

TREASURER-TAX COLLECTOR

Mission

The Treasurer-Tax Collector's Department is responsible for maintaining and investing all monies deposited with the County and for the collection of property taxes, which include secured, unsecured, and supplemental. The Treasurer-Tax Collector's Department is also responsible for the collection of other referred debts owed the County through the Revenue Recovery Division.

Program Summaries

Treasurer-Tax Collector
Positions: 25 FTE

Total Appropriations: \$3,216,305
Net County Cost: \$1,311,196

Treasury

The Treasury is responsible for over one billion dollars deposited into the County Treasury each year. The Treasury maintains cash flow to meet the needs of the County and outside agencies, and invests the surplus funds. The Treasury is responsible for Bond collection and administration.

Tax Collector

The Tax Collector's Department is responsible for collecting secured, unsecured, and supplemental property taxes, collecting business license fees, transient occupancy tax in the unincorporated areas, and collecting delinquent and defaulted taxes. Additionally, the department is responsible for communicating tax roll information to the public, title companies, banks, mortgage companies, and other outside constituencies.

Revenue Recovery:

The Revenue Recovery Division collects amounts due the County. The revenues collected are allocated to the referring departments.

Fiscal Year 2007-08 Major Accomplishments

Enhance Customer Service

- Designed system to allow Taxpayers to conveniently pay current year property taxes on-line from the comfort of their own home or office.
- Designed web based Business License System that allows eighty percent of businesses to conveniently apply for a business license on-line

Improve Technology Efficiencies

- To gain efficiencies, documented property tax system processes.
- Reduced cost of warehouse records storage by implementing digital imaging.

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Fiscal Year 2007-08 Goals and Objectives

Enhance Customer Service

- Decrease “convenient fee” cost to taxpayer by implementing shopping cart concept for payment of current and defaulted property taxes.
- Provide additional benefits to business owners by implementing process to pay business license renewals on-line.

Chief Administrative Office Comments

The Proposed Budget for the Treasurer-Tax collector’s office is recommended at a Net County Cost of \$1,311,196, a decrease of \$66,891 from FY 2007-08.

The FY 2008 09 budget includes an overall increase in revenue of \$60,304. Revenue from the administration of the Hotel/Motel tax is increased by \$22,780. Business license revenues are expected to rise by \$20,000 based on FY 2007-08 actuals. Miscellaneous revenues are expected to increase by \$31,951 based on FY 2007-08 actuals. These increases are offset by reductions in Charges for Services and Operating Transfers in of \$11,964 and \$10,163, respectively.

This budget includes an overall appropriation reduction of \$6,587. A reduction in salary and benefits of \$49,253 is due mainly to the reduction of one FTE Departmental Systems Analyst through Board action in May, 2008. This position was added to the department in FY 2006-07 as a limited term position to work on several projects for the department. Services and Supplies are increasing by \$33,967, due mainly to an increase in the department’s General Liability cost applied charge of \$28,952.

Intrafund transfers are increasing by \$10,931. This due mainly to increased Information Technologies cost applied charges for Mainframe and Network.

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Personnel Allocations

Classification Title	2007-08 Adjusted Allocation	2008-09 Dept Request	2008-09 CAO Recm'd	Diff from Adjusted
Treasurer/Tax Collector	1.00	1.00	1.00	0.00
Accountant I/II	1.00	1.00	1.00	0.00
Accountant/Auditor	1.00	1.00	1.00	0.00
Accounting Division Manager	3.00	3.00	3.00	0.00
Assistant Treasurer/Tax Collector	1.00	1.00	1.00	0.00
Department Systems Analyst	0.00	0.00	0.00	0.00
Executive Secretary	1.00	1.00	1.00	0.00
Fiscal Assistant I/II	5.00	5.00	5.00	0.00
Fiscal Technician	5.00	5.00	5.00	0.00
Information Technology Departmental Specialist	1.00	1.00	1.00	0.00
Revenue & Recovery Officer I/II	3.00	3.00	3.00	0.00
Sr. Fiscal Assistant	1.00	1.00	1.00	0.00
Sr. Information Technology Department Coordinator	1.00	1.00	1.00	0.00
Supervising Accountant/Auditor	0.00	0.00	0.00	0.00
Treasury Quantitative Specialist	1.00	1.00	1.00	0.00
Department Total	25.00	25.00	25.00	0.00

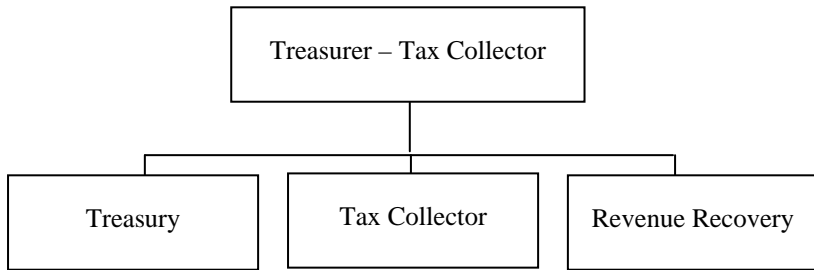
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Financial Information by Fund Type

FUND TYPE: 10 GENERAL FUND
 DEPARTMENT: 04 TREASURER / TAX COLLECTOR

		PRIOR YR ACTUAL	CURRENT YR APPROVED BUDGET	DEPARTMENT REQUEST	CAO RECOMMENDED BUDGET	DIFFERENCE
TYPE: R REVENUE						
CLASS	CLASS TITLE					
01	REV: TAXES	157,750	179,300	202,080	202,080	22,780
02	REV: LICENSE, PERMIT, & FRANCHISES	369,869	350,000	372,000	372,000	22,000
03	REV: FINE, FORFEITURE & PENALTIES	85,680	85,000	90,700	90,700	5,700
13	REV: CHARGE FOR SERVICES	946,992	971,800	959,836	959,836	-11,964
19	REV: MISCELLANEOUS	102,278	80,200	112,151	112,151	31,951
20	REV: OTHER FINANCING SOURCES	129,370	178,505	168,342	168,342	-10,163
TYPE: R	SUBTOTAL	1,791,940	1,844,805	1,905,109	1,905,109	60,304
TYPE: E EXPENDITURE						
CLASS	CLASS TITLE					
30	SALARY & EMPLOYEE BENEFITS	2,087,137	2,309,274	2,242,687	2,260,021	-49,253
40	SERVICE & SUPPLIES	412,179	528,494	533,509	562,461	33,967
50	OTHER CHARGES	618	2,238	2,175	400	-1,838
60	FIXED ASSETS	45,886	0	0	0	0
70	OTHER FINANCING USES	4,285	4,500	4,500	4,500	0
72	INTRAFUND TRANSFERS	342,265	393,592	403,761	404,523	10,931
73	INTRAFUND ABATEMENT	0	-15,206	-15,600	-15,600	-394
TYPE: E	SUBTOTAL	2,892,371	3,222,892	3,171,032	3,216,305	-6,587
FUND TYPE: 10	SUBTOTAL	1,100,431	1,378,087	1,265,923	1,311,196	-66,891
DEPARTMENT: 04	SUBTOTAL	1,100,431	1,378,087	1,265,923	1,311,196	-66,891

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Positions: 25