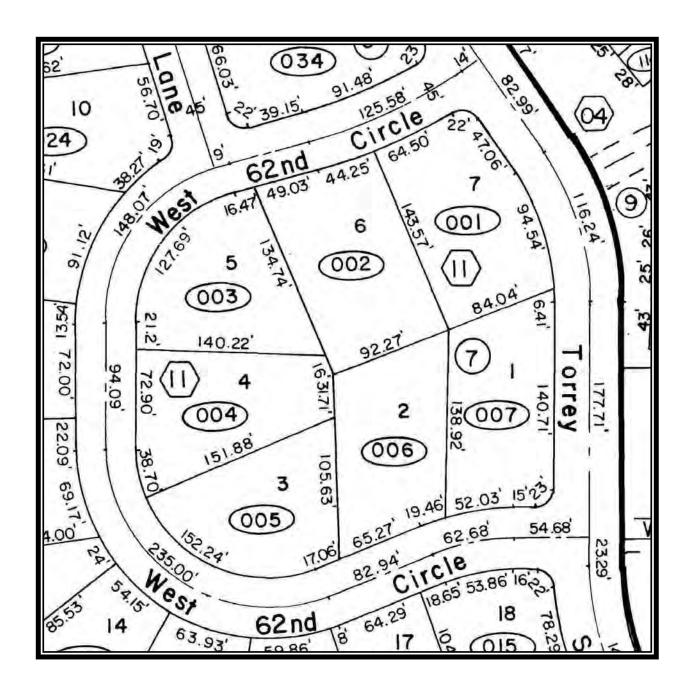
Jefferson County Assessor's Office 2009 Annual Report



Jim Everson Jefferson County Assessor



OFFICE OF COUNTY ASSESSOR

100 JEFFERSON COUNTY PARKWAY GOLDEN, CO 80419-2500 JIM EVERSON

Assessor

June 30, 2010

To the Citizens of Jefferson County:

The 2009 Annual Report of the Jefferson County Assessor's Office is a compilation of information about the Assessor's Office and its operations during the 2009 calendar year. I hope you find it helpful and informative. Some of the highlights of the report are as follows.

In 2007, the County Budget Department began a practice of billing the Office for shared services, such as computer services and building costs. These are allocated on a formula basis to the Assessor's Office by Accounting and Budget. I have therefore chosen to focus much of the discussion in this report on the internal performance of the Assessor's Office excluding these Interdepartmental expenses.

In 2009 inflation-adjusted expenditures increased 3.16% over 2008. Even with this increase, the Office has posted a 9.78% <u>decrease</u> in inflation-adjusted expenditures during the five years since I took office. The main causes of increased expenditures were increases in postage and increases in information services used to improve our computer software system. In 2009 we improved service to our citizens by making more information available on our web site and implemented a new on-line business personal property tax filing system. Total expenditures per property schedule per year in 2004 was \$16.06. By 2009, we trimmed this to \$14.16 (inflation adjusted) for an 11.86% <u>decrease</u> in spending per schedule serviced.

2009 actual spending was 10% (\$499,320) <u>less than</u> the Assessor's Office approved 2009 budget. We achieved these results by adopting new methods and procedures that allowed us to lower the amount of employee time needed to do our work and by automating some work processes. Also, through better training and employee utilization, we eliminated the need for overtime and temporary employees during peak periods.

Once again in 2009 the credit goes to our employees who have done a great job of finding ways to be more productive and efficient. The result is that taxpayers get much improved service.

Please feel free to contact me via e-mail at http//:assessor.jeffco.us or at 303.271.8667 if you would like more information about the Jefferson County Assessor's Office.

Very Truly Yours,

m/Everson, Jefferson County Assessor

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2009 SUMMARY OF OPERATIONS

General: The Jefferson County Assessor's Office identifies, describes, and values all property located in the County and creates the tax roll by applying mill levies to taxable assessed valuation of property. We do not set tax rates. This is done by each entity that levies property taxes during their budget process. The Assessor also maintains parcel maps showing all real property parcels in the County. Our mission is to efficiently provide quality customer service by being courteous, respectful, and informative while performing our statutory duties in a fair, ethical, accurate, and professional manner. Each year on May 1 the Office creates and mails a Notice of Valuation for each taxable real property schedule in the County. In addition, the Office creates and mails a Notice of Valuation to each business personal property owner in the County on June 15. During 2009, the number of property schedules decreased by 66 to 234,290 active property schedules. While we added 1,338 real property schedules during the year, changes to filing requirements lowered the number of business personal property schedules by 1,404. At year end, we had 201,530 residential real property schedules, 13,384 business personal property or mobile home schedules, 10,741 schedules that were exempt from property taxes and 8,569 commercial property schedules.

For the 2009 tax roll, the total actual value of property in Jefferson County was \$64,364,989,693. The total assessed value was \$7,405,609,040. We had 1,352 parcel maps which we maintained. During the year, 168 taxing entities in the County relied on our office to value property in their district and report those values to them so that they could establish appropriate property tax mill levies for properties within their boundaries and 15 Urban Renewal Districts were serviced. These entities include Jefferson County R-1 Schools, all fire districts, cities and the County. We maintained 693 separate tax districts to apply mill levies from these taxing entities.

Because of the economic downturn, we saw new construction in the County drop from \$668 million in 2007 to \$547 million in 2009, an 18% decrease. We also saw a 9.34% decline in the number of deeds processed. These allowed us to reallocate resources within the Office to implement the new business personal property on-line filing system.

Customer Service: The Customer Service Department is charged with servicing customers at the front counter, answering telephone inquiries and correspondence, coordinating protest and appeal hearings and maintaining correspondence and appeal files. During the year this group handled 19,450 calls, serviced 8,747 customers at the front desk, processed 10,539 protests and 3,613 other appeals, and answered 1,401 pieces of correspondence.

Senior Exemptions and Tax Districts: This Department is responsible for customer service and administration of the Senior/Disabled Veteran Property Tax Exemptions (SPTE) as well as creating and maintaining taxing authority maps and tax districts within the County. In 2009, the department processed 1,465 new SPTE applications, maintained 25,109 existing STPE properties, and maintained all of the 184 urban renewal and taxing entities and 693 tax districts in the County. In addition this group worked with the Business Personal Property group to implement the new on-line filing system for business personal property. Further, this group worked with Customer Service to prepare and distribute revised tax estimates to 23,596 seniors whose property tax exemption was eliminated by the State legislature in 2009.

Deeds and Property Description: The Deeds and Property Description Department is responsible for maintaining and updating all parcel maps, creating new parcels from deeds and plats, and maintaining an accurate record of the ownership of each parcel. During 2009, 19,636 deeds were processed, down from 21,660 in 2008, and 115 plats were mapped and parcels created (150 in 2008).

Personal Property: The Personal Property Department identifies, describes and values all business personal property and mobile homes in the County. In 2009, 11,920 personal property schedules were valued. In addition, the department conducted over 100 audits of businesses throughout the County as part of our Personal Property Audit Plan. In addition, this group worked to implement the new on-line filing system for business personal property.

Residential Real Property: The Residential Department is responsible for maintaining residential property inventory records, documenting new residential construction, and valuing all residential structures (other than multifamily) in the County. In 2009, this group maintained inventory records on 199,844 residential schedules and processed 4,777 building permits.

Commercial Real Property: The Commercial Real Property Department is responsible for maintaining commercial property inventory records, documenting new commercial construction and new commercial parcels, and valuing both commercial land and all commercial structures (including multifamily residential and possessory interests) in the County. In 2009, there were 10,255 multifamily residential and commercial schedules that were serviced by this department. In addition, this department, together with the Mass Appraisal group and the County Information Technology (IT) Department, worked to continue the development of additional functionality for our a new Commercial Appraisal (CA) commercial valuations system.

Land Valuation: In 2009, this group serviced 14,326 vacant land parcels as well as allocating land values for 2,487 new parcels created during the year. In addition, this group audited 2,000 agricultural land parcels for compliance.

Data Control: The Data Control Department provides data entry, data maintenance and data quality control in one group. The department is charged with assuring the integrity of all property information maintained by the Assessor's Office. In addition, this department creates customized data reports for various other governmental entities and the public on a fee basis. In 2009, this group was instrumental in working with the Assessor to evaluate and develop purchase criteria for a new Assessor software system which is being implemented in 2010.

Mass Appraisal: The Mass Appraisal Department is charged with maintaining, upgrading and calibrating the Office's Computer Assisted Mass Appraisal (CAMA) system that is used by the appraisal staff to value all property in the County. This group also maintains and upgrades the Geographic Information System (GIS) that the Office uses to create and maintain all parcel maps for the County. In 2009, this group was instrumental in developing enhancements to the new CA commercial valuation system. Also, this group headed a project to replace our existing parcel mapping software with a new state-of-the-art parcel editing and mapping system which was installed in 2009. This group was also instrumental in working with the Assessor to evaluate and develop purchase criteria for the new Assessor software system which is being implemented in 2010.

External Reporting: The External Reporting Department is responsible for reporting value information to taxing entities, the State of Colorado and the general public as well as processing the TD-1000 Real Property Transfer Declaration forms completed at each real estate closing. In 2009, this group published the annual Abstract of Assessment and prepared Certification of Value letters for each of the taxing entities in the County.

Executive and Administrative: This group includes the elected Assessor, Deputy Assessor and Administrative Services. The executive group is responsible for overall management of the Office. The administration group provides administrative services for the Office. In 2009, the administration group streamlined our payroll and benefits reporting system. During 2009 the Assessor made more than 50 educational presentations about property taxes across the County.

2009 FINANCIAL RESULTS

The Assessor's Office, while instrumental in the generation of property tax revenue for all taxing entities in the County, is not a primary producer of revenue. Therefore, revenues generated are somewhat incidental to the mission of the Office. Almost all of the expenditures of the Office are funded from the County General Fund.

Current Year: A summary of the revenues and expenses of the Assessor's Office for 2009 are as follows (see Appendix 3 for detailed report):

2009 Revenues from the sale of data and maps, fees, and oth	ner sources: \$91,242

2009 Expenditures:

Salaries and Benefits	\$3,430,847
Supplies, including postage and printing	\$132,416
Capital Projects and Other Services	\$133,614
Interdepartmental Charges	\$902,493
2009 Total Expenditures	\$4,599,370

2009 Expenditure Budget	\$5,089,691
2009 Actual Expenditure Amount Under Budget	(\$499,320)
2009 Percent Under Budget	10%

Management Discussion: In 2007, the County Budget Department implemented a new method of accounting for expenditures which allocated costs for certain shared services (computer services, building rent and maintenance, and other costs) to the Assessor's Office. The impact of this accounting change in 2007 was to increase reported total expenditures by \$1,546,839 over what they would have been without the change. This resulted in a 2,198.43% increase in interdepartmental charges for 2007.

In 2009, total interdepartmental charges were cut 2.31% largely due changes in indirect costs allocated to the Assessor's Office. In 2009, we contracted for a more efficient, Assessor/Treasurer computer system from an outside vendor in consort with 3 other Metro area counties with a January 2011 go live date. The Information Technology group was instrumental in supporting the evaluation and documentation for the new system. As well, IT worked with the Assessor's Office to develop the new business personal property on-line filing system which was implemented in 2009 for the 2010 reporting period.

When adjusted for inflation to 2004 constant dollars using the Denver-Boulder-Greeley Consumer Price Index (CPI), total expenditures in 2009 (excluding interdepartmental charges) were \$1101,487 greater than in 2008 for a 3.16% increase in inflation adjusted spending. (see Appendix 1 for the full 2004-2009 expenditure and percent change analysis).

Over the 5 year period from 2004 to 2009 inflation adjusted expenditures excluding interdepartmental charges were reduced by \$436,634 or 9.78%. During the same period, the total number of schedules serviced by the Office increased by 5,342 schedules. From 2004 to 2009 the CPI increased by 11.5%.

In 2009, total salary and benefits increased 1.82% (\$61,424) over 2009. However, the CPI index dropped by 0.67% leading to inflation-adjusted salary and benefits increases of 2.51%. In 2009, 28% of the employees received no salary increase, and another 39% received less than a 3% increase. The median increase in salary was 2.62%. In 2009, eight employees received incentive payments ranging from \$200 to \$1,000. The total expenditure for this incentive program was \$3,900. The employees who received the incentive payments were all employees who had reached their applicable salary cap, but who were determined to have performed in an exceptional manner in their job, based upon their supervisor's recommendation to the Assessor. Based upon the 2010 budget, there will be no salary increases for employees in 2010.

2009 PERFORMANCE MEASURES

The Assessor's Office has developed a group of performance measures which are used to evaluate the performance of the Office (see Appendix 2 table of historic performance measures). Results were as follows:

	2006	2007	2008	2009
Performance Measures				
Number of deeds and plats processed.	25,431	23,757	21,810	19,636
Percentage of protests that result in CBOE appeal.	17.68%	13.42%	14.67%	22.97%
Weighted combined COD.	7.25	8.04	7.64	9.07
Inflation adjusted (2004 base year) annual office expenditures per schedule excluding interdepartmental.	\$14.42	\$14.24	\$13.72	\$14.16
Demand Indicator				
Total actual value of new construction in the County.	\$723,000,000	\$810,000,000	\$668,000,000	\$547,062,022

The **number of deeds and plats processed** indicates the amount of real property related activities in the County. It also shows directly how much work was performed by the Property Description Department during a given year. It also gives an indication of the amount of work the appraisal staff will have to do to verify sales and value newly platted properties. If this number is growing, additional resources will be needed and the reverse is true if it is getting smaller. In 2009, the number of deeds and plats processed dropped by 2,024 or 9.34% versus 2008. This continues a downward trend since 2002. This resulted in not filling one vacancy and two employees being changed to reduced schedule status.

The percentage of protests that result in County Board of Equalization (CBOE) appeals measures how well the Office is doing in resolving protests at the Assessor's Office level. From May 1 through June 1 of every year, property owners are afforded the opportunity to protest or appeal to the Assessor the value the Assessor determines for their property in the May 1 Notice of Valuation. We encourage owners to visit the Office as this is the best environment in which to resolve valuation concerns. In August of each year the Assessor sends a Notice of Determination to each owner who protested stating whether or not the value of their property will be adjusted based upon their appeal and if so, by how much. At this point the owner may appeal to the CBOE if they are not satisfied with the result. In 2009, the percentage of protests that resulted in CBOE appeals increased from 14.67% to 22.97%. This increased percentage was not typical in a revaluation year. However, with the housing market crash of 2008-2009, many owners believed that real estate values in the Denver Metro area had declined more than they actually had by the June 30, 2008 appraisal date. All Colorado Assessors were required by law to value properties for the market conditions that existed on the appraisal date. As of June 30, 2008 the Denver Metro real estate market had not been affected significantly by the downturn. By May 1, 2009 when property owners received their Notices of Valuation, Denver Area foreclosures were at an

all time high. Owners felt they were being taxed on values that no longer existed and reacted accordingly. Hopefully, this will be a one-time occurrence.

The **weighted combined Coefficient of Dispersion (COD)** is a measure of how well the Office is doing at valuing all the properties in the County on an equalized basis i.e. do we value properties with like characteristics the same. In the annual audit of the Assessor's Office conducted for the Colorado Legislative Council, the values that are set by the Assessor's Office are tested for compliance with minimum acceptable COD standards set by the State Board of Equalization. COD measures the uniformity of the assessment values set by the Office. The lower the COD the more uniform the assessment and the more likely it is that all property owners are being treated equally. In 2009, combined weighted COD increased 18.8%. This significant increase was due largely to the fact that markets as of June 30, 2008 were beginning to deteriorate in certain segments while not in others. Therefore, uniformity in valuations did not exist in the marketplace. This caused our market based valuations of residential housing to become less equalized.

Inflation adjusted annual Office expenditures per schedule measures the overall efficiency of the Office in performing its duties. Since this figure is stated in constant 2004 dollars the effects of inflation are eliminated and the true cost per unit is measured. In 2009, total expenditures per active property schedule serviced increased 3.19%. Since 2004, inflation adjusted expenditures per schedule has <u>decreased</u> by 11.86%.

The Demand Indicator of **total actual value of new construction in the County** is included as an indicator of the level of effort that is required in appraising properties in the County. Generally, there is not as much work involved in maintaining the inventory of existing buildings that have been well documented and inventoried over time as there is in creating an entirely new schedule for a new building. Thus, if the amount of new construction increases, the amount of appraisal resources needed will also increase. Increases in new construction also indicate that more property schedules and parcels will be forthcoming. In 2009, total new construction declined significantly due to the economic downturn. However, the fact that Jefferson County is a mature county, with fewer locations for new construction due to declining availability of developable land, would lead one to believe that this figure will trend lower over time.

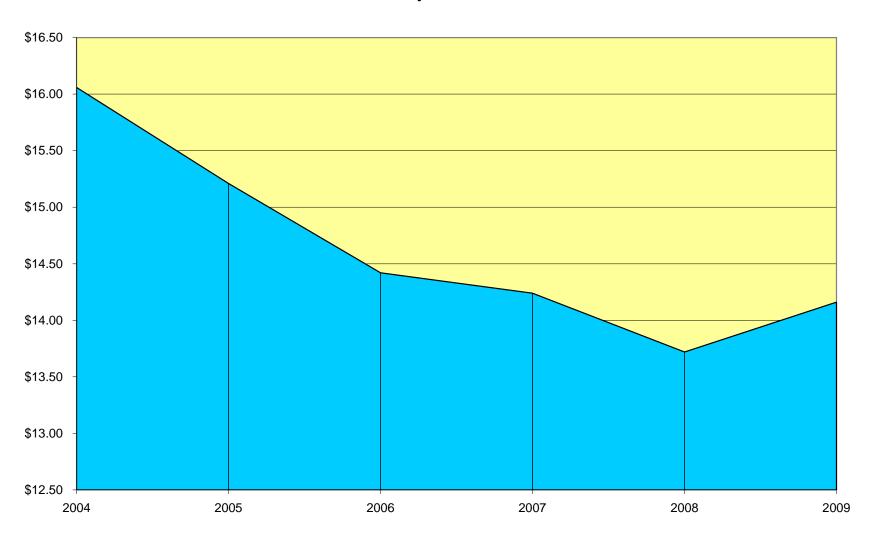
2009 OBSERVATIONS AND 2010 GOALS

In 2009, all real property in Jefferson County was revalued to the June 30, 2008 level of value. Revaluation of real property occurs every two years, the next in 2011. Because of this, 2010 will not be as difficult as a revaluation year. Appeals in 2010 are expected to be much lower. This will allow our staff to concentrate on the implementation of the new Assessor/Treasurer software package. As of the date of this report data conversion and testing of the new software has begun, but it will be a major project in 2010 using all of our in-house resources and some outside consulting resources to accomplish our 2011 go live date.

In 2010, the major goal of the Office will be to complete all the tasks necessary to implement the new software system and to train our people. In 2010 we will need to integrate our new parcel maintenance software program that was installed in 2009-early 2010 with the new Assessor/Treasurer system and with other software platforms that use data from the A/T system.

As always, we will continue in 2010 to provide the best possible customer service and at the same time find ways to do so in an efficient cost-effective manner. This is the best way we know to assure the taxpaying public that they are getting real value from their Jefferson County Assessor's Office.

Jefferson County Assessor's Office Expenditures per Schedule 2004-2009 Adjusted for Inflation



Appendix 1 page1

Jefferson County Assessor's Office Expenditures 2004-2008 Adjusted for Inflation to 2004 Dollars Jim Everson, Jefferson County Assessor

	2004	2005 in 2004\$	%inc yr/yr	2006 in 2004\$	%inc yr/yr	2007 in 2004\$*	%inc yr/yr*	2008 in 2004\$*	%inc yr/yr*	2009 in 2004\$*	%inc yr/yr*
FTE	60.00	57.00	(5.00)	57.00	0.00	57.00	0.00	57.00	0.00	57.00	0.00
Salaries and Benefits	\$3,334,022	\$3,213,761	(3.61)	\$3,084,557	(4.02)	\$3,078,279	(0.20)	\$3,001,819	(2.48)	\$3,077,067	2.51
Supplies	\$222,583	\$147,413	(33.77)	\$158,645	7.62	\$142,295	(10.31)	\$112,411	(21.00)	\$118,762	5.65
Services & Capital Projects	\$118,678	\$138,857	17.00	\$96,662	(30.39)	\$98,675	2.08	\$99,947	` 1.29	\$119,836	19.90
TTL Cap. Projects and Other Expense	\$341,261	\$286,270	(16.11)	\$255,307	(10.82)	\$240,970	(5.62)	\$212,358	(11.87)	\$238,598	12.36
TTL Expenditures excluding Interdepartmental	\$3,675,283	\$3,500,031	(4.77)	\$3,339,863	(4.58)	\$3,319,248	(0.62)	\$3,214,177	(3.17)	\$3,315,664	3.16
Interdepartmental Total Expenditures	\$77,015 \$3,752,298	\$68,768 \$3,568,799	(10.71) (4.89)	\$65,601 \$3,405,464	(4.60) (4.58)	\$1,475,691 \$4,794,940	2,149.49 40.80	\$823,063 \$4,037,239	(44.23) (15.80)	\$809,430 \$4,125,094	(1.66) 2.18
Total compounded % increase (decrease) since 2004 of Expenditures Excluding Interdepartmental			(4.77)		(9.13)		(9.69)		(12.55)		(9.78)
Number of Schedules	228,882	230,077 1,195	0.52	231,569 1,492	0.65	233,093 1,524	0.66	234,290 1,197	0.51	234,224 -66	(0.03)
Increase (decrease) No. of Schedules \$ per Schedule Processed* Total % increase (decrease) in \$ per schedule since 2004*	16.06	15.21	(5.26) (5.28)	14.42	(5.19) (10.19)	14.24	(1.27) (11.33)	13.72	(3.66) (14.58)	14.16	3.19 (11.86)
*excluding interdepartmental											
CPI Denver-Boulder	187.0	190.9	2.10	197.7	3.56	202.0	2.18	209.9	3.91	208.5	(0.67)
Total Compounded % CPI increase since 2004			2.09		5.72		8.02		12.25		11.50

* New budget system adopted

Appendix 1 page 2

Jefferson County Assessor's Office Expenditures 2004-2008

Not Adjusted for Inflation Jim Everson, Jefferson County Assessor

			% inc		%inc		%inc		%inc		%inc
	2004	2005	yr/yr	2006	yr/yr	2007*	yr/yr*	2008*	yr/yr*	2009*	yr/yr*
FTE	60.00	57.00	(5.00)	57.00	0.00	57.00	0.00	57.00	0.00	57.00	0.00
Salaries and Benefits	\$3,334,022	\$3,280,788	(1.60)	\$3,261,044	(0.60)	\$3,325,209	1.97	\$3,369,423	1.33	\$3,430,847	1.82
Supplies	\$222,583	\$150,488	(32.39)	\$167,722	11.45	\$153,710	(8.35)	\$126,177	(17.91)	\$132,416	4.94
Services & Capital Projects	\$118,678	\$141,753	19.44	\$102,193	(27.91)	\$106,590	4.30	\$112,186	5.25	\$133,614	19.10
TTL Cap. Projects and Other Expense	\$341,261	\$292,241	(14.36)	\$269,914	(7.64)	\$260,300	(3.56)	\$238,363	(8.43)	\$266,030	11.61
TTL Expenditures excluding Interdepartmental	\$3,675,283	\$3,573,028	(2.78)	\$3,530,959	(1.18)	\$3,585,508	1.54	\$3,607,786	0.62	\$3,696,877	2.47
Interdepartmental Total Expenditures	\$77,015 \$3,752,298	\$70,202 \$3,643,230	(8.85) (2.91)	\$69,355 \$3,600,313	(1.21) (1.18)	\$1,594,066 \$5,179,575	2,198.43 43.86	\$923,855 \$4,531,642	(42.04) (12.51)	\$902,493 \$4,599,370	(2.31) 1.49
Total Experiences	φο, ι οΣ,Σου	ψο,ο-ιο,2οο	(2.01)	ψο,σσσ,στσ	(1110)	ψο, 17 5,57 6	40.00	ψ 1 ,001,012	(12.01)	ψ-1,000,010	1.45
Total compounded % increase (decrease) since 2004 of Expenditures Excluding Interdepartmental			(2.78)		(3.93)		(2.44)		(1.84)		0.59
Number of Schedules	228,882	230,077	0.52	231,569	0.65	233,093	0.66	234,290	0.51	234,224	(0.03)
Increase (decrease) No. of Schedules		1,195		1,492		1,524		1,197		-66	
\$ per Schedule Processed*	16.06	15.53	(3.29)	15.25	(1.81)	15.38	0.88	15.40	0.11	15.78	2.50
Total % increase (decrease) in \$ per schedule since 2004*			(3.30)		(5.06)		(4.22)		(4.12)		(1.72)
*excluding interdepartmental											
CPI Denver-Boulder	187.0	190.9	2.10	197.7	3.56	202.0	2.18	209.9	3.91	208.5	(0.67)
Total Compounded % CPI increase since 2004			2.09		5.72		8.02		12.25		11.50

* New Budget System Adopted

Appendix 2 JEFFERSON COUNTY ASSESSOR'S OFFICE PERFORMANCE MEASURES THROUGH 2009 Jim Everson, Jefferson County Assessor

	2003	2004	2005	2006	2007	2008	2009
Performance Measures							
Number of deeds and plats processed.	33,195	31,527	27,045	25,431	23,757	21,810	19,636
Percentage of protests that result in CBOE appeal.	15.60%	24.78%	18.80%	17.68%	13.42%	14.67%	22.97%
Weighted combined COD.	7.00	6.74	7.14	7.25	8.04	7.64	9.07
Inflation adjusted (2004 base year) annual office expenditures per schedule excluding Interdepartmental	\$15.81	\$16.06	\$15.21	\$14.42	\$14.24	\$13.72	\$14.16
Demand Indicator							
Total actual value of new construction in the County.	\$803,000,000	\$633,000,000	\$776,000,000	\$723,000,000	\$810,000,000	\$668,000,000	\$547,062,022