

Attachment 5

**Staff Time Costs Placed on the Tax Roll**

March - Code technician runs a report for unpaid costs

30 Days

April - Intent to Collect letters are created and sent to debtors

30 Days

May - BOS resolution and supporting documents are created and entered into Legistar

30 Days

June - BOS approves the resolution to place debts onto the tax roll

30 Days

July - A direct charge form is created based on reported debts

30 Days

August - Unpaid costs are placed onto the tax roll

- Costs account for staff time or costs incurred by the County during the case  
- If costs are paid at anytime before BOS approval of the resolution, they will not be placed on the tax roll