

<b>ADMINISTRATIVE SERVICES DEPARTMENT</b>					
<b>APPROPRIATION SUMMARY</b>					
<b>Fiscal Year 2010-11</b>					
<b>ADMINISTERED BY:</b>		<b>DIRECTOR OF ADMINISTRATIVE SERVICES</b>			
<b>Appropriations</b>	<b>FY 2009-10</b>		<b>FY 2010-11 Proposed Budget</b>		
	<b>Budget</b>	<b>Position Allocations</b>	<b>Recommended Budget</b>	<b>Percent Change</b>	<b>Position Allocations</b>
<b>GENERAL FUND</b>					
Administrative Services	\$ 4,725,355	71	\$ 5,669,468	20.0%	71
<b>INTERNAL SERVICE FUNDS</b>					
Telecommunication Services* - Fund 250/100	\$ 7,300,134	20	\$ 6,566,765	-10.0%	20
Central Services* - Fund 250/305	2,581,245	10	2,555,803	-1.0%	10
Subtotal Internal Service Funds	\$ 9,881,379	30	\$ 9,122,568	-7.7%	30
<b>TOTAL ALL FUNDS</b>	\$ 14,606,734	101	\$ 14,792,036	1.3%	101

\*Budget includes total operating expenses and fixed assets.

**Mission Statement**

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

**Budget Summary and Changes**

Administrative Services programs are funded through three appropriations, one General Fund appropriation (consisting of separate program budgets for Procurement, Revenue Services, Information Technology (IT), and the department administrative overhead), and two internal service appropriations: Telecommunications and Central Services. As such, even the General Fund appropriation operates as an internal services appropriation because the activities support other County departments. Because each of these appropriations generate charge tables for other departments to use in developing their own budgets, it is necessary that Administrative Services budgets be developed very early in the process and with minimal guidance. All filled positions are funded in the budget through reductions in several areas, but there will be little impact to customer departments as a result. All core services are recommended to continue.

General Fund expenditures have increased by \$944,112, or 20%. This is due to the inclusion of \$1 million for countywide computer (PC) purchases. Absent that addition, the Administrative Services General Fund budget has decreased by \$55,887. Internal Services appropriations have decreased by \$758,887 or 7.7%. One-time funding of \$1 million has been added to address countywide replacement costs that have been deferred over the past several years due to budget constraints.

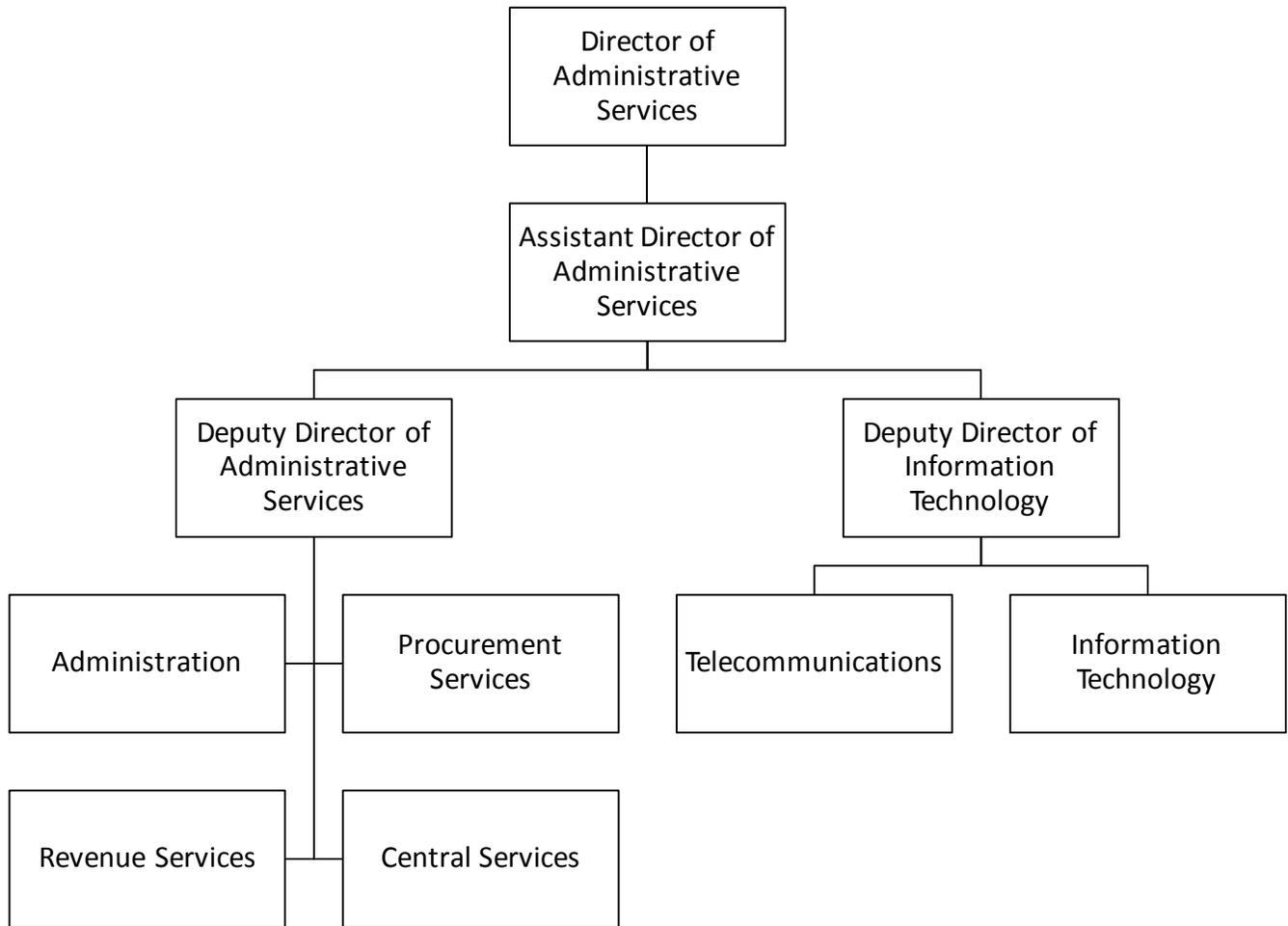
### **Department Comments**

The Administrative Services Department remains committed to identifying and providing innovative, cost effective solutions to our customer departments during these challenging economic times. The Department also remains committed to the improvement and expansion of our countywide IT infrastructure which includes the voice, data, two-way radio, media and waste-management monitoring networks. The Department continues to experience an increase in requests for administrative, technology related, collection, procurement and print services despite reduced staffing and funding levels.

The Administrative Services Department was also honored to receive the following awards this past fiscal year: a *National Digital County Survey Award* from the Center for Digital Government and the National Association of Counties for the fourth year in a row, and the *Achievement in Excellence Award* from the National Purchasing Institute for the seventh year in a row.

### **Final Budget Changes from the Proposed Budget**

# ADMINISTRATIVE SERVICES DEPARTMENT



POSITIONS: 101

## Administrative Services

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### Administrative Services 11210

**Program Purpose:** Provides comprehensive information technology (IT), including project planning and management for system implementations. Administrative Services is also responsible for IT planning, implementing, administering and maintaining the County's data systems, including servers, data storage, firewall, and security systems.

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 secure funds entitled to Placer County and other government entities.

Provides quality management and administrative support to the Administrative Services Department and effectively communicates and acts as liaison to other departments, outside agencies and the public.

**Major Budget Adjustments Proposed for 2010-11**

- Supplemental funding request for four positions has been funded.
- One time funding of \$1 million has been added for countywide potential computer needs.

### Central Services (Internal Service Fund) 06380

**Program Purpose:** Provides efficient and economical reprographic, mail processing and delivery, inventory, and records management services. This includes design and production of offset printing items, quick-copy service for both color and black-and-white copies, convenience-copier service for 227 countywide digital multifunction copy machines, forms, envelopes and paper inventory including delivery, US mail service, United Parcel Service (UPS) and interoffice mail service, and coordination and standard-setting for county records storage and retention.

**Major Budget Adjustment Proposed for 2010-11**

- One central service worker position will become vacant prior to FY 10-11 and is unfunded in this budget.

### Telecommunications (Internal Service Fund) 02100

**Program Purpose:** Provides planning, development and logistical support of all countywide communication systems, including telephone, radio, data, media and cable television services.

**Major Budget Adjustments Proposed for 2010-11**

- One telecommunications technician II position is unfunded (reduction of \$110,848) to meet base budget.
- Fixed asset costs of \$680,000 are funded from reserves and designations.

**POSITION INFORMATION**

<b>Changes in Funded Positions Salary Adjustments</b>	<b>2010-11 Positions</b>	<b>2010-11 Salary</b>
<b><i>Administrative Services</i></b>		
Admin Services - 11210		
Buyer Senior	1	\$ 70,303
Buyer I/II	-1	\$ (54,875)
Asssitant Director of Adm Sv	1	\$ 143,783
Deputy Director of IT	1	\$ 148,108
Deputy Director of Admin Svcs	-1	\$(120,702)
IT Manager	-1	\$(135,190)
Telecommunications - 02100		
Telecommunications Tech	-1	\$ (73,821)
Central Services - 06380		
Central Services Technician	-1	\$ (48,305)
<b>Department Total</b>	<b>-2</b>	<b>\$ (70,699)</b>

Notes

<sup>1</sup> Unfunded in FY 09-10 - Deputy Dir of IT and Buyer Sr

**County of Placer**  
**Financing Sources and Uses by Budget Unit by Object**  
**Governmental Funds**  
**Fiscal Year 2010-11**

Budget Unit **General Fund - 100**

Function **Other General**

Activity **Administrative Services - 11210**

Detail by Revenue Category and Expenditure Object	2008-09 Final Actuals	2009-10 Estimated	2010-11 Recommended	2010-11 Adopted by the Board of Supervisors
1	2	3	4	5
<b>Revenue</b>				
<b>Fines, Forfeits &amp; Penalties</b>				
6886 Coll PGM-PC 1463.007	\$ 1,794,086	\$ 1,401,024	\$ 1,514,703	\$
<b>Total Fines, Forfeits &amp; Penalties</b>	<b>\$ 1,794,086</b>	<b>\$ 1,401,024</b>	<b>\$ 1,514,703</b>	<b>\$</b>
<b>Charges for Services</b>				
8110 Admin Services - Admin Support	\$ 320,936	\$ 401,440	\$ 386,191	\$
8114 Data Processing Services	780,852	819,014	877,225	
8116 NSF & Misc Fees	1,882	500	2,656	
8147 Installment Fees (PC1205)	221,678	325,000	343,545	
8193 Other Services	136	1,500	1,500	
8212 Other General Reimbursement	56,118	40,520	40,520	
8218 Forms and Photocopies	542	200	200	
<b>Total Charges for Services</b>	<b>\$ 1,382,144</b>	<b>\$ 1,588,174</b>	<b>\$ 1,651,837</b>	<b>\$</b>
<b>Miscellaneous Revenues</b>				
8753 Other Sales	\$ 19,125	\$ 18,000	\$ 18,000	\$
8764 Miscellaneous Revenues	16,053	1,000	1,000	
<b>Total Miscellaneous Revenues</b>	<b>\$ 35,178</b>	<b>\$ 19,000</b>	<b>\$ 19,000</b>	<b>\$</b>
<b>Total Revenue</b>	<b>\$ 3,211,408</b>	<b>\$ 3,008,198</b>	<b>\$ 3,185,540</b>	<b>\$</b>
<b>Expenditures / Appropriations</b>				
<b>Salaries &amp; Benefits</b>				
1001 Employee Paid Sick Leave	\$ 1,635	\$ 1,450	\$ 1,450	\$
1002 Salaries and Wages	5,005,087	5,440,892	5,471,127	
1003 Extra Help	16,792			
1005 Overtime & Call Back	14,229	41,907	41,907	
1011 Salary Savings		(305,016)	(130,449)	
1018 Taxable Meal Reimbursements	56			
1300 P.E.R.S.	1,058,584	1,216,866	1,246,588	
1301 F.I.C.A.	378,950	419,933	421,747	
1303 Other - Post Employment Benefits	453,633	455,682	476,117	
1310 Employee Group Ins	714,312	803,910	805,494	
1315 Workers Comp Insurance	19,311	61,594	19,839	
1325 401 (k) Employer Match	6,805	3,750	3,750	
<b>Total Salaries &amp; Benefits</b>	<b>\$ 7,669,394</b>	<b>\$ 8,140,968</b>	<b>\$ 8,357,570</b>	<b>\$</b>
<b>Services &amp; Supplies</b>				
2051 Communications - Telephone	\$ 163,926	\$ 205,674	\$ 185,967	\$
2052 Mobile Communication Devices	12,706		11,033	
2054 Telecomm Trunks/Circuits	720,142	684,135	656,207	
2140 Gen Liability Ins	41,119	30,911	23,396	
2273 Parts	53,277	15,000	15,000	
2290 Maintenance - Equipment	46,908	50,811	50,811	
2292 Maintenance - Software	1,185,551	1,395,940	1,318,318	
2439 Membership/Dues	1,781	4,318	4,173	
2481 PC Acquisition	14,080		1,000,000	
2511 Printing	25,655	30,672	30,672	
2522 Other Supplies		500	500	
2523 Office Supplies & Exp	46,203	41,520	36,520	
2524 Postage	28,339	38,200	38,200	
2555 Prof/Spec Svcs - Purchased	742,239	866,824	730,352	
2556 Prof/Spec Svcs - County	20,366	32,383	30,379	
2561 Legal Services		5,000	4,491	
2701 Publications & Legal Notices	343	1,200	450	
2709 Countywide System Charges	18,247	9,105	5,888	
2710 Rents & Leases - Equipment	467,222	468,865	524,310	
2727 Rents & Leases - Bldgs & Impr		39,436	39,436	
2838 Special Dept Expense-1099 Reportable	1,000			
2840 Special Dept Expense	55,339	8,517	28,353	
2844 Training	34,759	14,300	13,300	
2931 Travel & Transportation	4,703	3,200	2,700	
2932 Mileage	1,318	180	1,764	
2933 Lodging	478			

**County of Placer**  
**Financing Sources and Uses by Budget Unit by Object**  
**Governmental Funds**  
**Fiscal Year 2010-11**

Budget Unit **General Fund - 100**

Function **Other General**

Activity **Administrative Services - 11210**

Detail by Revenue Category and Expenditure Object	2008-09 Final Actuals	2009-10 Estimated	2010-11 Recommended	2010-11 Adopted by the Board of Supervisors
1	2	3	4	5
2941 County Vehicle Mileage	2,455	1,800	3,247	
2964 Meals/Food Purchases	637	950	1,200	
<b>Total Services &amp; Supplies</b>	<b>\$ 3,688,793</b>	<b>\$ 3,949,441</b>	<b>\$ 4,756,667</b>	
<b>Other Financing Uses</b>				
3780 Contrib to Other Funds	\$ 56,882	\$ 57,044	\$ 57,044	
<b>Total Other Financing Uses</b>	<b>\$ 56,882</b>	<b>\$ 57,044</b>	<b>\$ 57,044</b>	
<b>Intrafund Transfers Out</b>				
5310 I/T Employee Group Insurance	\$ 285,540	\$ 394,096	\$ 383,149	
5405 I/T Maintenance - Bldgs & Improvements	1,139	10,750	10,750	
5550 I/T - Administration	753,115	717,230	845,727	
5552 I/T - MIS Services	118,151	140,645	124,744	
5727 I/T-Rents/Leases	11,538			
<b>Total Intrafund Transfers Out</b>	<b>\$ 1,169,483</b>	<b>\$ 1,262,721</b>	<b>\$ 1,364,370</b>	
<b>Intrafund Transfers In</b>				
5002 I/T - County General Fund	\$ (5,180,072)	\$ (5,324,531)	\$ (5,574,142)	
5004 I/T - Road Fund	(175,005)	(191,232)	(202,299)	
5009 I/T - County Library Fund	(27,844)	(26,380)	(28,690)	
5010 I/T - Fire Protection Fund	(4,946)	(6,545)	(3,463)	
5011 I/T - Public Safety Fund	(2,799,622)	(3,060,536)	(2,971,951)	
5012 I/T - Capital Projects Reimbursement	(41,877)	(45,815)	(55,858)	
5026 I/T - Advertising & Promotion Fund	(29,780)	(29,780)	(29,780)	
<b>Total Intrafund Transfers In</b>	<b>\$ (8,259,146)</b>	<b>\$ (8,684,819)</b>	<b>\$ (8,866,183)</b>	
<b>Total Expenditures / Appropriations</b>	<b>\$ 4,325,406</b>	<b>\$ 4,725,355</b>	<b>\$ 5,669,468</b>	
<b>Net Cost</b>	<b>\$ 1,113,998</b>	<b>\$ 1,717,157</b>	<b>\$ 2,483,928</b>	

**County of Placer**  
**Financing Sources and Uses by Budget Unit by Object**  
**Governmental Funds**  
**Fiscal Year 2010-11**

Budget Unit **Placer County Housing Authority Fund - 10**

Function **Other Assistance**

Activity **Housing Assistance Services - 53010**

Detail by Revenue Category and Expenditure Object	2008-09 Final Actuals	2009-10 Estimated	2010-11 Recommended	2010-11 Adopted by the Board of Supervisors
1	2	3	4	5
<b>Revenue</b>				
<b>Rev from Use of Money &amp; Property</b>				
6950 Interest	\$ 27,234	\$ 18,000	\$ 19,450	\$
<b>Total Rev from Use of Money &amp; Property</b>	<b>\$ 27,234</b>	<b>\$ 18,000</b>	<b>\$ 19,450</b>	<b>\$</b>
<b>Intergovernmental Revenue</b>				
7265 Federal Aid Section 8 Housing	\$ 1,925,896	\$ 1,788,699	\$ 2,017,514	\$
7292 Aid from Other Governmental Agencies			138,731	
<b>Total Intergovernmental Revenue</b>	<b>\$ 1,925,896</b>	<b>\$ 1,788,699</b>	<b>\$ 2,156,245</b>	<b>\$</b>
<b>Charges for Services</b>				
8212 Other General Reimbursement	\$ 141,304	\$ 40,000	\$	\$
<b>Total Charges for Services</b>	<b>\$ 141,304</b>	<b>\$ 40,000</b>	<b>\$</b>	<b>\$</b>
<b>Other Financing Sources</b>				
8779 Contributions from General Fund	\$	\$ 152,944	\$	\$
<b>Total Other Financing Sources</b>	<b>\$</b>	<b>\$ 152,944</b>	<b>\$</b>	<b>\$</b>
<b>Total Revenue</b>	<b>\$ 2,094,434</b>	<b>\$ 1,999,643</b>	<b>\$ 2,175,695</b>	<b>\$</b>
<b>Expenditures / Appropriations</b>				
<b>Salaries &amp; Benefits</b>				
1002 Salaries and Wages	\$ 100,541	\$ 118,880	\$ 155,940	\$
1003 Extra Help	477			
1011 Salary Savings		(13,227)	(3,893)	
1300 P.E.R.S.	21,100	25,778	34,552	
1301 F.I.C.A.	7,543	9,094	11,929	
1303 Other - Post Employment Benefits	9,253	17,718	21,005	
1310 Employee Group Ins	23,567	35,872	19,110	
1315 Workers Comp Insurance	121	139	173	
<b>Total Salaries &amp; Benefits</b>	<b>\$ 162,602</b>	<b>\$ 194,254</b>	<b>\$ 238,816</b>	<b>\$</b>
<b>Services &amp; Supplies</b>				
2051 Communications - Telephone	\$ 4,133	\$ 5,300	\$ 4,697	\$
2140 Gen Liability Ins	646	409	249	
2290 Maintenance - Equipment		240		
2439 Membership/Dues		2,650		
2481 PC Acquisition	6,015			
2511 Printing	9	850		
2523 Office Supplies & Exp		1,200	300	
2524 Postage	1,586	2,000	2,122	
2550 Administration	1,820	666	2,179	
2554 Commissioner's Fees	600	1,800		
2556 Prof/Spec Svcs - County	56		68	
2709 Countywide System Charges	1,697	983	476	
2809 Rents and Leases-PC		500		
2840 Special Dept Expense	5,082	3,820	8,684	
2844 Training	2,614	2,000	3,320	
2931 Travel & Transportation	307			
2932 Mileage	597	900	310	
2933 Lodging			1,835	
2941 County Vehicle Mileage	40		3,723	
2964 Meals/Food Purchases	16			
<b>Total Services &amp; Supplies</b>	<b>\$ 25,218</b>	<b>\$ 23,318</b>	<b>\$ 27,963</b>	<b>\$</b>
<b>Other Charges</b>				
3079 Support & Care Rent	\$ 1,670,399	\$ 1,638,495	\$ 1,694,596	\$
3080 Support & Care of Persons	128,314	30,000	144,922	
3551 Transfer Out A-87 Costs	34,425		22,301	
<b>Total Other Charges</b>	<b>\$ 1,833,138</b>	<b>\$ 1,668,495</b>	<b>\$ 1,861,819</b>	<b>\$</b>
<b>Intrafund Transfers Out</b>				
5291 I/T Maintenance - Computer Equipment	\$	\$ 200	\$	\$
5310 I/T Employee Group Insurance	7,530	9,506	10,173	
5405 I/T Maintenance - Bldgs & Improvements		500		
5527 I/T Prof Services A-87 Costs		38,151		
5550 I/T - Administration	14,386	33,753	30,857	
5552 I/T - MIS Services		500		

**County of Placer**  
**Financing Sources and Uses by Budget Unit by Object**  
**Governmental Funds**  
**Fiscal Year 2010-11**

Budget Unit **Placer County Housing Authority Fund - 10**

Function **Other Assistance**

Activity **Housing Assistance Services - 53010**

Detail by Revenue Category and Expenditure Object	2008-09 Final Actuals	2009-10 Estimated	2010-11 Recommended	2010-11 Adopted by the Board of Supervisors
1	2	3	4	5
5556 I/T - Professional Services		1,500	1,650	
<b>Total Intrafund Transfers Out</b>	\$ 21,916	\$ 84,110	\$ 42,680	\$
<b>Total Expenditures / Appropriations</b>	\$ 2,042,874	\$ 1,970,177	\$ 2,171,278	\$
<b>Net Cost</b>	\$ (51,560)	\$ (29,466)	\$ (4,417)	\$

County of Placer  
 Operation of Internal Service Fund  
 Fiscal Year 2010-11

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

Operating Detail	2008-09 Actual	2009-10 Estimated	2010-11 Recommended	2010-11 Adopted by the Board of Supervisors
1	2	3	4	5
<b>Operating Revenues</b>				
8118 Communciation Services - Telephone	2,436,479	2,454,712	2,326,612	
8119 Communciation Services - Radio	1,083,844	1,423,977	1,224,002	
8123 Communciation Services - Media	143,886	111,556	100,000	
8124 Comm Services - Network Infrastructure	1,876,630	1,585,475	1,839,701	
8125 Cabling Services	67,558			
8193 Other Services	1,178,488	1,055,043		
<b>Total Operating Revenues</b>	<b>\$ 6,786,885</b>	<b>\$ 6,630,763</b>	<b>\$ 5,490,315</b>	<b>\$</b>
<b>Operating Expenses</b>				
1002 Salaries and Wages	1,686,804	1,769,595	1,701,027	
1003 Extra Help	1,920			
1004 Accr Compensated Leave	29,102			
1005 Overtime & Call Back	77,035	53,347	65,098	
1011 Salary Savings		(99,097)	(44,649)	
1018 Taxable Meal Reimbursements	281			
1300 P.E.R.S.	350,824	383,874	394,191	
1301 F.I.C.A.	133,636	139,455	134,210	
1303 Other - Post Employment Benefits	151,165	161,075	133,033	
1310 Employee Group Ins	215,720	248,264	233,264	
1315 Workers Comp Insurance	7,757	16,795	12,273	
1325 401 (k) Employer Match	1,504	1,500	1,500	
2020 Clothes & Personal Supplies	429	1,500	1,000	
2051 Communications - Telephone		16,000		
2052 Mobile Communication Devices	10,787		11,000	
2054 Telecomm Trunks/Circuits	1,065,546	1,212,084	1,116,841	
2140 Gen Liability Ins	21,602	16,969	20,270	
2274 Delivery & Freight Charges	1,206	1,000	1,100	
2290 Maintenance - Equipment	164,555	170,650	186,335	
2292 Maintenance - Software	3,184	8,010	4,000	
2310 Employee Benefits Systems	82,973	104,583	109,131	
2405 Materials - Bldgs & Impr	64,332	30,500	42,000	
2439 Membership/Dues	999	850	1,000	
2481 PC Acquisition	2,622			
2511 Printing	5,905	5,000	4,500	
2512 Laundry/Dry Cleaning	141			
2522 Other Supplies	377	1,100	600	
2523 Office Supplies & Exp	9,006	8,000	8,500	
2524 Postage	4,796	4,500	4,500	
2534 Operating Materials	419,246	507,076	503,287	
2550 Administration	221,441	262,394	237,240	
2555 Prof/Spec Svcs - Purchased	1,439,798	1,285,104	315,723	
2556 Prof/Spec Svcs - County	107,112	128,076	106,323	
2701 Publications & Legal Notices		2,500	2,500	
2709 Countywide System Charges	9,582	9,813	2,483	
2710 Rents & Leases - Equipment	88,862	71,000	88,900	
2727 Rents & Leases - Bldgs & Impr	41,752	41,000	41,000	
2744 Small Tools & Instruments	549	5,000	2,500	
2770 Fuels & Lubricants	84	2,500	2,000	
2838 Special Dept Expense-1099 Reportable	5,106	1,500	2,000	
2840 Special Dept Expense	18,515	1,500	10,000	
2844 Training	39,791	20,881	20,000	
2931 Travel & Transportation	12,816	5,500	5,000	
2932 Mileage	451			
2933 Lodging	1,452			
2941 County Vehicle Mileage	89,757	92,000	65,078	
2964 Meals/Food Purchases	4,653	3,000	3,000	
2965 Utilities	64,972	52,000	65,000	
3551 Transfer Out A-87 Costs	240,102	103,236	274,007	
3701 Equipment Depreciation	241,639			
3702 Bldg & Impr Depreciation	1,821			
<b>Total Operating Expenses</b>	<b>\$ 7,143,709</b>	<b>\$ 6,849,634</b>	<b>\$ 5,886,765</b>	<b>\$</b>
<b>Operating Income (Loss)</b>	<b>\$ (356,824)</b>	<b>\$ (218,871)</b>	<b>\$ (396,450)</b>	<b>\$</b>
<b>Non-Operating Revenue (Expenses)</b>				

County of Placer  
 Operation of Internal Service Fund  
 Fiscal Year 2010-11

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

Operating Detail	2008-09 Actual	2009-10 Estimated	2010-11 Recommended	2010-11 Adopted by the Board of Supervisors
1	2	3	4	5
6770 Franchises	25,844	25,844	25,844	
6950 Interest	83,335	80,000	80,000	
8779 Contributions from General Fund		218,376	218,376	
<b>Total Non-Operating Revenue (Expenses)</b>	<b>\$ 109,179</b>	<b>\$ 324,220</b>	<b>\$ 324,220</b>	<b>\$</b>
<b>Income Before Capital Contributions and Transfers</b>	<b>\$ (247,645)</b>	<b>\$ 105,349</b>	<b>\$ (72,230)</b>	<b>\$</b>
<b>Change in Net Assets</b>	<b>\$ (247,645)</b>	<b>\$ 105,349</b>	<b>\$ (72,230)</b>	<b>\$</b>
Net Assets - Beginning Balance	2,993,228	2,728,341	2,383,190	
Net Assets - Ending Balance	\$ 2,728,341	\$ 2,383,190	\$ 1,630,960	\$
<b>Memo:</b>				
4451 Equipment	\$ 434,977	\$ 450,500	\$ 680,000	\$

County of Placer  
 Operation of Internal Service Fund  
 Fiscal Year 2010-11

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

Operating Detail	2008-09 Actual	2009-10 Estimated	2010-11 Recommended	2010-11 Adopted by the Board of Supervisors
1	2	3	4	5
<b>Operating Revenues</b>				
8373 Quick Copy Revenue	484,476	537,581	484,475	
8375 Printing Revenue	337,261	309,291	334,697	
8376 Convenience Copier Revenue	729,966	785,687	729,966	
8377 Records Management	284,522	296,023	296,023	
8386 Interoffice Mail Revenue	192,656	198,163	192,656	
8388 Mail Services	90,419	119,109	90,419	
8764 Miscellaneous Revenues	10,530	10,530	10,530	
8774 Inventory Sales	221,868	252,438	232,086	
<b>Total Operating Revenues</b>	<b>\$ 2,351,698</b>	<b>\$ 2,508,822</b>	<b>\$ 2,370,852</b>	<b>\$</b>
<b>Operating Expenses</b>				
1002 Salaries and Wages	532,968	566,907	526,114	
1003 Extra Help			45,505	
1004 Accr Compensated Leave	11,113			
1005 Overtime & Call Back		788	788	
1011 Salary Savings		(31,747)	(14,419)	
1300 P.E.R.S.	112,447	122,625	118,071	
1301 F.I.C.A.	41,504	43,429	40,308	
1303 Other - Post Employment Benefits	48,750	80,537	70,017	
1310 Employee Group Ins	106,059	120,237	111,547	
1315 Workers Comp Insurance	5,190	21,033	4,063	
1325 401 (k) Employer Match	754	750	750	
2051 Communications - Telephone	13,383	15,739	13,383	
2052 Mobile Communication Devices		237	237	
2140 Gen Liability Ins	4,425	2,803	2,702	
2290 Maintenance - Equipment	13,098	18,688	13,100	
2310 Employee Benefits Systems	39,097	49,302	52,331	
2405 Materials - Bldgs & Impr	21,058	25,000	21,100	
2439 Membership/Dues		25		
2481 PC Acquisition	3,808			
2511 Printing	576	2,881	576	
2523 Office Supplies & Exp	1,155	1,640	1,160	
2524 Postage	124	2,276	125	
2550 Administration	99,495	127,444	126,524	
2555 Prof/Spec Svcs - Purchased	247,608	247,500	241,031	
2556 Prof/Spec Svcs - County	38,576	38,000	36,698	
2709 Countywide System Charges	3,883	3,582	1,092	
2710 Rents & Leases - Equipment	626,202	668,459	622,606	
2727 Rents & Leases - Bldgs & Impr	62,037	65,356	67,200	
2840 Special Dept Expense	91,773	111,000	76,970	
2844 Training		200		
2920 Inventory Purchases	183,691	215,747	184,349	
2932 Mileage	191	250	200	
2941 County Vehicle Mileage	9,199	14,000	6,847	
2965 Utilities	20,796	24,000	21,000	
3551 Transfer Out A-87 Costs	55,125	22,794	68,828	
3701 Equipment Depreciation	34,765			
<b>Total Operating Expenses</b>	<b>\$ 2,429,087</b>	<b>\$ 2,581,245</b>	<b>\$ 2,460,803</b>	<b>\$</b>
<b>Operating Income (Loss)</b>	<b>\$ (77,389)</b>	<b>\$ (72,423)</b>	<b>\$ (89,951)</b>	<b>\$</b>
<b>Non-Operating Revenue (Expenses)</b>				
6950 Interest	18,348	18,348	18,348	
8779 Contributions from General Fund	56,882	57,044	57,044	
<b>Total Non-Operating Revenue (Expenses)</b>	<b>\$ 75,230</b>	<b>\$ 75,392</b>	<b>\$ 75,392</b>	<b>\$</b>
<b>Income Before Capital Contributions and Transfers</b>	<b>\$ (2,159)</b>	<b>\$ 2,969</b>	<b>\$ (14,559)</b>	<b>\$</b>
<b>Change in Net Assets</b>	<b>\$ (2,159)</b>	<b>\$ 2,969</b>	<b>\$ (14,559)</b>	<b>\$</b>
Net Assets - Beginning Balance	833,562	831,404	834,373	
Net Assets - Ending Balance	<b>\$ 831,404</b>	<b>\$ 834,373</b>	<b>\$ 724,814</b>	<b>\$</b>
<b>Memo:</b>				
4451 Equipment	\$	\$	\$ 95,000	\$