

FISCAL YEAR

**2019-2020**

**Annual Report**

**Leon County**

**Tax Collector**



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# MESSAGE

## FROM TAX COLLECTOR



October 30, 2020  
Leon County Board of County Commissioners  
Tallahassee, Florida

*The 2019-20 Annual Report for the Office of Tax Collector – Leon County is submitted in accordance with the requirements of Section 218.36(1)(2), Florida Statutes. In past annual reports, we have provided an overview of operational statistics and accomplishments in addition to financial data. This report provides the financial data for the fiscal year ending September 30, 2020 and a pictorial of operating under current conditions.*

*Operating under COVID-19 conditions required a revision of policies and procedures, a public awareness campaign, modification of workstations, protective supplies, streamline operations, and a process to control customer flow, and many other operational changes. We continue to make changes in these areas in order to adjust to customer needs and to successfully carry out the responsibilities of the office. Operating under COVID-19 conditions has posed many challenges; however, we continue to address the challenges while always being mindful of our number priority – the safety, health, and well-being of every employee.*

*The Office of Tax Collector – Leon County continues as a fee based office, operating on income derived from state mandated commissions and fees for the respective services rendered. This year, a total of \$489,090.56 is reported as earned, but unspent income, which has been distributed to the taxing authorities served in proportion to their share of the commissions paid.*

*It is my privilege and pleasure to continue to serve the citizens of Leon County.*

Sincerely,

A handwritten signature in black ink that reads "Doris H. Maloy".

Doris H. Maloy  
Tax Collector  
[maloyd@leoncountyfl.gov](mailto:maloyd@leoncountyfl.gov)

# OPERATING UNDER COVID-19

ALL EMPLOYEES OF THE LCTC ARE CONSIDERED ESSENTIAL WORKERS AS WE SUPPORT MISSION ESSENTIAL FUNCTIONS IN THE COLLECTION AND DISTRIBUTION OF TAXES AND FEES FOR LEON COUNTY AND THE STATE OF FLORIDA.

To ensure the safety, health and well-being of employees, we continually monitor Center of Disease Control guidelines and revise our policies and procedures to provide as best as possible, a safe environment for employees.

*The following pages provide LCTC's storyline of operating under COVID-19 conditions.*

**Tallahassee Democrat**

## Tax Collector's office will reopen June 1

Karl Etters Tallahassee Democrat

Published 8:35 a.m. ET May 21, 2020 | Updated 11:15 a.m. ET May 21, 2020

View Comments

The Leon County Tax Collector's offices will reopen on June 1, but officials are encouraging that "no contact" options still be used.

Services that required customers to be present have been suspended since the offices were closed in March. Once they reopen, certain services will have priority.

Those include "driver licenses and vehicle titling," Tax Collector Doris Maloy said in a press release.

But "customers are encouraged to continue to use drop box, mail-in or online options to renew registrations for motor vehicles, vessels or mobile homes, or to pay property taxes."

Concealed weapons permit renewals will only be allowed at the services center at 1276 Metropolitan Blvd. The office's Apalachee Parkway center will remain closed until state officials determine how to proceed through an executive order from Gov. Ron DeS



The Leon County Tax Collector's offices will reopen on June 1, but officials are encouraging that no contact options still be used when possible. *Alex Malibu-Chenoweth, Alex Malibu-Chenoweth*

Mai



## Leon County tax collector service centers reopen to public



Published at 9:45 AM, June 01, 2020 and last updated at 9:45 AM, June 01, 2020

LEON COUNTY, Fla. (WTXL) — Leon County tax collector service centers have reopened to the public.

On Monday morning, a long line of more than 50 people gathered at the Lake Jackson office location.

The service centers have been closed due to COVID-19, and as a result services that required "the customer to be present" could not be provided.

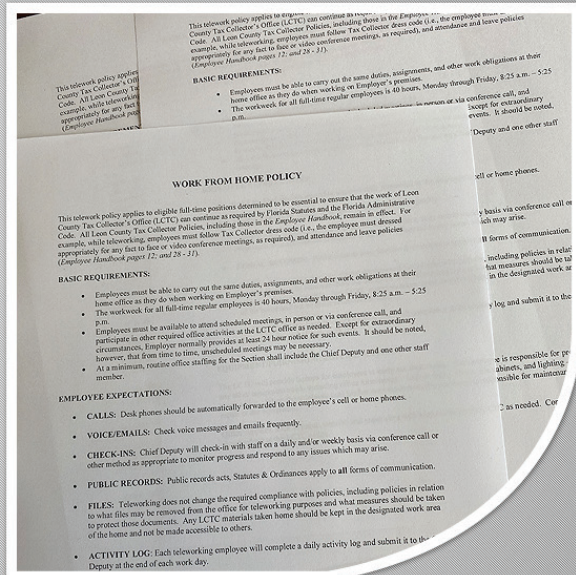
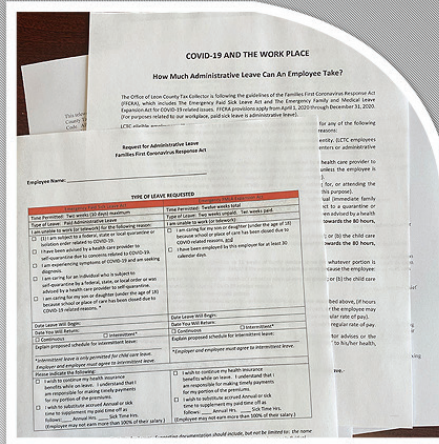
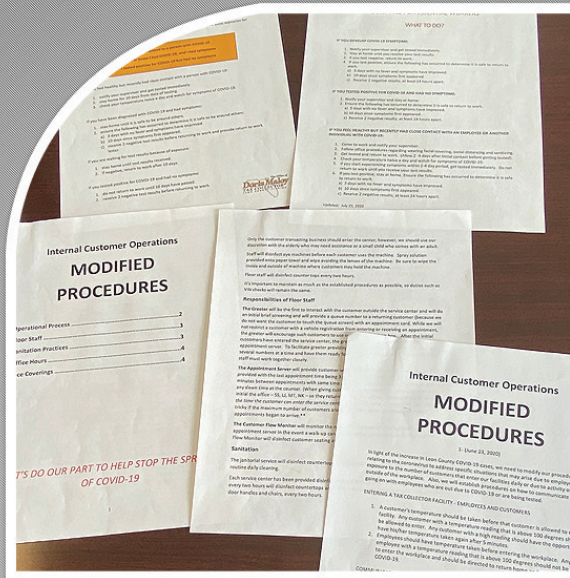
Now that the centers have reopened, customers are encouraged to use the services centers to pay property taxes, renew vehicle registrations, and renew concealed weapons permits.

Take action to [Vote early in person](#) or [Vote early in person](#)





# OPERATING UNDER COVID-19





# OPERATING UNDER COVID-19

## EXPENDITURES \$42,367.97





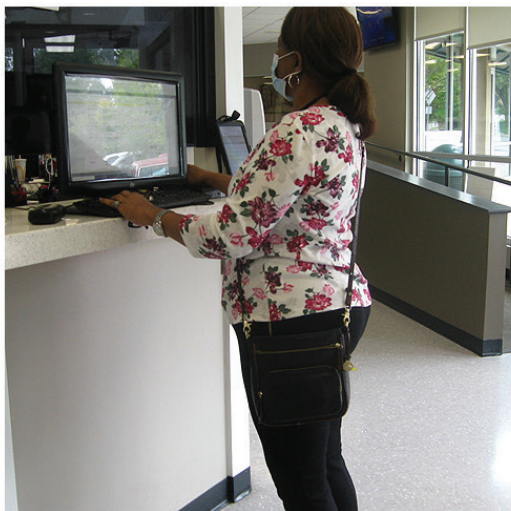
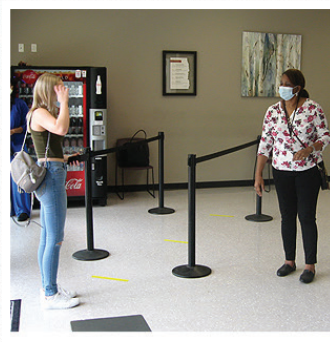
# OPERATING UNDER COVID-19

## Community Awareness





# OPERATING UNDER COVID-19





# OPERATING UNDER COVID-19



Operations continued through modified  
operating procedures:

432,954 - Total Transactions  
85,269 - Customers assisted by phone




# OPERATING UNDER COVID-19

# Appointments

Leon County Tax Collector's office closes - Google Search


Not Secure — leontaxcollector.net

Leon County Tax Collector > Home



HomeMake AppointmentServicesPayment OptionsInvestorsAboutContact

850.606.4700WebTax@leoncountyfl.govPublic Office Hours: 8:30 AM - 5:00 PM, Mon-Fri (excluding holidays)Office LocationsNeed Help? Chat Now



Appointments are required for all services. To make an appointment, click on desired service or service center. \*Face coverings are required in all Service Centers\*

Concealed weapons and road test services are only provided at the service center indicated.

For assistance, call (850) 606-4700

MAKE APPOINTMENTS HERE  
No written exams after 4:00 P.M.

**Neil Kirkman Service Center**  
2900 Apalachee Parkway

**Lake Jackson Service Center**  
3840 North Monroe Street

**Metropolitan Service Center**  
1276 Metropolitan Blvd.

**Southside Service Center**  
3477 South Monroe Street

MAKE APPOINTMENTS HERE  
Please note locations below

**Concealed Weapons**  
(Metropolitan Only)  
1276 Metropolitan Blvd

**Driving/Road Skills Test**  
(Southside Only)  
3477 South Monroe Street

\*When taking a Driving Test, only the applicant and licensed driver (21 or older) are allowed in the

# GENERAL-REVENUE AND OTHER CREDITS

## (Period Ended September 30, 2020)

Account No.	Description	Amount	Category Total
	<b>Government Fees &amp; Other Credits</b>		
341.803	Hunting and Fishing Licenses (FFWCC)	4,385.00	4,385.00
341.812	Birth Certificates (DOH)	7,943.75	7,943.75
341.815	Concealed Weapons (FDACS)	23,284.00	23,284.00
341.835	Tourist Development Tax	97,399.62	97,399.62
341.807	Driver License Fees	711,344.45	
341.810	DMV Fees	1,194,959.65	
341.840	Sales and Use Tax from Motor Vehicle	6,660.00	
	<b>Motor Services (DHSMV)</b>		1,912,964.10
341.855	Partial Pay	1,090.00	
341.862	City	364.84	
341.863	Piney Z	11,395.70	
341.864	Capital Region CDD	90,592.50	
341.865	Canopy CDD	4,445.18	
341.866	Fred / FL Resiliency Energy Dist	2,003.43	
341.880	Tax Redemptions & Certs	465,521.85	
341.882	Delinquent TPP	14,712.05	
341.904	Real Estate Advertising	36,702.96	
341.905	TPP Advertising	1,895.45	
	<b>Property Tax and Assessments</b>		628,723.96
341.802	Out of Business Permit	0.00	
341.809	Auto Data Direct/Share	0.00	
341.811	Mail Fees	91,842.20	
341.901	Return Check Fees	7,126.25	
341.903	Miscellaneous Fees	1,133.46	
341.906	Overage From Trust Account	2,500.00	
	<b>Miscellaneous</b>		102,601.91
	<b>Total</b>	<b>2,777,302.34</b>	<b>2,777,302.34</b>
	<b>Interest Earnings</b>		
361.100	Interest - Banks	9,404.77	
361.200	Interest - SBA	0.00	
	<b>Total</b>	<b>9,404.77</b>	<b>9,404.77</b>
	<b>County &amp; Local Commissions</b>		
341.850	County Commissions	5,428,603.36	
341.870	School	0.00	
341.860	NWFWMD	11,162.82	
	<b>Total</b>	<b>5,439,766.18</b>	
<b>TOTAL REVENUES AND OTHER CREDITS</b>			<b>8,226,473.29</b>

# GENERAL-EXPENDITURES AND OTHER DEBITS

## (Period Ended September 30, 2020)

Account No.	Description	Amount	Category Total
<b>Personal Services</b>			
513.1100	Executive Salaries	\$	143,988.96
513.1200	Regular Salaries and Wages	\$	3,999,644.21
513.1300	Other	\$	9,022.00
513.2100	FICA	\$	306,431.95
513.2251	Retirement - Official	\$	14,294.52
513.2252	Retirement - Employees	\$	270,819.14
513.2253	Retirement - Senior Management	\$	34,726.83
513.2254	Retirement - Drop Employees	\$	100,788.88
513.2255	Retirement - UA - Non Renewable	\$	7,217.52
513.2351	Life and Health Insurance	\$	1,224,832.29
513.2451	Workers Compensation	\$	9,079.00
513.2551	Unemployment Compensation	\$	-
		<b>Total</b>	<b>\$ 6,120,845.30</b>
<b>Operating Expenditures/Expenses</b>			
513.3154	Legal Services	\$	27,446.51
513.3451	Contracted Services	\$	165,603.50
513.4051	Travel	\$	7,157.31
513.4151	Telephone	\$	25,818.65
513.4251	Postage	\$	142,429.64
513.4351	Utilities	\$	38,566.50
513.4451	Rental & Lease - Office Equipment	\$	10,756.02
513.4453	Rental & Lease - Office Space	\$	685,077.73
513.4459	Rental & Lease - Other	\$	-
513.4551	Auto Insurance	\$	2,053.00
513.4559	Bonds/Notaries	\$	588.00
513.4651	Repairs and Maint. - Office Equip.	\$	4,349.36
513.4652	Repairs and Maint. - Vehicles	\$	795.00
513.4653	Repairs and Maint. - Office Space	\$	940.00
513.4654	Repairs and Maint. - EDP	\$	214,754.93
513.4751	Printing and Reproduction	\$	50,908.94
513.4851	Promotional	\$	2,150.00
513.4951	Legal Ads	\$	11,922.00
513.4952	Banking Charges	\$	246.54
513.5159	Office Supplies	\$	75,660.74
513.5251	Fuel & Lube	\$	2,333.27
513.5255	Comp Software	\$	4,570.20
513.5451	Books	\$	2,100.00
513.5453	Education	\$	2,163.57
513.5454	Dues/Memberships	\$	10,066.64
		<b>Total</b>	<b>\$ 1,488,458.05</b>

# GENERAL-EXPENDITURES AND OTHER DEBITS

(Period Ended September 30, 2020)

Account No.	Description	Amount	Category Total
<b>Capital Outlay</b>			
513.6251	Buildings	\$	69,079.00
513.6451	EDP Machinery & Equipment	\$	29,034.01
513.6453	Office Equipment	\$	3,670.87
513.6454	Vehicles	\$	26,295.50
Total		\$	128,079.38
<b>TOTAL EXPENDITURES AND OTHER DEBITS</b>			<b>\$7,737,382.73</b>
<b>UNEXPENDED FEES....</b>			<b>\$489,090.56</b>

## Calculations of Distribution of Unexpended Fees

(Period Ended September 30, 2020)

CATEGORY	TOTAL REVENUES	PERCENTAGE OF REVENUES	UNEXPENDED FEES
COUNTY	\$ 5,428,603.36	65.99%	\$ 322,750.86
SCHOOL	\$ -	0.00%	\$ -
NWFWMD	\$ 11,162.82	0.14%	\$ 684.73
OTHER SOURCES	\$ 2,786,707.11	33.87%	\$ 165,654.97
TOTAL	\$ 8,226,473.29	100.00%	\$ 489,090.56

# PRIMARY COLLECTIONS

*(Period Ended September 30, 2020)*

## Primary Collection Categories

*(Period Ended September 30, 2020)*

Property Taxes	\$	337,240,552.28
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Tax Certificate Sale	\$	8,291,136.90
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Tourist Development Tax	\$	4,871,418.44
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Hunting & Fishing License	\$	44,769.25
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Birth Certificates	\$	28,073.75
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Concealed Weapons	\$	122,590.00
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Motor Vehicle Transactions	\$	18,918,835.49
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Driver License	\$	3,280,211.05
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Sales Tax - Motor Vehicle	\$	5,897,020.16
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<b>TOTAL \$ 378,694,607.32</b>		
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## 2019-2020 BUDGET SUMMARY BY APPROPRIATIONS CATEGORIES

Appropriation Categories ▼	Actual Expenditures 2017-2018	Approved Budget 2018-2019	Actual Expenditures 6/30/19	Request 2019-20			Amount Approved 2019 - 20		
					Amount	%		Amount	%
Personal Service	\$ 5,534,640	\$ 6,220,801	\$ 4,148,661	\$ 6,454,635	\$ 233,834	3.76%	\$ 6,455,486	\$ 234,685	3.77%
Operating Expenses	\$ 1,542,100	\$ 1,690,587	\$ 1,029,094	\$ 1,601,571	\$ (89,016)	-5.27%	\$ 1,601,571	\$ (89,016)	-5.27%
Operating Capital Outlay	\$ 11,618	\$ 7,765	\$ 4,599	\$ 30,900	\$ 23,135	297.94%	\$ 30,900	\$ 23,135	297.94%
Total Expenditures	\$ 7,088,358	\$ 7,919,153	\$ 5,182,354	\$ 8,087,106	\$ 167,953	2.12%	\$ 8,087,957	\$ 168,804	2.13%
# of Positions		90		92	2	2.22%	92	2	2.22%

Phone: (850) 606-4700

Email: [webtax@leoncountyfl.gov](mailto:webtax@leoncountyfl.gov)

Web: [www.leontaxcollector.net](http://www.leontaxcollector.net)

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Tax Collector  
Leon County-Florida  
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