

# TAX COLLECTOR

The Leon County Tax Collector’s Office provides efficient, accurate, and convenient tax collection and distribution services to taxpayers, business, and taxing authorities in a fair, friendly, courteous and professional manner, by maintaining a professionally trained staff of employees and integrating the use of technology and innovation into the process to promote more efficient operations and provide alternative methods of collection and distribution.

## PROGRAM HIGHLIGHTS

1. Acquired and implemented the use of an automated high speed remittance processor for more efficient “mail-in” payment processing.
2. Acquired and implemented in conjunction with the remittance processor a digital archive and retrieval system for efficient storage of records.
3. Acquired and working to develop and implement a backbone software product for a more flexible and automated business software operating system.
4. Expanded service capacity for the public and business users while enhancing security features at remodeled or relocated Customer Service Centers.
5. Began the process of cross training Customer Service Representatives in the performance of all Tax Collector services.
6. Implemented ACH accounting procedures for enhanced efficiency and reduction in paper processing.

## ADVISORY BOARD

NONE

## SUMMARY OF KEY STATUTORY RESPONSIBILITIES

Florida Statutes, Chapters 192, 197, 218, 319, 320 and 322,.

## SUMMARY OF KEY SERVICE FUNCTIONS

1. Collect all authorized property taxes and fees within Leon County.
2. Efficiently distribute the collected taxes and fees to the appropriate authorities in accordance with law.
3. To perform responsibilities and provide services to people and businesses in a fair, efficient and courteous fashion.
4. To effectively perform as agents of the Florida Department of Highway Safety and Motor Vehicles and the Florida Fish and Wildlife Conservation Commission.

## PERFORMANCE MEASUREMENTS

	FY 99/00	FY 00/01	FY 01/02	FY 02/03
	Actual	Actual	Estimate	Target
1) Account for payments and fees that are made by people and business on a daily basis.	TBA	TBA	TBA	TBA
2) Distribute collected revenues to appropriate govern. entities in a timely fashion and in accordance with laws, regulations and policies.	TBA	TBA	TBA	TBA
3) Mail notice of taxes and non ad-valorem assessments to property owners and busines w/in 20 days after receipt of certified tax roll.	TBA	TBA	TBA	TBA
4) Reduce customer wait times at Customer Service Centers by promoting use of "mail-in" or internet payments of taxes and fees.	TBA	TBA	TBA	TBA

# Tax Collector

ACCOUNT NUMBER: XXX-513-586

## FY 2002/2003 THRU FY 2006/2007 FINANCIAL & STAFFING SUMMARY

<b>STATE*</b>	FY 00/01	FY 01/02	FY 02/03	FY 03/04	FY 04/05	FY 05/06	FY 06/07
<b>BUDGET</b>	Actual	Adopted	Budget	Planned	Planned	Planned	Planned
Personnel	\$3,510,225	\$3,799,032	\$3,855,853	\$3,971,529	\$4,090,674	\$4,213,395	\$4,339,797
OPERATING	784,039	1,052,219	1,041,992	1,073,252	1,105,449	1,138,613	1,172,771
Capital Outlay	98,405	52,250	83,200	85,696	88,267	90,915	93,642
<b>TOTAL</b>	<b>\$4,392,669</b>	<b>\$4,903,501</b>	<b>\$4,981,045</b>	<b>\$5,130,476</b>	<b>\$5,284,391</b>	<b>\$5,442,922</b>	<b>\$5,606,210</b>
<b>STAFFING</b>							
Full Time	85.00	85.00	85.00	85.00	85.00	85.00	85.00

<b>COUNTY**</b>	FY 00/01	FY 01/02	FY 02/03	FY 03/04	FY 04/05	FY 05/06	FY 06/07
<b>BUDGET</b>	Actual	Adopted	Budget	Planned	Planned	Planned	Planned
General Fund	\$2,735,854	\$2,854,301	\$2,968,470	\$3,057,524	\$3,149,250	\$3,243,727	\$3,341,039
Stormwater Fund		12,900	13,420	13,823	14,237	14,664	15,104
Fire MSTU	28,590	36,000	37,440	38,563	39,720	40,912	42,139
Landfill Oper. Fund	22,168	22,000	22,880	23,566	24,273	25,002	25,752
<b>TOTAL</b>	<b>\$2,786,612</b>	<b>\$2,925,201</b>	<b>\$3,042,210</b>	<b>\$3,133,476</b>	<b>\$3,227,481</b>	<b>\$3,324,305</b>	<b>\$3,424,034</b>
<b>STAFFING</b>							
Full Time	85.00	85.00	85.00	85.00	85.00	85.00	85.00

### FY 2003/2004 THRU FY 2006/2007 NOTES:

\*The Leon County Tax Collector is a "Fee Collector" and is therefore funded through various statutorily established percentages tied to state fees and local taxes collected. The Tax Collector receives its primary funding from the State. The state budget is shown for presentation purposes only.

\*\*The County portion of the budget is 61%. The County's budget is based on estimated tax rate valuations and expected revenues from taxes and non-ad valorem assessments collected by the Tax Collector.