Statutory Functions

Board of County Commissioners

Clerk & Recorder: Motor Vehicle, Recording and Clerk to the Board Divisions

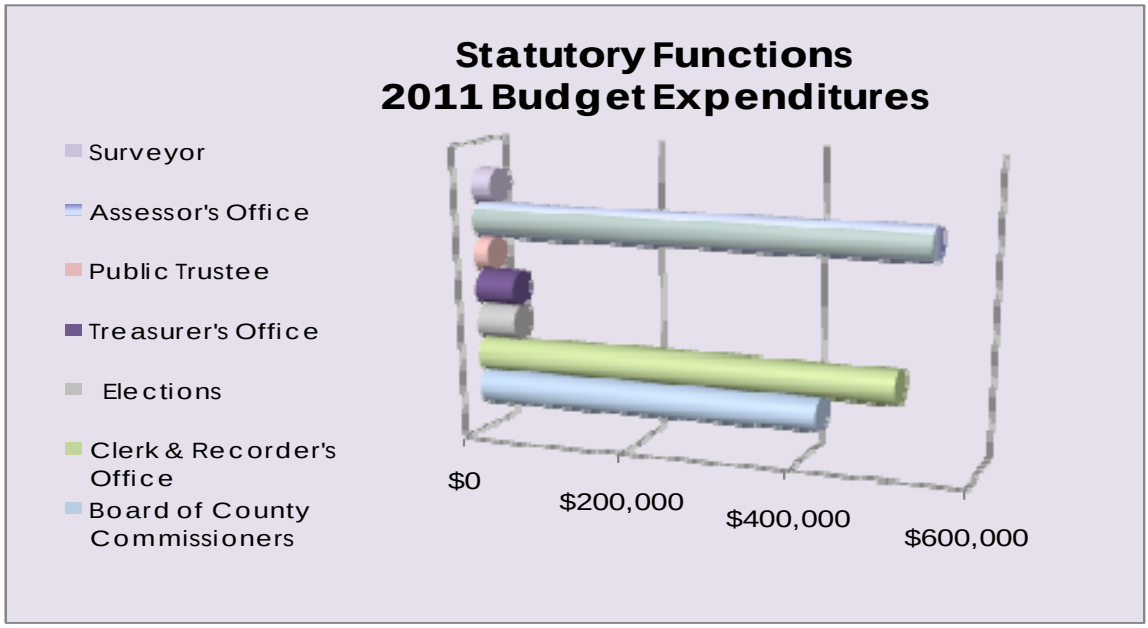
Clerk & Recorder: Elections Division

Treasurer's Office

Public Trustee's Office

Assessor's Office

Surveyor



BOARD OF COUNTY COMMISSIONERS

DEPARTMENT INFORMATION:

Fund: General
Department: Board of County Commissioners
Tom Gray, Audrey Danner, Tom Mathers
824-5517

MISSION STATEMENT:

It is the Mission of the Moffat County Commissioners to:

- Govern responsibly in accordance with the State Constitution and on behalf of the legislature in order to represent the interest of, and provide public services to the citizens of Moffat County.
- Provide a natural and social environment suitable for a variety of commercial, recreational and personal pursuits in which people can live, work, play, grow up and grow old, reasonably safe from crime and other harm.
- Elevate the trust and understanding of citizens through informed public consent, irreproachable stewardship of public resources and probative pursuits and protection of sacred values, without undue interference in their lives.

PROGRAMS AND SERVICES:

1. Support and encourage natural resources development in an environmentally responsible way, while recognizing the importance of the environment and the economic benefit to our citizens in Moffat County.
2. Continue to be stewards of Moffat County's Natural Resources through protection of private property rights, agricultural products and processing, and partnerships with other federal and state agencies in cooperation of managing our natural resources.
3. Provide financial audit and financial analysis of the budget and financial statements.
4. Continue phased in implementation of the following Master Plans: County wide planning and zoning, and fairgrounds.
5. Maintain services and fund balances within a framework of a balanced budget and provide that consistent structure for department heads and elected officials to plan and implement their individual budgets.

TRENDS AND ISSUES:

1. Natural Resources continue to be an important program in our County budget. Issues that continue to exist, such as potential listing of the sage grouse, white-tailed prairie dogs, and migrating wolves, wilderness designations, and the need to protect the County's interest in water quality and quantity as various trans-basin diversion proposals develop, drives the County's decision to support our natural resources department.
2. Continue to work with the City of Craig to accomplish common goals.
3. Work in cooperation with the City in developing resources for Economic Development.
4. Working together with our neighboring counties to regional communication.
5. Continue to promote the leasing of County owned minerals.

GOALS:

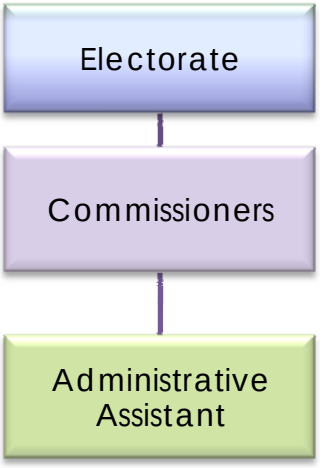
- Provide County services in a fiscally responsible manner without raising taxes
- Deliver the highest level of county services within our budget
- We will meet our goals by encouraging cooperation within county services and our community

OBJECTIVES:

- Restrict growth of county government
- Prioritize budget to accomplish the goals listed above
- Build general fund balance (reserve) to 30% of budget
- Provide a good working environment for our employees with opportunities for education, promotion and competitive salaries
- Maintain a fund to be used for capital projects in the future
- Continue with an aggressive grant writing campaign
- Continue to actively pursue a broader tax base in Moffat County

PERFORMANCE MEASUREMENTS:	ACTUAL 2009	ESTIMATE 2010	PROJECTED 2011
• **Number of Facility Rentals**			
• Fairgrounds (12 mos.)	322	408	490
• Luttrell Barn (6 mo.)	26	32	40
• Loudy-Simpson 6 mo.)	93	68	75
-Ice Arena(Off –ice season use)	21	20	20
• Sherman Youth Camp (4 mo.)	63	69	72
• **Commissioner Meetings**	601	605	610
• **Application for Permit to Drill**	51	64	48

Board of County Commissioners Organizational Chart



Board of County Commissioners Personnel Schedule				
Title	FTE Count	2011 Grade	2011 Salary	Total w/benefits
Commissioner	3.00	n/a	175,500	243,112
Administrative Assistant	0.67	19	26,339	42,422
Regular	3.67			285,535
Total	3.67			$ 285,535

Board of County Commissioners Expenditures

Account Number & Title		2008 Actual	2009 Actual	2010 Estimate	2011 Budget
01-0100-01-6000	COMM-ELECTED OFFICIALS	142,282	175,014	175,500	175,500
01-0100-09-6000	COMM-SECRETARY	23,268	25,140	25,367	26,339
01-0100-00-6034	COMM-OVERTIME	-	-	-	-
01-0100-00-6038	COMM-LONGEVITY	-	-	-	-
01-0100-00-6060	COMM-FRINGE BENEFITS	73,389	76,052	76,382	83,696
	Personnel Expenditures:	**238,939**	**276,206**	**277,249**	**285,535**
01-0100-00-6075	COMM-PROF SERV AUDIT	25,936	29,000	32,960	33,949
01-0100-00-6076	COMM-PROF SERV LEGAL	19,520	14,022	14,731	29,000
01-0100-00-6079	COMM-PROF SERV OTHER	0	39	0	10,200
01-0100-00-6085	COMM-OFFICE SUPPLIES	1,550	1,299	1,100	1,350
01-0100-00-6086	COMM-POSTAGE	181	199	300	340
01-0100-00-6087	COMM-COPIES	1,374	1,253	1,500	1,500
01-0100-00-6088	COMM-ADVERTISING/LEGAL NOTICES	5,483	7,199	4,500	6,900
01-0100-00-6090	COMM-COMPUTER EXPENSE/SERVICE	158	70	0	0
01-0100-00-6103	COMM-TELEPHONE	2,715	1,902	2,092	2,600
01-0100-00-6108	COMM-TRAVEL EXPENSES	3,132	6,203	3,639	7,500
01-0100-00-6112	COMM-BONDS	278	355	0	0
01-0100-00-6300	COMM-DUES & MEETINGS	37,719	39,105	39,000	25,000
01-0100-00-6345	COMM-GRANT	5,201	750	1,750	2,000
01-0100-00-6349	COMM-MISCELLANEOUS	10,367	13,714	14,871	11,982
01-0100-00-6370	COMM-SOIL CONSERVATION	12,500	12,500	12,500	0
01-0100-00-6500	COMM-LEASED EQUIP IS	1,084	1,280	1,320	1,514
01-0100-00-6501	COMM-INTERNET ACCESS/ROUTER MA	62	0	0	0
01-0100-00-6503	COMM-REFUND FACILITY USAGE FEE	0	675	0	0
	Operating Expenditures:	**127,260**	**129,566**	**130,263**	**133,835**
01-0100-00-6220	COMM-CAPITAL OUTLAY-OFFICE	0	0	0	0
	Capital Expenditures:	**-**	**-**	**-**	**-**
	Expenditure Total:	**366,200**	**405,772**	**407,512**	**419,370**

Board of County Commissioners Revenues

Account Number & Title		2008 Actual	2009 Actual	2010 Estimate	2011 Budget
01-9800-4531	REIMB-COMMISSIONER TRAVEL	599	587	132	0
	Revenue Total	599	587	132	0

CLERK & RECORDER'S OFFICE:
MOTOR VEHICLE, RECORDING, AND CLERK TO THE BOARD DIVISIONS

DEPARTMENT INFORMATION:

Fund: General
Department: Clerk & Recorder
Lila Herod
824-9104

MISSION STATEMENT:

- The Moffat County Clerk's Team mission is dedication to the highest quality of customer service delivered with integrity, friendliness, and enthusiasm.

PROGRAMS AND SERVICES:

1. Motor Vehicle
   All documentation is checked and prepared for printing titles and registrations for approximately 25,000 vehicles in Moffat County that comes in from individuals, dealers, and lien holders. We collect all fees including license fees, ownership tax, sales tax, and filing fees. Auto liens from local as well as out of state purchases are processed. Secure and verifiable identification is now required on all transactions except renewals. Special Mobile Machinery is of high importance with all of the influx of oil and gas activity. We work closely with the Sheriffs' department. An inventory of over 100 types of license plates, 5 tab types, and handicap placards are kept on site. We are continuous in updating rules and regulations with the Department of Revenue as mandated.

2. Recording
   The office records all real estate transactions, marriage records, financial statements, liens, and military records. All records are numbered and duplicated for title companies and public, with the exception of military records. Pre-paid accounts are set up for web access. All records are the archived. Moffat County has had e-recording since 2007 through a grant with the Secretary of State.

3. Liquor Licenses
   All County liquor applications are done through the Clerk's office.

4. Clerk to Board
   Clerk is required to take minutes of every meeting and to transcribe those minutes. The clerk also updates web, scans and indexes resolutions and minutes.

5. Marriage Licenses
   The Clerk's office issues all marriage licenses. All are recorded and updated to vital statistics.

6. Bookkeeping
   The Clerk's office records and balances all daily transactions of all aspects of the office regarding end of day, end of month, and end of year. Deposits are done daily and disbursements to state and local entities are done monthly.

GOALS:

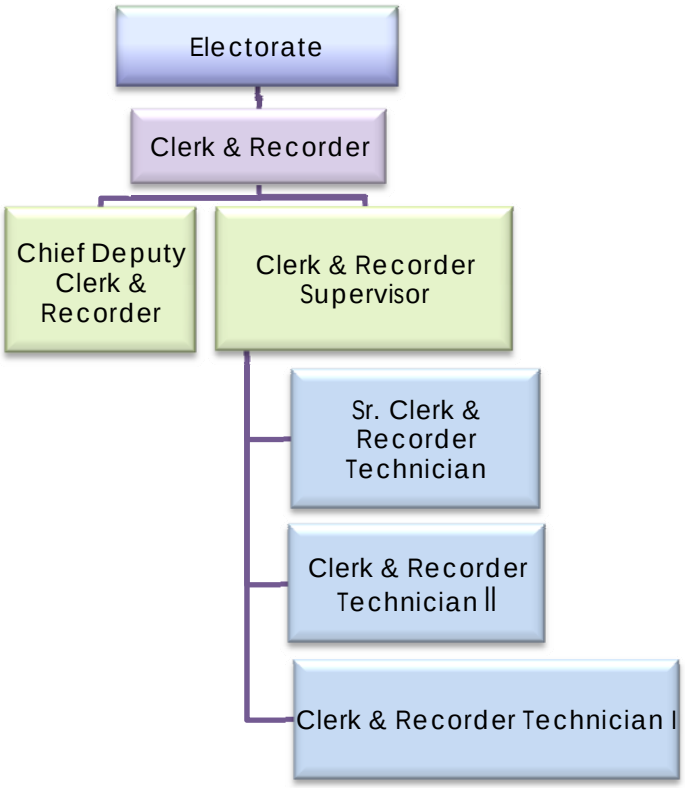
1. Continue exemplary customer service
2. Continue to stay informed of all updated mandates and rules
3. Continue monthly safety meetings
4. Continue daily filming with Northwest Title

OBJECTIVES:

- As of December 5, 2009 we will now have the ability to accept debit/credit cards
- Beginning 2010 we now offer online renewals
- Continue ongoing training and attending conferences conducted by the State Department of Revenue

PERFORMANCE MEASUREMENTS:	ACTUAL 2008	ESTIMATE 2009	PROJECTED 2010
• Titles/Mandated	6,242	6,000	6,300
• Registrations/Mandated	23,846	23,000	23,500
• Auto Liens/Mandated	1,915	1,700	1,800
• Recording/Mandated	5,286	5,200	5,300
• Marriage Licenses/Mandated	114	110	110
• Liquor Licensing	5	5	5

Clerk & Recorder's Organizational Chart



Clerk & Recorder Personnel Schedule				
Title	FTE Count	2011 Grade	2011 Salary	Total w/ benefits
Elected	1.00	n/a	58,500	84,699
Chief Deputy - Clerk/Recorder	1.00	26	50,331	74,997
Sr. Clerk/Recorder Technician	1.00	21	41,850	66,054
Clerk/Recorder Technician II	1.00	17	38,043	61,948
Clerk/Recorder Technician I	3.00	16	97,651	168,072
Regular	7.00		286,374	455,770
Total	7.00			$ 455,770

Clerk & Recorder Expenditures

Account Number & Title		2008 Actual	2009 Actual	2010 Estimate	2011 Budget
01-0300-01-6000	CLRK&RCDR-ELECTED OFFICIAL	59,175	58,725	58,500	58,500
01-0300-04-6000	CLRK&RCDR-DEPUTY CLERK	46,447	48,360	44,214	47,731
01-0300-05-6000	CLRK&RCDR-CLERK-PROF EMPLOYEE	41,565	43,288	12,610	0
01-0300-10-6000	CLRK&RCDR-CLERICAL	149,115	168,006	169,234	177,544
01-0300-31-6000	CLER&RCDR-PART-TIME	3,328	0	0	0
01-0300-00-6034	CLRK&RCDR-OVERTIME	322	0	500	0
01-0300-00-6038	CLRK&RCDR-LONGEVITY	2,116	3,148	2,576	2,600
01-0300-00-6060	CLRK&RCDR-FRINGE BENEFITS	142,513	156,295	170,000	169,396
	Personnel Expenditures:	**444,580**	**477,823**	**457,634**	**455,770**
01-0300-00-6076	CLRK&RCDR-PROF SERV LEGAL	0	0	0	200
01-0300-00-6084	CLRK&RCDR-MISC EQUIPMENT	293	1,788	0	500
01-0300-00-6085	CLRK&RCDR-OFFICE SUPPLIES	5,464	4,352	2,600	2,600
01-0300-00-6086	CLRK&RCDR-POSTAGE	8,841	7,517	10,800	11,000
01-0300-00-6087	CLRK&RCDR-COPIES	4,395	1,010	3,000	3,500
01-0300-00-6090	CLRK&RCDR-COMPUTER/EXPENSE/SE	22,122	38,730	25,552	26,000
01-0300-00-6103	CLRK&RCDR-TELEPHONE	2,817	2,395	2,000	2,200
01-0300-00-6108	CLRK&RCDR-TRAVEL EXPENSES	751	3,372	1,500	1,500
01-0300-00-6112	CLRK&RCDR-BONDS	-	-	-	-
01-0300-00-6120	CLRK&RCDR-MAINTENANCE CONTRA	2,665	1,313	2,500	2,500
01-0300-00-6123	CLRK&RCDR-REPAIRS EQUIP/MAINT	0	0	0	2,500
01-0300-00-6300	CLRK&RCDR-DUES & MEETINGS	1,085	3,176	1,000	1,000
01-0300-00-6301	CLRK&RCDR-EMPLOYEE EDUCATION	0	199	0	0
01-0300-00-6349	CLRK&RCDR-MISCELLANEOUS	898	188	0	0
01-0300-00-6500	CLRK&RCDR-LEASED EQUIP IS	521	590	550	550
	Operating Expenditures:	**49,851**	**64,630**	**49,502**	**54,050**
01-0300-00-6220	CLRK&RCDR-CAPTIAL OUTLAY-OFFIC	37,103	0	0	0
	Capital Expenditures:	**37,103**	**-**	**-**	**-**
	Expenditure Total:	**531,535**	**542,453**	**507,136**	**509,820**

Clerk & Recorder Clerk & Recorder Revenues

Account Number & Title		2008 Actual	2009 Actual	2010 Estimate	2011 Budget
01-9400-4770	CHG SERVICES-LIQUOR LICENSE	565	615	1,490	500
01-9400-4782	CHG SERVICES-CLERK FEES	296,313	259,299	235,000	235,000
01-9800-4532	REIMB-CLERK&REC COPIES	30,449	20,672	18,000	18,000
01-9800-4534	REIMB-CLERK&REC LAMINATING	48	34	50	50
	Revenue Total	327,376	280,620	254,540	253,550

CLERK & RECORDER'S OFFICE: ELECTIONS DIVISION

DEPARTMENT INFORMATION:

Fund: General
Department: Elections
Lila Herod
824-9120

MISSION STATEMENT:

- The mission statement of the Elections Office is to maintain voter registration records and conduct elections in the most proficient manner possible while providing professional and accurate service to the voters of Moffat County.

PROGRAMS AND SERVICES:

1. Prepares notice of all election processes as notified by the Secretary of State which begins at the caucus. Voters are registered daily. Clerk hires and trains election judges twice yearly. Orders for supplies and ballot setup is compiled, TABOR notices prepared and mailed, contingency plan is written and sent to the Secretary of State. All vote centers are set up to conduct paper or electronic voting utilizing the new election equipment. Ballots are scanned and electronic devices are downloaded for unofficial results until the canvass and audit is completed.
   HAVA required completion of accessibility projects to be completed with grant funding. The Dinosaur Library now has an assessable ramp into the vote center. Received grant funding from Hamilton Community Center

TRENDS AND ISSUES:

- The HART Election Equipment has been in place since the 2006 Primary Election. At that time, Moffat County adopted the Vote Center concept. Moffat County registered voters can now vote in any Vote Center within the county. This is less confusing to the voters.

GOALS:

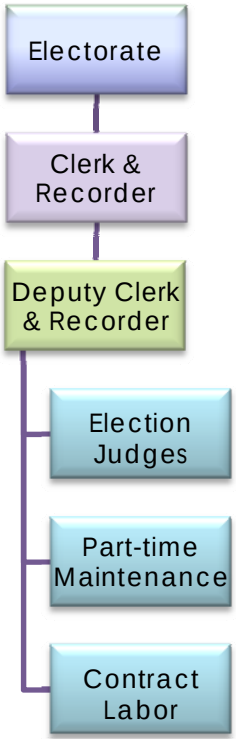
1. Continue customer service through all election procedures
2. Continue working on compliance with the Federal HAVA legislation
3. Increase number of registered voter turnout
4. Continue training and upgrading on the statewide voter data base-SABER
5. Working on state wide voter merge project

OBJECTIVES:

- Continue working with the Kids Voting Program
- Continue the Student Judge Program

PERFORMANCE MEASUREMENTS:	ACTUAL 2008	ESTIMATE 2009	PROJECTED 2010
• Number of Registered Voters	8,553	8,730	8,900

Election's Organizational Chart



Elections Personnel Schedule				
Title	FTE Count	2011 Grade	2011 Salary	Total w/ benefits
Election Judges		n/a	5,000	5,000
Contract				
Total				$ 5,000

Election's Expenditures

Account Number & Title		2008 Actual	2009 Actual	2010 Estimate	2011 Budget
01-0400-00-6051	ELECTION-JUDGES	13,560	4,010	16,000	5,000
	Personnel Expenditures:	**13,560**	**4,010**	**16,000**	**5,000**
01-0400-00-6076	ELECTION-PROF. SERVICES LEGAL	0	0	1,000	1,000
01-0400-00-6084	ELECTION-MISC EQUIPMENT	467	0	2,000	2,000
01-0400-00-6086	ELECTION-POSTAGE	4,003	6,364	5,000	4,100
01-0400-00-6087	ELECTION-COPIES	690	133	500	500
01-0400-00-6088	ELECTION-ADVER/LEGAL NOTICES	1,638	477	1,000	500
01-0400-00-6090	ELECTION-COMPUTER EXPENSE/SER	3,000	9	420	420
01-0400-00-6100	ELECTION-OPERATING SUPPLIES	24,101	8,765	18,000	20,000
01-0400-00-6103	ELECTION-TELEPHONE	105	159	175	175
01-0400-00-6108	ELECTION-TRAVEL EXPENSES	4,704	5,913	1,500	2,000
01-0400-00-6120	ELECTION-MAINTENANCE CONTRACT	9,121	0	10,000	10,000
01-0400-00-6300	ELECTION-DUES & MEETINGS	1,921	1,359	650	650
01-0400-00-6349	ELECTION-MISCELLANEOUS	1,255	1,563	1,000	1,000
01-0400-00-6500	ELECTION-LEASED EQUIP IS	469	578	360	360
	Operating Expenditures:	**51,475**	**25,319**	**41,605**	**42,705**
01-0400-00-6228	ELECTION-CAPITAL OUTLAY	17,612	0	18,450	0
	Capital Expenditures:	**17,612**	**-**	**18,450**	**-**
	Expenditure Total:	**82,647**	**29,329**	**76,055**	**47,705**

Election's Revenues

Account Number & Title		2008 Actual	2009 Actual	2010 Estimate	2011 Budget
01-9200-4849	STATE-GRANTS	0	18,450	0	0
01-9800-4535	REIMB-ELECTIONS OTHER	819	16,699	0	0
	Revenue Total	819	35,149	-	-

TREASURER'S OFFICE

DEPARTMENT INFORMATION:

Fund: General
Department: Treasurer
Elaine Sullivan
824-9111

MISSION STATEMENT:

It is the Mission of the Moffat County Treasurer's Office:

- To collect and distribute all monies for Moffat County
- To provide accurate information to all entities and the public
- To provide excellent customer services to the public through all sources available

PROGRAMS AND SERVICES:

1. Custodian of all County monies
2. Collects taxes and other revenues and disburses these funds to the appropriate entities monthly
3. The Treasurer is the county investment officer charged with the investing of all county monies
4. Cancellation of all County Warrants
5. Issues certificates of taxes due
6. Track direct deposits for various departments
7. Issues distraint warrants on delinquent manufactured home and personal property accounts
8. Advertises the delinquent tax lists for various delinquent property classes
9. Advertises the semi-annual reports for all county funds
10. Holds the annual public tax lien sale on delinquent property
11. Processes all treasurers' tax deeds
12. Maintains the tax roll information and bookkeeping records
13. Assist the public with records research and information gathering

TRENDS AND ISSUES:

- No changes for budget year 2010

GOALS:

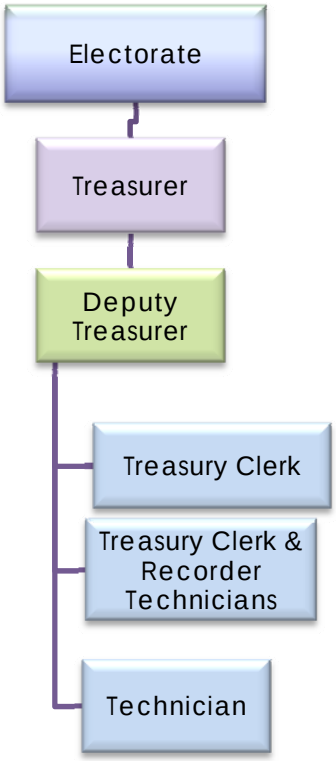
1. To provide better access to tax information.
2. To provide excellent customer service.
3. Maintain a high level of knowledge on laws, regulations, and statues.
4. To provide up to date information to other departments and funds.

OBJECTIVES:

- Maintain our online website that will allow tax payers to make credit card payments, print tax receipts and tax notices online
- Have multiple office staff available at all times during office hours
- Attend training seminars on current and updated laws, regulations, and status
- Generate reports for departments and funds
- Attend financial meetings

PERFORMANCE MEASUREMENTS:	ACTUAL 2008	ESTIMATE 2009	PROJECTED 2010
Original Tax Statements mailed/processed	21,907	22,900	23,400

Treasurer's Office Organizational Chart



Treasurer Personnel Schedule				
Title	FTE Count	2011 Grade	2011 Salary	Total w/ benefits
Treasurer	1.00	n/a	58,500	84,699
Deputy Treasurer/Deputy Public Trustee	1.00	24	48,256	72,759
Treasury Clerk	1.00	23	44,450	68,654
Treasury Clerk & Records Technician	2.00	18	70,505	106,892
Regular	5.00			333,004
Technician	0.10	15	700	1,000
Temporary	0.10			1,000
Total	5.10			$ 334,004

Treasurer Expenditures

Account Number & Title		2008 Actual	2009 Actual	2010 Estimate	2011 Budget
01-0500-01-6000	TREASURER-ELECTED OFFICIAL	59,175	58,500	58,500	58,500
01-0500-04-6000	TREASURER-DEPUTY CLERK	43,985	45,814	45,656	45,656
01-0500-05-6000	TREASURER-PROFESSIONAL	40,323	41,994	41,850	41,850
01-0500-10-6000	TREASURER-CLERICAL	63,421	59,490	68,945	70,505
01-0500-31-6000	TREASURER-PART-TIME	962	870	946	0
01-0500-00-6038	TREASURER-LONGEVITY	4,068	5,012	5,200	5,200
01-0500-00-6046	TREASURER-CONTRACT LABOR	0	1,131	0	0
01-0500-00-6060	TREASURER-FRINGE BENEFITS	85,247	84,100	101,270	111,294
	Personnel Expenditures:	**297,181**	**296,911**	**322,367**	**333,004**
01-0500-00-6076	TREASURER-PROFESSIONAL SER. LEGAI	188	576	750	500
01-0500-00-6085	TREASURER-OFFICE SUPPLIES	1,453	1,698	1,800	1,500
01-0500-00-6086	TREASURER-POSTAGE	6,863	6,731	9,200	9,200
01-0500-00-6087	TREASURER-COPIES	667	540	1,000	800
01-0500-00-6088	TREASURER-ADVERTISE/LEGAL NOTICE	16,423	15,329	18,000	18,000
01-0500-00-6089	TREASURER-PRINTING	1,704	2,330	1,900	1,900
01-0500-00-6090	TREASURER-COMPUTER EXPENSE/SERV	63,407	61,515	70,350	69,000
01-0500-00-6103	TREASURER-TELEPHONE	1,442	1,143	2,400	1,600
01-0500-00-6108	TREASURER-TRAVEL EXPENSES	1,404	874	1,800	1,500
01-0500-00-6112	TREASURER-BONDS	-	-	-	-
01-0500-00-6123	TREASURER-REPAIRS EQUIP/MAINTENA	353	0	250	250
01-0500-00-6131	TREASURER-OFFICE EQUIPMENT	722	199	750	500
01-0500-00-6300	TREASURER-DUES & MEETINGS	400	800	800	800
01-0500-00-6301	TREASURER-EMPLOYEE EDUCATION	608	0	750	500
01-0500-00-6349	TREASURER-MISCELLANEOUS	173	357	500	400
01-0500-00-6501	TREASURER-INTERNET	78	0	0	0
	Operating Expenditures:	**95,885**	**92,090**	**110,250**	**106,450**
01-0500-00-6220	TREASURER-CAPITAL OUTLAY-OFFICE	0	0	0	0
	Capital Expenditures:	**-**	**-**	**-**	**-**
	Expenditure Total:	**393,066**	**389,001**	**432,617**	**439,454**

Treasurer Revenues

Account Number & Title		2008 Actual	2009 Actual	2010 Estimate	2011 Budget
01-9400-4783	CHR SERVICES-TREASURER FEES	722,397	764,746	750,000	750,000
01-9500-4811	MISC REV-BONUS TAX SALE	3,351	2,266	0	0
01-9800-4541	REIMB-TREAS ADVERTISING	-	-	-	-
01-9800-4542	REIMB-TREAS POSTAGE	27	0	0	0
01-9800-4543	REIMB-TREAS PHONE	257	289	300	0
	Revenue Total	726,032	767,301	750,300	750,000

PUBLIC TRUSTEE'S OFFICE

DEPARTMENT INFORMATION:

Fund: General
Department: Public Trustee
Elaine Sullivan
824-9111

MISSION STATEMENT:

- It is the Mission of the Moffat County Public Trustee's Office to work with the public and financial institutions to provide lien release and foreclosure information through all sources available to us.

PROGRAMS AND SERVICES:

1. Provides the public and financial institutions a way to release liens on Deeds of Trust
2. Provides lenders a way of reacquiring property through the foreclosure process
3. Assists the public with records research and information gathering.

TRENDS AND ISSUES:

- No changes for budget year 2010.

GOALS:

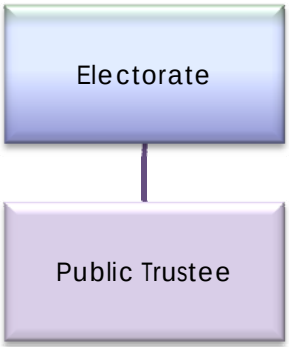
1. To provide better public access to foreclosure information.
2. Maintain a high level of knowledge on laws, regulations, and statues.
3. To continue to be a self funding office, as well as provide additional excess revenue to the General Fund.

OBJECTIVES:

- Provide an updated foreclosure information sheet
- Attend training seminars on current and updated laws, regulations, and status
- Manage expenditures to ensure a profit

PERFORMANCE MEASUREMENTS:	ACTUAL 2008	ESTIMATE 2009	PROJECTED 2010
• Foreclosures Processed	48	58	65
• Release of Deeds of Trust Processed	1,250	1,150	1,280

Public Trustee Organizational Chart



Public Trustee Personnel Schedule				
Title	FTE Count	2011 Grade	2011 Salary	Total w/ benefits
Public Trustee	0.20	n/a	12,501	13,980
Regular	0.20			13,980
Total	0.20			$ 13,980

Public Trustee Expenditures

Account Number & Title		2008 Actual	2009 Actual	2010 Estimate	2011 Budget
01-0501-06-6000	PUB TRUSTEE-SALARY	12,644	12,548	12,501	12,501
01-0501-00-6060	PUB TRUSTEE-FRINGE BENEFITS	1,105	1,096	1,479	1,479
	Personnel Expenditures:	**13,749**	**13,644**	**13,980**	**13,980**
01-0501-00-6085	PUB TRUSTEE-OFFICE SUPPLIES	1,332	1,554	1,500	1,500
01-0501-00-6086	PUB TRUSTEE-POSTAGE	476	704	800	816
01-0501-00-6087	PUB TRUSTEE-COPIES	167	223	500	500
01-0501-00-6108	PUB TRUSTEE-TRAVEL	283	0	750	500
01-0501-00-6112	PUB TRUSTEE-BONDS	0	0	0	0
01-0501-00-6300	PUB TRUSTEE-DUES & MEETINGS	352	375	550	550
01-0501-00-6349	PUB TRUSTEE-MISCELLANEOUS	147	0	100	100
	Operating Expenditures:	**2,757**	**2,855**	**4,200**	**3,966**
01-0501-00-6220	PUB TRUSTEE-CAPITAL OUTLAY	-	-	-	-
	Capital Expenditures:	**-**	**-**	**-**	**-**
	Expenditure Total:	**16,506**	**16,499**	**18,180**	**17,946**

Public Trustee Revenues

Account Number & Title		2008 Actual	2009 Actual	2010 Estimate	2011 Budget
01-9400-4790	CHG SERVICES-PUBLIC TRUSTE FEE	15,583	17,000	17,000	17,000
	Revenue Total	15,583	17,000	17,000	17,000

ASSESSOR'S OFFICE

DEPARTMENT INFORMATION:

Fund: General
Department: Assessor
Robert Razzano
824-9135

MISSION STATEMENT:

- It is the Mission of the Moffat County Assessor's Office to establish fair and equalized property values for all real and personal property located in Moffat County.

PROGRAMS AND SERVICES:

1. Responsible for discovering, listing and valuing all real and personal property located within the county per C.R.S. 39-5-101
2. Prepares the tax roll
3. Transfers ownership of property
4. Maintains county mapping records
5. Prepares the abstract of assessment
6. Certifies values to all taxing entities in the county
7. Process Senior and Veteran exemptions
8. Maintains all property record information including characteristics and inventory.

TRENDS AND ISSUES:

- To successfully complete the 2011 reappraisal of all property in the county and achieve compliance with the annual state audit.
- To increase the number of inspections of properties in the county.
- To continue to review and value oil and gas personal property located in the county with the assistance of Visual Lease Services.

GOALS:

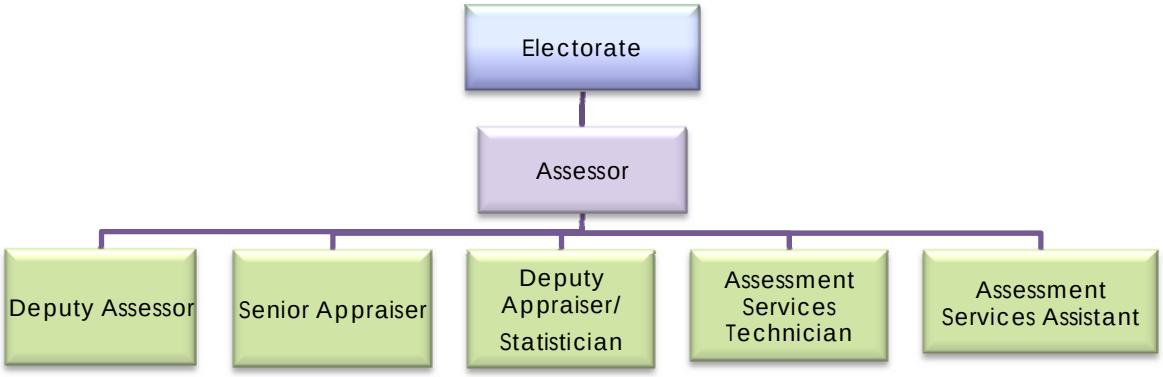
1. To inspect and value all 2009 new construction, including exempt properties i.e. The Memorial Hospital and Middle School Buildings.
2. To begin analysis and review of sales occurring during the 18 month period, beginning January 1, 2009 through June 30, 2010 for our next reappraisal in 2011.

OBJECTIVES:

- Review all oil & gas personal property located in the County to achieve fair and equalized values for all companies; therefore equalizing the tax burden for all taxpayers in Moffat County.

PERFORMANCE MEASUREMENTS:	ACTUAL 2009	ESTIMATE 2010	PROJECTED 2011
• Total number of parcels in the county-Mandated	23,199	23,300	23,400
• Number of documents processed-Mandated	1,397	1,400	1,400
• Number of property sales viewed and processed-Mandated	282	300	325
• Number of new construction parcels-Mandated	132	110	100
• Actual value of new construction-Mandated	18841.450	*52,353,770	6,200,000
• Number of building permits viewed-Mandated	225	225	225

Assessor's Office Organizational Chart



Assessor Personnel Schedule				
Title	FTE Count	2011 Grade	2011 Salary	Total w/ benefits
Assessor	1.00	n/a	58,500	84,699
Deputy Assessor	1.00	29	52,021	77,024
Senior Appraiser	1.00	29	46,474	71,042
Assessor GIS Technician	1.00	22	45,739	59,060
Appraiser I/Technician	2.00	19	75,270	123,016
Regular	6.00		278,004	414,841
Total	6.00			$ 414,841

Assessor Expenditures

Account Number & Title		2008 Actual	2009 Actual	2010 Estimate	2011 Budget
01-0600-01-6000	ASSESSOR-ELECTED OFFICIAL	59,175	58,500	58,500	58,500
01-0600-04-6000	ASSESSOR-DEPUTY CLERK	50,130	52,201	52,021	52,021
01-0600-05-6000	ASSESSOR-PROFESSIONAL EMPLOYEE	45,807	49,818	51,847	46,474
01-0600-10-6000	ASSESSOR CLERICAL	108,876	117,515	120,905	118,409
01-0600-00-6034	ASSESSOR-OVERTIME	242	0	0	0
01-0600-00-6038	ASSESSOR-LONGEVITY	2,630	2,610	2,600	2,600
01-0600-00-6060	ASSESSOR-FRINGE BENEFITS	111,447	113,418	125,396	136,837
	Personnel Expenditures:	**378,307**	**394,062**	**411,269**	**414,841**
01-0600-00-6079	ASSESSOR-PROF/SERVICES OTHER	96,050	72,550	73,800	73,800
01-0600-00-6085	ASSESSOR- OFFICE SUPPLIES	5,574	9,703	6,200	10,000
01-0600-00-6086	ASSESSOR-POSTAGE	2,376	4,353	1,500	4,500
01-0600-00-6087	ASSESSOR-COPIES	1,033	854	750	1,000
01-0600-00-6088	ASSESSOR-ADVERTISING/LEGAL SER	53	22	50	50
01-0600-00-6090	ASSESSOR-COMPUTER EXPENSE/SER	22,546	23,102	21,885	23,100
01-0600-00-6103	ASSESSOR TELEPHONE	2,062	2,262	2,800	2,300
01-0600-00-6108	ASSESSOR-TRAVEL EXPENSES	4,404	3,947	5,700	3,800
01-0600-00-6112	ASSESSOR-BONDS	-	-	-	-
01-0600-00-6121	ASSESSOR-REPAIRS AUTO	508	1,586	300	300
01-0600-00-6134	ASSESSOR-REAPPRAISAL	663	609	500	1,000
01-0600-00-6230	ASSESSOR-MAPS	262	51	100	100
01-0600-00-6300	ASSESSOR-DUES & MEETINGS	2,327	1,345	3,500	3,200
01-0600-00-6301	ASSESSOR-EMPLOYEE EDUCATION	2,078	1,468	2,500	3,500
01-0600-00-6349	ASSESSOR-MISCELLANEOUS	1,136	157	500	500
01-0600-00-6500	ASSESSOR-LEASED EQUIP IS	2,414	2,655	2,897	2,900
01-0600-00-6501	ASSESSOR-INTERNET ACCESS/ROUTER	0	0	136	136
	Operating Expenditures:	**143,485**	**124,666**	**123,118**	**130,186**
01-0600-00-6220	ASSESSOR-CAPITAL OUTLAY-OFFICE	-	-	-	-
	Capital Expenditures:	**-**	**-**	**-**	**-**
	Expenditure Total:	**521,793**	**518,728**	**534,387**	**545,027**

Assessor Revenues

Account Number & Title		2008 Actual	2009 Actual	2010 Estimate	2011 Budget
01-9800-4551	REIMB-INSURANCE REIMBURSEMENT	0	0	0	0
01-9400-4784	CHG SERVICES-ASSESSOR FEES	124,397	158,953	62,361	45,400
01-9800-4547	REIMB-ASSESSOR COPIES	4,458	4,211	6,000	6,000
	Revenue Total	128,855	163,165	68,361	51,400

COUNTY SURVEYOR

DEPARTMENT INFORMATION:

Fund: General
Department: Surveyor
Peter Epp
824-8236

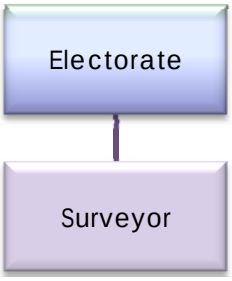
PROGRAMS AND SERVICES:

The duties of the County Surveyor are:

1. To represent the County in boundary disputes pursuant to C.R.S. sections 30-6-110 and 30-10-906
2. To notify the County attorney of any unsettled boundary disputes or boundary discrepancies within the county which may come to his attention
3. To file in the office of the county clerk and recorder all surveys, field notes, calculations, maps, and any other records pertaining to work authorized and financed by the board of county commissioners.

   The county survey may, when authorized by the Board of County Commissioners:
4. Conduct surveys to establish the boundaries of county property, including road rights-of-way, or any other surveys necessary to the county
5. Accept for filing maps of surveys that establish monuments and keep a current record of all survey monuments within the county
6. Examine all survey maps and plats before they are recorded by the county clerk and recorder to insure proper content and form
7. Conduct geodetic control surveys, vertical control surveys, or any surveys for the purpose of geographic information systems
8. Conduct or supervise construction surveys necessary to the County
9. Provide reference monuments for or the remonumentation or monument upgrades of public land survey system monuments that are destroyed by County construction or other functions.

Surveyor Organizational Chart



Surveyor Personnel Schedule				
Title	FTE Count	2011 Grade	2011 Salary	Total w/ benefits
County Surveyor	1.00	n/a	3,300	24,514
Regular	1.00			24,514
Total	1.00		$	24,514

Surveyor Expenditures

Account Number & Title		2008 Actual	2009 Actual	2010 Estimate	2011 Budget
01-1900-01-6000	SURVEYOR-WAGES	0	3,300	3,300	3,300
01-1900-00-6060	SURVEYOR-FRINGE BENEFITS	0	13,522	19,020	21,214
	Personnel Expenditures:	**-**	**16,822**	**22,320**	**24,514**
01-1900-00-6100	SURVEYOR-OPERATING	355	0	0	0
	Operating Expenditures:	**355**	**-**	**-**	**-**
01-1900-03-0000	SURVEYOR-CAPITAL OUTLAY	-	-	-	-
	Capital Expenditures:	**-**	**-**	**-**	**-**
	Expenditure Total:	**355**	**16,822**	**22,320**	**24,514**

Surveyor Revenues

Account Number & Title	2008 Actual	2009 Actual	2010 Estimate	2011 Budget
Revenue Total	0	0	0	0