

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2016-17**

Department:

**TREASURER-
TAX COLLECTOR (00500)**

Function:

General

Activity:

Finance

Fund:

General

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2014-15</u>	<u>BOARD APPROVED EXPENDITURES 2015-16</u>	<u>DEPARTMENT REQUEST 2016-17</u>	<u>CAO RECOMMENDED 2016-17</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	490,369	451,452	569,065	569,065
710103 Extra Help	48,481	60,180	102,121	102,121
710200 Retirement	152,443	150,924	190,897	190,897
710300 Health Insurance	64,397	95,164	113,143	113,143
710400 Workers' Compensation Insurance	1,615	2,420	6,135	6,135
715000 Other Benefits	1,200	1,200	1,200	1,200
TOTAL SALARIES & EMPLOYEE BENEFITS	758,504	761,340	982,561	982,561
SERVICES & SUPPLIES				
720300 Communications	2,642	1,400	1,400	1,400
720600 Insurance	102	105	186	186
720800 Maintenance - Equipment	11,963	12,000	14,000	14,000
721100 Memberships	400	400	400	400
721300 Office Expense	37,046	17,000	25,000	25,000
721400 Professional & Specialized Services	112,036	176,352	208,799	208,799
721500 Publications & Legal Notices	5,486	5,500	5,500	5,500
721600 Rents & Leases-Equipment	131	300	400	400
722000 Transportation & Travel	3,097	5,000	7,000	7,000
TOTAL SERVICES & SUPPLIES	172,902	218,057	262,685	262,685
TOTAL - TREASURER-TAX COLLECTOR	931,406	979,397	1,245,246	1,245,246

TREASURER-TAX COLLECTOR

COMMENTS

The Treasurer serves as the County depository, maintaining and reconciling all bank accounts, and investing all County, School District, and Special District funds contained in the County's co-mingled pool based on safety, liquidity, and yield. Funds are scheduled to mature to meet the cash flow requirements of these entities. The Treasurer also provides guidance when the County issues debt and chairs the County Debt Advisory Committee. The Tax Collector's Office collects secured, supplemental, and unsecured property taxes. The office assists in the maintenance of the Integrated Property Tax Computer System, Megabyte, conducts regular property tax sales of tax defaulted property, and prepares and collects business license renewal fees, Transient Occupancy Tax (hotel and motel) and the Tourism Business Improvement District Assessments.

WORKLOAD

	<u>Actual</u> <u>2014-15</u>	<u>Estimated</u> <u>2015-16</u>	<u>Projected</u> <u>2016-17</u>
<u>TAX COLLECTOR</u>			
Transient Occupancy Tax Billing Statements	348	432	440
Business Improvement District Billing Statements	348	432	440
Business License Renewals	2351	2674	2700
Secured Tax Statements	56,022	55,900	56,500
Current Secured Reminders	7729	8200	8500
Delinquent Secured Notices	3285	3800	4000
Unsecured Tax Statements	3883	3531	4000
Supplemental Tax Statements	5153	5200	5300
Notice of Impending Powers to Sell	166	150	200
Parcels Published for Sale	44	52	75
Parcels Sold	24	30	40
Annual Unsecured Lien Notices	703	969	850
Unsecured Liens Active	912	1100	1300
Mobile Home Tax Clearances	163	180	195
Returned Items and Refunds	1049	1100	1200
Active 4-Pay Part Pay Payment Plans – All Other	267	285	300
Active 5-pay Payment Plans – Secured Taxes	686	760	800
Check 21 check processing ¹	0	45,700	51,000

TREASURER-TAX COLLECTOR

WORKLOAD (continued)

<u>TREASURER</u>	<u>Actual 2014-15</u>	<u>Estimated 2015-16</u>	<u>Projected 2016-17</u>
Credit Card Transactions	5932	6,500	6,500
Cash Receipts (Permits)	11,130	11,500	12,000
Auditor Warrants Processed (physical checks)	31,600	32,000	32,000
County Payroll Warrants (does not include direct deposit)	3,705	4,000	4,200
County Welfare Warrants	13,672	13,800	14,000

WORK PROGRAM

Journal Entries (Book Transfers)			
School Entries	350	360	360
Auditor Entries	46	45	50
Welfare Entries	100	140	150
Investment Transactions (Sympro/Emphasys)	422	450	450
Bank Transfers (Wire)	346	355	360
Returns (NSF)	214	250	300
Treasury & Bank Ready Deposits ³	6,785	230	250
Tax Collector Deposits	1,795	1,900	2,000
Check 21 transmissions (checks scanned) ²	0	18,000	20,000

Note 1 & 2: Check 21 transmissions are the scanned, electronic images of individual checks sent to Bank of America via a secure site.

Note 3: The amount of bank bags sent to the bank were reduced due to the new deposit method no longer requiring the use of bags for department deposits to the Treasury.

REVENUE

	<u>Actual 2014-15</u>	<u>Estimated 2015-16</u>	<u>Projected 2016-17</u>
Taxes:			
610901 – Hotel & Motel Tax	\$ 0	\$ 5,000	\$ 10,000
Licenses, Permits & Franchises:			
620200 - Business Licenses	16,168	20,000	25,000
Fines, Forfeitures and Penalties:			
630401 – Cost of Tax Collection	0	0	95,000*
Charges for Current Services:			
660100 - Asmt & Tax Collection Fees	85,722	92,000	100,000

TREASURER-TAX COLLECTOR

REVENUE (continued)

	<u>Actual</u> <u>2014-15</u>	<u>Estimated</u> <u>2015-16</u>	<u>Projected</u> <u>2016-17</u>
660101 - Property Tax Admin Fee	36,634	47,000	50,000
660231 - Business Improvement District	5,000	5,000	10,000
660704 - Copies	447	500	500
Miscellaneous Revenues:			
673000 - NSF Fees	2,230	2,400	3,000
673903 - Miscellaneous Reimbursements	2,796	0	0
Other Operating Transfers In			
680200 - Tax Sale Recovery	39,544	45,000	100,920
Services to other Agencies:			
662723 - Treasury Admin	<u>580,451</u>	<u>600,000</u>	<u>692,268</u>
Total	<u>\$763,992</u>	<u>\$816,900</u>	<u>\$1,086,688</u>

The Licenses & Permits include Business Improvement Tax, Transient Occupancy Tax, and Business License Administrative cost reimbursements. The Charges for Services includes the cost for Property Tax Collection Assessment and Tax Fee, and Property Tax Administration fees that are reimbursed through the revenues collected from various agencies as allowed by law. Operating Transfers In of \$100,920 reflects reimbursement of costs related to the tax sale of delinquent properties from the Delinquent Tax Recovery Fund (6802).

*The Cost of Tax Collection was previously accounted for under General Fund Revenues.

STAFFING

<u>Permanent</u>	<u>2015-16 Authorized</u>		<u>2016-17 Recommended</u>	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Assistant Treasurer-Tax Collector	1		1	
Account Clerk I/II – Tax Collector	4		2 ⁽¹⁾	
Accountant Auditor I/II/Senior ⁽²⁾	1		1	
Accounting Technician I/II	2		3 ⁽¹⁾	1 ⁽¹⁾
Administrative Analyst I/II/Senior ⁽²⁾	0	1	1	
Senior Account Clerk	1		0 ⁽³⁾	
Senior Accounting Technician	0		1 ⁽³⁾	
Treasurer-Tax Collector	<u>1</u>		<u>1</u>	
Total Permanent	<u>10</u>	<u>1</u>	<u>10</u>	<u>1</u>

TREASURER-TAX COLLECTOR

STAFFING (continued):

The following changes were made with a re-organization of the department as approved by the Board on December 8, 2015:

- (1) Two (2) Account Clerk I/II positions were converted to Accounting Technician I/II positions, and one (1) Accounting Technician I/II position is unfunded.
- (2) The Accountant Auditor I/II and Administrative Analyst I/II classifications are now flexibly staffed to a Senior level.
- (3) The Senior Account Clerk was converted to a Senior Accounting Technician.

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$569,065) are recommended increased \$117,613 based on salary increases, step increases and reorganization approved by the Board on December 8, 2015.
- 710103** **Extra Help** (\$102,121) is recommended increased \$41,941 based on the need for clerical support during peak tax collection periods assisting with tax collections, processing tax payments, recording 4-pay/5-pay collections, maintaining payment plan agreements and credit card processing, as well as to provide staff support previously provided by the Assessor's Department which is no longer available. Additionally, the increase includes costs associated with the annual tax defaulted property tax sale, for which a minimum of \$50,000 will be recovered from the tax sale excess proceeds trust fund. Another \$30,000 will be recovered through the treasury administration fee, based on the number of hours worked by employees; and a portion will also be recovered through the increase in collections from extensive collection efforts such as bank levys, till taps and the tax intercept program.
- 710200** **Retirement** reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300** **Health Insurance** is based on the employer's share of health insurance premiums.
- 710400** **Workers' Compensation** reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

- 720300** **Communications** (\$1,400) is recommended unchanged based on current expenditures.
- 720600** **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.

TREASURER-TAX COLLECTOR

SERVICES & SUPPLIES (continued):

- 720800** **Maintenance - Equipment** (\$14,000) is recommended increased \$2,000 based on current expenditures for maintenance of a typewriter, printers, fax machines, and telephones. Service contracts included are: Treasury vault Diebold, folding machine, NCR and Canon Scanner/Processors. Service contracts that are treasury related will be recovered from Treasury Administration fees.
- 721100** **Memberships** (\$400) is recommended unchanged for membership in the California Association of County Treasurers and Tax Collectors (CACTTC).
- 721300** **Office Expense** (\$25,000) is recommended increased \$8,000 for general office supplies, forms, increase in tax bill printing, and envelopes. This amount includes funding for subscriptions relating to investments and code enforcement, government and tax code updates, and for office equipment replacements such as calculators, battery/surge protectors, a long term lease for computers and monitors, and the replacement of several telephones no longer in service.
- 721400** **Professional & Specialized Services** (\$208,799) is recommended increased \$32,447 based on cost estimates. All Treasury related costs listed below and software maintenance is recovered through the Treasury Administration Fees estimated at \$153,589. All tax sale related costs are recoverable from redemptions and excess proceeds.

<u>Tax Collector</u>	<u>Recommended</u>	
Megabyte Public Web Service	\$ 3,150	
Megabyte Agency Web Service ¹	9,450	
Pre-Sort Center	7,550	
DMV On-Line	60	
First Corporate Solutions (Tax Sale)	20,000	
Bid4Assets (Tax Sale)	<u>15,000</u>	
sub total		\$55,210
 <u>Treasury (All Recoverable)</u>		
Banking Services ²	100,000	
Audit of Investment Portfolio	3,000	
Financial Advisor Services	2,000	
Wells Fargo Custodial Bank	10,000	
Brinks Courier Service ³	<u>9,600</u>	
sub total		\$124,600

TREASURER-TAX COLLECTOR

SERVICES & SUPPLIES (continued):

Professional & Specialized Services (continued):

<u>Software Maintenance (Treasury)</u>		
Financial Mgmt (Sympro/Emphasys)	\$ 7,744	
RT/Lawrence	<u>21,245</u>	
sub total		<u>28,989</u>
GRAND TOTAL		\$208,799

Note:

1. Megabyte Agency Web Service will be offset from service costs billed.
2. Banking service expenses for the Treasury Department are scheduled to remain significant this fiscal year based on banking regulation changes known as BASELIII.
3. Brinks cost is offset from reimbursement for services charged to Superior Court.

721500 **Publications & Legal Notices** (\$5,500) is recommended unchanged based on actual and estimated costs for publications, including the announcement of a Tax Sale, Notice of Power to Sell and Excess Proceeds of properties sold at the tax sale. The tax sale publications are assessed to the defaulted properties and fully recovered when properties are redeemed or sold. Other publications required by law include the notice of property tax due dates and deadlines, delinquent taxpayer announcements, and defaulted tax listing.

721600 **Rents & Leases – Equipment** (\$400) is recommended increased \$100 to allow for the use of County vehicles when attending out-of-town training and conferences.

722000 **Transportation & Travel** (\$7,000) is recommended increased \$2,000 to reimburse private mileage and expenses for out-of-County travel to attend required conference, meetings, continuing education seminars and training such as Megabyte, Sympro and CACTTC.