

**FINANCE**

**FINANCE**

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**DEPARTMENT SUMMARY**

**Department**

**FINANCE**

**Mission**

To ensure the fiscal integrity of the Municipality and to provide quality support services to the public and to Municipal agencies.

**Major Programming Highlights**

- Provide accounting support to general government, utilities, and grants; process invoices and pay personnel, vendors and payroll taxes in a timely manner.
- Process all cash receipts; bill, collect, and maintain accounts receivable for property taxes; collect hotel-motel tax and tobacco tax; reduce delinquent accounts receivable; bill and collect for Emergency Medical Services; and process all payments for utility services.
- Provide fair market value assessments on real and personal property; maintain customer service records for real and personal property; update records to keep a valid assessment roll; and operate a public service counter for property assessments.
- Assist all Municipal agencies and utilities in procuring financing for capital projects.
- Invest all Municipal funds to yield the highest revenues to the Municipality consistent with financial security.
- Administer the risk management program for the Municipality to provide claims administration and adequate liability and workers' compensation insurance coverage.

**Resources**

	1993	1994
Direct Costs	\$14,595,530	\$14,407,130
Program Revenues	\$ 153,550	\$ 163,140
Personnel	121FT 8PT	119FT 7PT

1994 RESOURCE PLAN

DEPARTMENT: FINANCE

DIVISION	FINANCIAL SUMMARY		PERSONNEL SUMMARY			
	1993 REVISED	1994 BUDGET	1993 REVISED		1994 BUDGET	
			FT	PT	T	TOTAL
FINANCE ADMINISTRATION	192,850	188,820	2			2
CONTROLLER	2,158,430	2,137,490	35			35
RISK MANAGEMENT	295,800	294,080	4			4
TREASURY	2,328,890	2,241,730	35	8		43
PROPERTY ASSESSMENT	3,009,560	2,935,010	45			45
SELF INSURANCE	6,610,000	6,610,000				
OPERATING COST	14,595,530	14,407,130	121	8		129
ADD DEBT SERVICE	0	0				
DIRECT ORGANIZATION COST	14,595,530	14,407,130				
ADD INTRAGOVERNMENTAL CHARGES FROM OTHERS	5,732,030	5,580,850				
TOTAL DEPARTMENT COST	20,327,560	19,987,980				
LESS INTRAGOVERNMENTAL CHARGES TO OTHERS	12,199,470	8,699,210				
FUNCTION COST	8,128,090	11,288,770				
LESS PROGRAM REVENUES	153,550	163,140				
NET PROGRAM COST	7,974,540	11,125,630				

1994 RESOURCES BY CATEGORY OF EXPENSE

DIVISION	PERSONAL SERVICES	SUPPLIES	OTHER SERVICES	CAPITAL OUTLAY	TOTAL DIRECT COST
FINANCE ADMINISTRATION	171,380	1,000	10,690	5,750	188,820
CONTROLLER	2,082,270	13,400	61,540	20,790	2,178,000
RISK MANAGEMENT	279,850	3,500	10,530	200	294,080
TREASURY	1,991,810	29,550	251,920	5,990	2,279,270
PROPERTY ASSESSMENT	2,776,670	31,340	171,990	2,730	2,982,730
SELF INSURANCE			6,610,000		6,610,000
DEPT. TOTAL WITHOUT DEBT SERVICE	7,301,980	78,790	7,116,670	35,460	14,532,900
LESS VACANCY FACTOR	125,770				125,770
ADD DEBT SERVICE					
TOTAL DIRECT ORGANIZATION COST	7,176,210	78,790	7,116,670	35,460	14,407,130

<b>RECONCILIATION FROM 1993 REVISED BUDGET TO 1994 BUDGET</b>
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**DEPARTMENT: FINANCE**

	<u>DIRECT COSTS</u>	<u>POSITIONS</u>		
		FT	PT	T
<b>1993 REVISED BUDGET:</b>	\$14,595,530	121	8	0
<b>1993 ONE-TIME REQUIREMENTS:</b>				
- Advertising of Foreclosure List	(24,450)			
<b>AMOUNT REQUIRED TO CONTINUE EXISTING PROGRAMS IN 1994:</b>				
- Salaries and Benefits Adjustment	(115,920)			
- Non-Personal Services Inflation Adjustment	18,920			
<b>1993 CONTINUATION LEVEL:</b>	<u>\$14,474,080</u>			
<b>UNFUNDED CURRENT SERVICE LEVELS:</b>				
- Delinquent Collections	(46,880)	(1)		
- Remittance Processing	(26,760)		(1)	
<b>FUNDED NEW/EXPANDED SERVICE LEVELS:</b>				
- None				
<b>MISCELLANEOUS INCREASES (DECREASES):</b>				
- Customer Service, Property Appraisal	(33,470)	(1)		
- Personnel Adjustments, Reclass	7,260			
- Supplies	(640)			
- Other Services and Charges	37,290			
- Capital Outlay	(3,750)			
<b>1994 BUDGET:</b>	<u>\$14,407,130</u>	<u>119FT</u>	<u>7PT</u>	<u>0T</u>

1994 P R O G R A M P L A N

DEPARTMENT: FINANCE  
PROGRAM: Administration

DIVISION: FINANCE ADMINISTRATION

PURPOSE:

To provide policy guidance, direction and assistance to Finance divisions.

1993 PERFORMANCES:

- Continued to provide same level of financial services to municipal departments.
- Continued to seek alternative methods of capital financing in order to secure funds at the lowest possible cost to the municipality.

1994 PERFORMANCE OBJECTIVES:

- Continue to provide same level of financial services to municipal departments.
- Continue to seek alternative methods of capital financing in order to secure funds at the lowest possible cost to the municipality.

RESOURCES:

	1992 REVISED			1993 REVISED			1994 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	2	0	0	2	0	0	2	0	0
PERSONAL SERVICES	\$	167,640		\$	175,410		\$	171,380	
SUPPLIES		1,000			1,000			1,000	
OTHER SERVICES		10,690			10,690			10,690	
CAPITAL OUTLAY		5,750			5,750			5,750	
TOTAL DIRECT COST:	\$	185,080		\$	192,850		\$	188,820	

80 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:  
1, 27

1994 PROGRAM PLAN

DEPARTMENT: FINANCE  
PROGRAM: Check Issuance

DIVISION: CONTROLLER

PURPOSE:

To issue checks for payroll, process vouchers, issue checks to vendors and process all required reports and associated forms.

1993 PERFORMANCES:

- Processed 26 bi-weekly payrolls for approximately 3200 employees and issued approximately 83,200 checks/advices annually.
- Provided required payroll reports to regulatory agencies in a timely manner.
- Continued timely payments to vendors to take advantage of all possible discounts offered to the Municipality.
- Processed required Federal reporting on vendors in a timely manner.

1994 PERFORMANCE OBJECTIVES:

- Process bi-weekly payrolls for approximately 3120 employees and issue approximately 81,120 checks/advices annually.
- Provide required payroll reports to regulatory agencies in a timely manner.
- Continue timely payments to vendors to take advantage of all possible discounts offered to the Municipality.
- Process required Federal reporting on vendors in a timely manner.

RESOURCES:

	1992 REVISED			1993 REVISED			1994 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	13	0	0	13	0	0	13	0	0
PERSONAL SERVICES	\$	624,080		\$	669,940		\$	648,950	
SUPPLIES		4,810			2,810			4,290	
OTHER SERVICES		14,340			16,340			15,980	
CAPITAL OUTLAY		1,000			1,000			7,000	
TOTAL DIRECT COST:	\$	644,230		\$	690,090		\$	676,220	

WORK MEASURES:

- Manual payroll checks written	1,562	1,350	1,450
- Payroll data base transactions	9,306	9,200	9,800
- Biweekly checks/advices	84,287	83,200	81,120
- Accounts payable checks issued	31,100	32,300	32,300
- Vouchers paid	43,700	46,400	46,400
- Invoices paid	131,900	133,500	133,500
- Manual checks, leave adj leave dontns, adjsting wrksht input transactn.	22,080	23,800	23,800

80 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:  
6, 7, 19, 20, 35, 50, 61, 72

# 1994 P R O G R A M P L A N

DEPARTMENT: FINANCE

DIVISION: CONTROLLER

PROGRAM: Financial Record Management

## PURPOSE:

To ensure the fiscal integrity of the Municipality and to provide quality accounting support services to the public and Municipal agencies.

## 1993 PERFORMANCES:

- Provided annual financial reports with supporting audit workpapers in an accurate and fairly timely manner.
- Provided monthly financial reports in most effective format in an accurate and fairly timely manner.
- Provided training to FIS computerized monthly report users in regards to preparing input documents, reading and understanding reports, and using on line inquiry.
- Controlled expenditure of funds based on Assembly appropriation.
- Processed grant reports, requests and financial transactions in a timely manner.

## 1994 PERFORMANCE OBJECTIVES:

- Provide annual financial reports with supporting audit workpapers in an accurate and timely manner.
- Provide monthly financial reports in most effective format in an accurate and timely manner.
- Provide training to FIS computerized monthly report users in regards to preparing input documents, reading and understanding reports, and using on line inquiry.
- Control expenditure of funds based on Assembly appropriation.
- Process grant reports, requests and financial transactions in a timely manner.
- Draft accounting policies and procedures manual.
- Put in place procedures, programming changes for automated distribution of monthly financial and labor distribution reports.



1994 P R O G R A M P L A N

DEPARTMENT: FINANCE  
 PROGRAM: Financial Record Management  
 RESOURCES:

DIVISION: CONTROLLER

	1992 REVISED			1993 REVISED			1994 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	23	0	0	22	0	0	22	0	0
PERSONAL SERVICES	\$ 1,341,000			\$ 1,399,880			\$ 1,392,810		
SUPPLIES	8,950			8,930			9,110		
OTHER SERVICES	49,430			41,640			45,560		
CAPITAL OUTLAY	10,880			17,890			13,790		
TOTAL DIRECT COST:	\$ 1,410,260			\$ 1,468,340			\$ 1,461,270		
PROGRAM REVENUES:	\$ 4,800			\$ 0			\$ 0		
WORK MEASURES:									
- Input documents reviewed	1,625			1,600			1,600		
- Reports prepared	8,431			8,500			8,500		
- Funds verified	1,240			1,100			1,150		
- Transactions input	572,103			599,346			600,710		
- Grants accounted for in single audits (state and federal)	495			500			550		
- Funds Managed	95			95			99		
- Individual grant revenue confirmations completed	555			510			560		

80 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:  
 2, 8, 9, 10, 28, 31, 32, 33, 45, 46, 47, 48, 57, 58, 65,  
 70

1994 P R O G R A M P L A N

DEPARTMENT: FINANCE                                DIVISION: TREASURY  
PROGRAM: Division Admin and Management of Funds

PURPOSE:

To collect and account for all monies received by the municipality,  
invest funds to obtain maximum interest earnings consistent with safety  
of principal; bill and collect all municipal taxes.

1993 PERFORMANCES:

- Supervised and administered the functions of the Treasury Division in accordance with all applicable laws, policies and regulations.
- Invested municipal funds as provided by Municipal Code.
- Monitored cash flow and ensured availability of funds to cover daily expenditures.

1994 PERFORMANCE OBJECTIVES:

- Supervise and administer the functions of the Treasury Division in accordance with all applicable laws, policies and regulations.
- Invest municipal funds as provided by Municipal Code.
- Monitor cash flow and ensure availability of funds to cover daily expenditures.

RESOURCES:

	1992 REVISED			1993 REVISED			1994 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	5	0	0	5	0	0	5	0	0
PERSONAL SERVICES	\$	350,640		\$	376,490		\$	373,520	
SUPPLIES		4,350			4,400			4,400	
OTHER SERVICES		13,050			13,510			13,520	
CAPITAL OUTLAY		1,170			720			720	
TOTAL DIRECT COST:	\$	369,210		\$	395,120		\$	392,160	
PROGRAM REVENUES:	\$	23,720		\$	13,550		\$	22,340	

WORK MEASURES:

- Investment bids issued     94     94     94

80 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:  
4, 30, 41, 59, 62

1994 P R O G R A M P L A N

DEPARTMENT: FINANCE  
PROGRAM: Tax Billing and Collection

DIVISION: TREASURY

PURPOSE:

To bill, collect, and process all property taxes; to maintain taxes receivable; to issue tax certificates; to provide tax information to the public; to provide for annual foreclosure for unpaid taxes.

1993 PERFORMANCES:

- Billed and collected both real and personal property taxes.
- Issued tax certificates.
- Proceeded with foreclosures as necessary.
- Provided professional service and information to the public.

1994 PERFORMANCE OBJECTIVES:

- Bill and collect both real and personal property taxes.
- Issue tax certificates.
- Proceed with foreclosures as necessary.
- Provide professional service and information to the public.

RESOURCES:

	1992 REVISED			1993 REVISED			1994 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	6	0	0	6	0	0	6	0	0
PERSONAL SERVICES	\$	248,450		\$	270,090		\$	270,290	
SUPPLIES		12,700			9,000			8,800	
OTHER SERVICES		82,100			104,180			107,030	
CAPITAL OUTLAY		420			420			980	
TOTAL DIRECT COST:	\$	343,670		\$	383,690		\$	387,100	
PROGRAM REVENUES:	\$	1,000		\$	3,500		\$	2,500	

WORK MEASURES:

- Tax bills issued	112,200	112,200	112,200
- Assessor adjustments	3,426	3,430	3,430
- Replats processed	118	90	90
- Foreclosures	1,448	1,366	1,400
- Tax payments opened & batched on a timely basis	142,760	142,760	142,760
- Tax certificates issued	439	440	440
- Bankruptcy cases coordinated	427	700	700
- Taxpayer inquiries processed	35,440	35,440	35,440
- Tax deposits prepared	600	600	600

80 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:  
12, 34, 38, 53

1994 P R O G R A M P L A N

DEPARTMENT: FINANCE DIVISION: TREASURY  
PROGRAM: Delinquent and Miscellaneous Collections

PURPOSE:

To rebill and collect personal and business property taxes; general government bills for collection (BFC's); and Emergency Medical Service (EMS) transport fees.

1993 PERFORMANCES:

- Collected delinquent personal property tax revenues.
- Collected miscellaneous accounts receivable.
- Billed and collected Emergency Medical Service fees.
- Collected unpaid criminal fines & fees through attachment of Permanent Fund Dividends.
- Collected judgements granted for indigent defense fees through assignment of PFD's and other collection methods.

1994 PERFORMANCE OBJECTIVES:

- Collect delinquent personal property tax revenues.
- Collect miscellaneous accounts receivable.
- Bill and collect Emergency Medical Service fees.
- Collect unpaid criminal fines & fees through attachment of Permanent Fund Dividends.
- Collect judgements granted for indigent defense fees through assignment of PFD's and other collection methods.

1994 P R O G R A M P L A N

DEPARTMENT: FINANCE DIVISION: TREASURY  
 PROGRAM: Delinquent and Miscellaneous Collections  
 RESOURCES:

	1992 REVISED			1993 REVISED			1994 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	13	0	0	14	0	0	13	0	0
PERSONAL SERVICES	\$	653,670		\$	721,770		\$	668,690	
SUPPLIES		4,600			5,100			5,100	
OTHER SERVICES		51,950			55,910			59,820	
CAPITAL OUTLAY		720			10,480			2,590	
TOTAL DIRECT COST:	\$	710,940		\$	793,260		\$	736,200	
PROGRAM REVENUES:	\$	0		\$	110,500		\$	115,000	
WORK MEASURES:									
- Receivables reduced (in \$000's)		14,660			14,660			14,364	
- Small Claims Court cases filed		298			300			300	
- Court fines/Perm Fund Div executions (in \$)		225,000			225,000			225,000	
- Recoveries (in \$)		422,000			197,000			197,000	
- Ambulance services billed		8,080			8,080			8,300	
- Insurance claims processed for EMS		3,800			3,600			3,600	
- Indigent defense fees/ Perm Fund assignments (in \$)		0			100,000			100,000	

80 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:  
 13, 21, 39, 52, 64, 66, 68

# 1994 PROGRAM PLAN

DEPARTMENT: FINANCE                                      DIVISION: TREASURY  
PROGRAM: Cash Management & Misc Tax Collection

**PURPOSE:**

To collect and account for all monies received by the Municipality and disburse accounts payable and payroll checks. To maintain security of all revenue collections and check disbursements. To administer and enforce the Tobacco Tax and Hotel/Motel Tax collection systems.

**1993 PERFORMANCES:**

- Verified all MOA cash receipts and supporting documentation prior to FIS recording in general ledger.
- Provided accountability for the municipal cash flow.
- Maintained control and security of all municipal cash collections.
- Maintained control of disbursements of municipal checks.
- Administered and enforced the Tobacco Tax and Hotel/Motel Tax collection systems.

**1994 PERFORMANCE OBJECTIVES:**

- Verify all MOA cash receipts and supporting documentation prior to FIS recording in general ledger.
- Provide accountability for the municipal cash flow.
- Maintain control and security of all municipal cash collections.
- Maintain control of disbursements of municipal checks.
- Administer and enforce the Tobacco Tax and Hotel/Motel Tax collection systems.

1994 P R O G R A M P L A N

DEPARTMENT: FINANCE

DIVISION: TREASURY

PROGRAM: Cash Management & Misc Tax Collection

RESOURCES:

	1992 REVISED			1993 REVISED			1994 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	6	0	0	6	0	0	6	0	0
PERSONAL SERVICES	\$	270,130		\$	287,880		\$	294,720	
SUPPLIES		3,100			2,750			2,750	
OTHER SERVICES		13,690			13,960			24,210	
CAPITAL OUTLAY		720			720			720	
TOTAL DIRECT COST:	\$	287,640		\$	305,310		\$	322,400	
PROGRAM REVENUES:	\$	0		\$	10,000		\$	11,300	
WORK MEASURES:									
- Cash receipts processed		29,150			29,150			29,150	
- Checks and advices disbursed		123,890			124,000			124,000	
- Revenue deposits verified		17,000			17,000			17,000	
- Tobacco tax collected		2,746,100			2,816,670			2,887,390	
- Hotel/Motel tax collected		6,171,450			6,280,920			6,280,920	
- Penalties & Interest collected		24,500			21,020			21,020	
- Miscellaneous fees collected		11,300			11,300			11,300	
- Tobacco tax audit findings/collections		44,500			45,800			46,950	
- Hotel/Motel tax audit findings/collections		82,750			81,440			81,440	

80 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:  
11, 23, 40, 69

1994 P R O G R A M P L A N

DEPARTMENT: FINANCE  
PROGRAM: Remittance Processing

DIVISION: TREASURY

PURPOSE:

To process all utility payments received daily for prompt credit to customer accounts and deposit to bank; to collect, control, and transmit utility payment data to the four municipal utilities daily.

1993 PERFORMANCES:

- Processed 1,609,760 utility payments throughout the year.
- Prepared an average daily deposit of \$785,000.
- Monitored and processed all returned checks for collection.
- Processed exception items as required.
- Processed 17,810 tax collections through remittance processor machine.

1994 PERFORMANCE OBJECTIVES:

- Process 1,609,760 utility payments throughout the year.
- Prepare an average daily deposit of \$785,000.
- Monitor and process all returned checks for collection.
- Process exception items as required.
- Process 17,810 tax collections through remittance processor machine.

RESOURCES:

	1992 REVISED			1993 REVISED			1994 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	9	4	0	4	8	0	4	7	0
PERSONAL SERVICES	\$	427,310		\$	398,800		\$	347,050	
SUPPLIES		9,100			8,500			8,500	
OTHER SERVICES		37,520			43,580			47,340	
CAPITAL OUTLAY		4,130			630			980	
TOTAL DIRECT COST:	\$	478,060		\$	451,510		\$	403,870	

WORK MEASURES:

- Utility remittances opened and batched	1,609,760	1,609,760	1,609,760
- Returned/NSF checks processed	4,500	4,500	4,500
- Tax remittances machine processed	17,810	17,810	17,810
- Utility remittances machine processed	1,545,360	1,545,360	1,545,360

80 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:  
14, 22, 37, 51, 63, 67



1994 P R O G R A M P L A N

DEPARTMENT: FINANCE  
PROGRAM: Risk Management

DIVISION: RISK MANAGEMENT

PURPOSE:

To protect the municipality's assets which include property, employees, and monies by reducing the frequency and severity of accidental loss.

1993 PERFORMANCES:

- Identified and minimized exposure to loss.
- Managed worker's compensation and liability claims.
- Administered insurance/self-insurance program.
- Collected damages to general government and utilities.
- Maintained comprehensive property insurance program for all municipal real and personal property.

1994 PERFORMANCE OBJECTIVES:

- Identify and minimize exposure to loss.
- Manage worker's compensation and liability claims.
- Administer insurance/self-insurance program.
- Collect damages to general government and utilities.
- Maintain comprehensive property insurance program for all municipal real and personal property.
- Reduce the cost of workers compensation claims.
- Return injured Municipal workers to duty as soon as possible utilizing modified work policy.

RESOURCES:

	1992 REVISED			1993 REVISED			1994 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	4	0	0	4	0	0	4	0	0
PERSONAL SERVICES	\$	264,340		\$	281,570		\$	279,850	
SUPPLIES		3,700			3,700			3,500	
OTHER SERVICES		6,704,370			6,620,130			6,620,530	
CAPITAL OUTLAY		800			400			200	
TOTAL DIRECT COST:	\$	6,973,210		\$	6,905,800		\$	6,904,080	

WORK MEASURES:

- Damage claims recovered (\$)	500,000	610,000	610,000
- Municipal contracts reviewed	550	600	600
- Worker's compensation claims reduced	500	450	550
- General liability claims reduced	300	200	265
- Auto liability claims controlled	150	160	160
- Safety meeting held	0	0	40
- Safety building inspection	0	0	35

80 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:  
3, 18, 29, 36, 73

## 1994 P R O G R A M P L A N

DEPARTMENT: FINANCE  
PROGRAM: Property Appraisal

DIVISION: PROPERTY ASSESSMENT

### PURPOSE:

To assess all real property within the jurisdiction of the municipality. To assess all filed personal and business property. To conduct audits of personal and business property and identify unreported items. To provide services to customers on appraisal related matters and records information.

### 1993 PERFORMANCES:

- Assessed 86,459 parcels of real property within the Municipality.
- Certified seven (7) real and personal/business property rolls.
- Reviewed and acted upon exemption requests for Sr. Cit/Dis Vets, farm use, religious, charitable, and educational considerations.
- Further enhanced the division training program.
- Assessed personal/business property within the Municipality.
- Maintained ownership and legal descriptions for properties in the MOA.
- Systematically reviewed 14,500 commercial and residential properties.
- Responded to about 150,000 inquiries for information on real and personal/business properties.
- Researched and resolved real and personal/business property valuation protests at the administrative level.
- Implemented a computerized system for all personal/business property records.
- Researched and prepared formal appeals to the Board of Equalization.
- Instituted a computerized real property cartographics system.

### 1994 PERFORMANCE OBJECTIVES:

- Assess 87,000 parcels of real property within the Municipality.
- Certify seven (7) real and personal/business property rolls.
- Review and act upon exemption requests for Sr. Cit/Dis Vets, farms use, religious, charitable, and educational considerations.
- Further enhance the division training program.
- Assess personal/business property within the Municipality.
- Maintain ownership and legal descriptions for properties within the MOA.
- Systematically review 14,500 commercial and residential properties.
- Respond to about 150,000 inquiries for information on real and personal/business properties.
- Research and resolve real and personal/business property valuation protests at the administrative level.
- Implement a computerized system for the costing of all personal/business property records.
- Research and prepare formal appeals to the Board of Equalization.
- Implement computerized real property cartographics within A.G.I.S system.

1994 P R O G R A M P L A N

DEPARTMENT: FINANCE  
 PROGRAM: Property Appraisal  
 RESOURCES:

DIVISION: PROPERTY ASSESSMENT

	1992 REVISED			1993 REVISED			1994 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	45	0	0	45	0	0	44	0	0
PERSONAL SERVICES	\$	2,632,600		\$	2,822,920		\$	2,728,950	
SUPPLIES		29,110			31,000			31,340	
OTHER SERVICES		147,610			154,440			171,990	
CAPITAL OUTLAY		13,130			1,200			2,730	
TOTAL DIRECT COST:	\$	2,822,450		\$	3,009,560		\$	2,935,010	
PROGRAM REVENUES:	\$	20,500		\$	16,000		\$	12,000	
WORK MEASURES:									
- Certify rolls (includes coordination and preparation)			7			7			7
- Process exemption requests. (incl. Sr. Citizens & Veterans).		14,450			16,750			17,295	
- Public/MOA inquiries, customer contacts		121,251			149,885			154,035	
- Maintain property/ownership records		95,500			120,625			124,625	
- Valuation of personal/business property returns		22,500			22,500			22,500	
- Revaluation of real property (includes admin processing)		86,800			86,459			86,995	
- Input real/business/personal property data		113,700			74,500			86,500	
- Business property discovery program (expressed as a %)		30			35			35	
- Add new commercial construction to roll. (inc. admin process)		320			339			492	
- Conduct on-site physical reinventories. (inc. admin process)		7,675			3,970			6,310	
- Prepare appeals to the Board of Equalization (inc. admin review)		3,376			3,030			3,725	
- Add residential new construction/remodels to assessment roll.		1,000			875			980	
- Coordinate Real Property Appeals' Process.		3,875			3,875			3,500	
- Business/Personal Property Audit Program		300			275			275	

80 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:  
 5, 15, 16, 17, 24, 25, 26, 42, 43, 44, 49, 54, 55, 56, 60,  
 71, 74, 75, 76, 77, 78, 79, 80