

Assessing Department Quarterly Report

Department Overview:

Assessing Director- Larry Reeder

Appraiser: Kasi Kinslow

Appraisal Technician: Seth Charleton

The Assessing department currently operates with 3 FTE's. All 3 positions are currently filled.

Current Activities:

We have continued our reappraisal of residential properties in the Borough. This will be our fourth year, and we will be in the North side of Sitka. So far, we have reappraised over 300 accounts this year. Our goal is 500 properties, which should allow us to complete our residential reappraisal next year. Kasi is developing fast and efficiently as she completes the bulk of the reappraisal work.

Along with our reappraisals, Kasi and I have started our new construction inspections for the upcoming tax roll.

We recently completed an audit of the Community Purpose Exemptions. We are completing our procedure to audit 1/3 of the exemptions annually.

Pending legal review, CBS should adopt a resolution to participate in the State's Optional Exemptions and Exclusions Statute (AS29.45.050). This proposed resolution would eliminate the need for a separate resolution for each account exempted. With our new Legal Counsel on board, we expect to be moving forward soon.

We continue development of a Trend Model to capture the Sitka real estate market annually. Using that market data, we will apply trends annually to all properties in CBS. We plan to apply trends starting next year. The application of a trend model should keep CBS values current as Alaska Statute requires.

Recent Accomplishments:

As a staff, we recently attended a 2 day zoom training session entitled "The Alaska Assessing Process" offered by the Alaska Association of Assessing Officers (AAAO). The session gave an overall view of the work and processes we perform daily. While most of the information was not new to us, remedial training is necessary for success in our very complex world.

I am currently running for the AAAO, Region 2 (SE Alaska) Board Member position. While the voting wraps up November 29, 2024, I am running unopposed. With our new State Assessor in place, I can see positive developments for better collaboration between the jurisdictions. I hope to contribute and develop better processes for CBS.

Seth continues to impress and improve in his role as an Appraisal Tech. He is currently working on corrections to the Roll, processing transfers, and managing exemptions. His customer service continues to be outstanding.

Budget:

As of 10/31/2024, the Assessing department has used 27% of the operating budget for fiscal year 2025.



Expense Budget Performance Report

Fiscal Year to Date 10/31/24

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 100 - General Fund										
EXPENSE										
5110.001	Regular Salaries/Wages	235,120.78	.00	235,120.78	17,142.95	.00	59,494.08	175,626.70	25	59,876.56
5110.002	Holidays	.00	.00	.00	.00	.00	2,169.40	(2,169.40)	+++	1,790.56
5110.003	Sick Leave	.00	.00	.00	185.90	.00	699.78	(699.78)	+++	3,431.89
5120.001	Annual Leave	8,017.00	.00	8,017.00	1,175.15	.00	7,026.75	990.25	88	2,887.15
5120.002	SBS	14,904.19	.00	14,904.19	1,134.32	.00	4,253.70	10,650.49	29	4,116.02
5120.003	Medicare	3,525.50	.00	3,525.50	268.31	.00	1,006.15	2,519.35	29	973.61
5120.004	PERS	51,726.55	.00	51,726.55	4,070.88	.00	15,265.80	36,460.75	30	14,772.08
5120.005	Health Insurance	81,293.88	.00	81,293.88	6,623.25	.00	26,493.00	54,800.88	33	21,764.76
5120.006	Life Insurance	30.24	.00	30.24	2.58	.00	10.32	19.92	34	10.08
5120.007	Workmen's Compensation	611.25	.00	611.25	48.10	.00	180.39	430.86	30	188.02
5120.011	PERS on Behalf	17,244.09	.00	17,244.09	.00	.00	.00	17,244.09	0	1,801.00
5201.000	Training and Travel	11,000.00	.00	11,000.00	.00	.00	.00	11,000.00	0	3,328.36
5204.000	Telephone	798.00	.00	798.00	.00	.00	.00	798.00	0	.00
5206.000	Supplies	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	817.47
5207.000	Repairs and Maintenance	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	.00
5211.000	IT Fees	79,252.00	.00	79,252.00	6,604.33	.00	26,417.32	52,834.68	33	17,555.00
5212.000	Contracted Services	15,700.00	.00	15,700.00	.00	.00	.00	15,700.00	0	15,697.20
5221.000	Transportation/Vehicles	10,407.00	.00	10,407.00	379.83	.00	1,558.74	8,848.26	15	1,563.69
5222.000	Postage	3,100.00	.00	3,100.00	.00	.00	.00	3,100.00	0	.00
5223.000	Tools & Small Equipment	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	177.43
5224.000	Dues and Publications	2,300.00	.00	2,300.00	.00	.00	40.00	2,260.00	2	155.00
EXPENSE TOTALS		\$539,030.48	\$0.00	\$539,030.48	\$37,635.60	\$0.00	\$144,615.43	\$394,415.05	27%	\$150,905.88
Fund 100 - General Fund Totals		\$539,030.48	\$0.00	\$539,030.48	\$37,635.60	\$0.00	\$144,615.43	\$394,415.05		\$150,905.88
Grand Totals		\$539,030.48	\$0.00	\$539,030.48	\$37,635.60	\$0.00	\$144,615.43	\$394,415.05		\$150,905.88