

# Fiscal Year 2009/2010 Budget Highlights and Goals

## Assessments

### **FY2009 Highlights**

- Installed and tested QAS address correction software.
- Processed record 3008 Board of Review instruments and certified assessments for timely tax bills.
- Reviewed Board of Review processes to identify and rework tasks for time savings in anticipation of 2009 appeal schedule.
- Arranged tests and recruited for additional Board of Review Alternate hearing officers.
- Redesigned most job descriptions and workflows to coordinate with Devnet software processing.
- Fine tuned procedures for new exemptions and added slide-by file for additional storage requirements.
- County experienced largest percentage year to year decrease in new construction assessments in at least 17 years.

### **FY2010 Goals**

- Using QAS software, clean and correct older existing addresses to reduce returned mail.
- Finish documentation of all work processes to complete new procedure manual (with change to Devnet software, old manual is obsolete).
- Train employees, test processes, and generally prepare for record appeals at Board of Review.
- Provide orientation and training for new alternate Board of Review hearing officers.
- Provide orientation and training for new assessors who will take office January 1, 2010.
- Plan and execute orderly transfer of department head position to new Chief County Assessment Officer.