

Treasurer & Tax Collector

Dan M. Mierzwa – Treasurer & Tax Collector

101-0500	FY 13/14 Adopted Budget	FY 14/15 CAO Recommended	Change
EXPENDITURES			
Salaries and Benefits	483,285	520,742	37,457
Services and Supplies	80,999	69,148	(11,851)
Other Charges	(54,512)	(5,747)	48,765
Fixed Assets	0	0	0
TOTAL EXPENDITURES	509,772	584,143	74,371
REVENUE			
Fed/State	0	0	0
Grant	0	0	0
Realignment	0	0	0
Fees/Misc	493,460	474,400	(19,060)
TOTAL REVENUE	493,460	474,400	(19,060)
FUND BALANCE	0	0	0
NET COUNTY COST	16,312	109,743	93,431

Program Description

The Treasurer & Tax Collector is an elected position. The mandate of this office is to review, safeguard and invest County, Schools, and Special Districts' funds, and to collect taxes and revenues. The work activities are established by law, in the Government Code, Revenue and Taxation Code, Streets & Highways Code, and State Constitution. The County Ordinance establishes the parameters dictating work activities of the office. This budget center consists of two operating units: Treasurer and Tax Collector.

The Treasury division serves as the depository for County, School and Special Districts' funds. The Treasurer is responsible for the management and investment of these agencies' funds in a pooled investment program that comprises an average daily balance of approximately \$380 million. Investments are made in accordance with Government Code and

the Treasurer's Statement of Investment Policy. This division also reconciles over 17,000 checks and warrants each month. The Treasurer plays the key roll in County financings, is a member of the County Employees Deferred Compensation Program, Debt Oversight Committee, Finance & Administration Committee, Fiscal Review Committee, and Technology Review Committee.

The Tax Collector processes property tax billings and collections for jurisdictions within Yuba County. Taxes include secured real estate, supplemental, and unsecured taxes (personal property taxes not secured by real estate), and prior year secured, supplemental & unsecured taxes. The annual tax charge on the current secured property tax roll is excess of \$68 million. The Tax Collector also administers payment plans provided by code. In addition, the office conducts public auction tax sales. The

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office discovers and collects business licenses, bingo licenses, dance permits, collection of Transient Occupancy Tax and the Resource Depletion fee.

The Treasurer and Tax Collector's Department represents approximately one-half of one percent of the County's General Fund expenditures. The County's general fund contribution to operate these departments is \$100,029. The Treasurer & Tax Collector's Department is a revenue generating department, either directly attributed to this office or produced on behalf of the County and its constituents. The reduction in appropriations to this department has been met with correlated reductions in the ability of this office to generate revenues. However the main sources of revenues, the collection of taxes and earnings on the investments have continued to perform well versus the markets in which they operate. Despite the large reductions in appropriations and resources, the Treasurer & Tax Collector's department has continued to maintain its primary purpose by providing uninterrupted service to the public and internal customers. Unfortunately the consequences of maintaining continued service has been a lower level of returns on our delinquent activities. All legally required notices have gone out and every attempt to put resources to these functions has been performed to maximize the effectiveness of the resources appropriated to this office.

Additional cuts and reductions will again reduce the ability of the Treasurer & Tax Collector's department to serve in these vital areas. Constitutionally mandated services have become the priority and then all activities are

ranked according to the ability of the County, its constituents and the public to receive services and minimize the financial impact to operate these offices.

This department plays a key role bridging the County and many of other public entities in our geographic area. This office holds all depositors interest equally. We cannot hold the interest of one party or entity above the others. As such the interest of the collective will be protected and maintained at all times. This is true in both aspects of the office with tax collections and treasury functions.

Accomplishments FY 2013-2014

- Produced revenue directly attributed to this department in excess of twenty seven times the original General Fund appropriation.
- Maintained safety, liquidity in the portfolio while producing a top rate of return relative to other municipal pools. More specifically the pool earned a 1.092% return over the last four quarters (State of California's pool managed account was 0.260% and California Asset Management Program was 0.1025%). To quantify this more completely on the \$300 million in the Treasury pool that equates to an additional \$2,496,000 in interest earnings versus the next highest returning investment option.
- Continued to actively manage and oversee the \$76 million Yuba Levee Financing Authority Revenue Bond proceeds to allow a net savings of well over \$4,000,000 for the County & Water Agency.

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- Continued to manage the investments for multiple school district bonds and special district CFD's in an aggregate amount of \$40,000,000.
- Modernized and updated the internal forms to provide uniform continuity for all forms issued from this office.
- Utilized every possible option to help contact and assist defaulted property owners prior to the defaulted tax sale.
- For those properties that have defaulted taxes in excess of five years, the Tax Collector's office conducted the single largest tax sale in Yuba County's history. The success of the sale actually comes in the high number of properties that did not need to be sold. 149 parcels were original subject to the sale and 89 of the defaulted parcels were able to be redeemed and current. Of those 60 remaining parcels 32 parcels were formally sold creating a successful conversion of current parcels above 81%.
- Assist in any and all County financing to find the most cost effective option available.

Goals and Objectives

FY 2014-2015

- Maintain the service to the public.
- Maintain the safety of the treasury pooled investments.
- Continue to proactively find cost effective methodologies to reduce banking expenses utilizing electronic transfers and economies of scale.
- Continue to expand e-payables for treasury participants.
- Update the Treasurer & Tax Collector's website to make it a more effective tool for communicating important information about this office and the County.
- Pursue and monitor options for cash flow management such as TRAns for all possible jurisdictions.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES 2011-2012	ACTUAL EXPENDITURES 2012-2013	BOS APPROVED 2013 - 2014	CAO RECOMMENDED 2014 - 2015
TREASURER					
Salaries & Benefits					
101-0500-412.01-01	REGULAR	327,979	345,880	357,095	366,850
101-0500-412.01-03	EXTRA HELP	8,800	3,103	0	0
101-0500-412.02-02	CO SHARE PERS	45,149	48,997	53,343	58,535
101-0500-412.02-03	COPST	264	0	0	0
101-0500-412.02-04	GROUP HEALTH INSURANCE	52,610	57,633	63,437	87,114
101-0500-412.02-05	MEDICARE	3,536	3,683	3,893	3,986
101-0500-412.02-06	WORKERS COMP INS	2,434	2,163	2,564	2,440
101-0500-412.02-07	LIFE INSURANCE	304	314	332	337
101-0500-412.02-08	UNEMPLOYMENT INS	1,365	1,260	1,202	0
101-0500-412.02-09	RETIREE HEALTHCARE INS	1,348	1,384	1,419	1,480
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*	Salaries & Benefits	443,789	464,417	483,285	520,742
Services & Supplies					
101-0500-412.12-00	COMMUNICATION	2,085	1,881	2,000	2,000
101-0500-412.15-00	INSURANCE	4,193	2,138	1,514	2,328
101-0500-412.17-00	MAINT EQUIP & SOFTWARE	1,229	1,229	4,200	5,070
101-0500-412.20-00	MEMBERSHIPS	200	200	785	250
101-0500-412.22-00	OFFICE EXPENSE	32,323	27,937	40,000	30,000
101-0500-412.23-00	PROFESSIONAL SERVICES	35,276	29,226	14,500	12,500
101-0500-412.24-00	PUBLICATIONS	8,770	6,848	13,000	12,000
101-0500-412.29-00	TRAVEL	3,818	4,567	5,000	5,000
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*	Services & Supplies	87,894	74,026	80,999	69,148
Other Financing Uses					
101-0500-412.85-02	COMPENSATED ABSENCES	11,258	2,630	0	0
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*	Other Financing Uses	11,258	2,630	0	0

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES 2011-2012	ACTUAL EXPENDITURES 2012-2013	BOS APPROVED 2013 - 2014	CAO RECOMMENDED 2014 - 2015
Cost Reimbursements					
101-0500-412.90-00	REIMBURSEMENTS	141,293-	0	21,000-	0
101-0500-412.90-87	A87 COST ALLOCATION PLAN	0	36,508-	33,512-	5,747-
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*	Cost Reimbursements	141,293-	36,508-	54,512-	5,747-
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**	TREASURER	401,648	504,565	509,772	584,143
***	TREASURER	401,648	504,565	509,772	584,143