



COUNTY ADMINISTRATOR

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TO: Barbara Levin Bergman, Chair
Ways & Means Committee

THROUGH: Robert E. Guenzel
County Administrator

FROM: Catherine McClary, Washtenaw County Treasurer

DATE: April 16, 2008

SUBJECT: Administrative Coordinator to enhance revenue

BOARD ACTION REQUESTED:

The Treasurer proposes to increase General Fund revenues by replicating successful techniques that have increased collections. She requests the creation of a 1.0 FTE Administrative Coordinator position to be funded by additional General Fund revenues generated as a result of the position.

BACKGROUND:

The County Treasurer is a constitutional officer and follows statutory mandates when performing the duties of the Office. She is charged with sole responsibility for the deposit and investment of County funds (MCL48.40 and MCL 129.91 to 129.96), with the provision of tax searches (MCL 48.101), with the distribution of dog licenses (MCL287.261 to 287.290), and with the collection of Accommodation Ordinance excise taxes (MCL141.861 to 141.867).

DISCUSSION:

The County is facing increasingly greater financial constraints. The Treasurer believes this position will enable her Office to focus on increasing revenue collection in four areas: banking (specifically in the areas of reducing merchant license fees as a result of increased use of direct debits, increasing non-sufficient fund check and accounts receivable collections, and increasing Accommodation Ordinance excise tax compliance), tax searches, dog licensure and enforcement, and in private sector contributions to develop financial literacy. It is proposed that the position be funded from revenue derived from tax searches, dog licenses, and the County portion of the Accommodation Ordinance excise tax.

Furthermore, this position will provide administrative underpinnings on parity with other county-wide elected officials. All other county-wide elected officials have a similarly graded position specifically to provide administrative support to the Office. In addition, the position will permit the Treasurer to have sufficient staffing to coordinate and conduct financial literacy classes to the public in line with Commissioners goals to reduce tax and mortgage foreclosure. The Treasurer has already created additional revenue (\$5,500) with a partnership in the private sector to conduct financial survival

classes for the public and to teach a "train the trainer" symposium for social service professionals throughout the County.

This position conforms to County Guiding Principles to enhance revenue to ensure long term fiscal stability and to reduce the cost of conducting business. This position will enhance revenues from statutory mandated services: banking, tax searches, sale of dog licenses, collection of Accommodation Ordinance excise taxes, and collections governed by the General Property Tax Act. Future considerations of this position can be based on documented, data-driven increases in revenue.

IMPACT ON HUMAN RESOURCES:

This action would create one (1.0) FTE Administrative Coordinator position.

IMPACT ON BUDGET:

None; position projected to generate additional General Fund revenues to offset additional costs.

IMPACT ON INDIRECT COSTS:

Indirect costs are not included in this position creation.

IMPACT ON OTHER COUNTY DEPARTMENTS OR OUTSIDE AGENCIES:

All financial literacy classes are being taught currently in collaboration with other agencies: private sector, University, non-profit sector, and other County departments. We would continue these partnerships and expand them to additional agencies. Specifically, in partnership with MSU Extension, Housing Bureau for seniors, and banks and credit unions, we are developing "train the trainer" courses for social workers, front line intake staff, and other professionals serving Washtenaw County residents whose agencies have lost funding due to the economy.

CONFORMITY TO COUNTY POLICIES:

This proposal conforms to County policy, and meets the following Guiding Principles:
#1: Ensure long term fiscal stability for the County.

ATTACHMENTS/APPENDICES:

The resolution is attached.

A RESOLUTION AUTHORIZING THE CREATION OF ONE ADMINISTRATIVE COORDINATOR POSITION WITHIN THE WASHTENAW COUNTY TREASURER'S OFFICE TO SUPPORT REVENUE GENERATING OPERATIONS

WASHTENAW COUNTY BOARD OF COMMISSIONERS

May 7, 2008

WHEREAS, Washtenaw County is facing increasingly greater financial constraints; and

WHEREAS, the Treasurer has implemented successful tax collection programs that have increased revenue in order to meet County goals to prevent homelessness and retain affordable housing; and

WHEREAS, the Treasurer is responsible to perform duties mandated by State law including the deposit and investment of County funds (MCL48.40 and MCL 129.91 to 129.96), provision of tax searches (MCL48.101), distribution and sale of dog licenses (MCL 287.261 to 287.290), and the collection of Accommodation Ordinance excise taxes (MCL 141.861 to 141.867); and

WHEREAS the Board of Commissioners desires to enhance revenues for the General Fund in the areas of banking (increased non-sufficient funds and accounts receivable collections, increased use of direct debits), tax searches, dog licensure, and excise tax compliance; and

WHEREAS, the creation of a position for revenue enhancement will permit the Treasurer to have sufficient staffing to meet this goal; and

WHEREAS, tax and mortgage foreclosures are a serious and growing problem in all parts of Washtenaw County; and

WHEREAS, the Board of Commissioners supports financial literacy classes to educate the public on preventing foreclosure, budgeting, and credit repair; and

WHEREAS, this position would assist in the efforts to prevent tax and mortgage foreclosure by seeking grant funding and coordinating financial literacy classes; and

WHEREAS, the continuation of this position would be based on documented, data-driven increases in revenue; and

WHEREAS, this matter has been reviewed by the County Treasurer, Corporation Counsel, the Finance Department, Human Resources, the County Administrator's Office, and the Ways & Means Committee; and

NOW THEREFORE BE IT RESOLVED that the Washtenaw County Board of Commissioners hereby authorizes the creation of one Administrative Coordinator position to be located within Washtenaw County Treasurer's Office:

| Position # | Title | Grade | Group | Create |
|-------------------|----------------------------|-------|-------|--------|
| 2523- 0035 | Administrative Coordinator | 25 | 32 | 1.0 |