

**Board of Supervisors Mission Statement:**

To act as the legislative arm of county government and provide responsive leadership, governance, effective oversight of county services, and involves citizens and communities in processes that determine and enhance Placer County’s future.

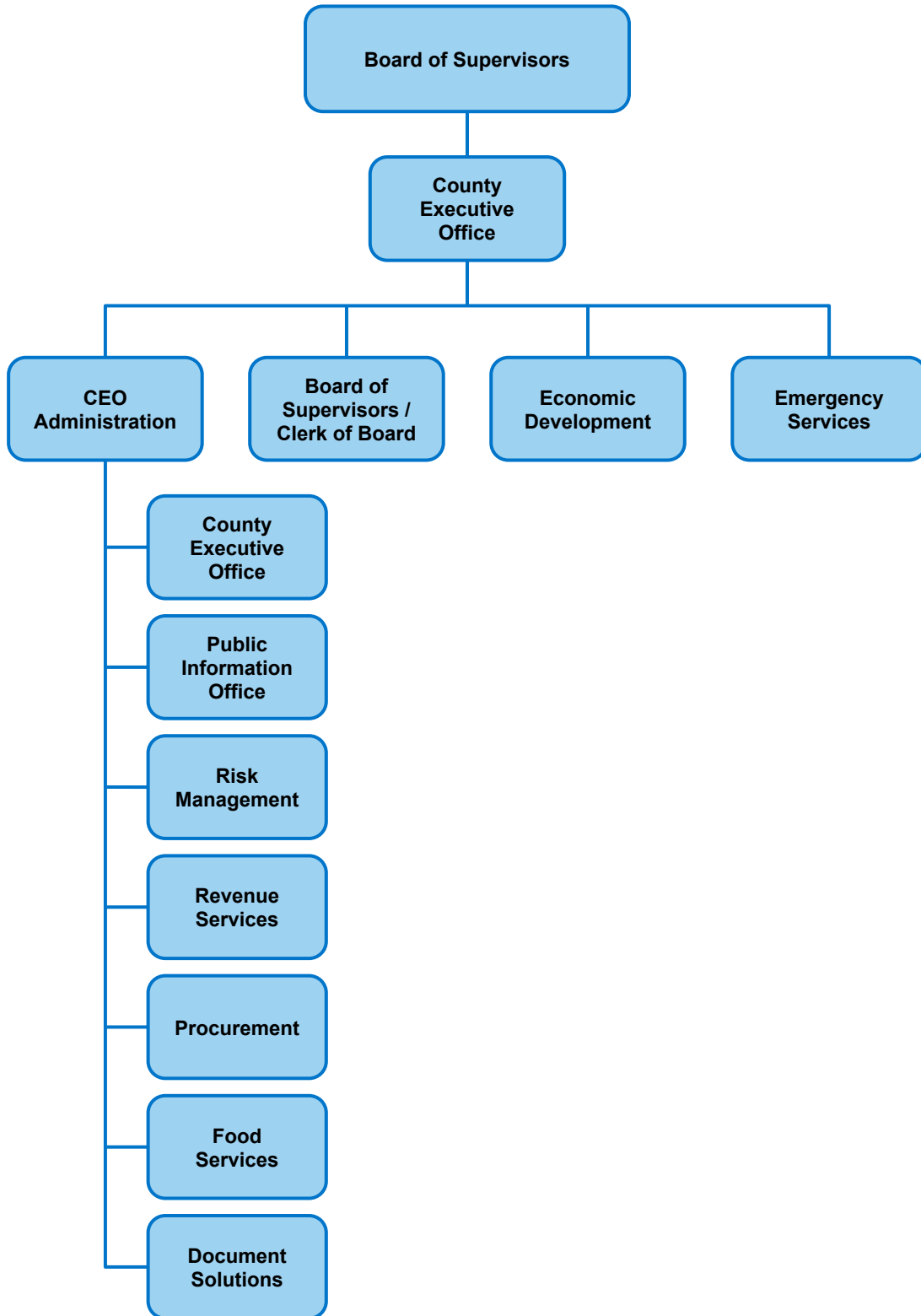
**County Executive Office Mission Statement:**

To support and implement Board of Supervisors’ policies and priorities, provide organizational direction and leadership, coordinate strategic and regional planning efforts, and ensure efficient and effective management of county workforce and activities. To provide emergency response capability, disaster recovery and response, public safety, fire protection, and community outreach.

**County Executive Office  
Cost Center Summary  
Fiscal Year 2021-22**

Cost Center	FY 2019-20 Actuals	FY 2020-21 Adopted Budget	FY 2021-22 Proposed Budget	FY 2021-22 Adopted Budget	YOY % Change
<b>General Fund</b>					
Procurement Services	\$ 1,401,514	\$ 1,614,940	\$ 1,698,652	\$ 1,698,652	5.18%
Revenue Services	3,514,301	4,361,364	3,791,701	3,791,701	-13.06%
Board of Supervisors	3,875,068	2,875,847	3,091,102	3,091,102	7.48%
Clerk of the Board	887,344	1,080,299	1,081,205	1,081,205	0.08%
County Executive Office	6,954,897	7,626,891	7,238,972	7,238,972	-5.09%
Public Information Office	1,365,052	1,510,328	1,557,455	1,557,455	3.12%
Economic Development	1,862,594	2,016,224	2,056,212	2,056,212	1.98%
Emergency Services	6,939,447	1,744,824	583,831	583,831	-66.54%
<b>TOTAL GENERAL FUND</b>	<b>\$ 26,800,217</b>	<b>\$ 22,830,717</b>	<b>\$ 21,099,130</b>	<b>\$ 21,099,130</b>	<b>-7.58%</b>
<b>County Fire Fund</b>					
County Fire	\$ 4,355,825	\$ 6,224,604	\$ 5,519,018	\$ 5,519,018	-11.34%
<b>Food Services Fund</b>					
Food Services	\$ 3,613,081	\$ 3,737,750	\$ 4,137,913	\$ 4,137,913	10.71%
<b>Document Solutions Fund</b>					
Document Solutions	\$ 2,130,258	\$ 2,714,835	\$ 2,716,883	\$ 2,716,883	0.08%
<b>General Liability Insurance Fund</b>					
Risk Management	\$ 2,776,932	\$ 7,992,298	\$ 8,175,228	\$ 8,175,228	2.29%
<b>Funded Positions</b>					
Procurement Services	9	10	10	10	
Revenue Services	19	21	21	21	
Board of Supervisors	16	15	15	15	
Clerk of the Board	6	5	5	5	
County Executive Office	35	34	34	34	
Document Solutions	9	9	9	9	
Economic Development	7	7	7	7	
Emergency Services	4	4	4	4	
Food Services	1	0	0	0	
Risk Management	4	5	5	5	
Public Information Office	7	7	7	7	
<b>Total Funded Positions</b>	<b>117</b>	<b>117</b>	<b>117</b>	<b>117</b>	<b>0.00%</b>
<b>Total Allocated Positions</b>	<b>123</b>	<b>111</b>	<b>111</b>	<b>111</b>	<b>0.00%</b>

### County Executive Office



**Procurement Services – Cost Center 01021**

**Purpose:**

Provides for all centralized County procurement activities, including bids, requests for proposals, construction projects, annual contracts, and one-time purchases of goods and services. 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.

**Major Budget Adjustments and Initiatives:**

- None.

Program Title	Program Description	Program Cost
Procurement Services	Provides for all centralized County procurement activities, including bids, request for proposals, construction projects, annual contracts, and one-time purchases of goods and services. Procurement Services administers the County’s credit card program for delegated purchases, including goods, services, travel, and training.	\$ 1,614,051
Surplus Program	Placer County currently uses Public Surplus and GovDeals, online auction sites, for disposal of surplus property. Offering these materials in an online format is a greater convenience to the community and reaches a larger number of potential buyers in a shorter amount of time than a traditional auction. Items that do not net sufficient revenue are donated to local agencies and non-profit agencies. Electric waste that is unsellable is recycled in accordance with state regulations.	\$ 84,601

**County of Placer**  
**Financing Sources and Uses by Budget Unit by Object**  
**Governmental Funds**  
**Fiscal Year 2021-22**

**Budget Unit: General Fund**  
**Function: Reporting General Function**  
**Cost Center: CC01021 Procurement Services**  
**(PAS 11210)**

Detail by Revenue Category and Expenditure Object	2019-20 Actuals	2020-21 Adopted Budget	2021-22 Recommended Budget	2021-22 Adopted Budget
1	2	3	4	5
<b>Revenue</b>				
Other Fees and Charges	166,505	222,616	257,979	257,979
Transfer In A-87 Costs	1,291,160	1,528,076	1,158,745	1,158,745
Proceeds from Sale of Capital Assets	419	-	-	-
<b>Total Revenue</b>	<b>\$ 1,458,084</b>	<b>\$ 1,750,692</b>	<b>\$ 1,416,724</b>	<b>\$ 1,416,724</b>
<b>Expenditures / Appropriations</b>				
Communication Services Expense	8,974	-	2,500	2,500
Employee Group Insurance	126,616	148,831	157,770	157,770
Maintenance - Janitorial	19,755	-	-	-
Insurance	4,856	4,914	5,366	5,366
Maintenance - Building	-	-	84,950	84,950
Training / Education	-	-	10,000	10,000
Intra Fund Services	(48,874)	-	-	-
Maintenance	80	16,000	16,000	16,000
Campus Services - PCGC	7,855	-	-	-
Professional / Membership Dues	1,968	4,585	4,500	4,500
Other Supplies	640	1,300	1,815	1,815
Printing	2,374	6,000	4,854	4,854
Parts	285	-	-	-
Postage	5,476	3,590	3,806	3,806
Professional and Special Services - General	5,396	10,000	2,000	2,000
Professional and Special Services - Technical, Engineering and Environmental	28,935	69,417	-	-
Professional and Special Services - Information Technology	59,693	80,822	84,797	84,797
Professional and Special Services - County	3,018	8,068	2,529	2,529
Retirement	216,444	252,564	303,042	303,042
Other Postemployment Benefits (OPEB)	64,148	68,251	42,900	42,900
401 (k) Employer Match	718	750	750	750
Payroll Tax	57,146	62,271	65,200	65,200
Salary Savings	-	(56,040)	(57,903)	(57,903)
Salaries and Wages	732,002	814,002	850,743	850,743
Overtime and Call Back	-	1,000	1,500	1,500
Cafeteria Plans (Non-PERS)	39,406	45,503	47,524	47,524
PC Acquisition	7,570	-	-	-
Small Equipment	457	500	1,500	1,500
Advertising	603	750	500	500
Employee Benefits Systems	11,118	11,126	12,553	12,553
Materials - Buildings & Improvements	17,460	-	-	-
Special Department Expense	400	5,000	1,500	1,500
Transportation and Travel	3,236	19,272	15,600	15,600
Utilities	22,215	34,695	30,871	30,871
Workers Comp Insurance	1,543	1,769	1,485	1,485
<b>Total Expenditures / Appropriations</b>	<b>\$ 1,401,514</b>	<b>\$ 1,614,940</b>	<b>\$ 1,698,652</b>	<b>\$ 1,698,652</b>
<b>Total</b>	<b>\$ 56,570</b>	<b>\$ 135,752</b>	<b>\$ (281,928)</b>	<b>\$ (281,928)</b>

**Revenue Services – Cost Center 01022**

**Purpose:**

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.

**Major Budget Adjustments and Initiatives:**

- Decrease in Professional and Special Services – General of \$177,104 for adjusted contract expenses.
- Decrease in Special Department Expense of \$365,322 primarily due to elimination of one-time expense for collections software upgrade.

<b>Program Title</b>	<b>Program Description</b>	<b>Program Cost</b>
Court Collections	Collect, administer, and distribute payments on delinquent court fines and fees assigned by the Placer County Superior Court.	\$ 2,499,167
General Collections	Collect debts and maintain billing records on delinquent accounts, overpayments, and citations assigned by various Placer County departments.	\$ 503,970
Transient Occupancy Tax	Administer the Placer County Transient Occupancy Tax ordinance by processing tax and assessment remittances, distributing funds to respective entities, and maintaining full compliance of the ordinance by the qualifying lodging entities located in unincorporated Placer County.	\$ 788,564

**County of Placer**  
**Financing Sources and Uses by Budget Unit by Object**  
**Governmental Funds**  
**Fiscal Year 2021-22**

Budget Unit: General Fund

Function: Reporting General Function

Cost Center: CC01022 Revenue Services (PAS 11210)

Detail by Revenue Category and Expenditure Object	2019-20 Actuals	2020-21 Adopted Budget	2021-22 Recommended Budget	2021-22 Adopted Budget
1	2	3	4	5
<b>Revenue</b>				
Court Fees and Costs	350,261	334,000	303,790	303,790
Other Fees and Charges	883,202	1,100,000	1,130,210	1,130,210
Other Court Fines	2,638,249	2,600,000	2,472,766	2,472,766
Miscellaneous	114,424	47,600	174,834	174,834
Transfer In A-87 Costs	11,442	274,573	(72,524)	(72,524)
<b>Total Revenue</b>	<b>\$ 3,997,578</b>	<b>\$ 4,356,173</b>	<b>\$ 4,009,076</b>	<b>\$ 4,009,076</b>
<b>Expenditures / Appropriations</b>				
Communication Services Expense	59,568	545	10,850	10,850
Cost Allocation	105,758	110,000	110,000	110,000
Employee Group Insurance	254,547	313,761	284,408	284,408
Parts	485	-	-	-
Maintenance - Building	-	-	39,700	39,700
Maintenance - Janitorial	13,138	-	-	-
Insurance	8,027	8,497	8,590	8,590
Intra Fund Services	(878,710)	-	-	-
Materials - Buildings & Improvements	883	1,400	1,250	1,250
Professional / Membership Dues	178	1,003	125	125
Misc Expense	-	2,000	750	750
Other Supplies	4,040	5,000	6,779	6,779
Printing	10,104	20,000	15,000	15,000
Postage	20,148	32,868	28,775	28,775
Professional and Special Services - General	1,036,212	1,179,500	1,002,396	1,002,396
Professional and Special Services - Information Technology	162,686	237,947	225,281	225,281
Professional and Special Services - Technical, Engineering and Environmental	21,133	32,575	-	-
Professional and Special Services - County	953	12,973	799	799
401 (k) Employer Match	1	751	751	751
Other Postemployment Benefits (OPEB)	136,680	143,326	90,091	90,091
Payroll Tax	86,762	101,997	103,291	103,291
Retirement	335,263	411,573	475,966	475,966
Salary Savings	-	(86,832)	(94,957)	(94,957)
Salaries and Wages	1,121,753	1,320,292	1,330,219	1,330,219
Overtime and Call Back	6,462	13,000	20,000	20,000
Cafeteria Plans (Non-PERS)	63,210	75,568	76,032	76,032
Special Department Expense	891,426	376,900	11,578	11,578
Small Equipment	1,883	-	-	-
Employee Benefits Systems	23,793	23,473	25,785	25,785
PC Acquisition	5,924	-	-	-
Transportation and Travel	1,072	3,070	-	-
Utilities	16,819	16,281	14,427	14,427
Workers Comp Insurance	4,104	3,896	3,815	3,815
<b>Total Expenditures / Appropriations</b>	<b>\$ 3,514,301</b>	<b>\$ 4,361,364</b>	<b>\$ 3,791,701</b>	<b>\$ 3,791,701</b>
<b>Total</b>	<b>\$ 483,277</b>	<b>\$ (5,191)</b>	<b>\$ 217,375</b>	<b>\$ 217,375</b>

**Board of Supervisors – Cost Center 10002**

**Purpose:**

To govern the county through its authority to adopt the annual budget, direct land use decisions, confirm appointments of non-elected officials, lead regional agencies, adopt county ordinances, and set the most significant operational policies. Staff to the Board support the governing activities and act as the Board’s liaison with the public, county departments, and other agencies; as well as support Board members at various meetings, interface with other legislative agencies, facilitate property tax assessment appeals, and respond to constituent inquiries.

**Major Budget Adjustments and Initiatives:**

- None.

Program Title	Program Description	Program Cost
County Governance, Policy Development, Priority-Setting and Constituent Assistance	Transparently govern through public meetings and records, collaboration with stakeholders, and clear and helpful information. Establish priorities and policies for county operations. Assist, provide information, and be directly accessible to citizens and community groups.	\$ 3,091,102

**County of Placer**  
**Financing Sources and Uses by Budget Unit by Object**  
**Governmental Funds**  
**Fiscal Year 2021-22**

**Budget Unit: General Fund**  
**Function: Reporting General Function**  
**Cost Center: CC10002 Board of Supervisors**

Detail by Revenue Category and Expenditure Object	2019-20 Actuals	2021-22 Adopted Budget	2021-22 Recommended Budget	2021-22 Adopted Budget
1	2	3	4	5
<b>Revenue</b>				
Proceeds from Sale of Capital Assets	495,000	-	-	-
<b>Total Revenue</b>	<b>\$ 495,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Expenditures / Appropriations</b>				
Communication Services Expense	53,146	30,000	60,000	60,000
Employee Group Insurance	196,996	224,171	255,764	255,764
Food	-	-	500	500
Maintenance - Janitorial	13,576	-	-	-
Insurance	32,522	22,776	28,259	28,259
Transfer Out A-87 Costs	658,298	91,400	208,849	208,849
Employee Paid Sick Leave	28,795	-	-	-
Janitorial Supplies	16	-	-	-
Parts	703	-	-	-
Maintenance	377	-	-	-
Maintenance - Building	-	-	73,202	73,202
Training / Education	-	-	20,000	20,000
Operating Transfer Out	480,150	-	-	-
Intra Fund Services	11,530	-	-	-
Fuels & Lubricants	-	250	-	-
Professional / Membership Dues	1,348	3,520	3,520	3,520
Misc Expense	2,545	3,687	500	500
Other Supplies	1,523	9,760	3,000	3,000
Printing	11,178	9,460	20,479	20,479
Postage	9,781	9,000	9,555	9,555
Professional and Special Services - Information Technology	121,046	132,910	168,220	168,220
Professional and Special Services - General	33,303	40,000	32,100	32,100
Professional and Special Services - Technical, Engineering and Environmental	21,837	45,000	-	-
Professional and Special Services - County	-	19,478	-	-
Rents and Leases - Buildings & Improvements	68,383	73,000	74,557	74,557
Other Postemployment Benefits (OPEB)	108,063	102,375	64,350	64,350
Payroll Tax	101,516	104,446	104,522	104,522
401 (k) Employer Match	3,372	1,500	1,500	1,500
Retirement	389,624	447,808	499,858	499,858
Cafeteria Plans (Non-PERS)	31,922	15,410	15,170	15,170
Sick Leave Payoff	777	-	-	-
Extra Help	-	28,000	37,150	37,150
Salaries and Wages	1,347,490	1,355,968	1,342,088	1,342,088
Overtime and Call Back	459	250	500	500
Salary Savings	-	(93,998)	(90,200)	(90,200)
PC Acquisition	11,565	-	4,500	4,500
Commissioner's Fees	1,000	1,000	-	-
Special Department Expense	60	8,000	7,000	7,000



continued

Detail by Revenue Category and Expenditure Object	2019-20	2021-22	2021-22	2021-22
	Actuals	Adopted Budget	Recommended Budget	Adopted Budget
1	2	3	4	5
Small Equipment	32	-	500	500
Employee Benefits Systems	12,440	13,025	11,073	11,073
Transportation and Travel	91,185	150,232	96,176	96,176
Utilities	22,730	21,500	32,602	32,602
Workers Comp Insurance	5,778	5,919	5,808	5,808
<b>Total Expenditures / Appropriations</b>	<b>\$ 3,875,068</b>	<b>\$ 2,875,847</b>	<b>\$ 3,091,102</b>	<b>\$ 3,091,102</b>
<b>Total</b>	<b>\$ (3,380,068)</b>	<b>\$ (2,875,847)</b>	<b>\$ (3,091,102)</b>	<b>\$ (3,091,102)</b>

**Clerk of the Board – Cost Center 10003****Purpose:**

To provide staff support to the five elected Placer County Board of Supervisors by preparing agendas, recording minutes, and retaining records of meetings. To support the Board-appointed Placer County Assessment Appeals Board and other committees/commissions as assigned, and to support committee/commission appointments and provide information referral and reception services to the public at the Placer County Administrative Center. Serves as the receiving department for claims against the county, records requests, and city parcel/subdivision maps.

**Major Budget Adjustments and Initiatives:**

- Decrease in Equipment of \$10,000 for removal of one-time expense.

<b>Program Title</b>	<b>Program Description</b>	<b>Program Cost</b>
Clerk of the Board Operations	Assist, provide information, and be directly accessible to the Board of Supervisors, countywide departments, and constituents to produce the regular Board of Supervisors agenda, support committees and commissions, and general reception.	\$ 978,955
Assessment Appeals	Allow property owners a fair and objective hearing with the Assessment Appeals Board.	\$ 102,250

**County of Placer**  
**Financing Sources and Uses by Budget Unit by Object**  
**Governmental Funds**  
**Fiscal Year 2021-22**

**Budget Unit: General Fund**  
**Function: Reporting General Function**  
**Cost Center: CC10003 Clerk of the Board**

Detail by Revenue Category and Expenditure Object	2019-20 Actuals	2020-21 Adopted Budget	2021-22 Recommended Budget	2021-22 Adopted Budget
1	2	3	4	5
<b>Revenue</b>				
Planning and Engineering Services	-	1,300	1,400	1,400
Assessment and Tax Collection Fees	(240)	-	-	-
Other Fees and Charges	22,180	22,500	22,500	22,500
<b>Total Revenue</b>	<b>\$ 21,940</b>	<b>\$ 23,800</b>	<b>\$ 23,900</b>	<b>\$ 23,900</b>
<b>Expenditures / Appropriations</b>				
Communication Services Expense	12,238	13,000	9,248	9,248
Employee Group Insurance	61,149	84,691	91,225	91,225
Maintenance - Janitorial	8,334	-	-	-
Insurance	2,394	2,739	2,333	2,333
Employee Paid Sick Leave	10,252	-	-	-
Overtime and Call Back	735	-	1,000	1,000
Food	-	-	200	200
Maintenance - Building	-	-	27,327	27,327
Misc Expense	2,028	-	500	500
Rents and Leases - Buildings & Improvements	-	-	6,000	6,000
Transfer Out A-87 Costs	73,584	127,721	134,133	134,133
Professional / Membership Dues	250	600	300	300
Other Supplies	2,517	2,203	2,637	2,637
Postage	4,209	4,000	4,329	4,329
Printing	9,165	8,120	12,728	12,728
Professional and Special Services - Technical, Engineering and Environmental	13,406	22,600	-	-
Professional and Special Services - Legal	60,676	80,000	80,000	80,000
Professional and Special Services - County	5,238	16,527	4,388	4,388
Professional and Special Services - Information Technology	40,606	53,747	31,556	31,556
Professional and Special Services - General	2,806	2,500	2,725	2,725
Retirement	120,711	137,024	166,135	166,135
Other Postemployment Benefits (OPEB)	29,570	34,125	21,450	21,450
Payroll Tax	25,389	30,079	29,606	29,606
401 (k) Employer Match	2,250	1,500	1,500	1,500
Cafeteria Plans (Non-PERS)	13,524	18,569	17,782	17,782
Salary Savings	-	(33,831)	(28,078)	(28,078)
Salaries and Wages	328,064	393,187	387,008	387,008
Employee Benefits Systems	7,412	7,331	6,384	6,384
Commissioner's Fees	9,700	21,600	20,600	20,600
PC Acquisition	-	-	3,000	3,000
Special Department Expense	-	2,100	1,000	1,000
Advertising	27,715	25,284	30,000	30,000
Utilities	10,669	10,800	9,567	9,567
Workers Comp Insurance	939	1,083	1,072	1,072
Equipment	-	10,000	-	-
Transportation and Travel	1,815	3,000	3,550	3,550
<b>Total Expenditures / Appropriations</b>	<b>\$ 887,344</b>	<b>\$ 1,080,299</b>	<b>\$ 1,081,205</b>	<b>\$ 1,081,205</b>
<b>Total</b>	<b>\$ (865,404)</b>	<b>\$ (1,056,499)</b>	<b>\$ (1,057,305)</b>	<b>\$ (1,057,305)</b>

**County Executive Office – Cost Center 10004****Purpose:**

To support effective and efficient administration of county government; prepare administrative, fiscal, and operational policy recommendations for the Board of Supervisors as appropriate; support and guide department staff in implementing Board policies and priorities; represent Board interests in a variety of intergovernmental and regional settings; and manage the county's workforce and resources.

**Major Budget Adjustments and Initiatives:**

- Decrease in Salaries and Benefits of \$254,700 primarily due to a net decrease of one allocated position.
- Decrease in Professional and Special Services - General of \$104,814 for adjusted contract expenses.

<b>Program Title</b>	<b>Program Description</b>	<b>Program Cost</b>
Departmental Support	Provide support to various county departments and other agencies.	\$ 1,209,974
Finance	Optimize and allocate resources in the most effective manner through development of long-term fiscal policies, the annual budget, and application of sound financial practices.	\$ 2,571,085
General Administration / Management	Provide general leadership and management to the County Executive Office.	\$ 1,292,406
Land Use / Planning / Capital	Develop and support the Capital Facilities Improvement Program and Capital Facilities Financing Plan. Provide fiscal analysis and planning associated with land development to support countywide economic development.	\$ 1,347,234
Policy and Legislative - Program and Policy Coordination	Direct efficient operations in compliance with Board of Supervisors' policies, federal and state laws and mandates, strategic planning, and innovative business practices.	\$ 12,228
Tahoe	Partner with the community and local groups to implement Board of Supervisor priorities related to transportation, capital projects, destination marketing, and economic development in the Tahoe geographic area.	\$ 778,240
Overhead	General operating expenditures not directly attributed to a program or service.	\$ 27,805

**County of Placer**  
**Financing Sources and Uses by Budget Unit by Object**  
**Governmental Funds**  
**Fiscal Year 2021-22**

**Budget Unit: General Fund**  
**Function: Reporting General Function**  
**Cost Center: CC10004 County Executive Office**

Detail by Revenue Category and Expenditure Object	2019-20 Actuals	2020-21 Adopted Budget	2021-22 Recommended Budget	2021-22 Adopted Budget
1	2	3	4	5
<b>Revenue</b>				
Other Fees and Charges	130,176	91,300	92,800	92,800
Planning and Engineering - Development Fees	20,754	45,000	-	-
Planning - At Cost Projects Fees	626	-	2,000	2,000
Miscellaneous	(144,652)	-	175,000	175,000
Transfer In A-87 Costs	6,063,800	4,228,286	5,625,316	5,625,316
Operating Transfers In	196,542	160,000	50,000	50,000
Contributions from Other Funds	108,636	156,033	-	-
<b>Total Revenue</b>	<b>\$ 6,375,882</b>	<b>\$ 4,680,619</b>	<b>\$ 5,945,116</b>	<b>\$ 5,945,116</b>
<b>Expenditures / Appropriations</b>				
Communication Services Expense	63,466	34,034	29,160	29,160
Employee Group Insurance	506,601	534,965	521,861	521,861
Food	6,620	10,000	6,000	6,000
Maintenance - Janitorial	31,725	-	-	-
Insurance	48,986	26,393	24,920	24,920
OPEB Expense	610	-	-	-
Janitorial Supplies	66	-	-	-
Maintenance - Building	-	-	97,589	97,589
Training / Education	-	-	30,760	30,760
Tort-Related Litigation	150	-	-	-
Contributions to Other Agencies	50	-	-	-
Intra Fund Services	15,753	-	-	-
Parts	87	-	-	-
Fuels & Lubricants	-	50	-	-
Maintenance	38,497	12,750	33,050	33,050
Professional / Membership Dues	13,397	15,000	15,020	15,020
Misc Expense	742	4,500	2,000	2,000
Printing	35,496	40,000	59,010	59,010
Postage	2,994	3,310	3,346	3,346
Other Supplies	10,387	22,400	17,166	17,166
Professional and Special Services - General	143,006	340,009	235,195	235,195
Professional and Special Services - Information Technology	287,335	318,561	313,652	313,652
Professional and Special Services - Technical, Engineering and Environmental	54,526	83,173	-	-
Professional and Special Services - County	7,970	31,596	6,677	6,677
Rents and Leases - Buildings & Improvements	2,589	3,000	2,000	2,000
Retirement	1,101,524	1,329,543	1,411,534	1,411,534
Payroll Tax	261,393	284,617	272,892	272,892
Other Postemployment Benefits (OPEB)	231,442	238,875	145,860	145,860
401 (k) Employer Match	15,428	17,250	16,500	16,500
Employee Paid Sick Leave	61,576	-	-	-

continued

Detail by Revenue Category and Expenditure Object	2019-20	2020-21	2021-22	2021-22
	Actuals	Adopted Budget	Recommended Budget	Adopted Budget
1	2	3	4	5
Salary Savings	-	(269,321)	(243,680)	(243,680)
Salaries and Wages	3,743,880	4,115,517	3,878,808	3,878,808
Overtime and Call Back	20,822	30,000	30,000	30,000
Cafeteria Plans (Non-PERS)	115,437	139,652	134,289	134,289
Advertising	515	2,000	2,000	2,000
Employee Benefits Systems	106,046	146,712	146,669	146,669
Small Equipment	193	2,000	6,000	6,000
PC Acquisition	44,131	-	5,000	5,000
Special Department Expense	2,050	30,200	15,200	15,200
Operating Transfer Out	-	45,000	-	-
Workers Comp Insurance	16,872	17,824	16,155	16,155
Transportation and Travel	27,680	85,710	78,874	78,874
Utilities	40,612	41,571	35,464	35,464
Cost Allocation	(105,758)	(110,000)	(109,999)	(109,999)
<b>Total Expenditures / Appropriations</b>	<b>\$ 6,954,897</b>	<b>\$ 7,626,891</b>	<b>\$ 7,238,972</b>	<b>\$ 7,238,972</b>
<b>Total</b>	<b>\$ (579,015)</b>	<b>\$ (2,946,272)</b>	<b>\$ (1,293,856)</b>	<b>\$ (1,293,856)</b>

**Public Information Office – Cost Center 10005**

**Purpose:**

Provide information to educate constituents, media, employees, and the community at large about county services using a variety of techniques, tools, and technology, and improve opportunities for public input to help shape government planning and decisions.

**Major Budget Adjustments and Initiatives:**

- None.

<b>Program Title</b>	<b>Program Description</b>	<b>Program Cost</b>
Public Information Office	Provide information to educate constituents, media, employees, and the community at large about county services using a variety of techniques, tools, and technology, and improve opportunities for public input to help shape government planning and decisions.	\$ 1,557,455

**County of Placer**  
**Financing Sources and Uses by Budget Unit by Object**  
**Governmental Funds**  
**Fiscal Year 2021-22**

**Budget Unit: General Fund**  
**Function: Reporting General Function**  
**Cost Center: CC10005 Public Information Office**

Detail by Revenue Category and Expenditure Object	2019-20 Actuals	2020-21 Adopted Budget	2021-22 Recommended Budget	2021-22 Adopted Budget
1	2	3	4	5
<b>Expenditures / Appropriations</b>				
Communication Services Expense	15,509	13,767	19,375	19,375
Employee Group Insurance	58,122	66,705	66,067	66,067
Food	23,030	578	-	-
Maintenance - Janitorial	5,798	-	-	-
Insurance	6,718	5,267	5,289	5,289
OPEB Expense	(610)	-	-	-
Maintenance - Building	-	-	17,971	17,971
Fuels & Lubricants	20	-	-	-
Materials - Buildings & Improvements	290	-	-	-
Safety Clothing - Other Agency	240	-	-	-
Training / Education	-	-	6,000	6,000
Maintenance	36,698	47,358	55,600	55,600
Professional / Membership Dues	9,171	8,855	5,670	5,670
Misc Expense	2,552	805	500	500
Other Supplies	160	1,700	400	400
Printing	14,730	-	73,049	73,049
Postage	13	4	55	55
Professional and Special Services - Technical, Engineering and Environmental	9,327	19,745	-	-
Professional and Special Services - Information Technology	30,543	48,459	61,212	61,212
Professional and Special Services - General	12,712	30,000	14,000	14,000
Rents and Leases - Equipment	12,197	7,300	9,000	9,000
Payroll Tax	56,155	60,562	60,720	60,720
Retirement	204,383	237,646	270,815	270,815
Other Postemployment Benefits (OPEB)	47,816	47,775	30,030	30,030
401 (k) Employer Match	1,541	3,750	3,750	3,750
Salaries and Wages	716,042	785,384	779,608	779,608
Salary Savings	-	(58,137)	(49,861)	(49,861)
Overtime and Call Back	2,506	2,000	3,000	3,000
Extra Help	-	16,000	16,000	16,000
Cafeteria Plans (Non-PERS)	30,659	32,943	32,944	32,944
PC Acquisition	19,140	-	4,000	4,000
Advertising	4,225	27,000	10,355	10,355
Employee Benefits Systems	24,876	-	8,507	8,507
Special Department Expense	602	6,005	5,000	5,000
Small Equipment	1,527	8,000	5,000	5,000
Transportation and Travel	7,593	19,000	13,200	13,200
Professional and Special Services - County	-	38,969	92	92
Transfer Out A-87 Costs	-	20,000	20,144	20,144
Contributions to Other Funds	-	1,950	-	-
Utilities	7,422	7,370	6,531	6,531
Workers Comp Insurance	3,348	3,568	3,432	3,432
<b>Total Expenditures / Appropriations</b>	<b>\$ 1,365,052</b>	<b>\$ 1,510,328</b>	<b>\$ 1,557,455</b>	<b>\$ 1,557,455</b>
<b>Total</b>	<b>\$ (1,365,052)</b>	<b>\$ (1,510,328)</b>	<b>\$ (1,557,455)</b>	<b>\$ (1,557,455)</b>



**Economic Development – Cost Center 10006**

**Purpose:**

Focuses on business retention, expansion, and attraction. Attracts new investment to the county and expands the current economic base by creating new primary wage-earning jobs. Encourages tourism, commercial filming, and redevelopment in core business areas.

**Major Budget Adjustments and Initiatives:**

- None.

<b>Program Title</b>	<b>Program Description</b>	<b>Program Cost</b>
Promotion and Marketing	Attract new, and expand existing, businesses by promoting the outstanding lifestyle and business climate of Placer County.	\$ 366,000
Business Assistance	Strategic business retention, expansion, and attraction programs.	\$ 1,421,238
Placer Business Resource Center	The central point of information and assistance to businesses and entrepreneurs in Placer County providing workshops, one-on-one business advising, hiring assistance, and permitting/regulatory navigation.	\$ 21,214
Film Office	Promote the film industry, tourism, special events, and other opportunities.	\$ 247,760

**County of Placer**  
**Financing Sources and Uses by Budget Unit by Object**  
**Governmental Funds**  
**Fiscal Year 2021-22**

**Budget Unit: General Fund**  
**Function: Reporting General Function**  
**Cost Center: CC10006 Economic Development**

Detail by Revenue Category and Expenditure Object	2019-20 Actuals	2020-21 Adopted Budget	2021-22 Recommended Budget	2021-22 Adopted Budget
1	2	3	4	5
<b>Revenue</b>				
Hotel / Motel Tax	375,302	351,474	355,524	355,524
<b>Total Revenue</b>	<b>\$ 375,302</b>	<b>\$ 351,474</b>	<b>\$ 355,524</b>	<b>\$ 355,524</b>
<b>Expenditures / Appropriations</b>				
Communication Services Expense	25,373	6,072	6,072	6,072
Employee Group Insurance	79,309	92,072	89,173	89,173
Food	674	1,700	500	500
Maintenance - Janitorial	11,202	-	-	-
Insurance	7,214	6,759	5,902	5,902
Overtime and Call Back	4,131	-	-	-
Maintenance - Building	-	-	39,053	39,053
Training / Education	-	-	2,000	2,000
Contributions to Other Agencies	4,000	-	-	-
Intrafund Transfers / Services Out	-	-	19,000	19,000
Intrafund Transfers / Services In (Contra Expense)	-	-	(101,600)	(101,600)
Transfer Out A-87 Costs	34,421	(10,829)	8,962	8,962
Intra Fund Services	(86,967)	(79,635)	-	-
Fuels & Lubricants	132	100	-	-
Maintenance	1,325	1,700	4,198	4,198
Professional / Membership Dues	71,950	82,118	85,000	85,000
Postage	2,860	1,847	1,781	1,781
Other Supplies	3,494	4,365	3,180	3,180
Printing	13,174	500	27,270	27,270
Professional and Special Services - General	641,754	776,474	750,600	750,600
Professional and Special Services - Information Technology	71,688	63,946	58,486	58,486
Professional and Special Services - Technical, Engineering and Environmental	18,019	28,207	-	-
Professional and Special Services - County	110	15,925	-	-
401 (k) Employer Match	1,572	2,251	2,251	2,251
Other Postemployment Benefits (OPEB)	43,139	47,776	30,031	30,031
Payroll Tax	44,659	48,797	49,699	49,699
Retirement	190,441	226,478	254,444	254,444
Salaries and Wages	600,072	669,211	662,578	662,578
Salary Savings	-	(47,262)	(44,851)	(44,851)
Cafeteria Plans (Non-PERS)	22,431	24,314	27,042	27,042
Employee Benefits Systems	8,647	8,717	8,643	8,643
Advertising	9,743	12,000	40,000	40,000
PC Acquisition	12,015	-	-	-
Transportation and Travel	9,396	16,302	10,542	10,542
Utilities	14,341	14,098	14,192	14,192
Workers Comp Insurance	2,275	2,221	2,064	2,064
<b>Total Expenditures / Appropriations</b>	<b>\$ 1,862,594</b>	<b>\$ 2,016,224</b>	<b>\$ 2,056,212</b>	<b>\$ 2,056,212</b>
<b>Total</b>	<b>\$ (1,487,292)</b>	<b>\$ (1,664,750)</b>	<b>\$ (1,700,688)</b>	<b>\$ (1,700,688)</b>

**Emergency Services – Cost Center 10007**

**Purpose:**

Plans for, directs, and manages county support of response operations for emergency incidents such as wildland fires, floods, severe storms, hazardous materials releases, train derailments, and any other natural or man-made emergencies. Coordinates countywide recovery operations after each qualifying emergency. Coordinates and manages countywide hazardous materials response program. Ensures county readiness and preparedness through development and maintenance of incident specific and all-hazard emergency plans.

**Major Budget Adjustments and Initiatives:**

- None.

<b>Program Title</b>	<b>Program Description</b>	<b>Program Cost</b>
Emergency Management	Ensure readiness for emergencies and disasters through interagency coordination and response plans. Administer various federal and state grants.	\$ 525,897
Fire Service Administration	Provides administrative support for Placer County Fire and the Hazmat team.	\$ (16,637)
Hazard Mitigation	Coordinating and managing updates of the County Local Hazard Mitigation Plan and other hazard mitigation efforts across the county.	\$ 73,831
Disaster Response/Recovery	Response to declared disasters.	\$ 3,300
Emergency Services Administration	Provides administrative support for Office of Emergency Services operations, including emergency planning and grant management.	\$ (2,560)

**County of Placer**  
**Financing Sources and Uses by Budget Unit by Object**  
**Governmental Funds**  
**Fiscal Year 2021-22**

**Budget Unit: General Fund Grants**  
**Function: Reporting Public Protection**  
**Cost Center: CC10007 Emergency Services**

Detail by Revenue Category and Expenditure Object	2019-20 Actuals	2020-21 Adopted Budget	2021-22 Recommended Budget	2021-22 Adopted Budget
1	2	3	4	5
<b>Revenue</b>				
State Aid - Other Programs	2,457,897	-	-	-
Federal Aid - Other Programs	569,217	965,471	965,471	965,471
Aid from Other Agencies	15,637	15,344	16,200	16,200
State Aid - Public Safety Services-Proposition 172	192,904	207,062	207,062	207,062
Other Licenses and Permits	4,200	2,500	2,500	2,500
Investment Income	(1,161)	-	-	-
Fair Market Value Adjustment	170	-	-	-
<b>Total Revenue</b>	<b>\$ 3,238,865</b>	<b>\$ 1,190,377</b>	<b>\$ 1,191,233</b>	<b>\$ 1,191,233</b>
<b>Expenditures / Appropriations</b>				
Employee Group Insurance	67,507	76,559	80,590	80,590
Professional and Special Services - General	2,881,131	280,000	277,280	277,280
Retirement	100,878	140,855	161,846	161,846
Other Postemployment Benefits (OPEB)	21,523	27,300	17,160	17,160
401 (k) Employer Match	1,418	2,251	2,251	2,251
Payroll Tax	25,828	34,013	34,589	34,589
Extra Help	-	12,110	12,110	12,110
Salaries and Wages	347,470	444,916	456,893	456,893
Cafeteria Plans (Non-PERS)	12,110	15,972	16,380	16,380
Uniform Allowance	302	300	300	300
Special Department Expense	313,600	559,265	559,265	559,265
Transportation and Travel	36,147	36,748	50,612	50,612
Clothing and Personal	728	-	500	500
Maintenance - Building	-	-	40,067	40,067
Materials - Buildings & Improvements	75	-	-	-
Training / Education	-	-	2,000	2,000
Intrafund Transfers / Services In (Contra Expense)	-	-	(26,000)	(26,000)
Communication Services Expense	80,767	29,112	29,240	29,240
Food	30,501	2,000	1,000	1,000
Maintenance - Janitorial	14,079	-	-	-
Insurance	9,448	9,811	14,458	14,458
Transfer Out A-87 Costs	2,890,037	(246,433)	(1,436,366)	(1,436,366)
Intra Fund Services	(45,825)	(46,000)	-	-
Maintenance	14,697	15,446	15,341	15,341
Campus Services - PCGC	7,406	-	-	-
Professional / Membership Dues	607	695	775	775
Misc Expense	106	-	-	-
Printing	18,326	2,000	24,823	24,823
Postage	5,908	3,373	3,691	3,691
Other Supplies	5,799	5,744	2,156	2,156
Operating Materials	4,542	-	-	-

continued

Detail by Revenue Category and Expenditure Object	2019-20	2020-21	2021-22	2021-22
	Actuals	Adopted Budget	Recommended Budget	Adopted Budget
1	2	3	4	5
Professional and Special Services - Information Technology	34,501	110,397	62,496	62,496
Professional and Special Services - Technical, Engineering and Environmental	22,647	34,302	2,000	2,000
Professional and Special Services - County	-	13,481	-	-
Rents and Leases - Equipment	154	-	-	-
Operating Transfer Out	-	179,232	179,232	179,232
Salary Savings	-	(29,881)	(29,999)	(29,999)
Overtime and Call Back	3,221	5,000	5,000	5,000
Small Equipment	329	500	300	300
Advertising	-	1,000	1,000	1,000
PC Acquisition	6,491	600	-	-
Employee Benefits Systems	6,338	4,888	4,861	4,861
Utilities	18,024	16,145	14,560	14,560
Workers Comp Insurance	2,628	3,123	3,420	3,420
<b>Total Expenditures / Appropriations</b>	<b>\$ 6,939,447</b>	<b>\$ 1,744,824</b>	<b>\$ 583,831</b>	<b>\$ 583,831</b>
<b>Total</b>	<b>\$ (3,700,582)</b>	<b>\$ (554,447)</b>	<b>\$ 607,402</b>	<b>\$ 607,402</b>

**County Fire – Cost Center 10008****Purpose:**

Fire prevention and protection in those areas of Placer County not served by independent fire protection districts or municipal fire departments is provided by a combination of a contract with CAL FIRE and eight volunteer fire companies, all operated by CAL FIRE under the name “Placer County Fire” (PCF). In addition, PCF personnel comprise the members of the Central Division of the County’s Interagency Hazardous Materials Response Team (Hazmat team) which responds with other fire entities, law enforcement, and the Environmental Health Division of the Placer County Department of Health and Human Services countywide.

**Major Budget Adjustments and Initiatives:**

- Increase in Lease Purchase Principal and Interest of \$196,151 for the leasing of five additional fire engines.
- Increase in Professional and Special Services - General of \$296,870 for adjusted CAL FIRE contract expenses.
- Decrease in Special Department Expense of \$1.1 million primarily due to the removal of one-time additional General Fund contribution.

<b>Program Title</b>	<b>Program Description</b>	<b>Program Cost</b>
CDF Contract	The share of the contract with California Department of Forestry and Fire Protection (CAL FIRE) attributable to this appropriation.	\$ 4,619,839
Fire Mitigation	Provide planning for fuel reduction activities, education, and training to reduce the impact and frequency of fires in the county.	\$ 1,506
Administration County Fire	Plan, direct, and manage county support of responses to wildland and structural fires and Emergency Medical Services.	\$ 100,514
Fire Protection - CEO	Provide for expenses related to fire operations not included in the CAL FIRE contract.	\$ 730,821
Hazmat	Provide training, equipment, and other support for members of the County’s Interagency Hazardous Materials Response Team (Hazmat team).	\$ 66,338

**County of Placer**  
**Financing Sources and Uses by Budget Unit by Object**  
**Governmental Funds**  
**Fiscal Year 2021-22**

**Budget Unit: Fire Protection Fund**  
**Function: Reporting Public Protection**  
**Cost Center: CC10008 County Fire**

Detail by Revenue Category and Expenditure Object	2019-20 Actuals	2020-21 Adopted Budget	2021-22 Recommended Budget	2021-22 Adopted Budget
1	2	3	4	5
<b>Revenue</b>				
Planning and Engineering Services	61,201	55,000	55,000	55,000
Fire Services	30,296	31,000	31,000	31,000
Proceeds from Sale of Capital Assets	3,578	-	-	-
Other Fees and Charges	47,497	42,000	44,604	44,604
State Aid - Public Safety Services-Proposition 172	409,923	440,007	463,007	463,007
State Homeowners Property Tax Relief	14,339	14,100	14,100	14,100
Federal Aid - Other Programs	39,726	139,866	73,000	73,000
State Aid - Other Programs	14,985	-	-	-
Miscellaneous	785	-	-	-
Investment Income	77,273	60,000	60,000	60,000
Contributions from Other Funds	130,438	115,758	-	-
Contributions from General Fund	-	2,098,000	2,098,000	2,098,000
Operating Transfers In	435,403	-	115,759	115,759
Taxes - Current Unsecured Property	42,296	43,980	43,980	43,980
Taxes - Delinquent Unsecured Property	309	-	-	-
Taxes - Current Supplemental Property	54,071	46,000	54,631	54,631
Taxes - Delinquent Secured Property	(39)	-	-	-
Taxes - Delinquent Supplemental Property	51	-	-	-
Residual Property Taxes	88,721	80,000	84,000	84,000
Taxes - Current Secured Property	1,972,390	2,056,978	2,056,978	2,056,978
Other Taxes	810	1,000	1,000	1,000
Taxes - Unitary and Op Non-Unitary Property	56,137	58,382	58,382	58,382
Fair Market Value Adjustment	(19,117)	-	-	-
Aid from Other Agencies	-	-	33,198	33,198
Taxes - Railroad Unitary Property	1,663	1,679	1,895	1,895
Pass-Through Property Taxes	37,728	31,000	32,550	32,550
<b>Total Revenue</b>	<b>\$ 3,500,464</b>	<b>\$ 5,314,750</b>	<b>\$ 5,321,084</b>	<b>\$ 5,321,084</b>
<b>Expenditures / Appropriations</b>				
Clothing and Personal	7,122	20,000	10,000	10,000
Communication Services Expense	17,627	19,479	17,440	17,440
Equipment	30,600	-	-	-
Food	995	1,580	1,540	1,540
Household Expense	1,508	1,200	1,200	1,200
Refuse Disposal	1,164	1,722	748	748
Insurance	38,949	35,120	37,371	37,371
Lease Purchase Interest	29,875	24,184	18,355	18,355
Maintenance - Building	-	-	5,093	5,093
Training / Education	45	-	5,000	5,000
Contributions to Other Funds	587	-	-	-
Intrafund Transfers / Services Out	-	-	26,000	26,000

continued

Detail by Revenue Category and Expenditure Object	2019-20	2020-21	2021-22	2021-22
	Actuals	Adopted Budget	Recommended Budget	Adopted Budget
1	2	3	4	5
Intrafund Transfers / Services In (Contra Expense)	-	-	(6,000)	(6,000)
Intra Fund Services	40,000	40,000	-	-
Materials - Buildings & Improvements	2,573	4,000	3,000	3,000
Parts	56,424	80,000	80,000	80,000
Maintenance	43,175	58,000	10,000	10,000
Fuels & Lubricants	13,173	1,400	9,840	9,840
Professional / Membership Dues	1,187	841	1,021	1,021
Small Tools & Instruments	1,959	-	2,000	2,000
Misc Expense	4,320	14,712	13,814	13,814
Printing	254	1,500	1,906	1,906
Postage	333	420	-	-
Other Supplies	11,699	30,022	21,205	21,205
Operating Materials	15,891	40,000	25,000	25,000
Professional and Special Services - Information Technology	17,566	40,646	33,807	33,807
Professional and Special Services - Technical, Engineering and Environmental	5,108	4,637	-	-
Professional and Special Services - County	-	1,815	1,200	1,200
Professional and Special Services - General	3,304,585	4,343,519	4,640,389	4,640,389
Professional and Special Services - Health	7,237	8,000	5,000	5,000
Rents and Leases - Equipment	443	538	552	552
Lease Purchase Principal	233,214	238,904	440,884	440,884
Special Department Expense	33,260	1,139,866	73,000	73,000
PC Acquisition	-	-	500	500
Small Equipment	2,489	150	1,100	1,100
Operating Transfer Out	400,000	-	-	-
Transportation and Travel	-	41,035	10,871	10,871
Utilities	6,793	10,477	10,611	10,611
Workers Comp Insurance	23,960	17,837	14,571	14,571
Auto	1,711	3,000	2,000	2,000
<b>Total Expenditures / Appropriations</b>	<b>\$ 4,355,825</b>	<b>\$ 6,224,604</b>	<b>\$ 5,519,018</b>	<b>\$ 5,519,018</b>
<b>Total</b>	<b>\$ (855,361)</b>	<b>\$ (909,854)</b>	<b>\$ (197,934)</b>	<b>\$ (197,934)</b>



**Food Services – Cost Center 01023**

**Purpose:**

Correctional Food Services provides meals within Placer County for adults in the County Jail, minors in Juvenile Detention, Placer County Sheriff’s Office (PCSO) and Probation staff in secured facilities, Senior Citizens via contract with Seniors First, and for miscellaneous catered County events.

**Major Budget Adjustments and Initiatives:**

- Increase in Equipment of \$37,829 for the purchase of kitchen equipment.
- Decrease in Maintenance of \$80,000 due to decrease in use of outside vendor for maintenance services, partially offset by increase in Professional and Special Services County of \$36,587 due to increased use of Building Maintenance division for maintenance services.

Program Title	Program Description	Program Cost
Food Services	Correctional food services provides meals within Placer County for adults in the County Jail, minors in Juvenile Detention, PCSO and Probation staff in secured facilities, Senior Citizens via contract with Seniors First and for miscellaneous catered County events.	\$ 4,137,913

**County of Placer**  
**Operation of Internal Service Fund**  
**Fiscal Year 2021-22**

**Budget Unit: Correctional Food Services Fund**  
**Cost Center: CC01023 Food Services Program**

Detail by Revenue Category and Expenditure Object	2019-20 Actuals	2020-21 Adopted Budget	2021-22 Recommended Budget	2021-22 Adopted Budget
1	2	3	4	5
<b>Revenue</b>				
Charges for Services	3,613,081	3,968,069	4,138,029	4,138,029
Fair Market Value Adjustment	(2,426)	-	-	-
Investment Income	4,495	-	-	-
<b>Total Revenue</b>	<b>\$ 3,615,150</b>	<b>\$ 3,968,069</b>	<b>\$ 4,138,029</b>	<b>\$ 4,138,029</b>
<b>Expenditures / Appropriations</b>				
Communications	3,641	-	1,250	1,250
Project Costs	-	112,616	127,979	127,979
Cafeteria Plans (Non-PERS)	4,062	-	-	-
Payroll Tax	5,488	-	-	-
Other Postemployment Benefits (OPEB)	7,359	-	-	-
401 (k) Employer Match	52	-	-	-
Overtime and Call Back	222	-	-	-
Maintenance - Building	-	-	414,530	414,530
Services and Supplies	430	-	-	-
Parts	10,462	-	-	-
Printing	29	-	118	118
Professional and Special Services - Technical, Engineering and Environmental	279,335	372,892	-	-
Professional and Special Services - County	-	13,413	50,000	50,000
Professional and Special Services - Information Technology	4,292	10,892	16,926	16,926
Employee Benefits Systems	1,235	1,222	-	-
Small Equipment	3,865	6,600	6,600	6,600
Equipment	14,600	30,500	68,329	68,329
Employee Group Insurance	16,545	-	-	-
Food	2,835,798	2,981,353	3,006,427	3,006,427
Insurance	5,422	6,572	5,089	5,089
Interfund Expenditure	117,570	(114,686)	240,024	240,024
Maintenance	52,535	130,000	50,000	50,000
Professional & Special Services	330	-	-	-
Rents & Leases	6,687	-	-	-
Retirement	21,378	-	-	-
Salaries & Wages	72,306	-	-	-
Transportation & Travel	1,119	-	-	-
Utilities	147,983	186,376	150,641	150,641
Workers Comp Insurance	337	-	-	-
<b>Total Expenditures / Appropriations</b>	<b>\$ 3,613,081</b>	<b>\$ 3,737,750</b>	<b>\$ 4,137,913</b>	<b>\$ 4,137,913</b>
<b>Total</b>	<b>\$ 2,069</b>	<b>\$ 230,319</b>	<b>\$ 116</b>	<b>\$ 116</b>

**Document Solutions – Cost Center 01003**

**Purpose:**

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

**Major Budget Adjustments and Initiatives:**

- Increase in Equipment of \$60,500 for the purchase of printing-related equipment.
- Increase in Central Services revenue of \$260,514 to align the recovery of expenses in the fund.

<b>Program Title</b>	<b>Program Description</b>	<b>Program Cost</b>
Print Services	Provides professional graphic design and reprographic services including offset, digital, and wide format printing. Common service requests include forms, manuals, brochures, fliers, posters, banners, envelopes, mailers, business cards, ID badges, and digital graphics for web and social media applications. In addition to printing, efficient onsite bindery services are provided to trim, fold, staple, insert, hole-punch, and bind the finished products.	\$ 1,338,245
Copy Machine Services	Provides multifunction devices (print, copy, fax, and scan) to all county departments on a cost per copy basis. This allows users to perform necessary black and white or color printing, copying, faxing, and scanning functions without having to purchase or maintain the equipment.	\$ 796,031
Mail and Shipping Services	Provides daily discounted postage metering of U.S. Mail, including first class letters and packages, permit mail, certified mail, and international mail. Pre-sort and barcoding services are utilized for larger 'bulk' mailings to further reduce postage costs. The division also processes outgoing shipments through United Parcel Service (UPS).	\$ 240,703
Interoffice Mail Services	Provides daily interoffice mail deliveries to County locations in Auburn, Carnelian Bay, Kings Beach, Loomis, Rocklin, Roseville, Tahoe City, and Tahoe Vista.	\$ 239,464
Inventory Services	Provides a wide variety of paper in various colors, sizes, and types, including copy paper, carbonless paper, letterhead, envelopes, and forms. This central warehousing approach allows Document Solutions to purchase items in bulk and pass the savings on to County departments.	\$ 20,091
Records Management Services	Provides full-service records management and storage to ensure that hard copy business records are safeguarded according to County, State and Federal records retention mandates. Records are kept and maintained in a climate-controlled, highly secure warehouse with fire suppression and 24/7 monitoring.	\$ 137,831
Overhead	General operating expenditures not directly attributed to a program or service.	\$ (55,482)

**County of Placer**  
**Operation of Internal Service Fund**  
**Fiscal Year 2021-22**

**Budget Unit: Central Services Fund / Document Solutions**

**Cost Center: CC01003 Central Service / Document Solutions**

Detail by Revenue Category and Expenditure Object	2019-20 Actuals	2020-21 Adopted Budget	2021-22 Recommended Budget	2021-22 Adopted Budget
1	2	3	4	5
<b>Revenue</b>				
Charges for Services	2,139,764	2,455,726	2,716,240	2,716,240
Fair Market Value Adjustment	(4,212)	-	-	-
Investment Income	16,519	12,100	12,000	12,000
Inventory Sales	22,804	-	-	-
Miscellaneous Revenues	5,582	5,784	6,137	6,137
<b>Total Revenue</b>	<b>\$ 2,180,456</b>	<b>\$ 2,473,610</b>	<b>\$ 2,734,377</b>	<b>\$ 2,734,377</b>
<b>Expenditures / Appropriations</b>				
Clothing and Personal	315	500	500	500
Salary Savings	-	(41,508)	(42,996)	(42,996)
Overtime and Call Back	5,087	-	-	-
Cafeteria Plans (Non-PERS)	26,538	30,858	31,395	31,395
Payroll Tax	34,421	41,207	42,312	42,312
Other Postemployment Benefits (OPEB)	57,313	61,426	38,610	38,610
401 (k) Employer Match	586	750	750	750
Food	271	400	400	400
Campus Services - PCGC	16,038	-	-	-
Maintenance - Building	-	-	103,847	103,847
Misc Expense	196	-	-	-
Rents and Leases - Buildings & Improvements	33,453	-	-	-
Small Tools & Instruments	4	-	-	-
Training / Education	-	-	500	500
Printing	131,271	126,140	52,024	52,024
Other Supplies	95,208	44,350	106,598	106,598
Postage	8,936	6,035	4,448	4,448
Professional and Special Services - Technical, Engineering and Environmental	25,195	77,331	1,000	1,000
Professional and Special Services - Information Technology	80,395	78,574	101,251	101,251
Employee Benefits Systems	11,440	11,288	11,109	11,109
PC Acquisition	9,354	9,500	-	-
Small Equipment	13,354	5,100	12,000	12,000
Inventory Gain / Loss	387	-	-	-
Equipment	-	-	60,500	60,500
Communications	28,799	2,100	1,183	1,183
Cost Allocation Group	-	3	-	-
Employee Group Insurance	166,073	181,955	192,819	192,819
Household Expense	18,940	500	-	-
Insurance	6,648	5,653	4,610	4,610
Interest on Other Long Term Debt	9	-	-	-
Interfund Expenditure	38,745	235,943	136,450	136,450
Maintenance	216,630	251,072	312,945	312,945
Memberships	-	150	-	-

continued

Detail by Revenue Category and Expenditure Object	2019-20	2020-21	2021-22	2021-22
	Actuals	Adopted Budget	Recommended Budget	Adopted Budget
1	2	3	4	5
Professional & Special Services	100,538	185,850	156,700	156,700
Rents & Leases	356,863	624,460	573,989	573,989
Retirement	139,423	167,289	197,131	197,131
Retirement of Other Long Term Debt	1,158	-	-	-
Salaries & Wages	467,274	538,652	553,094	553,094
Special Department Expense	322	3,570	2,270	2,270
Transportation & Travel	10,788	14,259	15,081	15,081
Utilities	17,883	38,151	37,738	37,738
Workers Comp Insurance	10,404	13,277	8,625	8,625
<b>Total Expenditures / Appropriations</b>	<b>\$ 2,130,258</b>	<b>\$ 2,714,835</b>	<b>\$ 2,716,883</b>	<b>\$ 2,716,883</b>
<b>Total</b>	<b>\$ 50,198</b>	<b>\$ (241,225)</b>	<b>\$ 17,494</b>	<b>\$ 17,494</b>

## Risk Management – Cost Center 10001

### Purpose:

To protect the county and its assets from risk, and to support Board policies and the county's mission through sound risk management practices. The Risk Management team accomplishes this through efficient and effective claims management, insurance policy management, contract reviews, ADA coordination, and safety programs.

### Major Budget Adjustments and Initiatives:

- Decrease in Judgments and Damages of \$1.5 million for expected decrease in claims payouts.
- Increase in Salaries and Benefits of \$287,343 primarily due to the addition of one Assistant Risk Manager allocation, shifted from the CEO Admin cost center. This is partially offset by a decrease in Operating Transfer Out of \$150,033, previously budgeted to reimburse CEO Admin for a portion of the payroll expense for that allocation.
- Increase in Tort-Related Litigation of \$300,000 due to an increase in activity.
- Increase in Insurance of \$1.6 million due to premium increases.
- Decrease in Self-Insurance Proceeds of \$571,513 for planned use of fund balance.

Program Title	Program Description	Program Cost
Risk Management	Minimize financial exposure to risk through the purchase of primary and excess insurance policies. Proactive claims management using data driven risk analysis. Mitigate operational risk through contract risk transfer management. Compliance with applicable laws to ensure safe delivery of county services.	\$ 8,095,228
Safety	Provides employees with the contacts, training, tools, and guidance to effectively create a safe workplace. Identify potential hazards to reduce risks and prevent accidents to the benefit of employees, citizens, and the County	\$ 80,000

**County of Placer**  
**Operation of Internal Service Fund**  
**Fiscal Year 2021-22**

**Budget Unit: General Liability Insurance Fund**  
**Cost Center: CC10001 Risk Management**

Detail by Revenue Category and Expenditure Object	2019-20 Actuals	2020-21 Adopted Budget	2021-22 Recommended Budget	2021-22 Adopted Budget
1	2	3	4	5
<b>Revenue</b>				
Charges for Services	-	8,000	-	-
Fair Market Value Adjustment	(9,602)	-	-	-
Investment Income	44,956	50,000	50,000	50,000
Court Fees and Costs	201	200	200	200
Other Fees and Charges	4,869	400	1,500	1,500
Self Insurance Proceeds	8,034,542	8,404,813	7,833,300	7,833,300
Insurance - Other	838,101	10,000	10,000	10,000
Contributions from General Fund	42,307	-	-	-
Miscellaneous Revenues	5,205	5,000	5,000	5,000
Other Financing Sources	-	150,000	100,000	100,000
<b>Total Revenue</b>	<b>\$ 8,960,580</b>	<b>\$ 8,628,413</b>	<b>\$ 8,000,000</b>	<b>\$ 8,000,000</b>
<b>Expenditures / Appropriations</b>				
Communications	10,723	3,000	2,624	2,624
Employee Group Insurance	20,635	24,780	41,245	41,245
Household Expense	5,386	-	-	-
Insurance	2,203,465	2,938,617	4,497,267	4,497,267
Interfund Expenditure	556,104	(57,699)	(183,085)	(183,085)
Judgments and Damages	(2,525,067)	2,500,000	1,000,000	1,000,000
Professional and Special Services - General	14,672	56,000	48,860	48,860
Jury and Witness Expense	-	1,100	500	500
Maintenance	2,650	3,300	3,000	3,000
Memberships	528	2,954	2,578	2,578
Overtime and Call Back	-	-	5,000	5,000
Maintenance - Building	-	-	16,817	16,817
Materials - Buildings & Improvements	18	-	-	-
Training / Education	-	-	1,000	1,000
Retirement	96,237	110,776	197,193	197,193
Salaries & Wages	300,025	343,655	510,840	510,840
Special Department Expense	415	80,000	80,000	80,000
Salary Savings	-	(23,277)	(23,132)	(23,132)
Cafeteria Plans (Non-PERS)	13,649	16,144	20,143	20,143
Payroll Tax	24,525	26,290	38,528	38,528
Other Postemployment Benefits (OPEB)	27,317	27,300	21,450	21,450
401 (k) Employer Match	3,240	1,500	2,250	2,250
Misc Expense	230	-	-	-
Printing	7,678	10,500	17,720	17,720
Other Supplies	3,447	4,200	4,308	4,308
Postage	2,150	1,692	1,865	1,865
Professional and Special Services - Technical, Engineering and Environmental	8,664	13,781	-	-
Professional and Special Services - County	772,983	1,128,477	959,187	959,187
Professional and Special Services - Information Technology	55,467	59,681	37,761	37,761

continued

Detail by Revenue Category and Expenditure Object	2019-20	2020-21	2021-22	2021-22
	Actuals	Adopted Budget	Recommended Budget	Adopted Budget
1	2	3	4	5
Employee Benefits Systems	4,941	4,888	4,997	4,997
PC Acquisition	1,594	2,500	-	-
Small Equipment	75	-	-	-
Advertising	-	500	500	500
Tort-Related Litigation	1,011,924	500,000	800,000	800,000
Non-Tort Litigation	41,566	50,000	50,000	50,000
Contributions to Other Funds	103,907	-	-	-
Transportation & Travel	6,745	10,472	13,685	13,685
Operating Transfer Out	-	150,033	-	-
Workers Comp Insurance	1,036	1,134	2,127	2,127
<b>Total Expenditures / Appropriations</b>	<b>\$ 2,776,932</b>	<b>\$ 7,992,298</b>	<b>\$ 8,175,228</b>	<b>\$ 8,175,228</b>
<b>Total</b>	<b>\$ 6,183,648</b>	<b>\$ 636,115</b>	<b>\$ (175,228)</b>	<b>(175,228)</b>