

ATTACHMENT 2

Overview of the Treasurer-Tax Collector-Public Administrator

Treasurer-Tax Collector-Public Administrator's Office

Description: The Treasurer-Tax Collector-Public Administrator is an elected official who is responsible for the safekeeping and investment of County, school, and special district funds and collection of all property taxes. The Treasurer Division makes investment decisions and transactions and functions like a bank for the County, Schools, and Special Districts. The Tax Collector Division is responsible for the billing and collection of property taxes, special assessments, Transient Occupancy Taxes, the San Luis Obispo County Tourism Business Improvement District Assessment, Business License fees, and Tobacco License fees. The Public Administrator Division is responsible for handling estates when no one of higher priority is willing or able.

Some of the responsibilities of the Treasurer-Tax Collector-Public Administrator are as follows:

- Printing, mailing, collecting, monitoring, and accounting for some 130,000 secured property bills, 9,500 unsecured property bills, and 5,000 supplemental tax bills resulting in over \$454 million in property taxes being collected for the benefit of San Luis Obispo County schools, cities, special districts, and the County.
- Managing a pooled portfolio of approximately \$600 million on behalf of San Luis Obispo County schools, special districts and the County.
- Providing banking services for all county departments, 14 school districts, 145 special districts, Cuesta Community College District, and the Courts.

Total Budget: \$3,136,994 (FY 2012-13 Adopted)

General Fund Budget: \$1,631,379 (FY 2012-13 Adopted)

Authorized Staffing Level: 29.0 FTE (FY 2012-13 Adopted; includes 1.0 FTE Limited Term allocation for the Property Tax System Modernization Project)

