

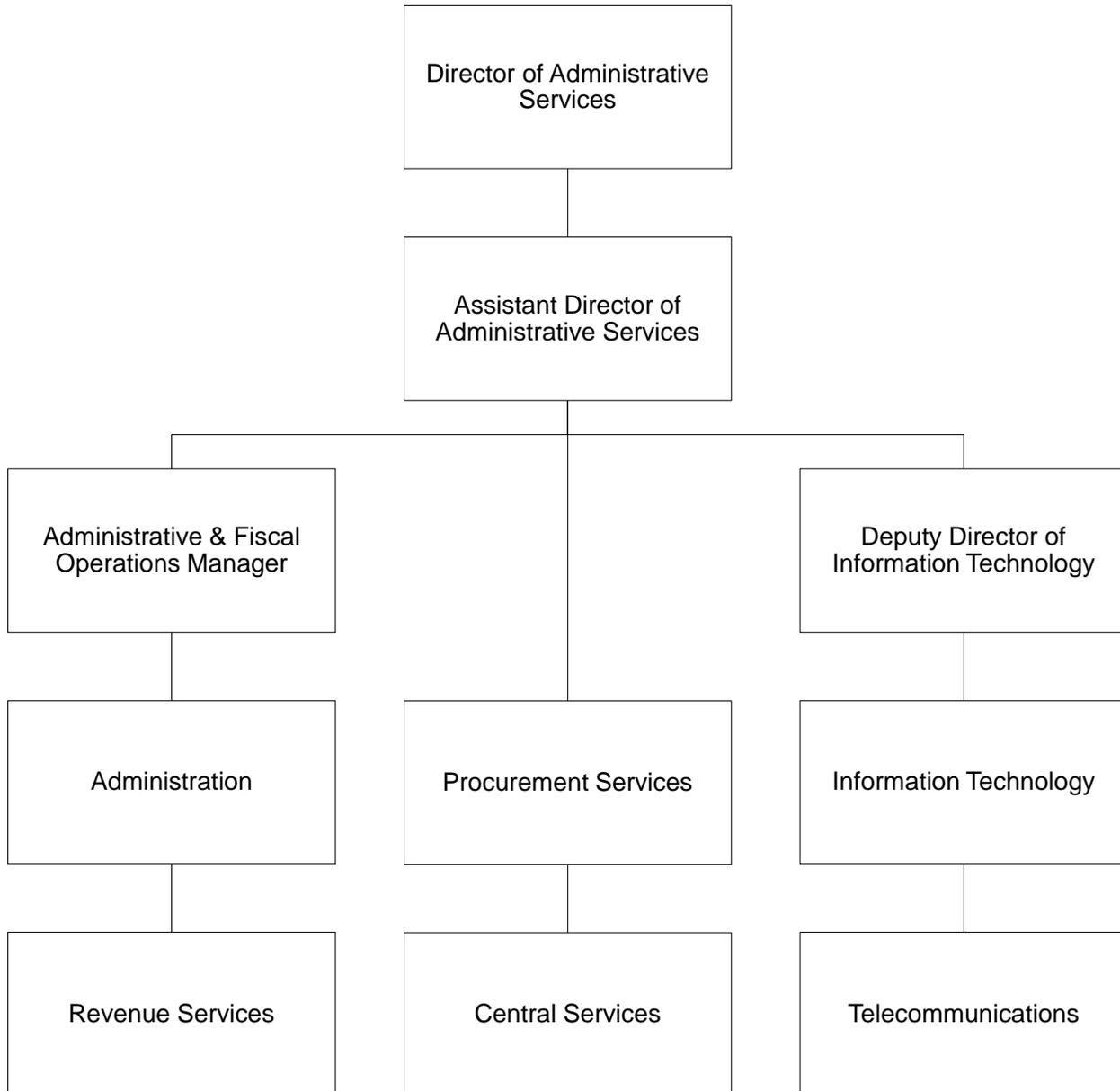
# Administrative Services

ADMINISTRATIVE SERVICES DEPARTMENT					
APPROPRIATION SUMMARY					
Fiscal Year 2017-18					
ADMINISTERED BY:		DIRECTOR OF ADMINISTRATIVE SERVICES			
Appropriations	FY 2015-16 Actuals	FY 2016-17 Est / Actual	FY 2017-18 Proposed Budget	FY 2017-18 Final Budget	YOY % Change
<b>GENERAL FUND</b>					
Administration	792,535	722,331	761,648	778,513	
Procurement	1,353,144	1,414,227	1,502,848	1,532,523	
Revenue Services	2,354,007	2,733,313	2,898,352	2,940,817	
<b>11210 Administrative Services</b>	<b>4,499,686</b>	<b>4,869,871</b>	<b>5,162,848</b>	<b>5,251,853</b>	<b>7.84%</b>
<b>INTERNAL SERVICE FUNDS</b>					
Phone/NIS/Media Services	4,264,934	4,439,300	4,864,433	4,917,791	
Radio Services	1,823,616	2,113,383	1,861,998	1,912,735	
Telecom Admin/Overhead	233,233	-22,308	8,664	8,639	
<b>02100 Telecommunications Service - Fund 250/100</b>	<b>6,321,783</b>	<b>6,530,375</b>	<b>6,735,095</b>	<b>6,839,165</b>	<b>4.73%</b>
ACORN Support Services	1,572,136	1,260,048	1,023,291	1,043,794	
Customer Services Center	2,736,312	3,697,100	3,927,285	3,964,205	
IT Admin/Overhead Services	13,603,732	-8,996	-56,128	-53,611	
IT Application Support	995,155	1,096,742	931,370	941,880	
IT HHS Support		320,188	753,576	963,269	
IT HHS Dedicated Application Support	3,539,545	3,769,454	3,840,390	3,869,156	
IT Infrastructure	2,042,299	2,164,756	2,690,163	2,717,951	
IT Project Management	681,403	720,491	832,683	848,921	
IT Security Services	1,287,556	1,754,701	2,144,046	2,160,894	
Web Services	812,795	1,153,209	1,559,993	1,581,759	
<b>02110 Information Technology Systems Services - Fund</b>	<b>27,270,934</b>	<b>15,927,693</b>	<b>17,646,669</b>	<b>18,038,218</b>	<b>13.25%</b>
Central Services Admin/Overhead	533,428	-258	50,943	51,617	
Central Services Graphic Design		217,169	277,890	187,620	
Copy Machines	710,926	636,033	272,810	430,210	
Interoffice Mail			320,152	323,260	
Inventory Services	217,178	223,194	196,771	196,956	
Mail Services	247,627	422,658	151,669	153,124	
Print Services	676,176	721,329	740,025	747,439	
Records Management	191,888	321,154	284,934	290,077	
<b>06380 Central Services - Fund 250/305</b>	<b>2,577,223</b>	<b>2,541,279</b>	<b>2,295,194</b>	<b>2,380,303</b>	<b>-6.33%</b>
<b>TOTAL INTERNAL SERVICE FUNDS</b>	<b>36,169,940</b>	<b>24,999,347</b>	<b>26,676,958</b>	<b>27,257,686</b>	<b>9.03%</b>
<b>TOTAL ALL FUNDS</b>	<b>40,669,626</b>	<b>29,869,218</b>	<b>31,839,806</b>	<b>32,509,539</b>	<b>8.84%</b>
<b>FUNDED POSITIONS</b>					
100-11210 Administrative Services	31	33	34	34	
250-02100 Telecommunications Service	18	19	20	20	
250-02110 Information Technology Systems Services	61	62	63	61	
250-06380 Central Services	9	9	9	9	
<b>TOTAL FUNDED POSITIONS</b>	<b>119</b>	<b>123</b>	<b>126</b>	<b>124</b>	<b>0.81%</b>
<b>TOTAL ALLOCATED POSITIONS</b>	<b>127</b>	<b>129</b>	<b>130</b>	<b>129</b>	<b>0.00%</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 2017-18 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 including onboarding and Personnel Action Processing; continued evaluation of Internal Service Fund billing methodologies.

The Procurement Program will focus on strengthening the existing Outreach Program to new and existing employees, our vendor community and the public. This includes purchasing workshops for employees and vendors, and local groups. Finalize updates to the Purchasing Policy and Procedures to ensure they are aligned with best practices and reflect the current and projected future needs of the County. Expand the Credit Card Program by increasing the utilization for small dollar purchases while continuing to ensure a streamlined process with excellent checks and balances for the protection of the County. Identify a suitable location to support the Surplus Vehicle and Heavy Equipment Program that provides security balanced with ease of access for both staff and individuals that purchase the equipment.

The Revenue Services Program will focus on realigning existing staff into collection teams focused on individual debt type and debtor characteristics; increasing collection totals through improved collection techniques, streamlined internal procedures and a revised training program; analyzing debt to revenue dependencies; assessing the Transient Occupancy Tax (TOT) Program including implementation of enforcement programs addressing compliance of Short Term Rental Properties located in the unincorporated areas of Placer County.

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

- Increase in Services and Supplies of \$321,985 for support of operations.
- Increase in Salaries and Benefits of \$254,377.
- Increase in revenues of \$232,119 for court ordered debt state reimbursement for client collections.

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

- Increase in Extra Help of \$24,000 for TOT short term rental enforcement initiative.

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 80 solicitations, 1,848 purchase orders/contracts and amendments, and 11,402 credit card transactions are processed annually resulting in approximately \$103.5 million in total county spending. Surplus sales and rebate revenues totaled \$391,948. The Division has again received the Achievement in Excellence Award from the National Purchasing Institute for the 14th year in a row.

**Program Cost: \$1,532,523**

## 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 \$28.28 million in collections for a net increase of 17% over the prior year's efforts.

**Program Cost: \$2,940,817**

## 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 2017-18 Highlights:** Major focus includes the continued deployment of the Countywide Radio Project's Tahoe Basin initiatives including site acquisition, site development, and P25 equipment purchase and deployment. Analyze and enhance the current County's Attendant functions through the use of technology that improves and enhances the customer experience when contacting the County for services. Upgrade existing Wi-Fi technologies to ensure access, reliability and security for County and guest users.

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

- Increase in Equipment of \$213,535 for the Countywide Enterprise Wi-Fi Capital Replacement Project and Video Production project.
- Increase in Salaries and Benefits of \$79,806 for the allocation transfer of one administrative clerk journey position from the County Executive Office to support the countywide switchboard function.

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

- None.

## 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 172 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 586,355 voicemail messages and processed 545,001 Interactive Voice Response calls annually.

**Program Cost: \$4,917,791**

**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 repeaters supporting 2.1 million calls annually.

**Program Cost: \$1,912,735**

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 2017-18 Highlights:** The Information Technology Division provides comprehensive implementation, administration, and maintenance services for the County’s data systems, including servers, data storage, firewalls, and security systems. The Division will update the Information Technology Strategic Plan collaboratively between the IT Division and business units based on a three year outlook for the County’s technology systems. The major focus for the Strategic Plan for FY 17/18 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; expand the functionality and usage of the County’s Geographic Information System (GIS); upgrade and transition the Records Management System; and continued strengthening and enhancement of the County’s security posture through the adoption of a formal Security Program including a County-wide security policy.

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

- Decrease in Consulting and Professional Services of \$704,175 for one-time Health and Human Services (HHS) information technology projects.
- Increase in Software Maintenance and Professional Services of \$210,000 for the Microsoft Office 360 upgrade utilizing fund balance for additional expense.

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

- Increase in Salary and Wages of \$172,319 for ITHHS Program for Whole Person Care initiative.
- Increase in Professional Services of \$112,000 for InTelegy Workload Management Tool and CSOC new system in ITHHS.
- Increase in Maintenance Software of \$84,000 for Clinic document retention of ITHHS.
- Increase in Revenues of \$368,319 for the ITHHS Program billback to HHS.

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 3,401 desktop and laptop computers generating an average of 103 requests for services with a daily average of .085 hours to resolution.

**Program Cost: \$3,964,205**

**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, 3 web servers, 6 application servers, 12 batch servers, and approximately 1,400 requests for service annually.

**Program Cost: \$1,043,794**

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

## Administrative Services

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**Program Attributes:** The Web Content Management System (WCMS) provides centralized administration for 3225 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 1250 requests for service.

**Program Cost: \$,1581,759**

**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, 1.8 million blocked spam emails, 20,000 suspicious emails quarantined, and 2,500 blocked malware occurrences.

**Program Cost: \$2,160,894**

**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: \$848,921**

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

**Program Attributes:** Supports 246 virtual servers and 38 physical servers supporting 274 terabytes of storage.

**Program Cost: \$2,717,951**

**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 1,823 requests for service supported annually.

**Program Cost: \$941,880**

**HHS 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, 274 user accounts generating approximately 500 requests for service annually.

**Program Cost: \$4,832,425**

### 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 2017-18 Highlights:** Major focus include the management of the Toshiba multi-function copier program, identify 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.

## Administrative Services

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### Proposed Budget Major Adjustment(s):

- Decrease in Rents & Leases – Equipment of \$111,000 for two Toshiba copiers coming off the 3-year lease.

### Final Budget Major Adjustment(s):

- Increase in Equipment of \$63,998 for one time purchase of new copiers.

PBB PROGRAMS - CENTRAL SERVICES
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**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:** 385 offset print jobs and 4,350 digital black & white and color jobs processed annually.

<b>Program Cost: \$747,439</b>
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**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 12.5 million copies annually.

<b>Program Cost: \$430,210</b>
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**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 1.2 million pieces of U.S. Mail annually.

<b>Program Cost: \$153,124</b>
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**Interoffice Mail Services** – Provides daily interoffice mail deliveries to County locations in Auburn, Roseville and Lake Tahoe.

**Program Attributes:** Processed over 2,600 pieces of interoffice mail annually.

<b>Program Cost: \$323,260</b>
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**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:** 179 commodities including envelopes, preprinted forms, department-specific printed matter, and bond paper that generates 1,650 job ticket orders annually.

<b>Program Cost: \$196,956</b>
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**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.

<b>Program Cost: \$290,077</b>
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## 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:** 2,500 graphic design requests processed annually.

<b>Program Cost: \$187,620</b>
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Budget Unit **General Fund - 100**  
Function General  
Activity **Administrative Services - 11210**

Detail by Revenue Category and Expenditure Object	2015-16 Final Actuals	2016-17 Actual	2017-18 Recommended	2017-18 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	\$ 2,045,363	\$ 2,402,076	\$ 2,016,848	\$ 2,016,848
<b>Total Fines, Forfeits &amp; Penalties</b>	<b>\$ 2,045,363</b>	<b>\$ 2,402,076</b>	<b>\$ 2,016,848</b>	<b>\$ 2,016,848</b>
<b>Intergovernmental Revenue</b>				
7232 State Aid - Other	\$	\$	\$ 1,000	\$ 1,000
<b>Total Intergovernmental Revenue</b>	<b>\$</b>	<b>\$</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>
<b>Charges for Services</b>				
8110 Admin Services - Admin Support	\$ 809,626	\$ 726,011	\$ 761,108	\$ 761,108
8116 NSF & Misc Fees	2,830	3,303	2,500	2,500
8147 Installment Fees (PC1205)	253,612	241,537	265,000	265,000
8193 Other Services	26	8		
8212 Other General Reimbursement	4,130	4,662		
8294 Surplus Revenue	19,047	14,151	15,000	15,000
8299 Rebate Revenue	36,512	54,788	50,000	50,000
8527 Transfer In A-87 Costs	1,021,820	1,020,567	1,553,336	1,553,336
<b>Total Charges for Services</b>	<b>\$ 2,147,603</b>	<b>\$ 2,065,027</b>	<b>\$ 2,646,944</b>	<b>\$ 2,646,944</b>
<b>Miscellaneous Revenues</b>				
8764 Miscellaneous Revenues	\$ 113,509	\$ 66,062	\$ 307,119	\$ 307,119
<b>Total Miscellaneous Revenues</b>	<b>\$ 113,509</b>	<b>\$ 66,062</b>	<b>\$ 307,119</b>	<b>\$ 307,119</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>\$</b>	<b>\$ 39,288</b>	<b>\$</b>	<b>\$</b>
<b>Total Revenue</b>	<b>\$ 4,306,475</b>	<b>\$ 4,572,453</b>	<b>\$ 4,971,911</b>	<b>\$ 4,971,911</b>
<b>Expenditures / Appropriations</b>				
<b>Salaries &amp; Benefits</b>				
1001 Employee Paid Sick Leave	\$	\$ 32,145	\$	\$
1002 Salaries and Wages	2,073,301	2,121,065	2,287,256	2,351,202
1003 Extra Help	19,202	11,338		24,000
1005 Overtime & Call Back	4,450	4,844	5,500	5,500
1006 Sick Leave Payoff		2,000		
1010 Cafeteria Plans (Non-PERS)	99,799	100,741	114,212	118,048
1018 Taxable Meal Reimbursements		20		
1300 P.E.R.S.	488,144	522,960	592,009	608,049
1301 F.I.C.A.	155,672	159,071	170,222	175,094
1303 Other Postemployment Benefits (OPEB)	170,747	169,682	183,260	183,260
1310 Employee Group Ins	372,177	391,104	441,522	432,569
1315 Workers Comp Insurance	7,246	26,629	38,038	47,302
1320 Retired Employee Grp Ins	189,068	187,645	207,702	207,702
1325 401 (k) Employer Match	2,070	2,335	3,000	3,000
<b>Total Salaries &amp; Benefits</b>	<b>\$ 3,581,876</b>	<b>\$ 3,731,579</b>	<b>\$ 4,042,721</b>	<b>\$ 4,155,726</b>
<b>Services &amp; Supplies</b>				
2051 Communication Services - Telephone	\$ 113,393	\$ 61,264	\$ 87,695	\$ 87,695
2052 Communication Services - Mobile Devices	86	803	940	940
2140 Gen Liability Ins	4,011	4,299	7,071	7,071
2279 Auto - Shop Supplies	140			
2290 Maintenance - Equipment	591	147	750	750
2292 Maintenance - Software	996	4,593	1,000	1,000
2310 Employee Benefits Systems	43,672	47,334	74,503	74,503
2404 Maintenance Services		66,231	58,630	58,630
2406 Maintenance - Janitorial		30,471	35,453	35,453
2415 Campus Services-PCGC	30,107	19,232	24,126	24,126
2439 Membership/Dues	2,387	2,561	3,250	3,250
2481 PC Acquisition	2,050	2,336	54,492	54,492
2511 Printing	16,722	20,665	19,000	19,000
2523 Office Supplies & Exp	15,043	14,750	18,500	18,500
2524 Postage	26,306	23,796	27,032	27,032
2534 Operating Materials	421			
2555 Prof/Spec Svcs - Purchased	589,976	992,931	1,002,326	1,002,326

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

Detail by Revenue Category and Expenditure Object	2015-16 Final Actuals	2016-17 Actual	2017-18 Recommended	2017-18 Adopted by the Board of Supervisors
1	2	3	4	5
2556 Prof/Spec Svcs - County	13,475	13,949	17,653	17,653
2568 MIS - Services	179,693	189,745	184,057	184,057
2570 Media / Video Services	968	6,686		
2701 Publications & Legal Notices	316	503	500	500
2709 Countywide System Charges	32,984	14,452	25,218	25,218
2822 Advertising	38			
2840 Special Dept Expense	26,761	21,268	28,595	28,595
2844 Training	4,715	13,739	13,850	13,850
2931 Travel & Transportation	1,259	3,316	3,650	3,650
2932 Mileage	684	455	1,300	1,300
2933 Lodging	2,903	6,312	4,750	4,750
2941 County Vehicle Mileage	788	1,580	1,650	1,650
2964 Meals/Food Purchases	1,136	1,312	1,400	1,400
2965 Utilities		51,701	46,166	46,166
<b>Total Services &amp; Supplies</b>	<b>\$ 1,111,621</b>	<b>\$ 1,616,431</b>	<b>\$ 1,743,557</b>	<b>\$ 1,743,557</b>
<b>Intrafund Transfers Out</b>				
5404 I/T-OUT Maintenance - Services	\$ 48,377	\$ 1	\$	\$
5406 I/T-OUT Maintenance - Janitorial	30,556			
5550 I/T-OUT Administration	349,466	130,847		
5553 I/T-OUT Revenue Services Charges	3,251			
5556 I/T-OUT Professional Services	1,976	71,644		
5965 I/T-OUT Utilities	38,610			
<b>Total Intrafund Transfers Out</b>	<b>\$ 472,236</b>	<b>\$ 202,492</b>	<b>\$</b>	<b>\$</b>
<b>Intrafund Transfers In</b>				
5002 I/T-IN County General Fund	\$ (354,525)	\$ (135,665)	\$ (5,000)	\$ (5,000)
5004 I/T-IN Road Fund		(20)	(250)	(250)
5009 I/T-IN County Library Fund	(5,821)	(4,559)	(5,000)	(5,000)
5011 I/T-IN Public Safety Fund	(195,729)	(214,710)	(188,500)	(188,500)
5026 I/T-IN Advertising & Promotion Fund	(109,974)	(325,677)	(424,680)	(448,680)
<b>Total Intrafund Transfers In</b>	<b>\$ (666,049)</b>	<b>\$ (680,631)</b>	<b>\$ (623,430)</b>	<b>\$ (647,430)</b>
<b>Total Expenditures / Appropriations</b>	<b>\$ 4,499,684</b>	<b>\$ 4,869,871</b>	<b>\$ 5,162,848</b>	<b>\$ 5,251,853</b>
<b>Net Cost</b>	<b>\$ 193,209</b>	<b>\$ 297,418</b>	<b>\$ 190,937</b>	<b>\$ 279,942</b>

County of Placer  
 Operation of Internal Service Fund  
 Fiscal Year 2017-18

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

Operating Detail	2015-16 Actual	2016-17 Actual	2017-18 Recommended	2017-18 Adopted by the Board of Supervisors
1	2	3	4	5
<b>Operating Revenues</b>				
8118 Communication Services - Telephone	2,304,516	2,191,776	2,022,698	2,022,698
8119 Communication Services - Radio	1,552,321	1,661,804	1,651,506	1,651,506
8123 Communication Services - Media	321,669	282,602	320,307	320,307
8124 Comm Services - Network Infrastructure	2,389,517	2,253,522	2,316,256	2,316,256
8125 Cabling Services	123,182	149,749	125,000	125,000
8212 Other General Reimbursement		39,216		
<b>Total Operating Revenues</b>	<b>\$ 6,691,205</b>	<b>\$ 6,578,669</b>	<b>\$ 6,435,767</b>	<b>\$ 6,435,767</b>
<b>Operating Expenses</b>				
1001 Employee Paid Sick Leave	40,430	19,769		
1002 Salaries and Wages	1,774,376	1,790,889	1,947,580	2,004,048
1003 Extra Help		369		
1004 Accr Compensated Leave	(18,406)	2,497		
1005 Overtime & Call Back	97,211	118,302	95,000	95,000
1010 Cafeteria Plans (Non-PERS)	86,117	85,649	99,814	103,202
1018 Taxable Meal Reimbursements	13	90		
1300 P.E.R.S.	409,509	438,484	481,860	518,676
1301 F.I.C.A.	142,413	146,418	155,595	159,896
1303 Other Postemployment Benefits (OPEB)	99,465	95,875	107,800	107,800
1308 PERS Pension Expense	(110,436)	30,551		
1309 OPEB Expense	13,375	(4,018)		
1310 Employee Group Ins	273,621	256,693	306,477	304,738
1315 Workers Comp Insurance	9,863	6,317	12,519	17,357
1320 Retired Employee Grp Ins	118,524	128,352	137,253	137,253
1325 401 (k) Employer Match	1,924	2,257	2,250	2,250
2020 Clothes & Personal Supplies		861	1,500	1,500
2050 Communication Services - Radio	121,941			
2052 Communication Services - Mobile Devices	15,828	19,299	16,320	16,320
2054 Telecomm Trunks/Circuits	786,023	726,690	880,260	880,260
2140 Gen Liability Ins	6,931	8,336	7,728	7,728
2274 Delivery & Freight Charges	300	695	500	500
2290 Maintenance - Equipment	162,190	110,678	164,073	164,073
2292 Maintenance - Software	199,278	205,566	162,359	162,359
2310 Employee Benefits Systems	26,299	28,002	93,966	93,966
2404 Maintenance Services	88,988	75,058	92,481	92,481
2405 Materials - Bldgs & Impr	955			
2406 Maintenance - Janitorial	10,547	10,957	16,968	16,968
2415 Campus Services-PCGC	19,267	17,050	21,137	21,137
2439 Membership/Dues	563	572	700	700
2456 Misc Expense		1		
2481 PC Acquisition	9,887	32,340	10,000	10,000
2511 Printing	3,615	3,960	4,500	4,500
2522 Other Supplies	10,599	731	1,392	1,392
2523 Office Supplies & Exp	3,128	4,511	3,000	3,000
2524 Postage	4,958	4,207	4,660	4,660
2534 Operating Materials	361,095	524,227	351,500	351,500
2550 Administration	168,097	220,050		
2555 Prof/Spec Svcs - Purchased	150,083	287,013	203,200	203,200
2556 Prof/Spec Svcs - County	8,599	28,795	8,831	8,829
2568 MIS - Services	127,811	171,787	173,242	173,242
2701 Publications & Legal Notices			500	500
2709 Countywide System Charges	20,288	19,154	22,256	22,256
2710 Rents & Leases - Equipment	70,231	59,146	68,492	68,492
2727 Rents & Leases - Bldgs & Impr	121,207	126,509	131,617	131,617
2744 Small Tools & Instruments	1,078	11,323	3,500	3,500
2770 Fuels & Lubricants	20	2,115	1,500	1,500
2840 Special Dept Expense	264,563	45,545	40,495	40,495
2844 Training	26,919	33,873	30,000	30,000
2931 Travel & Transportation	645	3,524	4,500	4,500
2932 Mileage		52		
2933 Lodging	2,202	5,170	5,000	5,000
2941 County Vehicle Mileage	99,438	86,953	100,000	100,000
2964 Meals/Food Purchases	1,066	1,649	1,500	1,500
2965 Utilities	128,748	136,648	130,000	130,000

County of Placer  
 Operation of Internal Service Fund  
 Fiscal Year 2017-18

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

Operating Detail	2015-16 Actual	2016-17 Actual	2017-18 Recommended	2017-18 Adopted by the Board of Supervisors
1	2	3	4	5
3701 Equipment Depreciation	219,010	188,522		
3702 Bldg & Impr Depreciation	29,827	29,827		
3706 Intangible Assets Depreciation		8,927		
9041 Cost Allocation In/Out			226,669	226,669
<b>Total Operating Expenses</b>	<b>\$ 6,210,223</b>	<b>\$ 6,358,817</b>	<b>\$ 6,330,494</b>	<b>\$ 6,434,564</b>
<b>Operating Income (Loss)</b>	<b>\$ 480,982</b>	<b>\$ 219,852</b>	<b>\$ 105,273</b>	<b>\$ 1,203</b>
<b>Non-Operating Revenue (Expenses)</b>				
3551 Transfer Out A-87 Costs	(111,747)	(201,488)	(157,370)	(157,370)
3803 Long-Term Debt Repaid	32,254	33,019		
3810 Lease Purchase Principal	(32,254)	(33,019)	(33,036)	(33,036)
3830 Lease Purchase Interest	(1,515)	(750)	(660)	(660)
6770 Franchises	25,844	25,844	25,844	25,844
6950 Interest	23,057	36,318	23,000	23,000
6970 Investment Income	15,552	(31,106)		
7232 State Aid - Other	1,050			
<b>Total Non-Operating Revenue (Expenses)</b>	<b>\$ (47,759)</b>	<b>\$ (171,182)</b>	<b>\$ (142,222)</b>	<b>\$ (142,222)</b>
<b>Income Before Capital Contributions and Transfers</b>	<b>\$ 433,223</b>	<b>\$ 48,670</b>	<b>\$ (36,949)</b>	<b>\$ (141,019)</b>
8954 Operating Transfers In	76,942		76,110	76,110
<b>Change in Net Assets</b>	<b>\$ 510,165</b>	<b>\$ 48,670</b>	<b>\$ 39,161</b>	<b>\$ (64,909)</b>
Net Assets - Beginning Balance	(812,366)	(300,500)	2,225,255	2,225,255
Net Assets - Ending Balance	<b>\$ (300,500)</b>	<b>\$ 2,225,255</b>	<b>\$ 2,050,881</b>	<b>\$ 1,946,811</b>
<b>Memo:</b>				
4161 Intangible Assets	\$ 30,164	\$ 90,491	\$	\$
4451 Equipment		17,300	213,535	213,535

County of Placer  
Operation of Internal Service Fund  
Fiscal Year 2017-18

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

Operating Detail	2015-16 Actual	2016-17 Actual	2017-18 Recommended	2017-18 Adopted by the Board of Supervisors
1	2	3	4	5
<b>Operating Revenues</b>				
8344 IT Project Management Serv	431,692	625,413	500,246	500,246
8345 IT Data Storage	981,054	344,464	319,246	319,246
8346 IT Intergov Svcs Agreements	70,740	78,886	78,310	78,310
8347 IT Dept Specific App Services	273,325	70,717	383,363	383,363
8348 IT Dedicated Application Supp	3,611,739	3,466,208	3,476,971	3,845,290
8349 IT Server Hosting Services	294,735	754,523	820,223	820,223
8350 IT Services-CORE Services	9,921,480	11,173,865	10,986,433	10,986,433
8351 IT External Service Agreements	5,148	8,125	8,125	8,125
8352 IT Billable Services	207,571	289,526	374,789	374,789
<b>Total Operating Revenues</b>	<b>\$ 15,797,484</b>	<b>\$ 16,811,727</b>	<b>\$ 16,947,706</b>	<b>\$ 17,316,025</b>
<b>Operating Expenses</b>				
1001 Employee Paid Sick Leave	440,196	84,693		
1002 Salaries and Wages	5,527,138	5,637,148	5,694,102	5,850,555
1003 Extra Help		323		
1004 Accr Compensated Leave	699,292	(125,549)		
1005 Overtime & Call Back	89,139	102,525	64,575	64,575
1010 Cafeteria Plans (Non-PERS)	277,769	275,431	282,198	291,587
1018 Taxable Meal Reimbursements	724	641	750	750
1300 P.E.R.S.	1,329,970	1,398,955	1,476,730	1,515,975
1301 F.I.C.A.	428,730	437,209	435,684	447,295
1303 Other Postemployment Benefits (OPEB)	325,242	313,818	296,451	296,451
1308 PERS Pension Expense	(370,655)	99,066		
1309 OPEB Expense	(1,752,373)	51,903		
1310 Employee Group Ins	917,429	893,140	897,787	866,410
1315 Workers Comp Insurance	23,254	18,995	18,828	29,060
1320 Retired Employee Grp Ins	157,637	187,902	183,458	183,458
1325 401 (k) Employer Match	6,114	6,251	7,502	7,498
2051 Communication Services - Telephone	264,387	250,432	268,001	268,001
2052 Communication Services - Mobile Devices	10,675	12,998	17,600	17,600
2054 Telecomm Trunks/Circuits	630,207	500,207	500,207	500,207
2140 Gen Liability Ins	8,342	10,449	18,963	18,963
2273 Parts	4,093	11,957	15,500	15,500
2274 Delivery & Freight Charges		66		
2290 Maintenance - Equipment	36,675	33,144	82,683	82,683
2292 Maintenance - Software	2,302,026	2,458,547	3,241,600	3,325,600
2310 Employee Benefits Systems	84,772	91,849	29,136	29,136
2404 Maintenance Services	66,376	67,015	85,664	85,664
2405 Materials - Bldgs & Impr	14,888	110	7,286	7,286
2406 Maintenance - Janitorial	40,198	46,301	65,562	65,562
2415 Campus Services-PCGC	27,755	31,404	37,853	37,853
2439 Membership/Dues	1,882	1,507	8,720	8,720
2481 PC Acquisition	50,711	90,801	49,392	49,392
2511 Printing	16,596	11,709	21,901	21,901
2522 Other Supplies	33	1,046		
2523 Office Supplies & Exp	2,565	6,380	6,000	6,000
2524 Postage	3,945	4,076	4,213	4,213
2550 Administration	543,506	385,622		
2555 Prof/Spec Svcs - Purchased	1,697,373	1,795,711	876,592	988,592
2556 Prof/Spec Svcs - County	691	52,940	4,132	4,132
2570 Media / Video Services	12,049	1,796	180	180
2709 Countywide System Charges	28,113	28,181	58,042	58,042
2710 Rents & Leases - Equipment	384,509	439,863	528,698	528,698
2727 Rents & Leases - Bldgs & Impr		2,845		
2822 Advertising	770			
2838 Special Dept Expense-1099 Reportable			21,000	21,000
2840 Special Dept Expense	40,575	2,051	1,156,793	1,156,793
2844 Training	74,124	99,699	104,750	104,750
2931 Travel & Transportation	2,723	3,392	11,248	11,248
2932 Mileage	1,741	4,918	8,415	8,415
2933 Lodging	11,012	8,119	16,900	16,900
2941 County Vehicle Mileage	27,202	27,675	24,369	24,369
2964 Meals/Food Purchases	2,038	1,187	4,350	4,350
2965 Utilities	52,072	59,441	55,178	55,178

County of Placer  
 Operation of Internal Service Fund  
 Fiscal Year 2017-18

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

Operating Detail	2015-16 Actual	2016-17 Actual	2017-18 Recommended	2017-18 Adopted by the Board of Supervisors
1	2	3	4	5
3701 Equipment Depreciation		901	1,801	
9041 Cost Allocation In/Out			405,509	405,509
<b>Total Operating Expenses</b>	<b>\$ 14,545,131</b>	<b>\$ 15,927,690</b>	<b>\$ 17,094,502</b>	<b>\$ 17,486,051</b>
<b>Operating Income (Loss)</b>	<b>\$ 1,252,353</b>	<b>\$ 884,037</b>	<b>\$ (146,796)</b>	<b>\$ (170,026)</b>
<b>Non-Operating Revenue (Expenses)</b>				
3551 Transfer Out A-87 Costs			(552,167)	(552,167)
6950 Interest	9,692	30,166	25,000	25,000
6970 Investment Income	12,807	(33,615)		
8779 Contributions from General Fund	758,000			
<b>Total Non-Operating Revenue (Expenses)</b>	<b>\$ 780,499</b>	<b>\$ (3,449)</b>	<b>\$ (527,167)</b>	<b>\$ (527,167)</b>
<b>Income Before Capital Contributions and Transfers</b>	<b>\$ 2,032,852</b>	<b>\$ 880,588</b>	<b>\$ (673,963)</b>	<b>\$ (697,193)</b>
3775 Operating Transfer Out	(12,725,811)			
8954 Operating Transfers In	611,855		250,000	250,000
<b>Change in Net Assets</b>	<b>\$ (10,081,104)</b>	<b>\$ 880,588</b>	<b>\$ (423,963)</b>	<b>\$ (447,193)</b>
Net Assets - Beginning Balance		(10,081,093)	2,371,048	2,371,048
Net Assets - Ending Balance	<b>\$ (10,081,093)</b>	<b>\$ 2,371,048</b>	<b>\$ 1,947,085</b>	<b>\$ 1,923,855</b>
<b>Memo:</b>				
4451 Equipment	\$ 9,006	\$	\$	\$

County of Placer  
Operation of Internal Service Fund  
Fiscal Year 2017-18

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

Operating Detail	2015-16 Actual	2016-17 Actual	2017-18 Recommended	2017-18 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	693,866	699,629	713,068	713,068
8376 Convenience Copier Revenue	995,855	1,014,343	995,855	995,855
8377 Records Management	239,808	257,980	275,469	275,469
8386 Interoffice Mail Revenue		296,916	309,815	309,815
8388 Mail Services	424,609	139,461	146,618	146,618
8764 Miscellaneous Revenues	1,399	6,835	7,277	7,277
8774 Inventory Sales	203,539	190,627	203,612	203,612
<b>Total Operating Revenues</b>	<b>\$ 2,559,076</b>	<b>\$ 2,753,877</b>	<b>\$ 2,825,830</b>	<b>\$ 2,825,830</b>
<b>Operating Expenses</b>				
1001 Employee Paid Sick Leave	5,781	2,136		
1002 Salaries and Wages	551,604	561,778	565,592	581,989
1003 Extra Help		3,432		
1004 Accr Compensated Leave	2,924	(2,970)		
1010 Cafeteria Plans (Non-PERS)	28,975	28,286	29,924	30,908
1011 Salary Savings			(14,991)	(14,991)
1018 Taxable Meal Reimbursements		16		
1300 P.E.R.S.	133,211	141,766	149,313	153,425
1301 F.I.C.A.	40,903	41,720	43,269	44,523
1303 Other Postemployment Benefits (OPEB)	50,540	48,948	48,511	48,511
1308 PERS Pension Expense	(34,085)	9,927		
1309 OPEB Expense	(7,272)	11,705		
1310 Employee Group Ins	152,557	152,095	156,895	151,718
1315 Workers Comp Insurance	10,297	5,147	9,357	12,900
1320 Retired Employee Grp Ins	43,313	43,580	46,539	46,539
1325 401 (k) Employer Match	750	750	751	750
2020 Clothes & Personal Supplies		602		
2051 Communication Services - Telephone	13,687	14,009	13,693	13,693
2052 Communication Services - Mobile Devices	14	164	13	13
2140 Gen Liability Ins	3,011	3,075	2,785	2,785
2290 Maintenance - Equipment	183,783	194,707	174,847	174,847
2292 Maintenance - Software	8,246	15,227	30,454	30,454
2310 Employee Benefits Systems	12,671	13,182	14,879	14,879
2404 Maintenance Services	15,727	9,390	15,172	15,171
2406 Maintenance - Janitorial	12,458	14,863	16,967	16,967
2415 Campus Services-PCGC	19,597	19,652	23,835	23,835
2439 Membership/Dues			150	150
2481 PC Acquisition	1,334	5,792	3,998	3,998
2511 Printing		118		
2523 Office Supplies & Exp	316	1,636	470	470
2524 Postage	469	5,148	125	125
2550 Administration	98,022	120,338		
2555 Prof/Spec Svcs - Purchased	125,455	162,555	133,632	133,632
2556 Prof/Spec Svcs - County	55	2,772	5,000	5,000
2568 MIS - Services	52,074	63,916	57,225	57,225
2709 Countywide System Charges	11,567	7,887	9,036	9,036
2710 Rents & Leases - Equipment	300,312	202,575	122,475	122,475
2727 Rents & Leases - Bldgs & Impr	46,800	46,800	49,140	49,140
2840 Special Dept Expense	127,632	108,475	114,339	114,339
2844 Training	417	1,620	1,500	1,500
2920 Inventory Purchases	180,677	175,596	172,938	172,938
2932 Mileage	141	176		
2941 County Vehicle Mileage	12,224	10,994	10,149	10,149
2964 Meals/Food Purchases		118		
2965 Utilities	20,367	23,181	20,581	20,581
3701 Equipment Depreciation	228,190	235,557		
9041 Cost Allocation In/Out			134,471	134,471
<b>Total Operating Expenses</b>	<b>\$ 2,454,744</b>	<b>\$ 2,508,441</b>	<b>\$ 2,163,034</b>	<b>\$ 2,184,145</b>
<b>Operating Income (Loss)</b>	<b>\$ 104,332</b>	<b>\$ 245,436</b>	<b>\$ 662,796</b>	<b>\$ 641,685</b>
<b>Non-Operating Revenue (Expenses)</b>				
3551 Transfer Out A-87 Costs	(105,509)	(30,787)	(87,862)	(87,862)
3803 Long-Term Debt Repaid	347,554	177,752		

County of Placer  
 Operation of Internal Service Fund  
 Fiscal Year 2017-18

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

Operating Detail	2015-16 Actual	2016-17 Actual	2017-18 Recommended	2017-18 Adopted by the Board of Supervisors
1	2	3	4	5
3810 Lease Purchase Principal	(347,554)	(175,856)	(44,298)	(44,298)
3830 Lease Purchase Interest	(13,806)	(3,948)		
6950 Interest	648	1,519	1,200	1,200
6970 Investment Income	419	(2,749)		
8752 Gain/Loss on F/A Disposal	(521)	2,791		
8958 Capital Lease Proceeds		575		
<b>Total Non-Operating Revenue (Expenses)</b>	<b>\$ (118,769)</b>	<b>\$ (30,703)</b>	<b>\$ (130,960)</b>	<b>\$ (130,960)</b>
<b>Income Before Capital Contributions and Transfers</b>	<b>\$ (14,437)</b>	<b>\$ 214,733</b>	<b>\$ 531,836</b>	<b>\$ 510,725</b>
2333 Capital Asset Transfer (Out)	(3,160)			
<b>Change in Net Assets</b>	<b>\$ (17,597)</b>	<b>\$ 214,733</b>	<b>\$ 531,836</b>	<b>\$ 510,725</b>
Net Assets - Beginning Balance	(501,247)	(518,848)	412,102	412,102
Net Assets - Ending Balance	<b>\$ (518,848)</b>	<b>\$ 412,102</b>	<b>\$ 943,938</b>	<b>\$ 858,829</b>
<b>Memo:</b>				
4451 Equipment	\$ 55,122	\$ 50,354	\$	\$ 63,998