
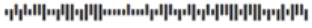


# Treasurer – Tax Collector – Public Adm.

 <b>HARRY E. HAGEN, CPA</b> TREASURER-TAX COLLECTOR COUNTY OF SANTA BARBARA Federal Tax ID #95-6002833 012-345-067		P.O. BOX 579 SANTA BARBARA, CA 93102-0579 (805) 568-2920 SANTA BARBARA (805) 346-8330 SANTA MARIA		<b>SECURED 2017-2018</b> <b>PROPERTY TAX STATEMENT</b> FOR FISCAL YEAR JULY 1, 2017 TO JUNE 30, 2018 CORTAC-SUBSCRIBER BILL NUMBER															
PARCEL NUMBER 012-345-067		ASSESSEE ON JANUARY 1, 2017 PUBLIC JOHN Q		20171012345															
ADDRESS OF PROPERTY 12345 MAIN ST SANTA BARBARA CA 93111			ASSESSED VALUE																
CSC0925A 5-DIGIT 93111 7000063938 00.0182.0026 58469/1 012-345-067 			<table border="1"> <tr><td>LAND/MINERAL RIGHTS</td><td>381,863</td></tr> <tr><td>IMPROVEMENTS</td><td>400,954</td></tr> <tr><td>PERSONAL PROPERTY</td><td>0</td></tr> <tr><td>GROSS TOTAL</td><td>782,817</td></tr> <tr><td>HOMEOWNER'S EXEMPTION</td><td>7,000</td></tr> <tr><td>OTHER EXEMPTION</td><td>0</td></tr> <tr><td>NET TOTAL</td><td>775,817</td></tr> </table>			LAND/MINERAL RIGHTS	381,863	IMPROVEMENTS	400,954	PERSONAL PROPERTY	0	GROSS TOTAL	782,817	HOMEOWNER'S EXEMPTION	7,000	OTHER EXEMPTION	0	NET TOTAL	775,817
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NET TOTAL	775,817																		
PUBLIC, JOHN Q PUBLIC, JANE A 12345 MAIN ST SANTA BARBARA CA 93111			TAX AMOUNTS																
			<table border="1"> <tr><td>BASIC PROPERTY TAX</td><td>8,097.81</td></tr> <tr><td>SPECIAL DISTRICTS</td><td>0.00</td></tr> <tr><td>FIXED CHARGES</td><td>582.37</td></tr> <tr><td>TOTAL TAX</td><td>8,680.18</td></tr> </table>			BASIC PROPERTY TAX	8,097.81	SPECIAL DISTRICTS	0.00	FIXED CHARGES	582.37	TOTAL TAX	8,680.18						
BASIC PROPERTY TAX	8,097.81																		
SPECIAL DISTRICTS	0.00																		
FIXED CHARGES	582.37																		
TOTAL TAX	8,680.18																		
TAX RATE AREA 066004		TAX RATE PERCENT 1.04378		DELINQUENT PRIOR YEAR TAXES NONE															
		FIRST INSTALLMENT 4,340.09 DUE NOV. 1, 2017 DELINQUENT AFTER DEC. 10, 2017		SECOND INSTALLMENT 4,340.09 DUE FEB. 1, 2018 DELINQUENT AFTER APR. 10, 2018															
				TOTAL DUE 8,680.18															

## TREASURER-TAX COLLECTOR



PUBLIC ADMINISTRATION



VETERANS' SERVICES

### RECOMMENDED BUDGET & STAFFING SUMMARY & BUDGET PROGRAMS CHART

Operating      \$ 7,896,200  
 Capital         \$ 468,600  
 FTEs             43.5

Harry E. Hagen, CPA, CPFO, ACPFIM, CFIP  
 Treasurer-Tax Collector-Public Administrator

Administration & Support

Treasury

Tax & Collections

Public Assistance

General Government & Support Services

D-433

# Treasurer – Tax Collector – Public Adm.

## Department

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### *MISSION STATEMENT*

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Our mission is to bill and collect all property taxes, and process all payments; to provide banking services; to invest revenue received by the County, schools, and special districts; and to administer the County's debt program, deferred compensation plan, decedents' estates, public conservatorships, and veterans' services.

### *DEPARTMENT DESCRIPTION*

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The budget programs of the Treasurer-Tax Collector-Public Administrator (TTCPA) Department are Administration & Support, Treasury, Tax & Collections, and Public Assistance. The TTCPA has staff that provides services in Santa Barbara, Santa Maria, and Lompoc.

The focus of the TTCPA is the continuation and enhancement of the following broad range of services:

- Property tax billing and collection,
- Banking services for County departments, schools, and special districts,
- Investing public funds with goals of preservation of public agency funds, protection of capital, maintenance of sufficient cash flow to meet daily warrant demands and earning a market rate of return at minimum risk,
- Administering the County's debt program,
- Administering the County's deferred compensation plan,
- Administering decedent estates and conservatorships, and
- Assisting County veterans in obtaining state and federal benefits.

### *HIGHLIGHTS OF 2018-19 OBJECTIVES*

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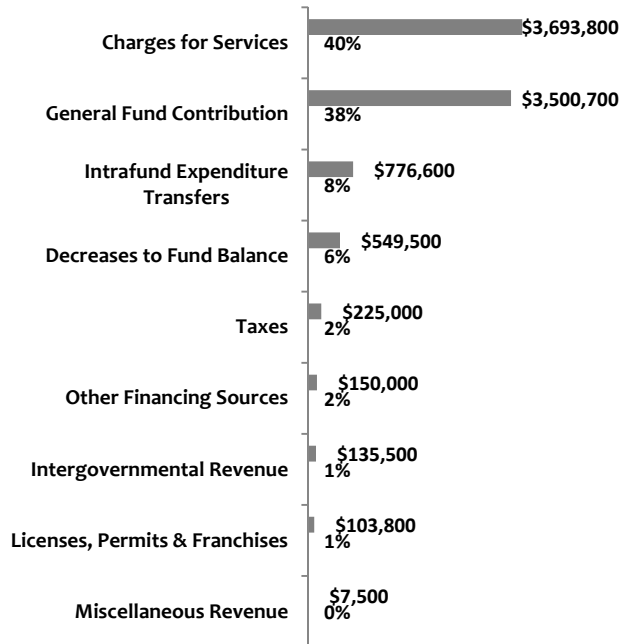
- The Department's top priority is to work with the County Executive Office and other affected departments on cannabis related projects including tax collection, business licenses, and banking services.

# Treasurer – Tax Collector – Public Adm.

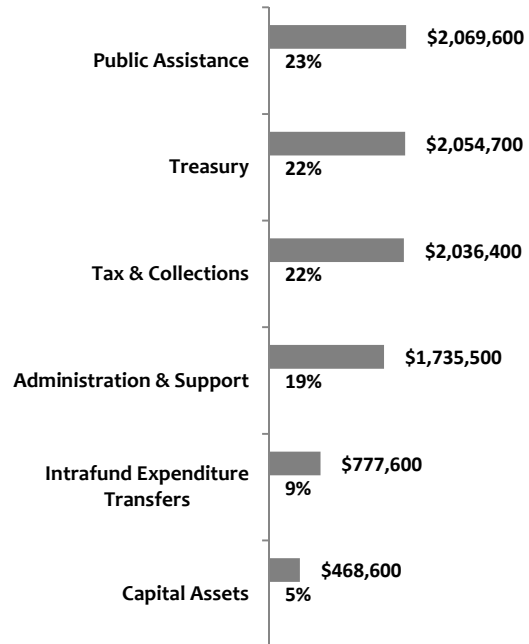
Department

## RECOMMENDED SOURCES & USES OF FUNDS

### Source of Funds - \$9,142,400

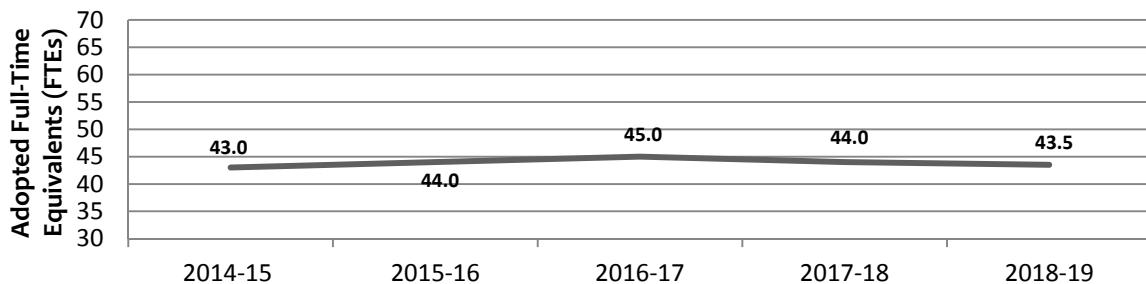


### Use of Funds - \$9,142,400



## STAFFING TREND

FTE counts include regular staff only, and do not include extra help and contractors-on-payroll.



# Treasurer – Tax Collector – Public Adm.

## Department

### BUDGET OVERVIEW

Staffing Detail By Budget Program	2016-17 Actual	2017-18 Adopted	2017-18 Estimated Actual	2018-19 Recommended	Change From FY17-18 Ado to FY18-19 Rec
Administration & Support	6.19	7.40	7.40	8.04	0.63
Treasury	8.09	8.11	8.11	8.43	0.32
Tax & Collections	11.16	11.35	11.35	10.88	(0.47)
Public Assistance	15.97	17.13	17.13	16.15	(0.99)
Total	41.42	44.00	44.00	43.50	(0.50)
<hr/>					
<b>Budget By Budget Program</b>					
Administration & Support	\$ 1,632,276	\$ 1,567,600	\$ 1,581,300	\$ 1,735,500	\$ 167,900
Treasury	1,535,219	1,916,355	1,974,900	2,036,400	120,045
Tax & Collections	1,900,112	2,130,316	1,845,600	2,054,700	(75,616)
Public Assistance	1,757,194	2,108,928	1,860,100	2,069,600	(39,328)
Total	\$ 6,824,801	\$ 7,723,199	\$ 7,261,900	\$ 7,896,200	\$ 173,001
<hr/>					
<b>Budget By Categories of Expenditures</b>					
Salaries and Employee Benefits	\$ 5,394,534	\$ 5,965,487	\$ 5,638,600	\$ 6,135,900	\$ 170,413
Services and Supplies	1,197,138	1,521,920	1,390,500	1,497,800	(24,120)
Other Charges	233,129	235,792	232,800	262,500	26,708
Total Operating Expenditures	6,824,801	7,723,199	7,261,900	7,896,200	173,001
Capital Assets	-	468,487	42,000	468,600	113
Other Financing Uses	-	100,000	100,000	-	(100,000)
Intrafund Expenditure Transfers (+)	575,580	818,572	847,100	777,600	(40,972)
Increases to Fund Balances	68,132	-	-	-	-
Fund Balance Impact (+)	358,083	-	342,300	-	-
Total	\$ 7,826,597	\$ 9,110,258	\$ 8,593,300	\$ 9,142,400	\$ 32,142
<hr/>					
<b>Budget By Categories of Revenues</b>					
Taxes	\$ 273,373	\$ 225,000	\$ 225,000	\$ 225,000	\$ -
Licenses, Permits and Franchises	41,960	43,000	43,000	103,800	60,800
Intergovernmental Revenue	126,351	118,544	135,500	135,500	16,956
Charges for Services	3,048,017	3,585,200	3,678,000	3,693,800	108,600
Miscellaneous Revenue	25,635	15,000	15,000	7,500	(7,500)
Total Operating Revenues	3,515,336	3,986,744	4,096,500	4,165,600	178,856
Other Financing Sources	150,000	150,000	150,000	150,000	-
Intrafund Expenditure Transfers (-)	575,160	817,572	846,100	776,600	(40,972)
Decreases to Fund Balances	-	655,242	-	549,500	(105,742)
General Fund Contribution	3,586,100	3,500,700	3,500,700	3,500,700	-
Total	\$ 7,826,597	\$ 9,110,258	\$ 8,593,300	\$ 9,142,400	\$ 32,142

FTE counts include regular staff only, and do not include extra help and contractors-on-payroll.

# Treasurer – Tax Collector – Public Adm.

## Department

### *CHANGES & OPERATIONAL IMPACT: 2017-18 ADOPTED TO 2018-19 RECOMMENDED*

#### **Staffing**

The TTCPA has a projected staff of 43.5 employees with centralized operations in Santa Barbara, and satellite operations in Santa Maria and Lompoc. A reduction of a 1.0 FTE Admin Office Pro I position will be offset by the addition of a 0.5 FTE Financial Office Pro Sr. position for a net decrease of 0.5 FTE in fiscal year 2018-19.

#### **Expenditures**

- Net operating expenditure increase of \$173,000 is primarily due to:
  - +\$170,000 increase in Salaries and Employee Benefits due to:
    - +\$110,000 increase in departmental retirement costs, employee salaries, and other benefits.
    - +\$60,000 increase due to the addition of 0.5 FTE for Cannabis Business License processing.
  - +\$27,000 increase in General Service charges for utilities, insurance, motor pool and IT services.
  - -\$24,000 decrease in Services and Supplies due primarily to:
    - -\$46,000 decrease in Printing and Postage charges.
    - +\$16,000 increase in costs related to an office reconfiguration and remodel.
    - +\$5,000 increase in Equipment Maintenance costs.
- Net non-operating expenditure decrease of \$141,000 is primarily due to:
  - -\$100,000 decrease in Other Financing Uses for a Public Administrator/Guardian storage building occupied in the prior year.
  - -\$41,000 decrease in intra-departmental transfers to balance programs.

These changes result in Recommended operating expenditures of \$7,896,200, non-operating expenditures of \$1,246,200, and total expenditures of \$9,142,400. Non-operating expenditures are primarily Intrafund expenditure transfers and capital assets.

#### **Revenues**

- Net operating revenue increase of \$179,000 primarily consists of:
  - +109,000 increase in Charges for Services due primarily to:
    - +\$82,000 increase in Treasury Administration fees due to increased retirement and salaries & benefits costs.
    - +\$30,000 increase in Estate Fees.
  - +\$61,000 increase in Licenses, Permits and Franchises due primarily to the new Cannabis Business License fees.
  - +\$17,000 increase in Intergovernmental Revenues due primarily to an increase in State Aid for Veterans Affairs (+14,000).
  - -\$8,000 decrease in Miscellaneous Revenue due to a decrease in Transient Occupancy Tax late fees & interest.

# Treasurer – Tax Collector – Public Adm.

## Department

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### *CHANGES & OPERATIONAL IMPACT: 2017-18 ADOPTED TO 2018-19 RECOMMENDED (CONT'D)*

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- Net non-operating revenue decrease of \$147,000 primarily consists of:
  - -106,000 decrease in Decreases to Fund Balances due primarily to:
    - -\$100,000 decrease in release of Tax Collector Projects fund balance for a Public Administrator/Guardian storage building occupied in the prior year.
    - -\$6,000 decrease in release of CalVet Subvention Program funds.
  - -\$41,000 decrease in intra-departmental transfers to balance programs.

These changes result in Recommended operating revenues of \$4,165,600, non-operating revenues of \$4,976,800, resulting in total revenues of \$9,142,400. Non-operating revenues primarily include General Fund Contribution, transfers, and decreases to fund balances.

### *RELATED LINKS*

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For more information on the Treasurer-Tax Collector-Public Administrator, refer to the website at <http://www.countyofsb.org/ttcpapg/index.asp>.

# Treasurer – Tax Collector – Public Adm.

## Department

### PERFORMANCE MEASURES

Description	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Estimated Actual	FY 2018-19 Recommend
<b>Administration &amp; Support</b>				
Amount of Transient Occupancy Tax (TOT) Collected-non vacation rental	\$7,293,000	\$8,190,000	\$7,295,000	\$8,201,000
Amount of Transient Occupancy Tax (TOT) Collected-vacation rental	\$1,670,000	\$1,880,000	\$1,790,000	\$1,141,000
Number of participants in County Deferred Compensation Plan	3,839	3,964	3,990	3,999
Number of debt, trustee and arbitrage payments made on behalf of County departments and school districts	150	135	142	150
Percent of departmental Employee Performance Reviews (EPRs) completed by the due date	98% 41	100% 41	100% 41	100% 41
<b>Treasury</b>				
Accounting of cash & cash equivalents processed through the County Treasury	\$10.2 Billion	\$10.6 Billion	\$9.3 Billion	\$9.3 Billion
Monitor and project liquidity requirements as evidenced by zero securities sold at a loss to meet the cash flow needs of pool participants	Zero	Zero	Zero	Zero
Investment compliance with the Government Code and the Treasurer's Investment Policy	100%	100%	100%	100%
<b>Tax &amp; Collections</b>				
Percent & amount of annual secured taxes collected	99.1% \$ 776 Million	99.2% \$ 810 Million	99.1% \$ 860 Million	99.1% \$ 886 Million
Percent & amount of annual unsecured taxes collected	96.4% \$ 36 Million	97.3% \$ 36 Million	97.3% \$ 36 Million	97% \$ 35 Million
<b>Public Assistance</b>				
Percent & number of probate conservatee visits in the past twelve months	100% 208	100% 225	100% 220	100% 230
Number of Veterans Benefit Claims filed	1,952	1,916	1,850	1,850
Number of Lanterman Petris Short (LPS) clients case managed	129	139	135	139
Number of Representative Payee clients case managed	273	273	275	275
Number of Probate clients case managed	43	41	45	45
Number of Incompetent to Stand Trial (IST) Investigations	7	42	40	40

# Treasurer – Tax Collector – Public Adm.

## Program

### ADMINISTRATION & SUPPORT

Provide budgetary and administrative activities, general accounting, and deferred compensation plan administration. Plan, coordinate, and implement all information system applications (both hardware and software) for all divisions. Administer bonded indebtedness issued by the County or districts for the purpose of funding or refunding needed revenue, temporary borrowing, and special improvement/assessment bonds.

#### Staffing

Staffing Detail By Budget Program	2016-17 Actual	2017-18 Adopted	2017-18 Estimated Actual	2018-19 Recommended	Change From FY17-18 Ado to FY18-19 Rec
TREAS/TAX COLL/PUB ADMIN	0.50	0.50	0.50	0.50	-
CHIEF INVESTMENT OFFICER	0.55	0.53	0.53	0.40	(0.13)
ASST TREAS/TAXCOLL/PUBADMN	0.86	0.50	0.50	0.80	0.30
TREASURY FINANCE CHIEF	0.90	0.88	0.88	0.92	0.04
OPERATIONS MANAGER	0.24	0.24	0.24	0.32	0.08
IT MANAGER	-	-	-	0.19	0.19
EDP SYS PROGRAMMER	0.46	-	-	-	-
FINANCIAL SYS ANALYST	1.39	1.57	1.57	1.75	0.18
FINANCIAL OFFICE PRO	0.12	1.06	1.06	1.00	(0.06)
BUSINESS MANAGER	0.97	0.95	0.95	1.00	0.05
ACCOUNTANT	0.14	0.14	0.14	0.15	0.01
FINANCIAL OFFICE PRO SR	0.06	1.02	1.02	1.01	(0.01)
Total	6.19	7.40	7.40	8.04	0.63

FTE counts include regular staff only, and do not include extra help and contractors-on-payroll.

#### Revenue & Expenditures

Budget By Categories of Expenditures	2016-17 Actual	2017-18 Adopted	2017-18 Estimated Actual	2018-19 Recommended	Change From FY17-18 Ado to FY18-19 Rec
Salaries and Employee Benefits	\$ 1,278,376	\$ 1,290,141	\$ 1,299,500	\$ 1,416,300	\$ 126,159
Services and Supplies	164,977	90,700	93,700	109,100	18,400
Other Charges	188,923	186,759	188,100	210,100	23,341
Total Operating Expenditures	1,632,276	1,567,600	1,581,300	1,735,500	167,900
Capital Assets	-	-	42,000	-	-
Total Expenditures	\$ 1,632,276	\$ 1,567,600	\$ 1,623,300	\$ 1,735,500	\$ 167,900
<b>Budget By Categories of Revenues</b>					
Charges for Services	31	-	-	-	-
Miscellaneous Revenue	9,160	-	-	-	-
Total Operating Revenues	9,191	-	-	-	-
Intrafund Expenditure Transfers (-)	575,160	817,572	846,100	776,600	(40,972)
General Fund Contribution	1,132,894	750,028	1,119,500	958,900	208,872
Total Revenues	\$ 1,717,245	\$ 1,567,600	\$ 1,965,600	\$ 1,735,500	\$ 167,900



# Treasurer – Tax Collector – Public Adm.

## Program

### *ADMINISTRATION & SUPPORT (CONT'D)*

#### **2017-18 Anticipated Accomplishments**

- Filed six Return for Credit Payments to Issuers of Qualified Bonds which enabled the County to receive over \$617,000 in interest subsidies from the Internal Revenue Service.
- Contracted with a new vendor to provide fully hosted electronic property tax payment processing through the web and the telephone. The TTCPA negotiated lower processing fees with the vendor including free ACH processing saving taxpayers an estimated \$25,000 in the first 8 months of operation.
- Collected \$2.7 million for the Santa Barbara South Coast and Santa Ynez Tourism Business Improvement Districts in the first eight years of the program. Current annual revenues total \$615,000. This revenue is used by the improvement districts to promote the local tourism industry. The economic impacts include increased sales tax and TOT revenues.

#### **2018-19 Objectives**

- The TTCPA will continue to analyze the feasibility of refunding prior year debt issuances. Potential savings from this refinancing would be achieved through lower interest rates.
- Assist County departments in issuing long-term debt to fund capital projects.
- Work in conjunction with Planning & Development to create a new short-term rental tracking process.
- Analyze the feasibility of developing a software system for tracking transient occupancy revenues.

# Treasurer – Tax Collector – Public Adm.

## Program

### TREASURY

Receive and steward, apply and pay out all monies belonging to the County, schools and special districts, and all other monies as directed by law. Invest County, school and special district funds not required for immediate expenditure. The investment of these funds must comply with state statutes and other legal constraints, with goals of preservation of public agency funds, protection of capital, maintenance of sufficient cash flow to meet daily warrant demands, and earning a market rate of return at minimum risk.

### Staffing

Staffing Detail By Budget Program	2016-17 Actual	2017-18 Adopted	2017-18 Estimated Actual	2018-19 Recommended	Change From FY17-18 Ado to FY18-19 Rec
TREAS/TAX COLL/PUB ADMIN	0.25	0.25	0.25	0.25	-
ASST TREAS/TAXCOLL/PUBADMN	0.12	0.25	0.25	0.20	(0.05)
CHIEF INVESTMENT OFFICER	0.45	0.47	0.47	0.59	0.12
TREASURY FINANCE CHIEF	0.09	0.12	0.12	0.08	(0.04)
OPERATIONS MANAGER	0.11	0.13	0.13	0.16	0.03
IT MANAGER	0.20	0.12	0.12	0.14	0.02
FINANCIAL SYS ANALYST SR	0.01	-	-	-	-
EDP SYS PROGRAMMER	0.02	-	-	-	-
PUBLIC ADMIN/CONS VETS MANAGER	0.05	0.09	0.09	0.07	(0.02)
FINANCIAL SYS ANALYST	0.34	0.13	0.13	0.25	0.12
FINANCIAL ACCT ANALYST	-	-	-	0.40	0.40
FINANCIAL OFFICE PRO	3.33	3.40	3.40	2.94	(0.46)
BUSINESS MANAGER	0.01	0.02	0.02	-	(0.02)
ACCOUNTANT	1.53	1.66	1.66	1.26	(0.40)
FINANCIAL OFFICE PRO SR	1.56	1.48	1.48	2.09	0.61
PUBLIC ADM/CONSERVATOR	0.01	-	-	-	-
Total	8.09	8.11	8.11	8.43	0.32

FTE counts include regular staff only, and do not include extra help and contractors-on-payroll.

### Revenue & Expenditures

Budget By Categories of Expenditures	2016-17 Actual	2017-18 Adopted	2017-18 Estimated Actual	2018-19 Recommended	Change From FY17-18 Ado to FY18-19 Rec
Salaries and Employee Benefits	\$ 1,057,520	\$ 1,097,561	\$ 1,221,400	\$ 1,230,200	\$ 132,639
Services and Supplies	471,261	812,100	747,000	799,400	(12,700)
Other Charges	6,438	6,694	6,500	6,800	106
Total Operating Expenditures	1,535,219	1,916,355	1,974,900	2,036,400	120,045
Capital Assets	-	43,849	-	43,900	51
Intrafund Expenditure Transfers (+)	522,944	748,083	773,800	709,800	(38,283)
Total Expenditures	\$ 2,058,163	\$ 2,708,287	\$ 2,748,700	\$ 2,790,100	\$ 81,813
<b>Budget By Categories of Revenues</b>					
Charges for Services	2,058,163	2,664,438	2,748,700	2,746,200	81,762
Total Operating Revenues	2,058,163	2,664,438	2,748,700	2,746,200	81,762
Decreases to Fund Balances	-	43,849	-	43,900	51
Total Revenues	\$ 2,058,163	\$ 2,708,287	\$ 2,748,700	\$ 2,790,100	\$ 81,813

# Treasurer – Tax Collector – Public Adm.

## Program

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### *TREASURY (CONT'D)*

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#### **2017-18 Anticipated Accomplishments**

- The County Treasury processed over \$9.3 billion annually. The County Treasury held and invested funds for the County, schools and special districts.
- Evaluated the County's compliance with the Payment Card Industry (PCI) guidelines for electronic property tax payments and implemented process changes where needed. Coordinated county-wide PCI awareness training and attestations of compliance and provided merchants within the County more secured online payment solutions.
- Entered into a banking agreement with a financial institution that will accept cannabis-sourced taxes, licenses and permit revenues, keeping them segregated from other funds held for the County, schools, and special districts.

#### **2018-19 Objectives**

- Analyze the feasibility of upgrading or replacing the TTCPA cashiering system.

# Treasurer – Tax Collector – Public Adm.

## Program

### TAX & COLLECTIONS

Provide billing, collection, and maintenance of accounting records for all secured, supplemental, and unsecured property taxes levied by the taxing agencies within the County, and the collection and redemption of prior year secured delinquent taxes. Mail notices of delinquent taxes, publish Notice of Impending Default, sell delinquent property after five years at a public auction, and process tax roll corrections, cancellations and refunds. Provide assistance and response to taxpayer inquiries.

Provide for the collection of unsecured and delinquent unsecured tax payments, Public Health Department patient accounts, Department of Social Services accounts, franchise fees, business licenses, transient occupancy taxes, and miscellaneous accounts.

### Staffing

Staffing Detail By Budget Program	2016-17 Actual	2017-18 Adopted	2017-18 Estimated Actual	2018-19 Recommended	Change From FY17-18 Ado to FY18-19 Rec
TREAS/TAX COLL/PUB ADMIN	0.25	0.25	0.25	0.25	-
ASST TREAS/TAXCOLL/PUBADMN	0.01	0.25	0.25	-	(0.25)
CHIEF INVESTMENT OFFICER	-	-	-	0.01	0.01
OPERATIONS MANAGER	0.65	0.63	0.63	0.52	(0.10)
IT MANAGER	0.80	0.88	0.88	0.67	(0.21)
FINANCIAL SYS ANALYST SR	0.99	1.00	1.00	1.00	-
EDP SYS PROGRAMMER	0.02	-	-	-	-
FINANCIAL SYS ANALYST	1.22	1.30	1.30	1.00	(0.30)
FINANCIAL ACCT ANALYST	-	-	-	0.60	0.60
FINANCIAL OFFICE PRO	1.96	1.55	1.55	2.06	0.51
ACCOUNTANT	1.88	1.99	1.99	1.37	(0.62)
FINANCIAL OFFICE PRO SR	3.38	3.50	3.50	3.40	(0.10)
Total	11.16	11.35	11.35	10.88	(0.47)

FTE counts include regular staff only, and do not include extra help and contractors-on-payroll.

# Treasurer – Tax Collector – Public Adm.

## Program

### TAX & COLLECTIONS (CONT'D)

#### Revenue & Expenditures

Budget By Categories of Expenditures	2016-17 Actual	2017-18 Adopted	2017-18 Estimated Actual	2018-19 Recommended	Change From FY17-18 Ado to FY18-19 Rec
Salaries and Employee Benefits	\$ 1,549,570	\$ 1,708,319	\$ 1,470,600	\$ 1,657,900	\$ (50,419)
Services and Supplies	344,106	415,740	368,700	389,900	(25,840)
Other Charges	6,436	6,257	6,300	6,900	643
Total Operating Expenditures	1,900,112	2,130,316	1,845,600	2,054,700	(75,616)
Capital Assets	-	424,638	-	424,700	62
Intrafund Expenditure Transfers (+)	52,637	70,489	73,300	67,800	(2,689)
Total Expenditures	\$ 1,952,749	\$ 2,625,443	\$ 1,918,900	\$ 2,547,200	\$ (78,243)
<b>Budget By Categories of Revenues</b>					
Taxes	273,373	225,000	225,000	225,000	-
Licenses, Permits and Franchises	41,960	43,000	43,000	103,800	60,800
Charges for Services	837,200	850,762	859,300	847,600	(3,162)
Miscellaneous Revenue	13,735	15,000	15,000	7,500	(7,500)
Total Operating Revenues	1,166,268	1,133,762	1,142,300	1,183,900	50,138
Decreases to Fund Balances	-	434,638	-	434,600	(38)
General Fund Contribution	836,137	1,057,043	776,600	928,700	(128,343)
Total Revenues	\$ 2,002,405	\$ 2,625,443	\$ 1,918,900	\$ 2,547,200	\$ (78,243)

#### 2017-18 Anticipated Accomplishments

- TTCPA maintained a high secured tax collection ratio of 99.1%, which historically places Santa Barbara County in the top five for tax collection among all of the 58 California counties.
- Worked jointly with the Auditor-Controller to implement solutions to the challenging areas remaining with the Aumentum property tax system that went live in early FY 2014-15.
- Created a new bill print application to use in conjunction with the new property tax system to enable staff to track and print bills created by the Auditor-Controller.
- Administered an online auction of tax-defaulted property to collect unpaid secured taxes. This sale had the largest number of properties approved to sell by the Board of Supervisors.

#### 2018-19 Objectives

- Develop and implement a process to track and collect voter approved cannabis tax.
- Identify improvements to the manual bankruptcy process including developing a new bankruptcy database, improving the user interface with the federal PACER court system, and filing claims electronically.
- Develop and implement a refund application that will integrate with the Aumentum property tax system.

# Treasurer – Tax Collector – Public Adm.

## Program

### PUBLIC ASSISTANCE

Assist veterans and their families file claims for Veterans' Administration and other state and federal benefits. Act as administrator/executor of a decedent's estate, as required by Probate Code or Court appointment, and provide services for indigent decedents. Provide conservatorship investigation, and when appointed by the Court, conservatorship case management for those mentally unable to manage their personal needs of health, food, clothing, shelter, and financial resources. Provide payee services to vulnerable adults who are unable to manage their financial benefits.

### Staffing

Staffing Detail By Budget Program	2016-17 Actual	2017-18 Adopted	2017-18 Estimated Actual	2018-19 Recommended	Change From FY17-18 Ado to FY18-19 Rec
ASST TREAS/TAXCOLL/PUBADMN	0.01	-	-	-	-
PUBLIC ADMIN/CONS VETS MANAGER	0.95	0.91	0.91	0.93	0.02
FINANCIAL SYS ANALYST	0.05	-	-	-	-
FINANCIAL OFFICE PRO	1.98	1.99	1.99	2.00	0.01
ADMN OFFICE PRO	3.00	4.00	4.00	3.00	(1.00)
BUSINESS MANAGER	0.02	0.03	0.03	-	(0.03)
ACCOUNTANT	0.21	0.21	0.21	0.22	0.01
PUBLIC ADM/CON VETS SUPV	2.00	2.00	2.00	2.00	-
FINANCIAL OFFICE PRO SR	1.00	1.00	1.00	1.00	-
ADMN OFFICE PRO SR	1.00	1.00	1.00	1.00	-
PUBLIC ADM/CONSERVATOR	5.76	6.00	6.00	6.00	-
Total	15.97	17.13	17.13	16.15	(0.99)

FTE counts include regular staff only, and do not include extra help and contractors-on-payroll.

### Revenue & Expenditures

Budget By Categories of Expenditures	2016-17 Actual	2017-18 Adopted	2017-18 Estimated Actual	2018-19 Recommended	Change From FY17-18 Ado to FY18-19 Rec
Salaries and Employee Benefits	\$ 1,509,067	\$ 1,869,466	\$ 1,647,100	\$ 1,831,500	\$ (37,966)
Services and Supplies	216,795	203,380	181,100	199,400	(3,980)
Other Charges	31,332	36,082	31,900	38,700	2,618
Total Operating Expenditures	1,757,194	2,108,928	1,860,100	2,069,600	(39,328)
Other Financing Uses	-	100,000	100,000	-	(100,000)
Increases to Fund Balances	68,132	-	-	-	-
Total Expenditures	\$ 1,825,326	\$ 2,208,928	\$ 1,960,100	\$ 2,069,600	\$ (139,328)
<b>Budget By Categories of Revenues</b>					
Intergovernmental Revenue	126,351	118,544	135,500	135,500	16,956
Charges for Services	152,623	70,000	70,000	100,000	30,000
Miscellaneous Revenue	2,740	-	-	-	-
Total Operating Revenues	281,715	188,544	205,500	235,500	46,956
Other Financing Sources	150,000	150,000	150,000	150,000	-
Decreases to Fund Balances	-	176,755	-	71,000	(105,755)
General Fund Contribution	1,617,069	1,693,629	1,604,600	1,613,100	(80,529)
Total Revenues	\$ 2,048,784	\$ 2,208,928	\$ 1,960,100	\$ 2,069,600	\$ (139,328)

# Treasurer – Tax Collector – Public Adm.

## Program

### *PUBLIC ASSISTANCE (CONT'D)*

#### **2017-18 Anticipated Accomplishments**

- The Public Guardian's division served over 135 Lanterman Petris Short (LPS) mental health conservatorships, 273 representative payees and 51 probate clients this fiscal year, providing case management for individuals unable to provide their own basic needs.
- Successfully completed court ordered LPS and Probate investigations on incompetent to stand trial cases.
- Moved the Public Administrator/Guardian warehouse from Santa Maria to Santa Barbara which will decrease driving time and provide a more secure storage environment for items held on behalf of clients.
- The Veterans' Services program assists County veterans and their families in obtaining benefits. County veterans received approximately \$10 million in new and retroactive benefits, lump sum awards, college fee waivers, and prior awards. In addition, approximately \$2 million was brought into the County for GI Bill students and Aid & Attendance assistance.

#### **2018-19 Objectives**

- The Veterans' Services program will continue to move toward a paperless office through a multi-year scanning project to digitally file and secure veterans' records.

**Treasurer – Tax Collector – Public Adm.**

