

Administrative Services

ADMINISTRATIVE SERVICES DEPARTMENT APPROPRIATION SUMMARY Fiscal Year 2016-17					
ADMINISTERED BY:		DIRECTOR OF ADMINISTRATIVE SERVICES			
Appropriations	FY 2014-15	FY 2015-16	FY 2016-17	FY 2016-17	
	Actuals	Est / Actual	Proposed Budget	Final Budget	YOY PBB % % Change
GENERAL FUND					
Procurement Services			\$ 1,428,547	\$ 1,438,411	30%
Revenue Services			\$ 2,612,766	\$ 2,706,871	56%
Administration			\$ 703,261	\$ 705,946	15%
Administrative Services	\$ 5,210,064	\$ 4,499,684	\$ 4,744,574	\$ 4,851,228	100% 7.8%
INTERNAL SERVICE FUNDS					
Phone/NIS/Media Services			\$ 3,907,422	\$ 3,942,217	60%
Radio Services			\$ 1,814,934	\$ 1,842,058	28%
Telecom Overhead			\$ 785,099	\$ 798,299	12%
Telecommunication Services* - Fund 250/100	\$ 6,158,149	\$ 6,321,784	\$ 6,507,455	\$ 6,582,574	100% 4.1%
Customer Services Center			\$ 3,008,006	\$ 3,006,326	17%
IT HHS Dedicated Application Support			\$ 3,800,039	\$ 4,734,141	27%
ACORN Support Services			\$ 982,536	\$ 981,970	6%
Web Services			\$ 1,168,444	\$ 1,203,161	7%
IT Security Services			\$ 1,578,386	\$ 1,577,694	9%
IT Project Management			\$ 502,174	\$ 501,859	3%
IT Infrastructure			\$ 2,207,819	\$ 2,206,613	13%
IT Application Support			\$ 1,090,995	\$ 1,090,502	6%
IT Overhead Services			\$ 1,926,754	\$ 1,926,591	11%
Information Technology Systems Services* - Fund 250/110	\$ -	\$ 14,544,166	\$ 16,265,153	\$ 17,228,857	100% 0.0%
Print Services			\$ 586,639	\$ 561,262	22%
Copy Machines			\$ 661,512	\$ 731,485	28%
Mail Services			\$ 321,692	\$ 303,397	12%
Inventory Services			\$ 205,337	\$ 202,259	8%
Records Management			\$ 243,604	\$ 238,175	9%
Central Services Overhead			\$ 435,006	\$ 417,176	16%
Central Services Graphic Design			\$ 133,594	\$ 123,521	5%
Central Services* - Fund 250/305	\$ 2,463,568	\$ 2,632,716	\$ 2,587,384	\$ 2,577,275	100% -2.1%
Subtotal Internal Service Funds	\$ 8,621,717	\$ 23,498,666	\$ 25,359,992	\$ 26,388,706	12.3%
TOTAL ALL FUNDS	\$ 13,831,781	\$ 27,998,350	\$ 30,104,566	\$ 31,239,934	11.6%

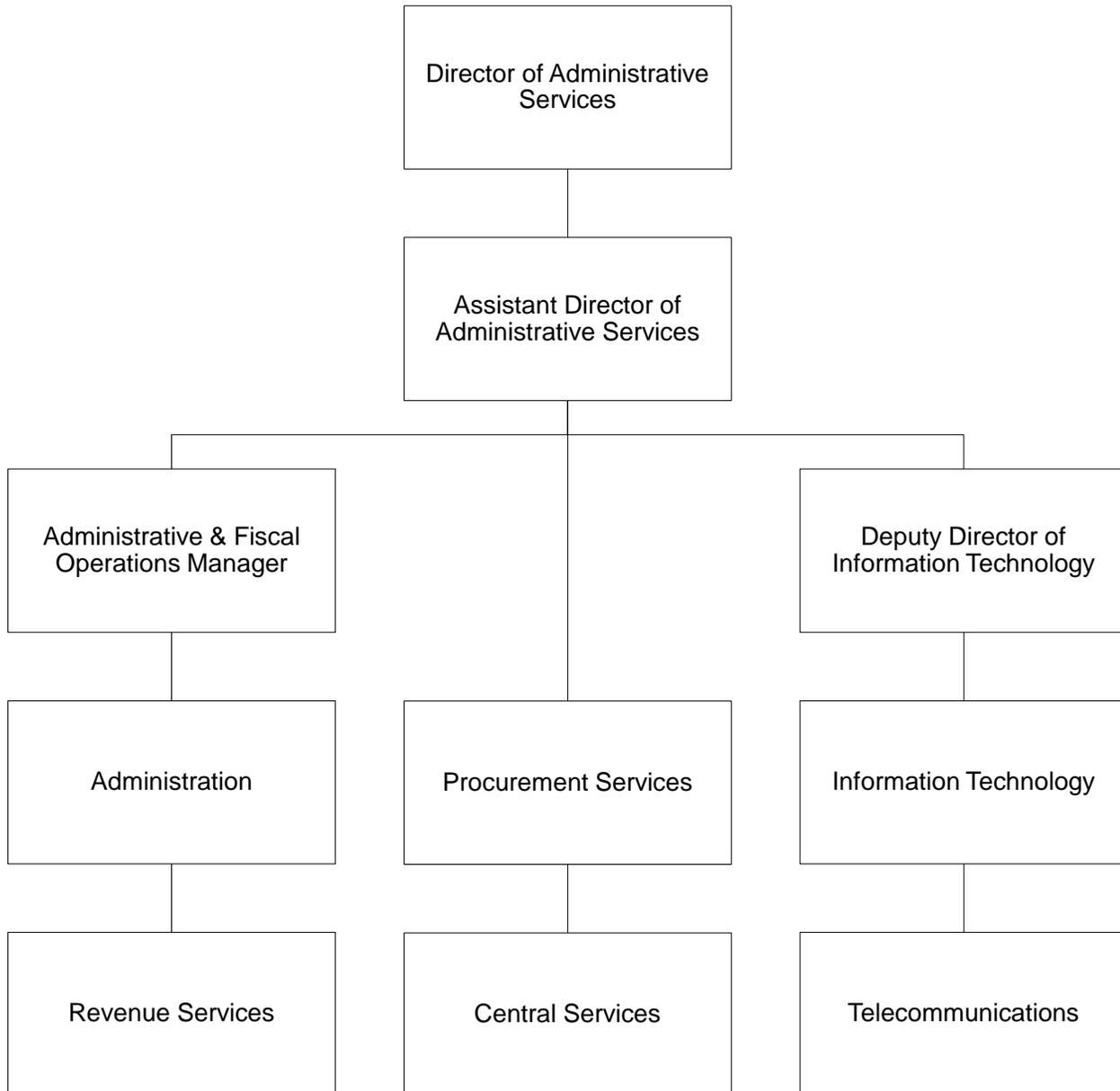
*Budget includes total operating expenses and fixed assets.
Gross Budget shown in table above.

FUNDED POSITIONS					
Administrative Services	31	31	32	33	6%
Telecommunication Services - Fund 250/100	19	18	19	19	6%
Information Technology Systems Services - Fund 250/110	61	61	62	62	2%
Central Services - Fund 250/305	9	9	9	9	0%
TOTAL FUNDED POSITIONS	120	119	122	123	3%
TOTAL ALLOCATED POSITIONS	128	127	127	129	2%

Mission Statement

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

ADMINISTRATIVE SERVICES DEPARTMENT



11210 – ADMINISTRATIVE SERVICES

Administration and Financial System

Purpose: Provides quality management, fiscal, and administrative support to the Administrative Services Department and effectively communicates and acts as liaison to other departments, outside agencies, and the public. Provides centralized purchasing services to county departments for the procurement of materials, equipment, and services, and ensures that county purchasing policies and procedures are followed to maintain consistency in buying practices and compliance with all applicable laws. Provides centralized billing and collection services to obtain funds entitled to Placer County and other government entities.

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

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

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

Proposed Budget Major Budget Adjustment(s):

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

Final Budget Major Budget Adjustment(s):

- Increase in Services and Supplies \$50,000 for remodel of revenue services division.

PBB PROGRAMS - ADMINISTRATIVE SERVICES

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

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

Program Cost: \$1,438,411

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

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

Program Cost: \$2,706,871

02100 – TELECOMMUNICATIONS (Internal Service Fund)

Administration and Financial System

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

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

Proposed Budget Major Adjustment(s):

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

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

Program Cost: \$3,942,217

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

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

Program Cost: \$1,842,058

02110 – INFORMATION TECHNOLOGY (Internal Service Fund)

Administration and Financial System

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

FY 2016-17 Highlights: The Information Technology (IT) Division is the central information technology service provider for Placer County Departments with an emphasis on shared technology services and reducing the overall

Administrative Services

cost of information technologies countywide while maximizing value and high quality service. The division will focus its efforts on strengthening the county's cyber security program to further protect county data assets, enhance citizen engagement initiatives to interact with county agencies in a secure and transparent manner, and evaluate emerging technologies to identify opportunities for increased efficiencies and cost reductions.

Proposed Budget Major Adjustment(s):

- Decrease of \$572,000 due to ACORN system expenses that were moved to the County Executive Office's countywide systems budget (Appropriation 06240)
- Increase of \$446,000 in Salaries and Benefits resulting from removal of salary savings, one additional Administrative Technician, and anticipated cost drivers.

Final Budget Major Adjustment(s):

- Increase \$527,000 in Services and Supplies for Health and Human Services service delivery software and document management software.
- Increase \$366,000 in Services and Supplies for Health and Human Services' DVS expansion.

PBB PROGRAMS - INFORMATION TECHNOLOGY

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

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

Program Cost: \$3,006,326

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

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

Program Cost: \$4,734,141

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

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

Program Cost: \$981,970

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

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

Program Cost: \$1,203,161

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

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

Program Cost: \$1,577,694

Administrative Services

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

Program Attributes: Supporting 64 information technology related projects.

Program Cost: \$501,859

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

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

Program Cost: \$2,206,613

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

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

Program Cost: \$1,090,502

06380 – CENTRAL SERVICES (Internal Service Fund)

Administration and Financial System

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

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

Proposed Budget Major Adjustment(s):

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

Final Budget Major Adjustment(s):

- None.

PBB PROGRAMS - CENTRAL SERVICES

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

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

Program Cost: \$561,262

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

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

Program Cost: \$731,485

Administrative Services

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

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

Program Cost: \$303,397

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

Program Cost: \$202,259

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: \$238,175

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

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

Program Cost: \$123,521

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

Detail by Revenue Category and Expenditure Object	2014-15 Final Actuals	2015-16 Actual	2016-17 Recommended	2016-17 Adopted by the Board of Supervisors
1	2	3	4	5
Revenue				
Fines, Forfeits & Penalties				
6886 Coll PGM-PC 1463.007	\$ 1,941,237	\$ 2,045,363	\$ 2,006,622	\$ 2,058,160
Total Fines, Forfeits & Penalties	\$ 1,941,237	\$ 2,045,363	\$ 2,006,622	\$ 2,058,160
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	\$ 260,412	\$ 809,626	\$ 703,260	\$ 716,036
8114 Data Processing Services	747,846			
8116 NSF & Misc Fees	2,932	2,830	2,500	2,500
8147 Installment Fees (PC1205)	255,821	253,612	265,000	265,000
8193 Other Services	328	26		
8212 Other General Reimbursement	6,233	4,130		
8294 Surplus Revenue	15,271	19,047	12,000	12,000
8299 Rebate Revenue	32,914	36,512	1,056,820	
8527 Transfer In A-87 Costs	2,051,349	1,021,820		1,056,820
Total Charges for Services	\$ 3,373,106	\$ 2,147,603	\$ 2,039,580	\$ 2,052,356
Miscellaneous Revenues				
8753 Other Sales	\$ 40	\$	\$	\$
8764 Miscellaneous Revenues	206,837	113,509	75,000	75,000
Total Miscellaneous Revenues	\$ 206,877	\$ 113,509	\$ 75,000	\$ 75,000
Other Financing Sources				
8954 Operating Transfers In	\$ 828,019	\$	\$	\$
Total Other Financing Sources	\$ 828,019	\$	\$	\$
Total Revenue	\$ 6,349,239	\$ 4,306,475	\$ 4,122,202	\$ 4,186,516
Expenditures / Appropriations				
Salaries & Benefits				
1001 Employee Paid Sick Leave	\$ 51,682	\$	\$	\$
1002 Salaries and Wages	7,168,066	2,073,301	2,153,390	2,177,319
1003 Extra Help	7,013	19,202		
1005 Overtime & Call Back	47,969	4,450	2,500	2,500
1010 Cafeteria Plans (Non-PERS)	360,935	99,799	106,183	107,619
1011 Salary Savings			(57,870)	
1018 Taxable Meal Reimbursements	371			
1300 P.E.R.S.	1,612,653	488,144	543,526	549,372
1301 F.I.C.A.	550,193	155,672	158,866	160,697
1303 Other Postemployment Benefits (OPEB)	348,836	170,747	172,480	172,480
1310 Employee Group Ins	1,142,514	372,177	412,513	394,303
1315 Workers Comp Insurance	24,277	7,246	7,767	23,557
1320 Retired Employee Grp Ins	294,215	189,068	211,808	197,493
1325 401 (k) Employer Match	6,647	2,070	3,000	3,000
Total Salaries & Benefits	\$ 11,615,371	\$ 3,581,876	\$ 3,714,163	\$ 3,788,340
Services & Supplies				
2051 Communication Services - Telephone	\$ 312,419	\$ 113,393	\$ 68,700	\$ 68,700
2052 Communication Services - Mobile Devices	14,754	86		
2054 Telecomm Trunks/Circuits	657,207			
2140 Gen Liability Ins	13,212	4,011	4,873	4,299
2273 Parts	6,510			
2279 Auto - Shop Supplies		140		
2290 Maintenance - Equipment	36,066	591	1,250	1,250
2292 Maintenance - Software	1,568,269	996	1,000	1,000
2310 Employee Benefits Systems	1,577	43,672	61,089	52,421
2404 Maintenance Services			65,664	115,664
2406 Maintenance - Janitorial			30,577	30,577
2415 Campus Services-PCGC	34,516	30,107	33,248	33,248
2439 Membership/Dues	3,228	2,387	2,250	2,250
2481 PC Acquisition	81,511	2,050		
2511 Printing	31,346	16,722	19,000	19,000
2522 Other Supplies	267			

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

Detail by Revenue Category and Expenditure Object	2014-15 Final Actuals	2015-16 Actual	2016-17 Recommended	2016-17 Adopted by the Board of Supervisors
1	2	3	4	5
2523 Office Supplies & Exp	18,805	15,043	16,500	16,500
2524 Postage	20,932	26,306	22,500	22,500
2534 Operating Materials		421		
2555 Prof/Spec Svcs - Purchased	1,785,973	589,976	731,195	731,195
2556 Prof/Spec Svcs - County	23,855	13,475	14,907	14,907
2568 MIS - Services		179,693	196,204	196,204
2570 Media / Video Services	5,315	968		
2701 Publications & Legal Notices	1,528	316	500	500
2709 Countywide System Charges	35,141	32,984	14,452	14,452
2710 Rents & Leases - Equipment	434,396			
2822 Advertising		38		
2840 Special Dept Expense	45,383	26,761	28,595	28,595
2844 Training	86,993	4,715	10,750	10,750
2931 Travel & Transportation	5,869	1,259	2,450	2,450
2932 Mileage	3,626	684	1,400	1,400
2933 Lodging	13,462	2,903	3,750	3,750
2941 County Vehicle Mileage	24,027	788	1,450	1,450
2964 Meals/Food Purchases	2,438	1,136	250	250
2965 Utilities			48,262	48,262
Total Services & Supplies	\$ 5,268,625	\$ 1,111,621	\$ 1,380,816	\$ 1,421,574
Intrafund Transfers Out				
5310 I/T-OUT Employee Benefit Systems	\$ 102,632	\$	\$	\$
5404 I/T-OUT Maintenance - Services	167,522	48,377		
5406 I/T-OUT Maintenance - Janitorial		30,556		
5550 I/T-OUT Administration	782,778	349,466	453,590	453,590
5552 I/T-OUT MIS Services	117,045			
5553 I/T-OUT Revenue Services Charges		3,251		
5556 I/T-OUT Professional Services	5,208	1,976		
5965 I/T-OUT Utilities	85,126	38,610		
Total Intrafund Transfers Out	\$ 1,260,311	\$ 472,236	\$ 453,590	\$ 453,590
Intrafund Transfers In				
5002 I/T-IN County General Fund	\$ (9,318,601)	\$ (354,525)	\$ (456,941)	\$ (465,222)
5004 I/T-IN Road Fund	(168,895)		(250)	(250)
5008 I/T-IN County Office Bldg Fund	(35,665)			
5009 I/T-IN County Library Fund	(129,721)	(5,821)	(3,000)	(3,000)
5010 I/T-IN Fire Protection Fund	(6,547)			
5011 I/T-IN Public Safety Fund	(3,099,228)	(195,729)	(182,000)	(182,000)
5026 I/T-IN Advertising & Promotion Fund	(175,586)	(109,974)	(161,804)	(161,804)
Total Intrafund Transfers In	\$ (12,934,243)	\$ (666,049)	\$ (803,995)	\$ (812,276)
Total Expenditures / Appropriations	\$ 5,210,064	\$ 4,499,684	\$ 4,744,574	\$ 4,851,228
Net Cost	\$ (1,139,175)	\$ 193,209	\$ 622,372	\$ 664,712

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

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

Operating Detail	2014-15 Actual	2015-16 Actual	2016-17 Recommended	2016-17 Adopted by the Board of Supervisors
1	2	3	4	5
Operating Revenues				
8374 Graphic Design Services			130,417	130,417
8375 Printing Revenue	718,003	693,866	743,315	743,315
8376 Convenience Copier Revenue	890,866	995,855	940,500	940,500
8377 Records Management	248,484	239,808	286,340	286,340
8388 Mail Services	390,359	424,609	414,783	414,783
8764 Miscellaneous Revenues	1,397	1,399	5,256	5,256
8774 Inventory Sales	193,994	203,539	202,867	202,867
Total Operating Revenues	\$ 2,443,103	\$ 2,559,076	\$ 2,723,478	\$ 2,723,478
Operating Expenses				
1001 Employee Paid Sick Leave	(4,617)	5,781		
1002 Salaries and Wages	530,984	551,604	554,126	554,126
1004 Accr Compensated Leave	4,473	2,924	4,500	4,500
1005 Overtime & Call Back	(9)		788	788
1010 Cafeteria Plans (Non-PERS)	27,762	28,975	29,392	29,392
1011 Salary Savings			(14,991)	(14,991)
1300 P.E.R.S.	120,155	133,211	141,298	141,298
1301 F.I.C.A.	40,012	40,903	41,951	41,951
1303 Other Postemployment Benefits (OPEB)	35,971	50,540	50,049	50,049
1308 PERS Pension Expense	(17,205)	(34,085)		
1309 OPEB Expense	(23,536)	(7,272)		
1310 Employee Group Ins	133,897	152,557	161,988	155,563
1315 Workers Comp Insurance	10,681	10,297	9,615	9,615
1320 Retired Employee Grp Ins	39,722	43,313	46,129	45,125
1325 401 (k) Employer Match	743	750	750	750
2051 Communication Services - Telephone	13,537	13,687	13,692	13,692
2052 Communication Services - Mobile Devices	36	14	13	13
2140 Gen Liability Ins	2,014	3,011	3,577	3,075
2290 Maintenance - Equipment	152,737	183,783	159,847	159,847
2292 Maintenance - Software	24,377	8,246	30,454	30,454
2310 Employee Benefits Systems	10,101	12,671	12,756	14,670
2404 Maintenance Services	28,489	15,727	12,806	12,806
2406 Maintenance - Janitorial		12,458	16,817	16,817
2415 Campus Services-PCGC	14,986	19,597	21,744	21,744
2439 Membership/Dues	150		150	150
2481 PC Acquisition	1,476	1,334	1,500	1,500
2523 Office Supplies & Exp	470	316	470	470
2524 Postage	(22)	469	125	125
2550 Administration	93,504	98,022	97,380	97,380
2555 Prof/Spec Svcs - Purchased	134,668	125,455	133,632	133,632
2556 Prof/Spec Svcs - County	38,370	55	6,000	6,000
2568 MIS - Services		52,074	55,394	55,394
2709 Countywide System Charges	7,487	11,567	7,887	7,887
2710 Rents & Leases - Equipment	273,113	300,312	273,767	273,767
2727 Rents & Leases - Bldgs & Impr	46,800	46,800	49,140	49,140
2840 Special Dept Expense	115,786	127,632	114,339	114,339
2844 Training	1,316	417	1,500	1,500
2920 Inventory Purchases	171,180	180,677	172,938	172,938
2932 Mileage		141		
2941 County Vehicle Mileage	10,095	12,224	10,149	10,149
2965 Utilities	21,969	20,367	20,580	20,580
3701 Equipment Depreciation	208,954	228,190		
4451 Equipment			7,000	7,000
Total Operating Expenses	\$ 2,270,626	\$ 2,454,744	\$ 2,249,252	\$ 2,243,235
Operating Income (Loss)	\$ 172,477	\$ 104,332	\$ 474,226	\$ 480,243
Non-Operating Revenue (Expenses)				
3551 Transfer Out A-87 Costs	(174,779)	(105,509)	(107,916)	(30,788)
3803 Long-Term Debt Repaid	257,912	292,432		
3810 Lease Purchase Principal	(257,912)	(347,554)	(185,455)	(185,455)
3830 Lease Purchase Interest	(18,163)	(13,806)	(3,444)	(3,444)
6950 Interest	2,280	648	2,280	2,280
6970 Investment Income	53	263		
8958 Capital Lease Proceeds		55,122		

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

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

Operating Detail	2014-15 Actual	2015-16 Actual	2016-17 Recommended	2016-17 Adopted by the Board of Supervisors
1	2	3	4	5
Total Non-Operating Revenue (Expenses)	\$ (190,609)	\$ (118,404)	\$ (294,535)	\$ (217,407)
Income Before Capital Contributions and Transfers	\$ (18,132)	\$ (14,072)	\$ 179,691	\$ 262,836
2333 Capital Asset Transfer (Out)		(3,160)		
8333 Capital Asset Transfer (In)	3,449			
8954 Operating Transfers In	10,020			
Change in Net Assets	\$ (4,663)	\$ (17,232)	\$ 179,691	\$ 262,836
Net Assets - Beginning Balance	596,658	(501,247)	(992,333)	(992,333)
Net Assets - Ending Balance	\$ (501,247)	\$ (992,333)	\$ (853,959)	\$ (843,850)
Memo:				
4451 Equipment	\$ 118,519	\$ 55,122	\$ 41,317	\$ 114,353

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

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

Operating Detail	2014-15 Actual	2015-16 Actual	2016-17 Recommended	2016-17 Adopted by the Board of Supervisors
1	2	3	4	5
Operating Revenues				
8344 IT Project Management Serv		431,692	502,208	537,208
8345 IT Data Storage		981,054	296,368	296,368
8346 IT Intergov Svcs Agreements		70,740	74,000	74,000
8347 IT Dept Specific App Services		273,325	337,585	337,585
8348 IT Dedicated Application Supp		3,611,739	3,679,799	4,613,900
8349 IT Server Hosting Services		294,735	718,753	718,753
8350 IT Services-CORE Services		9,921,480	10,774,163	10,774,163
8351 IT External Service Agreements		5,148	19,466	19,466
8352 IT Billable Services		207,571	292,528	292,528
Total Operating Revenues	\$	\$ 15,797,484	\$ 16,694,870	\$ 17,663,971
Operating Expenses				
1001 Employee Paid Sick Leave		440,196		
1002 Salaries and Wages		5,527,138	6,016,043	6,046,762
1004 Accr Compensated Leave		699,292		
1005 Overtime & Call Back		89,139	58,705	58,705
1010 Cafeteria Plans (Non-PERS)		277,769	303,243	305,086
1018 Taxable Meal Reimbursements		724		
1300 P.E.R.S.		1,329,970	1,560,292	1,567,784
1301 F.I.C.A.		428,730	455,916	458,266
1303 Other Postemployment Benefits (OPEB)		325,242	344,781	344,781
1308 PERS Pension Expense		(371,620)		
1309 OPEB Expense		(1,752,373)		
1310 Employee Group Ins		917,429	992,243	966,755
1315 Workers Comp Insurance		23,254	26,339	26,393
1320 Retired Employee Grp Ins		157,637	185,496	191,617
1325 401 (k) Employer Match		6,114	7,502	7,502
2051 Communication Services - Telephone		264,387	251,160	251,160
2052 Communication Services - Mobile Devices		10,675	25,850	25,850
2054 Telecomm Trunks/Circuits		630,207	657,207	657,207
2140 Gen Liability Ins		8,342	11,842	10,449
2273 Parts		4,093	15,500	15,500
2290 Maintenance - Equipment		36,675	53,700	53,700
2292 Maintenance - Software		2,302,026	2,815,671	3,182,163
2310 Employee Benefits Systems		84,772	87,785	100,974
2404 Maintenance Services		66,376	78,253	78,253
2405 Materials - Bldgs & Impr		14,888	7,286	7,286
2406 Maintenance - Janitorial		40,198	43,318	43,318
2415 Campus Services-PCGC		27,755	30,780	30,780
2439 Membership/Dues		1,882	8,730	8,730
2481 PC Acquisition		50,711	34,287	34,287
2511 Printing		16,596	24,776	24,776
2522 Other Supplies		33		
2523 Office Supplies & Exp		2,565	7,110	7,110
2524 Postage		3,945	3,990	3,990
2550 Administration		543,506	405,509	405,509
2555 Prof/Spec Svcs - Purchased		1,697,373	1,018,442	1,580,767
2556 Prof/Spec Svcs - County		691	4,909	4,909
2570 Media / Video Services		12,049	180	180
2709 Countywide System Charges		28,113	28,181	28,181
2710 Rents & Leases - Equipment		384,509	405,055	405,055
2822 Advertising		770		
2838 Special Dept Expense-1099 Reportable			21,000	21,000
2840 Special Dept Expense		40,575	14,400	14,400
2844 Training		74,124	137,436	137,436
2931 Travel & Transportation		2,723	10,650	10,650
2932 Mileage		1,741	7,165	7,165
2933 Lodging		11,012	15,950	15,950
2941 County Vehicle Mileage		27,202	33,001	33,001
2964 Meals/Food Purchases		2,038	4,750	4,750
2965 Utilities		52,072	50,720	50,720
3701 Equipment Depreciation		901		
Total Operating Expenses	\$	\$ 14,544,166	\$ 16,265,153	\$ 17,228,857

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

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

Operating Detail	2014-15 Actual	2015-16 Actual	2016-17 Recommended	2016-17 Adopted by the Board of Supervisors	
1	2	3	4	5	
Operating Income (Loss)	\$	\$	1,253,318	\$ 429,717	\$ 435,114
Non-Operating Revenue (Expenses)					
6950 Interest		9,692	12,000	12,000	
6970 Investment Income		5,788			
8779 Contributions from General Fund		758,000			
Total Non-Operating Revenue (Expenses)	\$	\$ 773,480	\$ 12,000	\$ 12,000	
Income Before Capital Contributions and Transfers	\$	\$ 2,026,798	\$ 441,717	\$ 447,114	
8954 Operating Transfers In		611,855			
Change in Net Assets	\$	\$ 2,638,653	\$ 441,717	\$ 447,114	
Net Assets - Beginning Balance			(10,096,218)	(10,096,218)	
Net Assets - Ending Balance	\$	\$ (10,096,218)	\$ (9,654,501)	\$ (9,649,104)	
Memo:					
4451 Equipment	\$	\$ 9,006	\$	\$	

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

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

Operating Detail	2014-15 Actual	2015-16 Actual	2016-17 Recommended	2016-17 Adopted by the Board of Supervisors
1	2	3	4	5
Operating Revenues				
8118 Communication Services - Telephone	2,271,947	2,304,516	2,118,102	2,118,102
8119 Communication Services - Radio	1,424,414	1,552,321	1,626,046	1,626,046
8123 Communication Services - Media	261,228	321,669	129,807	129,807
8124 Comm Services - Network Infrastructure	2,367,196	2,389,517	2,370,656	2,370,656
8125 Cabling Services	124,849	123,182	125,000	125,000
Total Operating Revenues	\$ 6,449,634	\$ 6,691,205	\$ 6,369,611	\$ 6,369,611
Operating Expenses				
1001 Employee Paid Sick Leave	18,316	40,430		
1002 Salaries and Wages	1,784,931	1,774,376	1,916,693	1,916,693
1004 Accr Compensated Leave	26,917	(18,406)	26,917	26,917
1005 Overtime & Call Back	130,560	97,211	110,000	110,000
1010 Cafeteria Plans (Non-PERS)	88,418	86,117	95,829	95,829
1018 Taxable Meal Reimbursements		13		
1300 P.E.R.S.	389,136	409,509	515,439	515,439
1301 F.I.C.A.	147,301	142,413	153,433	153,433
1303 Other Postemployment Benefits (OPEB)	74,997	99,465	105,659	105,659
1304 Other Postemployment Charges (Up Front)	37,240			
1308 PERS Pension Expense	(51,314)	(110,436)		
1309 OPEB Expense	(49,686)	13,375		
1310 Employee Group Ins	265,028	273,621	298,828	295,734
1315 Workers Comp Insurance	10,686	9,863	13,572	13,572
1320 Retired Employee Grp Ins	102,342	118,524	139,695	127,473
1325 401 (k) Employer Match	1,503	1,924	2,250	2,250
2020 Clothes & Personal Supplies	311		1,500	1,500
2050 Communication Services - Radio		121,941		
2052 Communication Services - Mobile Devices	16,563	15,828	15,000	15,000
2054 Telecomm Trunks/Circuits	889,083	786,023	900,290	900,290
2140 Gen Liability Ins	4,634	6,931	9,448	8,336
2274 Delivery & Freight Charges		300	500	500
2290 Maintenance - Equipment	131,783	162,190	238,520	238,520
2292 Maintenance - Software	205,747	199,278	92,841	92,841
2310 Employee Benefits Systems	21,080	26,299	27,068	31,109
2404 Maintenance Services	95,917	88,988	100,000	100,000
2405 Materials - Bldgs & Impr		955		
2406 Maintenance - Janitorial		10,547	15,561	15,561
2415 Campus Services-PCGC	14,244	19,267	21,715	21,715
2439 Membership/Dues	538	563	550	550
2481 PC Acquisition	1,548	9,887	19,000	19,000
2511 Printing	3,444	3,615	4,500	4,500
2522 Other Supplies	943	10,599	1,000	1,000
2523 Office Supplies & Exp	1,979	3,128	2,500	2,500
2524 Postage	4,363	4,958	3,990	3,990
2534 Operating Materials	439,245	361,095	441,500	441,500
2550 Administration	166,909	168,097	160,000	160,000
2555 Prof/Spec Svcs - Purchased	221,613	150,083	268,200	268,200
2556 Prof/Spec Svcs - County	109,379	8,599	9,400	9,400
2568 MIS - Services		127,811	154,778	154,778
2701 Publications & Legal Notices			500	500
2709 Countywide System Charges	10,027	20,288	19,154	19,154
2710 Rents & Leases - Equipment	94,852	70,231	77,238	77,238
2727 Rents & Leases - Bldgs & Impr	112,488	121,207	124,804	124,804
2744 Small Tools & Instruments	3,538	1,078	4,000	4,000
2770 Fuels & Lubricants	946	20	1,500	1,500
2840 Special Dept Expense	55,094	264,563	16,230	16,230
2844 Training	5,060	26,919	39,600	39,600
2931 Travel & Transportation	2,763	645	5,900	5,900
2933 Lodging	2,043	2,202	4,500	4,500
2941 County Vehicle Mileage	82,833	99,438	80,000	80,000
2964 Meals/Food Purchases	575	1,066	1,000	1,000
2965 Utilities	115,111	128,748	101,102	101,102
3701 Equipment Depreciation	261,513	219,010		
3702 Bldg & Impr Depreciation	29,827	29,827		
Total Operating Expenses	\$ 6,082,368	\$ 6,210,223	\$ 6,341,704	\$ 6,329,317

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

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

Operating Detail	2014-15 Actual	2015-16 Actual	2016-17 Recommended	2016-17 Adopted by the Board of Supervisors
1	2	3	4	5
Operating Income (Loss)	\$ 367,266	\$ 480,982	\$ 27,907	\$ 40,294
Non-Operating Revenue (Expenses)				
3551 Transfer Out A-87 Costs	(73,519)	(111,747)	(113,982)	(201,488)
3803 Long-Term Debt Repaid	31,507	32,254		
3810 Lease Purchase Principal	(31,507)	(32,254)	(33,019)	(33,019)
3830 Lease Purchase Interest	(2,262)	(1,515)	(750)	(750)
6770 Franchises	25,844	25,844	25,844	25,844
6950 Interest	16,444	23,057	16,500	16,500
6970 Investment Income	(678)	7,747		
7232 State Aid - Other		1,050		
Total Non-Operating Revenue (Expenses)	\$ (34,171)	\$ (55,564)	\$ (105,407)	\$ (192,913)
Income Before Capital Contributions and Transfers	\$ 333,095	\$ 425,418	\$ (77,500)	\$ (152,619)
8333 Capital Asset Transfer (In)	3,437			
8954 Operating Transfers In		76,942	218,000	83,000
Change in Net Assets	\$ 336,532	\$ 502,360	\$ 140,500	\$ (69,619)
Net Assets - Beginning Balance	2,310,273	(812,366)	(1,603,938)	(1,603,938)
Net Assets - Ending Balance	\$ (812,366)	\$ (1,603,938)	\$ (1,481,438)	\$ (1,691,557)
Memo:				
4161 Intangible Assets	\$	\$ 30,164	\$	\$
4451 Equipment	107,474		18,000	18,000