



Treasurer-Tax Collector Department



Vision

We Collect

We Bank

We Invest

We Serve



Mission

To effectively manage the financial resources of El Dorado County within our purview through efficient collections, daily banking, safe and sound investments and exceptional public service.



Current Year Budget

The Treasurer-Tax Collector's Department is projected to come in within budget for FY 20-21

	Budget	Projected	Difference
Revenues	\$ 2,052,289	\$ 2,052,289	\$ 0
Expenditures	\$ 3,121,823	\$ 3,121,823	\$ 0
Net County Costs (NCC)	\$ 1,069,534	\$ 1,069,534	\$ 0

Organizational Chart

19 FTEs

Treasurer-Tax Collector
Karen Coleman

ADMINISTRATION
2.37 FTE

Treasurer-Tax Collector 1.00
Asst. Treasurer-Tax Collector .25
Accounting Division Manager .27
Treasury Investment Analyst .15
Administrative Technician .50
Sr. Administrative Analyst .15
Fiscal Technician .05

TREASURY
3.8 FTE

Treasury Investment Analyst .85
Accounting Division Manager .15
Accountant/Auditor .15
Accountant I/II .90
Administrative Technician .50
Fiscal Technician 1.25

TAX
12.27 FTE

Asst. Treasurer-Tax Collector .75
Accountant I/II 1.10
Accounting Division Manager 1.55
Accountant/Auditor .82
Revenue Recovery Officer II 1.0
Sr. Revenue Recovery Officer .50
Sr. Administrative Analyst .85
Fiscal Technician 3.7
Sr. Fiscal Assistant 2.0

REVENUE RECOVERY
.56 FTE

Accounting Division Manager .03
Accountant/Auditor .03
Sr. Revenue Recovery Officer .50



Administration Division

- Enhancements to the Treasurer-Tax Collector Webpage
 - Online Customer Service
 - Fillable forms, FAQs, published email addresses, and the Customer Survey
- Policies, Procedures, and Forms
- Public Relations and Communications
- Accounting Activities
- Public Relations and Communications
- Procurement and Contracts
- HR/Facilities/IT Coordination



Administration Division Accomplishments

- Finalized and implemented a new fee schedule
- RFP/Contract for printing and mailing property tax bills
- Developed several new fillable forms for internal and external customers
- Reconfigured office for safety and efficiency



Administration Division Goals

- Redesign Department's webpage
- Implement document management/storage systems
- Continue to develop and revise fillable forms and standardized letters



Treasury Division

Banking Activities

- Deposits from County Departments, County Schools, County Fire Departments and Special Districts
- Daily bank reconciliations
- Process annual deposits ~ \$1.1Billion



Treasury Division (cont.)

Investment Activities

- Manage the Investment portfolio
- Daily cash flow analysis
- Monitoring investments for liquidity needs
- Purchases and draws



Treasury Division Accomplishments

- Updated the Investment Policy
- Implemented a new Cashiering System
- Upgraded the Investment Software



Treasury Division Goals

- Certify Investment Policy with the California Municipal Treasurer's Association
- Banking RFP and Contract



Tax Collector Division

Secured Property Taxes

- Tax bills mailed ~ 127,000
- Total Tax Due = ~ \$422M
- Estimate 99% collections ~ \$418M



Tax Collector Division (cont.)

Public Auction of Tax Defaulted Property

- Under California law, the Treasurer–Tax Collector may sell property at public auction after 5 years in default
- The primary purpose of a public auction is to collect the defaulted taxes and transfer the property into the hands of a party who will pay the taxes



Tax Collector Division (cont.)

Unsecured Taxes

- Tax bills mailed ~ 7,100
- Total Tax Due = \$7.1M
- Estimate 97 % Collections = \$6.9M



Tax Collector Division (cont.)

Unsecured Taxes

- Field visits resulted in ~\$138K in FY 19-20 and ~\$45K to date this fiscal year
- Business License Ordinance Enforcement
 - ~\$96K collected July – December

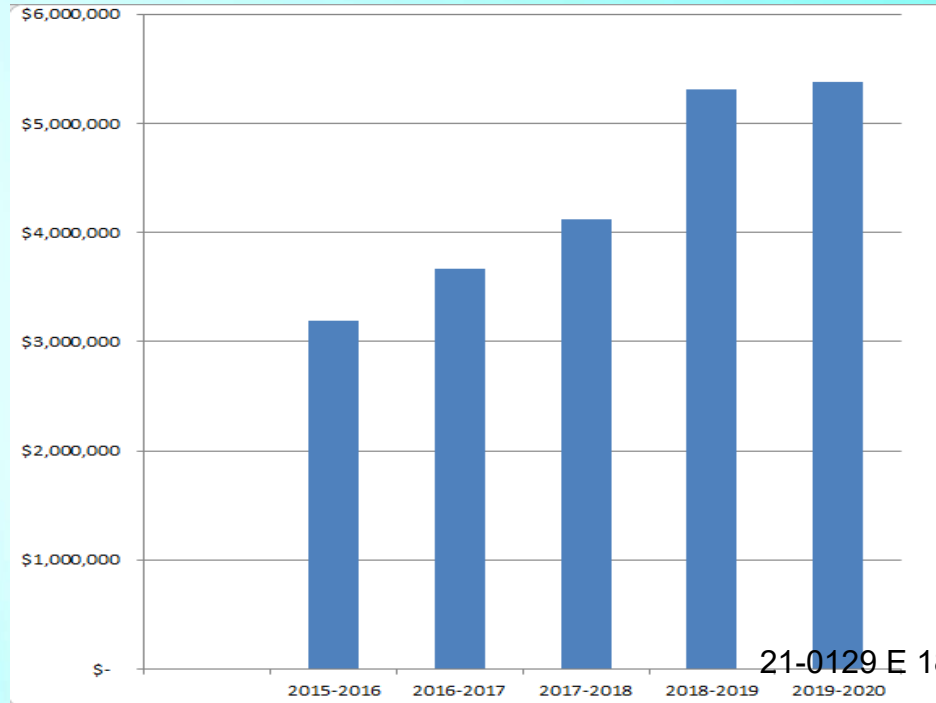


Tax Collector Division (cont.)

- FY 19/20 Transient Occupancy Taxes (TOT) collections hit an all time high of \$5.37 Million
- There are 1,046 licensed TOT filers who file 4,184 returns annually
- FY 20/21 to date TOT collected is \$3.1M

Tax Collection (cont.)

Transient Occupancy Tax Collection





Tax Collector Division (cont.)

- FY 20/21 Cannabis Activities Tax Collections to date ~\$398K
- Currently, the dispensaries in the unincorporated area of the County are making tax payments
- There is also one distributor with a Business License and making tax payments



Tax Collector Division (cont.)

Business Licenses

- County currently has 10,507 active business licenses
- Business licenses are renewed annually
- FY 20/21 business license revenue projected ~ \$598K



Tax Collector Division Accomplishments

- Assisted taxpayers in person, over the phone and online throughout the pandemic to collect the taxes that support the vital services provided throughout the County
- Implemented new Credit Card Vendor for Property Tax Payments
- Implemented Host Compliance Software and collected over \$238K in delinquent TOT



Tax Collector Division Goals

- Implement new Credit Card Vendor for TOT, Business Licenses and Cannabis Tax payments
- Contact and educate Cannabis Distributors on Business License and Tax payment requirements



Revenue Recovery Division

- Pursues monies owed to the County
- Corresponds and negotiates with debtors to settle accounts
- Annually discharges uncollectible accounts as prescribed by law



Revenue Recovery Division (cont.)

- 19/20 – received 480 referrals from County departments
- 19/20 – collected 717 payments totaling \$112K
- 20/21 – to date received 247 referrals from County departments to date
- 20/21 – to date collected 311 payments to date totaling \$106K



Revenue Recovery Division Accomplishments

- Implemented Franchise Tax Board Intercept

Revenue Recovery Division Goals

- Increase outreach and education regarding Collections Policy B-4



Departmental Goals

- It is the goal of this Department to collect taxes and other monies owed to the County effectively and efficiently
- It is the goal of this Department to continually look for cost savings and to work towards reasonable cost benefits
- It is the goal of this Department to utilize technology for maximum efficiency
- It is the goal of this Department to have a well-trained staff to serve the public
- It is the goal of this Department to ensure collaborative relationships and open communications with other Departments and the public