



FRESNO COUNTY EMPLOYEES' RETIREMENT ASSOCIATION

Donald C. Kendig, CPA, Retirement Administrator

BOARD AGENDA LETTER

DATE: June 21, 2017
TO: Board of Retirement
FROM: Donald C. Kendig, CPA
Retirement Administrator

Staff Contact: Doris L. Rentschler, Assistant Retirement Administrator

SUBJECT: Consideration of Fiscal Year 2017-2018 Proposed Budget – APPROPRIATE ACTION

Recommended Action(s)

1. Approve the proposed FY17-18 budget, with modifications as directed at the June 7, 2017 Board meeting.

Fiscal and Financial Impacts

The proposed FY 17-18 budget is lower overall than FY 16-17 due to costs associated with the purchase of land and construction of our new building that occurred in FY 16-17. FY 17-18 budget include appropriations for remaining building improvements, equipment and furnishings. Budgeted savings associated with IT and Services & Supplies appropriations were offset by an increase in Salary & Employee Benefits, leaving the overall Administrative Budget with little change from last year. The Administrative budget is \$7,916,526, excluding Information Technology and Investment Management Expense. The budget including Information Technology of \$630,078 and non-cash depreciation of \$820,406 totals \$9,367,010.

Discussion

This budget reflects changes to include the revised appropriations for tenant improvements, along with other changes, as directed by the Board at the June 7, 2017 meeting. The largest difference in this budget presentation, compared to past years, is the simplified format. Along with FY 16-17 adjusted appropriations and FY 17-18 proposed appropriations with the percentage change over last fiscal year, the budget shows current fiscal year-to-date expenditures, in a dollar amount and as a percent of the adjusted FY 16-17 appropriation.

Attachment(s)

1. Requested Position Memo
2. Proposed Budget with details

Consideration of Fiscal Year 2017-2018 Proposed Budget

Page 2

Background

Government Code section 31580.2(a), as amended, requires the Board to annually adopt a budget covering the administrative expense of the retirement system. The total administrative expenses, which are direct charges against the earnings of the fund, may not exceed the greater of twenty-one hundredths of one percent (21 bps) of the accrued actuarial liability of the system or two million dollars (\$2,000,000), as adjusted annually by the amount of the Cost of Living Adjustment.

Government Code section 31580.2(b), as amended, provides an exclusion from the administrative expenditure cap for expenses relating to computer software, computer hardware, and computer technology consulting services in support of these computer products. Although, the investment management expenses are not a cost of administration, per Government Code section 31596.1, this year's budget illustration includes details of amounts appropriated and expenditures for investment expense as an informational item.

The Administrative Budget for 2017-2018 continues the "Base Budget" concept formalized during the 2013-14 budget – driven by the "same as previously authorized" level of operations. The Budget document illustrates adjusted appropriations for FY16-17 and proposed appropriations for FY17-18. Most changes are due to changes in the cost of salaries and benefits and completion of the construction and furnishing of the new building. The "Base" level of projected expenditures is consistent with the expected level of operations based on board directives, contracts, or expected inflation.

Overview

Separate Identification of Information Technology and Contingency

While the inclusion of information technology costs in the administrative costs would not exceed the cap, the information technology costs are separated, as allowed by California statutes.

FCERA Budget at a Glance

The chart below highlights the total FCERA budget for Fiscal Year 2017-18. Although, not included in the administrative budget, this year's report includes the appropriations for Investment Expense as part of the total budget illustration. The basis point calculation against associated liabilities are provided for major expenditure areas, except for investment management expenses that are netted against investment earnings.

FCERA FY 2017-18 Proposed Budget				
Total Budget			\$24,367	
Excludable and Non-cash Expense (not part of Administrative Budget)			Administrative Budget \$7,917 14.5 bps	
Investment Expense	Information Technology	Depreciation (non-cash)	Salaries and Benefits	Services and Supplies
\$15,000 n/a	\$630 1.2 bps	\$820 1.5 bps	\$3,152 5.8 bps 34 FTE	\$4,765 7.5 bps

*Dollars are in thousands

**Salaries and Benefits includes partial - 6 months - cost of additional requested position

Total appropriations, including Investment Management and Depreciation appropriations, for FY17-18 are \$23,724,743 and includes 34 full time equivalent positions (33 existing and 1 requested position). After excluding investment management expenses, depreciation, and IT expenses, the Administrative budget,

Consideration of Fiscal Year 2017-2018 Proposed Budget

Page 3

comprised of Salaries & Benefits, Services & Supplies and appropriations for building improvements, totals \$7,916,526 or 14.5 bps. We remain well below the statutory limit of 21 bps for FY 17-18 budget.

In FY 16-17, FCERA experienced budgetary savings in Salary and Benefits expenses due to vacancies in several positions. With all positions filled, and hopefully with minimal turnover in FY 17-18, salary expenditures should be closer to the amount appropriated for FY 17-18. Due to County salary adjustments, anticipated step increases and promotions, increased pension obligation bond charges and employer pension contributions, the appropriations for Salary and Employee Benefits shows an increase of 10.7% (or \$304,200) over FY 16-17 appropriations. The proposed Salary totals include the 6-month costs of the requested Accountant position (see memo).

The increase in Salary and Employee Benefits offsets reductions in appropriations for Professional and Specialized Services and Computer Consulting, leaving the total Administrative Budget essentially unchanged from last year. Computer Consulting reduced because the Linea consulting contract, relating to the implementation of the Arrivos pension administration system, ended.

The IT budget includes appropriations for upgrading OnBase document management system before the change to Windows 10. Cost for upgrading OnBase and use of Articulate's E-Learning platform replaces the Tegrity training module budgeted for, but not purchased, in last year's budget.

Non-cash depreciation expenditures increased 17.2% associated with the new building, equipment and furnishings for the new location. While furnishings are not typically a depreciated expense, when purchased in such large quantity, it becomes a depreciable expense and reflects in the increase in depreciation in the FY 17-18 budget.

Fiscal Year 2016-17 Budget Results

FCERA started FY2016-17 with an adjusted Administrative Budget, excluding IT expenditures and depreciation, of \$7,311,973.

Projected expenditures for fiscal year 2016-17 is \$5,675,968, which is \$1,636,005 less than the adjusted budget approved for the year.

The majority of the difference between the adjusted budget and the incurred and projected expenses relates to the adjusted appropriation for tenant building and improvements for the new location. The other item significantly below budget was Professional & Specialized Services, primarily related to lower legal expenses during FY 2016-17.

The full amount of anticipated tenant improvements was included in the adjusted FY 2016-17 appropriations. FCERA made deposits of 50% of the cost upon order of the furniture and modular walls. Due to construction timing, the remaining cost for the furniture and modular walls will occur in the next fiscal year. Since the conventional construction portion of the interior has not started, the estimated cost tenant improvements were revised and included in the total above.



FRESNO COUNTY EMPLOYEES' RETIREMENT ASSOCIATION

Donald C. Kendig, CPA, Retirement Administrator

DATE: April 3, 2017

TO: Donald Kendig, Retirement Administrator

FROM: Conor Hinds, Supervising Accountant

SUBJECT: **Justification for an Accountant I in the Accounting Unit for BY 2017-2018**

As a matter of standard practice, I consult with the members of the Accounting Unit each year prior to budget planning to discuss staffing needs. I am always interested in finding out whether the work routine is just that, routine, or whether there are larger issues brewing within the Unit that can be resolved by having additional fulltime, trained staff to alleviate the burdens of meeting the financial deadlines we are entrusted to keep. It has been keeping with this standard practice that I am hearing and seeing the effects on staff as workload has continued to increase over the past several years. One thing to remember is that any transaction created through the Benefit Unit and the Employer Sponsors will ultimately impact the Accounting Unit.

Historically, the Accounting Unit did have three full time accountants. After a vacancy materialized, and shifting needs within the Department, a Management decision was made to convert the one fulltime accountant position into two account clerk positions to be utilized primarily by the Benefit Unit for processing of buybacks and special projects. For some time the accounting unit made it work with just one account clerk and two accountants and supervisor. However, as workloads increased, it was determined that having two account clerks dedicated to the accounting unit was essential.

For several years now the workload has continued to increase in the accounting unit for multiple reasons, each of which has ongoing impact, and while workloads have increased, the accounting unit has dealt with various levels of staffing including the previously mentioned reduction of an accountant position or worked through reduced staffing due to vacancy in the account clerk series.

Retirement tier adoption and expansion by employer sponsors has created a requirement for greater level of detail and reconciliation for employer and employee contributions. The retirement tiers increased from Tier 1 to Tier 2 in 2005, now the accounting unit reconciles up to Tier 5 across multiple employer sponsors. For instance, County of Fresno's reconciliation worksheet has expanded from two reconciliations over a period of years (General & Safety Tier 1) to a total of eleven reconciliations today needed to record and account for all incoming biweekly contributions.

Another source of additional work has been realized through the separation of the Superior Courts of Fresno from the County of Fresno in mid budget year 2011 -2012. This action has caused a need for additional Employer and Employee contribution reconciliation schedules. The Courts are the second largest employer sponsor and require particular attention due to certain events such as off-cycles and Court appreciation payments.

The determination of receivables and payables from employer and employee contributions has added many monthly hours to the work process. Analysis needs to be performed by Accountant level employees to determine what has transpired and why a variance exists. Resolving the matter can then take several months as employers are slow to respond to the request for adjustments in employer and employee contribution payments. All of this must be tracked by the Accounting Unit.

The implementation of the new Pension Administration System (PAS), Arrivos, has not yet benefited Accounting, and currently the output of the off-cycle data does not exist in a usable, up-loadable form. This is expected to be resolved through discussions with the Assistant Retirement Administrator and Tegrit. However, at this point the process is adding to the workload.

Investment reporting requirements have increased steadily year-over-year due to additional transparency regulations. Each year staff must request and analyze specific documents to meet the audit requirements as well as meet the requirements of implementing newly issued GASB statements. The most recent, GASB 72, implemented this past June 30, 2016 requires accounting staff to determine the appropriate Fair Value Measurement and Application of investments. Much time and effort is expected to be put into this process each year. FCERA has been steadily adding investments as it builds out its underweight allocation to private equity and private credit. Additional monitoring and analysis comes with each new investment. Each investment has its reporting nuances that staff must become acquainted with in order to properly report values on the financial statements and within the CAFR.

The level of analysis of the overall work within the accounting unit has increased each year. We have been fortunate that we have competent and resourceful staff working within the accounting unit. However, it is important to point out that we may be blurring the lines of work that is to be performed by an account clerk and work that should only be performed by an accountant. Analysis goes into almost every facet of our workday. It's not enough to record amounts as they are presented, we confirm through an appropriate level of analysis to ensure that each transaction is accurate by the time it reaches our accounting system, Microsoft NAV.

The largest obstacle that the accounting unit faces is keeping up with the deadlines of reporting the financial statements timely. In addressing this fact with staff and reviewing the work duties to determine if time can be saved within a process, it becomes abundantly clear that the analysis involved with workload is the main issue preventing the Unit from being successful in this area. Staff, traditionally has been willing to put in the additional overtime hours to help move things along, but this comes at a personal cost as staff trades the opportunity to enjoy their free time as they wish in order to process the ever growing workload outside of normal work hours. However, working long hours takes a toll on the entire unit and morale. Having an additional accountant, trained to perform the duties required to move work forward, would greatly improve our chances of meeting our deadline goals going forward.

FCERA FY 17-18 BUDGET



PROPOSED FY 17-18 BUDGET

FRESNO COUNTY EMPLOYEES' RETIREMENT ASSOCIATION FY 17-18 PROPOSED BUDGET

Table of Contents

Section 1	Budget Overview	
	Calculation of Allowable Costs	1
	Organization Chart	2
	Total Budget	3
Section 2	Salary and Benefits	
	Salary and Benefits Detail	5
	Salary Summary	7
Section 3	Services and Supplies	
	Services and Supplies Detail	8
Section 4	Other	
	Information Technology Detail	10
	Building and Improvements (construction) Detail	10
	Non-Cash Expense (depreciation) Detail	10
Section 5	Backup of County assessed charges	
	Security Services Appropriation	11
	Facility Management Services Appropriation	12
	ITSD Data/Communications Services Appropriation	13
	PeopleSoft HR & Financial Appropriation	17
	Risk Management Appropriations	18

**FRESNO COUNTY EMPLOYEES' RETIREMENT ASSOCIATION
FY 17-18 PROPOSED BUDGET**

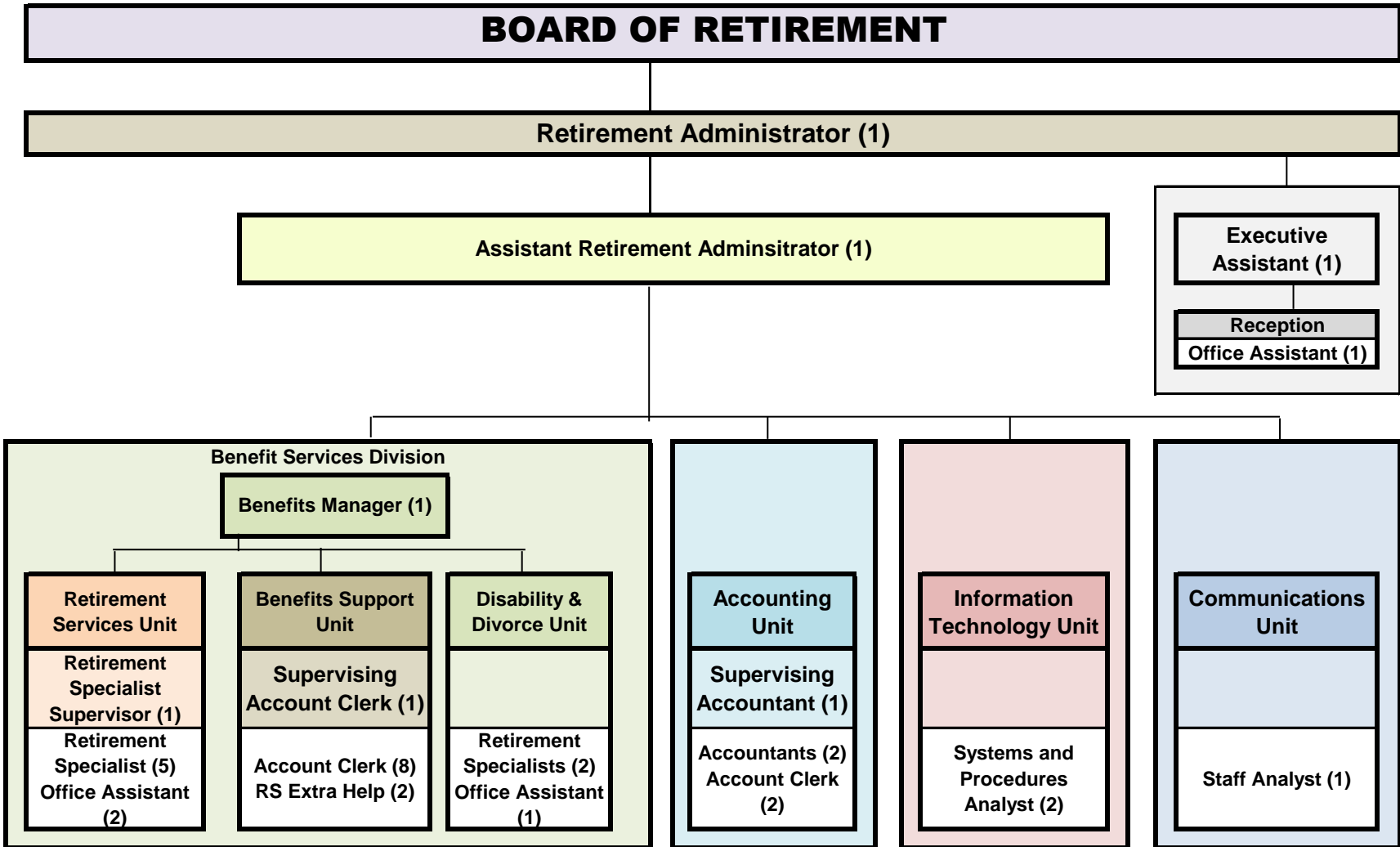
Government Code section 31580.2 provides for the adoption by the Board of Retirement an annual budget covering the entire expense of administration. This expense of administration is a direct charge against the earnings of the fund and shall not exceed the greater of twenty-one hundredths of one percent of the accrued actuarial liability of the system or two million dollars (\$2,000,000), as adjusted annually by the amount of the annual cost-of-living adjustment. Government Code section 31580.2(b) provides that expenditures for software, hardware and computer technology are not considered a cost of administration. The calculations of the maximum allowable budget and requested budget are summarized below.

	2016 -2017 AMENDED	2017 -2018 PROPOSED	Accrued Liability
Accrued Actuarial Liability (6/30/15, 6/30/16)	\$ 5,074,333,000	\$ 5,472,149,000	
Allowable Budget for Cost of Administration (21/100 of 1.0%)	10,656,099	11,491,513	0.21%
Administrative Budget:			
Salaries and Employee Benefits	\$ 2,847,600	\$ 3,151,800	0.058%
Services and Supplies*	4,464,373	4,764,726	0.087%
Total Administrative Budget	<u>\$ 7,311,973</u>	<u>\$ 7,916,526</u>	<u>0.145%</u>
Amount <u>Under</u> Statutory Limitation	\$ 3,344,126	\$ 3,574,987	0.065%
Budget			
Administrative (w/o depreciation)	\$ 7,311,973	\$ 7,916,526	0.145%
Information Technology	762,900	630,078	0.012%
Non-cash Depreciation Expense	700,000	820,406	0.015%
Investment Expense	15,000,000	15,000,000	
Purchase/Construction Expense (investment)	7,003,142	-	
Total Budget**	<u>\$ 30,778,015</u>	<u>\$ 24,367,010</u>	<u>0.445%</u>

*excluding Investment Expense (that includes transfers to LLC)

^2016 Investment Expense includes purchase of Palm Bluff plus appropriation of \$15mm for investment expenses

Depreciation was included in the Administrative Budget in FY 16-17. It has been separated for FY 17-18



33 Permanent
2 Extra Help

Current org chart: at 6/30/16; does **not** reflected requested additional Accountant position
 Current vacancies: (1) Systems and Procedures Analyst III
 (1) Extra Help - authorized not filled

FISCAL YEAR 2017-2018 PROPOSED BUDGET

Account Number	Program Code	Footnote	Account Name	Excludible	Year-to-Date		FY16-17 Adjusted Appropriations	FY17-18 Proposed Appropriations	FY-FY Chg Increase / (decrease)	% Change
					Expenditures as of 05/22/2017	Percent Used as of 5/22/2017				
6100			Regular Salaries w/ Car Allowance		1,279,335	83%	1,549,700	1,712,000	162,300	10.5%
6200			Extra Help		13,028	64%	20,500	16,000	(4,500)	-22.0%
6300			Overtime		19,630	19%	101,000	38,600	(62,400)	-61.8%
6310			Overtime Due to Holiday		932	n/a	-	-	-	0.0%
6350			Unemployment Insurance		1,085	99%	1,100	1,000	(100)	-9.1%
6400			Retirement Contribution		652,166	80%	814,200	999,000	184,800	22.7%
6500			OASDI Contribution		90,995	75%	121,700	129,000	7,300	6.0%
6550			Workers Comp Contribution		4,914	100%	4,900	4,400	(500)	-10.2%
6600			Health Insurance Contribution		192,714	84%	228,800	247,000	18,200	8.0%
6650			Life & Disability Insurance		974	49%	2,000	1,300	(700)	-35.0%
6670			Benefit Administration		3,663	99%	3,700	3,500	(200)	-5.4%
6000		9	Salaries And Employee Benefits		2,259,435	79%	2,847,600	3,151,800	304,200	10.7%
			Depreciation							
7040			Telephone Charges		7,598	52%	14,500	11,000	(3,500)	-24.1%
7101			General Liability Insurance		9,377	7%	134,000	141,000	7,000	5.2%
7220		1	Maintenance-Buildings & Ground		20,795	73%	28,600	21,200	(7,400)	-25.9%
7250			Memberships		13,435	86%	15,700	13,000	(2,700)	-17.2%
7265		3	Office Expense		47,105	45%	103,600.00	70,000	(33,600)	-32.4%
7266			Interoffice Messenger Mail		2,523	84%	3,000	3,360	360	12.0%
7268			Postage		25,649	75%	34,400	37,712	3,312	9.6%
7269		3	Printing		5,238	n/a	-	47,100	47,100	n/a
7286			PeopleSoft Human Resources Chg		5,187	130%	4,000	4,328	328	8.2%
7287			PeopleSoft Financials Chg		15,129	126%	12,000	14,465	2,465	20.5%
7295		4	Professional & Specialized Ser		481,626	33%	1,443,500	1,136,108	(307,392)	-21.3%
7296			Data Processing Services	^	112,813	86%	131,000	156,078	25,078	19.1%
7340		5	Operating Lease		-	n/a	-	300,000	300,000	100.0%
7345		1	Facility Operation & Maint		5,319	n/a	-	3,673	3,673	n/a
7411			Commissions/Advisory Boards		9,900	83%	12,000	12,000	-	0.0%
7412		2	Mileage		9,422	n/a	-	-	-	0.0%
7415			Trans, Travel & Education (staff)		53,896	78%	68,800	68,000	(800)	-1.2%
7417			Trans, Travel & Education (Board)		33,286	46%	72,000	70,000	(2,000)	-2.8%
7425			Employee Appreciation		-	0%	-	330	330	n/a
7430		6	Utilities		22,461	66%	34,000	65,000	31,000	91.2%
7564			Other Expense (Investment Expense)	#	5,554,183	37%	15,000,000	15,000,000	-	0.0%
7611			Security Services		10,941	56%	19,400	18,513	(887)	-4.6%
7000			Services And Supplies		6,445,883	38%	17,130,500	17,192,867	62,367	0.36%

FISCAL YEAR 2017-2018 PROPOSED BUDGET

Account Number	Program Code	Footnote	Account Name	Excludible	Year-to-Date		FY16-17	FY17-18	FY-FY Chg	% Change
					Expenditures as of 05/22/2017	Percent Used as of 5/22/2017	Adjusted Appropriations	Proposed Appropriations	Increase / (decrease)	
8150	91329	10	Buildings & Improvements - Palm Bluff		729,981	34%	2,168,073	2,272,437	104,364	4.8%
8300	90906	4	Equipment - Software	^	192,953	95%	203,500	174,000	(29,500)	-14.5%
8300	91183		Equipment - Computer Equipment	^	847	3%	28,400	38,000	9,600	33.8%
8300	91330		Equipment - Palm Bluffs Imp		-	0%	86,800	160,000	73,200	84.3%
8300	91332		Equipment - Computer Consulting	^	183,394	61%	300,000	162,000	(138,000)	-46.0%
8300	91333		Equipment - Furnishings		90,143	43%	210,000	295,500	85,500	40.7%
8300	91334		Equipment - Systemization	^	-	0%	100,000	100,000	-	0.0%
8400	91331	7	Infrastructure - Palm Bluffs Improveme	% !	-	0%	3,850,642	-	(3,850,642)	-100.0%
8400	91335	7	Infrastructure - Palm Bluffs Land	% !	700,000	23%	3,000,000	-	(3,000,000)	-100.0%
8400	91336	7	Infrastructure - Palm Bluffs Leasing, Le	%	11,676	8%	152,500	-	(152,500)	-100.0%
8000			General Fixed Assets		1,908,995	19%	10,099,915	3,201,937	(6,897,978)	-68.3%
8991			Approp For Contingencies				-	-		
					TOTAL		30,078,015	23,546,604		
							7,311,973	7,916,526	604,553	8.27%
					% !	Payments/xfers to LLC INVESTMENT	7,003,142	-	(7,003,142)	-100.0%
					^	Excluded IT Costs	762,900	630,078	(132,822)	-17.41%
					#	Excluded Investment Expense	15,000,000	15,000,000	-	0.000%
						Total Budget	30,078,015	23,546,604	(6,531,411)	-21.71%
					8	Depreciation (Non-Cash item)	700,000	820,406	120,406	17.2%
							30,778,015	24,367,010	(6,411,005)	-20.83%

footnotes

- 1 FY 17: 7345 Facility Operations was included in 7220 Maintenance-Buildings and Grounds. Separated for FY18
- 2 mileage posts to 7412 in PS and is moved in NAV Fin Stmt to 7415 and/or 7417 transportation, travel & education budgets
- 3 FY 18: Printing expenses moved out of 7265 - Office Expense and into 7269 - Printing
- 4 FY 18: Software licensing fees moved out of 7295 - Professional and Specialized Services and into 8300-90906 - Equipment Software
- 5 FY 18: Added 7340 - Operating Lease (new location 10 months Sept-June) and 7425 - Employee Appreciation
- 6 FY 18: increased utility budget based almost double square footage of new building
- 7 FY 17: payments / transfers ! to FCERA RG LLC for Palm Bluff Investment thru 5/22
- 8 Non-cash expense for financial statements
- 9 FY 18: illustrated as fully staff current positions (excluding 1 EH) AND 1 requested positions; does not include any vacancy savings. salaries and benefits without requested position is \$3,151,800 or 10.7% increase over FY17
- 10 The majority of FY17 was not used during FY17 due to construction delays; FY18 budget includes tenant improvements (higher than originally estimated)

SALARY AND BENEFITS DETAIL

Title	Annual Salary @ 7/1/17	Regular & Extra Help Salary	SALARY AND BENEFITS DETAIL							Mgmt Life & Disability	Pension Oblig Bond	Health Ins	LOADED PAY TOTAL
			Overtime	Car Allowance	Pension	OASDI	Medicare						
Account Clerk	27,509	28,045	1,418		11,005	1,739	407			3,539	7,358	53,511	
Account Clerk	28,884	28,964	778		11,365	1,796	420			3,655	7,358	54,336	
Account Clerk	30,530	31,125	1,574		12,213	1,930	451			3,928	7,358	58,580	
Account Clerk	30,530	31,125	284		12,213	1,930	451			3,928	7,358	57,289	
Account Clerk	30,530	31,125	-		12,213	1,930	451			3,928	7,358	57,005	
Account Clerk	30,530	30,795	1,574		12,084	1,909	447			3,886	7,358	58,053	
Account Clerk	36,397	36,887	1,877		14,475	2,287	535			4,655	7,358	68,074	
Account Clerk	43,776	43,896	2,189		23,357	2,722	636			5,540	7,358	85,698	
Account Clerk	43,776	43,896	284		23,357	2,722	636			5,540	7,358	83,793	
Account Clerk	39,070	38,347	1,899		19,058	2,377	556			4,839	7,358	74,435	
Accountant II/Sr Acct	54,916	58,460	1,512		29,055	3,625	848			7,378	7,358	108,235	
Administrator	169,500	169,966	-	6,180	66,695	7,364	2,465	214		21,450	7,358	281,690	
Assistant Administrator	93,002	96,643	-		37,923	5,992	1,401	214		12,196	7,358	161,727	
Executive Assistant	58,237	59,092	-		31,443	3,664	857			7,457	7,358	109,870	
Office Assistant	31,687	32,342	503		12,691	2,005	469			4,082	7,358	59,450	
Office Assistant	24,518	25,722	258		10,093	1,595	373			3,246	7,358	48,645	
Office Assistant	30,727	31,363	305		12,307	1,945	455			3,958	7,358	57,690	
Office Assistant	23,772	24,235	-		9,510	1,503	351			3,058	7,358	46,015	
Retirement Benefits Manager	81,900	82,586	-		41,045	5,120	1,198	214		10,422	7,358	147,944	
Retirement Specialist	55,539	56,888	2,864		30,270	3,527	825			7,179	7,358	108,911	
Retirement Specialist	39,335	40,622	975		16,549	2,519	589			5,127	7,358	73,739	
Retirement Specialist	57,271	58,662	2,953		31,214	3,637	851			7,403	7,358	112,078	
Retirement Specialist	41,974	42,792	2,164		16,791	2,653	620			5,400	7,358	77,779	
Retirement Specialist	41,974	42,792	2,164		16,791	2,653	620			5,400	7,358	77,779	
Retirement Specialist	41,974	42,792	1,041		16,791	2,653	620			5,400	7,358	76,656	
Retirement Specialist (EH)	12,931	12,967	-		-	804	188			1,636	-	15,595	
Retirement Specialist	40,565	41,189	2,111		16,163	2,554	597			5,198	7,358	75,170	
Retirement Specialist (EH vac)		-	-		-	-	-			-	-	-	
Sr Accountant	72,559	72,758	2,020		38,715	4,511	1,055			9,182	7,358	135,599	
Staff Analyst	47,970	48,617	-		19,077	3,014	705	214		6,135	7,358	85,120	
Supervising Account Clerk	53,273	53,420	2,459		28,425	3,312	775			6,742	7,358	102,489	
Supervising Accountant	76,804	77,015	2,181		40,980	4,775	1,117			9,719	7,358	143,145	
Suprvsing Retirement Spec	51,376	52,624	2,649		28,001	3,263	763			6,641	7,358	101,300	
Systems and Procedures Analyst	55,406	56,686	-		30,162	3,515	822	214		7,154	7,358	105,910	
Systems and Procedures Analyst	74,880	75,086	-		39,953	4,655	1,089	214		9,476	7,358	137,831	

SALARY AND BENEFITS DETAIL

Title	Annual Salary @ 7/1/17	Regular & Extra Help Salary	Overtime	Car Allowance	Pension	OASDI	Medicare	Mgmt Life & Disability	Pension Oblig Bond	Health Ins	LOADED PAY TOTAL
Total Current Positions		1,699,523	38,036	6,180	771,987	102,197	24,643	1,284	214,480	242,814	3,101,143

New Position Requests

Accountant I (projected 1/2 yr)	41,971	22,484	504	-	8,823	1,394	326	-	2,838	3,679	40,048
Total Additional Requests		22,484	504	-	8,823	1,394	326	-	2,838	3,679	40,048

Total Current and Requested		1,722,007	38,541	6,180	780,809	103,591	24,969	1,284	217,317	246,493	3,141,191
------------------------------------	--	------------------	---------------	--------------	----------------	----------------	---------------	--------------	----------------	----------------	------------------

5-1	Workers' Comp	4,352
5-2	Unemployment Ins	860
5-3	Benefit Administration	3,500
		<u>3,149,903</u>

		From table	Rounded
Regular, Car Allow & Extra Help Salaries	6100/6200	1,728,187	1,728,000
Overtime	6300	38,541	38,600
Retirement - ER Contributions	6400	780,809	781,000
POB	6400	217,317	218,000
OASDI/MC Contribution	6500	128,560	129,000
Mgmt Life & Disability Ins	6650	1,284	1,300
Health Insurance Contribution	6600	246,493	247,000
Unemployment Ins	6350	860	1,000
Workers Comp Contribution	6550	4,352	4,400
Benefit Administration	6670	3,500	3,500
		<u>3,149,903</u>	3,151,800

county charges	8,712
current positions	<u>3,101,143</u>
requested positions	<u>40,048</u>
	3,149,903

SALARY SUMMARY

ADOPTED BUDGET	Approved Allocated Positions					New Position Requests		Total FY 18 Approved and Requested Positions	New Request Percentage	Requested Ongoing Full FY Impact
	Amount	Vacation Payout	Total for Allocated Positions	Salary Savings	Requested Salary & Benefits	Accountant I (estimated 6 months)	Total FY 18 Requested (estimated 6 months)			
Salaries:										
Regular Salaries, Car Allow & Extra Help	1,705,703		1,705,703	-	1,705,703	22,484	22,484	1,728,187	1.3%	44,969
Overtime	38,036		38,036		38,036	504	504	38,541	1.3%	1,009
Total Salaries	1,743,739		1,743,739	-	1,743,739	22,989	22,989	1,766,728	1.3%	45,978
Benefits:										
Vacation Redepemption	-	-	-	-	-	-	-	-	0.0%	-
Retirement Contributions	771,987	-	771,987	-	771,987	8,823	8,823	780,809	1.1%	17,646
Pension Obligation Bond Contribution	214,480	-	214,480	-	214,480	2,838	2,838	217,317	1.3%	5,675
OASDI Contributions	102,197	-	102,197	-	102,197	1,394	1,394	103,591	1.4%	2,788
FICA-Medicare	24,643	-	24,643	-	24,643	326	326	24,969	1.3%	652
Health Insurance	242,814	-	242,814	-	242,814	3,679	3,679	246,493	1.5%	7,358
Life Insurance/Mgmt	1,284	-	1,284	-	1,284	-	-	1,284	0.0%	-
Total Benefits	1,357,404	-	1,357,404	-	1,357,404	17,059	17,059	1,374,463	0	34,119
Fixed Dollar County Assessments:										
Benefit Administration	3,500		3,500		3,500			3,500	0.0%	
Unemployment Insurance	860		860		860			860	0.0%	
Workers' Compensation Insurance	4,352		4,352		4,352			4,352	0.0%	
Total Fixed Assessments	8,712		8,712		8,712			8,712	0.0%	-
Total Salaries and Employee Benefits	\$ 3,109,855	\$ -	\$ 3,109,855	\$ -	\$ 3,109,855	\$ 40,048	\$ 40,048	\$ 3,149,903	1.3%	80,096.78

Salary and Benefit Detail - Requested Position(s)	Estimated 6 Month Cost	Ongoing Annual impact
Salaries:		
Regular Salaries	22,484	44,969
Overtime	504	1,009
Total Salaries	22,989	45,977.80
Benefits:		
Vacation Redepemption	-	-
Retirement Contributions	8,823	17,646
Pension Obligation Bond Contribution	2,838	5,675
OASDI Contributions	1,394	2,788
FICA-Medicare	326	652
Health Insurance	3,679	7,358
	-	-
Total Benefits	17,059	34,119
Total Salaries and Benefits	40,048	80,097

Service and Supplies Detail

7040	Telephone Charges	11,000		7265	Office Expense	70,000
	Land	4,000			Office Supplies (paper, toner)	20,000
	Wireless	6,000			Copier Maintenance and copy fees	10,000
	DSL	1,000			Storage - offsite	5,000
					Miscellaneous	35,000
7101	General Liability Insurance	141,000			Subscriptions Public Retirement Journal	950
	Alliant - Special Liability Insurance	12,000			Subscriptions Fresno Bee	160
	Alliant - Special Property Insurance (interior only)	5,000			Subscriptions Mngmnt, comm, HR briefings	520
	Alliant - Fiduciary Liability Insurance	120,000				
	Alliant - Cyber Security Insurance	1,000		7266	Interoffice Messenger Service	3,360
	County - Risk rate	3,000			County interoffice mail service	3,360
7220	Maintenance-Buildings & Ground	21,200		7268	Postage	37,712
	Landscaping - 2 months until move	600			Postage - county graphic communication services	8,712
	Custodial Services	20,000			Postage - Presort Services	29,000
	Pest Control	600				
	Maintenance and Repairs (under triple net lease)	8,500		7269	Printing	47,100
7250	Memberships	13,000			Mail Control Documents	200
	Public Relations Society of America (COMM)	300			Envelopes	1,200
	Prism (IT)	200			Business Cards	700
	P2F2 (Public Pension Financial Forum) membership (2 ACCT)	300			Active Member Handbook	5,750
	CALAPRS	2,000			Retired Member Handbook	2,000
	SACRS	4,000			Election Notices/Member Special Mailings	12,000
	GFOA (3)	1,000			Newsletters	20,000
	Rotary	300			Benefit Statements	2,000
					CAFR/PAFR	3,250
	NCPERS	500			Printing - county graphic communications services	1,131
	NASRA	3,900		7286	PeopleSoft Human Resources Chg	4,328
	NAV-UG NAV Users Group	400			HR charges (cost provided by county)	4,328
	Business Journal	100		7287	PeopleSoft Financials Chg	14,465
					Fin Charges (cost provided by county)	14,465

Service and Supplies Detail

7295	Professional & Specialized Ser		1,136,108		7415	Trans, Travel & Education	68,000
Actuarial Audit	(not due until FY19?)	68,000	-		CALAPRS Conference Registration		6,200
Actuary	Annual Valuation		103,500	68,000	CALAPRS Conference Travel		4,800
Actuary	Experience Study (for 6/30/18 in FY19)	45,000		-	CALAPRS Roundtables and Class registrations		8,000
Actuary	GAS 67			10,500	CALAPrS roundtables and Class travel		15,300
Actuary	GAS 68 (charged back to ER plan sponsors)			15,000	SACRS Conference Registration		1,300
Actuary	Miscellaneous analysis and review			10,000	SACRS Conference travel		11,400
Financial Audit	62000 financial 8000 gasb68			70,000	Other training and travel - eLearning, OnBase, GFOA, etc...		21,000
Disability Applications (copy service, IMEs)				100,000			
Disability Hearings (hearing officer, witness time, court reporter, travel)				115,000			
Legal Services	Baker Manok (Board Counsel)			200,000	7417	Trans & Travel-Comm & Adv Bds	70,000
Legal Services	County Counsel			60,000	CALAPERS - Wharton Registration		16,000
Legal Services	ReedSmith			50,000	CALAPERS - Wharton travel		5,000
Legal Services	Step toe Johnson			35,000	SACRS Registration		1,680
Other (election/misc/County General Liability)				5,308	SACRS Travel		14,370
Northern Trust (\$45k/qtr + \$10k 1099r)				190,000	SACRS - Principles of Investments Registration		5,800
Personnel Services - County (hire, reclass, etc...)				50,000	SACRS - Principles of Investments Travel		6,250
Property taxes (double for larger property)				7,300	CALAPRS - Principles of Pension Management Registration (2)		6,200
Relocation				150,000	CALAPRS - Principles of Pension Management Travel (2)		1,000
					CALAPRS - General Assembly, Roundtables Registration		1,200
					CALAPRS - General Assembly, Roundtables Travel		5,000
					Other training registration/travel		2,500
					Council of Institutional Investors Conference Registration/Travel		5,000
7296	Data Processing Services		156,078				
	ITSD Charges (includes shredding)			156,078			
7340	Operating Expense		300,000		7425	Employee Appreciation	330
	Base Rent - Bldgs E & F	10 months (Sept-June)		220,000	\$10 per FTE	33 FTE	330
	CAM / Association dues nnn - bldgs E&F	(10 months)		80,000			
7345	Facility Operation & Maint		3,673		7430	Utilities	65,000
	County maintenance - lights, filters, etc			3,673	PG&E		60,000
					Water		5,000
7411	Commissions/Advisory Boards		12,000		7564	Other Expense (INVESTMENT EXPENSE - excludible)	15,000,000
	\$100/mtg (5 mbrs * 2mtgs/mo * 12 mo) (\$500 per mo max)			12,000	Investment Management Expense		15,000,000
7412	Mileage		-		7611	Security Services	18,513
	(moved in NAV to roll up to training and travel)			-	county security		18,513

Information Technology Detail		
90906	Software	174,000
	E-Copy	500
	OnBase Licensing	32,000
	E-Learning (Litmos)	2,800
	SCS - NAV Licensing agreement	2,000
	EDMS Upgrade (Onbase or Tegrit)	35,000
	Misc software licenses adobe, Life Status 360 etc...	4,500
	Tegrit Arrivos Hosting (\$36,000/ann; try pay 3-yr w/ 10% disc)	97,200
91332	Computer Consulting	162,000
	Tegrit Support (\$60k/yr try pay 3-yr w/ 10% disc)	162,000
91183	Computer Equipment	38,000
	Computers 4-year replacement plan (4 @ \$900)	3,600
	Wi-Fi Hot Spot	1,100
	Fax Machine	375
	22" Monitors (4 @ \$200)	1,500
	24" Monitors (6 @ \$250)	800
	27" Monitors (5 @ \$325 counseling rooms)	1,625
	Laptops (10 @ \$1275)	12,750
	Docking Stations (14 @ \$175)	2,450
	Small Printers (8 @ \$125)	1,000
	Biz Hub (1)	11,000
	Laptop i7 processor (\$1800 Don)	1,800
91334	Systemization	100,000
	Mircofische project	100,000

Building and Improvements		
91329	Building and Improvements	2,272,437
	Structure improvements (walls etc not complete lst yr)	2,272,437
91330	Equipment - Palm Bluffs Improvements	160,000
	Training Room A/V (remainder not pd last yr)	160,000
91333	Equipment - Furnishings	295,500
	Furnishing (remainder not pd last yr)	295,500

Non-Cash Expense		
n/a	Depreciation - NON-CASH EXPENSE	820,406
	Infrastructure - Palm Bluffs Tenant Improvements	56,726
	Furniture	60,881
	Audio/Visual Equipment	31,848
	Computers	12,545
	Acct GL software	6,435
	Arrivos PAS project	442,919
	Arrivos PAS project 2014	6,912
	Arrivos PAS project 2015	83,808
	Arrivos PAS project 2016	30,152
	Arrivos Phase 8 Member Portal	41,231
	Arrivos Phase 5/6 Release 9	3,550
	Arrivos Phase 5/6 Release 10	3,614
	Arrivos Phase 5/6 Release 11	3,681
	Arrivos Phase 5/6 Release 13a	24,306
	Arrivos Phase 5/6 Release 12	3,727
	Arrivos Phase 5/6 Release 14	5,732
	Arrivos Phase 5/6 Release 15	1,923
	Articulate Training Software	414

FRESNO COUNTY INTERNAL SERVICES DEPARTMENT
SECURITY BUDGET
BY ORGANIZATION/CATEGORY

2017-18 Budget Year

ORG: 92000000 FCERA

Account: 7611 - Security Services

5800 SECURITY SERVICES

<u>Cost Center</u>	<u>Rate</u>	<u>Units</u>	<u>Multiplier</u>	<u>Appropriation</u>
525 Security Labor	\$45.57 per hour	365	1	\$16,632
540 Access Control Services	\$13.92 per door	8	12	\$1,336
545 ID Badges	\$11.11 per badge	49	1	\$545
Application Subtotal				\$18,513
Subtotal: 7611 - Security Services				\$18,513

ORG: 92000000 Totals:

\$18,513

Page 1 of 1

FRESNO COUNTY INTERNAL SERVICES SERVICES DEPARTMENT
 BUDGET SYSTEM
 BY ORGANIZATION/CATEGORY

2017-18 Budget Year

ORG: 92000000 FCERA

Account: 7345 - Facility Operation & Maint

5700 FACILITY SERVICES

<u>Cost Center</u>		<u>Rate</u>	<u>Units</u>	<u>Multiplier</u>	<u>Appropriation</u>
230	Maint Craft Labor	\$77.76 per hour	36.58	1	\$2,844
235	Shared Maint Craft		0	12	\$829
Application Subtotal					\$3,673
Subtotal: 7345 - Facility Operation & Maint					\$3,673

Page 1 of 1

FRESNO COUNTY INTERNAL SERVICES DEPARTMENT
IT BUDGET
BY ORGANIZATION/CATEGORY

2017-18 Budget Year

ORG: 92000000 FCERA

Account: 7266-Messenger Mail

5760 GRAPHIC COMMUNICATIONS

<u>Cost Center</u>	<u>Rate</u>	<u>Units</u>	<u>Multiplier</u>	<u>Appropriation</u>
605 Messenger service	\$280.00 per stop	1	12	\$3,360
Application Subtotal				\$3,360
Subtotal: 7266-Messenger Mail				\$3,360

Account: 7268-Postage

5760 GRAPHIC COMMUNICATIONS

<u>Cost Center</u>	<u>Rate</u>	<u>Units</u>	<u>Multiplier</u>	<u>Appropriation</u>
600 Mail Service		0	0	\$8,712
Application Subtotal				\$8,712
Subtotal: 7268-Postage				\$8,712

Account: 7269-Printing

5760 GRAPHIC COMMUNICATIONS

<u>Cost Center</u>	<u>Rate</u>	<u>Units</u>	<u>Multiplier</u>	<u>Appropriation</u>
601 Graphics Labor	\$65.53 Per Hour	8.86	1	\$581
620 Black & White Copy	\$0.03	16,539.00	1	\$441
625 Color Copy	\$0.36	300	1	\$109
Application Subtotal				\$1,131
Subtotal: 7269-Printing				\$1,131

Account: 7296-Data Processing

1 CONVERGENT COMMUNICATIONS SERVICES

<u>Cost Center</u>	<u>Rate</u>	<u>Units</u>	<u>Multiplier</u>	<u>Appropriation</u>
332 I-Net Line Charges	\$19.90 Device/ Mor	62	12	\$14,809
333 I-Net Logon	\$4.42 Logon/ Mon	40	12	\$2,121
Application Subtotal				\$16,930

FRESNO COUNTY INTERNAL SERVICES DEPARTMENT
IT BUDGET
BY ORGANIZATION/CATEGORY

2017-18 Budget Year

0086 Certified Shred Bins

<u>Cost Center</u>	<u>Rate</u>	<u>Units</u>	<u>Multiplier</u>	<u>Appropriation</u>
0 Direct/PassThru Charges			0	\$222
Application Subtotal				\$222

0600 PENSION

<u>Cost Center</u>	<u>Rate</u>	<u>Units</u>	<u>Multiplier</u>	<u>Appropriation</u>
325 Application Hosting	\$301.01 Per Equiv Pr	6.5	12	\$23,479
500 Labor	\$79.47 Per Hour	0.1	144	\$1,144
Application Subtotal				\$24,623

5760 GRAPHIC COMMUNICATIONS

<u>Cost Center</u>	<u>Rate</u>	<u>Units</u>	<u>Multiplier</u>	<u>Appropriation</u>
630 Graphics Misc		0	\$1,095	
Application Subtotal				\$1,095

9700 ENTERPRISE CHARGES

<u>Cost Center</u>	<u>Rate</u>	<u>Units</u>	<u>Multiplier</u>	<u>Appropriation</u>
11 MS Enterprise License	\$204.04 Per Lic	36	1	\$7,346
320 LAN Admin-County	\$47.65 Per Device	62	12	\$35,453
323 Equipment Administration	\$29.99 Per Device	62	12	\$22,314
325 Application Hosting	\$301.01 Per Equiv Pr	1	12	\$3,612
326 SQL DB Support	\$28.26 Per Core	28	12	\$9,497
331 Info Storage & Admin	\$2.59 GB/ Month	8.2	12	\$254
340 Enterprise Base	\$35.75 Per Logon I	34	12	\$14,587
500 Labor	\$79.47 Per Hour	0.1	144	\$1,144
Application Subtotal				\$94,208

9745 HOME DRIVE STORAGE

<u>Cost Center</u>	<u>Rate</u>	<u>Units</u>	<u>Multiplier</u>	<u>Appropriation</u>
331 Info Storage & Admin	\$2.59 GB/ Month	502.98	12	\$15,613
Application Subtotal				\$15,613

FRESNO COUNTY INTERNAL SERVICES DEPARTMENT
 IT BUDGET
 BY ORGANIZATION/CATEGORY

2017-18 Budget Year

9755 EMAIL DRIVE STORAGE

<u>Cost Center</u>	<u>Rate</u>	<u>Units</u>	<u>Multiplier</u>	<u>Appropriation</u>
331 Info Storage & Admin	\$2.59 GB/ Month	33.73	12	\$1,047
Application Subtotal				\$1,047
Subtotal: 7296-Data Processing				\$153,737
ORG: 92000000 Totals:				<u>\$166,939</u>

Page 3 of 3

FRESNO COUNTY INTERNAL SERVICES DEPARTMENT
 IT BUDGET
 BY ORGANIZATION/CATEGORY

2017-18 Budget Year

ORG: 92009999 FRESNO COUNTY EMPLOYEE RETIREMENT ASSOC

Account: 7296-Data Processing

1 CONVERGENT COMMUNICATIONS SERVICES

<u>Cost Center</u>	<u>Rate</u>	<u>Units</u>	<u>Multiplier</u>	<u>Appropriation</u>
332 I-Net Line Charges	\$19.90	Device/ Mor	2	12 \$478
Application Subtotal				\$478

9700 ENTERPRISE CHARGES

<u>Cost Center</u>	<u>Rate</u>	<u>Units</u>	<u>Multiplier</u>	<u>Appropriation</u>
320 LAN Admin-County	\$47.65	Per Device	2	12 \$1,144
323 Equipment Administration	\$29.99	Per Device	2	12 \$720
Application Subtotal				\$1,863
Subtotal: 7296-Data Processing				\$2,341

ORG: 92009999 Totals:

\$2,341

FRESNO COUNTY INTERNAL SERVICES DEPARTMENT
PEOPLESFT BUDGET
BY ORGANIZATION/CATEGORY

2017-18 Budget Year

ORG: 92000000 FCERA

Account: 7286-Peoplesoft HRMS

525 HUMAN RESOURCE MANAGEMENT SYSTEM

<u>Cost Center</u>	<u>Rate</u>	<u>Units</u>	<u>Multiplier</u>	<u>Appropriation</u>		
341 Enterprise PS HRMS		\$16.24	Per Employee	29.35	12	\$5,718
Application Subtotal						\$5,718
Subtotal: 7286-Peoplesoft HRMS						\$5,718

Account: 7287-Peoplesoft Financials

4875 FINANCIAL INFORMATION SYSTEM

<u>Cost Center</u>	<u>Rate</u>	<u>Units</u>	<u>Multiplier</u>	<u>Appropriation</u>		
342 Enterprise PS Financials		\$2.20	Per	7,683.00	1	\$16,895
Application Subtotal						\$16,895
Subtotal: 7287-Peoplesoft Financials						\$16,895

ORG: 92000000 Totals:

\$22,613

FRESNO COUNTY INTERNAL SERVICES DEPARTMENT
RISK MANAGEMENT BUDGET
BY ORGANIZATION/CATEGORY

2017-18 Budget Year

ORG: 92009999 FRESNO COUNTY EMPLOYEE RETIREMENT ASSOC

	FY 17-18 FINAL Rates	FY 16-17 ADOPTED Rates	\$ INC (DECR)	% INC (DECR)
Benefits Administration	\$ 3,500	\$ 3,663	(163)	-4%
Unemployment Ins	\$ 860	\$ 1,085	(225)	-21%
Workers' Compensation Program	\$ 4,352	\$ 4,914	(562)	-11%
General Liability Ins	\$ 2,308	\$ 2,485	(177)	-7%