

Treasurer – Tax Collector

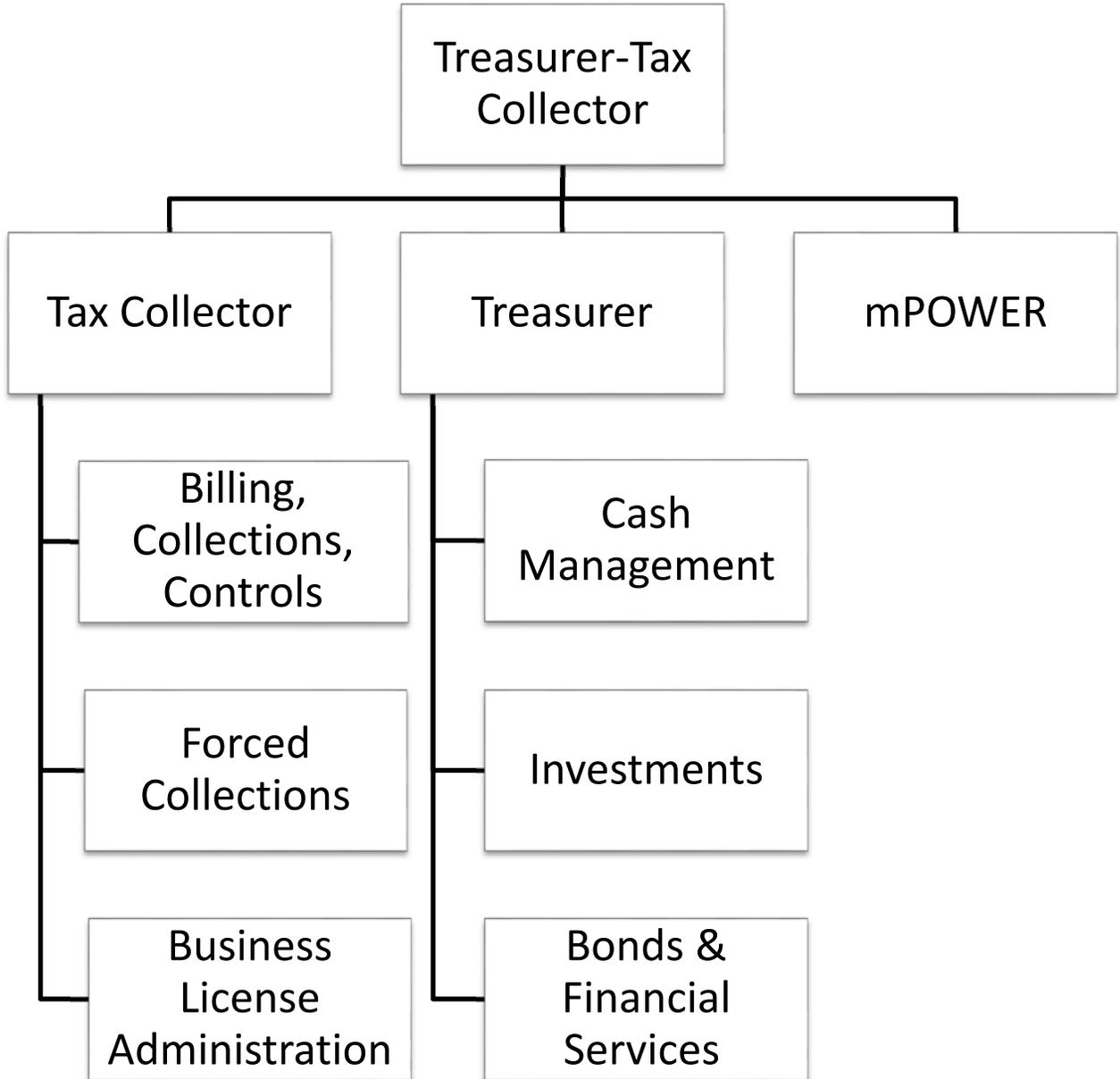
OFFICE OF THE TREASURER - TAX COLLECTOR APPROPRIATION SUMMARY Fiscal Year 2017-18					
ADMINISTERED BY:		TREASURER - TAX COLLECTOR			
Appropriations	FY 2015-16 Actuals	FY 2016-17 Est / Actual	FY 2017-18 Proposed Budget	FY 2017-18 Final Budget	YOY % Change
GENERAL FUND					
Billing, Collections, and Controls	1,219,441	2,030,194	2,001,785	2,030,875	
Bond Administration	35,707	445,399	744,142	747,783	
Business License Administration	79,520	297,505	407,401	413,764	
Cash Flow	326,715	834,299	962,377	971,651	
Forced Collections	104,387	157,720	689,499	696,606	
Investments	211,205	595,870	516,013	517,351	
Treasurer/Tax Collector Admin/Overhea	2,205,572	20,032	0	0	
10340 Treasurer/Tax Collector	4,182,548	4,381,019	5,321,217	5,378,030	22.76%
INTERNAL SERVICE FUND					
02310 Placer mPower AB811 - Fund 235	3,524,624	5,192,601	5,176,051	5,413,526	4.25%
TOTAL ALL FUNDS	7,707,172	9,573,620	10,497,268	10,791,556	12.72%

FUNDED POSITIONS					
100-10340 Treasurer/Tax Collector	27	27	29	29	
235-02310 Placer mPower AB811	12	14	13	14	
TOTAL FUNDED POSITIONS	39	41	42	43	4.88%
TOTAL ALLOCATED POSITIONS	39	44	46	46	4.55%

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.

TREASURER-TAX COLLECTOR



10340 - TREASURER – TAX COLLECTOR

Administration and Financial System

Purpose: Provide banking, investment services, and safekeeping of all moneys belonging to the County, school districts, and certain special districts in a manner that maintains the highest level of public trust. The Treasurer also assists the County, school districts, and certain special districts with the issuance and selling of bonds, provides various debt-management and administration services, as well as other financial advisory and consulting services.

To provide for current and delinquent billing, collection, and accounting of real and personal property taxes for all local taxing agencies in the County and to provide for the issuance of business licenses and snow chain licenses in the unincorporated area of the County consistent with the highest level of responsiveness and accountability to taxpayers of Placer County.

FY 2017-18 Highlights: As predicted in the FY 2016-17 Highlights, workload associated with capital facilities financing and infrastructure and development financing has increased. The level of increased workload has been significant. Therefore, this budget includes a Supplemental Request for two new, funded allocations under Bonds and Financial Services: 1 Treasurer-Tax Manager, 1 Accountant Auditor.

Proposed Budget Major Adjustment(s):

- Increase in Salaries and Benefits of \$268,300 for one new treasurer tax manager and one accountant auditor to assist in bond administration and other county finance projects.
- Increase in Investment Services Revenue of \$268,399 for work performed by the two new position allocations.

Final Budget Major Adjustment(s):

- None.

PBB PROGRAMS – TREASURER-TAX COLLECTOR

Tax Collector -

Billing, Collections and Controls - To provide billing, collection, processing, accounting and reporting of all current property tax payments, including secured, unsecured, supplemental, and corrected tax bills. To assist taxpayers with the payment process through direct communication over the phone and at tax counter during regular business hours, as well as through electronic mediums 24/7.

Program Attributes: In FY 2015-16: Assisted over 33,000 callers; Processed over 408,000 tax payments totaling over \$867 million dollars; Processed over 4,000 refunds totaling over \$8.1 million.

Program Cost: \$2,030,875

Forced Collections - To provide for the collection of defaulted secured property taxes through tax-defaulted land sales, payment plans and defaulted unsecured taxes through liens, attachment of other assets, and other available means and the pursuit of collections through bankruptcy court in order to maintain low default levels and make ultimate collection of defaulted taxes in a manner that maximizes recovery of Teeter Plan Revenues, maintains low delinquency levels, and minimizes the number of parcels required to be offered for sale.

Program Attributes: In FY 2015-16: Monitored and intervened on approximately 75 active taxpayer bankruptcies; managed over 850 payment plans for taxpayers. Processed 69 properties identified for tax defaulted land sale in fiscal year 2016/17, resulting in 36 redemptions and 10 properties sold at auction.

Program Cost: \$696,606

Business License Administration - To process applications and coordinate the approval, issuance and renewal of business licenses and snow chain permits with various state and county agencies in order to ensure business

Treasurer – Tax Collector

regulatory compliance and collect and account for business-license fees to offset business license administration costs.

Program Attributes: In FY 2015-16: Processed new business license applications resulting in the issuance of 1,160 new business licenses; Processed renewals for 6,503 business licenses; Processed and issued 53 snow chain installer licenses.

Program Cost: \$413,764

Treasurer -

Cash Management - To monitor, analyze and manage cash flows and timely deposit of money into the Treasury, apportion investment earnings, and to identify funds available for investment by providing centralized banking, independent cash accounting, reporting, safekeeping, and the disbursement of moneys belonging to the County, school districts, and certain special districts in order to ensure availability and accountability of funds.

Program Attributes: In FY 2015-16: Received, balanced, and recorded over 15,990 deposit transactions totaling over \$2.101 billion; Processed and transmitted 2,344 electronic transfers through the Treasury.

Program Cost: \$971,651

Investments - To generate investment income on money on deposit in the Treasury that is not required for immediate use in a manner that ensures the preservation of capital, while meeting the cash flow needs of depositors, pursuant to investment policies and state laws.

Program Attributes: In FY 2015-16: Provided portfolio management and market evaluation for portfolio averaging \$1.28 billion; Provided investment analysis and technical support to process approximately 378 investment transactions; Provided investment administration and accounting support to maintain and reconcile approximately 102 investments daily.

Program Cost: \$517,351

Bonds & Financial Services- To provide financial advisory, administrative and management services related to debt and financing needs of the County, school districts and certain special districts. As a member of the County's Finance Committee and the Bond Screening Committee and Treasurer for schools and special districts, analyze financial needs, make recommendations on financing alternatives, develop and review financial proposals and lead the debt-issuance process, including document review and sale of bonds based upon Board approval.

To provide ongoing debt administration for outstanding school, special district and county bond issues, including billing, current and delinquent collection of special assessments and community facility districts, fund accounting, debt service payments, and responsibilities related to regulatory compliance including arbitrage compliance, continuing disclosure report preparation and distribution and other responsibilities in accordance with Internal Revenue Service, Securities and Exchange Commission, Municipal Securities Rule Making Board, Governmental Accounting Standards Board, California Debt and Investment Advisory Commission (CDIAC) and other state legal and regulatory requirements.

Program Attributes: The Treasury provides bond administration for over 82 outstanding bond issues for the County, school districts and special districts in accordance with various state and federal regulatory requirements, identified above. Bond administration includes: Securities and Exchange Commission annual disclosure requirements, Internal Revenue Service annual arbitrage compliance, Municipal Securities Rule Making Board municipal advisory service requirements, CDIAC reporting, GASB investment valuation and financial statement presentation requirements.

Outstanding bond issues administered by the Treasury in FY 2015-16 include:

- 69 bonds for school districts (62 General Obligation Bonds, six Community Facilities District Bonds, and one Tax Revenue Anticipation Notes).
- Six bonds for the County (two 1915 Act Bonds, one Community Facilities District Bond, one Tobacco Securitization, and two Certificates of Participation).

- Four bonds for special districts/JPAs (one Eastern Regional Landfill Authority Landfill Closure Revenue Bond, three Tahoe Forest Hospital District General Obligation Bond).
- Two Placer County Redevelopment-Successor Agency Bonds.
- One City of Rocklin Successor Agency Revenue Bond.

Program Cost: \$747,783

02310 - PLACER MPOWER AB811 (ENTERPRISE FUND)

Administration and Financial System

Purpose: To provide property owners alternative financing for energy, water efficiency, and renewable power generation (such as solar) improvements to their home or business, to increase installations of these improvements thereby supporting job creation, reducing resource consumption, decreasing utility costs (increasing disposable income), and reducing greenhouse gas emissions to help meet regulatory compliance.

Proposed Budget Major Adjustment(s):

- None.

Final Budget Major Adjustment(s):

- None.

PBB PROGRAMS – PLACER MPOWER AB811

Placer AB811 mPOWER -

Program Attributes: In FY 2015-16: Nine commercial projects completed with a total financing amount of \$2.97 million; accepted over 837 applications totaling over \$22.59 million and disbursed over \$23.03 million.

Program Cost: \$5,413,526

Budget Unit **General Fund - 100**
Function General
Activity Treasurer/Tax Collector - 10340

Detail by Revenue Category and Expenditure Object	2015-16 Final Actuals	2016-17 Actual	2017-18 Recommended	2017-18 Adopted by the Board of Supervisors
1	2	3	4	5
Revenue				
Taxes				
6135 Tax Defaulted Land Sales	\$ 47,213	\$ 45,013	\$ 25,000	\$ 25,000
Total Taxes	\$ 47,213	\$ 45,013	\$ 25,000	\$ 25,000
Licenses, Permits & Franchises				
6752 Business Licenses	\$ 163,564	\$ 155,886	\$ 140,000	\$ 140,000
Total Licenses, Permits & Franchises	\$ 163,564	\$ 155,886	\$ 140,000	\$ 140,000
Fines, Forfeits & Penalties				
6863 Penalties & Costs-Delinquent Taxes	\$ 136,241	\$ 136,992	\$ 110,000	\$ 110,000
Total Fines, Forfeits & Penalties	\$ 136,241	\$ 136,992	\$ 110,000	\$ 110,000
Rev from Use of Money & Property				
6950 Interest	\$ (470)	\$ 1,952	\$	\$
Total Rev from Use of Money & Property	\$ (470)	\$ 1,952	\$	\$
Charges for Services				
8095 SB2557-Tax Admin Fee-Districts	\$ 304,634	\$ 282,526	\$ 282,500	\$ 282,500
8096 SB2557-Tax Admin Fee-Cities	167,898	156,910	157,000	157,000
8100 Assessment/Tax Collection Fees	19,611	22,322	25,000	25,000
8101 Supplemental PropTxs - 5% Admin Fee	94,298	89,509	60,000	60,000
8116 NSF & Misc Fees	163,072	138,688	140,000	140,000
8194 Investment Services	1,579,019	1,939,114	2,005,952	2,008,476
8212 Other General Reimbursement	668	562		
8218 Forms and Photocopies	7,838	7,103	5,000	5,000
8269 Planning - At Cost Projects Fees	460	836	500	500
8527 Transfer In A-87 Costs	114,920			
Total Charges for Services	\$ 2,452,418	\$ 2,637,570	\$ 2,675,952	\$ 2,678,476
Miscellaneous Revenues				
8764 Miscellaneous Revenues	\$ 2,621	\$	\$	\$
8766 Cash Overage	1,942	1,984	2,500	2,500
Total Miscellaneous Revenues	\$ 4,563	\$ 1,984	\$ 2,500	\$ 2,500
Other Financing Sources				
8954 Operating Transfers In	\$	\$ 1,329	\$	\$
Total Other Financing Sources	\$	\$ 1,329	\$	\$
Total Revenue	\$ 2,803,529	\$ 2,980,726	\$ 2,953,452	\$ 2,955,976
Expenditures / Appropriations				
Salaries & Benefits				
1001 Employee Paid Sick Leave	\$ 103,464	\$ 15,041	\$	\$
1002 Salaries and Wages	1,946,099	1,984,029	2,374,156	2,416,097
1003 Extra Help	3,488		15,500	15,500
1005 Overtime & Call Back	5,889	3,954	8,000	8,000
1010 Cafeteria Plans (Non-PERS)	69,896	72,493	88,057	90,572
1011 Salary Savings			(67,035)	(67,035)
1018 Taxable Meal Reimbursements		48		
1099 Salaries & Wages Undistributed	4	(10)		
1300 P.E.R.S.	516,558	553,529	674,707	685,229
1301 F.I.C.A.	141,484	143,698	172,580	175,696
1303 Other Postemployment Benefits (OPEB)	132,888	133,339	156,309	156,309
1310 Employee Group Ins	286,710	281,222	362,543	358,050
1315 Workers Comp Insurance	5,979	6,154	6,917	10,129
1320 Retired Employee Grp Ins	132,171	140,622	149,823	149,823
1325 401 (k) Employer Match	4,240	4,615	6,750	6,750
Total Salaries & Benefits	\$ 3,348,870	\$ 3,338,734	\$ 3,948,307	\$ 4,005,120
Services & Supplies				
2051 Communication Services - Telephone	\$ 47,976	\$ 44,488	\$ 52,501	\$ 52,501
2052 Communication Services - Mobile Devices	1,491	1,498	2,000	2,000
2130 Insurance	1,588			
2140 Gen Liability Ins	5,286	6,339	17,291	17,291
2290 Maintenance - Equipment	6,739	5,386	12,271	12,271
2292 Maintenance - Software	40,778	8,045	26,143	26,143
2310 Employee Benefits Systems	34,987	39,624	40,511	40,511
2404 Maintenance Services		35,493	32,110	32,110

Budget Unit **General Fund - 100**
 Function General
 Activity Treasurer/Tax Collector - 10340

Detail by Revenue Category and Expenditure Object	2015-16 Final Actuals	2016-17 Actual	2017-18 Recommended	2017-18 Adopted by the Board of Supervisors
1	2	3	4	5
2406 Maintenance - Janitorial		20,221	23,725	23,725
2415 Campus Services-PCGC	15,710	16,432	19,806	19,806
2439 Membership/Dues	3,325	4,437	4,515	4,515
2461 Dept Cash Shortage	2,059	1,877	4,000	4,000
2481 PC Acquisition	503	2,164	49,000	49,000
2511 Printing	33,265	42,323	55,300	55,300
2522 Other Supplies	22,976	3,717	9,000	9,000
2523 Office Supplies & Exp	33,054	29,439	42,000	42,000
2524 Postage	118,664	116,241	160,000	160,000
2555 Prof/Spec Svcs - Purchased	42,190	45,599	48,000	48,000
2556 Prof/Spec Svcs - County	2,641	2,257	2,471	2,471
2568 MIS - Services	107,058	122,099	115,651	115,651
2570 Media / Video Services	68	854	200	200
2701 Publications & Legal Notices	41,928	39,584	65,900	65,900
2709 Countywide System Charges	18,927	54,649	55,794	55,794
2727 Rents & Leases - Bldgs & Impr		1,008	930	930
2838 Special Dept Expense-1099 Reportable	58,909	61,471	65,180	65,180
2839 Recording Fees	55			
2840 Special Dept Expense	82,694	30,214	150,300	150,300
2844 Training	501	2,352	3,500	3,500
2860 Library Materials	516	858	865	865
2931 Travel & Transportation	4,662	473	3,500	3,500
2932 Mileage	1,475	954	2,000	2,000
2933 Lodging	6,518	6,324	5,700	5,700
2941 County Vehicle Mileage	1,147	422	800	800
2964 Meals/Food Purchases	752	1,266	1,200	1,200
2965 Utilities		36,881	35,574	35,574
3542 PCTPA Admin Costs		1,815	1,815	1,815
Total Services & Supplies	\$ 738,442	\$ 786,804	\$ 1,109,553	\$ 1,109,553
Other Charges				
3551 Transfer Out A-87 Costs	\$	\$ 244,772	\$ 250,857	\$ 250,857
Total Other Charges	\$	\$ 244,772	\$ 250,857	\$ 250,857
Intrafund Transfers Out				
5404 I/T-OUT Maintenance - Services	\$ 31,811	\$	\$	\$
5406 I/T-OUT Maintenance - Janitorial	20,312			
5555 I/T-OUT Prof/Special Services-Purchased	5,662	5,405	7,000	7,000
5556 I/T-OUT Professional Services	5,150	5,305	5,500	5,500
5965 I/T-OUT Utilities	31,769			
Total Intrafund Transfers Out	\$ 94,704	\$ 10,710	\$ 12,500	\$ 12,500
Total Expenditures / Appropriations	\$ 4,182,016	\$ 4,381,020	\$ 5,321,217	\$ 5,378,030
Net Cost	\$ 1,378,487	\$ 1,400,294	\$ 2,367,765	\$ 2,422,054

County of Placer
Operation of Enterprise Fund
Fiscal Year 2017-18

Fund	Placer mPower Fund - 235
Subfund	Administrative Expense Fund - mPower - 100
Activity	Placer mPower AB811 - 2310

Operating Detail	2015-16 Actual	2016-17 Actual	2017-18 Recommended	2017-18 Adopted by the Board of Supervisors
1	2	3	4	5
Operating Revenues				
6970 Investment Income			340,636	340,636
8100 Assessment/Tax Collection Fees	22,013	35,894	43,300	43,300
8103 mPower Assessment Fees	(25,417)	(8,511)		
8105 Direct Charges/Special Assessments	1,413,284	2,948,867	3,693,979	3,693,979
8142 Recording Fees	49,590	32,648	29,700	29,700
8764 Miscellaneous Revenues			823,436	1,002,296
8790 Program Income	909,108	238,780	225,000	225,000
Total Operating Revenues	\$ 2,368,578	\$ 3,247,678	\$ 5,156,051	\$ 5,334,911
Operating Expenses				
1001 Employee Paid Sick Leave	14,166	5,550		
1002 Salaries and Wages	518,471	617,814	990,334	1,147,667
1003 Extra Help	62,241	70,275		
1004 Accr Compensated Leave	51,199	(13,717)		
1005 Overtime & Call Back	10,744	10,521		
1010 Cafeteria Plans (Non-PERS)	26,845	28,570	55,002	59,047
1018 Taxable Meal Reimbursements		27		
1099 Salaries & Wages Undistributed	(4)	10		
1300 P.E.R.S.	121,449	156,681	248,415	287,881
1301 F.I.C.A.	46,626	54,798	75,761	87,797
1303 Other Postemployment Benefits (OPEB)	41,769	42,615	70,070	75,460
1308 PERS Pension Expense	(16,731)	7,876		
1309 OPEB Expense	(34,383)	(154,158)		
1310 Employee Group Ins	56,727	64,597	162,487	179,725
1315 Workers Comp Insurance	835	1,163	1,064	2,281
1325 401 (k) Employer Match	1,241	980	750	1,500
2051 Communication Services - Telephone	9,155	10,348	8,280	8,280
2052 Communication Services - Mobile Devices	736	576	780	780
2140 Gen Liability Ins	669	1,377	3,687	3,687
2310 Employee Benefits Systems	9,689	20,436	25,294	25,294
2404 Maintenance Services	80			
2439 Membership/Dues	2,324	4,314	4,500	4,500
2481 PC Acquisition	2,786	500	16,000	16,000
2508 Collection Charges	26,810	32,278	50,000	50,000
2511 Printing	18,096	16,397	30,000	30,000
2522 Other Supplies	1,243			
2523 Office Supplies & Exp	13,780	15,559	24,000	24,000
2524 Postage	5,798	576	500	500
2555 Prof/Spec Svcs - Purchased	510,572	935,231	687,960	687,960
2556 Prof/Spec Svcs - County	47,735	46,878	50,000	50,000
2568 MIS - Services	44,899	47,973	47,373	47,373
2701 Publications & Legal Notices	2,249	3,319	30,000	30,000
2709 Countywide System Charges	7,521	21,379	30,169	30,169
2710 Rents & Leases - Equipment			125,950	125,950
2727 Rents & Leases - Bldgs & Impr		1,008		
2838 Special Dept Expense-1099 Reportable		2,378		
2840 Special Dept Expense	3,682	1,486	2,000	2,000
2844 Training	1,494	985	5,000	5,000
2931 Travel & Transportation	5,879	2,279	5,000	5,000
2932 Mileage	1,135	1,359	1,000	1,000
2933 Lodging	296	364		
2941 County Vehicle Mileage	2,747	3,857	5,000	5,000
2964 Meals/Food Purchases	533	624	500	500
3706 Intangible Assets Depreciation	13,659	13,659		
3826 Bond Interest			2,324,055	2,324,055
Total Operating Expenses	\$ 1,634,762	\$ 2,078,742	\$ 5,080,931	\$ 5,318,406
Operating Income (Loss)	\$ 733,816	\$ 1,168,936	\$ 75,120	\$ 16,505
Non-Operating Revenue (Expenses)				
3551 Transfer Out A-87 Costs	(25,860)	(95,521)	(95,120)	(95,120)
3826 Bond Interest	(1,895,218)	(2,431,799)		

County of Placer
 Operation of Enterprise Fund
 Fiscal Year 2017-18

Fund	Placer mPower Fund - 235
Subfund	Administrative Expense Fund - mPower - 100
Activity	Placer mPower AB811 - 2310

Operating Detail	2015-16 Actual	2016-17 Actual	2017-18 Recommended	2017-18 Adopted by the Board of Supervisors
1	2	3	4	5
3838 Interest on Other L/T Debt	(5,657)			
3851 Interest	36,873	36,873		
6950 Interest	23,621	32,506	20,000	20,000
6970 Investment Income	983,380	800,239		
Total Non-Operating Revenue (Expenses)	\$ (882,861)	\$ (1,657,702)	\$ (75,120)	\$ (75,120)
Income Before Capital Contributions and Transfers	\$ (149,045)	\$ (488,766)	\$	\$ (58,615)
3775 Operating Transfer Out		(623,413)		
8954 Operating Transfers In		623,413		
Change in Net Assets	\$ (149,045)	\$ (488,766)	\$	\$ (58,615)
Net Assets - Beginning Balance	(864,869)	(1,013,913)	592,210	592,210
Net Assets - Ending Balance	\$ (1,013,913)	\$ 592,210	\$ 592,210	\$ 533,595

Memo: