

Treasurer-Tax Collector

RECOMMENDED BUDGET • FY 2024-25

RECOMMENDED BUDGET

This FY 2024-25 budget for the Treasurer-Tax Collector’s Office is recommended at \$3,630,676, which is an increase of \$228,270 (6.3%) compared to the FY 2023-24 Adopted Budget. Revenue is recommended at \$2,299,510, an increase of \$161,191 (7%) compared to FY 2023-24. The General Fund support is 36.7% and is increased by \$67,069 (5%) when compared to the FY 2023-24 Adopted Budget.

DEPARTMENT BUDGET SUMMARY

Description	FY 2022-23 Actual	Current Year Adopted	CAO Recommended	Difference from Adopted
License, Pmt, Fran	612,972	590,000	610,000	20,000
Fines & Penalties	72,190	226,000	277,000	51,000
Service Charges	891,270	919,507	990,740	71,233
Miscellaneous Rev	216,289	262,560	247,750	(14,810)
Other Fin Sources	136,090	140,252	174,020	33,768
Total Revenue	1,928,810	2,138,319	2,299,510	161,191
Salaries & Benefits	2,713,614	3,129,917	3,337,050	207,133
Services & Supplies	551,150	741,839	767,576	25,737
Other Charges	6,189	0	0	0
Fixed Assets	18,573	0	0	0
Other Fin Uses	1,918	5,000	5,000	0
Intrafund Transfers	1,442	1,700	1,600	(100)
Intrafund Abatement	(466,883)	(476,050)	(480,550)	(4,500)
Total Appropriations	2,826,003	3,402,406	3,630,676	228,270
FUND 1000 GENERAL FUND TOTAL	897,193	1,264,087	1,331,166	67,079

MAJOR BUDGET CHANGES

Revenue

Licenses, Permits, and Franchise Fees

\$20,000 Increase in business license fees based on a three-year average of actual receipts.

Fines and Penalties

\$51,000 Increase due to increased collection of delinquent secured and unsecured property taxes.

Service Charges

\$71,233 Increase in property tax administration revenue due to increased collections and a Board-approved fee increase in charges on delinquent taxes.

Miscellaneous Revenues

(\$14,810) Decrease due to the shift in accounting for certain delinquent fees in Other Financing Sources, as noted below.

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Other Financing Sources

\$33,768 Increase due to the shift in accounting for certain delinquent fees in Other Financing Sources rather than as Miscellaneous Revenue, as noted above.

Appropriations

Salaries and Benefits

\$85,575 Increase due to Board-approved compensation increases.

\$60,321 Increase in CalPERS retirement costs, due mainly to an increase in the County's annual payment on its unfunded accrued liability.

\$67,600 Increase in health care costs due to increased premiums.

(\$26,506) Decrease in Retiree Health contribution due to a rate holiday to conserve General Fund costs.

\$20,143 Increase due to adjustments across multiple objects to align the budget to actual costs.

Services and Supplies

\$25,737 Increase due mainly to one-time costs related to the migration of software for licensing software to a cloud environment.

MISSION

The Treasurer-Tax Collector's mission is to effectively manage the financial resources of El Dorado County within our purview, through efficient collections, daily banking, safe and sound investments, and exceptional public service.

PROGRAM SUMMARIES

Administration Division

This Division is responsible for the oversight set forth in State Law and the County Policies to manage the County's Treasury, Tax Collection and Revenue Recovery. The primary administrative function is to develop and implement policies, procedures, and forms. Other administrative duties include but are not limited to the preparation of the Departmental budget, HR, Payroll, Procurement and Contracts, Facilities and IT Coordination, Public Relations and website enhancements that improve the customer's experience.

Treasury Division

This Division receives and accounts for over one billion dollars in annual deposits and is responsible for the internal controls safeguarding those deposits. Additionally, the Division projects daily liquidity requirements for the County, schools and outside agencies through analysis of current and historical data to ensure sufficient funds are available for cash flow needs. Funds in surplus of daily cash flow needs are prudently invested in accordance with the County Investment Policy in interest-earning instruments until needed.

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Tax Collection Division

This Division’s priorities are to manage the processing, collecting, depositing and accounting of tax receipts while providing exceptional customer service to the public. Other priorities include accounting for defaulted taxes and transfers of delinquent amounts to the defaulted tax rolls. The Tax Collector Division administers both the Transient Occupancy Tax and the Business License Ordinances. Finally, the Tax Collector Division conducts the Annual Public Auction Tax Sale.

Revenue Recovery Division

The Revenue Recovery Division is responsible for the enforcement of Board Policy B-4 Collections – Recovery of Public Funds. This Division works to collect debts owed to some County Departments.

BUDGET SUMMARY BY PROGRAM

	Appropriations	Revenues	Net County Cost	Staffing
Administration	\$ 1,246,446	\$ -	\$ 1,246,446	5.1
Tax Collection	\$ 1,471,626	\$ 1,433,170	\$ 38,456	12.5
Treasury Division	\$ 840,390	\$ 840,390	-	4.1
Revenue Recovery	\$ 72,214	\$ 25,950	\$ 46,264	0.8
Total	\$ 3,630,676	\$ 2,299,510	\$ 1,331,166	22.5

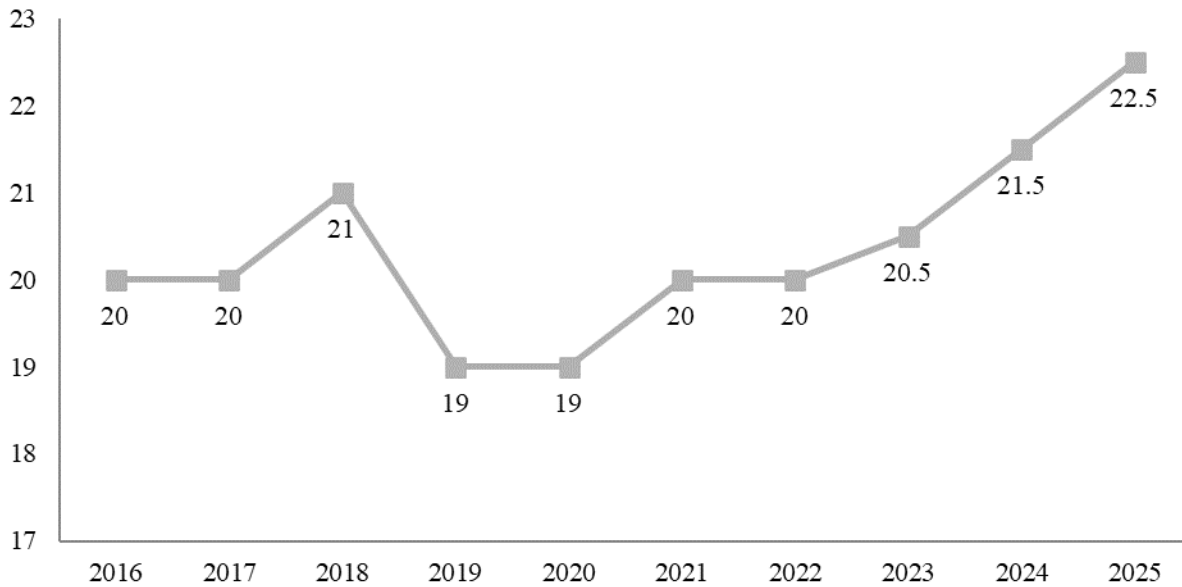
STAFFING TREND

Staffing for the Treasurer-Tax Collector’s Office has remained fairly flat over the last 10 years. For FY 2024-25, the total staff allocation remains at 22.5 FTEs; however, some allocation changes are recommended based on adjustments made in FY 2023-24 to better align allocations with job duties. The following additions and deletions are recommended to bring the personnel allocation in line with current staffing:

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|---|---|
| <ul style="list-style-type: none"> Delete 2.0 FTE Accountant I/II Delete 1.0 FTE Sr. Fiscal Assistant Delete 1.0 Treasury Investment Analyst | <ul style="list-style-type: none"> Add 1.0 FTE Accountant/Auditor Add 1.0 FTE Accounting Division Manager Add 1.0 FTE Fiscal Services Supervisor Add 1.0 FTE Sr. Revenue Recovery Officer |
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SOURCES & USES OF FUNDS

The Treasurer-Tax Collector's Office is funded through a variety of sources. Charges for services include fees for cash management and investment services, which 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. The Office receives a share of the fees charged for the separate assessment of timeshares. Finally, the Office receives a portion of the Discretionary Transient Occupancy Tax in recognition of costs to manage the collection of these funds. The balance of the Office's expense is funded with discretionary General Fund revenue.