

Administrative Services

ADMINISTERED BY: DIRECTOR OF ADMINISTRATIVE SERVICES					
Appropriations	FY 2012-13	FY 2013-14	FY 2014-15	FY 2014-15	
	Actuals	Est / Actual	Proposed Budget	Final Budget	% Change from Proposed
GENERAL FUND					
Administrative Services	\$ 4,693,558	\$ 4,568,274	\$ 5,936,147	\$ 5,945,591	0.2%
INTERNAL SERVICE FUNDS					
Telecommunication Services* - Fund 250/100	\$ 6,283,151	\$ 5,948,686	\$ 6,166,652	\$ 6,112,000	-0.9%
Central Services* - Fund 250/305	\$ 2,419,734	\$ 3,275,795	\$ 2,583,287	\$ 2,679,581	3.7%
Subtotal Internal Service Funds	\$ 8,702,885	\$ 9,224,481	\$ 8,749,939	\$ 8,791,581	0.5%
TOTAL ALL FUNDS	\$ 13,396,443	\$ 13,792,755	\$ 14,686,086	\$ 14,737,172	0.3%

*Budget includes total operating expenses and fixed assets.

FUNDED POSITIONS					
Administrative Services	89	93	92	92	0%
Telecommunication Services - Fund 250/100	19	19	19	19	0%
Central Services - Fund 250/305	9	9	9	9	0%
TOTAL FUNDED POSITIONS	117	121	120	120	0%
TOTAL ALLOCATED POSITIONS	126	128	128	128	0%

Mission Statement

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

Department Comments

The Administrative Services Department provides a broad spectrum of services to county departments and to the public. The department is comprised of six diverse divisions and during the development of the department's FY 2014-15 budget, division managers focused their efforts on maintaining core business functions, staffing levels, supplemental costs attributed to consolidation initiatives and the phased implementation of the Information Technology Strategic Plan.

The four General Fund divisions include:

- Administration
- Information Technology
- Procurement
- Revenue Services

The two Internal Service Fund divisions include:

- Central Services
- Telecommunications

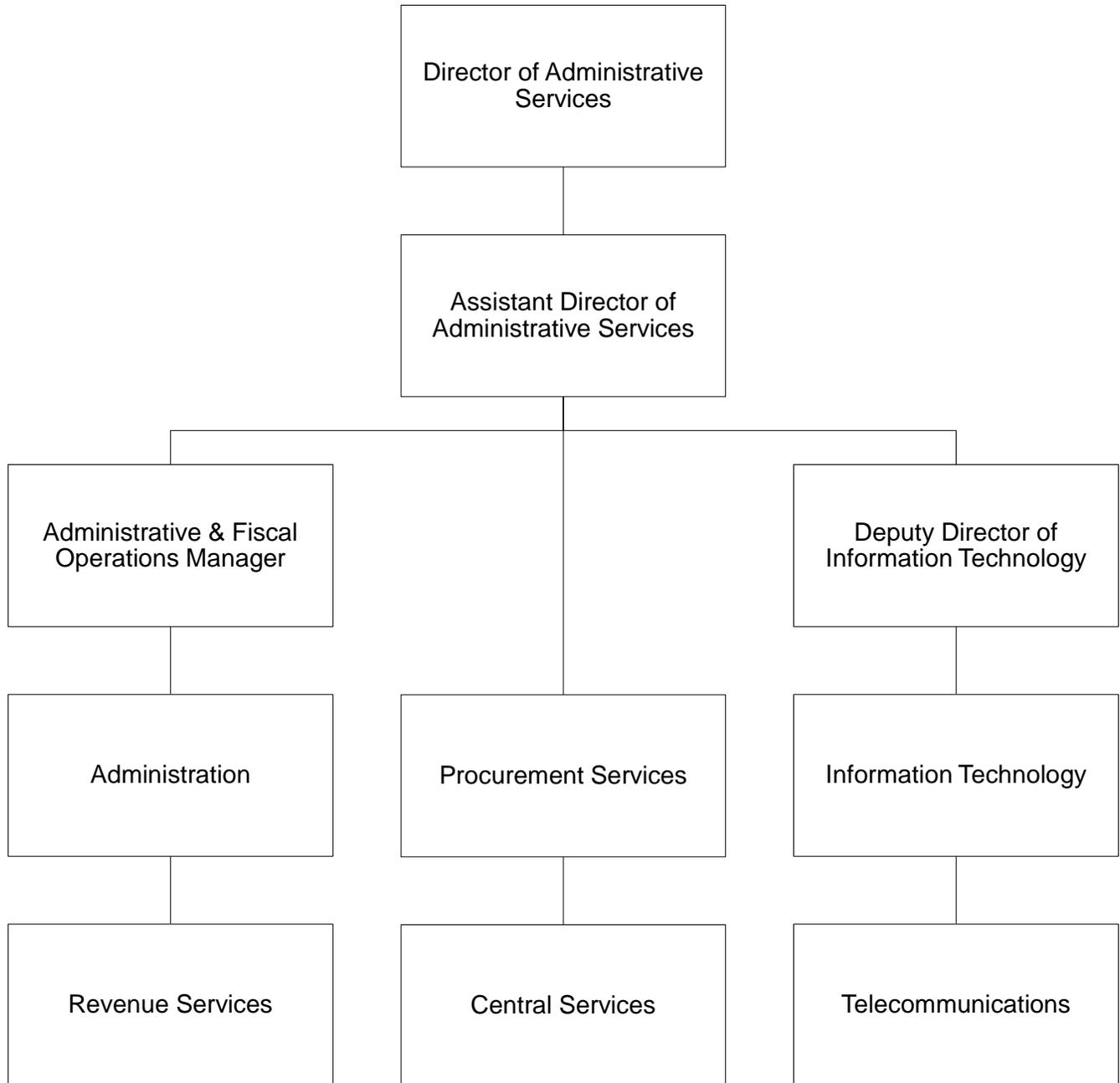
Jerry Gamez, Director

Administrative Services

Priorities and challenges facing this department during FY 2014-15 include enhancing the County's website utilization through increased functionalities, strengthening interoperable communications capabilities countywide, increasing access to existing information technologies and working with service providers on the deployment of high-speed broadband services into unserved and underserved Placer County communities.

Major accomplishments during FY 2013-14 include infrastructure upgrades to the County's Enterprise Data Network, a redesign of the County's public website, the expansion of call center technologies to support the Health & Human Services' Covered California Initiatives, successful deployment of new multifunction copier devices countywide, amended the County's Uniform Transient Occupancy Tax Ordinance, and increased the County Surplus Program's sales and revenues.

ADMINISTRATIVE SERVICES DEPARTMENT



COUNTY EXECUTIVE OFFICE COMMENTS AND RECOMMENDATIONS

Final Budget Changes from the Proposed Budget

The Final Budget includes the following budget adjustments for the *Administrative Services* budget:

- Expenditures increased \$9,444 for Salaries and Benefits for cost of living increase.
- Revenue increased \$6,333 from other user departments due to increase salaries and benefits.

The Final Budget includes the following budget adjustments for the *Telecommunications* Internal Service Fund budget:

- Expenditures decreased \$16,452 in Salaries and Benefits due to the cost of living adjustment and funding of an information technology analyst offset by unfunding a senior information technology analyst.
- Expenditures increased \$108,800 for information technology hardware.
- Revenue decreased \$45,000 and expenditures decreased \$147,000 for transferring Board of Supervisors media services to Countywide Systems.
- Funding is added to the reserve account, Assigned Capital Assets \$674,556.

The Final Budget includes the following budget adjustments for the *Central Services* Internal Service Fund budget:

- Expenditures increased \$9,543 due to salary and benefit cost of living increases.
- Expenditures increased \$86,751 for multifunction copiers.
- Revenue increased \$76,286 due to increased charges for salary and benefit cost of living increases.
- Funding is withdrawn from the reserve account, Assigned Contingencies (\$84,226) and Assigned Capital Assets (\$86,751).

Proposed Budget Summary

To accomplish the priorities identified by the department, the FY 2014-15 Proposed Budget continues the existing level of program services while reducing funding for one assistant director position, for a total of 120 funded positions. The year over year increase to net budget (\$1,289,643) is largely the result of the transfer of ACORN functions from the Countywide Systems budget to the Administrative Services - Information Technology budget, increased telephone and network infrastructure maintenance costs, additional multifunction copiers (in lieu of standalone printers), PC replacements, and training. In FY 2014-15, the General Fund net cost decreases dramatically by \$2,026,828 year over year due to countywide realignment of A-87 costs, which resulted in a revenue transfer in the amount of \$2,051,363 to the Administration division. In other revenue areas, Revenue Services fees and fine collections are reduced by \$72,352, as a result of decreased collection activity, offset by a commensurate reduction in outside collections services.

APPROPRIATION SUMMARY

Below reflects program purpose for department appropriations as well as major budget adjustments. Further detail can be found beginning on page 269.

Administrative Services 11210
Administrative & Financial Service System

Program Purpose: Provides comprehensive information technology (IT) project planning, implementation, administration, and maintenance of 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.

Program Comments:

During FY 2014-15 our department will focus its efforts on ensuring the County’s current technology systems are appropriately secured, maintained, and comply with all state and federal laws/mandates. The Information Technology Division maintains 144 terabytes of data storage distributed over 41 physical servers and 183 virtual servers. In addition, the Division also supports and maintains 2,732 desktop and laptop computers countywide. Currently over 14 million emails are processed annually and 17 million documents are stored electronically.

In order to maintain the level of service our department provides to its user departments and citizens, future investment in technology initiatives will be an important consideration for ensuring the County’s continuity of operation. These emerging technologies include but are not limited to desktop virtualization, electronic document imaging, web-based applications and security systems.

The Procurement Services Division continues to identify and implement new and innovative business practices to streamline the acquisition of goods and services. Approximately 170 solicitations, 2,451 purchase orders/contracts, 724 amendments, and 7,174 credit card transactions were processed annually by the division resulting in total annual spending of \$93.9 million and cost savings of \$1.7 million. Surplus sales and rebate revenues totaled \$265,670. This Division has once again received the *Achievement in Excellence Award* from the National Purchasing Institute for the eleventh year in a row.

The Revenue Services Division continues to identify and research workflow solutions that enhance and/or improve their collection initiatives. These solutions focus on the elimination of manual collection duties through the use of technology. These enhancements contributed towards their continued success in the collection of approximately \$23 million annually.

Major Budget Items: FY 2014-15 Proposed Budget

- The countywide alignment of costs and revenues to programs decreases this budget by \$2,001,909 for A-87 revenue (\$2,051,363), and the Placer County Government Center costs (\$49,454).

Administrative Services

- As a net zero adjustment, Retiree Health Insurance costs of \$313,906 are moved from other line items to Salaries and Benefits.
- Increase \$792,677 in ongoing expenditures and department charges for ACORN hardware and software support, previously budgeted in Countywide Systems.
- Increase \$209,904 in ongoing expenditures and department charges for software licensing and required website utilities for mapping and web trend analysis.
- Increase \$130,677 in ongoing expenditures and department charges for the transfer of one technology solutions analyst from the Library to the IT Division.
- Increase \$65,801 in one-time expenditures and department charges for training of existing and new staff.
- Increase \$65,697 in ongoing funds to cover increased telecommunications costs including voice over IP, server virtualization, increased disaster recovery bandwidth, and call center features for the customer services help desk.
- Increase \$31,000 in ongoing expenditures and department charges for Community Development Resources Center building lease space to accommodate consolidated programs from HHS and Library.
- Reduce \$177,463 in ongoing salary and benefit expenditures and department charges for one assistant director position.

Central Services (Internal Service Fund) 06380

Administrative & Financial Service System

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

Program Comments:

The Central Services Division provides comprehensive business services to all county departments, as well as other government agencies, and non-profit organizations. Annually this division supports approximately 408 print jobs, 3,365 quick copy orders, 1,341 graphic design requests, processing of 688,304 pieces of outgoing U.S. Mail, delivery of 374,400 pieces of interoffice mail, processing of 3,600 requests for records management services and storing 8,428 boxes. Many services provided by this division were directly impacted by the cost savings initiatives implemented countywide. The Central Services Division remains focused on identifying operational efficiencies to streamline their operations and reduce costs.

Major Budget Items: FY 2014-15 Proposed Budget

- The countywide alignment of costs and revenues to programs increases this budget by \$246,470 for A-87 (\$105,359), and the Placer County Government Center costs (\$17,876).
- As a net zero adjustment, Retiree Health Insurance costs of \$43,589 are moved from other line items to Salaries and Benefits.
- Increase \$278,386 in ongoing expenditures and department charges for additional multifunction copiers for various departments.

Telecommunications (Internal Service Fund) 02100

Administrative & Financial Service System

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

Program Comments:

The Telecommunications Division maintains and supports the County's data, telephone, and two-way radio networks. These networks support the placement of approximately 2 million outgoing calls, 3.1 million voicemail records, and 362,743 Interactive Voice Response Calls annually. Approximately 3.3 terabytes of Internet traffic is utilized to support county services per business day. In addition, the Telecommunications Division will continue with its efforts to fully implement the Countywide Interoperable Radio Network Project.

Major Budget Items: FY 2014-15 Proposed Budget

- The countywide alignment of costs and revenues to programs decreases this budget by \$119,799 for A-87 (-\$140,629), and the Placer County Government Center costs (\$20,830).
- As a net zero adjustment, Retiree Health Insurance costs of \$95,727 are moved from other line items to Salaries and Benefits.
- Increase \$41,702 in ongoing expenditures and department charges for overtime and callback.
- Increase \$14,800 in one-time expenditures and department charges PC replacements.
- Increase \$28,850 in one-time expenditures and department charges for training.
- Reduce \$71,194 in one-time expenditures and department charges for contract services.

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

Detail by Revenue Category and Expenditure Object	2012-13 Final Actuals	2013-14 Actual	2014-15 Recommended	2014-15 Adopted by the Board of Supervisors
1	2	3	4	5
Revenue				
Fines, Forfeits & Penalties				
6886 Coll PGM-PC 1463.007	\$ 1,967,186	\$ 1,969,530	\$ 1,893,779	\$ 1,893,779
Total Fines, Forfeits & Penalties	\$ 1,967,186	\$ 1,969,530	\$ 1,893,779	\$ 1,893,779
Intergovernmental Revenue				
7232 State Aid - Other	\$ 6,209	\$	\$ 10,000	\$ 10,000
Total Intergovernmental Revenue	\$ 6,209	\$	\$ 10,000	\$ 10,000
Charges for Services				
8110 Admin Services - Admin Support	\$ 267,217	\$ 234,262	\$ 252,515	\$ 253,068
8114 Data Processing Services	642,135	697,290	1,010,823	1,016,603
8116 NSF & Misc Fees	2,508	2,656	2,656	2,656
8147 Installment Fees (PC1205)	303,251	253,276	294,474	294,474
8193 Other Services	10			
8212 Other General Reimbursement	1,500	4,901		
8218 Forms and Photocopies	91	27	200	200
8294 Surplus Revenue		4,800		
8299 Rebate Revenue		4,311		
8370 Automotive Fund Mileage		17		
8527 Transfer In A-87 Costs			2,051,363	2,051,363
Total Charges for Services	\$ 1,216,712	\$ 1,201,540	\$ 3,612,031	\$ 3,618,364
Donations				
8754 Donation - For Library Equip & Supplies	\$	\$ 23	\$	\$
Total Donations	\$	\$ 23	\$	\$
Miscellaneous Revenues				
8753 Other Sales	\$ 9,885	\$	\$	\$
8764 Miscellaneous Revenues	133,494	184,970	89,000	89,000
Total Miscellaneous Revenues	\$ 143,379	\$ 184,970	\$ 89,000	\$ 89,000
Other Financing Sources				
8954 Operating Transfers In	\$	\$ 183,389	\$ 875,677	\$ 875,677
Total Other Financing Sources	\$	\$ 183,389	\$ 875,677	\$ 875,677
Total Revenue	\$ 3,333,486	\$ 3,539,452	\$ 6,480,487	\$ 6,486,820
Expenditures / Appropriations				
Salaries & Benefits				
1001 Employee Paid Sick Leave	\$ 26,366	\$ 61,108	\$	\$
1002 Salaries and Wages	5,869,075	6,933,249	7,533,279	7,607,446
1003 Extra Help	6,474	18,646		
1005 Overtime & Call Back	67,537	80,559	64,327	64,327
1010 Cafeteria Plans (Non-PERS)	171,950	346,510	386,614	391,065
1018 Taxable Meal Reimbursements	114	240		
1300 P.E.R.S.	1,292,783	1,529,581	1,772,981	1,789,149
1301 F.I.C.A.	441,091	535,003	589,514	595,527
1303 Other - Post Employment Benefits	553,193	370,032	398,544	398,544
1304 Other - Post Emplmnt Charges (Up Front)	260,680	186,200		
1310 Employee Group Ins	909,301	1,093,484	1,269,576	1,269,576
1315 Workers Comp Insurance		12,253	32,512	32,512
1320 Retired Employee Grp Ins			313,906	313,906
1325 401 (k) Employer Match	6,070	6,019	9,000	9,000
Total Salaries & Benefits	\$ 9,604,634	\$ 11,172,884	\$ 12,370,253	\$ 12,471,052
Services & Supplies				
2051 Communication Services - Telephone	\$ 348,442	\$ 298,540	\$ 349,382	\$ 349,382
2052 Communication Services - Mobile Devices	8,645	8,100	19,940	19,940
2054 Telecomm Trunks/Circuits	656,207	657,207	656,207	656,207
2140 Gen Liability Ins		15,617	42,741	42,741
2273 Parts	17,211	25,901	35,065	35,065
2290 Maintenance - Equipment	39,349	39,028	20,843	20,843
2292 Maintenance - Software	1,579,318	1,243,225	1,651,559	1,651,559
2405 Materials - Bldgs & Impr		22,234		
2415 Campus Services-PCGC			49,454	49,454
2439 Membership/Dues	2,866	8,581	4,680	4,680
2481 PC Acquisition	54,689	41,379	53,683	53,683

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

Detail by Revenue Category and Expenditure Object	2012-13 Final Actuals	2013-14 Actual	2014-15 Recommended	2014-15 Adopted by the Board of Supervisors
1	2	3	4	5
2511 Printing	24,412	31,039	36,324	36,324
2522 Other Supplies		706		
2523 Office Supplies & Exp	24,835	22,538	36,302	36,302
2524 Postage	22,474	16,686	25,741	25,741
2534 Operating Materials	39			
2555 Prof/Spec Svcs - Purchased	1,289,692	1,700,043	1,701,672	1,701,672
2556 Prof/Spec Svcs - County	15,956	15,140	28,084	28,084
2561 Legal Services			500	500
2570 Media / Video Services		990		
2701 Publications & Legal Notices	4,013	99	480	480
2709 Countywide System Charges	14,778	32,087	46,086	46,086
2710 Rents & Leases - Equipment	351,937	310,694	523,391	523,391
2727 Rents & Leases - Bldgs & Impr			58,500	58,500
2838 Special Dept Expense-1099 Reportable	21,419		21,000	21,000
2840 Special Dept Expense	19,889	46,174	48,702	48,702
2844 Training	38,326	36,595	97,783	97,783
2931 Travel & Transportation	291	3,278	5,200	5,200
2932 Mileage	3,583	6,979	10,384	10,384
2933 Lodging	3,269	4,769	15,435	15,435
2941 County Vehicle Mileage	11,275	15,450	18,451	18,451
2964 Meals/Food Purchases	303	1,135	2,050	2,050
Total Services & Supplies	\$ 4,553,218	\$ 4,604,214	\$ 5,559,639	\$ 5,559,639
Other Financing Uses				
3780 Contrib to Other Funds	\$ 61,996	\$ 73,045	\$	\$
Total Other Financing Uses	\$ 61,996	\$ 73,045	\$	\$
Intrafund Transfers Out				
5310 I/T Employee Benefit Systems	\$ 418,435	\$ 317,724	\$ 99,740	\$ 99,740
5404 I/T Maintenance - Services	59,338	117,226	64,382	64,382
5405 I/T Maintenance - Bldgs & Improvements		20,137	7,961	7,961
5550 I/T - Administration	686,304	813,689	787,656	787,656
5552 I/T - MIS Services	112,261	118,859	112,594	112,594
5556 I/T - Professional Services	70,232	5,770		
5965 I/T Utilities	13,044	23,315	13,799	13,799
Total Intrafund Transfers Out	\$ 1,359,614	\$ 1,416,720	\$ 1,086,132	\$ 1,086,132
Intrafund Transfers In				
5002 I/T - County General Fund	\$ (7,693,430)	\$ (9,325,951)	\$ (9,685,292)	\$ (9,754,060)
5004 I/T - Road Fund	(189,848)	(169,484)	(186,326)	(187,519)
5008 I/T - County Office Bldg Fund	(46,441)	(42,113)		
5009 I/T - County Library Fund	(36,695)	(42,359)	(29,229)	(30,068)
5010 I/T - Fire Protection Fund	(6,366)	(8,454)	(10,577)	(10,624)
5011 I/T - Public Safety Fund	(2,802,454)	(3,011,372)	(3,034,531)	(3,054,774)
5012 I/T - Capital Projects Reimbursement			(43,922)	(44,187)
5026 I/T - Advertising & Promotion Fund	(110,670)	(98,856)	(90,000)	(90,000)
Total Intrafund Transfers In	\$ (10,885,904)	\$ (12,698,589)	\$ (13,079,877)	\$ (13,171,232)
Total Expenditures / Appropriations	\$ 4,693,558	\$ 4,568,274	\$ 5,936,147	\$ 5,945,591
Net Cost	\$ 1,360,072	\$ 1,028,822	\$ (544,340)	\$ (541,229)

County of Placer
Operation of Internal Service Fund
Fiscal Year 2014-15

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

Operating Detail	2012-13 Actual	2013-14 Actual	2014-15 Recommended	2014-15 Adopted by the Board of Supervisors	
1	2	3	4	5	
Operating Revenues					
8118	Communciation Services - Telephone	2,294,090	2,394,114	2,320,734	2,320,734
8119	Communciation Services - Radio	1,114,657	1,491,497	1,522,657	1,522,657
8123	Communciation Services - Media	175,327	251,323	202,054	157,054
8124	Comm Services - Network Infrastructure	1,947,931	2,233,707	2,471,524	2,471,524
8125	Cabling Services	53,303	73,453	70,000	70,000
Total Operating Revenues		\$ 5,585,308	\$ 6,444,094	\$ 6,586,969	\$ 6,541,969
Operating Expenses					
1001	Employee Paid Sick Leave	61,041	496		
1002	Salaries and Wages	1,514,302	1,636,297	1,814,808	1,804,871
1003	Extra Help	144			
1004	Accr Compensated Leave	(12,137)	10,901		
1005	Overtime & Call Back	76,904	88,194	85,000	85,000
1010	Cafeteria Plans (Non-PERS)	40,522	80,944	90,354	89,482
1018	Taxable Meal Reimbursements	158	795		
1300	P.E.R.S.	323,239	346,406	434,850	432,948
1301	F.I.C.A.	118,820	132,392	149,662	148,483
1303	Other - Post Employment Benefits	121,529	77,755	82,308	82,308
1304	Other - Post Emplmnt Charges (Up Front)	111,720			
1310	Employee Group Ins	228,416	265,169	347,085	344,541
1315	Workers Comp Insurance		4,137	8,758	8,740
1320	Retired Employee Grp Ins			95,727	95,727
1325	401 (k) Employer Match	2,754	1,503	2,250	2,250
2020	Clothes & Personal Supplies	775	248	1,000	1,000
2052	Communication Services - Mobile Devices	15,872	13,954	15,000	15,000
2054	Telecomm Trunks/Circuits	975,581	929,161	1,033,865	1,033,865
2140	Gen Liability Ins		3,924	10,027	10,027
2274	Delivery & Freight Charges		302	1,000	1,000
2290	Maintenance - Equipment	119,979	126,640	233,611	233,611
2292	Maintenance - Software	9,590	89,855	27,190	27,190
2310	Employee Benefits Systems	87,434	91,833	19,931	19,931
2404	Maintenance Services	108,136	94,605	100,000	100,000
2405	Materials - Bldgs & Impr		2,475		
2415	Campus Services-PCGC			20,830	20,830
2439	Membership/Dues	438	438	1,000	1,000
2481	PC Acquisition	7,331	7,737	24,400	24,400
2511	Printing	1,866	4,252	4,500	4,500
2522	Other Supplies	816	881	600	600
2523	Office Supplies & Exp	13,213	2,977	10,000	10,000
2524	Postage	3,758	3,933	4,000	4,000
2534	Operating Materials	344,894	388,180	463,000	413,000
2550	Administration	163,126	142,554	160,843	160,843
2555	Prof/Spec Svcs - Purchased	449,464	301,528	266,089	224,089
2556	Prof/Spec Svcs - County	155,303	114,549	102,720	52,720
2701	Publications & Legal Notices	1,001		500	500
2709	Countywide System Charges	5,541	5,275	10,027	10,027
2710	Rents & Leases - Equipment	177,268	166,169	180,438	175,438
2727	Rents & Leases - Bldgs & Impr	51,799	65,223	19,736	19,736
2744	Small Tools & Instruments	272	453	1,000	1,000
2770	Fuels & Lubricants	238		1,500	1,500
2838	Special Dept Expense-1099 Reportable	473		750	750
2840	Special Dept Expense	18,257	8,153	15,450	15,450
2844	Training	4,176	1,986	43,825	43,825
2931	Travel & Transportation	883	2,368	3,900	3,900
2932	Mileage	9			
2933	Lodging	1,746	2,252	1,500	1,500
2941	County Vehicle Mileage	56,473	80,547	65,000	65,000
2964	Meals/Food Purchases	414	648	300	300
2965	Utilities	95,554	108,771	105,000	105,000
3551	Transfer Out A-87 Costs			73,549	73,549
3701	Equipment Depreciation	263,931	278,667		
3702	Bldg & Impr Depreciation	14,279	15,575		
Total Operating Expenses		\$ 5,737,302	\$ 5,701,102	\$ 6,132,883	\$ 5,969,431

County of Placer
 Operation of Internal Service Fund
 Fiscal Year 2014-15

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

Operating Detail	2012-13 Actual	2013-14 Actual	2014-15 Recommended	2014-15 Adopted by the Board of Supervisors
1	2	3	4	5
Operating Income (Loss)	\$ (151,994)	\$ 742,992	\$ 454,086	\$ 572,538
Non-Operating Revenue (Expenses)				
3551 Transfer Out A-87 Costs	(295,041)	(237,162)		
3803 Long-Term Debt Repaid		30,776		
3810 Lease Purchase Principal		(30,776)	(31,507)	(31,507)
3830 Lease Purchase Interest	(2,076)	(2,993)	(2,262)	(2,262)
6770 Franchises	25,844	25,844	25,844	25,844
6950 Interest	8,861	11,254	4,500	4,500
6970 Investment Income	(6,000)	3,367		
Total Non-Operating Revenue (Expenses)	\$ (268,412)	\$ (199,690)	\$ (3,425)	\$ (3,425)
Income Before Capital Contributions and Transfers	\$ (420,406)	\$ 543,302	\$ 450,661	\$ 569,113
8333 Capital Asset Transfer (In)		643,941		
8954 Operating Transfers In	2,442			
Change in Net Assets	\$ (417,964)	\$ 1,187,243	\$ 450,661	\$ 569,113
Net Assets - Beginning Balance	1,540,994	1,123,030	2,310,273	2,310,273
Net Assets - Ending Balance	\$ 1,123,030	\$ 2,310,273	\$ 2,760,934	\$ 2,770,586
Memo:				
4451 Equipment	\$ 248,732	\$ 7,429	\$	\$ 108,800

County of Placer
Operation of Internal Service Fund
Fiscal Year 2014-15

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

Operating Detail	2012-13 Actual	2013-14 Actual	2014-15 Recommended	2014-15 Adopted by the Board of Supervisors
1	2	3	4	5
Operating Revenues				
8375 Printing Revenue	751,774	760,170	695,186	760,170
8376 Convenience Copier Revenue	653,332	779,887	874,156	877,131
8377 Records Management	303,930	304,440	328,648	329,000
8388 Mail Services	292,640	303,770	390,169	393,144
8764 Miscellaneous Revenues	3,026	2,300	14,530	14,530
8774 Inventory Sales	211,027	203,580	211,645	216,645
Total Operating Revenues	\$ 2,215,729	\$ 2,354,147	\$ 2,514,334	\$ 2,590,620
Operating Expenses				
1001 Employee Paid Sick Leave	5,414	(1,050)		
1002 Salaries and Wages	481,917	525,922	530,902	536,239
1004 Accr Compensated Leave	2,664	7,412		
1005 Overtime & Call Back		187	788	788
1010 Cafeteria Plans (Non-PERS)	13,702	27,825	28,162	28,483
1300 P.E.R.S.	108,124	116,072	124,596	125,760
1301 F.I.C.A.	36,761	40,906	42,829	43,261
1303 Other - Post Employment Benefits	60,370	38,908	38,988	38,988
1304 Other - Post Emplmnt Charges (Up Front)	37,240			
1310 Employee Group Ins	83,989	95,974	101,532	101,532
1315 Workers Comp Insurance		5,047	12,106	12,136
1320 Retired Employee Grp Ins			43,589	43,589
1325 401 (k) Employer Match	750	808	750	750
2051 Communication Services - Telephone	11,802	13,227	11,802	11,802
2052 Communication Services - Mobile Devices	163	25	162	162
2140 Gen Liability Ins		1,737	4,800	4,800
2290 Maintenance - Equipment	14,046	99,287	135,238	135,238
2292 Maintenance - Software		21,795		
2310 Employee Benefits Systems	43,087	43,974	9,580	9,580
2404 Maintenance Services	20,363	25,788	20,363	20,363
2415 Campus Services-PCGC			17,876	20,135
2481 PC Acquisition		3,609		
2523 Office Supplies & Exp	656	593	660	660
2524 Postage	263	1,223	125	125
2550 Administration	85,249	91,889	91,673	91,673
2555 Prof/Spec Svcs - Purchased	214,431	151,161	141,038	141,038
2556 Prof/Spec Svcs - County	37,605	37,086	36,698	36,698
2709 Countywide System Charges	2,582	5,381	3,524	3,524
2710 Rents & Leases - Equipment	524,326	395,626	108,504	108,504
2727 Rents & Leases - Bldgs & Impr	46,800	46,800	46,800	46,800
2838 Special Dept Expense-1099 Reportable	150			
2840 Special Dept Expense	81,884	111,827	73,780	73,780
2844 Training		15		
2920 Inventory Purchases	185,010	180,257	168,512	168,512
2941 County Vehicle Mileage	7,402	7,119	7,172	7,172
2965 Utilities	21,115	19,530	21,106	21,106
3551 Transfer Out A-87 Costs			174,791	174,791
3701 Equipment Depreciation	24,667	116,419		
Total Operating Expenses	\$ 2,152,532	\$ 2,232,379	\$ 1,998,446	\$ 2,007,989
Operating Income (Loss)	\$ 63,197	\$ 121,768	\$ 515,888	\$ 582,631
Non-Operating Revenue (Expenses)				
3551 Transfer Out A-87 Costs	(222,521)	(125,924)		
3803 Long-Term Debt Repaid		178,995		
3810 Lease Purchase Principal		(178,995)	(554,841)	(554,841)
3830 Lease Purchase Interest		(17,143)		
3908 Penalties	(560)			
6950 Interest	3,936	3,135	3,936	3,936
6970 Investment Income	(4,000)	2,812		
8752 Gain/Loss on F/A Disposal	8			
8779 Contributions from General Fund	61,996	67,095		
8780 Contributions from Other Funds		3,609		
Total Non-Operating Revenue (Expenses)	\$ (161,141)	\$ (66,416)	\$ (550,905)	\$ (550,905)
Income Before Capital Contributions and Transfers	\$ (97,944)	\$ 55,352	\$ (35,017)	\$ 31,726

County of Placer
 Operation of Internal Service Fund
 Fiscal Year 2014-15

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

Operating Detail	2012-13 Actual	2013-14 Actual	2014-15 Recommended	2014-15 Adopted by the Board of Supervisors
1	2	3	4	5
8333 Capital Asset Transfer (In)	4,549			
8954 Operating Transfers In	2,803			
Change in Net Assets	\$ (90,592)	\$ 55,352	\$ (35,017)	\$ 31,726
Net Assets - Beginning Balance	631,901	541,308	596,658	596,658
Net Assets - Ending Balance	\$ 541,308	\$ 596,658	\$ 531,641	\$ 511,633
Memo:				
4451 Equipment	\$ 44,121	\$ 900,349	\$ 30,000	\$ 116,751