

Assessment & Taxation

Business Plan & Budget Highlights

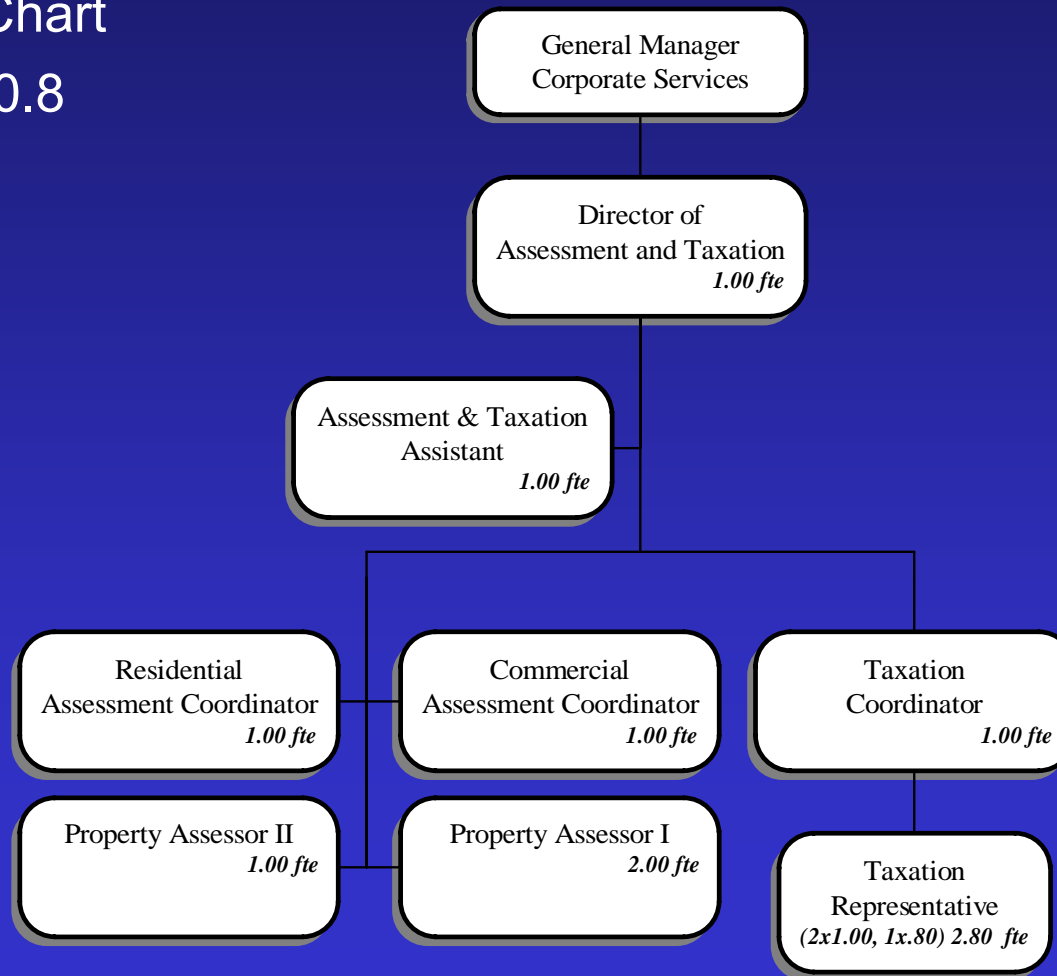
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Mandate:

- Valuation of property and collection of taxation revenue for the City of St Albert.
- Accurate assessment values and equitable distribution of property tax responsibility within the community.
- Provide accurate and comprehensive assessment and taxation information to Council, the organization, and to the citizens of St. Albert.

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Organization Chart
Total FTE's: 10.8



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Programs / Services

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Programs/Services (Assessment):

- Calculation of market value for all properties annually using mass appraisal techniques.
 - 2004 Taxable Assessment is \$4.22 Billion)
- Ongoing re-inspection program of existing properties to maintain data integrity & equity.
- Inspection of all new construction for addition to the assessment roll.

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Programs/Services (Assessment):

- Submission of completed assessment roll to Province for audit and review. (ASSET)
- Preparation and defense of appealed assessments
 - Assessment Review Board
 - Municipal Government Board.

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Programs/Services (Taxation):

- Billing & collection of annual and supplementary property taxes.
 - 21,000+ notices sent for the 2004 Tax year
 - \$60.6 million levied
- Administration of tax accounts
 - Includes processing land titles changes, school support declarations, billing inquiries
- Administration of Pre-authorized Tax Payment Plan
 - 11,000 + accounts as of June 2004

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Programs/Services (Taxation):

- Administration of tax recovery for delinquent accounts as set out by the Municipal Government Act.
- Provision of on-line and fee based services
 - tax certificates, tax inquiries

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Performance Measures

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Performance Measures

	<u>Industry Standard</u>	<u>2004 Actual</u>	<u>2005 Target</u>
New Construction Inspections:	100%	100%	100%
Re-Inspections per year: (% of Existing Properties)	20%	15% est.	18%
Properties per assessor	<1 : 3500	1 : 3700	1 : 3800
Median Assessment To Sales Ratio	95% -105%	96%	96%

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Performance Measures Cont.

	Industry <u>Norm</u>	2004 <u>Actual</u>	2005 <u>Target</u>
Appeals to ARB or MGB: (% of Properties)	< 1.00%	0.09%	<0.20%
Property Tax Collection Rate (Current Year Taxes)	96% - 98%	98%	98%
Pre-Authorized Tax Payment Plan Participation:	50% est.	54%	55%

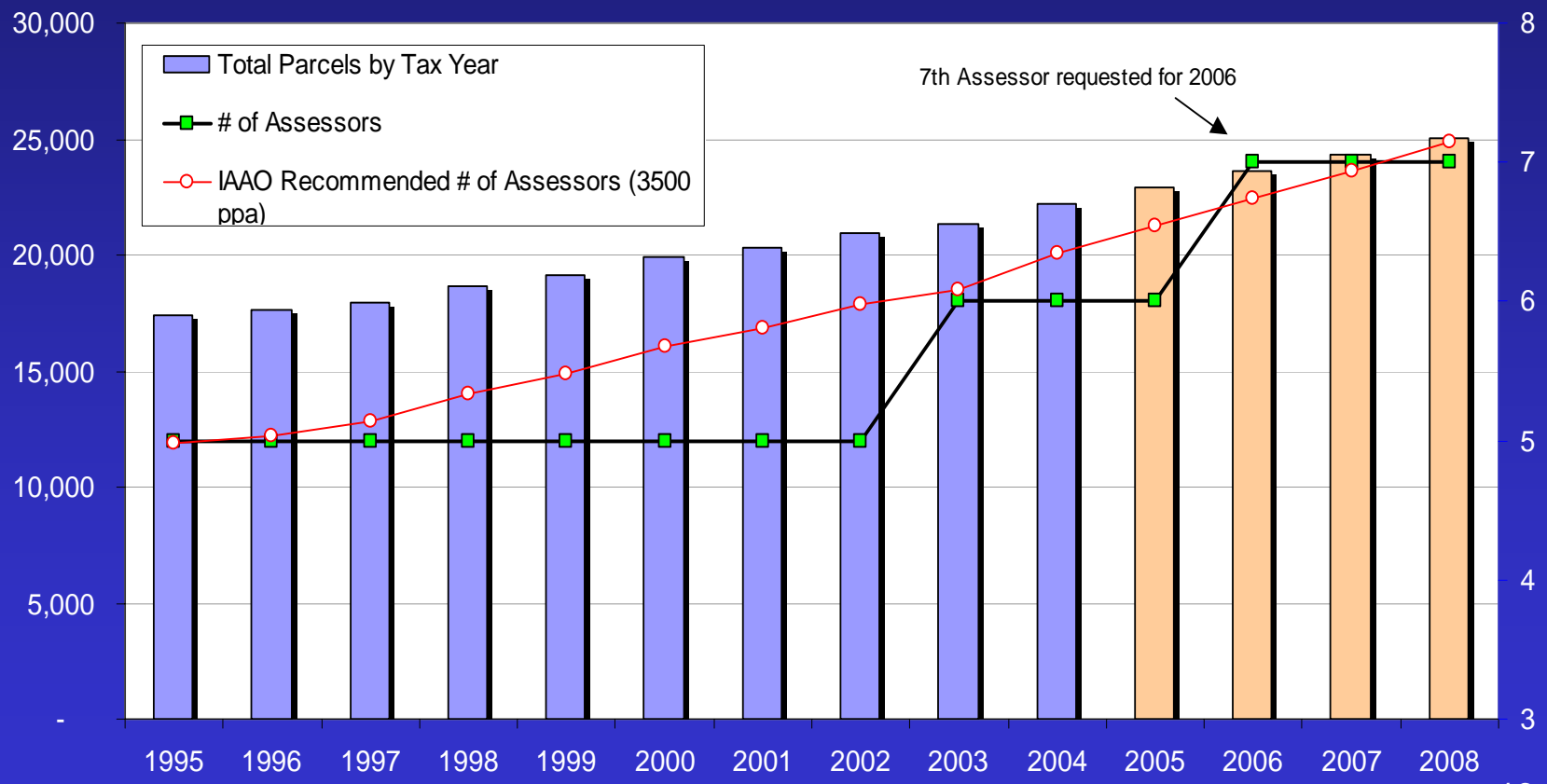
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Performance Measures Cont.

	Industry <u>Norm</u>	2004 <u>Actual</u>	2005 <u>Target</u>
Parity in User-Fees for	Cert: \$15-32	\$30	\$25-30
Tax Certificates & Tax Inquiries	Inquiry: \$0-15	\$15	\$15

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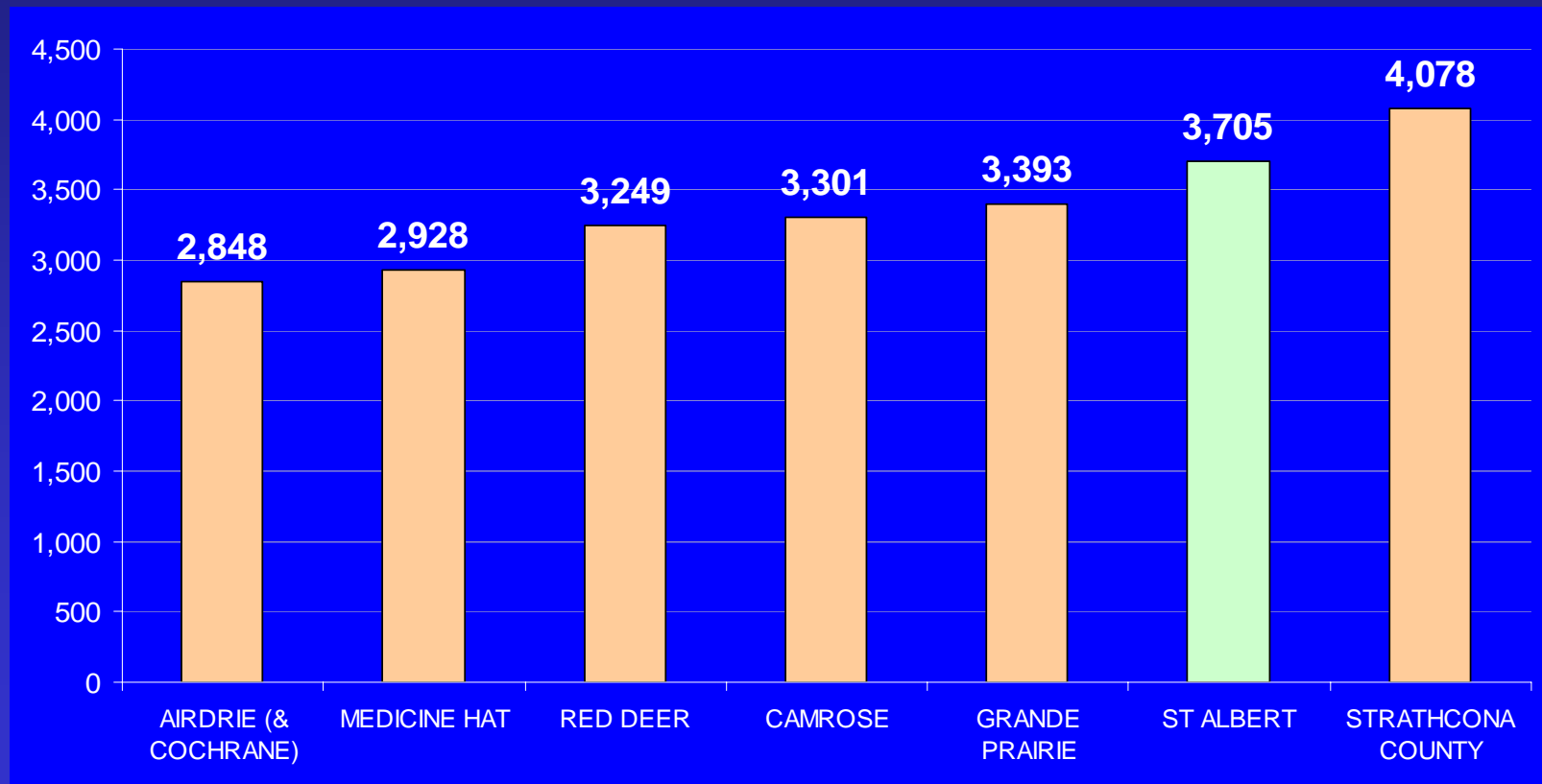
Parcels per Assessor – 1995 to 2008
(Source: Assessment Dept Statistics)



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Parcels per Assessor – Municipal Comparison As of July 2004

(Source: Internal Phone Survey)



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Changes in Revenues & Expenditures

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Change in Revenues:

- Sales of Goods & Services projected to increase marginally due to pricing changes, user demand, and on-line service availability.
 - Tax certificates, Tax Inquiries
- Penalties on overdue taxes projected to remain stable, and similar to 2004 budgeted amount.
- Overall increases in revenues projected to be 1.6% higher than 2004 Budget.

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Revenues Overview:

<u>Revenue Item</u>	<u>2004 Budget</u>	<u>2005 Budget</u>	<u>Chg</u>
1. Tax Certificates	\$54,000	\$46,700	(\$6,300)
2. Tax Inquiries	\$112,500	\$127,000	\$14,500
3. Tax Notifications	\$500	\$1,200	\$700
4. Tax Penalties	\$325,000	\$325,000	\$0
	\$492,000	\$499,900	\$7,900

Overall Change +1.6% 17

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Changes in Expenditures:

- Salaries, wages and benefits constitute 92% of all expenditures in the 2005 Budget.
- Other budgeted operating expenses amount to an increase of only \$3,200.

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Expenditures Overview:

<u>Expense Item</u>	<u>2004 Budget</u>	<u>2005 Budget</u>	<u>Chg</u>
1. Salaries & Benefits	\$673,400	\$704,000	\$30,600
2. Contracted & Gen	\$42,100	\$44,100	\$2,000
3. Utilities	\$1,200	\$1,700	\$500
4. Goods & Supplies	<u>\$11,700</u>	<u>\$12,400</u>	<u>\$700</u>
	\$728,400	\$762,200	\$33,800
		Overall Change	+4.6%
		Excl Salaries & Benefits	+0.4%

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Transfers/Reserves Overview:

- A Provincial Assessment Grant of \$63,000 was awarded in 1998 to enable implementation of market value assessment approach
 - based on \$1.67/parcel received
- Transfer from Reserves planned for 2005 for further enhancements to quality of assessment roll
 - \$10K is budgeted as an annual transfer
 - Unused dollars return to/remain in the reserve.

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Business Case Requests
&
Capital Requirements

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2005 Operating Business Cases:

- No business cases submitted for 2005.

2006:

- 1 business case submitted for the 2006 Budget to hire a “Residential Assessor I” position (1.0 FTE).
- Additional staffing in this position will:
 - Keep parcels per assessor ratio in line with norms
 - Increase proportion of properties re-inspected/year
 - Increase assessment related tax revenues
 - Assist in the inspection of new residential growth

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2005 Capital Requirements:

- No capital requirements are anticipated for 2005.

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Revenues Overview: Pricing & Demand

<u>Revenue Item</u>	<u>2004 Budget</u>	<u>2005 Budget</u>
1a. Tax Certificates (by Phone)	1800 @ \$30	850 @ \$30
1b. Tax Certificates (On-Line)	Not Available	850 @ \$25
2a. Tax Inquiries (All types)	7500 @ \$15	4600 @ \$15
2b. Mortgage Co. Inquiries	Prev. incl. in 2a.	2900 @ \$20
3. Tax Notifications	20 @ \$25	30 @ \$40

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2003 Assessment Roll Statistics (2004 Tax Year)

- *Census Population:* 54,588
- *Taxable Property :* \$4.228 billion
- *Taxable Parcels:* 21,128
 - *Single Family:* 15,685
 - *Multi Family:* 4,944
 - *Non-Residential:* 468
 - *Farm:* 31

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Expenditures Breakdown (Contracted & General Services):

<u>Expense Item</u>	<u>2005 Budget</u>	<u>Change</u>
6100 – Training & Development	\$11,100	+\$1,300
6140 – Expense Re-Imbursement	\$10,200	+\$1,200
6145 – Corporate Memberships	\$2,400	+\$200
6165 – Printing, Copying, Binding	\$400	(\$100)
6305 – Contracted Services	\$15,000	(\$600)
6340 – Misc Services (Land Titles)	<u>\$5,000</u>	<u>0</u>
	\$44,100	+\$2,000

- Change results from course needs, insurance increases, mileage reimbursement.

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Expenditures Breakdown

(Utilities):

<u>Expense Item</u>	<u>2005 Budget</u>	<u>Change</u>
6404 – Telephone	\$1,700	+\$500

- Cell phone contracts

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Expenditures Breakdown (*Materials, Goods & Supplies*):

<u>Expense Item</u>	<u>2005 Budget</u>	<u>Change</u>
6502 – Operating Supplies	\$12,400	+\$700

- Misc Supplies
- Marshall & Swift Software
- Magazine Subscription
- Misc Books
- Measuring Tapes
- Office Furniture
- Printer Cartridges

Resource Slide #5