

**PROPERTY APPRAISER'S OFFICE  
SUMMARY**

**MISSION STATEMENT:**

The Brevard County Property Appraiser, an independently elected charter officer, determines the value of all real and tangible personal property within the County and maintains all records related to such valuations; administers and approves applications for homestead and other exemptions as well as agricultural classifications. The Property Appraiser also calculates the proposed taxes for the State of Florida's Truth in Millage notices after the tentative millages have been set by the taxing authorities. The Property Appraiser's duties are prescribed by State Statutes with oversight and budget approval by the Florida Department of Revenue. Charges to support the Property Appraiser's budget, as provided by law, are based on a pro-rata basis for all authorities that levied a tax during the preceding fiscal year. The School Board and municipalities are excluded from this charge for services by Florida Statutes. The effect of the Florida Statutes is that the County, particularly the General Fund, provides a large portion of the charges for the Property Appraiser's Office that would otherwise be provided by the School Board and municipalities. The Property Appraiser also provides data sharing and services allowing for the uniform method of levying and collecting non-ad valorem assessments levied by the County for real property.

**PROGRAMS AND SERVICES:**

**ACCOMPLISHMENTS, INITIATIVES, TRENDS AND ISSUES AND SERVICE LEVEL IMPACTS:**

***Property Appraiser's Office:***

- Provide quality service to the public
- Promote accuracy, taxpayer equity, accountability, transparency and professionalism
- Acknowledge the ongoing economic challenges in Brevard County and the State of Florida by thorough challenging personnel, operating and capital expenditures and focusing future needs
- Move the Office forward by embracing new best practices, process improvements, personnel development and investment in the technology and training necessary to perform the work with which the Office is tasked.

**Personnel Expenses:**

Personnel expenses decrease by -1.6% (\$118,880). Offsetting the reduction is a contingency reserve representing a 2.0% increase (\$121,688) in payroll. The contingency increase matches the current budget plan for employees of the Brevard County Board of County Commissioners. Funded positions remain level at 101, following significant reductions in multiple prior years. The Office has pursued management consolidations in several departments as management vacancies occur and sought efficiencies wherever reasonable. The result is a "flatter" organization with lower personnel expense for a continued high level of service delivery. The Office intends to mirror the total cost of any county

pay improvement plan, should the Brevard County Board of County Commissioners adopt such a plan. The overall reduction in personnel expenses is comprised of the following major components:

- (\$138,448) reduction in regular wages and benefits as positions are adjusted and through our continuous process to optimize staff and organization structure
- \$121,668 in contingency funding to mirror the County's pay increase program, including salary and benefits, with no change in employer health insurance for the upcoming fiscal year
- \$13,815 increase in Special Pay to fund leave payouts associated with scheduled retirements during the year

#### Operating Expenses:

Operating expenses increase by \$7,198 (0.5%). The overall change in operating expenses is comprised of the following major components:

- (\$20,987) decrease in Appraisal Services to remove the startup costs of a multi-year change analysis service and workflow management platform initiated in F Y 2018-2019 that will dramatically improve productivity of field staff and appraisers
- \$15,782 increase in budgeted legal expenses, adjusting to the current trend. This represents a \$116,929 (59%) annual reduction in legal expenses for this current administration since F Y 2013
- \$15,844 increase in data processing (E D P) maintenance
- (\$14,626) decrease in training as the office continues to bring training in-house when possible to manage expenses

#### Capital Expenses:

Budgeted capital expenses are zero, matching the prior year budget, versus \$382,712 expended F Y 2015-2016. The Office has finished the following projects:

- Funding multi-year C A M A system replacement, totaling \$1.6 million, with savings gains from organizational restructuring and contract administration
- Desktop computer replacement cycle and subsequent refresh of hard drives and monitors. A new replacement cycle has begun and is funded by mid-year savings, if available
- Converting the Office's network servers to Virtual Machines, reducing 24 servers to 3. It is anticipated that replacement server hardware will be leased in future years to level hardware expenses over multiple years
- Acquisition of portable computing tablets to develop remote data entry and access capabilities for Field Operations and other field personnel

#### Technology:

As new leadership arrived in January 2013, the major technology platforms in the Office were dangerously outdated, unstable, difficult to maintain, woefully inefficient to use, or some combination of all factors. Some major initiatives that have recently been completed include:

- Conversion of current C A M A (internally developed, circa 1982) to Patriot Properties

Assess Pro V 5.0 system, the first assessment roll has been successfully processed and submitted to Florida Department of Revenue, efforts continue to consolidate systems and improve processes within the new C A M A environment

- Deployment of new desktop computer systems, with double and triple monitor setups as needed by data- and mapping-intensive staff. A new P C replenishment cycle is scheduled for future years to maintain technological strengths
- Deployment of new website and corresponding Internet and Mapping servers with redundancy, this is an effort that is continuing into F Y 2019-2020 as an existing staff task with no new capital. Internet website hosting was successfully moved to a third party during the prior year
- Complete review of full cycle of technology subscriptions and services to ensure compliance with Office purchasing policies and/or maximize use of State, Federal or other public entity negotiated agreements

Conclusion:

B C P A O presents a responsible, well-considered budget request that proposes minimal financial change over the current fiscal year, though our processes continue to improve and efficiencies continue to grow. This budget reflects major internal changes in personnel and systems to promote stability and quality in the Office's operation for many years to come. This stable budget request recognizes the local funding pressures in Brevard County. B C P A O administration has made painful, but necessary, reductions in staffing and continues to challenge every contract or expense the Office bears. The Office will be challenged in future budgets by continuing increases in health insurance and retirement expenses, as well as market pressure to fund an inflation-sensitive compensation plan as the employment market continues to strengthen.

**PROPERTY APPRAISER'S OFFICE: SUMMARY**

<b>Property Appraiser's Office Revenue &amp; Expense Category</b>	<b>Actual F Y 2017-2018</b>	<b>Final Budget F Y 2018-2019</b>	<b>Adopted Budget F Y 2019-2020</b>	<b>Difference</b>	<b>% Change</b>
Taxes Revenue	\$0	\$0	\$0	\$0	0.00%
Permits, Fees & Special Assessments Revenue	\$0	\$0	\$0	\$0	0.00%
Intergovernmental Revenue	\$0	\$0	\$0	\$0	0.00%
Charges for Services Revenue	\$0	\$0	\$0	\$0	0.00%
Fines and Forfeits Revenue	\$0	\$0	\$0	\$0	0.00%
Miscellaneous Revenue	\$0	\$0	\$0	\$0	0.00%
Statutory Reduction	\$0	\$0	\$0	\$0	0.00%
<b>Total Operating Revenues</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>
Balance Forward Revenue	\$0	\$0	\$0	\$0	0.00%
Transfers - General Revenue	\$2,032,068	\$2,078,376	\$2,099,160	\$20,784	1.00%
Transfers - Other Revenue	\$0	\$0	\$0	\$0	0.00%
Other Finance Source Revenue	\$0	\$0	\$0	\$0	0.00%
<b>Total Non-Operating Revenues</b>	<b>\$2,032,068</b>	<b>\$2,078,376</b>	<b>\$2,099,160</b>	<b>\$20,784</b>	<b>1.00%</b>
<b>TOTAL REVENUES</b>	<b>\$2,032,068</b>	<b>\$2,078,376</b>	<b>\$2,099,160</b>	<b>\$20,784</b>	<b>1.00%</b>
Compensation and Benefits Expense	\$0	\$0	\$0	\$0	0.00%
Operating Expense	\$0	\$0	\$0	\$0	0.00%
Capital Outlay Expense	\$0	\$0	\$0	\$0	0.00%
<b>Operating Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>
C I P Expense	\$0	\$0	\$0	\$0	0.00%
Debt Service Expense	\$0	\$0	\$0	\$0	0.00%
Reserves-Operating Expense	\$0	\$0	\$0	\$0	0.00%
Reserves - Capital Expense	\$0	\$0	\$0	\$0	0.00%
Reserves - Restricted Expense	\$0	\$0	\$0	\$0	0.00%
Grants and Aid Expense	\$0	\$0	\$0	\$0	0.00%
Transfers Expense	\$2,025,668	\$2,078,376	\$2,099,160	\$20,784	1.00%
<b>Total Non-Operating Expenses</b>	<b>\$2,025,668</b>	<b>\$2,078,376</b>	<b>\$2,099,160</b>	<b>\$20,784</b>	<b>1.00%</b>
<b>TOTAL EXPENDITURES</b>	<b>\$2,025,668</b>	<b>\$2,078,376</b>	<b>\$2,099,160</b>	<b>\$20,784</b>	<b>1.00%</b>

**PROPERTY APPRAISER'S OFFICE: BUDGET VARIANCES**

<b>Property Appraiser's Office Revenue and Expense Category</b>	<b>Variance</b>	<b>% Variance</b>	<b>Explanation</b>
Taxes Revenue	\$0	0.00%	
Permits, Fees & Special Assessments Revenue	\$0	0.00%	
Intergovernmental Revenue	\$0	0.00%	
Charges for Services Revenue	\$0	0.00%	
Fines and Forfeits Revenue	\$0	0.00%	
Miscellaneous Revenue	\$0	0.00%	
Statutory Reduction	\$0	0.00%	
Balance Forward Revenue	\$0	0.00%	
Transfers - General Revenue	\$20,784	1.00%	
Transfers - Other Revenue	\$0	0.00%	
Other Finance Source Revenue	\$0	0.00%	
Compensation and Benefits Expense	\$0	0.00%	
Operating Expense	\$0	0.00%	
Capital Outlay Expense	\$0	0.00%	
Grants and Aid Expense	\$0	0.00%	
C I P Expense	\$0	0.00%	
Debt Service Expense	\$0	0.00%	
Reserves-Operating Expense	\$0	0.00%	
Reserves - Capital Expense	\$0	0.00%	
Reserves - Restricted Expense	\$0	0.00%	
Transfers Expense	\$0	0.00%	