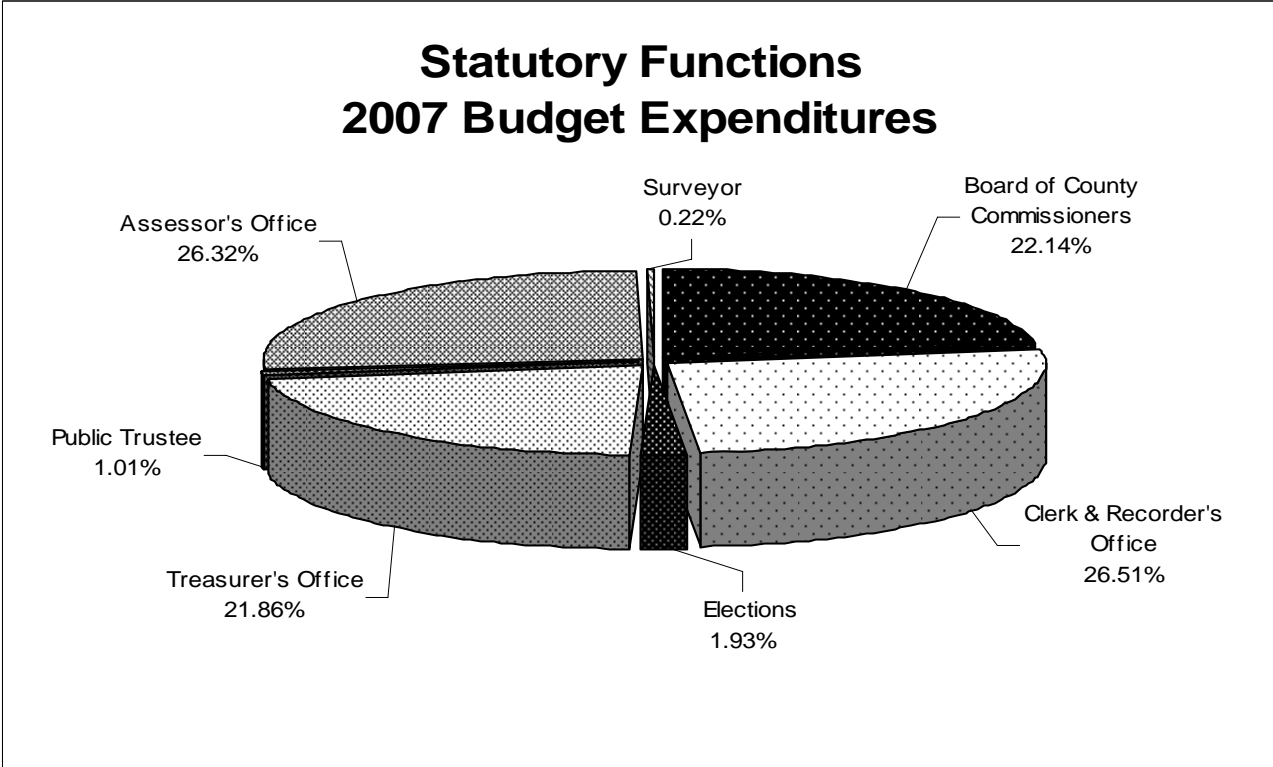


# Statutory Functions

- 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

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### DEPARTMENT INFORMATION:

Fund: General

Department: Board of County Commissioners

Tom Gray, Saed Tayyara, 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, irrefragable 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 oil and gas 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. Continued phased in implementation of the following Master Plans: County wide planning and zoning, and fairgrounds.
5. Continue the service of predator management.
6. Continue our program of NWCOS, Northwest Colorado Stewardship. Through NWCOS and Moffat County's cooperating agency status, we will serve as advisory groups for the revision of the Little Snake River Resource Management Plan.
7. Maintain services and fund balances within a framework of a balanced budget and provide that consistent framework 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 such as potential listing of the sage grouse, white-tailed prairie dogs, endangered fish within the Yampa River Basin, black footed ferret, and migrating wolves as well as wilderness designations, drives the county's decision to continue in the future supporting 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 ensure economic development through telecommunications. Develop eGov for our citizens to access their government and documents over the Internet.
5. Continue to promote the leasing of county owned minerals.

**GOALS:**

1. The General Fund will maintain a fund balance of 30% of operating expenditures through 2006. All other Funds will have a fund balance of 30% of operating expenditures within two years.
2. The General Fund will have a 10% of operating expenditures reserved for emergencies within the next two years.
3. A capital reserve will be created using funds from the Mineral Leasing program to fund the vehicle/equipment replacement, ongoing maintenance and capital projects.
4. Moffat County will not raise taxes.
5. Control spending to continue to build fund balances.
6. Implement employee policies and procedures throughout all county entities to create a working environment that allows all employees to contribute to their full capabilities.
7. Request from all other elected officials that all county policies and procedures be followed and that they sign off on these policies and procedures.
8. Review and update county employee handbook and have all other elected officials sign off on the handbook.
9. Implement eGov for electronic means for our citizens to access and conduct county related business and information sharing over the internet.
10. Continue to promote and lease county owned minerals.
11. Continue to support the Natural Resources department on issues such as endangered species, reintroduction plans of those species, wolf management, NWCOS, issues surrounding the wilderness designation, and working with federal and state agencies through cooperating agency status.

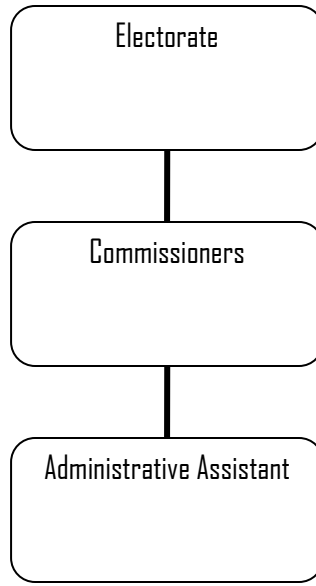
**OBJECTIVES:**

- 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.
- Begin to build a fund to be used for capital projects in the future.
- Plan an aggressive grant writing campaign.
- Increase Contingency Fund to \$200,000

**PERFORMANCE MEASUREMENTS:**

	ACTUAL 2005	ESTIMATE 2006	PROJECTED 2007
• Number of Facility Rentals			
• Fairgrounds (12 mo.)	307	372	446
• Loudy-Simpson (6 mo.)	130	156	187
• Luttrell Barn (6 mo.)	19	40	56
• Sherman Youth Camp (4 mo.)	27	30	32
• Commissioner Meetings	535	545	555
• Application for Permit to Drill	105	115	121

**Board of County Commissioners Organizational Chart**



Board of County Commissioners Personnel Schedule				
Title	FTE Count	2007 Grade	2007 Salary	Total w/benefits
Commissioner	3.0	n/a	141,928	187,224
Administrative Assistant	1.0	19	30,365	47,490
Regular	4.0			234,714
Total	4.0			\$ 234,714

### Board of County Commissioners Expenditures

<u>Account Number &amp; Title</u>	<u>2004 Actual</u>	<u>2005 Actual</u>	<u>2006 Estimate</u>	<u>2007 Budget</u>
01-0100-01-6000 COMM-ELECTED OFFICIALS	126,153	125,143	125,142	141,928
01-0100-09-6000 COMM-SECRETARY	0	32,449	25,178	30,365
01-0100-26-6000 COMM-ADMINISTRATIVE ASSISTANT	30,525	24,706	0	0
01-0100-00-6034 COMM-OVERTIME	2,109	1,486	0	0
01-0100-00-6038 COMM-LONGEVITY	0	0	0	0
01-0100-00-6060 COMM-FRINGE BENEFITS	51,953	55,682	51,620	62,421
<b>Personnel Expenditures:</b>	<b>210,740</b>	<b>239,466</b>	<b>201,940</b>	<b>234,714</b>
01-0100-00-6075 COMM-PROF SERV AUDIT	29,153	25,168	27,000	28,000
01-0100-00-6076 COMM-PROF SERV LEGAL	14,374	15,648	6,700	15,000
01-0100-00-6079 COMM-PROF SERV OTHER	0	2,470	485	500
01-0100-00-6084 COMM-MISC EQUIPMENT	0	391	0	0
01-0100-00-6085 COMM-OFFICE SUPPLIES	1,683	1,946	1,500	1,500
01-0100-00-6086 COMM-POSTAGE	434	248	300	600
01-0100-00-6087 COMM-COPIES	1,855	2,252	1,700	1,800
01-0100-00-6088 COMM-ADVERTISING/LEGAL NOTICES	5,233	5,839	6,800	8,400
01-0100-00-6090 COMM-COMPUTER EXPENSE/SERVICES	83	273	630	465
01-0100-00-6103 COMM-TELEPHONE	3,081	3,386	2,660	3,500
01-0100-00-6108 COMM-TRAVEL EXPENSES	5,534	5,753	7,900	8,400
01-0100-00-6112 COMM-BONDS	810	100	0	270
01-0100-00-6120 COMM-COMPUTER MAINT CONTRACT	6,985	4,900	8,400	1,075
01-0100-00-6300 COMM-DUES & MEETINGS	31,542	31,346	31,000	39,455
01-0100-00-6345 COMM-GRANT	8,192	10,000	2,000	8,000
01-0100-00-6349 COMM-MISCELLANEOUS	6,549	11,435	2,500	10,000
01-0100-00-6359 COMM PREDATOR MANAGEMENT	8,000	0	0	0
01-0100-00-6370 COMM-SOIL CONSERVATION	12,500	12,500	12,500	12,500
01-0100-00-6500 COMM-LEASED EQUIP IS	794	1,152	1,309	1,483
01-0100-00-6501 COMM-INTERNET ACCESS/ROUTER MAINT	185	812	1,000	1,350
01-0100-00-6502 COMM- PAVILION SECURITY	0	0	924	0
<b>Operating Expenditures:</b>	<b>136,987</b>	<b>135,619</b>	<b>115,308</b>	<b>142,298</b>
01-0100-00-6220 COMM-CAPITAL OUTLAY-OFFICE	0	0	33,950	0
<b>Capital Expenditures:</b>	<b>0</b>	<b>0</b>	<b>33,950</b>	<b>0</b>
<b>Expenditure Total:</b>	<b>347,727</b>	<b>375,085</b>	<b>351,198</b>	<b>377,012</b>

### Board of County Commissioners Revenues

<u>Account Number &amp; Title</u>	<u>2004 Actual</u>	<u>2005 Actual</u>	<u>2006 Estimate</u>	<u>2007 Budget</u>
01-9800-4531 REIMB-COMMISSIONER TRAVEL	137	1,159	0	0
01-9800-4552 REIMB-PAVILION SECURITY	0	0	924	0
<b>Revenue Total:</b>	<b>137</b>	<b>1159</b>	<b>924</b>	<b>0</b>

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

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**DEPARTMENT INFORMATION:**

Fund: General  
 Department: Clerk & Recorder  
 Elaine Sullivan  
 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:**

**Motor Vehicle**

Checks all documentation for preparing and printing titles and registrations for each of 13,317 vehicles in Moffat County. Collects all license fees, ownership tax, and sales tax. Proper identification is now required to process all transactions.

**Recording**

Records, scans, indexes, proofs and mails back all land, marriage, financial statements, liens, military records on a daily basis. All records are numbered and duplicated for title companies and the public. All records are then archived. Moffat County is now set up with e-recording and by 2007 we will have access to records available on the web. These programs were accomplished by a grant provided by the Secretary of State.

**Liquor Licenses**

Applicants are issued a notice for finger prints, background history, investigation of premises, postings of notice in local paper, schedule hearing with BOCC, and supply all information and forms to them.

**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.

**Marriage Licenses**

Identification verification, prints application and license, posts to web to vital statistics.

**Bookkeeping**

Records and balances all transactions from end of day, end of month, and end of year. Does daily deposits and disbursements to state and local entities.

**TRENDS AND ISSUES:**

This year the Clerk and Recorder's office received an additional part time position that assists with recording and motor vehicles. In the last year copies have increased due to the impact of oil and gas exploration within the county. The current staff level is not able to handle this increase in demand however, the Board of County Commissioners does not want to hire a full time employee in the event that this increase in service demand is not long term.

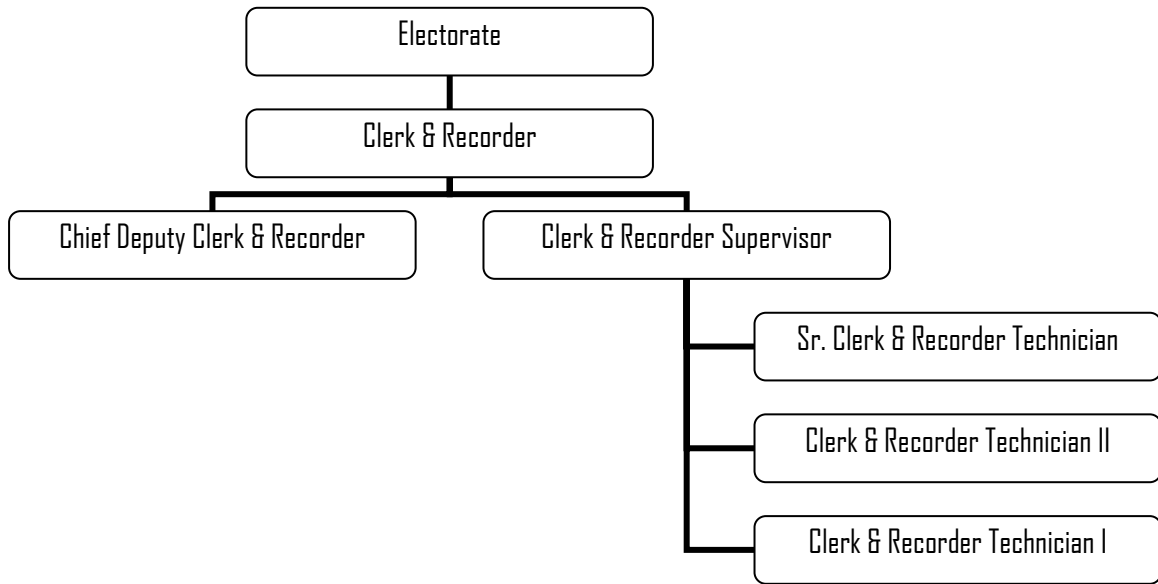
**GOALS:**

1. Continue exemplary customer service
2. Continue to stay abreast of all State mandated programs
3. Continue monthly safety meetings
4. Create micro-fiche of all books with Abstract Office

**OBJECTIVES:**

- Continue working with Dinosaur on a plan to assist with local motor vehicle business
- Continue ongoing training and conferences conducted by the State
- Conduct conversion with Department of Revenue motor vehicle department

**Clerk & Recorder's Organizational Chart**



Clerk & Recorder Personnel Schedule				
Title	FTE Count	2007 Grade	2007 Salary	Total w/ benefits
Elected	1.0	n/a	58,500	77,256
Chief Deputy - Clerk/Recorder	1.0	23	44,658	62,883
Clerk/Recorder Supervisor	1.0	22	40,019	54,209
Sr. Clerk/Recorder Technician	1.0	21	38,314	54,529
Clerk/Recorder Technician II	1.0	18	32,211	47,031
Clerk/Recorder Technician I	2.5	16	70,210	97,729
Regular	7.5			393,636
Total	7.5			\$ 393,636

### Clerk & Recorder Expenditures

<u>Account Number &amp; Title</u>	<u>2004 Actual</u>	<u>2005 Actual</u>	<u>2006 Estimate</u>	<u>2007 Budget</u>
01-0300-01-6000 CLRK&RCDR-ELECTED OFFICIAL	50,404	50,000	50,000	58,500
01-0300-04-6000 CLRK&RCDR-DEPUTY CLERK	35,843	38,501	41,603	44,138
01-0300-05-6000 CLRK&RCDR-CLERK-PROF EMPLOYEE	34,807	37,419	38,168	39,499
01-0300-10-6000 CLRK&RCDR-CLERICAL	117,512	105,123	119,947	126,435
01-0300-31-6000 CLER&RCDR-PART-TIME	32	22,176	13,701	14,300
01-0300-00-6034 CLRK&RCDR-OVERTIME	0	33	100	0
01-0300-00-6038 CLRK&RCDR-LONGEVITY	0	0	0	1,040
01-0300-00-6060 CLRK&RCDR-FRINGE BENEFITS	95,288	100,543	109,117	109,725
<b>Personnel Expenditures:</b>	<b>333,886</b>	<b>353,795</b>	<b>372,636</b>	<b>393,636</b>
01-0300-00-6084 CLRK&RCDR-MISC EQUIPMENT	0	0	2,349	800
01-0300-00-6085 CLRK&RCDR-OFFICE SUPPLIES	5,860	5,120	4,600	4,000
01-0300-00-6086 CLRK&RCDR-POSTAGE	7,500	6,700	11,500	12,640
01-0300-00-6087 CLRK&RCDR-COPIES	2,705	2,519	5,300	5,300
01-0300-00-6088 CLRK&RCDR-AD/LEGAL NOTICES	0	0	100	100
01-0300-00-6090 CLRK&RCDR-COMPUTER/EXPENSE/SER	21,160	25,262	24,000	24,000
01-0300-00-6100 CLRK&RCDR-OPERATING SUPPLIES	357	116	0	0
01-0300-00-6103 CLRK&RCDR-TELEPHONE	3,516	3,123	2,000	2,000
01-0300-00-6108 CLRK&RCDR-TRAVEL EXPENSES	2,276	2,504	3,500	3,500
01-0300-00-6112 CLRK&RCDR-BONDS	0	0	0	340
01-0300-00-6120 CLRK&RCDR-MAINTENANCE CONTRACT	2,336	1,225	2,200	2,200
01-0300-00-6123 CLRK&RCDR-REPAIRS EQUIP/MAINT	0	0	500	500
01-0300-00-6300 CLRK&RCDR-DUES & MEETINGS	642	1,925	1,000	1,000
01-0300-00-6301 CLRK&RCDR-EMPLOYEE EDUCATION	0	75	0	0
01-0300-00-6349 CLRK&RCDR-MISCELLANEOUS	0	507	600	600
01-0300-00-6500 CLRK&RCDR-LEASED EQUIP IS	275	537	500	500
01-0300-00-6501 CLRK&RCDR-INTERNET ACCESS/ROUTER MAINT	114	114	250	250
<b>Operating Expenditures:</b>	<b>46,741</b>	<b>49,727</b>	<b>58,399</b>	<b>57,730</b>
01-0300-00-6220 CLRK&RCDR-CAPTIAL OUTLAY-OFFIC	0	0	53,212	0
<b>Capital Expenditures:</b>	<b>0</b>	<b>0</b>	<b>53,212</b>	<b>0</b>
<b>Expenditure Total:</b>	<b>380,627</b>	<b>403,522</b>	<b>484,247</b>	<b>451,366</b>

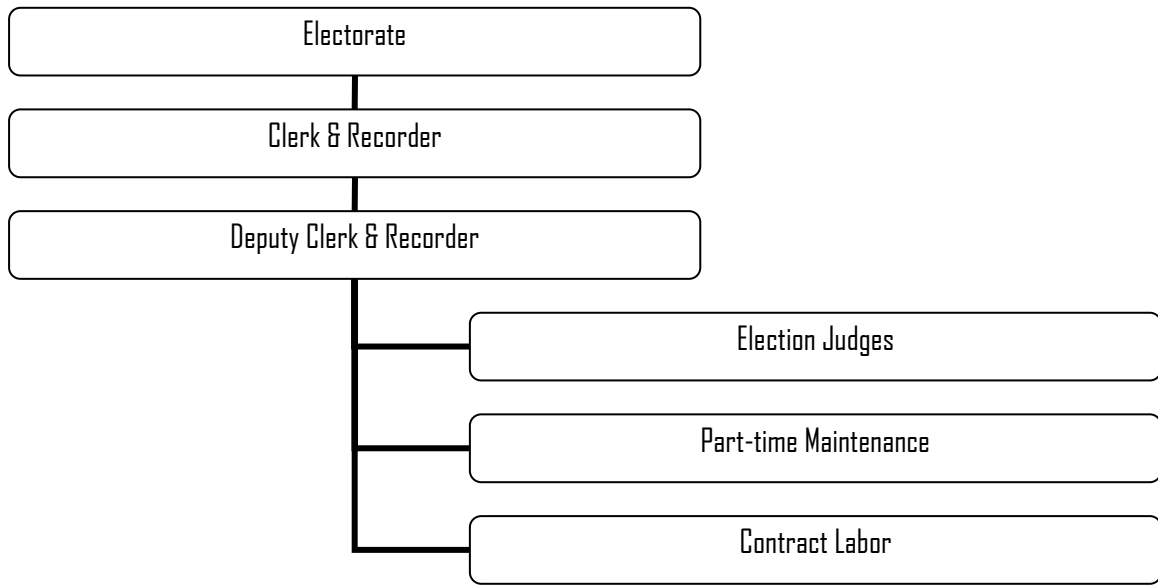
### Clerk & Recorder Revenues

<u>Account Number &amp; Title</u>	<u>2004 Actual</u>	<u>2005 Actual</u>	<u>2006 Estimate</u>	<u>2007 Budget</u>
01-9200-4849 STATE-GRANTS	0	0	53,212	0
01-9400-4770 CHG SERVICES-LIQUOR LICENSE	2,040	540	2,000	2,000
01-9400-4782 CHG SERVICES-CLERK FEES	219,356	264,748	200,000	200,000
01-9800-4532 REIMB-CLERK&REC COPIES	46,998	56,824	115,000	100,000
01-9800-4533 REIMB-CLERK&REC MAPS	0	0	0	0
01-9800-4534 REIMB-CLERK&REC LAMINATING	47	71	50	50
<b>Revenue Total:</b>	<b>268,441</b>	<b>322,183</b>	<b>370,262</b>	<b>302,050</b>

## CLERK & RECORDER'S OFFICE: ELECTIONS DIVISION

<b>DEPARTMENT INFORMATION:</b>			
Fund: General Department: Elections Lila Herod 824-9120			
<b>MISSION STATEMENT:</b>			
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.			
<b>PROGRAMS AND SERVICES:</b>			
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 Maybell Community Center now has ramps and a lowered ceiling which allowed better lighting as well as better acoustics.			
<b>TRENDS AND ISSUES:</b>			
With the Federal legislation of the Help America Vote Act, the election department has been impacted greatly because of the cost. However, the state funded the purchase with dollars from the Federal Government to the State. The State then allocated funds to each county. Moffat County received \$124,150.00 for the purchase of HART Intercivic Election Equipment. The equipment was in place for the 2006 Primary Election and used successfully with positive comments from the citizens of Moffat County. Moffat County also adopted the vote center concept. A registered voter of Moffat County can now vote in any vote center within the county. This has been less confusing to the voters and will save money in the future.			
<b>GOALS:</b>			
<ol style="list-style-type: none"> <li>1. Continue customer service through all election procedures</li> <li>2. Continue working on compliance with the Federal HAVA legislation</li> <li>3. Complete successful conversion of new State Election System and Equipment</li> <li>4. To increase number of registered voter turnout</li> </ol>			
<b>OBJECTIVES:</b>			
<ul style="list-style-type: none"> <li>➤ Continue working with the Kids Voting Program</li> <li>➤ Continue ongoing training through the Federal HAVA legislation</li> </ul>			
<b>PERFORMANCE MEASUREMENTS:</b>			
	ACTUAL 2005	Actual 2006	Actual 2007
• Number of Registered Voters	8,221	8,535	8,200

**Election's Organizational Chart**



Elections Personnel Schedule				
Title	FTE Count	2007 Grade	2007 Salary	Total w/ benefits
Election Judges		n/a	5,500	5,500
Temporary				
<b>Total</b>				<b>\$ 5,500</b>

**Election's Expenditures**

<b>Account Number &amp; Title</b>	<b>2004 Actual</b>	<b>2005 Actual</b>	<b>2006 Estimate</b>	<b>2007 Budget</b>
01-0400-31-6000 ELECTION-PART-TIME	1,160	0	0	0
01-0400-00-6034 ELECTIONS-OVERTIME	23	0	0	0
01-0400-00-6051 ELECTION-JUDGES	13,069	3,784	11,065	5,500
01-0400-00-6060 ELECTIONS-FRINGE BENEFITS	95	0	0	0
<b>Personnel Expenditures:</b>	<b>14,347</b>	<b>3,784</b>	<b>11,065</b>	<b>5,500</b>
01-0400-00-6076 ELECTION-PROF. SERVICES LEGAL	0	0	1,000	1,000
01-0400-00-6086 ELECTION-POSTAGE	4,854	1,693	2,600	2,000
01-0400-00-6087 ELECTION-COPIES	440	109	500	250
01-0400-00-6088 ELECTION-ADVER/LLEGAL NOTICES	1,830	818	2,000	1,000
01-0400-00-6090 ELECTION-COMPUTER EXPENSE/SER	3,841	670	50	1000
01-0400-00-6100 ELECTION-OPERATING SUPPLIES	14,673	4,064	25,000	10,000
01-0400-00-6103 ELECTION-TELEPHONE	101	0	364	200
01-0400-00-6108 ELECTION-TRAVEL EXPENSES	862	3,686	2,000	4,000
01-0400-00-6120 ELECTION-MAINTENANCE CONTRACTS	5,495	6,199	3,625	6,200
01-0400-00-6300 ELECTION-DUES & MEETINGS	485	970	680	1,000
01-0400-00-6349 ELECTION-MISCELLANEOUS	1,729	1,080	1,400	500
01-0400-00-6500 ELECTIONS-LEASED EQUIP IS	122	45	198	175
01-0400-00-6501 ELECTION-INTERNET ACCESS/ROUTER MAINT	0	0	0	0
<b>Operating Expenditures:</b>	<b>34,432</b>	<b>19,334</b>	<b>39,417</b>	<b>27,325</b>
01-0400-00-6228 ELECTION-CAPITAL OUTLAY	0	0	133,742	0
<b>Capital Expenditures:</b>	<b>0</b>	<b>0</b>	<b>133,742</b>	<b>0</b>
<b>Expenditure Total:</b>	<b>48,779</b>	<b>23,118</b>	<b>184,224</b>	<b>32,825</b>

**Election's Revenues**

<b>Account Number &amp; Title</b>	<b>2004 Actual</b>	<b>2005 Actual</b>	<b>2006 Estimate</b>	<b>2007 Budget</b>
01-9200-4849 STATE-GRANTS	0	0	135,625	0
01-9800-4535 REIMB-ELECTIONS OTHER	9,312	2,928	2,596	1,000
<b>Revenue Total:</b>	<b>9,312</b>	<b>2,928</b>	<b>138,221</b>	<b>1,000</b>

## TREASURER'S OFFICE

### DEPARTMENT INFORMATION:

Fund: General  
 Department: Treasurer  
 Robert Razzano  
 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:

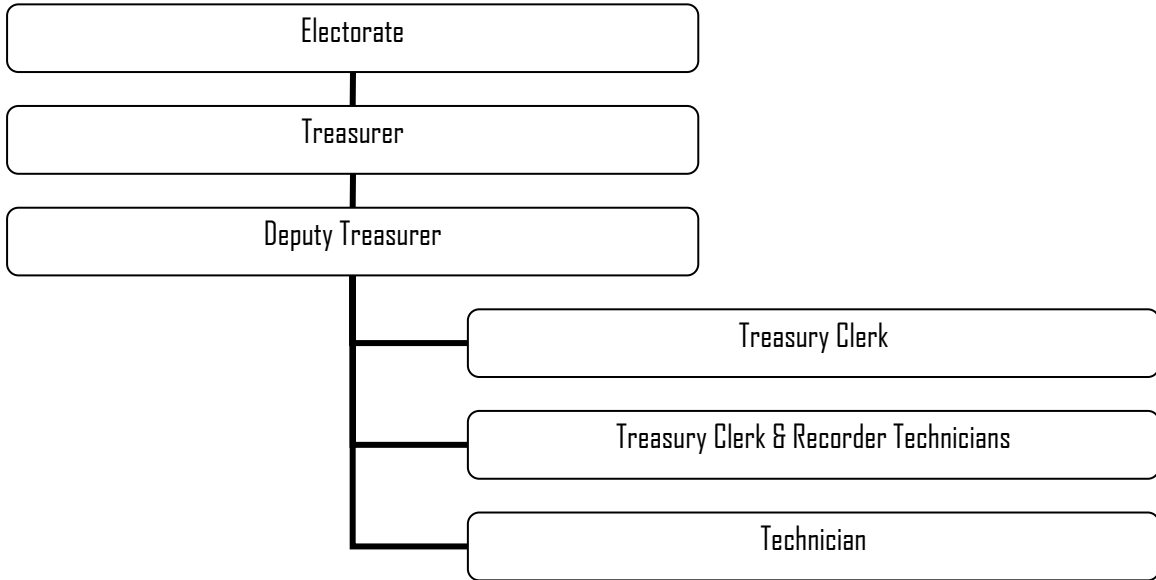
1. Custodian of all County monies
2. Collects taxes and other revenues and disburses these funds to the appropriate entities monthly
3. The Treasurer is the county investment officer charged with the investing of all county monies
4. Cancellation of all County Warrants
5. Issues certificates of taxes due
6. Handles the "purging" of manufactured home titles
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 2007.

<b>GOALS:</b>			
<ol style="list-style-type: none"> <li>1. To provide better access to tax information.</li> <li>2. To provide excellent customer service.</li> <li>3. Maintain a high level of knowledge on laws, regulations, and statutes.</li> <li>4. To provide up to date information to other departments and funds.</li> </ol>			
<b>OBJECTIVES:</b>			
<ul style="list-style-type: none"> <li>➤ Maintain our online website that will allow tax payers to make credit card payments, print tax receipts and tax notices online</li> <li>➤ Have multiple office staff available at all times during office hours</li> <li>➤ Attend training seminars on current and updated laws, regulations, and status</li> <li>➤ Generate reports for departments and funds</li> <li>➤ Attend weekly financial meeting</li> </ul>			
<b>PERFORMANCE MEASUREMENTS:</b>			
	ACTUAL 2005	ESTIMATE 2006	PROJECTED 2007
Original Tax Statements mailed/processed	21294	21649	21750

**Treasurer's Office Organizational Chart**



Treasurer Personnel Schedule				
Title	FTE Count	2007 Grade	2007 Salary	Total w/ benefits
Treasurer	1.0	n/a	58,500	75,136
Deputy Treasurer/Deputy Public Trustee	1.0	23	43,368	57,742
Treasury Clerk	1.0	21	39,744	53,839
Clerk & Records Tech	2.0	18	63,419	86,730
Regular	5.0			273,448
Technician	0.1	15	700	1,000
Temporary	0.1			1,000
<b>Total</b>	<b>5.1</b>			<b>\$ 274,448</b>

**Treasurer Expenditures**

<u>Account Number &amp; Title</u>	<u>2004 Actual</u>	<u>2005 Actual</u>	<u>2006 Estimate</u>	<u>2007 Budget</u>
01-0500-01-6000 TREAS-ELECTED OFFICIAL	50,404	50,000	50,000	58,500
01-0500-04-6000 TREAS-DEPUTY CLERK	36,694	38,501	40,048	41,808
01-0500-05-6000 TREASURER-PROFESSIONAL	32,920	36,317	37,045	38,314
01-0500-10-6000 TREAS-CLERICAL	61,437	63,545	67,350	63,419
01-0500-31-6000 TREAS-PART-TIME	910	913	1,000	1,000
01-0500-00-6038 TREAS-LONGEVITY	0	0	1,647	2,990
01-0500-00-6060 TREAS-FRINGER BENEFITS	57,725	56,521	57,153	68,417
<b>Personnel Expenditures:</b>	<b>240,090</b>	<b>245,797</b>	<b>254,243</b>	<b>274,448</b>
01-0500-00-6076 TREAS-PROFESSIONAL SER. LEGAL	441	155	750	750
01-0500-00-6085 TREAS-OFFICE SUPPLIES	1,451	1,794	1,800	1,800
01-0500-00-6086 TREAS-POSTAGE	6,490	6,842	8,400	8,400
01-0500-00-6087 TREAS-COPIES	932	868	1,000	1,000
01-0500-00-6088 TREAS-ADVERTISE/LEGAL NOTICES	12,388	11,155	12,500	12,500
01-0500-00-6089 TREAS-PRINTING	1,480	1,743	1,900	1,900
01-0500-00-6090 TREAS-COMPUTER EXPENSE/SERVICE	56,000	61,108	63,000	63,000
01-0500-00-6103 TREAS-TELEPHONE	1,677	2,013	2,300	2,300
01-0500-00-6108 TREAS-TRAVEL EXPENSES	1,122	497	1,800	1,800
01-0500-00-6112 TREAS-BONDS	0	0	0	1,000
01-0500-00-6123 TREAS-REPAIRS EQUIP/MAINTENANC	0	0	250	250
01-0500-00-6131 TREAS-OFFICE EQUIPMENT	200	1,563	750	750
01-0500-00-6300 TREAS-DUES & MEETINGS	520	350	750	750
01-0500-00-6301 TREAS-EMPLOYEE EDUCATION	62	200	750	750
01-0500-00-6349 TREAS-MISCELLANEOUS	528	640	400	400
01-0500-00-6501 TREAS-INTERNET ACCESS/ROUTER MAINT	114	114	250	428
<b>Operating Expenditures:</b>	<b>83,405</b>	<b>89,042</b>	<b>96,600</b>	<b>97,778</b>
01-0500-00-6220 TREAS-CAPITAL OUTLAY-OFFICE	0	0	0	0
<b>Capital Expenditures:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Expenditure Total:</b>	<b>323,495</b>	<b>334,839</b>	<b>350,843</b>	<b>372,226</b>

**Treasurer Revenues**

<u>Account Number &amp; Title</u>	<u>2004 Actual</u>	<u>2005 Actual</u>	<u>2006 Estimate</u>	<u>2007 Budget</u>
01-9400-4783 CHR SERVICES-TREASURER FEES	438,334	494,393	475,000	475,000
01-9500-4811 MISC REV-BONUS TAX SALE	4,053	6,205	5,000	5,000
01-9800-4541 REIMB-TREAS ADVERTISING	12,817	21	10,000	12,000
01-9800-4542 REIMB-TREAS POSTAGE	43	3	40	40
01-9800-4543 REIMB-TREAS PHONE	362	381	0	0
<b>Revenue Total:</b>	<b>455,609</b>	<b>501,003</b>	<b>490,040</b>	<b>492,040</b>

## PUBLIC TRUSTEE'S OFFICE

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**DEPARTMENT INFORMATION:**

Fund: General  
 Department: Public Trustee  
 Robert Razzano  
 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 2007.

**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

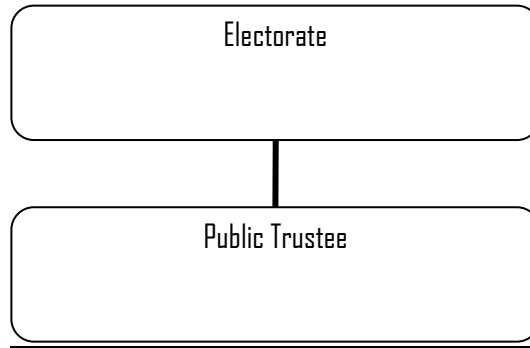
**OBJECTIVES:**

- 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 2005	ESTIMATE 2006	PROJECTED 2007
• Foreclosures Processed	49	48	50
• Release of Deeds of Trust Processed	1,146	1,100	1,100

**Public Trustee Organizational Chart**



Public Trustee Personnel Schedule				
Title	FTE Count	2007 Grade	2007 Salary	Total w/ benefits
Public Trustee	0.2	n/a	12,500	13,710
Regular	0.2			13,710
Total	0.2			\$ 13,710

**Public Trustee Expenditures**

<u>Account Number &amp; Title</u>	<u>2004 Actual</u>	<u>2005 Actual</u>	<u>2006 Estimate</u>	<u>2007 Budget</u>
01-0501-06-6000 PUB TRUSTEE-SALARY	12,601	12,500	12,500	12,500
01-0501-00-6060 PUB TRUSTEE-FRINGE BENEFITS	0	1,186	1,100	1,210
<b>Personnel Expenditures:</b>	<b>12,601</b>	<b>13,686</b>	<b>13,600</b>	<b>13,710</b>
01-0501-00-6085 PUB TRUSTEE-OFFICE SUPPLIES	994	445	1,530	1,000
01-0501-00-6086 PUB TRUSTEE-POSTAGE	0	0	600	600
01-0501-00-6087 PUB TRUSTEE-COPIES	0	87	400	400
01-0501-00-6108 PUB TRUSTEE-TRAVEL	188	241	750	750
01-0501-00-6112 PUB TRUSTEE-BONDS	0	0	0	170
01-0501-00-6300 PUB TRUSTEE-DUES & MEETINGS	325	175	550	550
01-0501-00-6349 PUB TRUSTEE-MISCELLANEOUS	0	0	100	100
<b>Operating Expenditures:</b>	<b>1,507</b>	<b>948</b>	<b>3,930</b>	<b>3,570</b>
01-0501-00-6220 PUB TRUSTEE-CAPITAL OUTLAY	0	0	0	0
<b>Capital Expenditures:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Expenditure Total:</b>	<b>14,108</b>	<b>14,634</b>	<b>17,530</b>	<b>17,280</b>

**Public Trustee Revenues**

<u>Account Number &amp; Title</u>	<u>2004 Actual</u>	<u>2005 Actual</u>	<u>2006 Estimate</u>	<u>2007 Budget</u>
01-9400-4790 CHG SERVICES-PUBLIC TRUSTEE FEE	16,705	26,330	8,000	8,000
<b>Revenue Total:</b>	<b>16,705</b>	<b>26,330</b>	<b>8,000</b>	<b>8,000</b>

## ASSESSOR'S OFFICE

**DEPARTMENT INFORMATION:**

Fund: General  
 Department: Assessor  
 Suzanne Brinks  
 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

**TRENDS AND ISSUES:**

The increase in oil and gas activity in 2006 and the prospect of this trend to continuing in the future is going to put a strain on the assessor's office resources and personnel. This issue needs to be addressed by the commissioners. The assessor's office will need to hire a valuation consultant or a full-time oil and gas appraiser.

**GOALS:**

To successfully complete the 2007 reappraisal of all the property in the county and achieve compliance with the annual state audit.  
 To increase the number of inspections of properties in the county.

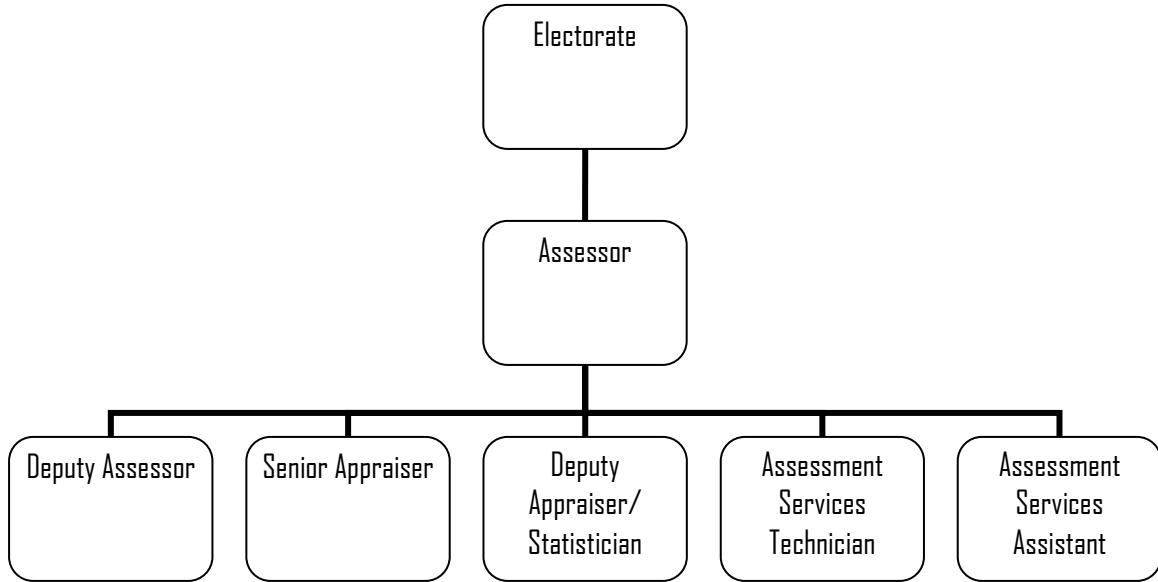
**OBJECTIVES:**

To train the public in the use of our new website. This should lessen the number of phone calls and other inquiries and allow employees more time to spend on their specific duties.

<b>PERFORMANCE MEASUREMENTS:</b>	ACTUAL 2005	ESTIMATE 2006	PROJECTED 2007
• Total number of parcels in the county-Mandated	21,475	21,870	22,200
• Number of documents processed-Mandated	1,808	1,860	2,000
• Number of property sales viewed and processed-Mandated	649	750	800
• Number of new construction parcels-Mandated	140	176	200
• Actual value of new construction-Mandated	17,173,166	15,423,100	15,000,000
• Number of landfill vouchers issued-Non-mandated	800	1,000	1,000

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**Assessor's Office Organizational Chart**



Assessor Personnel Schedule				
Title	FTE Count	2007 Grade	2007 Salary	Total w/ benefits
Assessor	1.0	n/a	58,500	71,312
Deputy Assessor	1.0	29	47,632	62,471
Senior Appraiser	1.0	29	41,773	56,145
Deputy Appraiser/Statistician	1.0	23	42,099	51,636
Assessment Services Tech.	2.0	19	61,214	92,413
Regular	6.0			333,978
Total	6.0			\$ 333,978

**Assessor Expenditures**

<b>Account Number &amp; Title</b>	<b>2004 Actual</b>	<b>2005 Actual</b>	<b>2006 Estimate</b>	<b>2007 Budget</b>
01-0600-01-6000 ASSESSOR-ELECTED OFFICIAL	50,404	50,000	50,000	58,500
01-0600-04-6000 ASSESSOR-DEPUTY CLERK	34,073	36,795	40,245	47,632
01-0600-05-6000 ASSESSOR-PROFESSIONAL EMPLOYEE	73,872	36,275	75,226	41,773
01-0600-10-6000 ASSESSOR CLERICAL	90,625	87,387	58,240	100,714
01-0600-31-6000 ASSESSOR-PART-TIME WAGES	0	0	0	0
01-0600-00-6033 ASSESSOR-SICK LEAVE	1,658	1,678	0	0
01-0600-00-6034 ASSESSOR-OVERTIME	0	78	0	0
01-0600-00-6038 ASSESSOR-LONGEVITY	0	0	2,293	2,600
01-0600-00-6060 ASSESSOR-FRINGE BENEFITS	85,922	65,474	68,227	82,759
<b>Personnel Expenditures:</b>	<b>336,554</b>	<b>277,687</b>	<b>294,231</b>	<b>333,978</b>
01-0600-00-6079 ASSESSOR-PROF/SERVICES OTHER	0	28,133	41,800	33,000
01-0600-00-6084 ASSESSOR-MISC EQUIPMENT	0	0	0	0
01-0600-00-6085 ASSESSOR- OFFICE SUPPLIES	3,805	4,942	4,500	7,800
01-0600-00-6086 ASSESSOR-POSTAGE	1,958	6,875	3,000	7,000
01-0600-00-6087 ASSESSOR-COPIES	1,333	1,288	1,500	1,500
01-0600-00-6088 ASSESSOR-ADVERTISING/LEGAL SER	33	69	100	100
01-0600-00-6090 ASSESSOR-COMPUTER EXPENSE/SER	16,408	26,405	25,260	22,550
01-0600-00-6103 ASSESSOR TELEPHONE	2,344	2,412	2,400	2,800
01-0600-00-6108 ASSESSOR-TRAVEL EXPENSES	4,253	3,556	5,300	5,300
01-0600-00-6112 ASSESSOR-BONDS	0	0	0	170
01-0600-00-6121 ASSESSOR-REPAIRS AUTO	0	113	350	350
01-0600-00-6134 ASSESSOR-REAPPRAISAL	470	960	500	1,000
01-0600-00-6230 ASSESSOR-MAPS	129	295	500	500
01-0600-00-6300 ASSESSOR-DUES & MEETINGS	1,742	2,387	3,000	3,000
01-0600-00-6301 ASSESSOR-EMPLOYEE EDUCATION	876	591	3,000	3,000
01-0600-00-6349 ASSESSOR-MISCELLANEOUS	214	232	500	500
01-0600-00-6501 ASSESSOR-INTERNET ACCESS/ROUTER MAINT	114	114	160	475
<b>Operating Expenditures:</b>	<b>33,679</b>	<b>78,372</b>	<b>91,870</b>	<b>89,045</b>
01-0600-00-6220 ASSESSOR-CAPITAL OUTLAY-OFFICE	49,621	0	0	25,000
<b>Capital Expenditures:</b>	<b>49,621</b>	<b>0</b>	<b>0</b>	<b>25,000</b>
<b>Expenditure Total:</b>	<b>419,854</b>	<b>356,059</b>	<b>386,101</b>	<b>448,023</b>

**Assessor Revenues**

<b>Account Number &amp; Title</b>	<b>2004 Actual</b>	<b>2005 Actual</b>	<b>2006 Estimate</b>	<b>2007 Budget</b>
01-9200-4842 STATE-IMPACT GRANT	24,802	0	0	12,500
01-9400-4784 CHG SERVICES-ASSESSOR FEES	12,101	9,704	11,350	33,000
01-9800-4547 REIMB-ASSESSOR COPIES	3,241	5,338	6,000	6,000
<b>Revenue Total:</b>	<b>40,144</b>	<b>15,042</b>	<b>17,350</b>	<b>51,500</b>

## SURVEYOR

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**DEPARTMENT INFORMATION:**

Fund: General  
 Department: Surveyor  
 Lloyd Powers  
 824-3435

**PROGRAMS AND SERVICES:**

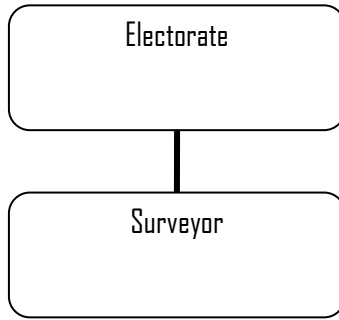
The County Surveyor is elected by the citizens of the county. The Colorado Revised Statutes § 30-10-903 list the duties of the county surveyor as follows:

- a) To represent the county in boundary disputes pursuant to section 30-6-110 and 30-10-906;
- b) To notify the county attorney of any unsettled boundary disputes or boundary discrepancies within the county which may come to his attention;
- c) To file in the office of the county surveyor, or in the office of the county clerk and recorder if there is no office for the county surveyor in the county, all surveys, field notes, calculations, maps, and any other records pertaining to work authorized and financed by the Board of County Commissioners. All surveys made by the county surveyor or his deputies shall be numbered consecutively by the county surveyor and all field notes and calculations pertaining to such surveys shall be endorsed by the county surveyor with the number of the survey to which they pertain.

The county surveyor may, when authorized by the Board of County Commissioners:

- a) Conduct surveys to establish the boundaries of county property, including road right-of-way, or any other surveys necessary to the county;
- b) Accept for filing maps of surveys that establish monuments and keep a current record of all survey monuments within the county;
- c) Examine all survey maps and plats before they are recorded by the county clerk and record to insure proper content and form.

**Surveyor Organizational Chart**



**Surveyor Expenditures**

<b><u>Account Number &amp; Title</u></b>	<b>2004 Actual</b>	<b>2005 Actual</b>	<b>2006 Estimate</b>	<b>2007 Budget</b>
01-1900-01-6000 SURVEYOR-ELECTED OFFICIALS	0	0	0	3,300
01-1900-00-6060 SURVEYOR-FRINGE BENEFITS	0	0	0	500
<b>Personnel Expenditures:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,800</b>
<b>Expenditure Total:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,800</b>

**Surveyor Revenues**

<b><u>Account Number &amp; Title</u></b>	<b>2004 Actual</b>	<b>2005 Actual</b>	<b>2006 Estimate</b>	<b>2007 Budget</b>
	0	0	0	0
<b>Revenue Total:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>