

13. Approve the Proposed 2025-26 Budget for Auditor-Controller-Treasurer-Tax Collector, including any supplemental materials, and take related actions, as outlined in the referenced budget documents, and as recommended by the County Executive Officer ()



County of Santa Cruz Board of Supervisors

Agenda Item Submittal

From: Auditor-Controller-Treasurer-Tax-Collector

Subject: Proposed 2025-26 Budget for Auditor-Controller-Treasurer-Tax Collector

Meeting Date: June 3, 2025

Formal Title: Approve the Proposed 2025-26 Budget for Auditor-Controller-Treasurer-Tax Collector, including any supplemental materials, and take related actions, as outlined in the referenced budget documents, and as recommended by the County Executive Officer

Recommended Actions

Approve the Proposed 2025-26 Budget for Auditor-Controller-Treasurer-Tax Collector, including any supplemental materials, as provided in the referenced budget documents:

- [Proposed Budget](#)
- [Continuing Agreements List](#)
- [Unified Fee Schedule](#)
- Presentation

Executive Summary

The Proposed 2025-26 Budget for the Auditor-Controller-Treasurer-Tax Collector supports eight divisions: Audit and Systems Management, Claims (Accounts Payable), General Accounting, Payroll Services, Property Tax Administration, Central Collections, Tax Collection Services, and Treasury Management, with funded staffing of 45 funded full-time equivalent positions.

Discussion

The mission of the Auditor-Controller-Treasurer-Tax Collector (ACTTC) is to ensure the fiscal integrity of the County's financial and tax records and provide service, assistance and information to the Public, Board of Supervisors, County Executive Office, County Departments and Employees, and Special Districts. Department and division operational objectives are shown in the Proposed 2025-26 Budget document and 2025-27 Operational Plan. Both are available online at: www.SCCVision.us

The ACTTC Proposed Budget includes negotiated salary and benefit increase as well as a change in facility charges to properly reflect the cost of facility services and utilities.

Staffing of 45.0 FTE positions is status quo for 2025-26.

Budgeted funding will continue to support ongoing staff work, including oversight of accounting functions, county-wide accounting policies and procedures; property tax collection and distribution; performing internal and external audits, maintaining custody of, managing, and investing County and other public agency money; and serving as the funds depository for County departments and other public entities.

Over the next fiscal year, the department will be focused primarily on implementation of the County's new Payroll and Human Resources system and expanding services at the South County Government Center. The Payroll and Human Resources project requires support from the Information Services Department and incurs Internal Service Fund

charges.

Financial Impact

The ACTTC Proposed Budget includes \$7,487,618 in expenditures offset by \$4,619,871 in revenues, and \$2,867,747 in General Fund contribution. This reflects a total expenditure increase of \$832,368 or 12.5% from the Fiscal Year 2024-25 Adopted budget.

Strategic Initiatives

Operational Plan - Operational Excellence

Submitted By:

Edith Driscoll, Auditor-Controller-Treasurer-Tax Collector

Recommended By:

Carlos J. Palacios, County Executive Officer

Artificial Intelligence Acknowledgment:

Artificial Intelligence (AI) did not significantly contribute to the development of this agenda item.



Auditor Controller-Treasurer-Tax Collector

2025-26

Proposed Budget



Edith Driscoll, Auditor-Controller-Treasurer-Tax Collector
June 3, 2025

Presentation Overview



Our Mission



How We are Organized



Budget Overview



Fiscal & Staffing Details



Federal/State risks & Emerging Issues



Request & Questions



Our Mission

To ensure the fiscal integrity of the County's financial and tax records and provide service, assistance and information to the Public, Board of Supervisors, County Executive Office, County Departments and Employees, and Special Districts.

Divisions & Services



GENERAL
ACCOUNTING



AUDIT AND
SYSTEMS



PAYROLL
SERVICES



ACCOUNTS
PAYABLE
(CLAIMS)



TAX COLLECTION
SERVICES



TREASURY
MANAGEMENT



PROPERTY TAX
ADMINISTRATION



CENTRAL
COLLECTIONS

Auditor–Controller–Treasurer–Tax Collector Summary of Proposed Budget

	2024-25 Adopted	2025-26 Proposed	Amount of Change	Percent Change
Revenues	\$3,987,070	\$4,619,871	\$632,801	15.9%
Expenses	\$6,655,250	\$7,487,618	\$832,368	12.5%
General Fund Contribution	\$2,668,180	\$2,867,747	\$199,567	7.5%
Funded Staffing	45.00	45.00	0.00	0%

Major Budget Changes from Adopted Revenues

	Amount	Title of change in revenue
↑	\$ 115,000	Tax Collection Fees – Based Upon trends and known changes
↑	\$ 465,000	Cost Allocation Plan Revenue
↑	\$ 50,000	Delinquent Unsecured Tax Fees – Based upon trends

Major Budget Changes from Adopted Auditor–Controller–Treasurer–Tax Collector Expenses

	Amount	Title of change in expenditure/expense
↑	\$ 277,000	Salaries and Benefits (negotiated increases/COLA)
↑	\$188,000	Professional Services (Consulting for HR/Payroll and additional increases to professional services contracts)
↑	\$ 300,000	ISD Consulting
↑	\$ 233,000	GSD Charges (Custodial, Warehouse, Purchasing, Utilities)
↓	\$ 116,000	Intra-Fund Transfers – Cost Allocation Plan Transfers In
↓	\$50,000	Fixed Assets

Emerging Issues

- **System Lifecycle Management:** The ACTTC is working on proactive system lifecycle management to ensure that key systems, such as Payroll, Aumentum (property tax), REVQ (defaulted debt collections), and others like Transient Occupancy Tax, Single-Use Cup tax, Cannabis Business Tax, and the Finance Enterprise system, are consistently maintained, updated, and replaced when necessary.
- **Human Capital Management (HCM):** The ACTTC is overseeing implementation of the HCM system in partnership with Personnel, which will streamline payroll, time tracking, benefits administration, and other key functions related to employee compensation.
- **Comprehensive Facilities Plan:** The ACTTC is developing a comprehensive facilities plan for divisions, specifically determining which divisions should be in South County, identifying appropriate facilities, and ensuring adequate staffing levels.
- **Manager Succession Planning:** The ACTTC is engaged in succession planning for managers approaching retirement eligibility, particularly considering constraints on hiring and reorganization due to budget limitations.

Auditor–Controller–Treasurer–Tax Collector

Approve the Proposed Budget for Auditor–Controller–Treasurer–Tax Collector, including any Supplemental Materials, which includes

- Revenues of \$4,619,871
- Expenses of \$7,487,618
- General Fund Contribution of \$2,867,747
- Staffing of 45.0 funded FTEs

