

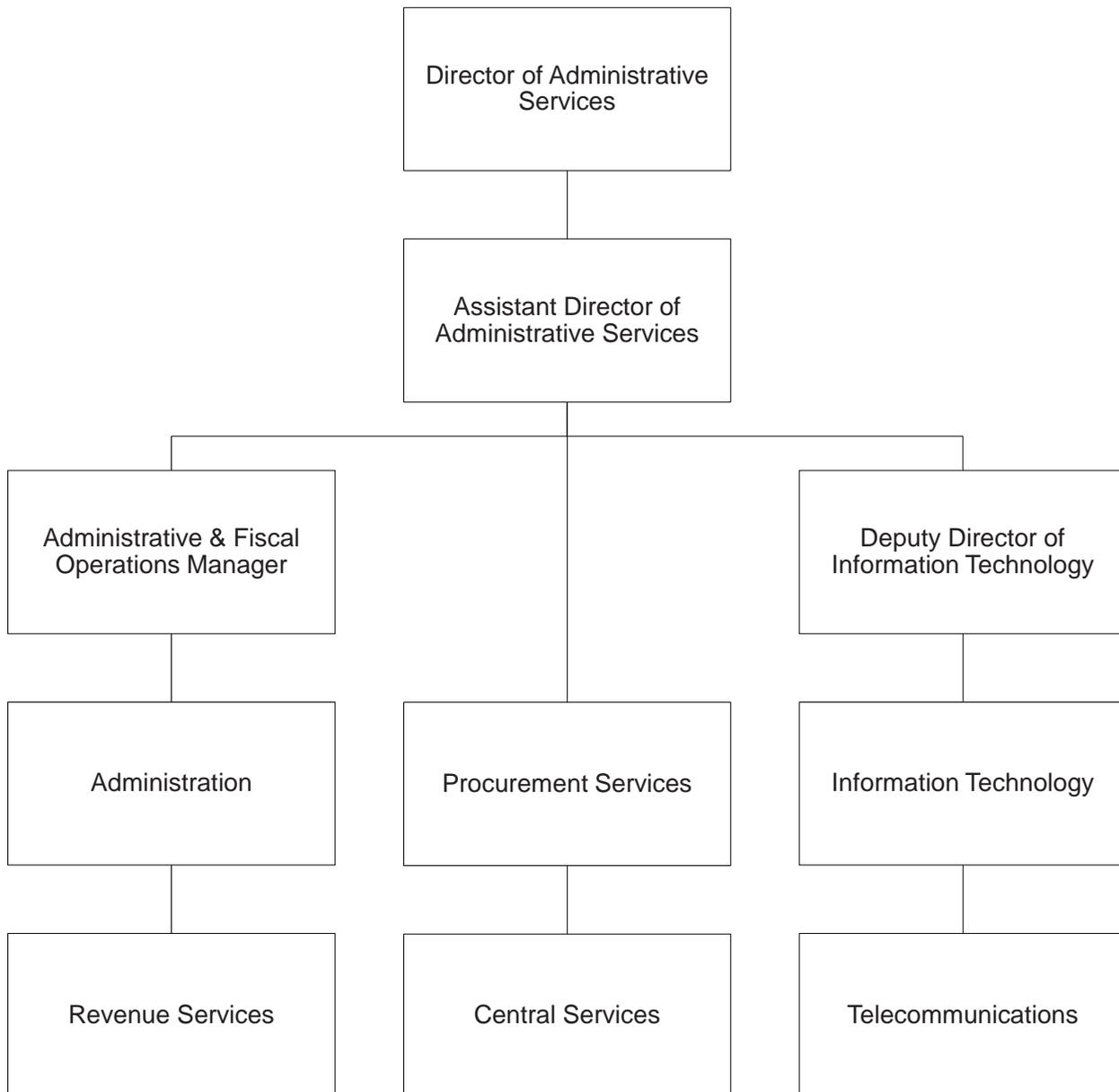
Administrative Services

| 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 Requested Budget | FY 2017-18 Recommended Budget | YOY % Change |
| GENERAL FUND | | | | | |
| Administration | 792,535 | 705,946 | 756,547 | 761,650 | |
| Procurement | 1,353,144 | 1,438,411 | 1,486,417 | 1,502,846 | |
| Revenue Services | 2,354,007 | 2,706,871 | 2,862,352 | 2,898,352 | |
| 11210 Administrative Services | 4,499,686 | 4,851,228 | 5,105,316 | 5,162,848 | 6.42% |
| INTERNAL SERVICE FUNDS | | | | | |
| Phone/NIS/Media Services | 4,264,934 | 3,942,217 | 4,568,730 | 4,864,433 | |
| Radio Services | 1,823,616 | 1,842,058 | 1,860,912 | 1,861,998 | |
| Telecom Admin/Overhead | 233,233 | 798,299 | 56,812 | 8,664 | |
| 02100 Telecommunications Service - Fund 250/100 | 6,321,783 | 6,582,574 | 6,486,454 | 6,735,095 | 2.32% |
| ACORN Support Services | 1,572,136 | 981,970 | 1,023,291 | 1,023,291 | |
| Customer Services Center | 2,736,312 | 3,006,326 | 3,549,686 | 3,927,286 | |
| IT Admin/Overhead Services | 13,603,732 | 1,926,591 | -56,129 | -56,129 | |
| IT Application Support | 995,155 | 1,090,502 | 931,371 | 931,371 | |
| IT HHS Support | 3,539,545 | 4,734,141 | 3,450,721 | 4,593,964 | |
| IT Infrastructure | 2,042,299 | 2,206,613 | 2,504,089 | 2,690,164 | |
| IT Project Management | 681,403 | 501,859 | 832,683 | 832,683 | |
| IT Security Services | 1,287,556 | 1,577,694 | 2,133,275 | 2,144,046 | |
| Web Services | 812,795 | 1,203,161 | 1,559,993 | 1,559,993 | |
| 02110 Information Technology Systems Services - Fund 250/110 | 27,270,934 | 17,228,857 | 15,928,980 | 17,646,669 | 2.43% |
| Central Services Admin/Overhead | 533,428 | 417,176 | 8,476 | 50,943 | |
| Central Services Graphic Design | | 123,521 | 277,890 | 277,890 | |
| Copy Machines | 710,926 | 731,485 | 272,810 | 272,810 | |
| Interoffice Mail | | | 320,152 | 320,152 | |
| Inventory Services | 217,178 | 202,259 | 196,771 | 196,771 | |
| Mail Services | 247,627 | 303,397 | 151,668 | 151,669 | |
| Print Services | 676,176 | 561,262 | 740,025 | 740,025 | |
| Records Management | 191,888 | 238,175 | 284,934 | 284,934 | |
| 06380 Central Services - Fund 250/305 | 2,577,223 | 2,577,275 | 2,252,726 | 2,295,194 | -10.94% |
| TOTAL INTERNAL SERVICE FUNDS | 36,169,940 | 26,388,706 | 24,668,160 | 26,676,958 | 1.09% |
| TOTAL ALL FUNDS | 40,669,626 | 31,239,934 | 29,773,476 | 31,839,806 | 1.92% |
| FUNDED POSITIONS | | | | | |
| 100-11210 Administrative Services | 31 | 33 | 35 | 34 | |
| 250-02100 Telecommunications Service | 18 | 19 | 20 | 20 | |
| 250-02110 Information Technology Systems Services | 61 | 62 | 55 | 63 | |
| 250-06380 Central Services | 9 | 9 | 9 | 9 | |
| TOTAL FUNDED POSITIONS | 119 | 123 | 119 | 126 | 2.44% |
| TOTAL ALLOCATED POSITIONS | 127 | 129 | 122 | 130 | 0.78% |

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 Program including implementation of enforcement programs addressing compliance of Short Term Rental Properties located in the unincorporated areas of Placer County.

Major Budget 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.

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: \$1,502,846

Administrative Services

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: \$2,898,352

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.

Major Budget 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.

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: \$4,864,433

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: \$1,861,998

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 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.

Major Budget Adjustment(s):

- Decrease in Consulting and Professional Services of \$704,175 for one-time Health and Human Services 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.

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: \$3,927,286

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: \$1,023,291

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 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: \$1,559,993

Administrative Services

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: \$2,144,046

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: \$832,683

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: \$2,690,164

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: \$931,371

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: \$4,593,964

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.

Major Budget Adjustment(s):

- Decrease in Rents & Leases – Equipment of \$111,000 for two Toshiba copiers coming off the 3-year 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: 385 offset print jobs and 4,350 digital black & white and color jobs processed annually.

Program Cost: \$740,025

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.

Program Cost: \$272,810

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.

Program Cost: \$151,669

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.

Program Cost: \$320,152

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.

Program Cost: \$196,771

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: \$284,934

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.

Program Cost: \$277,890

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

| Detail by Revenue Category and Expenditure Object | 2015-16 Final Actuals | 2016-17 Estimated | 2017-18 Recommended | 2017-18 Adopted by the Board of Supervisors |
|---|-----------------------------|----------------------|------------------------|--|
| 1 | 2 | 3 | 4 | 5 |
| Revenue | | | | |
| Fines, Forfeits & Penalties | | | | |
| 6886 Coll PGM-PC 1463.007 | \$ 2,045,363 | \$ 2,058,160 | \$ 2,016,848 | \$ |
| Total Fines, Forfeits & Penalties | \$ 2,045,363 | \$ 2,058,160 | \$ 2,016,848 | \$ |
| Intergovernmental Revenue | | | | |
| 7232 State Aid - Other | \$ | \$ 1,000 | \$ 1,000 | \$ |
| Total Intergovernmental Revenue | \$ | \$ 1,000 | \$ 1,000 | \$ |
| Charges for Services | | | | |
| 8110 Admin Services - Admin Support | \$ 809,626 | \$ 716,036 | \$ 761,108 | \$ |
| 8116 NSF & Misc Fees | 2,830 | 2,500 | 2,500 | |
| 8147 Installment Fees (PC1205) | 253,612 | 265,000 | 265,000 | |
| 8193 Other Services | 26 | | | |
| 8212 Other General Reimbursement | 4,130 | | | |
| 8294 Surplus Revenue | 19,047 | 12,000 | 15,000 | |
| 8299 Rebate Revenue | 36,512 | | 50,000 | |
| 8527 Transfer In A-87 Costs | 1,021,820 | 1,056,820 | 1,553,336 | |
| Total Charges for Services | \$ 2,147,603 | \$ 2,052,356 | \$ 2,646,944 | \$ |
| Miscellaneous Revenues | | | | |
| 8764 Miscellaneous Revenues | \$ 113,509 | \$ 75,000 | \$ 307,119 | \$ |
| Total Miscellaneous Revenues | \$ 113,509 | \$ 75,000 | \$ 307,119 | \$ |
| Total Revenue | \$ 4,306,475 | \$ 4,186,516 | \$ 4,971,911 | \$ |
| Expenditures / Appropriations | | | | |
| Salaries & Benefits | | | | |
| 1002 Salaries and Wages | \$ 2,073,301 | \$ 2,177,319 | \$ 2,287,256 | \$ |
| 1003 Extra Help | 19,202 | | | |
| 1005 Overtime & Call Back | 4,450 | 2,500 | 5,500 | |
| 1010 Cafeteria Plans (Non-PERS) | 99,799 | 107,619 | 114,212 | |
| 1300 P.E.R.S. | 488,144 | 549,372 | 592,009 | |
| 1301 F.I.C.A. | 155,672 | 160,697 | 170,222 | |
| 1303 Other Postemployment Benefits (OPEB) | 170,747 | 172,480 | 183,260 | |
| 1310 Employee Group Ins | 372,177 | 394,303 | 441,522 | |
| 1315 Workers Comp Insurance | 7,246 | 23,557 | 38,038 | |
| 1320 Retired Employee Grp Ins | 189,068 | 197,493 | 207,702 | |
| 1325 401 (k) Employer Match | 2,070 | 3,000 | 3,000 | |
| Total Salaries & Benefits | \$ 3,581,876 | \$ 3,788,340 | \$ 4,042,721 | \$ |
| Services & Supplies | | | | |
| 2051 Communication Services - Telephone | \$ 113,393 | \$ 68,700 | \$ 87,695 | \$ |
| 2052 Communication Services - Mobile Devices | 86 | | 940 | |
| 2140 Gen Liability Ins | 4,011 | 4,299 | 7,071 | |
| 2279 Auto - Shop Supplies | 140 | | | |
| 2290 Maintenance - Equipment | 591 | 1,250 | 750 | |
| 2292 Maintenance - Software | 996 | 1,000 | 1,000 | |
| 2310 Employee Benefits Systems | 43,672 | 52,421 | 74,503 | |
| 2404 Maintenance Services | | 115,664 | 58,630 | |
| 2406 Maintenance - Janitorial | | 30,577 | 35,453 | |
| 2415 Campus Services-PCGC | 30,107 | 33,248 | 24,126 | |
| 2439 Membership/Dues | 2,387 | 2,250 | 3,250 | |
| 2481 PC Acquisition | 2,050 | | 54,492 | |
| 2511 Printing | 16,722 | 19,000 | 19,000 | |
| 2523 Office Supplies & Exp | 15,043 | 16,500 | 18,500 | |
| 2524 Postage | 26,306 | 22,500 | 27,032 | |
| 2534 Operating Materials | 421 | | | |
| 2555 Prof/Spec Svcs - Purchased | 589,976 | 731,195 | 1,002,326 | |
| 2556 Prof/Spec Svcs - County | 13,475 | 14,907 | 17,653 | |
| 2568 MIS - Services | 179,693 | 196,204 | 184,057 | |
| 2570 Media / Video Services | 968 | | | |
| 2701 Publications & Legal Notices | 316 | 500 | 500 | |
| 2709 Countywide System Charges | 32,984 | 14,452 | 25,218 | |
| 2822 Advertising | 38 | | | |
| 2840 Special Dept Expense | 26,761 | 28,595 | 28,595 | |

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

| Detail by Revenue Category and Expenditure Object | 2015-16 Final Actuals | 2016-17 Estimated | 2017-18 Recommended | 2017-18 Adopted by the Board of Supervisors |
|---|-----------------------------|----------------------|------------------------|--|
| 1 | 2 | 3 | 4 | 5 |
| 2844 Training | 4,715 | 10,750 | 13,850 | |
| 2931 Travel & Transportation | 1,259 | 2,450 | 3,650 | |
| 2932 Mileage | 684 | 1,400 | 1,300 | |
| 2933 Lodging | 2,903 | 3,750 | 4,750 | |
| 2941 County Vehicle Mileage | 788 | 1,450 | 1,650 | |
| 2964 Meals/Food Purchases | 1,136 | 250 | 1,400 | |
| 2965 Utilities | | 48,262 | 46,166 | |
| Total Services & Supplies | \$ 1,111,621 | \$ 1,421,574 | \$ 1,743,557 | \$ |
| Intrafund Transfers Out | | | | |
| 5404 I/T-OUT Maintenance - Services | \$ 48,377 | \$ | \$ | \$ |
| 5406 I/T-OUT Maintenance - Janitorial | 30,556 | | | |
| 5550 I/T-OUT Administration | 349,466 | 453,590 | | |
| 5553 I/T-OUT Revenue Services Charges | 3,251 | | | |
| 5556 I/T-OUT Professional Services | 1,976 | | | |
| 5965 I/T-OUT Utilities | 38,610 | | | |
| Total Intrafund Transfers Out | \$ 472,236 | \$ 453,590 | \$ | \$ |
| Intrafund Transfers In | | | | |
| 5002 I/T-IN County General Fund | \$ (354,525) | \$ (465,222) | \$ (5,000) | \$ |
| 5004 I/T-IN Road Fund | | (250) | (250) | |
| 5009 I/T-IN County Library Fund | (5,821) | (3,000) | (5,000) | |
| 5011 I/T-IN Public Safety Fund | (195,729) | (182,000) | (188,500) | |
| 5026 I/T-IN Advertising & Promotion Fund | (109,974) | (161,804) | (424,680) | |
| Total Intrafund Transfers In | \$ (666,049) | \$ (812,276) | \$ (623,430) | \$ |
| Total Expenditures / Appropriations | \$ 4,499,684 | \$ 4,851,228 | \$ 5,162,848 | \$ |
| Net Cost | \$ 193,209 | \$ 664,712 | \$ 190,937 | \$ |

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 Estimated | 2017-18 Recommended | 2017-18 Adopted by the Board of Supervisors |
|--|---------------------|---------------------|---------------------|---|
| 1 | 2 | 3 | 4 | 5 |
| Operating Revenues | | | | |
| 8374 Graphic Design Services | | 130,417 | 174,116 | |
| 8375 Printing Revenue | 693,866 | 743,315 | 713,068 | |
| 8376 Convenience Copier Revenue | 995,855 | 940,500 | 995,855 | |
| 8377 Records Management | 239,808 | 286,340 | 275,469 | |
| 8386 Interoffice Mail Revenue | | | 309,815 | |
| 8388 Mail Services | 424,609 | 414,783 | 146,618 | |
| 8764 Miscellaneous Revenues | 1,399 | 5,256 | 7,277 | |
| 8774 Inventory Sales | 203,539 | 202,867 | 203,612 | |
| Total Operating Revenues | \$ 2,559,076 | \$ 2,723,478 | \$ 2,825,830 | \$ |
| Operating Expenses | | | | |
| 1001 Employee Paid Sick Leave | 5,781 | | | |
| 1002 Salaries and Wages | 551,604 | 554,126 | 565,592 | |
| 1004 Accr Compensated Leave | 2,924 | 4,500 | | |
| 1005 Overtime & Call Back | | 788 | | |
| 1010 Cafeteria Plans (Non-PERS) | 28,975 | 29,392 | 29,924 | |
| 1011 Salary Savings | | (14,991) | (14,991) | |
| 1300 P.E.R.S. | 133,211 | 141,298 | 149,313 | |
| 1301 F.I.C.A. | 40,903 | 41,951 | 43,269 | |
| 1303 Other Postemployment Benefits (OPEB) | 50,540 | 50,049 | 48,511 | |
| 1308 PERS Pension Expense | (34,085) | | | |
| 1309 OPEB Expense | (7,272) | | | |
| 1310 Employee Group Ins | 152,557 | 155,563 | 156,895 | |
| 1315 Workers Comp Insurance | 10,297 | 9,615 | 9,357 | |
| 1320 Retired Employee Grp Ins | 43,313 | 45,125 | 46,539 | |
| 1325 401 (k) Employer Match | 750 | 750 | 751 | |
| 2051 Communication Services - Telephone | 13,687 | 13,692 | 13,693 | |
| 2052 Communication Services - Mobile Devices | 14 | 13 | 13 | |
| 2140 Gen Liability Ins | 3,011 | 3,075 | 2,785 | |
| 2290 Maintenance - Equipment | 183,783 | 159,847 | 174,847 | |
| 2292 Maintenance - Software | 8,246 | 30,454 | 30,454 | |
| 2310 Employee Benefits Systems | 12,671 | 14,670 | 14,879 | |
| 2404 Maintenance Services | 15,727 | 12,806 | 15,172 | |
| 2406 Maintenance - Janitorial | 12,458 | 16,817 | 16,967 | |
| 2415 Campus Services-PCGC | 19,597 | 21,744 | 23,835 | |
| 2439 Membership/Dues | | 150 | 150 | |
| 2481 PC Acquisition | 1,334 | 1,500 | 3,998 | |
| 2523 Office Supplies & Exp | 316 | 470 | 470 | |
| 2524 Postage | 469 | 125 | 125 | |
| 2550 Administration | 98,022 | 97,380 | | |
| 2555 Prof/Spec Svcs - Purchased | 125,455 | 133,632 | 133,632 | |
| 2556 Prof/Spec Svcs - County | 55 | 6,000 | 5,000 | |
| 2568 MIS - Services | 52,074 | 55,394 | 57,225 | |
| 2709 Countywide System Charges | 11,567 | 7,887 | 9,036 | |
| 2710 Rents & Leases - Equipment | 300,312 | 273,767 | 122,475 | |
| 2727 Rents & Leases - Bldgs & Impr | 46,800 | 49,140 | 49,140 | |
| 2840 Special Dept Expense | 127,632 | 114,339 | 114,339 | |
| 2844 Training | 417 | 1,500 | 1,500 | |
| 2920 Inventory Purchases | 180,677 | 172,938 | 172,938 | |
| 2932 Mileage | 141 | | | |
| 2941 County Vehicle Mileage | 12,224 | 10,149 | 10,149 | |
| 2965 Utilities | 20,367 | 20,580 | 20,581 | |
| 3701 Equipment Depreciation | 228,190 | | | |
| 4451 Equipment | | 7,000 | | |
| 9041 Cost Allocation In/Out | | | 134,471 | |
| Total Operating Expenses | \$ 2,454,744 | \$ 2,243,235 | \$ 2,163,034 | \$ |
| Operating Income (Loss) | \$ 104,332 | \$ 480,243 | \$ 662,796 | \$ |
| Non-Operating Revenue (Expenses) | | | | |
| 3551 Transfer Out A-87 Costs | (105,509) | (30,788) | (87,862) | |
| 3803 Long-Term Debt Repaid | 347,554 | | | |
| 3810 Lease Purchase Principal | (347,554) | (185,455) | (44,298) | |
| 3830 Lease Purchase Interest | (13,806) | (3,444) | | |
| 6950 Interest | 648 | 2,280 | 1,200 | |

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 Estimated | 2017-18 Recommended | 2017-18 Adopted by the Board of Supervisors |
|--|---------------------|----------------------|------------------------|--|
| 1 | 2 | 3 | 4 | 5 |
| 6970 Investment Income | | 419 | | |
| 8752 Gain/Loss on F/A Disposal | | (521) | | |
| Total Non-Operating Revenue (Expenses) | \$ (118,769) | \$ (217,407) | \$ (130,960) | \$ |
| Income Before Capital Contributions and Transfers | \$ (14,437) | \$ 262,836 | \$ 531,836 | \$ |
| 2333 Capital Asset Transfer (Out) | | (3,160) | | |
| Change in Net Assets | \$ (17,597) | \$ 262,836 | \$ 531,836 | \$ |
| Net Assets - Beginning Balance | | (501,247) | (518,848) | (370,365) |
| Net Assets - Ending Balance | \$ (518,848) | \$ (370,365) | \$ 161,471 | \$ |
| Memo: | | | | |
| 4451 Equipment | \$ 55,122 | \$ 114,353 | \$ | \$ |

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 Estimated | 2017-18 Recommended | 2017-18 Adopted by the Board of Supervisors |
|--|----------------------|----------------------|----------------------|---|
| 1 | 2 | 3 | 4 | 5 |
| Operating Revenues | | | | |
| 8344 IT Project Management Serv | 431,692 | 537,208 | 500,246 | |
| 8345 IT Data Storage | 981,054 | 296,368 | 319,246 | |
| 8346 IT Intergov Svcs Agreements | 70,740 | 74,000 | 78,310 | |
| 8347 IT Dept Specific App Services | 273,325 | 337,585 | 383,363 | |
| 8348 IT Dedicated Application Supp | 3,611,739 | 4,613,900 | 3,476,971 | |
| 8349 IT Server Hosting Services | 294,735 | 718,753 | 820,223 | |
| 8350 IT Services-CORE Services | 9,921,480 | 10,774,163 | 10,986,433 | |
| 8351 IT External Service Agreements | 5,148 | 19,466 | 8,125 | |
| 8352 IT Billable Services | 207,571 | 292,528 | 374,789 | |
| Total Operating Revenues | \$ 15,797,484 | \$ 17,663,971 | \$ 16,947,706 | \$ |
| Operating Expenses | | | | |
| 1001 Employee Paid Sick Leave | 440,196 | | | |
| 1002 Salaries and Wages | 5,527,138 | 6,046,762 | 5,694,102 | |
| 1004 Accr Compensated Leave | 699,292 | | | |
| 1005 Overtime & Call Back | 89,139 | 58,705 | 64,575 | |
| 1010 Cafeteria Plans (Non-PERS) | 277,769 | 305,086 | 282,198 | |
| 1018 Taxable Meal Reimbursements | 724 | | 750 | |
| 1300 P.E.R.S. | 1,329,970 | 1,567,784 | 1,476,730 | |
| 1301 F.I.C.A. | 428,730 | 458,266 | 435,684 | |
| 1303 Other Postemployment Benefits (OPEB) | 325,242 | 344,781 | 296,451 | |
| 1308 PERS Pension Expense | (370,655) | | | |
| 1309 OPEB Expense | (1,752,373) | | | |
| 1310 Employee Group Ins | 917,429 | 966,755 | 897,787 | |
| 1315 Workers Comp Insurance | 23,254 | 26,393 | 18,828 | |
| 1320 Retired Employee Grp Ins | 157,637 | 191,617 | 183,458 | |
| 1325 401 (k) Employer Match | 6,114 | 7,502 | 7,502 | |
| 2051 Communication Services - Telephone | 264,387 | 251,160 | 268,001 | |
| 2052 Communication Services - Mobile Devices | 10,675 | 25,850 | 17,600 | |
| 2054 Telecomm Trunks/Circuits | 630,207 | 657,207 | 500,207 | |
| 2140 Gen Liability Ins | 8,342 | 10,449 | 18,963 | |
| 2273 Parts | 4,093 | 15,500 | 15,500 | |
| 2290 Maintenance - Equipment | 36,675 | 53,700 | 82,683 | |
| 2292 Maintenance - Software | 2,302,026 | 3,182,163 | 3,241,600 | |
| 2310 Employee Benefits Systems | 84,772 | 100,974 | 29,136 | |
| 2404 Maintenance Services | 66,376 | 78,253 | 85,664 | |
| 2405 Materials - Bldgs & Impr | 14,888 | 7,286 | 7,286 | |
| 2406 Maintenance - Janitorial | 40,198 | 43,318 | 65,562 | |
| 2415 Campus Services-PCGC | 27,755 | 30,780 | 37,853 | |
| 2439 Membership/Dues | 1,882 | 8,730 | 8,720 | |
| 2481 PC Acquisition | 50,711 | 34,287 | 49,392 | |
| 2511 Printing | 16,596 | 24,776 | 21,901 | |
| 2522 Other Supplies | 33 | | | |
| 2523 Office Supplies & Exp | 2,565 | 7,110 | 6,000 | |
| 2524 Postage | 3,945 | 3,990 | 4,213 | |
| 2550 Administration | 543,506 | 405,509 | | |
| 2555 Prof/Spec Svcs - Purchased | 1,697,373 | 1,580,767 | 876,592 | |
| 2556 Prof/Spec Svcs - County | 691 | 4,909 | 4,132 | |
| 2570 Media / Video Services | 12,049 | 180 | 180 | |
| 2709 Countywide System Charges | 28,113 | 28,181 | 58,042 | |
| 2710 Rents & Leases - Equipment | 384,509 | 405,055 | 528,698 | |
| 2822 Advertising | 770 | | | |
| 2838 Special Dept Expense-1099 Reportable | | 21,000 | 21,000 | |
| 2840 Special Dept Expense | 40,575 | 14,400 | 1,156,793 | |
| 2844 Training | 74,124 | 137,436 | 104,750 | |
| 2931 Travel & Transportation | 2,723 | 10,650 | 11,248 | |
| 2932 Mileage | 1,741 | 7,165 | 8,415 | |
| 2933 Lodging | 11,012 | 15,950 | 16,900 | |
| 2941 County Vehicle Mileage | 27,202 | 33,001 | 24,369 | |
| 2964 Meals/Food Purchases | 2,038 | 4,750 | 4,350 | |
| 2965 Utilities | 52,072 | 50,720 | 55,178 | |
| 3701 Equipment Depreciation | 901 | | | |
| 9041 Cost Allocation In/Out | | | 405,509 | |
| Total Operating Expenses | \$ 14,545,131 | \$ 17,228,857 | \$ 17,094,502 | \$ |

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 Estimated | 2017-18 Recommended | 2017-18 Adopted by the Board of Supervisors |
|--|-------------------|----------------------|------------------------|--|
| 1 | 2 | 3 | 4 | 5 |
| Operating Income (Loss) | \$ 1,252,353 | \$ 435,114 | \$ (146,796) | \$ |
| Non-Operating Revenue (Expenses) | | | | |
| 3551 Transfer Out A-87 Costs | | | (552,167) | |
| 6950 Interest | 9,692 | 12,000 | 25,000 | |
| 6970 Investment Income | 12,807 | | | |
| 8779 Contributions from General Fund | 758,000 | | | |
| Total Non-Operating Revenue (Expenses) | \$ 780,499 | \$ 12,000 | \$ (527,167) | \$ |
| Income Before Capital Contributions and Transfers | \$ 2,032,852 | \$ 447,114 | \$ (673,963) | \$ |
| 3775 Operating Transfer Out | (12,725,811) | | | |
| 8954 Operating Transfers In | 611,855 | | 250,000 | |
| Change in Net Assets | \$ (10,081,104) | \$ 447,114 | \$ (423,963) | \$ |
| Net Assets - Beginning Balance | | (10,081,093) | (9,633,979) | |
| Net Assets - Ending Balance | \$ (10,081,093) | \$ (9,633,979) | \$ (10,057,942) | \$ |
| Memo: | | | | |
| 4451 Equipment | \$ 9,006 | \$ | \$ | \$ |

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 Estimated | 2017-18 Recommended | 2017-18 Adopted by the Board of Supervisors |
|--|---------------------|---------------------|---------------------|---|
| 1 | 2 | 3 | 4 | 5 |
| Operating Revenues | | | | |
| 8118 Communication Services - Telephone | 2,304,516 | 2,118,102 | 2,022,698 | |
| 8119 Communication Services - Radio | 1,552,321 | 1,626,046 | 1,651,506 | |
| 8123 Communication Services - Media | 321,669 | 129,807 | 320,307 | |
| 8124 Comm Services - Network Infrastructure | 2,389,517 | 2,370,656 | 2,316,256 | |
| 8125 Cabling Services | 123,182 | 125,000 | 125,000 | |
| Total Operating Revenues | \$ 6,691,205 | \$ 6,369,611 | \$ 6,435,767 | \$ |
| Operating Expenses | | | | |
| 1001 Employee Paid Sick Leave | 40,430 | | | |
| 1002 Salaries and Wages | 1,774,376 | 1,916,693 | 1,947,580 | |
| 1004 Accr Compensated Leave | (18,406) | 26,917 | | |
| 1005 Overtime & Call Back | 97,211 | 110,000 | 95,000 | |
| 1010 Cafeteria Plans (Non-PERS) | 86,117 | 95,829 | 99,814 | |
| 1018 Taxable Meal Reimbursements | 13 | | | |
| 1300 P.E.R.S. | 409,509 | 515,439 | 481,860 | |
| 1301 F.I.C.A. | 142,413 | 153,433 | 155,595 | |
| 1303 Other Postemployment Benefits (OPEB) | 99,465 | 105,659 | 107,800 | |
| 1308 PERS Pension Expense | (110,436) | | | |
| 1309 OPEB Expense | 13,375 | | | |
| 1310 Employee Group Ins | 273,621 | 295,734 | 306,477 | |
| 1315 Workers Comp Insurance | 9,863 | 13,572 | 12,519 | |
| 1320 Retired Employee Grp Ins | 118,524 | 127,473 | 137,253 | |
| 1325 401 (k) Employer Match | 1,924 | 2,250 | 2,250 | |
| 2020 Clothes & Personal Supplies | | 1,500 | 1,500 | |
| 2050 Communication Services - Radio | 121,941 | | | |
| 2052 Communication Services - Mobile Devices | 15,828 | 15,000 | 16,320 | |
| 2054 Telecomm Trunks/Circuits | 786,023 | 900,290 | 880,260 | |
| 2140 Gen Liability Ins | 6,931 | 8,336 | 7,728 | |
| 2274 Delivery & Freight Charges | 300 | 500 | 500 | |
| 2290 Maintenance - Equipment | 162,190 | 238,520 | 164,073 | |
| 2292 Maintenance - Software | 199,278 | 92,841 | 162,359 | |
| 2310 Employee Benefits Systems | 26,299 | 31,109 | 93,966 | |
| 2404 Maintenance Services | 88,988 | 100,000 | 92,481 | |
| 2405 Materials - Bldgs & Impr | 955 | | | |
| 2406 Maintenance - Janitorial | 10,547 | 15,561 | 16,968 | |
| 2415 Campus Services-PCGC | 19,267 | 21,715 | 21,137 | |
| 2439 Membership/Dues | 563 | 550 | 700 | |
| 2481 PC Acquisition | 9,887 | 19,000 | 10,000 | |
| 2511 Printing | 3,615 | 4,500 | 4,500 | |
| 2522 Other Supplies | 10,599 | 1,000 | 1,392 | |
| 2523 Office Supplies & Exp | 3,128 | 2,500 | 3,000 | |
| 2524 Postage | 4,958 | 3,990 | 4,660 | |
| 2534 Operating Materials | 361,095 | 441,500 | 351,500 | |
| 2550 Administration | 168,097 | 160,000 | | |
| 2555 Prof/Spec Svcs - Purchased | 150,083 | 268,200 | 203,200 | |
| 2556 Prof/Spec Svcs - County | 8,599 | 9,400 | 8,831 | |
| 2568 MIS - Services | 127,811 | 154,778 | 173,242 | |
| 2701 Publications & Legal Notices | | 500 | 500 | |
| 2709 Countywide System Charges | 20,288 | 19,154 | 22,256 | |
| 2710 Rents & Leases - Equipment | 70,231 | 77,238 | 68,492 | |
| 2727 Rents & Leases - Bldgs & Impr | 121,207 | 124,804 | 131,617 | |
| 2744 Small Tools & Instruments | 1,078 | 4,000 | 3,500 | |
| 2770 Fuels & Lubricants | 20 | 1,500 | 1,500 | |
| 2840 Special Dept Expense | 264,563 | 16,230 | 40,495 | |
| 2844 Training | 26,919 | 39,600 | 30,000 | |
| 2931 Travel & Transportation | 645 | 5,900 | 4,500 | |
| 2933 Lodging | 2,202 | 4,500 | 5,000 | |
| 2941 County Vehicle Mileage | 99,438 | 80,000 | 100,000 | |
| 2964 Meals/Food Purchases | 1,066 | 1,000 | 1,500 | |
| 2965 Utilities | 128,748 | 101,102 | 130,000 | |
| 3701 Equipment Depreciation | 219,010 | | | |
| 3702 Bldg & Impr Depreciation | 29,827 | | | |
| 9041 Cost Allocation In/Out | | | 226,669 | |
| Total Operating Expenses | \$ 6,210,223 | \$ 6,329,317 | \$ 6,330,494 | \$ |

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 Estimated | 2017-18 Recommended | 2017-18 Adopted by the Board of Supervisors |
|--|-------------------|----------------------|------------------------|--|
| 1 | 2 | 3 | 4 | 5 |
| Operating Income (Loss) | \$ 480,982 | \$ 40,294 | \$ 105,273 | \$ |
| Non-Operating Revenue (Expenses) | | | | |
| 3551 Transfer Out A-87 Costs | (111,747) | (201,488) | (157,370) | |
| 3803 Long-Term Debt Repaid | 32,254 | | | |
| 3810 Lease Purchase Principal | (32,254) | (33,019) | (33,036) | |
| 3830 Lease Purchase Interest | (1,515) | (750) | (660) | |
| 6770 Franchises | 25,844 | 25,844 | 25,844 | |
| 6950 Interest | 23,057 | 16,500 | 23,000 | |
| 6970 Investment Income | 15,552 | | | |
| 7232 State Aid - Other | 1,050 | | | |
| Total Non-Operating Revenue (Expenses) | \$ (47,759) | \$ (192,913) | \$ (142,222) | \$ |
| Income Before Capital Contributions and Transfers | \$ 433,223 | \$ (152,619) | \$ (36,949) | \$ |
| 8954 Operating Transfers In | 76,942 | 83,000 | 76,110 | |
| Change in Net Assets | \$ 510,165 | \$ (69,619) | \$ 39,161 | \$ |
| Net Assets - Beginning Balance | (812,366) | (300,500) | (388,119) | |
| Net Assets - Ending Balance | \$ (300,500) | \$ (388,119) | \$ (562,493) | \$ |
| Memo: | | | | |
| 4161 Intangible Assets | \$ 30,164 | | \$ | \$ |
| 4451 Equipment | | 18,000 | 213,535 | |