

DESCRIPTION OF SERVICE: Personal Contact

Legal Authority: Revenue & Taxation Code 3704.7, 3698.5, 4112(a)(4); Government Code 54985

R & T 3704.7, 3698.5, 4112(a)(4); GC 54985 Provides that the tax collector may charge a fee to reimburse the County for costs incurred providing the owner with personal notification of the proposed tax sale and apprising him or her of their redemption rights.

Steps in Performing:

1. Drive to owner occupied property to discuss ramifications of an auction sale of the property
2. Post required notice on property
- 3 Complete proof of service to document the contact

Volume: Varies greatly from year to year.

3 Hours average staff time

Cost to Perform:

Personal Contact

Direct Salaries & Benefits	
Financial Office Pro II	\$ 37
Property Tax Manager	75
Hourly Productive Rate	112
Plus: Indirect Expenditures (32.51%)	37
	149
	x 1.5 hours
Avg Cost	<u>\$ 223.53</u>
Proposed Fee:	<u>\$ 220.00</u>
Current Fee:	\$0.00