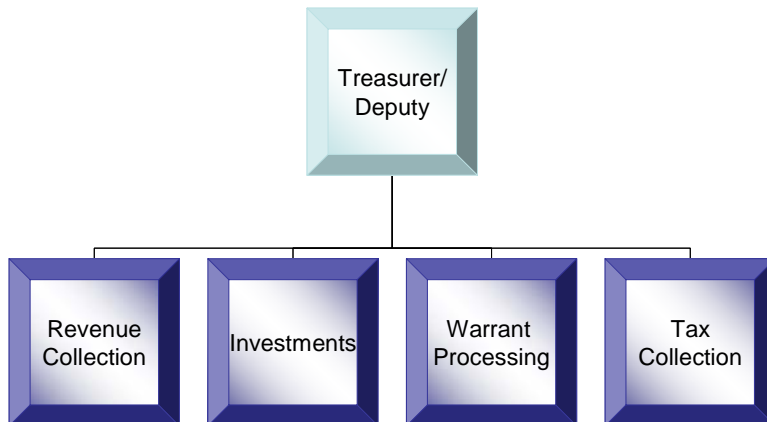


MISSION STATEMENT

To provide efficient, accurate and courteous services to all who have contact with the office; provide efficient and accurate cash management of all County funds; and timely collection of all property taxes.

ORGANIZATION



The department is managed by the County Treasurer. The County Treasurer is an elected office. The County Treasurer is the ex-officio property tax collector for the County.

SERVICES

**Tax Collections:** Collects and distributes property taxes for the state, County, cities and towns, community college districts, school districts and special districts that are levied in the County.

**Revenue Collection:** Collects all revenue for the above mentioned entities except for cities and towns.

**Warrant Processing:** On a daily basis, pays for warrants (checks) issued by the County, schools and special districts. Warrant processing also accounts for warrants by fund to determine cash balances.

**Investments:** Responsible for investing all funds on deposit for each entity. The investments are made with regard to safety of the investments, its liquidity and the earnings.

# TREASURER'S OFFICE



## STRATEGIC PLAN PERFORMANCE

### Performance Measure Actuals & Benchmarks - Treasurer

The following measures are departmental priorities identified in the County-wide Strategic Plan:

Department Goal: Measure:	Actual		Benchmarks		
	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012
<b>Provide a timely transfer process.</b>					
% of transfers processed through an automated process	0%	0%	50%	100%	100%
<b>To ensure investments are made with respect to the safety of the investments, liquidity and earnings.</b>					
Interest Investment Rates (%)					
Over / (Under) the US Treasury Bill Index	0.93 over	0.19 over	0.25 over	0.3 over	.35 over
<b>Provide for the efficient collection of tax revenue.</b>					
% of the General Fund tax levy collected	96.7%	97.5%	97.5%	97.5%	97.5%
<b>Provide for the timely distribution of revenues for all applicable jurisdictions.</b>					
% of revenue posted on the day it is received	100%	100%	100%	100%	100%
<b>Provide for the timely processing of warrants.</b>					
# of warrants being double-paid	6	10	0	0	0
<b>To provide e-government alternatives for people to transact business with the County.</b>					
% of customers who agree property tax information meets	65%	65%	67%	69%	71%

## EXPECTATIONS

### GENERAL:

#### ○ Customer satisfaction:

County Strategic Goal: Customer Satisfaction.

Objective: By the next survey, to have 90% or more of customers' rate Treasurer services as excellent or good.

Status: The 2008 Internal Services Departments survey showed that 84% rated the services as excellent or good.

Strategy: No changes in the department's budget are needed to achieve this objective.

### ACCOUNTING:

#### ○ Provide for a timely transfer process:

County Strategic Goal: County Resources.

Objective: Transition customers to using an automated transfer process to reduce processing time.

Status: The department's goal is to transition 50% of customers in FY09/10.

Strategy: Implement an automated transfer system.

### INVESTMENTS:

#### ○ To ensure investments are made with respect to the safety of the investments, liquidity and earnings:

County Strategic Goal: County Resources.

Objective: That interest investment rates exceed the U.S. Treasury Bill index.

Status: Rates are currently .19 over the index.

Strategy: Monitor changing market conditions and investment options while adhering to the County investment policy.



# TREASURER'S OFFICE

## EXPECTATIONS (CONCLUDED)

### REVENUE COLLECTION

- **Provide for the efficient collection of tax revenue:**  
County Strategic Goal: County Resources.  
Objective: Maximize the collection of the General Fund levy.  
Status: Currently, 97.5% of the levy is collected.  
Strategy: Continue sending delinquent notices and selling liens to encourage payment.

### TAX COLLECTION

- **Provide e-government alternatives for people to transact business with the County:**  
County Strategic Goal: Customer Satisfaction.  
Objective: Increase the % of customers who agree that the availability of property tax information meets their needs.  
Status: 65% of customers agree.  
Strategy: Publicize yumacountytaxbills.com through channel 77, mailings, the County webpage and press releases.

### WARRANT PROCESSING

- **Provide for the timely processing of warrants:**  
County Strategic Goal: County Resources.  
Objective: To reduce the double payment of warrants.  
Status: Approximately 10 warrants are double paid.  
Strategy: Explore possible school district implementation of Positive Pay.

## INITIATIVES NEW FOR 2010

This is a continuation budget this fiscal year. There are no major new initiatives, programs or additional resources.

## INITIATIVES PRIOR YEAR STATUS

### Investment Income:

- Earn income for all pool participants exceeding the U.S. Treasury bill index.

**Status:** Earned income is currently .93% above the U.S. Treasury bill index.

### Tax Collections:

- To collect 96% of the current year's property tax levy by June 30.

**Status:** Currently collecting 97.5%.

# TREASURER'S OFFICE



## STAFFING LEVELS

### Authorized Positions by Major Function

	2006-07	2007-08	2008-09	2009-10
Tax collection	7.10	7.10	7.10	7.10
Revenue collection	1.20	1.20	1.20	1.20
Warrant processing	1.00	1.00	1.00	1.00
Investments	0.70	0.70	0.70	0.70
<b>Total</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>

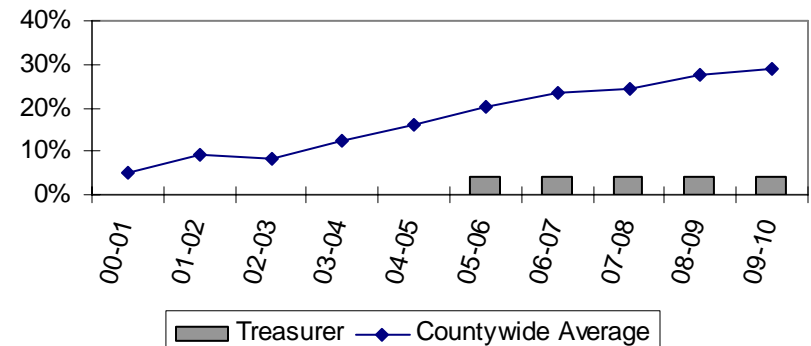
### Authorized Positions by Classification

	2006-07	2007-08	2008-09	2009-10
Treasurer	1.00	1.00	1.00	1.00
Deputy Treasurer	1.00	1.00	1.00	1.00
Accountant II	2.00	2.00	2.00	2.00
Account Clerk III	3.00	3.00	3.00	3.00
Account Clerk II	2.00	2.00	3.00	3.00
Account Clerk I	1.00	1.00	0.00	0.00
<b>Total</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>

There is no change in staffing levels for fiscal year 2009-10.

The County Treasurer is an elected official. All of the other employees are regular County employees. Grant funds are not typically available for functions performed by the County Treasurer's Office.

**Treasurer's Growth in Positions Compared to  
FY00 Base Yr. - All Funds**  
(No agency changes in years without gray bars)



The Treasurer's Office has grown 4.2% since fiscal year 1999/00. This is lower than the "County average" of 28.8%. The department housed 9.6 positions in fiscal year 1999-00.



# TREASURER'S OFFICE

## FUNDING LEVELS

**Revenues:** General fund support is at the level needed for General Fund expenditures. There is no change from the FY08/09 in Special Revenues.

**Personnel:** There are no substantial changes in this fiscal year.

**Supplies and services:** The net increase from FY08/09 is comprised of an FY08/09 Non-Departmental set-aside for Printing & Microfilming moving into the department's budget this year.

**Capital outlay:** There is no capital outlay budget for this fiscal year.

	<u>Actual 2006-07</u>	<u>Actual 2007-08</u>	<u>Budget 2008-09</u>	<u>Estimate 2008-09</u>	<u>Budget 2009-10</u>	<u>% Change</u>
<b>Sources</b>						
General Revenue	\$ 645,701	\$ 638,137	\$ 710,862	\$ 687,517	\$ 726,062	2.14%
Special Revenue	22,111	23,388	12,500	8,308	12,500	0.00%
Balance Forward	127,381	79,618	63,328	103,006	111,314	75.77%
<b>Total Sources</b>	<b>795,193</b>	<b>741,143</b>	<b>786,690</b>	<b>798,831</b>	<b>849,876</b>	<b>8.03%</b>
<b>Uses</b>						
Personnel	556,502	548,259	604,462	571,429	604,230	-0.04%
Supplies & Services	78,477	89,558	161,400	116,088	176,832	9.56%
Capital Outlay	80,596	320	-	-	-	N/A
Debt Service	-	-	-	-	-	N/A
Reserves & Contingencies	-	-	20,828	-	68,814	230.39%
Transfers In & Out	-	-	-	-	-	N/A
<b>Total Uses</b>	<b>\$ 715,575</b>	<b>\$ 638,137</b>	<b>\$ 786,690</b>	<b>\$ 687,517</b>	<b>\$ 849,876</b>	<b>8.03%</b>
Other Restricted	\$ 79,618	\$ 103,006	\$ -	\$ 111,314	\$ -	N/A