

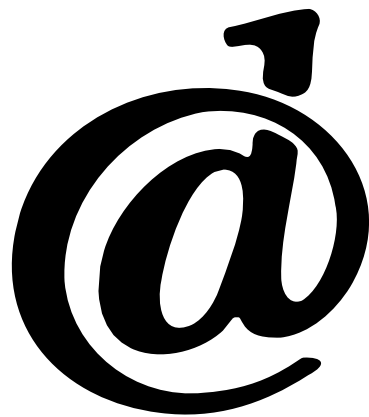


**DALLAS CENTRAL  
APPRAISAL DISTRICT**

**2007 - 2008**

**PROPOSED BUDGET**

# **BUDGET OVERVIEW**



**2007 - 2008**

**PROPOSED BUDGET**

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# Dallas Central Appraisal District

## 2007/2008 Proposed Budget

### Budget Comparison

### Executive Summary

	<b>2006/2007</b>	<b>2007/2008</b>
	<b>Approved</b>	<b>Proposed</b>
<b>BUDGET EXPENDITURES:</b>		
Salaries & Wages	\$12,234,417	\$12,714,880
Auto Expense	613,366	646,864
Supplies & Materials	775,719	841,382
Operational Services	124,520	37,200
Maintenance of Structure	438,066	399,906
Maintenance of Equipment	356,448	326,770
Contractual Services	154,339	259,590
Sundry Expenses	226,357	287,330
Insurance & Benefits	3,417,801	3,570,288
Professional Services	1,868,884	1,735,415
Capital Expenditures	163,523	140,400
Technology Development	0	0
Contingency	0	0
Total Expenditures	\$20,373,440	\$20,960,025
<b>REVENUE SOURCES:</b>		
Entity Allocations (Local Support)	\$19,531,171	\$20,055,448
Special Assessment Income	472,248	501,179
Rendition Fees	314,319	300,000
Investment Proceeds	19,000	55,000
Other Income	36,702	48,398
Total Revenues	\$20,373,440	\$20,960,025



**2007/2008  
PROPOSED BUDGET  
OVERVIEW**

The 2007/2008 Proposed Budget is highlighted in the attached document as follows:

1. The 2007/2008 Proposed Budget of \$20,960,025 reflects an increase of \$586,585 or a 2.88% increase over the 2006/2007 Approved Budget of \$20,373,440.
2. The Proposed Budget notes the same number of positions as in 2006/2007 at 255 employees. The budget notes personnel by departments/divisions as follows:
  - **Office of Chief Appraiser Department.** The divisions has ten (10) positions in the department and includes the Chief Appraiser's Office, the Community Relations Officer, Human Resources, and the Quality Control Section.
  - **Administrative Services Department.** The divisions included in this department are Administration, Finance/Purchasing, Customer Services, Appeals and Support, Building Services and the Appraisal Review Board (ARB). There are thirty-four (34) employees in this department and seventy-five (75) ARB members.
  - **Legal Services Department.** The division included is the office of Legal Services totaling four (4) employees in this department. The Property Records/Exemptions Division was moved from this department into the Appraisal Services Department for this fiscal year.
  - **Information Technology (IT) Department.** The divisions included are the Information Technology and the Geographic Information System (GIS) Division. There is a total of thirty-two (32) employees in this department..
  - **Appraisal Services Department.** This department includes the divisions of Central Appraisal, Residential, Commercial, Business Personal Property, and Property Records/Exemptions totaling one hundred seventy-five (175) employees in this department. As noted, the Property Records/Exemptions Division was moved into this Department for this fiscal year. This was to better utilize the resources in this department.
3. The Proposed Budget sets a 4.00% merit increase and structure adjustment for District employees with full time salaries and wages. This figure is tied directly to the average salary/merit increases and adjustments given by the taxing entities in 2006/2007. Last year the District received a total of 3.75% in merit increases. No cost of living adjustments are budgeted.
4. Overtime costs include funds for appraisal staff conducting legally required after hours informal and formal hearings with property owners during the ARB process. Funds are also included for the Appeals and Support Division during the the ARB process and for the processing of deeds and updating exemptions in Property Records/Exemptions.

5. Contract Labor includes funds for temporary services for the Business Personal Property verification and leased equipment projects, for temporary clerical help during the ARB process in the Appeals and Support Division, and for off-duty police officers used during the ARB process.
6. Other increases and decreases in the Proposed Budget are noted as follows:

**Auto Expenses** increased slightly over last year due to increasing the auto allowance expense for appraisal personnel only from \$500 to \$525 per month.

**Supplies and Materials** increased over last year's budget primarily in the category of Postage and Software. Postage costs are for the mailing of appraisal and ARB notices with anticipated postage increases. Increases were noted in Printing and Computer Supplies. Software was increased for Microsoft Office upgrades. Office Equipment Expense decreased for furniture and equipment.

**Operational Services** is the District's telephone communication system. Decreases in costs were noted for the pay off of the telephone lease agreement and for a change in telephone service providers.

**Maintenance of Structure** shows a slight decrease. Electricity costs were decreased slightly due to rate changes under the P3 Public Power Pool with Sempra Energy. HVAC System Maintenance was slightly decreased due to maintenance contracts on the new equipment.

**Maintenance of Equipment** decreased slightly in line items PC Maintenance and Software Maintenance. However the PC Maintenance does include maintenance funds on twenty-three scanners. Also included are funds for replacement and upgrades to PC's and for new SPSS software.

**Contractual Services** increased in Lease of Equipment for the lease payments on 105 pen pad field devices and the 23 new scanners. No funds were budgeted last fiscal year for lease programs for the pen pad computers and the scanners as these were paid for from existing technology funds.

**Sundry Expenses** increased in Training, Dues and Subscriptions and Travel. Increase in Dues and Subscriptions was for subscription fees for CompStar Comps and internet hookups. The largest expense is new management training and instructional costs for required courses with the BTPE for appraiser certification and also for SQL training programs for IT staff.

**Insurance and Benefits** increased in Group Medical for the fully insured benefit plan through United Healthcare. Retirement increased due to the proposed merit pay increase for employees. Group Benefits captures only the premium payments for all ancillary insurance programs and Medicare Tax is based on percentage of employees salaries who are required to be covered in this program.

**Professional Services** decreased overall from last year due to the expense of Binding Arbitration being reduced due to better historical data for this new item. Increases did occur in Consultants, ARB Compensation and Legal Services were increased for case support and attorney services in other litigation. ARB Compensation increased for the number of days in the hearing process.

**Capital Expenditures** notes an overall slight decrease from the current budget. Funds are budgeted for Equipment in the IT Department for for the purchase of the following items: Dell 1955 Blade Server, Dell 685 Server, Dell Tape Library, 3COM 550 EI and Redundant Kits, and McData FC Switches, HBA and Cables.

**Technology Development, Capital Improvement, and Contingency** includes no requested or budgeted funds for this fiscal year.

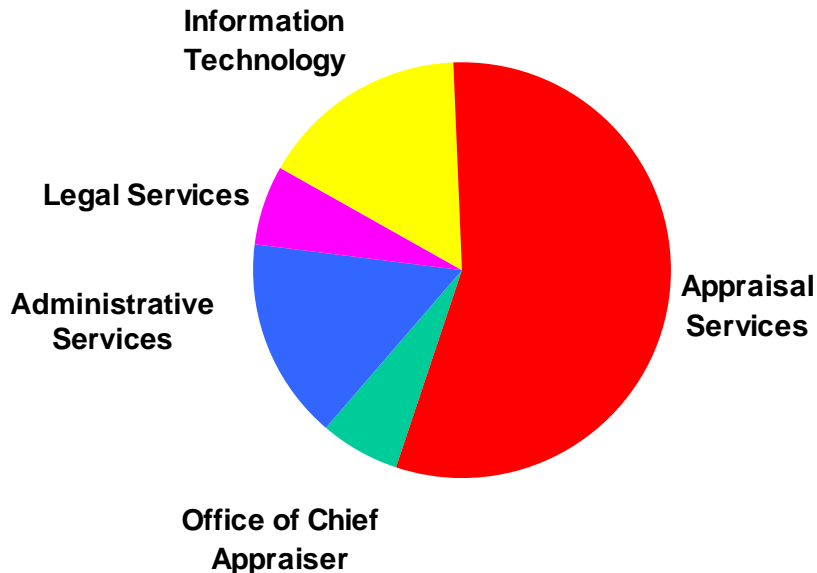
# Dallas Central Appraisal District

## Proposed Areas Of Change

	2006/2007	2007/2008	Increase or	Percent
	<u>Approved</u>	<u>Proposed</u>	<u>Decrease</u>	<u>Variance</u>
<b>BUDGET EXPENDITURES:</b>				
Salaries & Wages	\$12,234,417	\$12,714,880	\$480,463	3.9%
Auto Expense	613,366	646,864	33,498	5.5%
Supplies & Materials	775,719	841,382	65,663	8.5%
Operational Services	124,520	37,200	(87,320)	-70.1%
Maintenance of Structure	438,066	399,906	(38,160)	-8.7%
Maintenance of Equipment	356,448	326,770	(29,678)	-8.3%
Contractual Services	154,339	259,590	105,251	68.2%
Sundry Expenses	226,357	287,330	60,973	26.9%
Insurance & Benefits	3,417,801	3,570,288	152,487	4.5%
Professional Services	1,868,884	1,735,415	(133,469)	-7.1%
Capital Expenditures	163,523	140,400	(23,123)	-14.1%
Technology Development	0	0	0	0.0%
Contingency	0	0	0	0.0%
Total Expenditures	<u>\$20,373,440</u>	<u>\$20,960,025</u>	<u>\$586,585</u>	<u>2.88%</u>

# 2007/2008

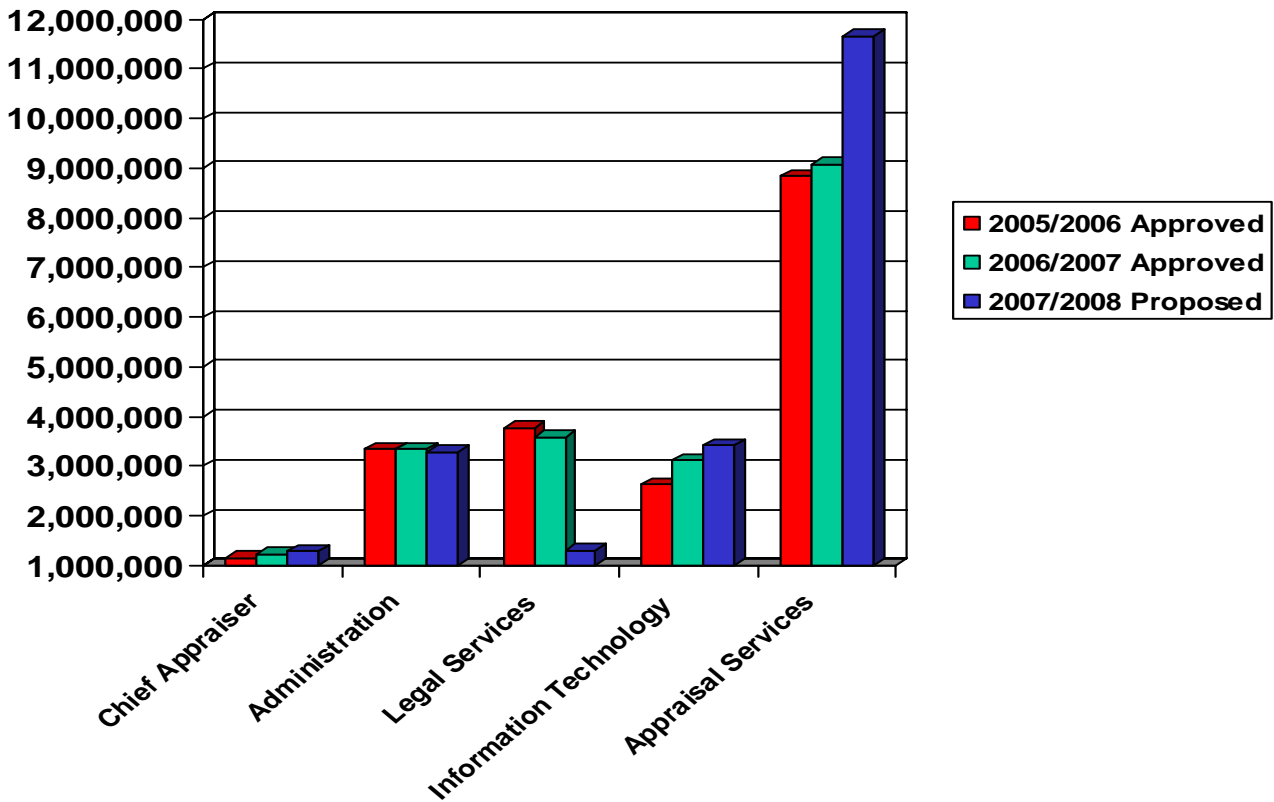
## Budget By Department



<u>Department</u>	<u>Budget Total</u>	<u>Percent</u>
Office of Chief Appraiser	\$1,292,158	6%
Administrative Services	3,279,959	16%
Legal Services	1,314,679	6%
Information Technology	3,421,894	16%
Appraisal Services	11,651,335	56%
<b>Total</b>	<b>\$20,960,025</b>	<b>100%</b>

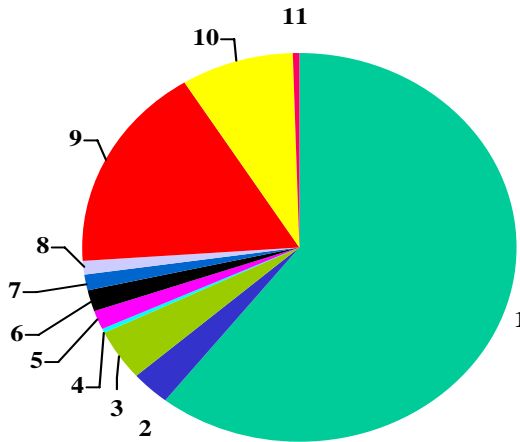
## Dallas Central Appraisal District Budget Comparison

<u>Category</u>	<u>2005/06 Approved</u>	<u>2005/06 Actual</u>	<u>2006/07 Approved</u>	<u>2007/08 Proposed</u>
Consolidated				
Office of Chief Appraiser	1,157,211	1,688,332	\$1,241,963	\$1,292,158
Consolidated				
Administrative Services	3,340,099	3,847,273	3,340,087	3,279,959
Consolidated				
Legal Services	3,774,551	3,518,221	3,594,740	1,314,679
Consolidated				
Information Technology	2,633,015	2,705,467	3,124,275	3,421,894
Consolidated				
Appraisal Services	8,841,950	8,498,293	9,072,375	11,651,335
Contingency	100,000	0	0	0
<b>Total</b>	<b><u>\$19,846,826</u></b>	<b><u>\$20,257,586</u></b>	<b><u>\$20,373,440</u></b>	<b><u>\$20,960,025</u></b>



# 2007/2008

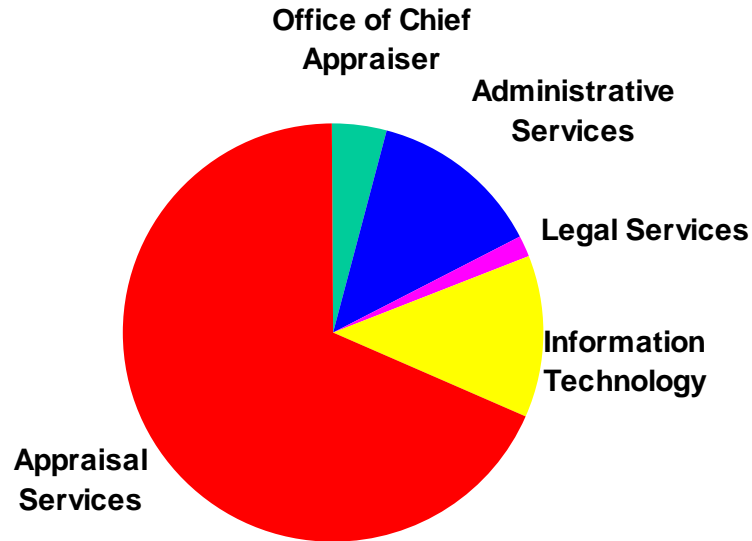
## Budget By Category



<u>Division</u>	<u>Budget Total</u>	<u>Percent</u>
1 Salaries & Wages	\$12,714,880	60.7%
2 Auto Expenses	646,864	3.1%
3 Supplies & Materials	841,382	4.0%
4 Operational Services	37,200	0.2%
5 Maintenance of Structure	399,906	1.9%
6 Maintenance of Equipment	326,770	1.6%
7 Contractual Services	259,590	1.2%
8 Sundry Expenses	287,330	1.4%
9 Insurance & Benefits	3,570,288	17.0%
10 Professional Services	1,735,415	8.3%
11 Capital Expenditures	140,400	0.6%
<b>Total</b>	<b>\$20,960,025</b>	<b>100%</b>

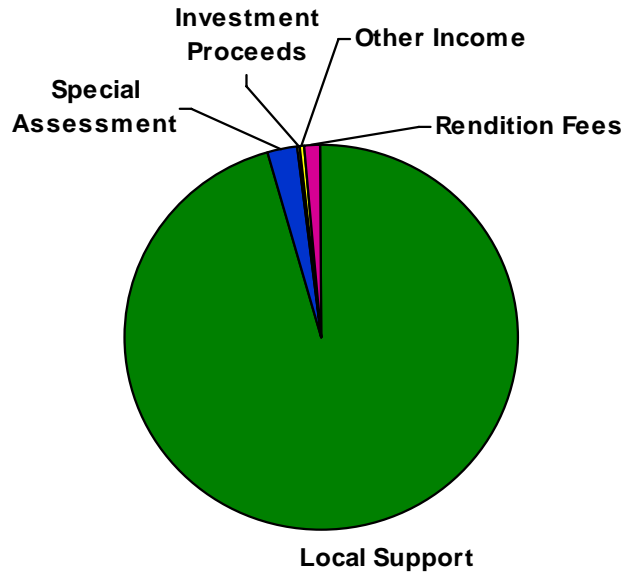
# 2007/2008

## Personnel Breakdown



<u>Department</u>	<u>Number of Personnel</u>	<u>Percent</u>
Office of Chief Appraiser	10	4%
Administrative Services	34	13%
Legal Services	4	2%
Information Technology	32	13%
Appraisal Services	<u>175</u>	<u>68%</u>
<b>Total</b>	<b>255</b>	<b>100%</b>

# 2007/2008 Revenue Resources



<u>Source</u>	<u>Amount</u>	<u>Percent</u>
Local Support	\$20,055,448	95.7%
Special Assessments	501,179	2.4%
Rendition Fees	300,000	1.4%
Investment Proceeds	55,000	0.3%
Other Income	48,398	0.2%
<b>Total</b>	<b>\$20,960,025</b>	<b>100%</b>

## 2007/2008

### PROPOSED BUDGET ALLOCATIONS

	<u>2006/2007</u> <u>Allocation</u>	<u>2007/2008</u> <u>Proposed</u> <u>Allocation</u>	<u>Increase or</u> <u>(Decrease)</u>	<u>% Change</u>
<b>County/County-wide</b>				
<b>Special Districts:</b>				
Dallas County	2,640,740	2,687,941	47,201	1.79%
D.C.H.D.	3,135,801	3,191,851	56,050	1.79%
D.C.C.D.	533,627	579,016	45,389	8.51%
<b>Subtotal</b>	<b>6,310,168</b>	<b>6,458,808</b>	<b>148,640</b>	<b>2.36%</b>
<b>Non-County-Wide</b>				
<b>Special Districts:</b>				
Dallas URD	133,368	155,880	22,512	16.88%
Coppell MUD 1	0	0	0	0.00%
Valwood Imp. Authority	25,419	24,798	(621)	-2.44%
Irving FCD 1	2,029	2,633	604	29.77%
Irving FCD 3	17,406	18,108	702	4.03%
Dallas FCD1	15,130	17,336	2,206	14.58%
Gr. Prairie Metro URD	1,846	1,743	(103)	-5.58%
Lancaster MUD #1	40	654	614	1535.00%
Northwest FCD	4,984	5,189	205	4.11%
<b>Subtotal</b>	<b>200,222</b>	<b>226,341</b>	<b>26,119</b>	<b>13.05%</b>

# PROPOSED BUDGET ALLOCATIONS

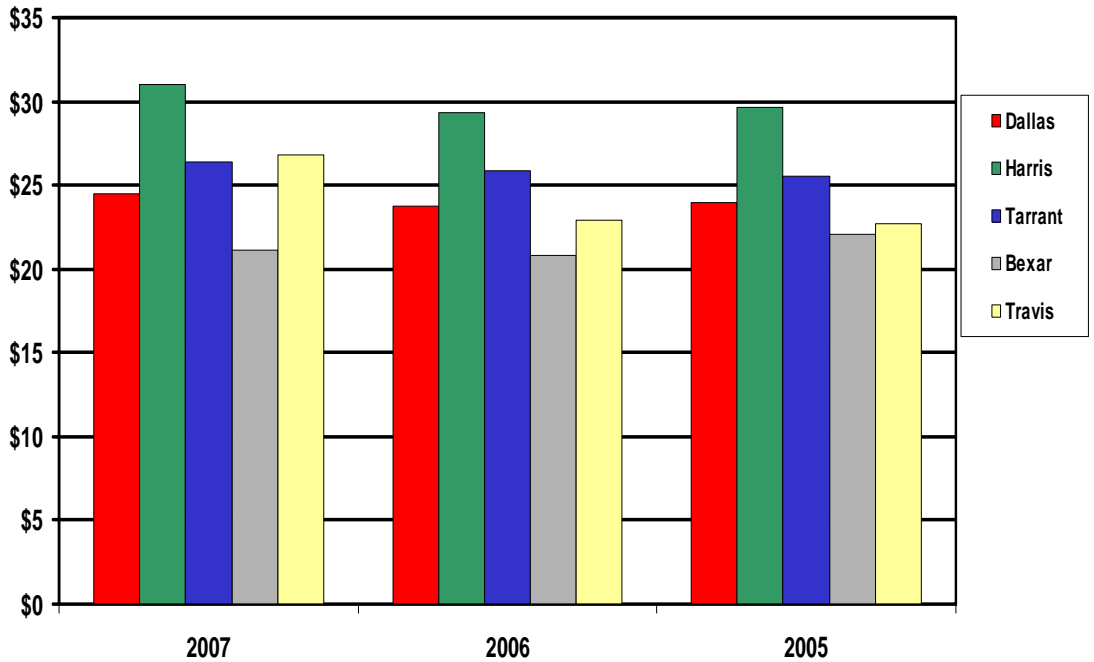
	<u>2006/2007</u>	<u>2007/2008</u>		
	<u>Allocation</u>	<u>Proposed</u>	<u>Increase or</u>	<u>% Change</u>
		<u>Allocation</u>	<u>(Decrease)</u>	
<b>Cities:</b>				
Addision	61,719	65,742	4,023	6.52%
Balch Springs	15,469	17,468	1,999	12.92%
Carrollton	128,847	132,005	3,158	2.45%
Cedar Hill	71,914	80,563	8,649	12.03%
Cockrell Hill	2,363	2,587	224	9.48%
Coppell	117,226	124,584	7,358	6.28%
Dallas	2,169,132	2,350,218	181,086	8.35%
DeSoto	83,281	90,711	7,430	8.92%
Duncanville	55,996	57,780	1,784	3.19%
Farmers Branch	75,957	82,669	6,712	8.84%
Garland	301,854	324,838	22,984	7.61%
Glenn Heights	6,953	8,544	1,591	22.88%
Grand Prairie	126,874	138,844	11,970	9.43%
Highland Park	33,867	37,764	3,897	11.51%
Hutchins	3,945	4,693	748	18.96%
Irving	351,034	390,941	39,907	11.37%
Lancaster	42,461	48,173	5,712	13.45%
Mesquite	165,742	180,178	14,436	8.71%
Richardson	146,953	166,921	19,968	13.59%
Rowlett	87,500	92,897	5,397	6.17%
Sachse	18,203	19,394	1,191	6.54%
Seagoville	10,840	12,555	1,715	15.82%
Sunnyvale	8,086	9,526	1,440	17.81%
University Park	61,758	65,401	3,643	5.90%
Wilmer	1,797	2,206	409	22.76%
<b>Subtotal</b>	<b>4,149,771</b>	<b>4,507,202</b>	<b>357,431</b>	<b>8.61%</b>

# PROPOSED BUDGET ALLOCATIONS

	<u>2006/2007</u> <u>Allocation</u>	<u>2007/2008</u> <u>Proposed</u> <u>Allocation</u>	<u>Increase or</u> <u>(Decrease)</u>	<u>% Change</u>
<b>School Districts:</b>				
Carrollton/F.B.	814,391	809,066	(5,325)	-0.65%
Cedar Hill	155,181	163,320	8,139	5.24%
Coppell	364,253	367,550	3,297	0.91%
Dallas	3,713,330	3,708,174	(5,156)	-0.14%
DeSoto	131,149	142,376	11,227	8.56%
Duncanville	201,581	205,218	3,637	1.80%
Garland	728,488	726,324	(2,164)	-0.30%
Grand Prairie	249,652	254,864	5,212	2.09%
Highland Park	436,000	446,128	10,128	2.32%
Irving	519,549	522,386	2,837	0.55%
Lancaster	86,177	93,780	7,603	8.82%
Mesquite	389,790	394,387	4,597	1.18%
Richardson	1,029,839	973,883	(55,956)	-5.43%
Sunnyvale	26,377	29,111	2,734	10.37%
Wilmer/Hutchins	0	0	0	0.00%
Dallas County Schools	25,253	26,530	1,277	5.06%
<b>Subtotal</b>	<b>8,871,010</b>	<b>8,863,097</b>	<b>-7,913</b>	<b>-0.09%</b>
<b>Outside Dallas County:</b>				
Coppell	1,549	1,671	122	7.88%
Cedar Hill	1,595	1,894	299	18.75%
Dallas	239,210	241,935	2,725	1.14%
Glenn Heights	2,763	3,413	650	23.53%
Garland	676	736	60	8.88%
Mesquite	26	20	(6)	-23.08%
Grand Prairie	100,880	116,051	15,171	15.04%
Rowlett	15,147	15,945	798	5.27%
Seagoville	30	27	(3)	-10.00%
Carrollton	110,372	119,487	9,115	8.26%
<b>Subtotal</b>	<b>472,248</b>	<b>501,179</b>	<b>28,931</b>	<b>6.13%</b>
<b>Grand Total</b>	<b>20,003,419</b>	<b>20,556,627</b>	<b>553,208</b>	<b>2.77%</b>

# APPRAISAL DISTRICT COMPARISONS

	2007	Real	Personal	Total	Cost Per Parcel		
	<u>Budget Amount</u>	<u>Property</u>	<u>Property</u>	<u>Parcels</u>	<u>2007</u>	<u>2006</u>	<u>2005</u>
Dallas Central Appraisal District	\$20,960,025	754,996	101,524	856,520	\$24.47	\$23.74	\$23.97
Harris Central Appraisal District	\$46,777,911	1,300,702	205,125	1,505,827	\$31.06	\$29.31	\$29.66
Tarrant Appraisal District	\$17,805,057	625,372	50,105	675,477	\$26.36	\$25.84	\$25.53
Bexar Appraisal District	\$12,698,319	556,000	44,000	600,000	\$21.16	\$20.79	\$22.04
Travis Central Appraisal District	\$9,929,300	332,526	37,354	369,880	\$26.84	\$22.92	\$22.69



\*Information provided by Property Tax Division

## APPRAISAL DISTRICT EMPLOYEE COMPARISONS

<b>Appraisal District</b>	<b>2007 Budget</b>	<b>Total Parcels</b>	<b>Number of Employees</b>	<b>Parcels per Employee</b>	<b>Number of Appraisers</b>	<b>Parcels per Employee</b>
<b>Dallas Central Appraisal District</b>	<b>\$20,960,025</b>	<b>856,520</b>	<b>255</b>	<b>3,359</b>	<b>93</b>	<b>9,210</b>
<b>Harris Central Appraisal District</b>	<b>\$46,777,911</b>	<b>1,505,827</b>	<b>561</b>	<b>2,684</b>	<b>241</b>	<b>6,248</b>
<b>Tarrant Appraisal District</b>	<b>\$17,805,057</b>	<b>675,477</b>	<b>210</b>	<b>3,217</b>	<b>82</b>	<b>8,238</b>
<b>Bexar Appraisal District</b>	<b>\$12,698,319</b>	<b>600,000</b>	<b>151</b>	<b>3,974</b>	<b>67</b>	<b>8,955</b>
<b>Travis Central Appraisal District</b>	<b>\$9,929,300</b>	<b>369,880</b>	<b>112</b>	<b>3,303</b>	<b>45</b>	<b>8,220</b>

## 2005 BUDGET/LEVY COMPARISON

	2005 Tax Levy	2005-2006 Budget Amount	2005 Cost As % Of Levy
Dallas Central Appraisal District	\$3,819,451,621	\$19,872,073	0.52
Harris Central Appraisal District	\$5,513,193,668	\$41,330,947	0.75
Tarrant Appraisal District	\$2,561,877,750	\$16,212,725	0.63
Bexar Appraisal District	\$1,488,963,941	\$12,541,507	0.84
Travis Central Appraisal District	\$1,616,399,438	\$9,003,422	0.56
STATE TOTALS	\$30,868,199,135	\$279,255,932	0.90*
* State Average			

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## ACCURACY OF APPRAISALS

	Median Level of Appraisals	Coefficient of Dispersion
Dallas Central Appraisal District	1.00	5.22
Harris Central Appraisal District	0.97	8.69
Tarrant Appraisal District	0.99	6.20
Bexar Appraisal District	0.97	11.21
Travis Central Appraisal District	0.98	5.89

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