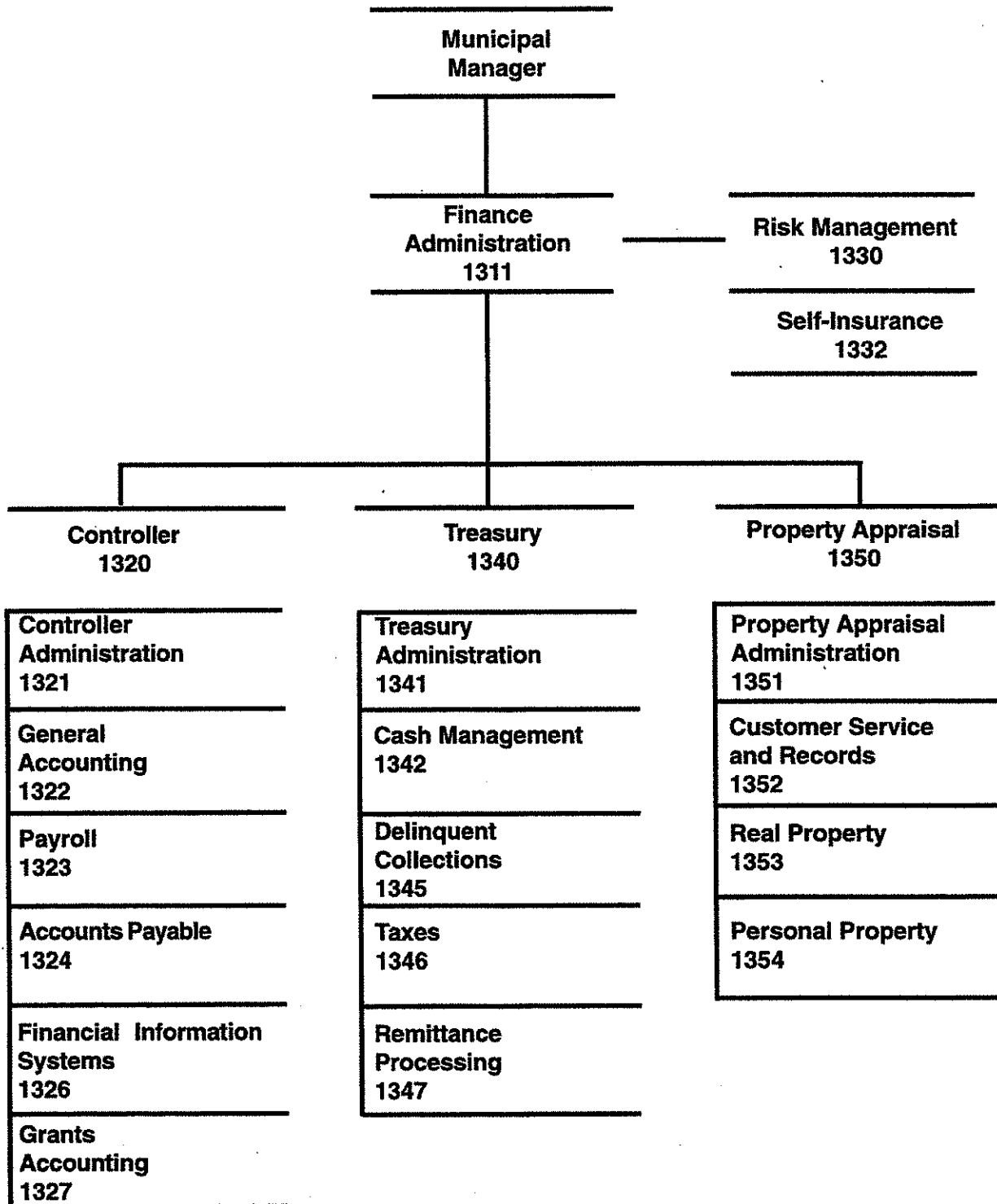


FINANCE

FINANCE



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 Program 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 capita 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

	1995	1996
Direct Costs	\$14,065,610	\$13,567,240
Program Revenues	\$ 254,120	\$ 311,220
Personnel	116FT 9PT 10T	113FT 9PT 7T

1996 RESOURCE PLAN

DEPARTMENT: FINANCE

DIVISION	FINANCIAL SUMMARY		PERSONNEL SUMMARY							
	1995 REVISED	1996 BUDGET	1995 REVISED				1996 BUDGET			
			FT	PT	T	TOTAL	FT	PT	T	TOTAL
FINANCE ADMINISTRATION	186,840	187,910	2			2	2			2
CONTROLLER	1,970,330	1,981,090	32	2		34	32	2		34
RISK MANAGEMENT	294,490	216,770	4			4	3			3
TREASURY	2,166,910	2,177,810	32	7		39	31	7		38
PROPERTY ASSESSMENT	3,138,040	3,081,300	46		10	56	45		7	52
SELF INSURANCE	6,309,000	5,922,360								
OPERATING COST	14,065,610	13,567,240	116	9	10	135	113	9	7	129
ADD DEBT SERVICE	0	0								
DIRECT ORGANIZATION COST	14,065,610	13,567,240								
ADD INTRAGOVERNMENTAL CHARGES FROM OTHERS	6,161,210	5,616,730								
TOTAL DEPARTMENT COST	20,226,820	19,183,970								
LESS INTRAGOVERNMENTAL CHARGES TO OTHERS	11,078,080	7,851,530								
FUNCTION COST	9,148,740	11,332,440								
LESS PROGRAM REVENUES	254,120	311,220								
NET PROGRAM COST	8,894,620	11,021,220								

1996 RESOURCES BY CATEGORY OF EXPENSE

DIVISION	PERSONAL SERVICES	SUPPLIES	OTHER SERVICES	CAPITAL OUTLAY	TOTAL DIRECT COST
FINANCE ADMINISTRATION	169,910	1,000	11,250	5,750	187,910
CONTROLLER	1,920,700	14,250	67,300	19,350	2,021,600
RISK MANAGEMENT	203,130	3,500	9,940	200	216,770
TREASURY	1,880,360	32,830	297,570	4,590	2,215,350
PROPERTY ASSESSMENT	2,893,730	31,380	200,550	3,360	3,129,020
SELF INSURANCE			5,922,360		5,922,360
DEPT. TOTAL WITHOUT DEBT SERVICE	7,067,830	82,960	6,508,970	33,250	13,693,010
LESS VACANCY FACTOR	125,770				125,770
ADD DEBT SERVICE					
TOTAL DIRECT ORGANIZATION COST	6,942,060	82,960	6,508,970	33,250	13,567,240

RECONCILIATION FROM 1995 REVISED BUDGET TO 1996 BUDGET

DEPARTMENT: FINANCE

	<u>DIRECT COSTS</u>	<u>POSITIONS</u>		
		FT	PT	T
1995 REVISED BUDGET:	\$ 14,065,610	116	9	10
1995 ONE-TIME REQUIREMENTS:	(57,350)			(3)
AMOUNT REQUIRED TO CONTINUE EXISTING PROGRAMS IN 1996:				
- Salaries and Benefit Adjustment	42,060			
- Non-Personal Services Inflation Adjustment	18,520			
1995 CONTINUATION LEVEL:	<u>\$ 14,068,840</u>	<u>116</u>	<u>9</u>	<u>7</u>
FUNDED NEW/EXPANDED SERVICE LEVELS:				
- Litigation (Title) Reports	52,500			
UNFUNDED CURRENT SERVICE LEVELS:				
- Risk Management - Loss Control/Safety Officer	(78,100)	(1)		
- Delinquent Collections - Collector	(48,310)	(1)		
- Personal Property - Business Property Assessment Examiner	(54,060)	(1)		
MISCELLANEOUS INCREASES (DECREASES)				
- Self-Insurance	(387,640)			
- Miscellaneous Increases/Reductions	14,010			
1996 BUDGET REQUEST:	<u><u>\$ 13,567,240</u></u>	<u><u>113 FT</u></u>	<u><u>9 PT</u></u>	<u><u>7 T</u></u>

1996 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.

1995 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.

1996 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:

	1994 REVISED			1995 REVISED			1996 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	2	0	0	2	0	0	2	0	0
PERSONAL SERVICES	\$	170,440		\$	169,840		\$	169,910	
SUPPLIES		1,000			1,000			1,000	
OTHER SERVICES		10,690			9,750			11,250	
CAPITAL OUTLAY		2,450			6,250			5,750	
TOTAL DIRECT COST:	\$	184,580		\$	186,840		\$	187,910	

83 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
1, 29

1996 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.

1995 PERFORMANCES:

- Processed 26 bi-weekly payrolls for approximately 3000 employees.
- 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.

1996 PERFORMANCE OBJECTIVES:

- Process 26 bi-weekly payrolls for approximately 3000 employees.
- 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:

	1994 REVISED			1995 REVISED			1996 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	13	0	0	12	1	0	12	1	0
PERSONAL SERVICES	\$	647,080		\$	564,980		\$	569,090	
SUPPLIES		4,290			4,020			4,220	
OTHER SERVICES		15,980			17,150			17,000	
CAPITAL OUTLAY		7,000			6,500			7,100	
TOTAL DIRECT COST:	\$	674,350		\$	592,650		\$	597,410	

WORK MEASURES:

- Manual payroll checks written	1,450	1,500	1,525
- Payroll data base transactions	9,800	9,850	9,875
- Biweekly checks/advices	81,120	80,600	78,000
- Accounts payable checks issued	32,300	32,900	35,200
- Invoices paid	133,500	134,000	139,700
- Manual checks, leave adj leave dontns, adjsting wrkshst input transactn.	23,800	23,800	22,000

83 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
 6, 7, 21, 22, 37, 52, 69, 76

1996 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.

1995 PERFORMANCES:

- Provided annual financial reports with supporting audit workpapers in an accurate and timely manner.
- Provided monthly financial reports in most effective format in an accurate and 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.
- Drafted Municipal accounting guide.

1996 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 expenditures of funds based on Assembly appropriation.
- Process grant reports, requests and financial transactions in a timely manner.
- Complete Municipal accounting guide.

1996 P R O G R A M P L A N

DEPARTMENT: FINANCE
 PROGRAM: Financial Record Management
 RESOURCES:

DIVISION: CONTROLLER

	1994 REVISED			1995 REVISED			1996 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	21	2	0	20	1	0	20	1	0
PERSONAL SERVICES	\$ 1,382,580			\$ 1,305,330			\$ 1,311,100		
SUPPLIES	8,510			10,080			10,030		
OTHER SERVICES	51,560			47,780			50,300		
CAPITAL OUTLAY	17,690			14,490			12,250		
TOTAL DIRECT COST:	\$ 1,460,340			\$ 1,377,680			\$ 1,383,680		
WORK MEASURES:									
- Input documents reviewed	1,600			1,424			1,470		
- Reports prepared	8,500			7,400			7,210		
- Funds verified	1,150			1,000			975		
- Transactions input	630,680			642,760			646,180		
- Grants accounted for in single audits (state and federal)	550			575			575		
- Funds managed	99			101			101		
- Individual grant revenue confirmations completed	560			582			570		

83 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
 2, 8, 9, 10, 30, 33, 34, 35, 47, 48, 49, 50, 59, 60, 64,
 67

1996 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.

1995 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.
- Coordinated and enforced the collection of funds due the Municipality.

1996 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.
- Coordinate and enforce the collection of funds due the Municipality.

1996 PROGRAM PLAN

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

	1994 REVISED			1995 REVISED			1996 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	5	0	0	5	0	0	5	0	0
PERSONAL SERVICES	\$	371,170		\$	370,430		\$	364,200	
SUPPLIES		4,400			4,400			4,400	
OTHER SERVICES		13,520			12,690			12,490	
CAPITAL OUTLAY		720			720			720	
TOTAL DIRECT COST:	\$	389,810		\$	388,240		\$	381,810	
PROGRAM REVENUES:	\$	22,340		\$	28,570		\$	33,470	
WORK MEASURES:									
- Investment pieces bid			135			135			135
- Average daily investment balance (\$000)			363,456			393,500			393,500
- Real & personal property taxes billed (\$000)			188,005			197,000			197,000
- Average monthly balance Misc. accts receivable (\$000)			4,060			4,060			4,060
- Average monthly balance Delinquent fines & fees (\$000)			1,724			1,725			1,725
- Utility payments (\$000)			233,023			233,000			233,000
- Investment & collateral items recorded on JEs & tracked on database			825			825			825

83 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
 4, 32, 43, 61, 81

1996 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 programs.

1995 PERFORMANCES:

- Verified all MOA cash receipts and supporting documentation prior to FIS recording in the 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 programs.

1996 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 programs.

1996 P R O G R A M P L A N

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

	1994 REVISED			1995 REVISED			1996 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	6	0	0	6	0	0	6	0	0
PERSONAL SERVICES	\$	291,900		\$	299,680		\$	305,280	
SUPPLIES		2,750			2,750			2,750	
OTHER SERVICES		22,410			26,710			27,710	
CAPITAL OUTLAY		2,520			720			720	
TOTAL DIRECT COST:	\$	319,580		\$	329,860		\$	336,460	
PROGRAM REVENUES:	\$	11,300		\$	11,300		\$	11,300	
WORK MEASURES:									
- Cash receipts processed		30,000			30,000			33,000	
- Checks and advices disbursed		124,000			124,000			124,000	
- Revenue deposits verified		18,250			18,250			19,500	
- Tobacco tax collected (\$)		2,887,390			4,555,120			5,955,120	
- Hotel/Motel tax collected (\$)		6,280,920			7,162,130			7,162,130	
- Penalties & Interest collected (\$)		21,020			21,020			21,020	
- Tobacco tax audit findings/collections (\$)		46,950			46,950			46,950	
- Hotel/Motel tax audit finding/collections (\$)		81,440			81,440			81,440	

83 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
11, 25, 42, 70

1996 PROGRAM PLAN

DEPARTMENT: FINANCE

DIVISION: TREASURY

PROGRAM: Delinquent and Miscellaneous Collections

PURPOSE:

To enforce collection of personal and business property taxes and government and utility bills for collection (BFC's). To bill & collect Emergency Medical Service (EMS) transport fees, and to collect delinquent fees and fines.

1995 PERFORMANCES:

- Collected delinquent personal property tax revenues.
- Collected miscellaneous accounts receivable.
- Billed and collected Emergency Medical Service fees.
- Collected judgements for unpaid criminal fines, indigent defense fees, minor offense/traffic fines and costs of imprisonment through attachment of Permanent Fund dividends.
- Collected fines imposed by MOA Hearing Officer under AMC Title 14.
- Collected current and delinquent business personal property taxes due from applicants for liquor license transfers & renewals.

1996 PERFORMANCE OBJECTIVES:

- Collect delinquent personal property tax revenues.
- Collect miscellaneous accounts receivable.
- Bill and collect Emergency Medical Service fees.
- Collect judgements for unpaid criminal fines, indigent defense fees, minor offense/traffic fines and cost of imprisonment through attachment of permanent fund dividends.
- Collect fines imposed by MOA Hearing Officer under AMC Title 14.
- Collect current and delinquent business personal property taxes due from applicants for liquor license transfers & renewals.

1996 P R O G R A M P L A N

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

	1994 REVISED			1995 REVISED			1996 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	13	0	0	12	0	0	11	0	0
PERSONAL SERVICES	\$	662,590		\$	630,900		\$	579,770	
SUPPLIES		5,100			5,800			5,800	
OTHER SERVICES		65,820			60,370			61,760	
CAPITAL OUTLAY		2,590			900			1,190	
TOTAL DIRECT COST:	\$	736,100		\$	697,970		\$	648,520	
PROGRAM REVENUES:	\$	115,000		\$	200,000		\$	200,000	
WORK MEASURES:									
- Receivables reduced (in \$000's)		14,768			15,450			14,438	
- Small Claims Court cases filed		471			450			450	
- Criminal fines collected (in \$)		225,855			337,800			337,800	
- Collections from litigation support (in \$)		512,364			314,100			314,100	
- Ambulance services billed		7,386			7,350			7,350	
- Insurance claims processed for EMS		4,048			3,990			3,990	
- Indigent defense fees collected (in \$)		186,207			193,350			193,350	
- Minor offenses/traffic fines collected (in \$)		135,194			125,100			125,100	
- Tax collections from liquor license protests (in \$)		431,000			147,950			147,950	
- Costs of imprisonment collected (in \$)		0			60,000			60,000	
- Collected from small claims process (in \$)		179,534			180,000			180,000	

83 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
 13, 23, 41, 54, 66, 68

1996 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; to administer aircraft registration & collect registration tax.

1995 PERFORMANCES:

- Billed and collected both real and personal property taxes.
- Issued tax certificates.
- Proceeded with foreclosures as required by AS 29.45
- Provided professional service and information to the public.
- Administered aircraft tax registration and collection.

1996 PERFORMANCE OBJECTIVES:

- Bill and collect both real and personal property taxes.
- Issue tax certificates.
- Proceed with foreclosures as required by AS 29.45.
- Provide professional service and information to the public.
- Administer aircraft tax registration and collection.

RESOURCES:

	1994 REVISED			1995 REVISED			1996 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	6	0	0	6	0	0	6	0	0
PERSONAL SERVICES	\$	267,480		\$	275,920		\$	284,160	
SUPPLIES		8,800			8,800			11,380	
OTHER SERVICES		101,030			92,290			147,780	
CAPITAL OUTLAY		980			980			980	
TOTAL DIRECT COST:	\$	378,290		\$	377,990		\$	444,300	
PROGRAM REVENUES:	\$	2,500		\$	3,250		\$	55,750	

WORK MEASURES:

- Tax bills issued	108,297	108,300	108,300
- Tax foreclosed parcels	1,187	1,200	1,200
- Property tax payments processed (\$ 000)	188,144	188,150	188,150
- Tax certificates issued	515	500	500
- Bankruptcy cases maintained	560	600	600
- Taxpayer inquiries serviced	30,229	30,300	30,300
- Tax deposits prepared	1,110	1,100	1,100
- Aircraft tax collected (in \$)	0	180,000	180,000

83 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
 12, 36, 40, 55, 63

1996 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.

1995 PERFORMANCES:

- Processed utility payments throughout the year.
- Prepared an average daily deposit of \$935,837.
- Monitored and processed returned checks for collection.
- Processed exception items as required.
- Machine processed property tax payments.

1996 PERFORMANCE OBJECTIVES:

- Process utility payments throughout the year.
- Prepare an average daily deposit of \$935,840.
- Monitor and process returned checks for collection.
- Process exception items as required.
- Machine process property tax payments.

RESOURCES:

	1994 REVISED			1995 REVISED			1996 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	4	7	0	3	7	0	3	7	0
PERSONAL SERVICES	\$	341,870		\$	316,880		\$	309,410	
SUPPLIES		8,500			8,500			8,500	
OTHER SERVICES		47,340			46,490			47,830	
CAPITAL OUTLAY		980			980			980	
TOTAL DIRECT COST:	\$	398,690		\$	372,850		\$	366,720	

WORK MEASURES:

- Utility remittances opened and batched	1,635,419	1,636,000	1,636,000
- Returned/NSF checks processed	4,279	4,300	4,300
- Tax remittances machine processed	34,650	35,000	35,000
- Utility remittances machine processed	1,553,649	1,554,200	1,554,200

83 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
14, 24, 39, 53, 65, 72, 73, 74

1996 PROGRAM PLAN

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.

1995 PERFORMANCES:

- Identified and minimized exposure to loss.
- Managed workers' compensation and liability claims.
- Administered insurance/self-insurance program.
- Maintained comprehensive property insurance program for all Municipal real and personal property at a reasonable insurance premium.
- Continued to reduce the cost of workers' compensation claims.
- Returned injured Municipal workers to duty as soon as possible utilizing modified work policy to reduce cost.
- Continued reducing the cost of legal services by use of in-house attorney and cost control litigation program.
- Recovered twice the Risk Management operating budget by collection of subrogated tort damage claims for general government and the utilities.
- Continued to administer strong Municipal-wide safety program to reduce the cost of workers' compensation and tort liability claims and suits.
- Assisted all Municipal departments in administering and understanding Federal OSHA and Environmental unfunded mandates.

1996 PERFORMANCE OBJECTIVES:

- Identify and minimize exposure to loss.
- Manage workers' compensation and liability claims.
- Administer insurance/self-insurance program.
- Maintain comprehensive property insurance program for all municipal real and personal property at a reasonable insurance premium.
- Continue to reduce the cost of workers' compensation claims.
- Return injured Municipal workers to duty as soon as possible utilizing modified work policy to reduce cost.
- Continue reducing the cost of legal services by use of in-house attorney and cost control litigation program.
- Recover twice the Risk Management operating budget by collection of subrogated tort damage claims for general government and the utilities.
- Continue to administer strong Municipal-wide safety program to reduce the cost of workers' compensation and tort liability claims and suits.
- Assist all Municipal departments in administering and understanding Federal OSHA and Environmental unfunded mandates.

1996 P R O G R A M P L A N

DEPARTMENT: FINANCE
 PROGRAM: Risk Management
 RESOURCES:

DIVISION: RISK MANAGEMENT

	1994 REVISED			1995 REVISED			1996 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	4	0	0	4	0	0	3	0	0
PERSONAL SERVICES	\$	277,970		\$	279,850		\$	203,130	
SUPPLIES		3,500			3,500			3,500	
OTHER SERVICES		6,620,530			6,318,940			5,932,300	
CAPITAL OUTLAY		200			1,200			200	
TOTAL DIRECT COST:	\$	6,902,200		\$	6,603,490		\$	6,139,130	
WORK MEASURES:									
- Damage claims recovered (\$)		610,000			610,000			610,000	
- Municipal contracts reviewed		600			600			615	
- Workers' compensation claims reduced		550			550			300	
- General liability claims reduced		265			265			160	
- Auto liability claims controlled		160			160			90	
- Safety meetings held		40			40			0	
- Safety building inspections		35			35			0	

83 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
 3, 18, 19, 20, 31, 38

1996 PROGRAM PLAN

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.

1995 PERFORMANCES:

- Assessed parcels of real property within the Municipality.
- Certified seven (7) real and personal/business property rolls.
- Reviewed and acted upon exemption requests for Senior 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 within the MOA.
- Systematically reviewed 15,000 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 the costing of all personal/business property records.
- Researched and prepared formal appeals to the board of equalization.
- Implemented computerized real property cartographics w/in A.G.I.S. system

1996 PERFORMANCE OBJECTIVES:

- Assess 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, farm use, religious, charitable, and educational considerations.
- Further enhance the Division training program.
- Assess business property within the Municipality.
- Maintain ownership and legal descriptions for properties within the MOA.
- Systematically review 15,000 commercial and residential properties.
- Respond to about 150,000 inquiries for information on real and business properties.
- Research and resolve real and business property valuation protests at the administrative level.
- Implement a computerized system for the costing of all business property records.
- Research and prepare formal appeals to the Board of Equalization.
- Implement computerized real property cartographics w/in A.G.I.S. system.

1996 P R O G R A M P L A N

DEPARTMENT: FINANCE
 PROGRAM: Property Appraisal
 RESOURCES:

DIVISION: PROPERTY ASSESSMENT

	1994 REVISED			1995 REVISED			1996 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	44	0	0	46	0	10	45	0	7
PERSONAL SERVICES	\$	2,725,190		\$	2,924,390		\$	2,846,010	
SUPPLIES		31,340			31,100			31,380	
OTHER SERVICES		171,990			181,200			200,550	
CAPITAL OUTLAY		2,730			1,350			3,360	
TOTAL DIRECT COST:	\$	2,931,250		\$	3,138,040		\$	3,081,300	
PROGRAM REVENUES:	\$	12,000		\$	11,000		\$	10,700	
WORK MEASURES:									
- Certify rolls (includes coordination and preparation)			7			7			7
- Process exemption requests (incl. Sr. Citizens & Veterans)		17,295			20,985			22,190	
- Public/MOA inquiries, customer contacts		104,734			69,331			87,897	
- Maintain property/ownership records		124,625			123,124			123,744	
- Valuation of personal/business property returns		22,500			22,500			18,000	
- Revaluation of real property (includes admin processing)		86,995			88,200			86,200	
- Input real/business property data		86,500			65,157			57,064	
- Business property discovery program (expressed as a %)		35			35			80	
- Add new commercial construction to roll (inc. admin process)		492			432			324	
- Conduct on-site physical reinventories (inc. admin process)		6,310			4,980			7,766	
- Prepare appeals to the Board of Equalization (inc. admin review)		3,725			4,050			4,050	
- Add residential new construction/remodels to assessment roll		980			882			792	
- Coordinate real property appeals' process.		3,500			4,050			4,050	
- Business property audit program		275			275			475	

83 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
 5, 15, 16, 17, 26, 27, 28, 44, 45, 46, 51, 56, 57, 58, 62,
 71, 75, 77, 78, 79, 80, 82, 83