

| OFFICE OF THE TREASURER-TAX COLLECTOR APPROPRIATION SUMMARY Fiscal Year 2010-11 | | | | | |
|--|---------------------|----------------------|----------------------------|----------------|----------------------|
| ADMINISTERED BY: TREASURER-TAX COLLECTOR | | | | | |
| Appropriation | FY 2009-10 | | FY 2010-11 Proposed Budget | | |
| | Budget | Position Allocations | Recommended Budget | Percent Change | Position Allocations |
| GENERAL FUND Treasurer / Tax Collector | \$ 3,439,783 | 26 | \$ 3,571,569 | 3.8% | 26 |
| ENTERPRISE FUND mPOWER | \$ - | 0 | \$ 1,133,541 | 0% | 0 |
| TOTAL ALL FUNDS | \$ 3,439,783 | 26 | \$ 4,705,110 | 36.8% | 26 |

Mission Statement

To develop and maintain the highest level of public trust in the management and administration of the public's money related to the duties and services of the Treasurer-Tax Collector's Office, acting with the constant recognition that the Treasurer-Tax Collector exists to serve the public.

Budget Summary and Changes

The Proposed Budget provides funding of \$3.57 million for the Treasurer-Tax Collector and is a 3.8% increase over FY 2009-10. Despite the growth, the department was able to achieve base budget by defunding 3 vacant account clerk journey positions. Most other expenditures were held flat or had minor increases or decreases from FY 2009-10. The exception is the increase for a contract for bankruptcy legal services for \$40,000.

The Proposed Budget also defunds one vacant account clerk senior position, and increases funding for extra help to perform services by \$40,607. The department historically has depended on retirees returning as extra-help to assist with processing tax collections during the two peak periods each year. In recent years, the office has become more dependent on retirees throughout the year to assist with a wide range of tasks due to the increasing number of vacant positions. Depending on available funding, the Treasurer-Tax Collector may need permanent staff funding as retiree extra-help staffing is not sustainable over time.

The FY 2010-11 total revenue projection of \$4.1 million represents a 4% increase compared to the prior year. Investment services revenues are expected to increase by 21% increase or \$216,600. Supplemental property taxes are expected to remain flat.

A new appropriation was created in FY 2009-10 to fund the Placer County mPOWER program. This program allows property owners to obtain financing for energy, water efficiency, and power generation (such as solar) improvements to their home or business. The amount borrowed by the property owner is amortized and the annual amount due is placed on the property tax bill for repayment.

The Proposed Budget for FY 2010-11 provides \$1.1 million for mPOWER's outside contractors who will provide the following services: program management, bond and legal counsel, assessment lien administration, public records search, marketing, financial advisory, and software. Further, funding is included for county employees from the

Treasurer – Tax Collector

Planning, Engineering and Surveying, and Building departments who will staff the program for one year effective February 2010 subject to renewal on an annual basis.

The revenue totaling \$1.1 million will consist of fees charged for program services \$139,000, and proceeds from the issuance of a \$993,541 Tax and Revenue Anticipation Note (TRAN) in July 2010. Revenues from repayment of assessments will not be substantially realized until the 2011-12 fiscal year due to the July 31 cut-off for including new assessments on the upcoming property tax bill.

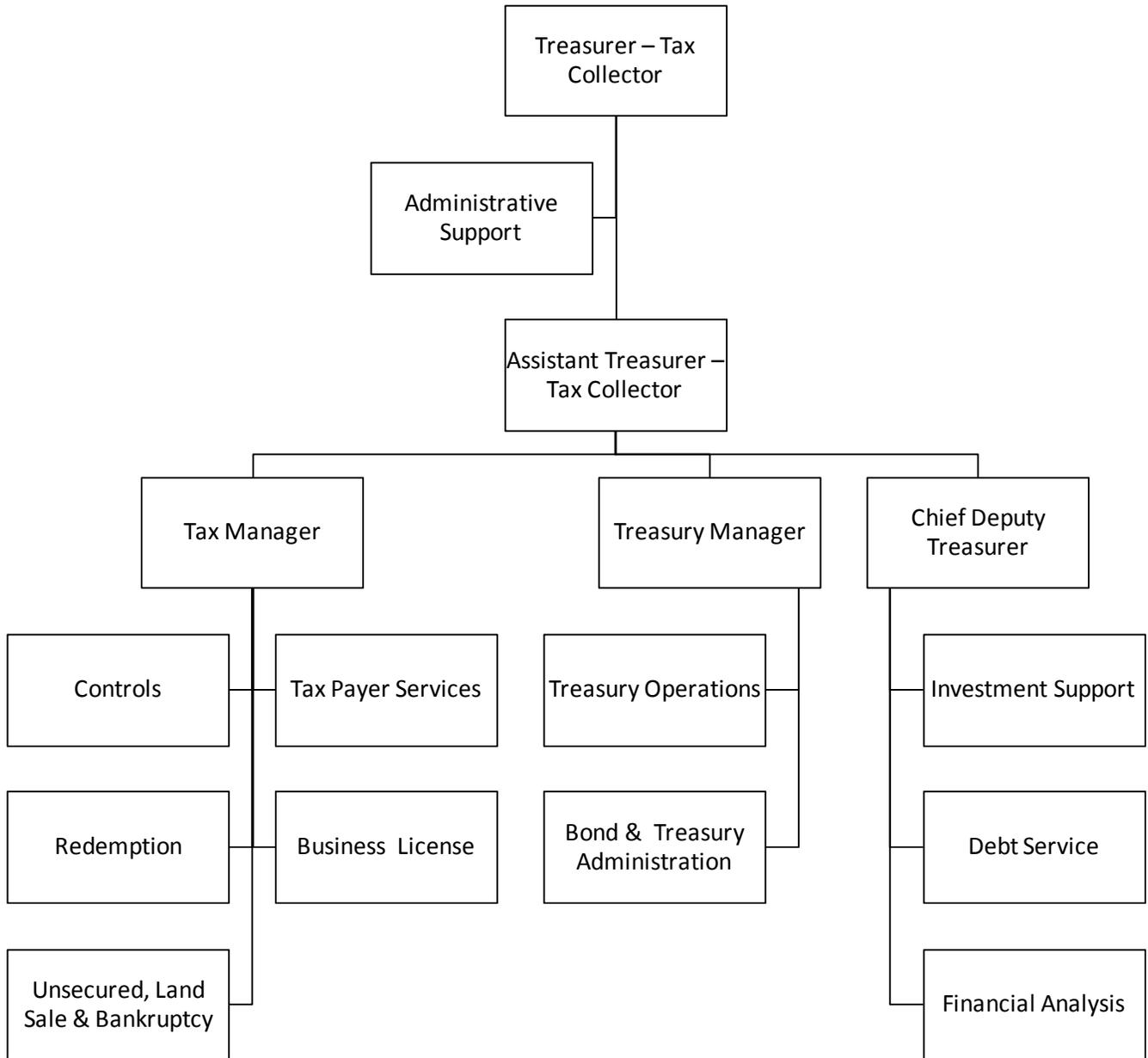
Department Comments

The Treasurer-Tax Collector's Office has operated the 2009-10 year with an actual 20% staffing vacancy. In addition, the Office has been impacted by a number of long-term medical leaves that have left the Office effectively staffed at a 27% vacancy level for most of the fiscal year. As a result, the Office is very reliant upon retiree extra-help to address workloads that have either remained level or increased. The Office has not experienced any decrease in workload over the past three years.

It should be noted that Treasury costs are 85% reimbursed by depositors other than the General Fund, therefore a 5% reduction in Treasury expenditures actually results in only a 0.75% savings to the General Fund and a 3% reduction in Treasury expenditures actually results in only a 0.45% savings to the General Fund. Given current staffing levels, further resource reductions could result in discontinuing services that the Office has historically provided, but is not mandated to do.

Final Budget Changes from the Proposed Budget

OFFICE OF THE TREASURER – TAX COLLECTOR



POSITIONS: 26

Treasurer – Tax Collector

Treasurer – Tax Collector 10340

Program Purpose: Provide banking, investment services, and safekeeping of all moneys belonging to the county, school districts, and certain special districts. The Treasurer also assists schools, special districts, and the county in the issuance and selling of bonds and to perform various debt-management and other financial and administrative services.

Provide for current and delinquent billing, collection, and accounting of real and personal property taxes for all local taxing agencies in the county. Provide for the issuance of business licenses and snow-chain permits in the unincorporated area of the county.

Major Budget Adjustments Proposed for 2010-11

- Reduce \$36,898 to defund one vacant account clerk senior
- Reduce \$141,279 to defund three vacant account clerks entry journey
- Increase \$42,607 to fund an ongoing need for extra help
- Increase \$40,000 for bankruptcy legal services

Placer mPOWER AB811 (Enterprise Fund) 02310

Program Purpose: Allows property owners to obtain financing for energy, water efficiency, and power generation (such as solar) improvements to their home or business. The amount borrowed by the property owner is amortized and the annual amount due is placed on the property tax bill for repayment.

POSITION INFORMATION

| Changes in Funded Positions Salary Adjustments | 2010-11 Positions | 2010-11 Salary |
|---|------------------------------|---------------------------|
| <i>Treasurer Tax Collector</i> | | |
| 10340 | | |
| Account Clerk Senior | -1 | 1 \$ (36,898) |
| Account Clerk Entry/Journey | -3 | 2 \$ (141,279) |
| | -4 | \$ (178,177) |
| Department Total | | |

Notes

1. Account Clerk Senior defunded and funding transferred to extra help
2. Account Clerks Entry Journey defunded to maintain expenditures within base.

County of Placer
Financing Sources and Uses by Budget Unit by Object
Governmental Funds
Fiscal Year 2010-11

Budget Unit **General Fund - 100**

Function **Finance**

Activity **Treasurer/Tax Collector - 10340**

| Detail by Revenue Category and Expenditure Object | 2008-09 Final Actuals | 2009-10 Estimated | 2010-11 Recommended | 2010-11 Adopted by the Board of Supervisors |
|---|-----------------------------|----------------------|------------------------|--|
| 1 | 2 | 3 | 4 | 5 |
| Revenue | | | | |
| Taxes | | | | |
| 6135 Tax Defaulted Land Sales | \$ 1,293 | \$ 6,000 | \$ 13,500 | \$ |
| Total Taxes | \$ 1,293 | \$ 6,000 | \$ 13,500 | \$ |
| Licenses, Permits & Franchises | | | | |
| 6752 Business Licenses | \$ 168,694 | \$ 150,000 | \$ 130,000 | \$ |
| Total Licenses, Permits & Franchises | \$ 168,694 | \$ 150,000 | \$ 130,000 | \$ |
| Fines, Forfeits & Penalties | | | | |
| 6863 Penalties & Costs-Delinquent Taxes | \$ 141,930 | \$ 105,000 | \$ 105,000 | \$ |
| Total Fines, Forfeits & Penalties | \$ 141,930 | \$ 105,000 | \$ 105,000 | \$ |
| Rev from Use of Money & Property | | | | |
| 6950 Interest | \$ 4,950,143 | \$ 2,000,000 | \$ 2,000,000 | \$ |
| Total Rev from Use of Money & Property | \$ 4,950,143 | \$ 2,000,000 | \$ 2,000,000 | \$ |
| Charges for Services | | | | |
| 8095 SB2557-Tax Admin Fee-Districts | \$ 242,271 | \$ 240,000 | \$ 217,500 | \$ |
| 8096 SB2557-Tax Admin Fee-Cities | 232,383 | 230,000 | 177,500 | |
| 8100 Assessment/Tax Collection Fees | 54,765 | 26,000 | 45,000 | |
| 8101 Supplemental PropTxs - 5% Admin Fee | 87,738 | 60,000 | 60,000 | |
| 8116 NSF & Misc Fees | 104,075 | 70,000 | 90,000 | |
| 8119 Communciation Services - Radio | 26 | | | |
| 8194 Investment Services | 1,230,256 | 1,029,300 | 1,245,900 | |
| 8212 Other General Reimbursement | | | 10,000 | |
| 8218 Forms and Photocopies | 6,224 | 6,000 | 6,000 | |
| 8269 Planning - At Cost Projects Fees | 4,047 | | | |
| Total Charges for Services | \$ 1,961,785 | \$ 1,661,300 | \$ 1,851,900 | \$ |
| Miscellaneous Revenues | | | | |
| 8764 Miscellaneous Revenues | \$ 13,625 | \$ 8,000 | \$ 1,000 | \$ |
| 8766 Cash Overage | 2,494 | 2,000 | 3,000 | |
| Total Miscellaneous Revenues | \$ 16,119 | \$ 10,000 | \$ 4,000 | \$ |
| Total Revenue | \$ 7,239,964 | \$ 3,932,300 | \$ 4,104,400 | \$ |
| Expenditures / Appropriations | | | | |
| Salaries & Benefits | | | | |
| 1002 Salaries and Wages | \$ 1,605,912 | \$ 1,742,783 | \$ 1,742,158 | \$ |
| 1003 Extra Help | 53,296 | 8,000 | 50,607 | |
| 1005 Overtime & Call Back | 10,532 | 4,000 | 2,000 | |
| 1011 Salary Savings | | (97,700) | (42,436) | |
| 1018 Taxable Meal Reimbursements | 20 | | | |
| 1300 P.E.R.S. | 339,128 | 397,823 | 400,589 | |
| 1301 F.I.C.A. | 118,126 | 135,979 | 135,920 | |
| 1303 Other - Post Employment Benefits | 143,355 | 164,297 | 154,038 | |
| 1310 Employee Group Ins | 203,983 | 249,244 | 231,581 | |
| 1315 Workers Comp Insurance | 5,470 | 5,254 | 3,530 | |
| 1325 401 (k) Employer Match | 4,061 | 5,250 | 5,250 | |
| Total Salaries & Benefits | \$ 2,483,883 | \$ 2,614,930 | \$ 2,683,237 | \$ |
| Services & Supplies | | | | |
| 2051 Communications - Telephone | \$ 52,114 | \$ 52,245 | \$ 51,445 | \$ |
| 2052 Mobile Communication Devices | 1,971 | 3,300 | 3,300 | |
| 2130 Insurance | 1,500 | 1,550 | 1,665 | |
| 2140 Gen Liability Ins | 3,640 | 2,340 | 1,889 | |
| 2290 Maintenance - Equipment | 14,572 | 16,440 | 15,432 | |
| 2292 Maintenance - Software | 24,174 | 23,816 | 21,917 | |
| 2439 Membership/Dues | 1,366 | 1,569 | 2,190 | |
| 2461 Dept Cash Shortage | 2,582 | 5,000 | 4,000 | |
| 2481 PC Acquisition | | | 10,000 | |
| 2511 Printing | 36,523 | 46,200 | 39,050 | |
| 2522 Other Supplies | 2,339 | 5,800 | 3,000 | |
| 2523 Office Supplies & Exp | 23,850 | 26,150 | 25,150 | |
| 2524 Postage | 103,549 | 140,286 | 142,707 | |
| 2555 Prof/Spec Svcs - Purchased | 66,829 | 45,125 | 72,450 | |
| 2556 Prof/Spec Svcs - County | 5,534 | 5,796 | 5,796 | |

County of Placer
Financing Sources and Uses by Budget Unit by Object
Governmental Funds
Fiscal Year 2010-11

Budget Unit **General Fund - 100**

Function **Finance**

Activity **Treasurer/Tax Collector - 10340**

| Detail by Revenue Category and Expenditure Object | 2008-09 Final Actuals | 2009-10 Estimated | 2010-11 Recommended | 2010-11 Adopted by the Board of Supervisors |
|---|-----------------------------|----------------------|------------------------|--|
| 1 | 2 | 3 | 4 | 5 |
| 2701 Publications & Legal Notices | 16,430 | 3,100 | 5,275 | |
| 2709 Countywide System Charges | 7,831 | 3,809 | 2,260 | |
| 2727 Rents & Leases - Bldgs & Impr | 478 | | | |
| 2838 Special Dept Expense-1099 Reportable | 48,184 | 52,600 | 53,348 | |
| 2839 Recording Fees | 5 | | | |
| 2840 Special Dept Expense | 60,466 | 156,400 | 156,350 | |
| 2844 Training | 164 | 400 | 1,205 | |
| 2860 Library Materials | 388 | 240 | 435 | |
| 2931 Travel & Transportation | 4,355 | 3,320 | 3,220 | |
| 2932 Mileage | 1,755 | 2,390 | 2,145 | |
| 2933 Lodging | 1,442 | 3,750 | 2,900 | |
| 2941 County Vehicle Mileage | 280 | 750 | 500 | |
| 2964 Meals/Food Purchases | 133 | 1,030 | 1,050 | |
| Total Services & Supplies | \$ 482,454 | \$ 603,406 | \$ 628,679 | \$ |
| Other Financing Uses | | | | |
| 3775 Operating Transfer Out | \$ 94,986 | \$ | \$ | \$ |
| Total Other Financing Uses | \$ 94,986 | \$ | \$ | \$ |
| Intrafund Transfers Out | | | | |
| 5310 I/T Employee Group Insurance | \$ 53,282 | \$ 67,108 | \$ 71,994 | \$ |
| 5405 I/T Maintenance - Bldgs & Improvements | 458 | 1,250 | 750 | |
| 5552 I/T - MIS Services | 131,730 | 144,309 | 143,529 | |
| 5555 I/T Prof/Special Services - Purchased | | 3,280 | 3,280 | |
| 5556 I/T - Professional Services | 5,500 | 5,500 | 40,100 | |
| Total Intrafund Transfers Out | \$ 190,970 | \$ 221,447 | \$ 259,653 | \$ |
| Total Expenditures / Appropriations | \$ 3,252,293 | \$ 3,439,783 | \$ 3,571,569 | \$ |
| Net Cost | \$ (3,987,671) | \$ (492,517) | \$ (532,831) | \$ |

County of Placer
 Operation of Enterprise Fund
 Fiscal Year 2010-11

| | |
|----------|----------------------------|
| Fund | Placer mPower Fund - 235 |
| Subfund | Placer mPower - 100 |
| Activity | Placer mPower AB811 - 2310 |

| Operating Detail | 2008-09 Actual | 2009-10 Estimated | 2010-11 Recommended | 2010-11 Adopted by the Board of Supervisors |
|------------------|-------------------|----------------------|------------------------|--|
| 1 | 2 | 3 | 4 | 5 |

Operating Revenues

| | | | | |
|-------------------------------------|--|--|---------|--|
| 6950 Interest | | | 1,000 | |
| 8100 Assessment/Tax Collection Fees | | | 12,000 | |
| 8142 Recording Fees | | | 22,000 | |
| 8193 Other Services | | | 105,000 | |
| 8953 Long Term Debt Proceeds | | | 993,541 | |

| | | | | |
|---------------------------------|-----------|-----------|---------------------|-----------|
| Total Operating Revenues | \$ | \$ | \$ 1,133,541 | \$ |
|---------------------------------|-----------|-----------|---------------------|-----------|

Operating Expenses

| | | | | |
|---------------------------------|--|--|---------|--|
| 2051 Communications - Telephone | | | 2,520 | |
| 2292 Maintenance - Software | | | 13,250 | |
| 2511 Printing | | | 56,000 | |
| 2522 Other Supplies | | | 900 | |
| 2523 Office Supplies & Exp | | | 7,300 | |
| 2524 Postage | | | 7,800 | |
| 2555 Prof/Spec Svcs - Purchased | | | 361,000 | |
| 2556 Prof/Spec Svcs - County | | | 661,502 | |
| 2840 Special Dept Expense | | | 500 | |
| 2844 Training | | | 17,000 | |
| 2931 Travel & Transportation | | | 1,650 | |
| 2932 Mileage | | | 2,869 | |
| 2941 County Vehicle Mileage | | | 500 | |
| 2964 Meals/Food Purchases | | | 750 | |

| | | | | |
|---------------------------------|-----------|-----------|---------------------|-----------|
| Total Operating Expenses | \$ | \$ | \$ 1,133,541 | \$ |
|---------------------------------|-----------|-----------|---------------------|-----------|

| | | | | |
|--------------------------------|-----------|-----------|-----------|-----------|
| Operating Income (Loss) | \$ | \$ | \$ | \$ |
|--------------------------------|-----------|-----------|-----------|-----------|

Non-Operating Revenue (Expenses)

| | | | | |
|---|-----------|-----------|-----------|-----------|
| Total Non-Operating Revenue (Expenses) | \$ | \$ | \$ | \$ |
|---|-----------|-----------|-----------|-----------|

| | | | | |
|--|-----------|-----------|-----------|-----------|
| Income Before Capital Contributions and Transfers | \$ | \$ | \$ | \$ |
|--|-----------|-----------|-----------|-----------|

| | | | | |
|-----------------------------|-----------|-----------|-----------|-----------|
| Change in Net Assets | \$ | \$ | \$ | \$ |
|-----------------------------|-----------|-----------|-----------|-----------|

| | | | | |
|--------------------------------|----|----|----|----|
| Net Assets - Beginning Balance | | | | |
| Net Assets - Ending Balance | \$ | \$ | \$ | \$ |

Memo: