The divisions of the Treasurer-Tax Collector-Public Administrator Department are Finance and Administration, Treasury, Property Taxes, Collections, and Public Assistance. The Treasurer-Tax Collector-Public Administrator Department has 53 positions with operations in Santa Barbara and Santa Maria, as well as satellite Veterans offices at the Calle Real complex and in Lompoc. The staff count equates to 49.5 full time equivalents, net of budgeted salary savings.

The emphasis of the Treasurer-Tax Collector-Public Administrator Department is the continuation and enhancement of the following services: investing public funds with the primary objective of preservation of principal; administering the County’s debt program; administering the County’s deferred compensation plan; collecting property taxes within the timeframes of the Government Code; collecting and processing payments collected on behalf of County departments, schools, and special districts; administering decedent estates and conservatorships; and administering State and Federal benefits for Veterans’ programs. Within each of the basic services provided, the Treasurer-Tax Collector-Public Administrator delivers programs that specifically address the County’s Strategic Plan through actions required by law or by routine business necessity.

The five divisions have the following objectives:

Finance and Administration
Provide budgetary and administrative activities, general accounting, debt administration, deferred compensation plan administration, and automation. Plan, coordinate and implement all information system applications (both hardware and software) for all divisions. Administer bonded indebtedness issued by the County or districts for the purpose of funding or refunding needed revenue, temporary borrowing, and special improvement/assessment bonds.

Treasury
Receive and steward, apply and pay out all monies belonging to the County, Schools and Special Districts, and all other monies as directed by law. Invest County, schools and special district funds not required for immediate expenditure. The investment of public funds must comply with State statutes and other legal constraints, with goals of preservation of public agency funds, protection of capital, maintenance of sufficient cash flow to meet daily warrant demands, and earning a market rate of return at minimum risk.

Property Taxes
Provide billing, collection, and maintenance of accounting records for all secured, supplemental, and unsecured property taxes levied by the taxing agencies within the County, and the collection and redemption of prior year secured delinquent taxes. Mail notices of delinquent taxes, publish Notice of Impending Default, sell delinquent property after five years at a public auction, and process tax roll corrections, cancellations and refunds. Provide assistance and response to taxpayer inquiries.

Collections
Provide for the collection of unsecured and delinquent unsecured tax payments, Public Health Department patient accounts, Probation/Court fines and restitution payments, Public Defender Legal Services accounts, Department of Social Services accounts, franchise fees, transient occupancy taxes, and miscellaneous accounts.

Public Assistance
Provide administration of State and local veterans’ programs and assist veterans and their dependents in filing claims for Veterans’ Administration and other federal benefits. Act as administrator/executor of a decedent’s estate, as required by Court appointment, provide services for the cremation of deceased indigents, and provide case management of conservatorships as appointed by the Courts for those physically or mentally unable to provide for their own personal needs of physical health, food, clothing, or shelter, or substantially unable to manage their own financial resources, resist fraud or undue influence.

To support an accessible, open and citizen friendly government, assist 100% of Santa Barbara County veterans seeking Veteran’s benefits per quarter. (Applies to approximately 90 veterans per each of the three regional offices)

To ensure the financial stability of the County, at a minimal risk, maximize the rate of return on invested County cash by achieving an average investment pool yield throughout the given Fiscal Year equal to, or greater than LAIF’s.
To ensure an efficient and responsive government, the County will maintain a productive workforce through a departmental Lost Time Rate of 4.9% or less.

To ensure an efficient and responsive government, the County will maintain a quality workforce through completing 95 - 100% of departmental Employee Performance Reviews (EPRs) by the Anniversary Due Date.

To promote the financial stability of the County, annually conduct 11 transient occupancy tax audits.
Sub-Divn 04: Bankruptcy
Obj: Research all incoming bankruptcy notices to determine if the debtor owes property taxes or other amounts to the County.

Sub-Divn 03: Supplemental
Obj: Billing, collection, and maintenance of accounting record for all supplemental, property taxes.

Program: Title from CCID
Number from CCID
Budget/GFC from CCID
(Financial Data by Prog)
FTE: CCID

To ensure financial stability of the County, annually complete 100% of approximately 50 proof of claim forms prior to the federal bankruptcy court's due date.

Bankruptcy
Program 2600
$37.9K / $37.9K
FTE: 0.4

To ensure the financial stability of the County, mail out secured tax bills by the requisite due dates as prescribed by the Government Code 100% of the time.

Secured Tax Collection
Program 2100
$810.4K / $346.1K
FTE: 5.3

To promote an efficient and responsive government, respond to 95% of approximately 40 supplemental inquiries from taxpayers (email or letter) received within 3 working days of receipt.

Supplemental Tax Collection
Program 2300
$148.6K / ($31.4)
FTE: 1.7

To ensure financial stability of the County, each collector II shall prepare a minimum of 90 field contacts (a contact will be defined as driving or walking to the debtor’s address or the asset location to effect payment) each fiscal year.

Unsecured Tax Collection
Program 2200
$227.8K / $163.2K
FTE: 2.4

To ensure the financial stability of the County, each collector II shall prepare a minimum of 250 legal documents per fiscal year to effect payment of unsecured taxes.

Division: # & Title from CCID
Cost Center Report
Budget/GFC from CCID
(Financial Data by Cost Ctr)

Sub-Divn: # & Name from Cost Center Report
Obj: from CCID Inventory
Program: Title from CCID
Number from CCID
Budget/GFC from CCID
(Financial Data by Prog)
FTE: CCID

Division # & Title from CCID
Cost Center Report
Budget/GFC from CCID
(Financial Data by Cost Ctr)

Program: Title from CCID
Number from CCID
Budget/GFC from CCID
(Financial Data by Prog)
FTE: CCID

Program: Title from CCID
Number from CCID
Budget/GFC from CCID
(Financial Data by Prog)
FTE: CCID
Divn 04 – Collections
$0.8M / $417.3K
FTE: 7.9

Sub-Divn 02: General Collections
Obj: Collect unsecured taxes and provide central collections services to County departments.

Sub-Divn 01: Business Licenses
Obj: Collect Business License fees and issue licenses, process all Bankruptcy claims.

Business License/Tax Program 2400
$63.6K / ($6.4K)
FTE: 0.7

General Collections Program 2500
$688.4K / $423.7K
FTE: 7.2

Veterans’ Services Program 7100
$311.4K / $264.9K
FTE: 3.2

Public Administrator Program 4100
$395.8K / $325.4K
FTE: 3.9

Divn 05 – Public Assistance
$1.5M / $1.2M
FTE: 16.4

Sub-Divn 02: Public Administrator
Obj: Provide decedent estate administration, cremation of deceased indigents.

Sub-Divn 01: Veterans’ Programs
Obj: Provide assistance to the County’s resident veterans.

Veterans’ Services Program 7100
$311.4K / $264.9K
FTE: 3.2

Public Administrator Program 4100
$395.8K / $325.4K
FTE: 3.9

Representative Payee Program 4210
$99.2K / $99.2K
FTE: 1.2

Public Guardian Program 4200
$727.5K / $507.5K
FTE: 8.1

To promote an efficient and responsive government, issue 100% of approximately 1,000 requested business licenses within 3 working days of satisfactory completion of the application process.

In order to promote an efficient and responsive government and to increase efficiency and revenue of collections, monthly prepare and mail 100% of approximately 1,000 license applications at least 30 days prior to the renewal date.

To support an accessible, open and citizen-friendly government, assist 100% of 270 Santa Barbara County veterans seeking Veteran’s benefits per quarter. (Applies to approximately 90 veterans per each of the three regional offices)

Process and close all 50 summary estates within one year, 95% of the time to promote an efficient and responsive government that provides efficient public administration services.

To promote efficient and responsive government and to provide efficient public administration services, conduct, complete and file Lanterman-Petris-Short (LPS) investigation report prior to the 30 day court hearing resulting in a more efficient and responsive government.

In order to ensure a high quality of life for all residents, distribute approximately 1,000 payments to conservatee clients error free and on time.

To promote an efficient and responsive government, open a probate investigation 100% of the time within 2 working days of each referral received.