

Treasurer-Tax Collector
RECOMMENDED BUDGET • FY 2017 - 18

MISSION

The Treasurer-Tax Collector's Office administers the treasury and collection of property taxes, including secured, unsecured, and supplemental taxes. The office is also responsible for the Transient Occupancy Tax and Business License programs plus a public relations program for general taxes, licenses and transient occupancy tax. The Treasurer-Tax Collector's Office is also responsible for the collection of other debts owed to the County through the Revenue Recovery Division.

DEPARTMENT BUDGET SUMMARY

	15/16 Actuals	16/17 Budget	17/18 Dept Requested	17/18 CAO Recommend	Change from Budget to Recommend	% Change
Taxes	\$ 319,105	\$ 319,105	\$ 385,100	\$ 385,100	\$ 65,995	21%
Licenses, Permits	\$ 411,689	\$ 494,015	\$ 498,315	\$ 498,315	\$ 4,300	1%
Fines, Forfeitures	\$ 62,570	\$ 72,000	\$ 72,000	\$ 72,000	\$ -	0%
Charges for Service	\$ 632,772	\$ 761,044	\$ 831,350	\$ 831,350	\$ 70,306	9%
Misc.	\$ 176,547	\$ 190,480	\$ 234,222	\$ 234,222	\$ 43,742	23%
Other Financing Sources	\$ 245,477	\$ 293,240	\$ 245,750	\$ 245,750	\$ (47,490)	-16%
Total Revenue	\$ 1,848,160	\$ 2,129,884	\$ 2,266,737	\$ 2,266,737	\$ 136,853	6%
Salaries and Benefits	\$ 2,221,050	\$ 2,444,860	\$ 2,594,476	\$ 2,594,476	\$ 149,616	6%
Services & Supplies	\$ 400,912	\$ 550,830	\$ 547,934	\$ 516,759	\$ (34,071)	-6%
Other Charges	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Fixed Assets	\$ -	\$ 134,000	\$ 53,000	\$ 12,000	\$ (122,000)	0%
Operating Transfers	\$ 2,510	\$ 3,600	\$ 3,600	\$ 3,600	\$ -	0%
Intrafund Transfers	\$ 42,738	\$ 35,472	\$ 34,992	\$ 34,992	\$ (480)	-1%
Intrafund Abatements	\$ (8,382)	\$ (10,000)	\$ (11,700)	\$ (11,700)	\$ (1,700)	0
Total Appropriations	\$ 2,658,828	\$ 3,158,762	\$ 3,222,302	\$ 3,150,127	\$ (8,635)	(0)
Net County Cost	\$ 810,668	\$ 1,028,878	\$ 955,565	\$ 883,390	\$ (145,488)	-14%
FTEs	20	20	21	21	1	5%

MAJOR BUDGET CHANGES

Revenue

Taxes

\$65,995 Increase in Transient Occupancy Tax (Hotel/Motel Tax) revenue based on recent trend.

Charges for Services

\$70,306 Increase in anticipated Treasury fees for cash management and investment services, and in the Treasurer's share of the 5% administration fee for the supplemental tax roll.

Miscellaneous

\$43,742 Increase to reflect anticipated cost recovery related to the transfer of the Revenue Recovery function.

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Operating Transfers

(\$47,490) Decrease in projected revenue from the separate assessment of timeshares.

Appropriations

Salaries and Benefits

\$96,549 Transfer of 1.0 FTE reflecting the transfer of the Revenue Recovery function to the Treasurer-Tax Collector's Office.

\$53,067 General increase due primarily to salaries and workers compensation charges.

Services and Supplies

(\$34,071) Decrease in various items based on a review of prior year actuals.

Fixed Assets

(\$122,000) The budget for FY 2016-17 included a one-time fixed asset purchase of a new remittance processor. The only recommended fixed asset for FY 2017-18 is the replacement of the Department's aging folder/insert machine for \$12,000.

PROGRAM SUMMARIES

Treasurer

This division is responsible for investing and accounting for over one billion dollars annually. Based on analysis, historical data and current events, the Treasury projects the cash flow needs of the County, schools, and other outside agencies. In addition, the Division is responsible for the internal controls over same. Electronic deposits, credit cards acceptance and non-immediate credit transaction complicate the Treasury's reconciliation processes.

Tax Collector

The Tax Collector is responsible for positive public relations of the office in the process of collecting, accounting and depositing all tax receipts. The Division accounts for defaulted taxes and transfers delinquent amounts to the defaulted tax roll.

Revenue Recovery

The Revenue Recovery Division is responsible for enforcement and collection of debts owed to many County Departments. This function is transferring to the Treasurer-Tax Collector's Office effective in FY 2017-18.

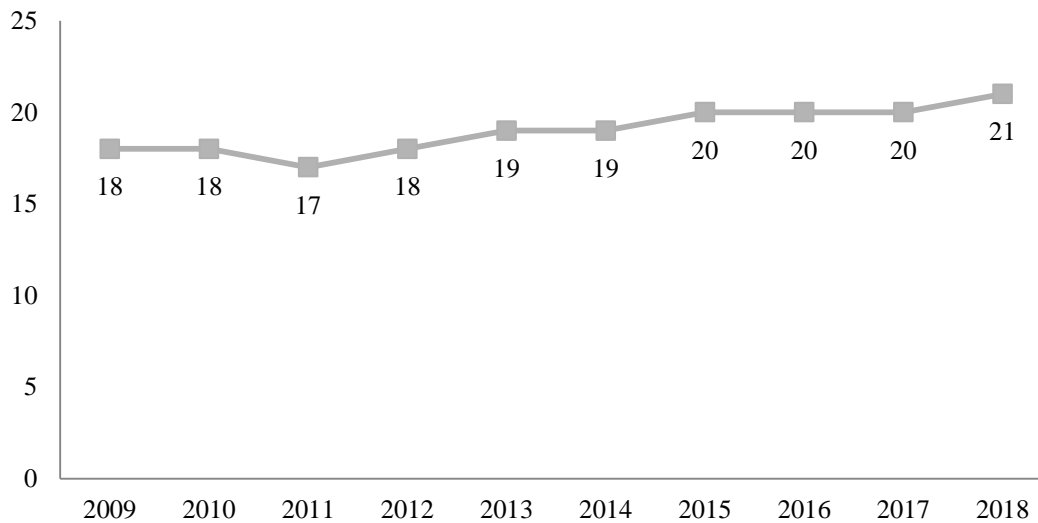
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BUDGET SUMMARY BY PROGRAM

	Appropriations	Revenues	Net County Cost	Staffing
Treasurer	\$ 702,400	\$ 702,400	\$ -	3.6
Tax Collector	\$ 2,389,635	\$ 1,506,245	\$ 883,390	16.9
Revenue Recovery	\$ 58,092	\$ 58,092	\$ -	0.5
Total	\$ 3,150,127	\$ 2,266,737	\$ 883,390	21

STAFFING TREND

Staffing for the Treasurer-Tax Collector’s Office has remained fairly flat over the last ten years. The recommended staff allocation for FY 2017-18 is 21 FTEs. The one FTE increase reflects the transfer of Revenue Recovery to the Treasurer-Tax Collector’s Office in FY 2017-18.



BEST PRACTICES & SERVICE INDICATORS

In accordance with the Strategic Plan, the following best practices and service indicators will be implemented and measured throughout FY 2017-18. Results will be included in the following budget, and each year thereafter, to measure progress and levels of service.

Best Practices

- 1) Increase Interest Revenues through earlier deposit of checks to bank.
 - Check 21 – electronic deposit of property tax checks directly into bank. Deposit to the bank at least one day earlier thus earning additional interest. This process, if later agreed to by departments and Auditor/Controllers Office will be rolled out to large departments and outside agencies and will allow departments to deposit checks directly to the bank either through the Treasury or for themselves, thus creating a faster process advance of funds into interest earning capacity. (Roll out to departments over three year period.)

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2) Increase Transient Occupancy Tax

- Host Compliance Contract - or Alternative - Identify possible unpermitted vacation home rentals. Once identified, the Tax Collector's staff will attempt contact with the identified rentals, determine if they are in fact renting and enforce compliance with the permitting process and collection of Transient Occupancy Tax. This will require coordination with Sheriff's department and Planning and reporting to CAO's office and BOS. (Amount of Annual Revenues Unknown.)
- Airbnb – Negotiate contract with Airbnb. The project aims at incrementally increasing TOT collections. Any incremental collections are a “win” for the county and the entities that benefit from TOT.
- Purchase, implement and train staff on use of Accounting Software for Vacation home rentals and Hotels and Motels (HDL). By using a software system to account for \$3 million in TOT revenue, staff will save time and can then spend that time pursuing compliance of the county code and payment of the appropriate tax. This system will allow for reports to be run easily when inquires occur and eliminate current excel spreadsheets prepared to answer questions from Board members and the public.

RECOMMENDED BUDGET

This Budget is recommended at \$3,150,127. The Recommended Budget represents an overall increase of \$140,453 (7%) in revenues and a decrease of \$8,365 (0.3%) in appropriations when compared to the FY 2016-17 Adopted Budget. As a result, the Net County Cost has decreased by \$149,088 (14%) to \$879,790.

The budget includes the transfer of the Revenue Recovery function from the Child Support Services Department, as approved by the Board of Supervisors in May, 2017. With this function comes one FTE, half of which is offset by revenue from departments as a service charge for their debt collection. This position should be available approximately half of the time to perform tasks related to the Treasurer and Tax Collector functions.

The department submitted supplemental requests totaling \$97,000:

- | | |
|--|----------|
| • Software to manage Transient Occupancy Tax | \$56,000 |
| • Video surveillance system | \$25,000 |
| • Call monitoring software | \$16,000 |

Funding for these requests has not been identified at this time. The CAO recommends that the video surveillance system be referred to the Facilities division for evaluation and prioritization among the other projects countywide. The additional software and services should be further evaluated to determine actual costs and potential benefits, and may be recommended at a later date if savings in other line items or sufficient off-setting revenue can be identified.

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CAO Adjustments

The Chief Administrative Office is recommending \$72,000 in reductions from the Department's budget request. Services and Supplies have been reduced by \$31,000 based on a review of prior year actuals. Fixed Assets were reduced by \$41,000 to remove funding for the Department's supplemental requests for a video surveillance system and call monitoring software.

Sources & Uses of Funds

The Treasurer-Tax Collector is funded through a variety of sources. Charges for services include fees for cash management and investment services that are paid by outside agencies that bank in the treasury, as well as a portion of the 5% administration fee for the supplemental tax roll. Revenues are also generated through the sale of business licenses and vacation home rental fees. The Department receives a share of the fees charged for the separate assessment of time shares. Finally, the Department receives a portion of the Transient Occupancy Tax. The balance of the Department expense is funded with discretionary General Fund revenue.

FINANCIAL INFORMATION BY FUND TYPE

FUND TYPE: 10 GENERAL FUND
DEPARTMENT: 04 TREASURER / TAX COLLECTOR

	MID-YEAR PROJECTION	CURRENT YR APPROVED BUDGET	DEPARTMENT REQUEST	CAO RECOMMENDED BUDGET	DIFFERENCE CURR YR CAO RECMD
TYPE: R REVENUE					
SUBOBJ SUBOBJ TITLE					
0171 TAX: HOTEL & MOTEL OCCUPANCY	319,105	319,105	385,100	385,100	65,995
CLASS: 01 REV: TAXES	319,105	319,105	385,100	385,100	65,995
0210 LICENSE: BUSINESS	431,000	431,000	435,300	435,300	4,300
0260 OTHER LICENSE & PERMITS	63,015	63,015	63,015	63,015	0
CLASS: 02 REV: LICENSE, PERMIT, &	494,015	494,015	498,315	498,315	4,300
0360 PENALTY & COST DELINQUENT TAXES	72,000	72,000	72,000	72,000	0
CLASS: 03 REV: FINE, FORFEITURE &	72,000	72,000	72,000	72,000	0
1300 ASSESSMENT & TAX COLLECTION FEES	94,000	94,000	94,000	94,000	0
1321 INVESTMENT & CASH MANAGEMENT FEE	603,000	603,000	612,000	612,000	9,000
1800 INTERFND REV: SERVICE BETWEEN FUND	64,044	64,044	111,000	111,000	46,956
1821 INTERFND REV: COLLECTIONS	0	0	14,350	14,350	14,350
CLASS: 13 REV: CHARGE FOR SERVICES	761,044	761,044	831,350	831,350	70,306
1940 MISC: REVENUE	190,480	190,480	234,222	234,222	43,742
CLASS: 19 REV: MISCELLANEOUS	190,480	190,480	234,222	234,222	43,742
2020 OPERATING TRANSFERS IN	293,240	293,240	245,750	245,750	-47,490
CLASS: 20 REV: OTHER FINANCING SOURCES	293,240	293,240	245,750	245,750	-47,490
TYPE: R SUBTOTAL	2,129,884	2,129,884	2,266,737	2,266,737	136,853

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FUND TYPE: 10 GENERAL FUND
DEPARTMENT: 04 TREASURER / TAX COLLECTOR

	MID-YEAR PROJECTION	CURRENT YR APPROVED BUDGET	DEPARTMENT REQUEST	CAO RECOMMENDED BUDGET	DIFFERENCE CURR YR CAO RECMD
TYPE: E EXPENDITURE					
SUBOBJ SUBOBJ TITLE					
3000 PERMANENT EMPLOYEES / ELECTED	1,543,739	1,543,739	1,681,701	1,681,701	137,962
3001 TEMPORARY EMPLOYEES	113,027	113,027	113,027	113,027	0
3002 OVERTIME	12,390	12,390	12,390	12,390	0
3020 RETIREMENT EMPLOYER SHARE	361,322	361,322	363,625	363,625	2,303
3022 MEDI CARE EMPLOYER SHARE	24,259	24,259	24,143	24,143	-116
3040 HEALTH INSURANCE EMPLOYER	298,717	298,717	272,772	272,772	-25,945
3042 LONG TERM DISABILITY EMPLOYER	4,184	4,184	4,160	4,160	-24
3043 DEFERRED COMPENSATION EMPLOYER	11,763	11,763	14,046	14,046	2,283
3046 RETIREE HEALTH: DEFINED	21,044	21,044	24,050	24,050	3,006
3060 WORKERS' COMPENSATION EMPLOYER	18,415	18,415	48,562	48,562	30,147
3080 FLEXIBLE BENEFITS	36,000	36,000	36,000	36,000	0
CLASS: 30 SALARY & EMPLOYEE BENEFITS	2,444,860	2,444,860	2,594,476	2,594,476	149,616
4040 TELEPHONE COMPANY VENDOR	80	80	130	130	50
4041 COUNTY PASS THRU TELEPHONE CHARGES	700	700	700	700	0
4100 INSURANCE: PREMIUM	17,768	17,768	13,084	13,084	-4,684
4140 MAINT: EQUIPMENT	31,067	31,067	31,175	20,000	-11,067
4144 MAINT: COMPUTER	51,575	51,575	56,490	56,490	4,915
4220 MEMBERSHIPS	915	915	980	980	65
4221 MEMBERSHIPS: LEGISLATIVE ADVOCACY	500	500	500	500	0
4260 OFFICE EXPENSE	18,600	18,600	19,000	19,000	400
4261 POSTAGE	115,000	115,000	116,750	116,750	1,750
4262 SOFTWARE	360	360	360	360	0
4263 SUBSCRIPTION / NEWSPAPER / JOURNALS	11,185	11,185	12,385	12,385	1,200
4266 PRINTING / DUPLICATING SERVICES	48,200	48,200	48,200	48,200	0
4300 PROFESSIONAL & SPECIALIZED SERVICES	176,224	176,224	169,124	149,124	-27,100
4400 PUBLICATION & LEGAL NOTICES	18,000	18,000	18,000	18,000	0
4420 RENT & LEASE: EQUIPMENT	37,421	37,421	37,421	37,421	0
4461 EQUIP: MINOR	2,558	2,558	2,558	2,558	0
4462 EQUIP: COMPUTER	752	752	752	752	0
4500 SPECIAL DEPT EXPENSE	300	300	300	300	0
4502 EDUCATIONAL MATERIALS	2,900	2,900	2,900	2,900	0
4503 STAFF DEVELOPMENT	5,150	5,150	5,150	5,150	0
4600 TRANSPORTATION & TRAVEL	3,000	3,000	3,000	3,000	0
4602 MILEAGE: EMPLOYEE PRIVATE AUTO	450	450	450	450	0
4605 RENT & LEASE: VEHICLE	5,625	5,625	5,875	5,875	250
4606 FUEL PURCHASES	2,500	2,500	2,650	2,650	150
CLASS: 40 SERVICE & SUPPLIES	550,830	550,830	547,934	516,759	-34,071
6040 FIXED ASSET: EQUIPMENT	134,000	134,000	53,000	12,000	-122,000
CLASS: 60 FIXED ASSETS	134,000	134,000	53,000	12,000	-122,000
7000 OPERATING TRANSFERS OUT	3,600	3,600	3,600	3,600	0
CLASS: 70 OTHER FINANCING USES	3,600	3,600	3,600	3,600	0
7200 INTRAFUND TRANSFERS: ONLY GENERAL	200	200	200	200	0
7223 INTRAFND: MAIL SERVICE	14,804	14,804	14,303	14,303	-501
7224 INTRAFND: STORES SUPPORT	468	468	489	489	21
7231 INTRAFND: IS PROGRAMMING SUPPORT	20,000	20,000	20,000	20,000	0
CLASS: 72 INTRAFUND TRANSFERS	35,472	35,472	34,992	34,992	-480
7350 INTRFND ABATEMENTS: GF ONLY	-2,000	-2,000	-3,900	-3,900	-1,900
7351 INTRFND ABATEMENTS: SOCIAL SERVICE	-6,000	-6,000	-7,800	-7,800	-1,800
7367 INTRFND ABATEMENTS: CHILD SUPPORT	-2,000	-2,000	0	0	2,000
CLASS: 73 INTRAFUND ABATEMENT	-10,000	-10,000	-11,700	-11,700	-1,700
TYPE: E SUBTOTAL	3,158,762	3,158,762	3,222,302	3,150,127	-8,635
FUND TYPE: 10 SUBTOTAL	1,028,878	1,028,878	955,565	883,390	-145,488
DEPARTMENT: 04 SUBTOTAL	1,028,878	1,028,878	955,565	883,390	-145,488

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PERSONNEL ALLOCATION

Classification Title	2016-17 Adjusted Allocation	2017-18 Dept Request	2017-18 CAO Recm'd	Diff from Adjusted
Treasurer/Tax Collector	1.00	1.00	1.00	-
Accountant I/II	1.00	1.00	1.00	-
Accountant/Auditor	1.00	1.00	1.00	-
Accounting Division Manager	2.00	2.00	2.00	-
Administrative Technician	1.00	1.00	1.00	-
Assistant Treasurer/Tax Collector	1.00	1.00	1.00	-
Fiscal Assistant I/II	1.00	1.00	1.00	-
Fiscal Technician	6.00	6.00	6.00	-
Information Technology Departmental Specialist	1.00	1.00	1.00	-
Sr. Department Analyst	1.00	1.00	1.00	-
Sr. Fiscal Assistant	2.00	2.00	2.00	-
Sr. Information Technology Department Coordinator	1.00	1.00	1.00	-
Sr. Revenue Recovery Officer	-	1.00	1.00	1.00
Treasury Quantitative Specialist	1.00	1.00	1.00	-
Department Total	20.00	21.00	21.00	1.00

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ORGANIZATIONAL CHART

