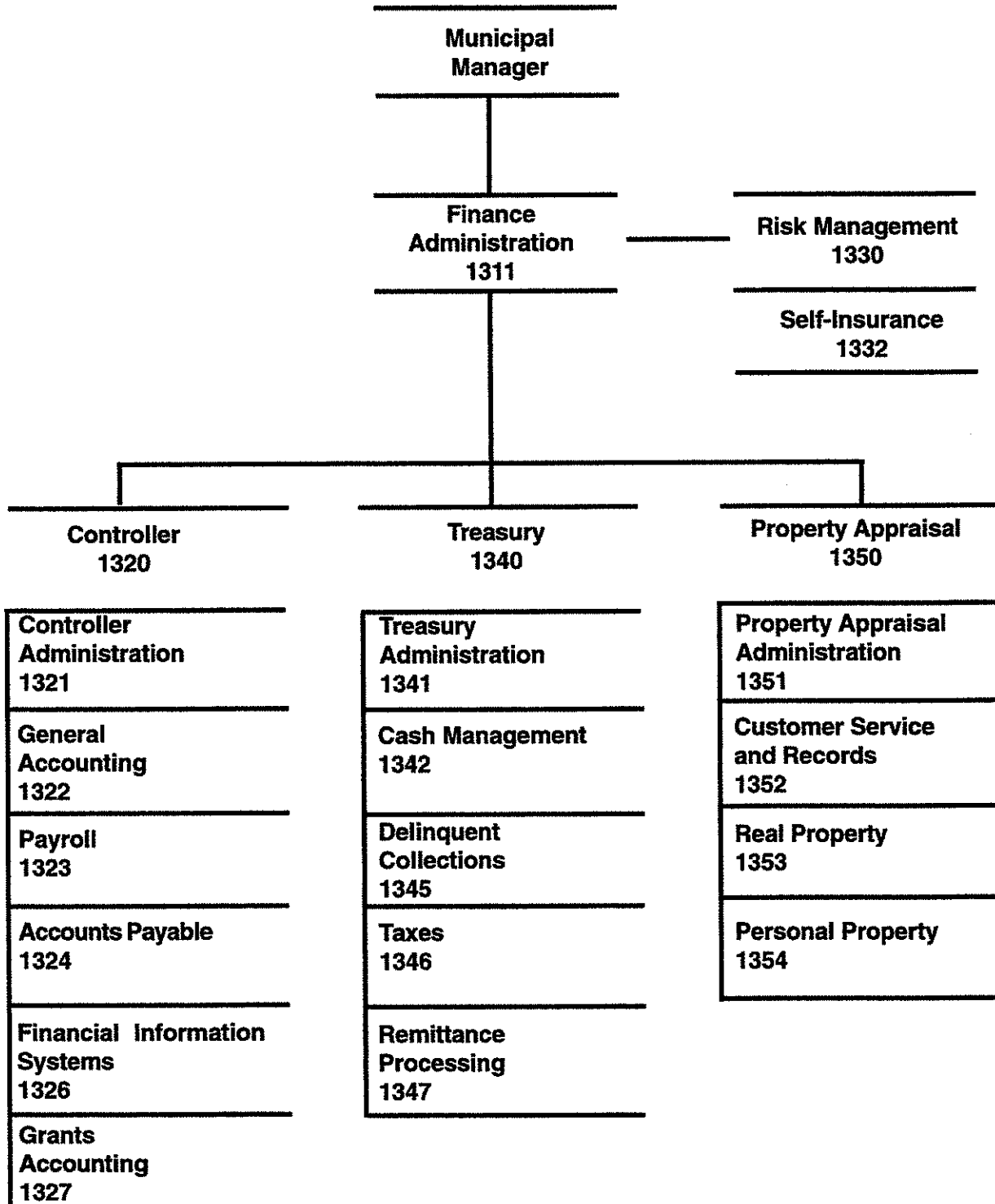


FINANCE

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 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

	1996	1997
Direct Costs	\$13,619,540	\$13,748,940
Program Revenues	\$ 311,220	\$ 319,420
Personnel	113FT 9PT 7T	112FT 10PT 7T

1997 RESOURCE PLAN

DEPARTMENT: FINANCE

DIVISION	FINANCIAL SUMMARY		PERSONNEL SUMMARY							
	1996 REVISED	1997 BUDGET	1996 REVISED		1997 BUDGET					
			FT	PT	T	TOTAL	FT	PT	T	TOTAL
FINANCE ADMINISTRATION	187,610	188,520	2			2	2			2
CONTROLLER	1,994,430	1,996,700	32	2		34	31	2		33
RISK MANAGEMENT	218,420	219,580	3			3	3			3
TREASURY	2,184,130	2,308,370	31	7		38	31	8		39
PROPERTY ASSESSMENT	3,112,590	3,175,770	45		7	52	45		7	52
SELF INSURANCE	5,922,360	5,860,000								
OPERATING COST	13,619,540	13,748,940	113	9	7	129	112	10	7	129
ADD DEBT SERVICE	0	0								
DIRECT ORGANIZATION COST	13,619,540	13,748,940								
ADD INTRAGOVERNMENTAL CHARGES FROM OTHERS	5,644,800	6,319,120								
TOTAL DEPARTMENT COST	19,264,340	20,068,060								
LESS INTRAGOVERNMENTAL CHARGES TO OTHERS	8,002,060	9,536,020								
FUNCTION COST	11,262,280	10,532,040								
LESS PROGRAM REVENUES	311,220	319,420								
NET PROGRAM COST	10,951,060	10,212,620								

1997 RESOURCES BY CATEGORY OF EXPENSE

DIVISION	PERSONAL SERVICES	SUPPLIES	OTHER SERVICES	CAPITAL OUTLAY	TOTAL DIRECT COST
FINANCE ADMINISTRATION	169,970	1,280	11,370	5,900	188,520
CONTROLLER	1,918,550	17,660	81,860	19,140	2,037,210
RISK MANAGEMENT	205,520	3,500	10,040	520	219,580
TREASURY	1,938,450	37,110	355,180	15,170	2,345,910
PROPERTY ASSESSMENT	2,982,630	32,210	202,060	6,590	3,223,490
SELF INSURANCE			5,860,000		5,860,000
DEPT. TOTAL WITHOUT DEBT SERVICE	7,215,120	91,760	6,520,510	47,320	13,874,710
LESS VACANCY FACTOR	125,770				125,770
ADD DEBT SERVICE					
TOTAL DIRECT ORGANIZATION COST	7,089,350	91,760	6,520,510	47,320	13,748,940

RECONCILIATION FROM 1996 REVISED BUDGET TO 1997 BUDGET

DEPARTMENT: FINANCE

	<u>DIRECT COSTS</u>	<u>POSITIONS</u>		
		FT	PT	T
1996 REVISED BUDGET:	\$ 13,619,540	113	9	7
1996 ONE-TIME REQUIREMENTS:				
AMOUNT REQUIRED TO CONTINUE EXISTING PROGRAMS IN 1997:				
- Salaries and Benefit Adjustment	147,420			
- Non-Personal Services Inflation Adjustment	21,730			
1996 CONTINUATION LEVEL:	<u>\$ 13,788,690</u>	<u>113</u>	<u>9</u>	<u>7</u>
FUNDED NEW/EXPANDED SERVICE LEVELS:				
- Hotel/Motel Tax Clerk	39,610		1	
- Increased costs for Litigation Reports	24,500			
- Increased maintenance Costs on Remittance Machines	43,170			
UNFUNDED CURRENT SERVICE LEVELS:				
- General Accounting-Senior Accountant	(73,640)	(1)		
- Part-Time Position Reduced	(4,450)			
MISCELLANEOUS INCREASES (DECREASES)				
- Personal Services	(13,700)			
- Supplies	7,300			
- Self-Insurance	(62,360)			
Miscellaneous Increases/Reductions	(180)			
1997 BUDGET:	<u>\$ 13,748,940</u>	<u>112 FT</u>	<u>10 PT</u>	<u>7 T</u>

1997 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.

1996 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.

1997 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:

	1995 REVISED			1996 REVISED			1997 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	2	0	0	2	0	0	2	0	0
PERSONAL SERVICES	\$	169,840		\$	169,610		\$	169,970	
SUPPLIES		1,000			1,000			1,280	
OTHER SERVICES		9,750			11,250			11,370	
CAPITAL OUTLAY		6,250			5,750			5,900	
TOTAL DIRECT COST:	\$	186,840		\$	187,610		\$	188,520	

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

1997 P R O G R A M P L A N

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.

1996 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.

1997 PERFORMANCE OBJECTIVES:

- Process 26 bi-weekly payrolls for approximately 2660 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:

	1995 REVISED			1996 REVISED			1997 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	12	1	0	12	1	0	12	1	0
PERSONAL SERVICES	\$	564,980		\$	572,530		\$	596,310	
SUPPLIES		4,020			4,220			4,470	
OTHER SERVICES		17,150			17,000			17,420	
CAPITAL OUTLAY		6,500			7,100			7,300	
TOTAL DIRECT COST:	\$	592,650		\$	600,850		\$	625,500	

WORK MEASURES:

- Manual payroll checks written	1,500	1,300	1,300
- Payroll database transactions	9,850	7,800	7,800
- Biweekly checks/advices	80,600	79,850	69,160
- Accounts payable checks issued	36,150	35,400	35,400
- Invoices paid	139,600	139,700	139,700
- Manual checks, leave adjustments/donations worksheet adjustments.	23,800	20,000	20,000

83 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS: 6, 7, 21, 22, 37, 52, 67, 72

1997 PROGRAM PLAN

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.

1996 PERFORMANCES:

- Provided annual financial reports with supporting audit workpapers in an accurate and timely manner.
- Provided monthly financial reports 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 expenditures of funds based on Assembly appropriation.
- Processed grant reports, requests and financial transactions in a timely manner.

1997 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.

1997 P R O G R A M P L A N

DEPARTMENT: FINANCE
 PROGRAM: Financial Record Management
 RESOURCES:

DIVISION: CONTROLLER

	1995 REVISED			1996 REVISED			1997 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	20	1	0	20	1	0	19	1	0
PERSONAL SERVICES			\$ 1,305,330			\$ 1,321,000			\$ 1,281,730
SUPPLIES			10,080			10,030			13,190
OTHER SERVICES			47,780			50,300			64,440
CAPITAL OUTLAY			14,490			12,250			11,840
TOTAL DIRECT COST:			\$ 1,377,680			\$ 1,393,580			\$ 1,371,200
WORK MEASURES:									
- Input documents reviewed			1,424			1,470			1,425
- Reports prepared			7,400			7,210			7,200
- Funds verified			1,000			975			960
- Transactions input			575,429			579,623			583,102
- Grants accounted for in single audits (state and federal)			575			575			560
- Funds managed			101			101			103
- Individual grant revenue confirmations completed			582			570			540

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, 62, 65

1997 P R O G R A M P L A N

DEPARTMENT: FINANCE

DIVISION: TREASURY

PROGRAM: Division Admin and Management of Funds

RESOURCES:

	1995 REVISED			1996 REVISED			1997 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	5	0	0	5	0	0	5	0	0
PERSONAL SERVICES	\$	370,430		\$	367,600		\$	359,540	
SUPPLIES		4,400			4,400			4,540	
OTHER SERVICES		12,690			12,490			12,700	
CAPITAL OUTLAY		720			720			4,410	
TOTAL DIRECT COST:	\$	388,240		\$	385,210		\$	381,190	
PROGRAM REVENUES:	\$	28,570		\$	33,470		\$	25,770	
WORK MEASURES:									
- Investment pieces bid			135			135			135
- Average daily investment balance (\$000)			361,190			361,190			361,190
- Real & personal property taxes billed (\$000)			199,110			209,010			209,010
- Average monthly balance Misc. accts receivable (\$000)			4,700			4,700			4,700
- Average monthly balance Delinquent fines & fees (\$000)			2,800			2,800			2,800
- Utility payments (\$000)			230,910			231,000			231,000
- 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, 60, 77

1997 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, hotel/motel tax programs and rental vehicle use tax.

1996 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 programs.

1997 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, hotel/motel tax programs and rental vehicle use tax.

1997 P R O G R A M P L A N

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.

1996 PERFORMANCES:

- Collected delinquent personal property tax revenues.
- Collected miscellaneous accounts receivable.
- Billed and collected Emergency Medical Service (EMS) 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 and renewals.

1997 PERFORMANCE OBJECTIVES:

- Collect delinquent personal property tax revenues.
- Collect miscellaneous accounts receivable.
- Bill and collect emergency medical service (EMS) fees.
- Collect judgements for unpaid criminal fines, indigent defense fees, minor offense/traffic fines and costs 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 and renewals.

1997 P R O G R A M P L A N

DEPARTMENT: FINANCE

DIVISION: TREASURY

PROGRAM: Delinquent and Miscellaneous Collections

RESOURCES:

	1995 REVISED			1996 REVISED			1997 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	12	0	0	11	0	0	11	0	0
PERSONAL SERVICES	\$	630,900		\$	582,540		\$	599,580	
SUPPLIES		5,800			5,800			8,800	
OTHER SERVICES		60,370			61,760			62,700	
CAPITAL OUTLAY		900			1,190			1,230	
TOTAL DIRECT COST:	\$	697,970		\$	651,290		\$	672,310	
PROGRAM REVENUES:	\$	187,040		\$	200,000		\$	195,000	
WORK MEASURES:									
- Receivables reduced (in \$000's)		17,338			14,438			15,858	
- Small Claims Court cases filed		294			350			350	
- Criminal fines collected (in \$)		478,140			480,000			480,000	
- Collections from litigation support (in \$)		479,290			314,100			314,100	
- Ambulance services billed		7,966			7,900			7,900	
- Insurance claims processed for EMS		3,598			3,600			3,600	
- Indigent defense fees collected (in \$)		169,690			170,000			170,000	
- Minor offenses/traffic fines collected (in \$)		117,990			118,000			118,000	
- Tax collections from liquor license protests (in \$)		156,800			156,000			156,000	
- Costs of imprisonment collected (in \$)		97,460			97,000			97,000	
- Collected from small claims process (in \$)		178,650			180,000			180,000	

83 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
13, 23, 41, 54, 64, 66, 78

1997 PROGRAM PLAN

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.

1996 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.

1997 PERFORMANCE OBJECTIVES:

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

RESOURCES:

	1995 REVISED			1996 REVISED			1997 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	6	0	0	6	0	0	6	0	0
PERSONAL SERVICES	\$	275,920		\$	284,980		\$	285,850	
SUPPLIES		8,800			11,380			11,730	
OTHER SERVICES		92,290			147,780			178,880	
CAPITAL OUTLAY		980			980			0	
TOTAL DIRECT COST:	\$	377,990		\$	445,120		\$	476,460	
PROGRAM REVENUES:	\$	3,250		\$	55,750		\$	80,250	

WORK MEASURES:

- Tax bills issued		92,820		93,000		93,000
- Tax foreclosed parcels		1,200		1,230		1,200
- Property tax payments processed (\$ 000)		197,770		198,000		198,000
- Tax certificates issued		453		450		450
- Bankruptcy cases maintained		380		400		400
- Taxpayer inquiries serviced		30,300		30,300		30,300
- Tax deposits processed		1,100		1,100		1,100
- Aircraft tax collected (in \$)		166,340		172,000		173,100

83 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
12, 36, 40, 55, 81

1997 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.

1996 PERFORMANCES:

- Processed 1,625,000 utility payments throughout the year.
- Prepared an average daily deposit of \$927,335.
- Monitored and processed 3,930 returned checks for collection.
- Processed exception items as required.
- Machine processed 33,100 property tax payments.

1997 PERFORMANCE OBJECTIVES:

- Process 1,625,000 utility payments throughout the year.
- Prepare an average daily deposit of \$927,335.
- Monitor and process 3,930 returned checks for collection.
- Process exception items as required.
- Machine process 33,100 property tax payments.

RESOURCES:

	1995 REVISED			1996 REVISED			1997 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	3	7	0	3	7	0	3	7	0
PERSONAL SERVICES	\$	316,880		\$	307,500		\$	309,520	
SUPPLIES		8,500			8,500			7,700	
OTHER SERVICES		46,490			47,830			81,380	
CAPITAL OUTLAY		980			980			1,010	
TOTAL DIRECT COST:	\$	372,850		\$	364,810		\$	399,610	

WORK MEASURES:

- Utility remittances opened and batched	1,625,000	1,625,000	1,625,000
- Returned/NSF checks processed	3,930	3,930	3,930
- Tax remittances machine processed	33,100	33,100	33,100
- Utility remittances machine processed	1,520,550	1,520,550	1,520,550

83 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
14, 24, 39, 53, 63, 70, 82

1997 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.

1996 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.

1997 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 worker's 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.

1997 P R O G R A M P L A N

DEPARTMENT: FINANCE
 PROGRAM: Risk Management
 RESOURCES:

DIVISION: RISK MANAGEMENT

	1995 REVISED			1996 REVISED			1997 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	4	0	0	3	0	0	3	0	0
PERSONAL SERVICES	\$	279,850		\$	204,780		\$	205,520	
SUPPLIES		3,500			3,500			3,500	
OTHER SERVICES		6,318,940			5,932,300			5,870,040	
CAPITAL OUTLAY		1,200			200			520	
TOTAL DIRECT COST:	\$	6,603,490		\$	6,140,780		\$	6,079,580	
WORK MEASURES:									
- Damage claims recovered (\$)		610,000			610,000			610,000	
- Municipal contracts reviewed		600			615			615	
- Workers' compensation claims reduced		550			300			300	
- General liability claims reduced		265			160			160	
- Auto liability claims controlled		160			90			90	
- Safety meetings held		40			40			40	
- Safety building inspections		35			35			35	

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

1997 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.

1996 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 Sr. Cit/Dis Vets, farm use, religious, charitable, and educational considerations.
- Further enhanced the Division training program.
- Assessed business property within the Municipality.
- Maintained ownership and legal descriptions for properties within MOA.
- Systematically reviewed 15,000 commercial and residential properties.
- Responded to approximately 150,000 inquiries for information on real and business properties.
- Researched and resolved real and business property valuation protests at the administrative level.
- Implemented a computerized system for the costing of all business property records.
- Researched and prepared formal appeals to the Board of Equalization.
- Implemented computerized real property cartographics w/in AGIS system.

1997 PERFORMANCE OBJECTIVES:

- Assess all taxable real property within the Municipality.
- Certify seven (7) real and personal/business property rolls.
- Complete reinventory on 9,000 real property parcels.
- Review and resolve property valuation protests.
- Review and complete appeal responses to the Board of Equalization.
- Review and complete administrative decisions on exemption requests for Sr. Citizens/Disabled Veterans, educational, religious, charitable, and farm deferment considerations.
- Assess all taxable business property in the Municipality.
- Maintain ownership and legal descriptions for property in the MOA.
- Complete uncoupling of 400 parcels to support GIS efforts.
- Complete discovery of approximately 9,000 taxable business properties.
- Review and complete administrative decisions on 300 additional exemption requests as result of business personal property discovery program.
- Respond to approximately 150,000 inquiries for information on real and business properties.

1997 PROGRAM PLAN

DEPARTMENT: FINANCE
 PROGRAM: Property Appraisal
 RESOURCES:

DIVISION: PROPERTY ASSESSMENT

	1995 REVISED			1996 REVISED			1997 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	46	0	10	45	0	7	45	0	7
PERSONAL SERVICES			\$ 2,924,390			\$ 2,877,300			\$ 2,934,910
SUPPLIES			31,100			31,380			32,210
OTHER SERVICES			181,200			200,550			202,060
CAPITAL OUTLAY			1,350			3,360			6,590
TOTAL DIRECT COST:			\$ 3,138,040			\$ 3,112,590			\$ 3,175,770
PROGRAM REVENUES:			\$ 11,000			\$ 10,700			\$ 7,100
WORK MEASURES:									
- Certify rolls (includes coordination and preparation)			7			7			7
- Process exemption requests (incl. Sr. Citizens & Veterans)			20,985			22,190			15,600
- Public/MOA inquiries, customer contacts			69,331			87,897			100,315
- Maintain property/ownership records			123,124			123,744			123,880
- Valuation of personal/business property returns			22,500			18,000			20,000
- Revaluation of real property (includes admin processing)			88,200			86,200			87,100
- Input real/business property data			65,157			57,064			63,500
- Business property discovery program (expressed as a %)			35			80			80
- Add new commercial construction to roll (inc. admin process)			432			324			279
- Conduct on-site physical reinventories (inc. admin process)			4,980			7,766			9,080
- Prepare appeals to the Board of Equalization (inc. admin review)			4,050			4,050			4,000
- Add residential new construction/remodels to assessment roll			882			792			729
- Coordinate real property appeals' process.			4,050			4,050			4,050
- Business property audit program			275			475			375

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, 61,
 69, 71, 73, 74, 75, 76, 79, 80