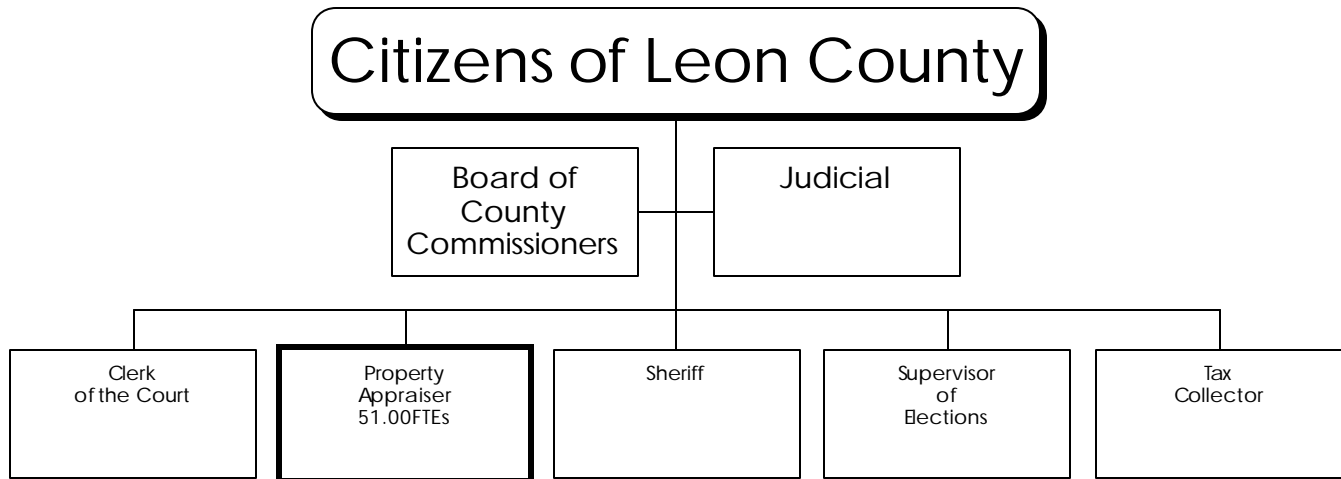


# CONSTITUTIONAL OFFICERS

## Property Appraiser

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# PROPERTY APPRAISER

To assess all property located within Leon County according to the laws of the State of Florida, thereby assuring all property owners with a fair and equitable taxing structure.

## PROGRAM HIGHLIGHTS

1. Corrected inequities and collected accurate measurements for all residential properties.
2. Established professional reviews of agricultural properties.
3. Succeeded in making the office more user-friendly and records more accessible.
4. Accepted and maintained the parcel layer for the enterprise GIS.
5. Implemented the Low-Income Senior exemption, processing approximately 1,896 detailed senior applications.

## ADVISORY BOARD

NONE

## SUMMARY OF KEY STATUTORY RESPONSIBILITIES

Florida Statute, Chapter 192.091 and Florida Statute, Chapter 195.087, Chapters 193, 194, 196, 197, 200

## SUMMARY OF KEY SERVICE FUNCTIONS

1. Assess all property located within Leon County.
2. Provide effective and efficient service to the citizens of Leon County.
3. Administers all exemptions and classifications.
4. Provides Tax Roll for all taxing authorities.
5. Administer Truth In Millage (TRIM) process.

## PERFORMANCE MEASUREMENTS

	FY 00/01	FY 01/02	FY 02/03	FY 03/04
	Actual	Actual	Estimate	Target
1) To assure that every parcel of property in Leon County is assessed on a basis that is fair and in accordance with the laws of the State of Florida.	100%	100%	100%	100%
2) To continue to increase training for employees and institute the latest appraisal technologies where economically feasible.	100%	100%	100%	100%
3) Number of Homestead Exemptions	50,707	51,343	52,032	N/A
4) Number of Senior Exemptions	*0	1,896	1,942	N/A

\*Senior Exemptions were not in place during FY 00/01

FY 2003/2004 THRU FY 2007/2008 FINANCIAL & STAFFING SUMMARY

	FY 01/02 Actual	FY 02/03 Adopted	FY 03/04 Budget	FY 04/05 Planned	FY 05/06 Planned	FY 06/07 Planned	FY 07/08 Planned
<u>OPERATING</u>							
Personnel	\$2,297,189	\$2,463,107	\$2,856,001	\$2,941,681	\$3,029,931	\$3,120,829	\$3,214,454
Operating	545,205	473,870	489,496	504,181	519,306	534,885	550,932
Capital Outlay	105,409	84,100	89,700	92,391	95,163	98,018	100,958
Reserves	7,500	7,500	7,500	7,725	7,957	8,195	8,441
TOTAL	\$2,955,303	\$3,028,577	\$3,442,697	\$3,545,978	\$3,652,357	\$3,761,928	\$3,874,786
<u>STAFFING</u>							
Full Time	44.00	46.00	51.00	51.00	51.00	51.00	51.00
O.P.S.							

FY 2003/2004 PROGRAM CHANGES & NOTES:

This program is recommended at an increased funding level. These recommendations are:

1. Includes 5 new positions: (1) Commercial Analyst, (2) Exemption Clerk/Spec, (1) Land Appraiser and (1) TPP Appraiser. \$165,030.

FY 2004/2005 THRU FY 2007/2008 PLANNED INITIATIVES & NOTES:

There are no program changes requested in the outyears with the exception of anticipated routine salary and wage adjustments.

# PROPERTY APPRAISER

ACCOUNT NUMBER: 001-512-586

## PROGRAM EXPENDITURE DETAIL

Object		FY 01/02	FY 02/03	FY 03/04 Requested			FY 03/04 Budget		
<u>Code</u>	<u>Account Description</u>	<u>Actual</u>	<u>Adopted</u>	<u>NIJ</u>	<u>Change</u>	<u>Total</u>	<u>NIJ</u>	<u>Change</u>	<u>ARB</u>
51100	Executive Salaries	\$113,986	\$116,769	\$119,382		\$119,382	\$119,382		\$119,382
51200	Salaries & Wages	1,562,492	1,679,171	1,779,281	126,000	1,905,281	1,779,281	126,000	1,905,281
51300	Other Salaries	68,120	70,160	\$72,000		72,000	\$72,000		72,000
52100	FICA Taxes	133,462	142,758	\$150,756	9,639	160,395	\$150,756	9,639	160,395
52200	Retirement	144,537	144,354	\$184,296	8,946	193,242	\$184,296	8,946	193,242
52300	L & H Insurance	266,278	301,022	\$377,156	20,445	397,601	\$377,156	20,445	397,601
52400	Workers' Comp	8,314	8,873	\$8,100		8,100	\$8,100		8,100
TOTAL PERSONAL SERVICES		\$2,297,189	\$2,463,107	\$2,690,971	\$165,030	\$2,856,001	\$2,690,971	\$165,030	\$2,856,001
53100	Prof. Services	115,800	103,800	98,800		98,800	98,800		98,800
53400	Other Contract Svcs.	10,000	11,500	10,000		10,000	10,000		10,000
54000	Travel & Per Diem	16,893	17,891	18,480		18,480	18,480		18,480
54100	Communication	15,000	15,450	15,450		15,450	15,450		15,450
54200	Postage	87,176	79,660	82,684		82,684	82,684		82,684
54400	Rentals & Leases	122,511	96,774	92,784		92,784	92,784		92,784
54500	Insurance	5,824	6,328	6,328		6,328	6,328		6,328
54600	Repair & Maint.	50,866	44,732	52,720		52,720	52,720		52,720
54700	Printing & Binding	32,000	13,000	13,000		13,000	13,000		13,000
54900	Other Current Chg.	21,000	13,000	14,500		14,500	14,500		14,500
55100	Office Supplies	12,000	15,000	15,800		15,800	15,800		15,800
55200	Operating Supplies	26,000	30,000	38,000		38,000	38,000		38,000
55400	Bks, Pubs, & Memb.	6,350	7,350	10,450		10,450	10,450		10,450
55401	Training	23,785	19,385	20,500		20,500	20,500		20,500
TOTAL OPERATING EXPENSES		\$545,205	\$473,870	\$489,496		\$489,496	\$489,496		\$489,496
56400	Mach. & Equip.	105,409	84,100	89,700		89,700	89,700		89,700
TOTAL CAPITAL OUTLAY		\$105,409	\$84,100	\$89,700		\$89,700	\$89,700		\$89,700
59000	Res. For Contingency	7,500	7,500	7,500		7,500	7,500		7,500
TOTAL RESERVES		\$7,500	\$7,500	\$7,500		\$7,500	\$7,500		\$7,500
PROGRAM TOTAL		\$2,955,303	\$3,028,577	\$3,277,667	\$165,030	\$3,442,697	\$3,277,667	\$165,030	\$3,442,697

**PROPERTY APPRAISER**

ACCOUNT NUMBER: 001-512-586

PROGRAM STAFFING DETAIL

<u>STAFFING TABLE</u>	FY 01/02	FY 02/03	FY 03/04 Requested			FY 03/04 Budget		
	<u>Actual</u>	<u>Adopted</u>	<u>NIT</u>	<u>Change</u>	<u>Total</u>	<u>NIT</u>	<u>Change</u>	<u>ARB</u>
Accounting Services Sprvsr.	1.00	1.00	1.00		1.00	1.00		1.00
Adm. Spv/Sec Specialist	2.00	2.00	2.00		2.00	2.00		2.00
Agricultural Supervisor	1.00	1.00	1.00		1.00	1.00		1.00
Asst. Property Appraiser	1.00	1.00	1.00		1.00	1.00		1.00
Chief Dep. Appraisal Services	1.00	1.00	1.00		1.00	1.00		1.00
Commercial Anlst/Appraisers	2.00	3.00	3.00	1.00	4.00	3.00	1.00	4.00
Cstmr Svc/Exemptions Supv	1.00	1.00	1.00		1.00	1.00		1.00
Data Entry Operators	2.00	2.00	2.00		2.00	2.00		2.00
Director Information Tech.	1.00	1.00	1.00		1.00	1.00		1.00
Director Management Svs	1.00	1.00	1.00		1.00	1.00		1.00
Director of Real Estate	1.00	1.00	1.00		1.00	1.00		1.00
Exemption Clerk/Spec/Invstgtr	5.00	6.00	6.00	2.00	8.00	6.00	2.00	8.00
GIS Coordinator	1.00	1.00	1.00		1.00	1.00		1.00
GIS Specialists	3.00	3.00	3.00		3.00	3.00		3.00
Land Appraiser/Sales Qualif	2.00	2.00	2.00	1.00	3.00	2.00	1.00	3.00
Land Supervisor	1.00	1.00	1.00		1.00	1.00		1.00
NAL Supervisor	1.00	1.00	1.00		1.00	1.00		1.00
Network Systems Specialist	1.00	1.00	1.00		1.00	1.00		1.00
Program Analyst	1.00	1.00	1.00		1.00	1.00		1.00
Property Appraiser	1.00	1.00	1.00		1.00	1.00		1.00
Real Estate Appraisers	7.00	7.00	7.00		7.00	7.00		7.00
Real Estate Title/NAL File Mgr.	2.00	2.00	2.00		2.00	2.00		2.00
Supervisor Field Operations	1.00	1.00	1.00		1.00	1.00		1.00
TPP Appraisers/Auditors	4.00	4.00	4.00	1.00	5.00	4.00	1.00	5.00
	44.00	46.00	46.00	5.00	51.00	46.00	5.00	51.00