PGM-PC 1463.007	\$ 2,402,076	\$ 2,016,848	\$ 2,123,680	\$
<b>Total Fines, Forfeits &amp; Penalties</b>	<b>\$ 2,402,076</b>	<b>\$ 2,016,848</b>	<b>\$ 2,123,680</b>	<b>\$</b>
<b>Intergovernmental Revenue</b>				
7232 State Aid - Other	\$	\$ 1,000	\$	\$
<b>Total Intergovernmental Revenue</b>	<b>\$</b>	<b>\$ 1,000</b>	<b>\$</b>	<b>\$</b>
<b>Charges for Services</b>				
8110 Admin Services - Admin Support	\$ 726,011	\$ 761,108	\$ 696,172	\$
8116 NSF & Misc Fees	3,303	2,500	2,500	
8147 Installment Fees (PC1205)	241,537	265,000	276,000	
8193 Other Services	8			
8212 Other General Reimbursement	4,662			
8294 Surplus Revenue	14,151	15,000	15,000	
8299 Rebate Revenue	54,788	50,000	70,000	
8527 Transfer In A-87 Costs	1,020,567	1,553,336	1,828,594	
<b>Total Charges for Services</b>	<b>\$ 2,065,027</b>	<b>\$ 2,646,944</b>	<b>\$ 2,888,266</b>	<b>\$</b>
<b>Miscellaneous Revenues</b>				
8764 Miscellaneous Revenues	\$ 66,062	\$ 307,119	\$ 225,000	\$
<b>Total Miscellaneous Revenues</b>	<b>\$ 66,062</b>	<b>\$ 307,119</b>	<b>\$ 225,000</b>	<b>\$</b>
<b>Other Financing Sources</b>				
8750 Proceeds from Sale of Capital Assets	\$ (2,198)	\$	\$	\$
8954 Operating Transfers In	41,486			
<b>Total Other Financing Sources</b>	<b>\$ 39,288</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Total Revenue</b>	<b>\$ 4,572,453</b>	<b>\$ 4,971,911</b>	<b>\$ 5,236,946</b>	<b>\$</b>
<b>Expenditures / Appropriations</b>				
<b>Salaries &amp; Benefits</b>				
1001 Employee Paid Sick Leave	\$ 32,145	\$	\$	\$
1002 Salaries and Wages	2,121,065	2,351,202	2,452,089	
1003 Extra Help	11,338	24,000		
1005 Overtime & Call Back	4,844	5,500	7,000	
1006 Sick Leave Payoff	2,000			
1010 Cafeteria Plans (Non-PERS)	100,741	118,048	121,700	
1011 Salary Savings			(124,557)	
1018 Taxable Meal Reimbursements	20			
1300 P.E.R.S.	522,960	608,049	686,225	
1301 F.I.C.A.	159,071	175,094	182,623	
1303 Other Postemployment Benefits (OPEB)	169,682	183,260	192,100	
1310 Employee Group Ins	391,104	432,569	477,663	
1315 Workers Comp Insurance	26,629	47,302	36,491	
1320 Retired Employee Grp Ins	187,645	207,702	209,435	
1325 401 (k) Employer Match	2,335	3,000	3,001	
<b>Total Salaries &amp; Benefits</b>	<b>\$ 3,731,579</b>	<b>\$ 4,155,726</b>	<b>\$ 4,243,770</b>	<b>\$</b>
<b>Services &amp; Supplies</b>				
2051 Communication Services - Telephone	\$ 61,264	\$ 87,695	\$ 84,940	\$
2052 Communication Services - Mobile Devices	803	940	650	
2140 Gen Liability Ins	4,299	7,071	10,327	
2290 Maintenance - Equipment	147	750	750	
2292 Maintenance - Software	4,593	1,000	2,375	
2310 Employee Benefits Systems	47,334	74,503	76,668	
2404 Maintenance Services	66,231	58,630	64,926	
2406 Maintenance - Janitorial	30,471	35,453	43,003	
2415 Campus Services-PCGC	19,232	24,126	21,568	
2439 Membership/Dues	2,561	3,250	3,250	
2481 PC Acquisition	2,336	54,492		
2511 Printing	20,665	19,000	23,500	
2523 Office Supplies & Exp	14,750	18,500	17,525	
2524 Postage	23,796	27,032	27,926	
2555 Prof/Spec Svcs - Purchased	992,931	1,002,326	1,120,681	
2556 Prof/Spec Svcs - County	13,949	17,653	8,286	

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

Detail by Revenue Category and Expenditure Object	2016-17 Final Actuals	2017-18 Estimated	2018-19 Recommended	2018-19 Adopted by the Board of Supervisors
1	2	3	4	5
2568 MIS - Services	189,745	184,057	178,680	
2570 Media / Video Services	6,686			
2701 Publications & Legal Notices	503	500		
2709 Countywide System Charges	14,452	25,218	29,611	
2840 Special Dept Expense	21,268	28,595	27,250	
2844 Training	13,739	13,850	13,850	
2931 Travel & Transportation	3,316	3,650	3,650	
2932 Mileage	455	1,300	1,500	
2933 Lodging	6,312	4,750	4,750	
2941 County Vehicle Mileage	1,580	1,650	1,500	
2964 Meals/Food Purchases	1,312	1,400	1,470	
2965 Utilities	51,701	46,166	52,561	
<b>Total Services &amp; Supplies</b>	<b>\$ 1,616,431</b>	<b>\$ 1,743,557</b>	<b>\$ 1,821,197</b>	<b>\$</b>
<b>Intrafund Transfers Out</b>				
5404 I/T-OUT Maintenance - Services	\$ 1	\$	\$	\$
5550 I/T-OUT Administration	130,847			
5556 I/T-OUT Professional Services	71,644			
<b>Total Intrafund Transfers Out</b>	<b>\$ 202,492</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Intrafund Transfers In</b>				
5002 I/T-IN County General Fund	\$ (135,665)	\$ (5,000)	\$ (5,000)	\$
5004 I/T-IN Road Fund	(20)	(250)	(250)	
5009 I/T-IN County Library Fund	(4,559)	(5,000)	(5,000)	
5011 I/T-IN Public Safety Fund	(214,710)	(188,500)	(188,500)	
5026 I/T-IN Advertising & Promotion Fund	(325,677)	(448,680)	(1,072,108)	
<b>Total Intrafund Transfers In</b>	<b>\$ (680,631)</b>	<b>\$ (647,430)</b>	<b>\$ (1,270,858)</b>	<b>\$</b>
<b>Total Expenditures / Appropriations</b>	<b>\$ 4,869,871</b>	<b>\$ 5,251,853</b>	<b>\$ 4,794,109</b>	<b>\$</b>
<b>Net Cost</b>	<b>\$ 297,418</b>	<b>\$ 279,942</b>	<b>\$ (442,837)</b>	<b>\$</b>

County of Placer  
 Operation of Internal Service Fund  
 Fiscal Year 2018-19

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

Operating Detail	2016-17 Actual	2017-18 Estimated	2018-19 Recommended	2018-19 Adopted by the Board of Supervisors
1	2	3	4	5
<b>Operating Revenues</b>				
8118 Communication Services - Telephone	2,191,776	2,022,698	2,002,160	
8119 Communication Services - Radio	1,661,804	1,651,506	1,874,957	
8123 Communication Services - Media	282,602	320,307	285,000	
8124 Comm Services - Network Infrastructure	2,253,522	2,316,256	2,348,427	
8125 Cabling Services	149,749	125,000	140,000	
8212 Other General Reimbursement	39,216			
<b>Total Operating Revenues</b>	<b>\$ 6,578,669</b>	<b>\$ 6,435,767</b>	<b>\$ 6,650,544</b>	<b>\$</b>
<b>Operating Expenses</b>				
1001 Employee Paid Sick Leave	19,769			
1002 Salaries and Wages	1,790,889	2,004,048	2,106,002	
1003 Extra Help	369			
1004 Accr Compensated Leave	2,497			
1005 Overtime & Call Back	118,302	95,000	95,000	
1010 Cafeteria Plans (Non-PERS)	85,649	103,202	107,432	
1011 Salary Savings			(97,561)	
1018 Taxable Meal Reimbursements	90			
1300 P.E.R.S.	438,484	518,676	578,917	
1301 F.I.C.A.	146,418	159,896	158,978	
1303 Other Postemployment Benefits (OPEB)	95,875	107,800	113,000	
1308 PERS Pension Expense	30,551			
1309 OPEB Expense	(7,545)			
1310 Employee Group Ins	256,693	304,738	290,893	
1315 Workers Comp Insurance	6,317	17,357	11,415	
1320 Retired Employee Grp Ins	128,352	137,253	151,335	
1325 401 (k) Employer Match	2,257	2,250	2,250	
2020 Clothes & Personal Supplies	861	1,500	1,500	
2052 Communication Services - Mobile Devices	19,299	16,320	17,000	
2054 Telecomm Trunks/Circuits	726,690	880,260	880,260	
2140 Gen Liability Ins	8,336	7,728	11,499	
2274 Delivery & Freight Charges	695	500	500	
2290 Maintenance - Equipment	110,678	164,073	150,566	
2292 Maintenance - Software	205,566	162,359	200,924	
2310 Employee Benefits Systems	28,002	93,966	34,252	
2404 Maintenance Services	75,058	92,481	84,555	
2406 Maintenance - Janitorial	10,957	16,968	16,472	
2415 Campus Services-PCGC	17,050	21,137	16,807	
2439 Membership/Dues	572	700	700	
2456 Misc Expense	1			
2481 PC Acquisition	32,340	10,000	18,000	
2511 Printing	3,960	4,500	4,500	
2522 Other Supplies	731	1,392	1,150	
2523 Office Supplies & Exp	4,511	3,000	3,750	
2524 Postage	4,207	4,660	4,712	
2534 Operating Materials	524,227	351,500	348,969	
2550 Administration	220,050			
2555 Prof/Spec Svcs - Purchased	287,013	203,200	227,800	
2556 Prof/Spec Svcs - County	28,795	8,829	26,179	
2568 MIS - Services	171,787	173,242	163,162	
2701 Publications & Legal Notices		500	500	
2709 Countywide System Charges	19,154	22,256	25,431	
2710 Rents & Leases - Equipment	59,146	68,492	76,103	
2727 Rents & Leases - Bldgs & Impr	126,509	131,617	162,219	
2744 Small Tools & Instruments	11,323	3,500	3,500	
2770 Fuels & Lubricants	2,115	1,500	1,500	
2840 Special Dept Expense	45,545	40,495		
2844 Training	33,873	30,000	30,000	
2931 Travel & Transportation	3,524	4,500	4,500	
2932 Mileage	52			
2933 Lodging	5,170	5,000	5,000	
2941 County Vehicle Mileage	86,953	100,000	101,572	
2964 Meals/Food Purchases	1,649	1,500	1,500	
2965 Utilities	136,648	130,000	119,981	
3701 Equipment Depreciation	188,522			

County of Placer  
 Operation of Internal Service Fund  
 Fiscal Year 2018-19

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

Operating Detail	2016-17 Actual	2017-18 Estimated	2018-19 Recommended	2018-19 Adopted by the Board of Supervisors
1	2	3	4	5
3702 Bldg & Impr Depreciation	29,827			
3706 Intangible Assets Depreciation	8,927			
9041 Cost Allocation In/Out		226,669		
9043 Manual Dept Cost Allocation In/Out			226,668	
<b>Total Operating Expenses</b>	<b>\$ 6,355,290</b>	<b>\$ 6,434,564</b>	<b>\$ 6,489,392</b>	<b>\$</b>
<b>Operating Income (Loss)</b>	<b>\$ 223,379</b>	<b>\$ 1,203</b>	<b>\$ 161,152</b>	<b>\$</b>
<b>Non-Operating Revenue (Expenses)</b>				
3551 Transfer Out A-87 Costs	(201,488)	(157,370)	(203,741)	
3803 Long-Term Debt Repaid	33,019			
3810 Lease Purchase Principal	(33,019)	(33,036)		
3830 Lease Purchase Interest	(750)	(660)		
6770 Franchises	25,844	25,844	25,844	
6950 Interest	36,318	23,000	37,000	
6970 Investment Income	(31,106)			
<b>Total Non-Operating Revenue (Expenses)</b>	<b>\$ (171,182)</b>	<b>\$ (142,222)</b>	<b>\$ (140,897)</b>	<b>\$</b>
<b>Income Before Capital Contributions and Transfers</b>	<b>\$ 52,197</b>	<b>\$ (141,019)</b>	<b>\$ 20,255</b>	<b>\$</b>
8954 Operating Transfers In		76,110	76,164	
<b>Change in Net Assets</b>	<b>\$ 52,197</b>	<b>\$ (64,909)</b>	<b>\$ 96,419</b>	<b>\$</b>
Net Assets - Beginning Balance	(300,500)	2,225,255	1,946,811	
Net Assets - Ending Balance	<b>\$ 2,225,255</b>	<b>\$ 1,946,811</b>	<b>\$ 1,337,430</b>	<b>\$</b>
<b>Memo:</b>				
4161 Intangible Assets	\$ 90,491	\$	\$	\$
4451 Equipment	17,300	213,535	705,800	

County of Placer  
 Operation of Internal Service Fund  
 Fiscal Year 2018-19

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

Operating Detail	2016-17 Actual	2017-18 Estimated	2018-19 Recommended	2018-19 Adopted by the Board of Supervisors
1	2	3	4	5
<b>Operating Revenues</b>				
8344 IT Project Management Serv	625,413	500,246	393,357	
8345 IT Data Storage	344,464	319,246	381,833	
8346 IT Intergov Svcs Agreements	78,886	78,310	75,674	
8347 IT Dept Specific App Services	70,717	383,363	123,061	
8348 IT Dedicated Application Supp	3,466,208	3,845,290	2,837,053	
8349 IT Server Hosting Services	754,523	820,223	872,476	
8350 IT Services-CORE Services	11,173,865	10,986,433	11,970,617	
8351 IT External Service Agreements	8,125	8,125	6,300	
8352 IT Billable Services	289,526	374,789	409,406	
<b>Total Operating Revenues</b>	<b>\$ 16,811,727</b>	<b>\$ 17,316,025</b>	<b>\$ 17,069,777</b>	<b>\$</b>
<b>Operating Expenses</b>				
1001 Employee Paid Sick Leave	84,693			
1002 Salaries and Wages	5,637,148	5,850,555	6,226,181	
1003 Extra Help	323			
1004 Accr Compensated Leave	(125,549)			
1005 Overtime & Call Back	102,525	64,575	90,000	
1010 Cafeteria Plans (Non-PERS)	275,431	291,587	310,244	
1011 Salary Savings			(323,128)	
1018 Taxable Meal Reimbursements	641	750	750	
1300 P.E.R.S.	1,398,955	1,515,975	1,720,377	
1301 F.I.C.A.	437,209	447,295	474,129	
1303 Other Postemployment Benefits (OPEB)	313,818	296,451	322,052	
1308 PERS Pension Expense	99,066			
1309 OPEB Expense	40,393			
1310 Employee Group Ins	893,140	866,410	904,236	
1315 Workers Comp Insurance	18,995	29,060	30,993	
1320 Retired Employee Grp Ins	187,902	183,458	235,396	
1325 401 (k) Employer Match	6,251	7,498	7,502	
2051 Communication Services - Telephone	250,432	268,001	246,018	
2052 Communication Services - Mobile Devices	12,998	17,600	14,560	
2054 Telecomm Trunks/Circuits	500,207	500,207	500,207	
2140 Gen Liability Ins	10,449	18,963	30,191	
2273 Parts	11,957	15,500	33,000	
2274 Delivery & Freight Charges	66			
2290 Maintenance - Equipment	33,144	82,683	56,271	
2292 Maintenance - Software	2,458,547	3,325,600	2,984,982	
2310 Employee Benefits Systems	91,849	29,136	104,470	
2404 Maintenance Services	67,015	85,664	86,404	
2405 Materials - Bldgs & Impr	110	7,286	7,286	
2406 Maintenance - Janitorial	46,301	65,562	46,523	
2415 Campus Services-PCGC	31,404	37,853	25,379	
2439 Membership/Dues	1,507	8,720	3,620	
2481 PC Acquisition	90,801	49,392	104,392	
2511 Printing	11,709	21,901	21,901	
2522 Other Supplies	1,046			
2523 Office Supplies & Exp	6,380	6,000	7,200	
2524 Postage	4,076	4,213	4,712	
2550 Administration	385,622			
2555 Prof/Spec Svcs - Purchased	1,795,711	988,592	1,010,086	
2556 Prof/Spec Svcs - County	52,940	4,132	4,132	
2570 Media / Video Services	1,796	180	7,180	
2709 Countywide System Charges	28,181	58,042	67,535	
2710 Rents & Leases - Equipment	439,863	528,698	585,689	
2727 Rents & Leases - Bldgs & Impr	2,845			
2838 Special Dept Expense-1099 Reportable		21,000		
2840 Special Dept Expense	2,051	1,156,793	2,980	
2844 Training	99,699	104,750	179,000	
2931 Travel & Transportation	3,392	11,248	9,000	
2932 Mileage	4,918	8,415	9,965	
2933 Lodging	8,119	16,900	18,300	
2941 County Vehicle Mileage	27,675	24,369	29,799	
2964 Meals/Food Purchases	1,187	4,350	5,150	
2965 Utilities	59,441	55,178	49,818	

County of Placer  
 Operation of Internal Service Fund  
 Fiscal Year 2018-19

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

Operating Detail	2016-17 Actual	2017-18 Estimated	2018-19 Recommended	2018-19 Adopted by the Board of Supervisors
1	2	3	4	5
3701 Equipment Depreciation		1,801		
9041 Cost Allocation In/Out			405,509	
9043 Manual Dept Cost Allocation In/Out				318,998
<b>Total Operating Expenses</b>	<b>\$ 15,916,180</b>	<b>\$ 17,486,051</b>	<b>\$ 16,573,480</b>	<b>\$</b>
<b>Operating Income (Loss)</b>	<b>\$ 895,547</b>	<b>\$ (170,026)</b>	<b>\$ 496,297</b>	<b>\$</b>
<b>Non-Operating Revenue (Expenses)</b>				
3551 Transfer Out A-87 Costs		(552,167)	(577,073)	
6950 Interest	30,166	25,000	38,000	
6970 Investment Income	(33,615)			
<b>Total Non-Operating Revenue (Expenses)</b>	<b>\$ (3,449)</b>	<b>\$ (527,167)</b>	<b>\$ (539,073)</b>	<b>\$</b>
<b>Income Before Capital Contributions and Transfers</b>	<b>\$ 892,098</b>	<b>\$ (697,193)</b>	<b>\$ (42,776)</b>	<b>\$</b>
8954 Operating Transfers In		250,000		
<b>Change in Net Assets</b>	<b>\$ 892,098</b>	<b>\$ (447,193)</b>	<b>\$ (42,776)</b>	<b>\$</b>
Net Assets - Beginning Balance	(10,081,093)	2,371,048	1,923,855	
Net Assets - Ending Balance	<b>\$ 2,371,048</b>	<b>\$ 1,923,855</b>	<b>\$ 1,881,079</b>	<b>\$</b>

County of Placer  
 Operation of Internal Service Fund  
 Fiscal Year 2018-19

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

Operating Detail	2016-17 Actual	2017-18 Estimated	2018-19 Recommended	2018-19 Adopted by the Board of Supervisors
1	2	3	4	5
<b>Operating Revenues</b>				
8374 Graphic Design Services	148,086	174,116	174,116	
8375 Printing Revenue	699,629	713,068	715,000	
8376 Convenience Copier Revenue	1,014,343	995,855	995,855	
8377 Records Management	257,980	275,469	158,359	
8386 Interoffice Mail Revenue	296,916	309,815	341,128	
8388 Mail Services	139,461	146,618	166,000	
8764 Miscellaneous Revenues	6,835	7,277	6,800	
8774 Inventory Sales	190,627	203,612	203,612	
<b>Total Operating Revenues</b>	<b>\$ 2,753,877</b>	<b>\$ 2,825,830</b>	<b>\$ 2,760,870</b>	<b>\$</b>
<b>Operating Expenses</b>				
1001 Employee Paid Sick Leave	2,136			
1002 Salaries and Wages	561,778	581,989	581,918	
1003 Extra Help	3,432			
1004 Accr Compensated Leave	(2,970)			
1010 Cafeteria Plans (Non-PERS)	28,286	30,908	30,481	
1011 Salary Savings		(14,991)	(33,821)	
1018 Taxable Meal Reimbursements	16			
1300 P.E.R.S.	141,766	153,425	166,253	
1301 F.I.C.A.	41,720	44,523	44,516	
1303 Other Postemployment Benefits (OPEB)	48,948	48,511	50,850	
1308 PERS Pension Expense	9,927			
1309 OPEB Expense	10,034			
1310 Employee Group Ins	152,095	151,718	159,904	
1315 Workers Comp Insurance	5,147	12,900	9,940	
1320 Retired Employee Grp Ins	43,580	46,539	52,320	
1325 401 (k) Employer Match	750	750	750	
2020 Clothes & Personal Supplies	602			
2051 Communication Services - Telephone	14,009	13,693	13,967	
2052 Communication Services - Mobile Devices	164	13	13	
2140 Gen Liability Ins	3,075	2,785	3,983	
2290 Maintenance - Equipment	194,707	174,847	203,798	
2292 Maintenance - Software	15,227	30,454	30,454	
2310 Employee Benefits Systems	13,182	14,879	15,591	
2404 Maintenance Services	9,390	15,171	24,255	
2406 Maintenance - Janitorial	14,863	16,967	18,408	
2415 Campus Services-PCGC	19,652	23,835	19,229	
2439 Membership/Dues		150	150	
2481 PC Acquisition	5,792	3,998	3,998	
2511 Printing	118			
2523 Office Supplies & Exp	1,636	470	470	
2524 Postage	5,148	125	400	
2550 Administration	120,338			
2555 Prof/Spec Svcs - Purchased	162,555	133,632	176,725	
2556 Prof/Spec Svcs - County	2,772	5,000	2,800	
2568 MIS - Services	63,916	57,225	55,256	
2709 Countywide System Charges	7,887	9,036	9,662	
2710 Rents & Leases - Equipment	202,575	122,475	127,649	
2727 Rents & Leases - Bldgs & Impr	46,800	49,140		
2840 Special Dept Expense	108,475	114,339	92,065	
2844 Training	1,620	1,500	1,500	
2920 Inventory Purchases	175,596	172,938	175,596	
2932 Mileage	176			
2941 County Vehicle Mileage	10,994	10,149	10,744	
2964 Meals/Food Purchases	118			
2965 Utilities	23,181	20,581	16,093	
3701 Equipment Depreciation	235,557			
9041 Cost Allocation In/Out		134,471		
9043 Manual Dept Cost Allocation In/Out			134,472	
<b>Total Operating Expenses</b>	<b>\$ 2,506,770</b>	<b>\$ 2,184,145</b>	<b>\$ 2,200,389</b>	<b>\$</b>
<b>Operating Income (Loss)</b>	<b>\$ 247,107</b>	<b>\$ 641,685</b>	<b>\$ 560,481</b>	<b>\$</b>
<b>Non-Operating Revenue (Expenses)</b>				
3551 Transfer Out A-87 Costs	(30,787)	(87,862)	(119,500)	

County of Placer  
 Operation of Internal Service Fund  
 Fiscal Year 2018-19

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

Operating Detail	2016-17 Actual	2017-18 Estimated	2018-19 Recommended	2018-19 Adopted by the Board of Supervisors
1	2	3	4	5
3803 Long-Term Debt Repaid	175,317			
3810 Lease Purchase Principal	(175,856)	(44,298)	(19,400)	
3830 Lease Purchase Interest	(3,948)		(440)	
6950 Interest	1,519	1,200	1,500	
6970 Investment Income	(2,749)			
8752 Gain/Loss on F/A Disposal	2,791			
8958 Capital Lease Proceeds	575			
<b>Total Non-Operating Revenue (Expenses)</b>	<b>\$ (33,138)</b>	<b>\$ (130,960)</b>	<b>\$ (137,840)</b>	<b>\$</b>
<b>Income Before Capital Contributions and Transfers</b>	<b>\$ 213,969</b>	<b>\$ 510,725</b>	<b>\$ 422,641</b>	<b>\$</b>
<b>Change in Net Assets</b>	<b>\$ 213,969</b>	<b>\$ 510,725</b>	<b>\$ 422,641</b>	<b>\$</b>
Net Assets - Beginning Balance	(518,848)	412,102	858,829	
Net Assets - Ending Balance	\$ 412,102	\$ 858,829	\$ 1,247,550	\$
<b>Memo:</b>				
4451 Equipment	\$ 50,354	\$ 63,998	\$ 33,920	\$