

Administrative Services

ADMINISTRATIVE SERVICES DEPARTMENT					
APPROPRIATION SUMMARY					
Fiscal Year 2018-19					
ADMINISTERED BY:		DIRECTOR OF ADMINISTRATIVE SERVICES			
Appropriations	FY 2016-17 Actuals	FY 2017-18 Est / Actual	FY 2018-19 Proposed Budget	FY 2018-19 Final Budget	YOY % Change
GENERAL FUND					
Administration	722,331	1,245,074	689,210	693,881	
Procurement	1,414,227	1,434,726	1,453,737	1,464,605	
Procurement - Surplus Program		26,382	112,928	112,922	
Revenue Services	2,733,313	1,446,021	375,720	384,406	
Revenue Services - Court Collections		1,219,393	2,097,254	2,097,188	
Revenue Services - General Collections		-132,826	65,260	65,236	
Revenue Services - Transient Occupancy Tax		-279,741	0	-38	
11210 Administrative Services	4,869,871	4,959,029	4,794,109	4,818,200	-2.84%
INTERNAL SERVICE FUNDS					
Middle Fork Radio		15,408	34,841	34,841	
Phone/NIS/Media Services	4,439,300	4,161,978	5,502,284	5,505,239	
Radio Services	2,113,383	2,277,871	1,855,953	1,858,700	
Telecom Admin/Overhead	-22,308	1,275,352	5,855	7,018	
02100 Telecommunications Service - Fund 250/100	6,530,375	7,730,609	7,398,933	7,405,798	-4.20%
ACORN Support Services	1,260,048	1,012,830	1,070,042	1,069,734	
Customer Services Center	3,697,100	2,952,082	3,498,825	3,498,397	
IT Admin/Overhead Services	-8,996	4,499,591	600,139	605,235	
IT Department Specific Applications		668,932	702,739	702,533	
IT Enterprise Application Support			876,986	876,811	
IT Application Support	1,096,742	704,551			
IT HHS Dedicated Application Support		2,668,802	2,813,637	3,167,790	
IT HHS Support	4,089,642				
IT Infrastructure	2,164,756	2,762,417	3,252,162	3,311,745	
IT Project Management	720,491	671,351	1,016,877	1,016,593	
IT Security Services	1,754,701	1,748,173	2,157,798	2,257,542	
Web Services	1,153,209	960,278	1,161,348	1,342,713	
02110 Information Technology Systems Services - Fund	15,927,693	18,649,007	17,150,553	17,849,093	-4.29%
ACORN				573,688	
Countywide Document Management				130,166	
IT Enterprises				620,897	
Job Aps				45,000	
Medias				243,057	
Megabyte				325,378	
New Financial System / Workday				2,109,593	
Other Admin/Overhead (A-87, Training, etc.)				1,531,216	
Permits				165,870	
06240 Countywide Systems	0	0	0	5,744,865	NA
06246 Countywide Radio Systems	0	0	0	1,693,758	NA
Catered Meal Services				784,771	
Food Service Admin				2,889,000	
Jail Meal Services				46,000	
Juvenile Detention Meal Services					
02030 Food Services Program	0	0	0	3,719,771	NA

Administrative Services

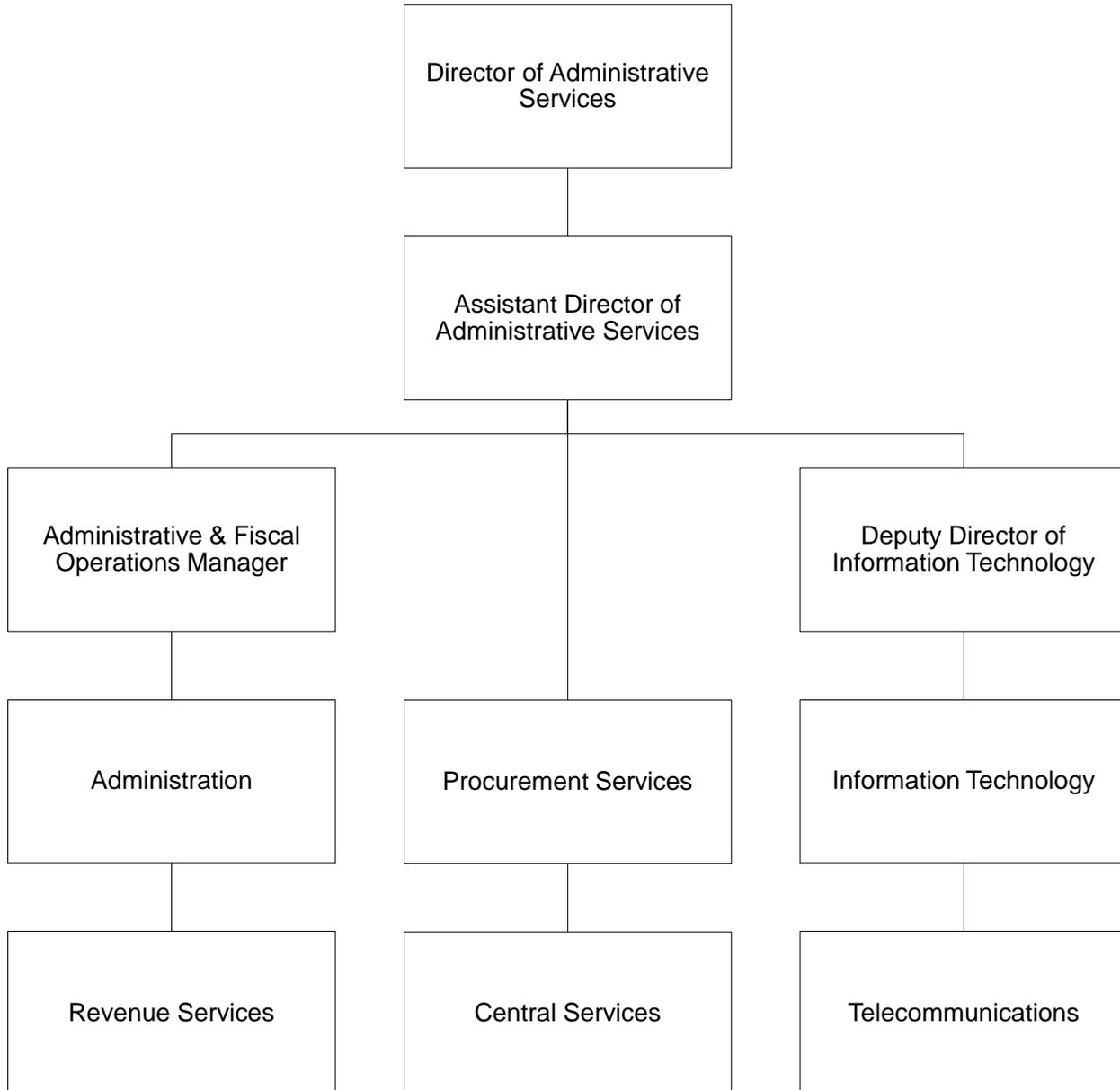
Central Services Admin/Overhead	-258	328,086	27,326	28,334	
Central Services Graphic Design	217,169	163,813	192,180	192,589	
Copy Machines	636,033	471,415	474,845	499,286	
Interoffice Mail		202,298	339,638	340,211	
Inventory Services	223,194	180,641	218,287	218,334	
Mail Services	422,658	263,453	205,296	205,571	
Print Services	721,329	759,068	767,006	768,054	
Records Management	321,154	205,413	149,071	149,086	
06380 Central Services - Fund 250/305	2,541,279	2,574,187	2,373,649	2,401,465	-6.71%
TOTAL INTERNAL SERVICE FUNDS	24,999,347	28,953,803	26,923,135	38,814,750	34.06%
TOTAL ALL FUNDS	29,869,218	33,912,832	31,717,244	43,632,950	28.66%

FUNDED POSITIONS					
100-11210 Administrative Services	33	34	35	35	
250-02100 Telecommunications Service	19	20	20	20	
250-02110 Information Technology Systems Services	62	61	57	57	
250-02030 Food Services Program	0	0	0	1	
250-06380 Central Services	9	9	9	9	
TOTAL FUNDED POSITIONS	123	124	121	122	-1.61%
TOTAL ALLOCATED POSITIONS	129	129	124	125	-3.10%

Mission Statement

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

ADMINISTRATIVE SERVICES DEPARTMENT



11210 – ADMINISTRATIVE SERVICES

Administration and Financial System

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

FY 2018-19 Highlights: The Administration program will continue to analyze existing business processes focused on training and internal control procedures to transition from legacy systems to the new Enterprise Resource Planning System (ERP); assessing and updating the Department’s succession planning initiatives; evaluation of Priority Based Budgeting programs; and assessment of Internal Service Fund billing methodologies.

The Procurement Program will focus on finalizing updates to the Procurement Policy. In addition, the Program will publish a new Procurement Procedures Manual consistent with the updated Policy. The Procurement Program will further expand the Procurement Card Program by increasing the utilization for purchases within users’ delegated purchasing authority while continuing to ensure a streamlined process with excellent checks and balances for the protection of the County.

The Revenue Services Program will maintain its focus on increasing collection totals through newly established collection techniques, strategies and procedures. These include collaborative efforts with both the Superior Court and County departments to maintain and improve upon revenue forecasting and collection reporting; transition from its legacy accounting platform to an updated debt collection software system; continued innovation in the Transient Occupancy Tax program to facilitate and maintain increased compliance rates among short-term rental properties and ease of use among existing lodging establishments located in the unincorporated areas of Placer County.

Proposed Budget Major Adjustment(s):

- Increase in Advertising & Promotions Fund transfers-in of \$547,428 due to additional resources and time dedicated to the Transient Occupancy Tax (TOT) program.
- Increase in Cost of Collection revenue of \$131,785 due to a modified collection calculation to more accurately capture court costs for reimbursement.

Final Budget Major Adjustment(s):

- None.

PBB PROGRAMS - ADMINISTRATIVE SERVICES

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

Administrative Services

Program Attributes: Approximately 75 solicitations, 1,862 purchase orders/contracts and amendments, and 13,093 credit card transactions are processed annually resulting in approximately \$140 million in total county spending. Surplus sales and rebate revenues totaled \$485,315. The Division has again received the Achievement in Excellence Award from the National Purchasing Institute for the 15th year in a row. The Division finalized updates to the Purchasing Policy and Procedures that are aligned with best practices and reflect the current and projected future needs of the County. Increased the utilization of the Procurement Card program purchases by approximately 15%.

Program Cost: \$1,464,605

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

Program Attributes: The Division recently secured \$30.07 million in collections for a net increase of 16% over the prior year's efforts.

Program Cost: \$2,546,792

02100 – TELECOMMUNICATIONS (Internal Service Fund)

Administration and Financial System

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

FY 2018-19 Highlights: Major focus includes the continued deployment of the Countywide Radio Project's Tahoe Basin initiatives including site acquisition, site development, and deployment of P25 infrastructure. Replacement of legacy network switching equipment as outlined in the Telecommunications capital replacement plan to support the deployment of emerging technologies. Continue to analyze and enhance the current County's Attendant functions through the use of technology that improves and enhances the customer experience. Upgrade legacy Wi-Fi infrastructure to ensure access, reliability and security for all County and guest users.

Proposed Budget Major Adjustment(s):

- Increase in Equipment of \$705,800 for the capital replacement of the County's enterprise telephone and data networks.
- Increase in Salaries and Benefits of \$67,442.

Final Budget Major Adjustment(s):

- None.

PBB PROGRAMS - TELECOMMUNICATIONS

Media, Network Infrastructure, and Telephone Services – Provides audio and video services and management of the County's data transport network, telephone infrastructure, centralized voicemail system, call accounting system, and oversight of the cable television franchise agreements.

Program Attributes: Manage 500+ Network switches, Routers and Wi-Fi Access points that support County operations and provide data center connectivity and utilize in excess of 185 terabytes of Internet traffic annually. Administer 8 PBX's supporting 3500+ phones and 2400+ voicemail users that processed approximately 1.5 million outgoing calls, 4.9 million calls into the voicemail system, recorded 500,000 voicemail messages and processed 545,000 Interactive Voice Response calls annually.

Program Cost: \$5,505,239

Administrative Services

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

Program Attributes: 1,330 portable and mobile subscriber units, 64 conventional radio repeaters/base stations, 8 digital P25 repeaters supporting 2.1 million calls annually.

Program Cost: \$1,858,700

Middle Fork Radio – Provides Countywide Interoperable P25 Radio Network coverage into the Middle Fork Recreational Area of the American River Canyon.

Program Attributes: Maintain P25 infrastructure at PCWA Ferguson and Foresthill radio communication sites that provide coverage into the Middle Fork Recreational Area of the American River Canyon.

Program Cost: \$34,841

02110 – INFORMATION TECHNOLOGY (Internal Service Fund)

Administration and Financial System

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

FY 2018-19 Highlights: The Information Technology Division provides comprehensive implementation, administration, and maintenance services for the County's data systems, including servers, data storage, applications, and security systems. The 2017 Information Technology Strategic Plan was developed collaboratively between the IT Division and business units based on a three year outlook for the County's technology systems and was adopted by the Board on December 12, 2017. The county-wide initiatives included in the Plan for FY 18/19 includes the replacement of the County's legacy financial, human resources, and payroll systems; adoption of cloud technologies; redesign and migrate the County's public website onto a hosted content management system; implementation of the Microsoft's Office 365 cloud suite; continue to streamline business processes by utilizing the Business Process Management (BPM) platform to automate forms and workflows across the enterprise; and continued strengthening and enhancement of the County's security posture through the adoption of a formal Security Program including county-wide security policies.

Proposed Budget Major Adjustment(s):

- Increase in Salaries and Benefits of \$445,111.
- Decrease in Maintenance Software of \$275,618 for the reduction of a HHS-OCHIN contract.
- Increase in Consulting and Professional Services of \$146,494 for the migration to Office 365.

Final Budget Major Adjustment(s):

- Increase in Maintenance-Software of \$341,640 for Civic Plus Software (\$181,640), Microsoft Office 365 Licensing (\$60,000), and Web Proxy / SSL Appliances (\$100,000).
- Increase in Maintenance-Software of \$350,000 for Health and Human Services Information Technology projects.
- Increase in Dedicated App Support revenue from Health and Human Services of \$350,000 for Information Technology project costs.

PBB PROGRAMS - INFORMATION TECHNOLOGY

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

Administrative Services

Program Attributes: Supports 3,492 desktop and laptop computers generating an average of 121 requests for services with a daily average of .79 hours to resolution.

Program Cost: \$3,498,397

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

Program Attributes: Supports 12 modules, 18 interfaces, 6 regulatory tax updates, 4 web servers, 6 application servers, 12 batch servers, and approximately 1,597 requests for service annually.

Program Cost: \$1,069,734

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

Program Attributes: The Web Content Management System (WCMS) provides centralized administration for 3,582 web pages. Over 200 Content Editors update their departmental pages. The WCMS web servers render over 5.4 million pages a year for 1.3 million visitors. The Web Team serviced over 1,425 requests for service.

Program Cost: \$1,342,713

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

Program Attributes: Achieves on average, 1.5 million blocked spam emails, 15,000 suspicious emails quarantined, and 2,500 blocked malware occurrences.

Program Cost: \$2,257,542

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

Program Attributes: Providing project management for over 36 information technology related projects and 235 related requests for service.

Program Cost: \$1,016,593

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

Program Attributes: Supports 255 virtual servers and 44 physical servers supporting 312 terabytes of storage.

Program Cost: \$3,311,745

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

Program Attributes: Supports 25 Enterprise and Department specific applications and 501 requests for service supported annually.

Program Cost: \$876,811

Department Specific Application Support Services – Application support services provided to County departments to support the maintenance of Department Specific Applications including application support, patch management, interface management, vendor support, and reporting support

Administrative Services

Program Attributes: Support 13 Departmental specific applications and 1,092 requests for services supported annually.

Program Cost: \$702,532

HHS Dedicated Application Support Services – Provides flexible support services for Health and Human Services applications including interface management, vendor support, reporting support and application maintenance.

Program Attributes: Supports 45 department specific applications, 7,157 requests for services annually.

Program Cost: \$3,167,790

06380 – CENTRAL SERVICES (Internal Service Fund)

Administration and Financial System

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

FY 2018-19 Highlights: Major focus includes the management of the Toshiba multi-function copier program, identifying expenditure and revenue strategies to ensure program reserve funds are in compliance with Internal Service Fund guidelines, and continued assessment of the Records Management Program in accordance with the County's Records and Retention Policy.

Proposed Budget Major Adjustment(s):

- Increase in Consulting and Professional Services of \$43,093 for the increase in the interoffice mail contract.
- Decrease in Special Department Expense of \$22,274 for reduced costs due to lower sales tax payment for HP leasing.
- Increase in Equipment of \$39,480 for the purchase of a new mail machine.

Final Budget Major Adjustment(s):

- Increase in Equipment of \$24,012 for purchase of three copiers.

PBB PROGRAMS - CENTRAL SERVICES

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

Program Attributes: 210 offset print jobs and 1,850 digital black & white and color jobs processed annually.

Program Cost: \$768,054

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

Program Attributes: Manage 280 multifunction devices averaging 12.9 million copies annually.

Program Cost: \$499,286

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

Program Attributes: Processed over 852,000 million pieces of U.S. Mail annually.

Administrative Services

Program Cost: \$205,571

Interoffice Mail Services – Provides daily interoffice mail deliveries to County locations in Auburn, Roseville and Lake Tahoe.

Program Attributes: Processed over 2,500 pieces of interoffice mail annually.

Program Cost: \$340,211

Inventory Services – Provides a wide variety of colors, sizes and types of paper, carbonless paper, envelopes, and forms for departments to order via an on-line ordering system. Central Services warehouse approach allows for purchasing commodities in bulk to pass along the savings to County departments.

Program Attributes: 180 commodities including envelopes, preprinted forms, department-specific printed matter, and bond paper that generates 1,950 job ticket orders annually.

Program Cost: \$218,334

Records Management Services – Provides a full service records management and storage program to ensure that hard copy business records are safeguarded according to County, State and Federal records retention mandates. Records are kept confidential and handled only by County staff and maintained in a climate-controlled, secure 24/7 monitored warehouse.

Program Attributes: Manage 7,470 boxes annually.

Program Cost: \$149,086

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

Program Attributes: 250 graphic design requests processed annually.

Program Cost: \$192,589

02030 – FOOD SERVICES PROGRAM (INTERNAL SERVICE FUND)

Land Use System

Purpose: Comprised of four key programs, Correctional Food Service provides meals within Placer County for adults in the County Jail, minors in Juvenile Detention, Senior Citizens via contract with Seniors First and for miscellaneous catered County events.

FY 2018-19 Highlights: The Correctional Food Service appropriation moved from the Department of Public Works and Facilities to the Administrative Services Department.

Proposed Budget Major Adjustment(s):

- Increase in Professional Services of \$48,256 for contracted services.
- Decrease in Transfer Out A-87 Costs of \$87,640.

Final Budget Major Adjustment(s):

- Increase in Salaries and Benefits of \$121,293 for the addition of one Staff Services Analyst.
- Increase in Equipment of \$95,000 for one dishwasher.
- Increase in Food Service Inmate Meals revenues of \$123,802.

Program Cost: \$3,719,771

06240 - COUNTYWIDE SYSTEMS (INTERNAL SERVICE FUND)

Non-Departmental Operations Service System

Purpose: Provides a central source of funding and budget control for the development and implementation of significant and comprehensive automation projects that have countywide application and benefit.

FY 2018-19 Highlights: The Countywide Systems appropriation moved from the County Executive Office to the Administrative Services Department.

Proposed Budget Major Adjustment(s):

- Decrease in Maintenance of \$166,810 for software maintenance.
- Decrease in Professional Services of \$1.4 million for contracted services.
- Increase in Transfer Out A-87 Costs of \$1.3 million.
- Decrease in Contribution to Other Funds of \$1.0 million for county staffing expenditures relating to the new financial system.

Final Budget Major Adjustment(s):

- Increase in Consulting and Professional Services of \$84,000 for the Learning Management System
- Increase in Software of \$196,408 for budgeting software integration with the Enterprise Resource Planning system
- Decrease in Software of \$1.0 million for previously encumbered expenses.
- Decrease Professional Services of \$1.7 million previously encumbered expenses.

06246 - COUNTYWIDE RADIO PROJECT (INTERNAL SERVICE FUND)

Non-Departmental Operations Service System

Purpose: Provides a central source of funding and budget control for the tracking of costs and fixed assets for the Countywide Radio Project, previously budgeted with the Countywide Systems budget. This is a multi-year project and expenditures are re-budgeted from year to year.

FY 2018-19 Highlights: The Countywide Radio appropriation moved from the County Executive Office to the Administrative Services Department.

Proposed Budget Major Adjustment(s):

- Decrease in Professional Services of \$145,851 for contracted services.
- Increase in Contributions from Other Funds revenues of \$116,514.

Final Budget Major Adjustment(s):

- Increase in Equipment of \$39,512 for a communication shelter.

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

Detail by Revenue Category and Expenditure Object	2016-17 Final Actuals	2017-18 Actual	2018-19 Recommended	2018-19 Adopted by the Board of Supervisors
1	2	3	4	5
Revenue				
Fines, Forfeits & Penalties				
6886 Coll PGM-PC 1463.007	\$ 2,402,076	\$ 2,302,223	\$ 2,123,680	\$ 2,123,680
Total Fines, Forfeits & Penalties	\$ 2,402,076	\$ 2,302,223	\$ 2,123,680	\$ 2,123,680
Charges for Services				
8110 Admin Services - Admin Support	\$ 726,011	\$ 709,807	\$ 696,172	\$ 696,172
8116 NSF & Misc Fees	3,303	4,279	2,500	2,500
8147 Installment Fees (PC1205)	241,537	335,837	276,000	276,000
8193 Other Services	8	10		
8212 Other General Reimbursement	4,662	24,879		
8218 Forms and Photocopies		14		
8294 Surplus Revenue	14,151	29,644	15,000	15,000
8299 Rebate Revenue	54,788	66,134	70,000	70,000
8527 Transfer In A-87 Costs	1,020,567	1,553,336	1,828,594	1,828,594
Total Charges for Services	\$ 2,065,027	\$ 2,723,940	\$ 2,888,266	\$ 2,888,266
Miscellaneous Revenues				
8764 Miscellaneous Revenues	\$ 66,062	\$ 126,757	\$ 225,000	\$ 225,000
Total Miscellaneous Revenues	\$ 66,062	\$ 126,757	\$ 225,000	\$ 225,000
Other Financing Sources				
8750 Proceeds from Sale of Capital Assets	\$ (2,198)	\$ 5,972	\$	\$
8954 Operating Transfers In	41,486	126,581		
Total Other Financing Sources	\$ 39,288	\$ 132,553	\$	\$
Total Revenue	\$ 4,572,453	\$ 5,285,473	\$ 5,236,946	\$ 5,236,946
Expenditures / Appropriations				
Salaries & Benefits				
1001 Employee Paid Sick Leave	\$ 32,145	\$ 25,549	\$	\$
1002 Salaries and Wages	2,121,065	2,315,035	2,452,089	2,452,089
1003 Extra Help	11,338	18,590		
1005 Overtime & Call Back	4,844	31,425	7,000	7,000
1006 Sick Leave Payoff	2,000	2,000		
1010 Cafeteria Plans (Non-PERS)	100,741	110,613	121,700	121,700
1011 Salary Savings			(124,557)	(124,557)
1018 Taxable Meal Reimbursements	20	48		
1300 P.E.R.S.	522,960	590,400	686,225	686,225
1301 F.I.C.A.	159,071	176,436	182,623	182,623
1303 Other Postemployment Benefits (OPEB)	169,682	180,815	192,100	192,100
1310 Employee Group Ins	391,104	430,297	477,663	477,663
1315 Workers Comp Insurance	26,629	46,628	36,491	39,887
1320 Retired Employee Grp Ins	187,645	189,483	209,435	209,435
1325 401 (k) Employer Match	2,335	2,236	3,001	3,001
Total Salaries & Benefits	\$ 3,731,579	\$ 4,119,555	\$ 4,243,770	\$ 4,247,166
Services & Supplies				
2051 Communication Services - Telephone	\$ 61,264	\$ 62,771	\$ 84,940	\$ 84,940
2052 Communication Services - Mobile Devices	803	1,269	650	650
2140 Gen Liability Ins	4,299	7,072	10,327	13,785
2290 Maintenance - Equipment	147	487	750	750
2292 Maintenance - Software	4,593	4,973	2,375	2,375
2310 Employee Benefits Systems	47,334	73,482	76,668	71,652
2404 Maintenance Services	66,231	62,917	64,926	70,752
2406 Maintenance - Janitorial	30,471	31,286	43,003	45,384
2415 Campus Services-PCGC	19,232	22,484	21,568	21,568
2439 Membership/Dues	2,561	1,528	3,250	3,250
2456 Misc Expense		855		
2481 PC Acquisition	2,336	43,236		12,063
2511 Printing	20,665	23,692	23,500	23,500
2523 Office Supplies & Exp	14,750	13,451	17,525	17,525
2524 Postage	23,796	29,861	27,926	27,926
2534 Operating Materials		123		
2555 Prof/Spec Svcs - Purchased	992,931	1,013,135	1,120,681	1,120,681
2556 Prof/Spec Svcs - County	13,949	5,870	8,286	8,286

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

Detail by Revenue Category and Expenditure Object	2016-17 Final Actuals	2017-18 Actual	2018-19 Recommended	2018-19 Adopted by the Board of Supervisors
1	2	3	4	5
2568 MIS - Services	189,745	199,062	178,680	178,680
2570 Media / Video Services	6,686	180		
2701 Publications & Legal Notices	503	717		
2709 Countywide System Charges	14,452	25,219	29,611	29,611
2840 Special Dept Expense	21,268	24,568	27,250	27,250
2844 Training	13,739	9,192	13,850	13,850
2931 Travel & Transportation	3,316	2,404	3,650	3,650
2932 Mileage	455	2,914	1,500	1,500
2933 Lodging	6,312	5,469	4,750	4,750
2941 County Vehicle Mileage	1,580	1,102	1,500	1,500
2964 Meals/Food Purchases	1,312	1,598	1,470	1,470
2965 Utilities	51,701	50,540	52,561	54,544
Total Services & Supplies	\$ 1,616,431	\$ 1,721,457	\$ 1,821,197	\$ 1,841,892
Intrafund Transfers Out				
5404 I/T-OUT Maintenance - Services	\$ 1	\$	\$	\$
5550 I/T-OUT Administration	130,847			
5556 I/T-OUT Professional Services	71,644	4,684		
Total Intrafund Transfers Out	\$ 202,492	\$ 4,684	\$	\$
Intrafund Transfers In				
5002 I/T-IN County General Fund	\$ (135,665)	\$ (2,477)	\$ (5,000)	\$ (5,000)
5004 I/T-IN Road Fund	(20)		(250)	(250)
5009 I/T-IN County Library Fund	(4,559)	(3,132)	(5,000)	(5,000)
5011 I/T-IN Public Safety Fund	(214,710)	(214,378)	(188,500)	(188,500)
5026 I/T-IN Advertising & Promotion Fund	(325,677)	(666,680)	(1,072,108)	(1,072,108)
Total Intrafund Transfers In	\$ (680,631)	\$ (886,667)	\$ (1,270,858)	\$ (1,270,858)
Total Expenditures / Appropriations	\$ 4,869,871	\$ 4,959,029	\$ 4,794,109	\$ 4,818,200
Net Cost	\$ 297,418	\$ (326,444)	\$ (442,837)	\$ (418,746)

County of Placer
Operation of Internal Service Fund
Fiscal Year 2018-19

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

Operating Detail	2016-17 Actual	2017-18 Actual	2018-19 Recommended	2018-19 Adopted by the Board of Supervisors
1	2	3	4	5
Operating Revenues				
8118 Communication Services - Telephone	2,191,776	2,013,290	2,002,160	2,002,160
8119 Communication Services - Radio	1,661,804	1,784,789	1,874,957	1,874,957
8123 Communication Services - Media	282,602	222,392	285,000	285,000
8124 Comm Services - Network Infrastructure	2,253,522	2,656,674	2,348,427	2,348,427
8125 Cabling Services	149,749	125,902	140,000	140,000
8212 Other General Reimbursement	39,216	39,813		
Total Operating Revenues	\$ 6,578,669	\$ 6,842,860	\$ 6,650,544	\$ 6,650,544
Operating Expenses				
1001 Employee Paid Sick Leave	19,769	35,444		
1002 Salaries and Wages	1,790,889	1,949,011	2,106,002	2,106,002
1003 Extra Help	369	3,866		
1004 Accr Compensated Leave	2,497	23,832		
1005 Overtime & Call Back	118,302	126,832	95,000	95,000
1010 Cafeteria Plans (Non-PERS)	85,649	94,454	107,432	107,432
1011 Salary Savings			(97,561)	(97,561)
1017 Uniform Allowance		168		
1018 Taxable Meal Reimbursements	90	75		
1300 P.E.R.S.	438,484	484,405	578,917	578,917
1301 F.I.C.A.	146,418	160,042	158,978	158,978
1303 Other Postemployment Benefits (OPEB)	95,875	102,507	113,000	113,000
1308 PERS Pension Expense	30,551	279,428		
1309 OPEB Expense	(7,545)	462,639		
1310 Employee Group Ins	256,693	271,807	290,893	290,893
1315 Workers Comp Insurance	6,317	15,612	11,415	10,808
1320 Retired Employee Grp Ins	128,352	128,678	151,335	151,335
1325 401 (k) Employer Match	2,257	1,834	2,250	2,250
2020 Clothes & Personal Supplies	861		1,500	1,500
2051 Communication Services - Telephone		75		
2052 Communication Services - Mobile Devices	19,299	17,967	17,000	17,000
2054 Telecomm Trunks/Circuits	726,690	833,016	880,260	880,260
2140 Gen Liability Ins	8,336	9,487	11,499	15,351
2254 Witness & Criminal Indictment		4,499		
2274 Delivery & Freight Charges	695	250	500	500
2290 Maintenance - Equipment	110,678	72,783	150,566	150,566
2292 Maintenance - Software	205,566	269,460	200,924	200,924
2310 Employee Benefits Systems	28,002	93,966	34,252	31,302
2404 Maintenance Services	75,058	97,437	84,555	87,997
2406 Maintenance - Janitorial	10,957	12,249	16,472	17,383
2415 Campus Services-PCGC	17,050	19,781	16,807	16,807
2439 Membership/Dues	572	2,737	700	700
2456 Misc Expense	1			
2481 PC Acquisition	32,340	8,394	18,000	18,000
2511 Printing	3,960	3,475	4,500	4,500
2522 Other Supplies	731	1,616	1,150	1,150
2523 Office Supplies & Exp	4,511	2,731	3,750	3,750
2524 Postage	4,207	4,770	4,712	4,712
2534 Operating Materials	524,227	447,430	348,969	348,969
2550 Administration	220,050			
2555 Prof/Spec Svcs - Purchased	287,013	207,200	227,800	227,800
2556 Prof/Spec Svcs - County	28,795	7,178	26,179	26,179
2568 MIS - Services	171,787	185,704	163,162	163,162
2701 Publications & Legal Notices			500	500
2709 Countywide System Charges	19,154	28,272	25,431	25,431
2710 Rents & Leases - Equipment	59,146	65,752	76,103	76,103
2727 Rents & Leases - Bldgs & Impr	126,509	109,924	162,219	162,219
2744 Small Tools & Instruments	11,323	57	3,500	3,500
2770 Fuels & Lubricants	2,115	515	1,500	1,500
2840 Special Dept Expense	45,545	20,762		
2844 Training	33,873	30,336	30,000	30,000
2931 Travel & Transportation	3,524	2,041	4,500	4,500
2932 Mileage	52			
2933 Lodging	5,170	6,646	5,000	5,000
2941 County Vehicle Mileage	86,953	112,860	101,572	101,572

County of Placer
 Operation of Internal Service Fund
 Fiscal Year 2018-19

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

Operating Detail	2016-17 Actual	2017-18 Actual	2018-19 Recommended	2018-19 Adopted by the Board of Supervisors
1	2	3	4	5
2964 Meals/Food Purchases	1,649	8,858	1,500	1,500
2965 Utilities	136,648	144,578	119,981	122,198
3701 Equipment Depreciation	188,522	200,825		
3702 Bldg & Impr Depreciation	29,827	29,827		
3706 Intangible Assets Depreciation	8,927	15,304		
9043 Manual Dept Cost Allocation In/Out			226,668	226,668
Total Operating Expenses	\$ 6,355,290	\$ 7,219,396	\$ 6,489,392	\$ 6,496,257
Operating Income (Loss)	\$ 223,379	\$ (376,536)	\$ 161,152	\$ 154,287
Non-Operating Revenue (Expenses)				
3551 Transfer Out A-87 Costs	(201,488)	(191,246)	(203,741)	(203,741)
3803 Long-Term Debt Repaid	33,019	13,988		
3810 Lease Purchase Principal	(33,019)	(13,988)		
3830 Lease Purchase Interest	(750)	(82)		
6770 Franchises	25,844	25,844	25,844	25,844
6950 Interest	36,318	33,909	37,000	37,000
6970 Investment Income	(31,106)	(18,088)		
7232 State Aid - Other		1,592		
7250 Federal Aid Disaster Admin		5,791		
8771 Subrogation Recovery		2,500		
Total Non-Operating Revenue (Expenses)	\$ (171,182)	\$ (139,780)	\$ (140,897)	\$ (140,897)
Income Before Capital Contributions and Transfers	\$ 52,197	\$ (516,316)	\$ 20,255	\$ 13,390
3775 Operating Transfer Out		(319,885)		
8333 Capital Asset Transfer (In)		8,395		
8954 Operating Transfers In			76,164	76,164
Change in Net Assets	\$ 52,197	\$ (827,806)	\$ 96,419	\$ 89,554
Net Assets - Beginning Balance	(300,500)	2,225,255	1,808,345	1,808,345
Net Assets - Ending Balance	\$ 2,225,255	\$ 1,808,345	\$ 1,198,964	\$ 1,192,099
Memo:				
4161 Intangible Assets	\$ 90,491	\$	\$	\$
4451 Equipment	17,300	189,420	705,800	705,800

County of Placer
Operation of Internal Service Fund
Fiscal Year 2018-19

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

Operating Detail	2016-17 Actual	2017-18 Actual	2018-19 Recommended	2018-19 Adopted by the Board of Supervisors
1	2	3	4	5
Operating Revenues				
8114 Data Processing Services		8,125		
8344 IT Project Management Serv	625,413	362,352	393,357	393,357
8345 IT Data Storage	344,464	392,173	381,833	381,833
8346 IT Intergov Svcs Agreements	78,886	36,208	75,674	75,674
8347 IT Dept Specific App Services	70,717	77,120	123,061	123,061
8348 IT Dedicated Application Supp	3,466,208	3,063,229	2,837,053	3,187,053
8349 IT Server Hosting Services	754,523	858,128	872,476	872,476
8350 IT Services-CORE Services	11,173,865	11,638,716	11,970,617	11,970,617
8351 IT External Service Agreements	8,125		6,300	6,300
8352 IT Billable Services	289,526	338,045	409,406	409,406
Total Operating Revenues	\$ 16,811,727	\$ 16,774,096	\$ 17,069,777	\$ 17,419,777
Operating Expenses				
1001 Employee Paid Sick Leave	84,693	64,340		
1002 Salaries and Wages	5,637,148	5,979,965	6,226,181	6,226,181
1003 Extra Help	323	2,445		
1004 Accr Compensated Leave	(125,549)	91,208		
1005 Overtime & Call Back	102,525	103,920	90,000	90,000
1010 Cafeteria Plans (Non-PERS)	275,431	290,618	310,244	310,244
1011 Salary Savings			(323,128)	(323,128)
1018 Taxable Meal Reimbursements	641	346	750	750
1300 P.E.R.S.	1,398,955	1,526,826	1,720,377	1,720,377
1301 F.I.C.A.	437,209	468,347	474,129	474,129
1303 Other Postemployment Benefits (OPEB)	313,818	313,018	322,052	322,052
1308 PERS Pension Expense	99,066	891,212		
1309 OPEB Expense	40,393	1,521,980		
1310 Employee Group Ins	893,140	897,715	904,236	904,236
1315 Workers Comp Insurance	18,995	24,889	30,993	28,085
1320 Retired Employee Grp Ins	187,902	222,348	235,396	235,396
1325 401 (k) Employer Match	6,251	6,330	7,502	7,502
2051 Communication Services - Telephone	250,432	233,258	246,018	246,018
2052 Communication Services - Mobile Devices	12,998	13,261	14,560	14,560
2054 Telecomm Trunks/Circuits	500,207	750,207	500,207	500,207
2140 Gen Liability Ins	10,449	18,963	30,191	40,304
2273 Parts	11,957	21,491	33,000	33,000
2274 Delivery & Freight Charges	66			
2290 Maintenance - Equipment	33,144	13,032	56,271	56,271
2292 Maintenance - Software	2,458,547	2,535,554	2,984,982	3,676,622
2293 Computer Parts		107		
2310 Employee Benefits Systems	91,849	29,061	104,470	95,471
2404 Maintenance Services	67,015	74,771	86,404	91,391
2405 Materials - Bldgs & Impr	110		7,286	7,286
2406 Maintenance - Janitorial	46,301	42,462	46,523	48,505
2415 Campus Services-PCGC	31,404	29,919	25,379	25,379
2439 Membership/Dues	1,507	1,352	3,620	3,620
2456 Misc Expense		1,071		
2481 PC Acquisition	90,801	126,325	104,392	104,392
2511 Printing	11,709	17,155	21,901	21,901
2521 Operating Supplies		148		
2522 Other Supplies	1,046	836		
2523 Office Supplies & Exp	6,380	5,535	7,200	7,200
2524 Postage	4,076	4,675	4,712	4,712
2534 Operating Materials		4,768		
2550 Administration	385,622			
2555 Prof/Spec Svcs - Purchased	1,795,711	829,045	1,010,086	1,010,086
2556 Prof/Spec Svcs - County	52,940	22,959	4,132	4,132
2570 Media / Video Services	1,796	11,997	7,180	7,180
2709 Countywide System Charges	28,181	58,042	67,535	67,535
2710 Rents & Leases - Equipment	439,863	577,622	585,689	585,689
2727 Rents & Leases - Bldgs & Impr	2,845	4,786		
2840 Special Dept Expense	2,051	31,640	2,980	2,980
2844 Training	99,699	123,357	179,000	179,000
2931 Travel & Transportation	3,392	4,820	9,000	9,000
2932 Mileage	4,918	5,632	9,965	9,965

County of Placer
 Operation of Internal Service Fund
 Fiscal Year 2018-19

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

Operating Detail	2016-17 Actual	2017-18 Actual	2018-19 Recommended	2018-19 Adopted by the Board of Supervisors
1	2	3	4	5
2933 Lodging	8,119	12,664	18,300	18,300
2941 County Vehicle Mileage	27,675	27,945	29,799	29,799
2964 Meals/Food Purchases	1,187	3,282	5,150	5,150
2965 Utilities	59,441	51,404	49,818	51,543
3701 Equipment Depreciation	1,801	2,187		
9043 Manual Dept Cost Allocation In/Out			318,998	318,998
Total Operating Expenses	\$ 15,916,180	\$ 18,096,840	\$ 16,573,480	\$ 17,272,020
Operating Income (Loss)	\$ 895,547	\$ (1,322,744)	\$ 496,297	\$ 147,757
Non-Operating Revenue (Expenses)				
3551 Transfer Out A-87 Costs		(552,167)	(577,073)	(577,073)
6950 Interest	30,166	48,555	38,000	38,000
6970 Investment Income	(33,615)	(33,868)		
Total Non-Operating Revenue (Expenses)	\$ (3,449)	\$ (537,480)	\$ (539,073)	\$ (539,073)
Income Before Capital Contributions and Transfers	\$ 892,098	\$ (1,860,224)	\$ (42,776)	\$ (391,316)
8333 Capital Asset Transfer (In)		579		
8954 Operating Transfers In		8,507		
Change in Net Assets	\$ 892,098	\$ (1,851,138)	\$ (42,776)	\$ (391,316)
Net Assets - Beginning Balance	(10,081,093)	2,371,048	2,699,078	2,699,078
Net Assets - Ending Balance	\$ 2,371,048	\$ 2,699,078	\$ 2,656,302	\$ 2,307,762

County of Placer
Operation of Internal Service Fund
Fiscal Year 2018-19

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

Operating Detail	2016-17 Actual	2017-18 Actual	2018-19 Recommended	2018-19 Adopted by the Board of Supervisors
1	2	3	4	5
Operating Revenues				
8374 Graphic Design Services	148,086	81,603	174,116	174,116
8375 Printing Revenue	699,629	622,361	715,000	715,000
8376 Convenience Copier Revenue	1,014,343	1,041,197	995,855	995,855
8377 Records Management	257,980	142,622	158,359	158,359
8386 Interoffice Mail Revenue	296,916	299,694	341,128	341,128
8388 Mail Services	139,461	148,788	166,000	166,000
8764 Miscellaneous Revenues	6,835	8,957	6,800	6,800
8774 Inventory Sales	190,627	181,013	203,612	203,612
Total Operating Revenues	\$ 2,753,877	\$ 2,526,235	\$ 2,760,870	\$ 2,760,870
Operating Expenses				
1001 Employee Paid Sick Leave	2,136	21,921		
1002 Salaries and Wages	561,778	495,169	581,918	581,918
1003 Extra Help	3,432	24,786		
1004 Accr Compensated Leave	(2,970)	(6,250)		
1010 Cafeteria Plans (Non-PERS)	28,286	24,448	30,481	30,481
1011 Salary Savings			(33,821)	(33,821)
1018 Taxable Meal Reimbursements	16			
1300 P.E.R.S.	141,766	130,747	166,253	166,253
1301 F.I.C.A.	41,720	38,244	44,516	44,516
1303 Other Postemployment Benefits (OPEB)	48,948	43,429	50,850	50,850
1308 PERS Pension Expense	9,927	90,242		
1309 OPEB Expense	10,034	222,513		
1310 Employee Group Ins	152,095	138,354	159,904	159,904
1315 Workers Comp Insurance	5,147	11,135	9,940	9,854
1320 Retired Employee Grp Ins	43,580	48,651	52,320	52,320
1325 401 (k) Employer Match	750	749	750	750
2020 Clothes & Personal Supplies	602			
2051 Communication Services - Telephone	14,009	13,610	13,967	13,967
2052 Communication Services - Mobile Devices	164		13	13
2140 Gen Liability Ins	3,075	2,785	3,983	5,318
2290 Maintenance - Equipment	194,707	203,845	203,798	203,798
2292 Maintenance - Software	15,227	657	30,454	30,454
2310 Employee Benefits Systems	13,182	14,879	15,591	14,263
2404 Maintenance Services	9,390	21,306	24,255	26,439
2406 Maintenance - Janitorial	14,863	10,572	18,408	19,427
2415 Campus Services-PCGC	19,652	22,305	19,229	19,229
2439 Membership/Dues			150	150
2481 PC Acquisition	5,792	1,349	3,998	3,998
2511 Printing	118	71		
2523 Office Supplies & Exp	1,636	1,403	470	470
2524 Postage	5,148	4,261	400	400
2550 Administration	120,338			
2555 Prof/Spec Svcs - Purchased	162,555	198,034	176,725	176,725
2556 Prof/Spec Svcs - County	2,772	624	2,800	2,800
2568 MIS - Services	63,916	60,607	55,256	55,256
2709 Countywide System Charges	7,887	9,036	9,662	9,662
2710 Rents & Leases - Equipment	202,575	118,161	127,649	127,649
2727 Rents & Leases - Bldgs & Impr	46,800	3,900		
2840 Special Dept Expense	108,475	73,245	92,065	92,065
2844 Training	1,620	1,050	1,500	1,500
2920 Inventory Purchases	175,596	166,439	175,596	175,596
2932 Mileage	176	48		
2941 County Vehicle Mileage	10,994	12,107	10,744	10,744
2964 Meals/Food Purchases	118			
2965 Utilities	23,181	16,256	16,093	16,773
3701 Equipment Depreciation	235,557	233,915		
9043 Manual Dept Cost Allocation In/Out			134,472	134,472
Total Operating Expenses	\$ 2,506,770	\$ 2,474,603	\$ 2,200,389	\$ 2,204,193
Operating Income (Loss)	\$ 247,107	\$ 51,632	\$ 560,481	\$ 556,677
Non-Operating Revenue (Expenses)				
3551 Transfer Out A-87 Costs	(30,787)	(87,862)	(119,500)	(119,500)
3803 Long-Term Debt Repaid	175,317	39,988		

County of Placer
 Operation of Internal Service Fund
 Fiscal Year 2018-19

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

Operating Detail	2016-17 Actual	2017-18 Actual	2018-19 Recommended	2018-19 Adopted by the Board of Supervisors
1	2	3	4	5
3810 Lease Purchase Principal	(175,856)	(39,988)	(19,400)	(19,400)
3830 Lease Purchase Interest	(3,948)	(1,446)	(440)	(440)
6156 Sales & Use Taxes		138		
6950 Interest	1,519	5,959	1,500	1,500
6970 Investment Income	(2,749)	(6,872)		
8750 Proceeds from Sale of Capital Assets		2,023		
8752 Gain/Loss on F/A Disposal	2,791			
8771 Subrogation Recovery		13,427		
8958 Capital Lease Proceeds	575			
Total Non-Operating Revenue (Expenses)	\$ (33,138)	\$ (74,633)	\$ (137,840)	\$ (137,840)
Income Before Capital Contributions and Transfers	\$ 213,969	\$ (23,001)	\$ 422,641	\$ 418,837
2333 Capital Asset Transfer (Out)		(10,276)		
Change in Net Assets	\$ 213,969	\$ (33,277)	\$ 422,641	\$ 418,837
Net Assets - Beginning Balance	(518,848)	412,102	695,499	695,499
Net Assets - Ending Balance	\$ 412,102	\$ 695,499	\$ 1,084,220	\$ 1,056,404
Memo:				
4451 Equipment	\$ 50,354	\$ 39,986	\$ 33,920	\$ 57,932

County of Placer
Operation of Internal Service Fund
Fiscal Year 2018-19

Fund	County Services Fund - 250
Subfund	Correctional Food Services - 300
Activity	Food Services Program - 2030

Operating Detail	2016-17 Actual	2017-18 Actual	2018-19 Recommended	2018-19 Adopted by the Board of Supervisors
1	2	3	4	5
Operating Revenues				
8191 Food Service Sales	134,349	48,370		
8193 Other Services	44,867	689,261		
8212 Other General Reimbursement	7,963			
8270 Food Service: Inmate Meals	3,184,266	2,293,835	3,636,304	3,760,106
8271 Food Service: Staff Dining	9,511			
8764 Miscellaneous Revenues	49,827	97,087		
Total Operating Revenues	\$ 3,430,783	\$ 3,128,553	\$ 3,636,304	\$ 3,760,106
Operating Expenses				
1001 Employee Paid Sick Leave	270	(6,538)		
1002 Salaries and Wages	540,294	(2,807)		71,378
1003 Extra Help	138,210			
1004 Accr Compensated Leave	(53,907)	(9,138)		
1005 Overtime & Call Back	28,486	772		
1010 Cafeteria Plans (Non-PERS)	28,104	(306)		4,283
1099 Salaries & Wages Undistributed	16			
1300 P.E.R.S.	126,299	(1,357)		19,418
1301 F.I.C.A.	53,919	(159)		5,460
1303 Other Postemployment Benefits (OPEB)	59,169	(592)		5,650
1309 OPEB Expense	373,457			
1310 Employee Group Ins	128,728	(1,534)		14,779
1315 Workers Comp Insurance	8,777	(60)		326
1320 Retired Employee Grp Ins	80,131			
1325 401 (k) Employer Match	653	(13)		
2017 Uniforms	12,672			
2051 Communication Services - Telephone	5,371			
2052 Communication Services - Mobile Devices	700			
2068 Food	1,228,444	11,418		
2085 Household Expense	40,349			
2140 Gen Liability Ins	4,018	3,945	6,789	9,065
2273 Parts	447			
2274 Delivery & Freight Charges	380			
2290 Maintenance - Equipment	55,646			
2310 Employee Benefits Systems	18,859			
2404 Maintenance Services	191,261	135,885	254,460	275,588
2406 Maintenance - Janitorial			12,658	13,359
2439 Membership/Dues	79			
2511 Printing	5,449			
2521 Operating Supplies	52,550			
2522 Other Supplies	31,513			
2523 Office Supplies & Exp	1,995			
2524 Postage	60			
2550 Administration		4,610		
2555 Prof/Spec Svcs - Purchased	67,949	2,286,601	2,540,000	2,540,000
2556 Prof/Spec Svcs - County	63,162	202,985	100,000	100,000
2568 MIS - Services	8,329	51		
2708 Rents & Leases - Computer SW	538			
2709 Countywide System Charges	10,998	13,207	13,895	13,895
2710 Rents & Leases - Equipment	240			
2840 Special Dept Expense	274,112	20,548		
2853 Safety Clothing - Other Agency	45			
2932 Mileage	1,882			
2941 County Vehicle Mileage	44,432			
2965 Utilities	192,831	174,603	338,660	343,992
3701 Equipment Depreciation	438,301	431,665		
Total Operating Expenses	\$ 4,265,218	\$ 3,263,786	\$ 3,266,462	\$ 3,417,193
Operating Income (Loss)	\$ (834,435)	\$ (135,233)	\$ 369,842	\$ 342,913
Non-Operating Revenue (Expenses)				
3551 Transfer Out A-87 Costs	(313,033)	(295,218)	(207,578)	(207,578)
6950 Interest	5,742	4,581		
6970 Investment Income	(5,332)	(4,876)		
8750 Proceeds from Sale of Capital Assets		9,010		
Total Non-Operating Revenue (Expenses)	\$ (312,623)	\$ (286,503)	\$ (207,578)	\$ (207,578)

County of Placer
 Operation of Internal Service Fund
 Fiscal Year 2018-19

Fund	County Services Fund - 250
Subfund	Correctional Food Services - 300
Activity	Food Services Program - 2030

Operating Detail	2016-17 Actual	2017-18 Actual	2018-19 Recommended	2018-19 Adopted by the Board of Supervisors
1	2	3	4	5
Income Before Capital Contributions and Transfers	\$ (1,147,058)	\$ (421,736)	\$ 162,264	\$ 135,335
2333 Capital Asset Transfer (Out)	(87,728)			
8954 Operating Transfers In	1,343,019			
Change in Net Assets	\$ 108,233	\$ (421,736)	\$ 162,264	\$ 135,335
Net Assets - Beginning Balance	4,732,493	649,440	1,479,510	1,479,510
Net Assets - Ending Balance	\$ 649,440	\$ 1,479,510	\$ 1,641,774	\$ 1,519,845
Memo:				
4451 Equipment	\$	\$	\$	\$ 95,000

County of Placer
Operation of Internal Service Fund
Fiscal Year 2018-19

Fund	County Services Fund - 250
Subfund	Countywide Systems - 104
Activity	Countywide Systems - 6240

Operating Detail	2016-17 Actual	2017-18 Actual	2018-19 Recommended	2018-19 Adopted by the Board of Supervisors
1	2	3	4	5
Operating Revenues				
8193 Other Services	2,770,639	3,163,679	3,391,314	3,391,314
Total Operating Revenues	\$ 2,770,639	\$ 3,163,679	\$ 3,391,314	\$ 3,391,314
Operating Expenses				
2051 Communication Services - Telephone	8,115	27,394	28,440	28,440
2140 Gen Liability Ins	1,342	1,155	3,877	5,180
2290 Maintenance - Equipment	789	7,182		
2292 Maintenance - Software	1,000,986	1,113,670	1,982,651	1,160,499
2404 Maintenance Services	11,326	20,841	22,242	24,236
2406 Maintenance - Janitorial		13,687	13,960	14,732
2415 Campus Services-PCGC	1,073			
2456 Misc Expense	5,049	3,247		
2481 PC Acquisition	36,300	2,994		
2511 Printing	715	6,165		
2522 Other Supplies			38,181	38,181
2523 Office Supplies & Exp	23,717	17,238		
2524 Postage		2,215	2,356	2,356
2534 Operating Materials	942	1,359	50,000	50,000
2555 Prof/Spec Svcs - Purchased	1,624,289	3,545,943	3,165,051	1,562,847
2556 Prof/Spec Svcs - County	6	2,643		
2568 MIS - Services	285,432	365,099	643,234	643,234
2570 Media / Video Services	105,776	100,224	116,557	116,557
2709 Countywide System Charges	3,869	3,949	11,033	11,033
2710 Rents & Leases - Equipment	139,746	168,932	240,907	240,907
2770 Fuels & Lubricants	196	496		
2821 Small Equipment		3,291		
2840 Special Dept Expense		40		
2844 Training		6,500	26,167	26,167
2931 Travel & Transportation	1,957	395		
2932 Mileage	2,278	3,081		
2933 Lodging	2,410	21,872	1,000	1,000
2941 County Vehicle Mileage		80		
2964 Meals/Food Purchases	1,947	4,212	500	500
2965 Utilities	5,741	17,025	18,184	18,883
3701 Equipment Depreciation	13,897	16,292		
3706 Intangible Assets Depreciation	506,867	473,201		
Total Operating Expenses	\$ 3,784,765	\$ 5,950,422	\$ 6,364,340	\$ 3,944,752
Operating Income (Loss)	\$ (1,014,126)	\$ (2,786,743)	\$ (2,973,026)	\$ (553,438)
Non-Operating Revenue (Expenses)				
3551 Transfer Out A-87 Costs	(67,636)	(198,243)	(1,105,747)	(1,105,747)
3780 Contrib to Other Funds	(93,217)	(1,449,086)	(694,366)	(694,366)
6950 Interest	62,228	109,103		
6970 Investment Income		(60,019)		
8779 Contributions from General Fund	8,135,400			
8780 Contributions from Other Funds	128,154		3,246,691	3,246,691
Total Non-Operating Revenue (Expenses)	\$ 8,164,929	\$ (1,598,245)	\$ 1,446,578	\$ 1,446,578
Income Before Capital Contributions and Transfers	\$ 7,150,803	\$ (4,384,988)	\$ (1,526,448)	\$ 893,140
2333 Capital Asset Transfer (Out)	(25,342)			
3775 Operating Transfer Out	(287,817)	(134,183)		
3778 Operating Transfer Out - Capital Imprvmt	(185,000)			
3779 Operating Transfer Out - Roads	(173,914)	(390,880)		
Change in Net Assets	\$ 6,478,730	\$ (4,910,051)	\$ (1,526,448)	\$ 893,140
Net Assets - Beginning Balance	4,315,379	8,582,898	3,162,195	3,162,195
Net Assets - Ending Balance	\$ 8,582,898	\$ 3,162,195	\$ 1,635,747	\$ 4,055,335
Memo:				
4161 Intangible Assets	\$ 535,729	\$ 1,000,140	\$	\$
4451 Equipment	33,600			

County of Placer
 Operation of Internal Service Fund
 Fiscal Year 2018-19

Fund	County Services Fund - 250
Subfund	Countywide Radio Project - 101
Activity	Countywide Radio Systems - 6246

Operating Detail	2016-17 Actual	2017-18 Actual	2018-19 Recommended	2018-19 Adopted by the Board of Supervisors
1	2	3	4	5
Operating Revenues				
8119 Communication Services - Radio	274,496	315,207	244,016	244,016
Total Operating Revenues	\$ 274,496	\$ 315,207	\$ 244,016	\$ 244,016
Operating Expenses				
2140 Gen Liability Ins	372		1,962	2,621
2274 Delivery & Freight Charges	170			
2534 Operating Materials	83,649	1,765	50,000	50,000
2555 Prof/Spec Svcs - Purchased	172,600	2,490	200,000	200,000
2556 Prof/Spec Svcs - County	50,092	1,563		
2709 Countywide System Charges	903		5,583	5,583
2710 Rents & Leases - Equipment	1,360,530	1,374,904	1,360,530	1,360,530
2840 Special Dept Expense	24,000			
2965 Utilities	500			
3701 Equipment Depreciation	536,062	548,187		
3702 Bldg & Impr Depreciation	212,194	172,496		
Total Operating Expenses	\$ 2,441,072	\$ 2,101,405	\$ 1,618,075	\$ 1,618,734
Operating Income (Loss)	\$ (2,166,576)	\$ (1,786,198)	\$ (1,374,059)	\$ (1,374,718)
Non-Operating Revenue (Expenses)				
3551 Transfer Out A-87 Costs	(5,855)		(35,512)	(35,512)
6950 Interest	8,261	7,632	2,500	2,500
6970 Investment Income	(12,945)	(10,274)		
8780 Contributions from Other Funds	500,000	591,897	616,514	616,514
Total Non-Operating Revenue (Expenses)	\$ 489,461	\$ 589,255	\$ 583,502	\$ 583,502
Income Before Capital Contributions and Transfers	\$ (1,677,115)	\$ (1,196,943)	\$ (790,557)	\$ (791,216)
8333 Capital Asset Transfer (In)	25,342			
8954 Operating Transfers In	524,617	844,502	500,000	500,000
Change in Net Assets	\$ (1,127,156)	\$ (352,441)	\$ (290,557)	\$ (291,216)
Net Assets - Beginning Balance	5,503,928	501,450	869,693	869,693
Net Assets - Ending Balance	\$ 501,450	\$ 869,693	\$ 579,136	\$ 538,965
Memo:				
4451 Equipment	\$ 140,421	\$	\$	\$ 39,512