Bob Dixon
Presiding Commissioner

Rusty MacLachlan
1st District Commissioner

John C. Russell
2nd District Commissioner

Shane Schoeller
Clerk of the Commission

Christopher J. Coulter, AICP
County Administrator

Megan Applegate
Executive Assistant

COUNTY COMMISSION

Greene County, Missouri

(417) 868-4112

Greene County Commission
Commission Briefing Minutes

Tuesday, February 1, 2022
8:45 AM
Commission Conference Room
1443 N. Robberson, 10th Floor

PLEASE CHECK & RETURN
☑ PC
☑ CC1
☐ CC2

The Greene County Commission is now offering an alternative to attending the meeting. Please join our meeting from your computer, tablet or smartphone. https://www.gotomeet.me/GCCommissionOffice. You can also dial in using your phone. United States: +1 (872) 240-3412. You will be prompted for a PIN number where you will hit the "#" key and be prompted for an access code: 675-853-269

PLEASE BE AWARE: Cox Health has adopted a universal masking policy for all their properties. Masks are to be worn entering and exiting their facilities and medical office buildings as well as when in any interior common areas such as a lobby, hallway, shared bathroom, elevator, and stairwell.

WARNING Under Missouri law, any individual entering the premises or engaging the services of Greene County waives all civil liability against the individual or Greene County for any damages based on inherent risks associated with an exposure or potential exposure to COVID-19, except for recklessness or willful misconduct.

Attendees: Bob Dixon, Rusty MacLachlan, John Russell, Chris Coulter, Megan Applegate, Robert Jehle, Jenny Hayward and Brent Johnson.

Teleconference Attendees: Jeff Scott, Mike Cagle, Tina Phillips, Jim Arnott, Adam Humphrey, Justin Hill, Fred Lizama, Rob Rigdon, Mailyn Jeffries, Jeff Bassham, Royce Denny, Crystal Richards, Andrea Stewart and Angie Crews.

Informational Items

(EX1)Budget-Jeff Scott and Tina Phillips

- ERA1 and ERA2 update.
- Bond update.
- Sewer lien updates.

Human Resources-Mailyn Jeffries

- MPR and CIGNA claims data update.
- Wellness Expo 2022 Feb.22-25 virtual option.
- Update on DB squared software.

Chris Coulter

- Road readiness update will be given under other from Highway.

- Emergency Management will have a weather call at 2:00 pm

Public Information Office-Robert Jehle and Jenny Hayward

- Rotunda draft sent to Commission.
- ERA interview from KY3.
- Facebook ad update.

Items for Consideration and Action by the Commission

(EX1)Discussion and Possible Vote: Request to Use Jamestown for Rockin Rogersville 2022.

Commissioner John Russell moved to approve the request to use the Jamestown property for Rocking Rogersville 2022 with the understanding the location could be sold and that Rockin Rogersville will have to relocate. Commissioner Rusty MacLachlan seconded the motion and it passed unanimously. Yes: Dixon, MacLachlan and Russell.

Discussion and Possible Vote: Resolution of Intent, Budget Department

Commissioner Rusty MacLachlan moved to approve the resolution as presented. Commissioner John Russell seconded the motion and it passed unanimously. Yes: Dixon, MacLachlan and Russell.

(EX2) Discussion and Possible Vote: STC Maintenance Plan for Greene, Assessor's Office

Commissioner John Russell moved to approve the STC maintenance plan for the Greene County Assessor's Office as presented. Commissioner Rusty MacLachlan seconded the motion and it passed unanimously. Yes: Dixon, MacLachlan and Russell.

Discussion and Possible Vote: Commission Board Appointments

No action taken.

Other:

Adam Humphrey-Highway

- Salt supply is full for treatment if needed.
- Trucks will be ready by the end of today.

With no other business the meeting was adjourned.

Bob Dixon
Presiding Commissioner

Rusty MacLachlan
1st District Commissioner

John C. Russell
2nd District Commissioner

Shane Schoeller
Clerk of the Commission

Christopher J. Coulter, AICP
County Administrator

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COUNTY COMMISSION

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Commission Briefing Agenda

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Informational Items
Budget
Human Resources
Chris Coulter
Public Information Office

Items for Consideration and Action by the Commission
Discussion and Possible Vote: Request to Use Jamestown for Rockin Rogersville 2022.

Discussion and Possible Vote: Resolution of Intent, Budget Department

Discussion and Possible Vote: STC Maintenance Plan for Greene, Assessor's Office

Discussion and Possible Vote: Commission Board Appointments

Other:

Greene County Treasurer's Office

940 N Boonville, Room 112
Springfield, MO 65802

Invoice # 12-2021-01 JF

Date: 12/01/2021

A

Bill To:

[redacted]
[redacted]e
[redacted]

Newport / Ridgecrest

Item Description	Amount
PAST DUE August 2021: Monthly sewer payment as agreed upon	$200.00
PAST DUE: September 2021: Monthly sewer payment as agreed up	$200.00
PAST DUE: October 2021: Monthly sewer payment as agreed upon	$200.00
PAST DUE: November 2021: Monthly sewer payment as agreed upo	$200.00
December 2021: Monthly sewer payment as agreed upon	$200.00
Tax ID # 88-18-16-203-010	
Newport Ridgecrest Sewer District 34D	
	FINAL NOTICE
Amount Due	$1,000.00

Make all checks payable to: Greene County Treasurer's Office or pay in person at the Greene County Treasurer's Office located inside the Historic Courthouse, 940 N Boonville, Room 112

Please include invoice with your payment

If you have any questions concerning this invoice, please contact
Tina Phillips / Budget Office / 417-799-1447

Behind
2018
2019
2020
2021 Close to 6,000

Real Estate taxes
2021: Unpaid $1,211.46

Payment Plan

Agreed to payment plan back in Oct 2019. Made 3 payment. Then one payment in May 2021. Nothing Since.

Greene County Treasurer's

940 N Boonville, Room 112
Springfield, MO 65802

Invoice # 11-2021-01 LC

Date: 11/22/2021

B

Bill To:

[redacted]

Springday Hills

Item Description	Amount
Year 2019	$1,182.03
Year 2020	$1,126.81
Year 2021	$1,055.46
Tax ID # 88-18-10-201-031	
Springday Hills Sewer District 206	

Amount Due $3,364.30

Make all checks payable to: Greene County Treasurer's Office or pay in person at the Greene County Treasurer's Office located inside the Historic Courthouse, 940 N Boonville, Room 112

Please include invoice with your payment.
Due Date: 12/30/2021

If you have any questions concerning this invoice or *would like to make monthly payment arrangements*, please contact Tina Phillips / Budget Office / 417-799-1447

Annual Payment Normally
1,024.86

Real Estate Taxes

Unpaid: 2020 1,648.49
2021 1,274.98
2,923.47

Last Sewer payment: 2018

Last RE taxes paid: 2019

[redacted]

Greene County Treasurer's

940 N Boonville, Room 112
Springfield, MO 65802

Invoice # 11-2021-01 SK

Date: 11/3/2021

C

Bill To:

[redacted]

Springday Hills

Item Description	Amount
Year 2016	$1,372.63
Year 2017	$1,307.37
Year 2018	$1,249.75
Year 2019	$1,187.73
Year 2020	$1,120.86
Year 2021	$1,049.30
Tax ID # 88-18-10-206-023	
Springday Hills Sewer District 206	FINAL Notice: PAST DUE

Amount Due $7,287.64

Make all checks payable to: Greene County Treasurer's Office or pay in person at the Greene County Treasurer's Office located inside the Historic Courthouse, 940 N Boonville, Room 112

Please include invoice with your payment.
FINAL Due Date: 11/30/2021

If you have any questions concerning this invoice or would like to make monthly payment arrangements, please contact Tina Phillips / Budget Office / 417-799-1447

Current on property taxes

Annual Payment Normally
1,024.86

[redacted]

Bob Dixon
Presiding Commissioner

Rusty MacLachlan
1st District Commissioner

John C. Russell
2nd District Commissioner

Shane Schoeller
Clerk of the Commission

Christopher J. Coulter, AICP
County Administrator

Megan Applegate
Executive Assistant

COUNTY COMMISSION

Greene County, Missouri
(417) 868-4112

February 01, 2022

Community Foundation of Rogersville
PO Box 474
Rogersville, MO, 65742

Mr. Scott,

This letter is to confirm that:

- The Greene County Commission approves the reservation made by the Community Foundation of Rogersville for use of the county owned property of Jamestown Subdivision, Greene County, Missouri, for the period of September 22, 23,24, 25, and 26, 2022 for the purpose of holding the event "Rockin' Rogersville." If the lots are to sell then Greene County will work with the Community Foundation of Rogersville for a new location.

- The Greene County Commission permits the sale of retail liquor by the drink on the county owned property of Jamestown Subdivision, Greene County, Missouri for the duration of the Community Foundation of Rogersville "Rockin' Rogersville" event Saturday, September 24, 2022.

The Greene County Commission

Bob Dixon
Presiding Commissioner

Rusty MacLachlan
Commissioner District 1

John C. Russell
Commissioner District 2

RESOLUTION NO. 2022 02-01

A RESOLUTION DECLARING THE INTENTION OF GREENE COUNTY, MISSOURI TO REIMBURSE CERTAIN CAPITAL EXPENDITURES WITH PROCEEDS OF TAX-EXEMPT FINANCING.

WHEREAS, Greene County, Missouri (the "County"), is completing the construction of a new jail and sheriff's office, and anticipates undertaking improvements to the County campus that includes the Judicial Courts facility, historic County courthouse and other facilities (collectively, the "Project"), with the estimated costs of the Project being approximately $43,500,000 (which does not include previously financed costs of the jail); and

WHEREAS, the County Commission of the County hereby finds and determines that it is necessary and advisable to declare the County's official intent of obtaining tax-exempt financing for the Project and to reimburse the County for costs related to the Project from such financing.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COMMISSION OF GREENE COUNTY, MISSOURI, AS FOLLOWS:

1. The County has made capital expenditures prior to the date of this Resolution and expects to make capital expenditures after the date of this Resolution in connection with the Project, and the County intends to reimburse itself for such expenditures with the proceeds of tax-exempt financing obtained for the Project to the extent allowed by the Internal Revenue Code.

2. The maximum principal amount of the obligations expected to be issued for the Project is $43,500,000.

3. The officers, agents and consultants of the County, including without limitation County staff, Stifel Nicolaus & Company, Incorporated as underwriter and Armstrong Teasdale LLP as special tax counsel, are authorized and directed to take such actions and prepare such documents as are necessary to sell tax-exempt obligations to finance the Project, provided that the issuance of any obligations will be subject to the subsequent approval of the County Commission.

4. This Resolution shall be in full force and effect from and after its date of passage and approval.

[remainder of page intentionally left blank]

ADOPTED by the County Commission of Greene County, Missouri, this first day of February, 2022.

By: _____
Name: Bob Dixon
Title: Presiding Commissioner

By: _____
Name: Rusty MacLachlan
Title: Commissioner District One

By: _____
Name: John C Russell
Title: Commissioner District Two

<County Seal>

ATTEST:

_____
Name: Shane Schoeller
Title: County Clerk

Bob Dixon
Presiding Commissioner

Rusty MacLachlan
1st District Commissioner

John C. Russell
2nd District Commissioner

Shane Schoeller
Clerk of the Commission

Christopher J. Coulter, AICP
County Administrator

Megan Applegate
Executive Assistant

COUNTY COMMISSION

Greene County, Missouri
(417) 868-4112

February 01, 2022

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PO Box 474
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The Greene County Commission

Bob Dixon
Presiding Commissioner

Rusty MacLachlan
Commissioner District 1

John C. Russell
Commissioner District 2

2022-2023 Assessment Maintenance Plan

Greene County

January 1, 2022 Through December 31, 2023

Mission Statement

The Greene County Assessor and State Tax Commission shall strive to assess all property in a fair and uniform manner; shall strive to discover, list, and assess all taxable property within the county; shall faithfully and impartially execute this assessment maintenance plan, shall develop assessments based on current market value as of the date of appraisal; shall promptly and efficiently respond to questions, complaints, and needs of taxpayers and assessment officers; and shall uphold the constitution and statues of the State of Missouri.

2022-2023Assessment Maintenance Plan

I, Brent Johnson, the duly elected Greene County Assessor, submit the following assessment maintenance plan for the 2022-2023 assessment maintenance cycle. This plan contains the framework and all of the necessary elements to allow me to carry out my official duties as required by the constitution and laws of the State of Missouri.

2022-2023 Assessment Maintenance Plan
Agreement and Approval

The parties to this plan, the County Assessor, the County Commission, and the State Tax Commission, agree to its specific terms as well as these general obligations:

> The Assessor will assess all taxable property in the county uniformly and at the statutorily required percentage of market value for the respective property. The actions of the assessor and staff will comply with the requirements found in Article X, Section 3 of the state constitution, Chapters 53, 137, 138 and any other pertinent chapter of the Revised Statues of Missouri.
>
> The County will provide office facilities and the budgetary support, as set out in this agreement, to allow the Assessor and staff to carry out the terms of this agreement and the duties of the Assessors Office.
>
> The State Tax Commission will provide technical assistance, including regular visits by the field representative, educational training, guidelines and other resources to aid the assessor in the execution of this plan. Further, in consideration for the Assessor supplying assessment services in compliance with the terms and obligations of this plan, the state will provide cost-share reimbursement funds to the extent specified in 137.750, RSMo.

It is hereby affirmed by the County, that an Assessment Fund has been established, and that the general revenue funds required of this plan will be deposited into the Assessment Fund.

The undersigned approve and submit this plan.

Greene County, Missouri		State Tax Commission of Missouri	
	2/1/22		
County Assessor	Date	STC Chairman	Date
	2/1/22		
Presiding Commissioner	Date	STC Commissioner	Date
	2/1/22		
County Commissioner	Date	STC Commissioner	Date
	2/1/22		
County Commissioner	Date		

2022-2023 Assessment Maintenance Plan
Agreement and Approval

The parties to this plan, the County Assessor, the County Commission, and the State Tax Commission, agree to its specific terms as well as these general obligations:

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>
> The County will provide office facilities and the budgetary support, as set out in this agreement, to allow the Assessor and staff to carry out the terms of this agreement and the duties of the Assessors Office.
>
> The State Tax Commission will provide technical assistance, including regular visits by the field representative, educational training, guidelines and other resources to aid the assessor in the execution of this plan. Further, in consideration for the Assessor supplying assessment services in compliance with the terms and obligations of this plan, the state will provide cost-share reimbursement funds to the extent specified in 137.750, RSMo.

It is hereby affirmed by the County, that an Assessment Fund has been established, and that the general revenue funds required of this plan will be deposited into the Assessment Fund.

The undersigned approve and submit this plan.

Greene County, Missouri		State Tax Commission of Missouri	
Brent Johnson	12/30/21		
County Assessor	Date	STC Chairman	Date
Bob Dixon	2/1/22		
Presiding Commissioner	Date	STC Commissioner	Date
	2/1/22		
County Commissioner	Date	STC Commissioner	Date
	2/1/22		
County Commissioner	Date		

Insert "Page 3 Signed" with all signatures

Definitions

As used in this agreement the following words shall have this meaning attributed to them in this subsection:

1. The word "County" means Greene County, Missouri.

2. The word "Commission" means the State Tax Commission of Missouri.

3. The words "Market Value" mean the most probable price in terms of money which a property will bring if exposed for sale on the open market for a reasonable length of time, providing there is a knowledgeable buyer and seller both aware of the uses to which a property is adapted and for which it is capable of being used. Used synonymously with True Value in Money.

4. For land used for agricultural purposes, the words "Market Value" or "True Value in Money" shall mean the value the land has for agricultural and horticultural use, which is based upon the land's productive capability as set out in Section 137.017 - 137.021.

5. The words "Project", "Plan", or "Agreement" shall mean the assessment maintenance plan.

6. The word "Ownership Maps or Mapping" means all ownership maps and related records which are prepared or compiled by the County under the guidelines of the original mapping contract or a more current mapping/GIS project.

7. The words "Replacement Cost New (RCN)" means the cost, including material, labor, and overhead, that would be incurred in constructing an improvement having the same utility to its owner as the improvement in question, without necessarily reproducing exactly any particular characteristic of the property.

8. The word "Depreciation" means the loss in value of an object, relative to its replacement cost new, whether the loss of value is caused by physical deterioration, economic obsolescence or functional obsolescence.

9. The words "Physical Deterioration" mean the loss of value caused by wear and tear.

10. The words "Economic Obsolescence" mean the loss in value of a property (relative to the cost of replacing it with a property of equal utility) that stems from factors external to the property.

11. The words "Functional Obsolescence" mean the loss in value of a property resulting from changes in tastes, preferences, technical innovations, or market standards.

12. The words "Submitting to Commission" for reports or PRC cards means mailing paper copies or emailing digital PDF or TIF files to localassistance@stc.mo.gov.

13. The words "Index Study" are synonymous with "Manual Level Study."

Greene County

Revised: _____

Real Property

FUNCTIONS AND RESPONSIBILITIES

	Responsibility	Job Title and Comments
1.	Public information and public relations - on going.	All Personnel
2.	Update all property transfers on the mylars/digitized maps, property record cards, work index cards, final alpha cards and/or other related forms. Complete on a quarterly or monthly basis. Ownership data will be maintained to within 1 months.	System Administrator & Mapping Techs
3.	Sales information. Obtain, verify and log sales information from all sale letters. Copy corresponding PRC and file with the returned sale letter. Other sources may include certificates of value, real estate agents, appraisers, banks and savings & loans, etc. All sale information will be available for review and use by the Commission.	Parcel Maintenance Administrator, Analyst, Appraisal Staff, & Real Estate Clerks Sales letters are mailed monthly & entered into computer for analysis
4.	Building Costs. Obtain and verify current building costs. The new construction log will be utilized to identify and locate new construction samples.	System Administrator, Analyst & Appraisal Staff
5.	Conduct sale analysis of all available sales. Studies will be conducted to determine the base rates for building costs, land values, and rates of depreciation-both physical and obsolescence.	System Administrator, Analyst & Appraisal Staff
A)	Building Cost Index for 2023. An index study/manual level study will be completed and submitted by 7 - 31 - 2022 to the Commission for their review and approval. The study will include PRC copies of all index samples.	System Administrator, Analyst & Appraisal Staff
B)	Depreciation studies will be completed and submitted to the Commission by 7 - 31 - 2022 for review and comment. In addition, studies will be conducted by neighborhood or other strata to identify obsolescence.	System Administrator, Analyst & Appraisal Staff

Real Property

FUNCTIONS AND RESPONSIBILITIES

	Responsibility	Job Title and Comments
C)	Land value studies will be conducted by neighborhood and land rates will be established which when properly applied result in a fair and reasonable land value for parcels assessed at market value. These studies will be submitted to the Commission for review and comment by 7 - 31 - 2022 .	Parcel Maintenance Administrator, System Administrator, Analyst & Appraisal Staff
6.	Complete interim untrended index study or preliminary manual level study, based on additional average quality, new construction, to be completed and submitted to the Commission by October 1, 2023.	Do not do for TYLER SYSTEM (N/A)
7.	***Sale Ratio Reports*** to be submitted to the Sate Tax Commission: Will be conducted by neighborhood or other strata. The object being to determine the relative level of assessment between the county's appraised value and the sale price of the sold property. Complete on a **quarterly** basis and generate summary by neighborhood or strata, listing the number of sales, the low, high, mean, median and weighted mean ratios, C.O.D., P.R.D. and the time-frame of the sales used within the study. Reports are to be sent to the State Tax Commission by March 31st, June 30th, September 30th, December 31st of each year	Parcel Maintenance Administrator, System Administrator, Analyst & Appraisal Staff
8.	Recalculate all proposed 2023 land values and improvement costs, up to replacement cost new prior to conducting field review, to be completed by 7 / 31 / 2022 .	Parcel Maintenance Administrator, System Administrator, Analyst & Appraisal Staff
	If your county's 2019 Residential and/or Commercial Ratio Study were out of compliance and having a median ratio below 89.99%, a more detailed narrative shall be attached to this 2022-2023 plan detailing specific action(s) in steps 9A – 9H to bring the county in compliance.	
9.	Conduct final field review.	Parcel Maintenance Administrator, System Administrator, Analyst & Appraisal Staff
A)	Inspect recently sold properties to establish bench marks. Update neighborhood sales analysis. Based on the updated neighborhood sales analysis, corrective actions will be outlined and implemented to ensure final 2023 values will reflect local market conditions. This would include adjusting index level/manual adjustment level, neighborhood factors, special units, condition adjustments, site improvement values, etc.	Appraisal Staff

Real Property

FUNCTIONS AND RESPONSIBILITIES

	Responsibility	Job Title and Comments
B)	Review, data collect, and photograph all new improvements and additions.	Appraisal Staff
C)	Review changes resulting from mapping splits or combinations.	Appraisal Staff
D)	Verify accuracy of all physical data, quality grades of improvements, subclassification of land and improvements. Property records will be updated to reflect changes or to correct errors. Take new photographs if none exists, or the improvement's condition has substantially changed.	Appraisal Staff
E)	Review land value and apply adjustments as needed.	Appraisal Staff
F)	Assign depreciation to improvements. Depreciation will be assigned to reflect the physical condition and obsolescence applied (whether economic or functional) as needed, to ensure the final value reflects current local market conditions. Notes will be listed on the PRC to explain any adjustments.	Appraisal Staff
G)	Adjust agricultural land grades where required, changing the agricultural maps and property record cards accordingly.	Mapping Coordinator & Parcel Maintenance Administrator
H)	Update review date on property record card.	Appraisal Staff & Real Estate Clerks
10.	Complete final calculations following field review, data entry, and finalize your estimate of market value.	Parcel Maintenance Administrator & System Administrator
11.	Income. Obtain and verify income and expense information for commercial property. Review records for 2020, 2021, 2022.	System Administrator, Analyst & Commercial Appraisal Staff
12.	Develop appropriate capitalization rates for income producing properties and calculate their values by the income approach.	System Administrator & Analyst
13.	Prepare notices to taxpayers for increases in value, by June 15th annually.	Parcel Maintenance Administrator

Greene County Revised: _____

Real Property

FUNCTIONS AND RESPONSIBILITIES

	Responsibility	Job Title and Comments
14.	Conduct informal meetings with taxpayers, completed by July 1st annually.	Appraisal Staff
15.	Prepare for and defend values at board of equalization annually.	Appraisal Staff
16.	Complete the real property assessment roll by July 1st annually.	Parcel Maintenance Administrator & Appraisal Staff
17.	Submit electronic copy of assessment roll to the Commission for parcel count by August 1st annually.	Parcel Maintenance Administrator & System Administrator
18.	Submit electronic file of appraisal/building data to Commission for ratio study by August 1st of odd numbered years.	Parcel Maintenance Administrator & System Administrator
19.	Provide electronic file of previous two years sales to Commission for ratio study April 15th of even numbered year.	Parcel Maintenance Administrator & System Administrator
20.	If the county is under a Memorandum of Understanding or an Equalization Order by the State Tax Commission, the memorandum and/or order shall be part of the Greene County Maintenance Plan. The document can be added to the plan in the Additional Pages tab.	Assessor
21.	Submit completed electronic file of Yearly Totals for Mapping Transactions, Sales Letters, Livestock Values, Informal Hearings and BOE totals, and Personal Property Totals to the State Tax Commission for January - July by September 1st and August - December by April 15th annually.	Parcel Maintenance Administrator & System Administrator

Greene County

Revised: _____

Personal Property

FUNCTIONS AND RESPONSIBILITIES

	Responsibility	Job Title and Comments
1.	Submit County Personal Property and Business Personal Property Assessment List for the following year to the State Tax Commission by November 20th annually for approval.	Parcel Maintenance Administrator & Assessor
2.	Mail State Tax Commission approved personal property assessment forms by February 1st annually.	Parcel Maintenance Administrator
3.	Process railroad and utility returns for appraisal of locally assessed property by April 20th annually.	Parcel Maintenance Administrator
4.	Process State Tax Commission approved personal property assessment forms	Parcel Maintenance Administrator, Personal Property Staff & Part Time Data Entry Clerks
5.	Prepare second notice to taxpayers whose assessment list has not been received April 1st annually. Track and log late lists, penalties, and waivers.	Parcel Maintenance Administrator, Personal Property Staff
6.	Complete the personal property assessment roll by July 1st annually.	Parcel Maintenance Administrator, Personal Property Staff & Part Time Data Entry Clerks

Additional Comments:

Greene County Revised: _____

Charts and Reports

The following charts and reports have been recommended by the State Tax Commission. We intend to prepare and incorporate into the plan the selected charts and reports by the date shown.

		Date Available
A.	Parcel Count. All parcels, both taxable and exempt, including manufactured homes on leased land, REC's, CATV's, and other unmapped parcels where applicable.	Assessment Roll is to be submitted to the State Tax Commission by August 1st annually
B.	Proposed budget through December 31, 2023	To be submitted upon being approved or no later than February 28, 2023
C.	Phase charts through December 31, 2023	December 31, 2021
D.	Personnel Estimation Chart through December 31, 2023	December 31, 2021
E.	Employment Schedule through December 31, 2023	December 31, 2021
F.	Organization Chart to show overall responsibility and accountability.	December 31, 2021
G.	Duties and responsibilities itemized for each personnel position.	December 31, 2021
H.	A narrative description of all major phases, including standard procedures and assignments of responsibility.	December 31, 2021
I.	Abated property report. To be submitted by November 1, 2023	November 1, 2023
J.	Annual Computer Inventory. A summary of disk usage by system users, and anticipated maintenance costs expected for the year. To be submitted by March 31st annually.	March 31st Annually

It is recommended a training outline for all personnel and a detailed field manual for data collectors be maintained in the assessor's office.

Additional Comments

Greene County Revised:

FORMS TO BE UTILIZED

The following forms have been recommended by the State Tax Commission. Greene County intends to incorporate the following forms into the plan. The forms are available for the State Tax Commission's review upon request.

		Date Available
A.	Sales Questionnaire/Letter for mailing.	December 31, 2021
B.	Income and Expense Forms	December 31, 2021
C.	Assessment Change Notice	December 31, 2021
D.	Infomal Hearing Forms	December 31, 2021
E.	Board of Equalization Forms	In Clerks Office
F.	Split Tax Statement Forms	December 31, 2021
G.	Statistical Analysis Forms/Reports	December 31, 2021
H.	Data Verification Forms/Letters for New Construction	December 31, 2021
I.	New Construction Log	December 31, 2021
J.	Project Control Log to track different phases by map sheet	December 31, 2021
K.	Map Count Log to track parcel counts by Map Sheet	December 31, 2021
L.	Real Estate and Personal Property Assessment Roll	December 31, 2021
M.	Individual and Business Personal Property Lists	December 31, 2021
N.	Second Notice for Non-Returned Assessment Lists	December 31, 2021
	COUNTY MAY LIST ADDITIONAL FORMS UTILIZED (OPTIONAL)	
O.	Exempted Properties Forms	December 31, 2021
P.		
Q.		
R.		
S.		
T.		
U.		
V.		
W.		
X.		
Y.		
Z.		

Definitions and Instructions - Page 12 - Page 15

1. The Phase Charts on Page 12 and Page 14 break down the monthly work schedule for each item to be completed by the assessor office. Page 12 is for the even year. Page 14 is for the odd year.
2. Page 13 and Page 15 provides the number of employees estimated to complete each project per month and the average number of employees in the assessor's office.
3. There are 52 weeks in a calendar year. The Phase Chart is based on 48 weeks, allowing 4 weeks of vacation, medical leave, and holidays.
4. Administration - Is the list of the assessor's office work.
5. Number of Parcels - An estimation of the amount of parcels estimated for the tasks.
6. Standard Level of Production - Number of items that can be done by one worker in one day. This is a required field to be complete for the following phases: Change Notices, Public Traffic, Processing Transfers, Map/GiS, Sales Letters, Sales Data Entry, New System Data Entry RP (if applicable), New Const Field Review, New Const Data Entry/Cal, New Const Office Review, Preliminary Calculations, Final Field Review, Final Data Entry/Cal., Final Office Review, PP Prepare/Mail, PP 2nd Notices, Process PP Lists, PP Data Entry, Informal Hearings, BOE Hearings.
7. RP is the abbreviation for Real Property.
8. PP is the abbreviation for Personal Property.
9. Const is the abbreviation for Construction.
10. Cal. is the abbreviation for Calculation.
11. Each box represents 1 week or 5 working days.
12. Enter x or X in each box for the week the work will be completed.
13. Upon entering the Number of Parcels, the Standard Level of Production, and x or X, the form will auto calculate and auto populate the corresponding week box for the work task on Page 13 and Page 15 respectively.

Greene County

Revised: _____

Phase Chart Year: 2022

Phase Chart 2022

Administration	Number of Parcels per Tasks	Standard Level of Production per Day	January	February	March	April	May	June	July	August	September	October	November	December
Plan & Budget												X X X X	X X X X	X X X X
Change Notices						Vendor								
Assmt Roll								X X X X						
Email Assmt Roll to STC									X X X X					
Abated Prop			X X X X	X X X X	X X X X	X X X X	X X X X	X X X X	X X X X	X X X X	X X X X	X X X X	X X X X	X X X X
Computer Inv					X X X X									
Public Traffic	75,000	30	X X X X	X X X X	X X X X	X X X X	X X X X	X X X X	X X X X	X X X X	X X X X	X X X X	X X X X	X X X X
Processing Transfers	16,000	20	X X X X	X X X X	X X X X	X X X X	X X X X	X X X X	X X X X	X X X X	X X X X	X X X X	X X X X	X X X X
Map/GIS Updates	3,000	4	X X X X	X X X X	X X X X	X X X X	X X X X	X X X X	X X X X	X X X X	X X X X	X X X X	X X X X	X X X X
Sales Letters	9,000	750	X	X	X	X	X	X	X	X	X	X	X	X
Sales Data Entry	1,350	113	X	X	X	X	X	X	X	X	X	X	X	X
Sales Field Reviews			X	X	X	X	X	X	X	X	X	X	X	X
Sales to STC Res Ratio						X X								
Sales Ratios					X X X X			X X X X			X X X X			X X X X
Index/Man Lvl									X X X X					
Land Analysis									X X X X					
Building/Deprec Study									X X X X					
New System Data Entry RP														
New Const Field Review	45,558	75	X X X X	X X X X	X X X X									
New Const Data Entry/Cal.														
New Const Office Review	45,558	30	X X X X	X X X X	X X X X	X X								
Preliminary Calculations			Computer Generated											
Final Field Review	75,928	75								X X X X	X X X X	X X X X	X X X X	X X X X
Final Data Entry/Cal.														
Final Office Review	75,928	75								X X X X	X X X X	X X X X	X X X X	X X X X
PP Prepare/Mail			Vendor											
PP 2nd Notices			Vendor											
Process PP Lists	118,442	300	X X X X	X X X X	X X X X	X X X X	X X X X	X X X X						
PP Data Entry	118,442	100	X X X X	X X X X	X X X X	X X X X	X X X X	X X X X						
Informal Hearings	1,250	15				X X X X	X X X X	X X X						
BOE Hearings	100	7							X X X X					
STC Hearings											X X X X			
PP List After Books Close	37,000	75							X X X X	X X X X	X X X X	X X X X	X X X X	X X X X

Greene County

Revised: _____

Phase Chart 2022

Administration	January	February	March	April	May	June	July	August	September	October	November	December
Change Notices												
Public Traffic	10.42	10.42	10.42	10.42	10.42	10.42	10.42	10.42	10.42	10.42	10.42	10.42
Processing Transfers	3.33	3.33	3.33	3.33	3.33	3.33	3.33	3.33	3.33	3.33	3.33	3.33
Map/GIS Updates	3.13	3.13	3.13	3.13	3.13	3.13	3.13	3.13	3.13	3.13	3.13	3.13
Sales Letters	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20
Sales Data Entry	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20
New System Data Entry RP												
New Const Field Rev	10.12	10.12	10.12									
New Const Data Entry/Cal.												
New Const Office Review	21.69	21.69	21.69	21.69								
Preliminary Calculations												
Final Field Review								10.12	10.12	10.12	10.12	10.12
Final Data Entry/Cal.												
Final Office Review								10.12	10.12	10.12	10.12	10.12
PP Prepare/Mail												
PP 2nd Notices												
PP Process Lists	3.29	3.29	3.29	3.29	3.29	3.29						
PP Data Entry	9.87	9.87	9.87	9.87	9.87	9.87						
Informal Hearings				1.52	1.52	1.52						
BOE Hearings							0.71					
PP List After Books Close							4.11	4.11	4.11	4.11	4.11	4.11
Total	62.25	62.25	62.25	53.65	31.96	31.96	22.10	41.63	41.63	41.63	41.63	41.63

Average Number of Employees: 44.55

Greene County

Revised: _____

Phase Chart Year: 2023

Phase Chart 2023

Administration	Number of Parcels per Tasks	Standard Level of Production per Day	January	February	March	April	May	June	July	August	September	October	November	December
Plan & Budget												x x x x	x x x x	x x x x
Change Notices						Vendor								
Assmt Roll								x x x x						
Email Assmt Roll to STC									x x x x					
Abated Prop			x x x x	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x
Computer Inv					x x x x									
Public Traffic	75,000	30	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x
Processing Transfers	16,000	20	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x
Map/GIS Updates	3,000	4	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x
Sales Letters	9,000	750	x	x	x	x	x	x	x	x	x	x	x	x
Sales Data Entry	1,350	113	x	x	x	x	x	x	x	x	x	x	x	x
Sales Field Reviews			x	x	x	x	x	x	x	x	x	x	x	x
Sales to STC Res Ratio														
Sales Ratios					x x x x			x x x x			x x x x			x x x x
Index/Man Lvl				x x x x										
Land Analysis														
Building/Deprec Study														
New System Data Entry RP														
New Const Field Review	75,928	75								x x x x	x x x x	x x x x	x x x x	x x x x
New Const Data Entry/Cal.														
New Const Office Review	75,928	30								x x x x	x x x x	x x x x	x x x x	x x x x
Preliminary Calculations			Computer Generated											
Final Field Review	45,558	75	x x x x	x x x x	x x x x									
Final Data Entry/Cal.														
Final Office Review	45,558	75	x x x x	x x x x	x x x x	x x								
PP Prepare/Mail			Vendor											
PP 2nd Notices			Vendor											
Process PP Lists	118,442	300	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x						
PP Data Entry	118,442	100	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x						
Informal Hearings	5,000	20				x x x x	x x x x	x x x						
BOE Hearings	500	7							x x x x					
STC Hearings											x x x x			
PP List After Books Close	37,000	75							x x x x	x x x x	x x x x	x x x x	x x x x	x x x x

Greene County

Revised: _____

Phase Chart 2023

Administration	January	February	March	April	May	June	July	August	September	October	November	December
Change Notices												
Public Traffic	10.42	10.42	10.42	10.42	10.42	10.42	10.42	10.42	10.42	10.42	10.42	10.42
Processing Transfers	3.33	3.33	3.33	3.33	3.33	3.33	3.33	3.33	3.33	3.33	3.33	3.33
Map/GIS Updates	3.13	3.13	3.13	3.13	3.13	3.13	3.13	3.13	3.13	3.13	3.13	3.13
Sales Letters	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20
Sales Data Entry	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20
New System Data Entry RP												
New Const Field Rev								10.12	10.12	10.12	10.12	10.12
New Const Data Entry/Cal.												
New Const Office Review								25.31	25.31	25.31	25.31	25.31
Preliminary Calculations												
Final Field Review	10.12	10.12	10.12									
Final Data Entry/Cal.												
Final Office Review	8.68	8.68	8.68	8.68								
PP Prepare/Mail												
PP 2nd Notices												
PP Process Lists	3.29	3.29	3.29	3.29	3.29	3.29						
PP Data Entry	9.87	9.87	9.87	9.87	9.87	9.87						
Informal Hearings				4.55	4.55	4.55						
BOE Hearings							3.57					
PP List After Books Close							4.11	4.11	4.11	4.11	4.11	4.11
Total	49.24	49.24	49.24	43.67	34.99	34.99	24.96	56.82	56.82	56.82	56.82	56.82

Average Number of Employees: 47.54

Greene County

Revised: _____

Employee Schedule

# of Emp	Job Description	2022												2023											
		January	February	March	April	May	June	July	August	September	October	November	December	January	February	March	April	May	June	July	August	September	October	November	December
1	Assessor	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
1	Chief Deputy Assessor	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
1	System Administrator	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
1	Parcel Maintenance Supervisor	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
1	Real Estate Appriaser Coordinator	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
3	Commercial Appriaser	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
6	Residential Appriaser	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
2	Data Collector	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
1	Personal Property Coordinator	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
0	Personal Property Appriaser	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
1	Real Estate Clerk (Admin Clerk 1)	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
9	Personal Property Clerk (Admin Clerk 2)	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
2	Mapper	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
1	Property Transfer Specialist (Mapping)	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
1	Analyst	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
1	Part Time Commerical Appraiser	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
1	Part Time Personal Property Clerk	x	x	x	x	x																			
33	Total Number of Employees																								

Greene County Revised: _____

Preliminary Budget Summary

Report amounts to nearest $1.00 increment

Expenditure Summary	Approved 2021	Requested 2022	Projected 2023
Salaries	$1,767,108	$1,807,937	To be submitted upon being approved by county or no later than February 28, 2023
Office Expenses and Non-Computer Related Equipment	$45,135	$97,912	
Mileage Expense Only	$13,000	$19,000	
Education and Training	$28,100	$28,200	
Hardware/Software Computer	$255,060	$370,160	
Leased Equipment	$0	$0	
Contracts and Other Expenses	$276,748	$767,750	
Total	$2,385,151	$3,090,959	

Sources of Revenue Available:	Approved 2021	Requested 2022	
County General Revenue	$0	$0	
Tax Collection Withholding	$1,553,000	$1,589,000	
State Reimbursement	$302,997	$382,426	
Other	$529,155	$492,600	
Prior Year Net Cash Available December 31	$4,899,700	$5,073,226	
Total	$7,284,852	$7,537,252	

Current Parcel Count	120,412	121,405	
Cost Per Parcel	$19.81	$25.46	

Greene County

Revised: _____

Additional Page 1

Account Number	2020 YE Est.	2021 Requested	2021 Budget	2021 YE Est	2022 Requested	2022 Recomm.	2022 Approp.
202-91-44119 Occupancy Fee	288,000.00	289,000.00	289,000.00	358,579.18	291,000.00	291,000.00	291,000.00
202-91-44121 Technology Fee	125,000.00	125,000.00	125,000.00	149,151.05	125,000.00	125,000.00	125,000.00
202-91-44131 Subscription Fees	35,000.00	37,000.00	37,000.00	33,193.20	32,000.00	32,000.00	32,000.00
Total Fees & Charges	**448,000.00**	**451,000.00**	**451,000.00**	**540,923.43**	**448,000.00**	**448,000.00**	**448,000.00**
202-91-46111 State Of Missouri	302,997.00	302,997.00	302,997.00	470,324.66	382,426.00	382,426.00	382,426.00
Total State Revenue	**302,997.00**	**302,997.00**	**302,997.00**	**470,324.66**	**382,426.00**	**382,426.00**	**382,426.00**
202-96-47112 Collector	1,550,000.00	1,553,000.00	1,553,000.00	1,942,187.34	1,589,000.00	1,589,000.00	1,589,000.00
Total Other Jurisdiction Revenue	**1,550,000.00**	**1,553,000.00**	**1,553,000.00**	**1,942,187.34**	**1,589,000.00**	**1,589,000.00**	**1,589,000.00**
202-91-48103 Sale of Maps	1,000.00	1,600.00	1,600.00	1,761.83	1,600.00	1,600.00	1,600.00
Total Other Revenue	**1,000.00**	**1,600.00**	**1,600.00**	**1,761.83**	**1,600.00**	**1,600.00**	**1,600.00**
202-95-49111 Bank Interest - Asr	19,700.00	16,000.00	16,000.00	13,845.08	16,200.00	4,000.00	4,000.00
202-95-49112 Interest on Investments - Asr	45,000.00	60,555.00	60,555.00	20,871.97	26,800.00	15,000.00	15,000.00
Total Interest, Transfers & Loan Proceeds	**64,700.00**	**76,555.00**	**76,555.00**	**34,717.05**	**43,000.00**	**19,000.00**	**19,000.00**
Total Assessment Fund	**2,366,697.00**	**2,385,152.00**	**2,385,152.00**	**2,989,914.31**	**2,464,026.00**	**2,440,026.00**	**2,440,026.00**

Greene County

Revised: _____

Additional Page 2

Account Number	2020 YE Est.	2021 Requested	2021 Budget	2021 YE Est	2022 Requested	2022 Recomm.	2022 Approp.
202-12-611-51101 Salary - Assessor	83,005.96	83,844.80	84,511.47	82,417.48	86,694.00	86,694.00	88,411.00
Line Item Detail							
4000-001 ASSESSOR		83,844.80	84,511.47		86,694.00	86,694.00	88,411.00
202-12-611-51102 Salary - Data Information, Assessment	14,836.04	20,000.00	20,000.00	5,546.05	10,000.00	10,000.00	10,000.00
202-12-611-51103 Salary - GIS, Assessment	28,223.81	28,995.20	28,995.20	29,401.01	29,728.40	29,728.40	31,642.00
Line Item Detail							
1507-001 GIS SPECIALIST		28,995.20	28,995.20		29,728.40	29,728.40	31,642.00
202-12-611-51104 Salary - Appraisers, Assessment	642,182.59	696,727.20	696,727.20	691,669.18	767,572.00	767,572.00	816,972.00
Line Item Detail							
4001-001 PARCEL MAINTENANCE SUPERVISOR		64,521.60	64,521.60		66,154.40	66,154.40	70,408.00
4002-001 REAL ESTATE APPRAISAL COORDINATOR		57,834.40	57,834.40		47,049.60	47,049.60	50,086.40
4003-001 COMMERCIAL APPRAISER		46,061.60	46,061.60		47,216.00	47,216.00	50,252.80
4003-002 COMMERCIAL APPRAISER		45,344.00	45,344.00		46,519.20	46,519.20	49,514.40
4003-003 COMMERCIAL APPRAISER		40,861.60	40,861.60		41,891.20	41,891.20	44,574.40
4005-001 ANALYST		48,266.40	48,266.40		43,898.40	43,898.40	46,727.20
4007-001 SYSTEMS ADMINISTRATOR		60,798.40	60,798.40		62,327.20	62,327.20	66,341.60
4008-001 CHIEF DEPUTY ASSESSOR		0.00	0.00		71,968.00	71,968.00	76,606.40
4010-001 GENERAL RESIDENTIAL APPRAISER		37,866.40	37,866.40		38,792.00	38,792.00	41,288.00
4010-002 GENERAL RESIDENTIAL APPRAISER		38,979.20	38,979.20		39,988.00	39,988.00	42,556.80
4010-003 GENERAL RESIDENTIAL APPRAISER		38,979.20	38,979.20		39,988.00	39,988.00	42,556.80
4010-005 GENERAL RESIDENTIAL APPRAISER		40,175.20	40,175.20		41,152.80	41,152.80	43,815.20
4010-006 GENERAL RESIDENTIAL APPRAISER		38,979.20	38,979.20		39,988.00	39,988.00	42,556.80
4010-008 GENERAL RESIDENTIAL APPRAISER		40,757.60	40,757.60		41,787.20	41,787.20	44,470.40
4013-001 REAL ESTATE DATA COLLECTOR		29,369.60	29,369.60		29,660.80	29,660.80	31,574.40
4013-002 REAL ESTATE DATA COLLECTOR		29,588.00	29,588.00		29,879.20	29,879.20	31,813.60
4108-001 PROPERTY TRANSFER SPECIALIST		38,344.80	38,344.80		39,312.00	39,312.00	41,828.80
202-12-611-51105 Salary - Clerks, Assessment	409,317.88	446,846.40	446,846.40	398,824.18	419,785.60	419,785.60	449,092.80
Line Item Detail							
4103-001 ADMINISTRATIVE CLERK II		33,820.80	33,820.80		34,642.40	34,642.40	36,878.40
4103-002 ADMINISTRATIVE CLERK II		34,808.80	34,808.80		29,879.20	29,879.20	31,813.60
4103-003 ADMINISTRATIVE CLERK II		32,812.00	32,812.00		33,654.40	33,654.40	35,817.60
4103-004 ADMINISTRATIVE CLERK II		32,812.00	32,812.00		33,654.40	33,654.40	35,817.60
4103-005 ADMINISTRATIVE CLERK II		31,876.00	31,876.00		32,645.60	32,645.60	34,767.20
4103-006 ADMINISTRATIVE CLERK II		30,929.60	30,929.60		31,730.40	31,730.40	33,758.40
4103-007 ADMINISTRATIVE CLERK II		30,929.60	29,369.60		31,730.40	31,730.40	33,758.40
4103-008 ADMINISTRATIVE CLERK II		30,024.80	30,024.80		29,879.20	29,879.20	31,813.60
4103-009 ADMINISTRATIVE CLERK II		30,929.60	30,929.60		31,730.40	31,730.40	33,758.40
4105-001 LEAD ADMIN / PERS PROP COORD		41,173.60	41,173.60		42,244.80	42,244.80	44,969.60
4109-003 ADMINISTRATIVE CLERK I		31,241.60	31,241.60		0.00	0.00	0.00
4109-005 ADMINISTRATIVE CLERK I		25,188.80	25,188.80		26,384.80	26,384.80	30,368.00
4115-001 MAPPING TECHNICIAN		29,369.60	30,929.60		29,879.20	29,879.20	31,813.60
4115-002 MAPPING TECHNICIAN		30,929.60	30,929.60		31,730.40	31,730.40	33,758.40
202-12-611-51115 Salary - Overtime, Assessor				11,424.34	0.00	0.00	0.00
202-12-611-51201 FICA - Assessment	87,650.81	96,115.61	96,166.61	90,981.00	99,739.18	99,739.18	106,038.02
202-12-611-51202 FICA - Data Info., Assessment	1,135.00	1,520.00	1,520.00	424.27	760.00	760.00	760.00
202-12-611-51211 LAGERS - Assessment	83,652.31	101,984.78	102,040.78	88,384.85	98,977.90	98,977.90	105,223.18
202-12-611-51212 LAGERS - Data Info., Assessment	1,098.00	1,280.00	1,280.00	418.68	640.00	640.00	640.00
202-12-611-51221 Group Insurance - Assessment	268,331.06	286,920.72	286,920.72	249,075.96	292,990.14	292,990.14	292,990.14
202-12-611-51222 Group Insurance - Data Info., Assessment	1,664.37	2,100.00	2,100.00	637.56	1,050.00	1,050.00	1,050.00
Total Salaries and Benefits	**1,621,097.93**	**1,766,334.71**	**1,767,108.38**	**1,649,204.55**	**1,807,937.22**	**1,807,937.22**	**1,902,819.14**
Total Personnel Office/Department	**1,621,097.93**	**1,766,334.71**	**1,767,108.38**	**1,649,204.55**	**1,807,937.22**	**1,807,937.22**	**1,902,819.14**
202-12-612-51301 Worker's Compensation - Assessment	15,916.92	16,374.56	16,375.42	18,895.69	18,880.15	18,880.15	20,091.97
202-12-612-51401 Unemployment Expense - Assessment	1,000.00	2,000.00	2,000.00	0.00	1.00	1.00	1.00
202-13-612-51502 Physicals & Drug Testing - Assessment	160.00	300.00	300.00	290.42	300.00	300.00	300.00
Total Salaries and Benefits	**17,076.92**	**17,674.56**	**17,675.42**	**19,186.11**	**19,181.15**	**19,181.15**	**20,392.97**
202-12-612-52235 Employee Bonds - Assessment	0.00	500.00	500.00	309.60	0.00	0.00	0.00
202-13-612-52211 General Liability - Assessment	2,496.46	3,000.00	3,000.00	3,549.29	6,000.00	6,000.00	6,000.00
202-13-612-52225 Telephone - Assessment	350.00	700.00	700.00	268.01	1,200.00	1,200.00	1,200.00
Line Item Detail							
Monthly Service		700.00	700.00		1,200.00	1,200.00	1,200.00
202-13-612-52226 Wireless Access - Assessor				893.65	0.00	0.00	0.00
202-13-612-52246 Defense of Values - Assessment	3,500.00	10,000.00	10,000.00	0.00	10,000.00	3,500.00	10,000.00
202-13-612-52257 Legal Counsel - Assessment	65,000.00	65,000.00	65,000.00	61,843.72	70,000.00	65,000.00	70,000.00
202-14-612-52201 Contract Labor - Assessment	32,000.00	25,000.00	25,000.00	120,376.48	40,000.00	25,000.00	40,000.00

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Account Number	2020 YE Est.	2021 Requested	2021 Budget	2021 YE Est	2022 Requested	2022 Recomm.	2022 Approp.
202-14-612-52202 Consultants - GIS/IS - Assessment	750.00	750.00	45,748.20	900.00	125,750.00	93,264.00	125,750.00
Line Item Detail							
Aerial Photography and Change Detection		0.00	44,998.20		125,000.00	92,514.00	125,000.00
Online GIS Access		750.00	750.00		750.00	750.00	750.00
202-14-612-52234 Board of Equalization - Assessment	1,000.00	1,500.00	1,500.00	1,574.00	50,000.00	1,500.00	2,000.00
Total Contractual	**105,095.46**	**106,450.00**	**151,448.20**	**189,814.75**	**302,950.00**	**195,464.00**	**254,950.00**
202-13-612-53301 Training & Meetings - Assessment	10,000.00	28,100.00	28,100.00	15,564.20	28,200.00	26,000.00	28,200.00
Line Item Detail							
IAAO Classes - Assessor & Staff		10,800.00	10,800.00		10,800.00	10,800.00	10,800.00
MMA Conference		800.00	800.00		900.00	900.00	900.00
MSAA Conference		1,800.00	1,800.00		1,800.00	1,800.00	1,800.00
Miscellaneous Meetings & Conferences		2,200.00	2,200.00		2,200.00	0.00	2,200.00
Tyler Conference & Training		12,500.00	12,500.00		12,500.00	12,500.00	12,500.00
202-13-612-53303 Vehicle Operations - Assessment	11,000.00	13,000.00	13,000.00	12,332.45	19,000.00	15,500.00	19,000.00
Line Item Detail							
GPS Maintenance		5,400.00	5,400.00		7,500.00	7,500.00	7,500.00
Fuel		4,600.00	4,600.00		5,000.00	5,000.00	5,000.00
Maintenance		2,000.00	2,000.00		4,000.00	2,000.00	4,000.00
Miscellaneous		1,000.00	1,000.00		2,500.00	1,000.00	2,500.00
202-13-612-53306 Dues & Subscriptions - Assessment	14,820.00	12,640.00	12,640.00	14,443.82	14,001.00	13,901.00	14,001.00
Line Item Detail							
NADA Vehicle Value Guide		1,700.00	1,700.00		1,700.00	1,700.00	1,700.00
Miscellaneous Personal Property Guides		945.00	945.00		1,055.00	1,055.00	1,055.00
CoStar Sale Service		4,150.00	4,150.00		4,400.00	4,400.00	4,400.00
Appraiser License Renewal		0.00	0.00		1,300.00	1,300.00	1,300.00
Books & Publications		500.00	500.00		100.00	100.00	100.00
MMA Dues		75.00	75.00		75.00	75.00	75.00
Appraisal Institute Dues		360.00	360.00		360.00	360.00	360.00
GSBOR Dues		0.00	0.00		51.00	51.00	51.00
MSAA Dues - Assessor		160.00	160.00		160.00	160.00	160.00
slaMode		750.00	750.00		800.00	800.00	800.00
Other Subscriptions		100.00	100.00		100.00	0.00	100.00
IAAO Dues National & Chapter		3,900.00	3,900.00		3,900.00	3,900.00	3,900.00
Total Travel,Training,Dues & Subscriptions	**35,820.00**	**53,740.00**	**53,740.00**	**42,340.47**	**61,201.00**	**55,401.00**	**61,201.00**
202-13-612-54401 Equipment Maintenance - Assessment	1,000.00	1,000.00	1,000.00	2,139.05	2,400.00	2,000.00	2,400.00
Total Maintenance	**1,000.00**	**1,000.00**	**1,000.00**	**2,139.05**	**2,400.00**	**2,000.00**	**2,400.00**
202-13-612-55501 Office Supplies - Assessment	8,000.00	10,620.00	10,620.00	6,130.43	10,000.00	6,000.00	10,000.00
202-13-612-55511 Appraisal Supplies - Assessment	1,000.00	1,000.00	1,000.00	0.00	1,130.00	880.00	1,130.00
Line Item Detail							
Measuring Tapes		480.00	480.00		480.00	480.00	480.00
Rechargable Batteries		60.00	60.00		0.00	0.00	0.00
Battery Charger		50.00	50.00		0.00	0.00	0.00
Laser Distance Meters		250.00	250.00		400.00	400.00	400.00
Miscellaneous		160.00	160.00		250.00	0.00	250.00
202-13-612-55512 Personal Property Lists - Assessment	25,000.00	25,000.00	25,000.00	5,138.77	28,000.00	25,000.00	28,000.00
202-13-612-55513 Real Estate Forms - Assessment	2,000.00	6,500.00	6,500.00	20,882.17	3,000.00	3,000.00	3,000.00
202-13-612-55521 Postage - Assessment	96,000.00	96,000.00	96,000.00	56,067.43	85,000.00	85,000.00	85,000.00
Total Supplies	**132,000.00**	**139,120.00**	**139,120.00**	**88,218.80**	**127,130.00**	**119,880.00**	**127,130.00**
Total Assessment Operations Office/Department	**290,993.38**	**317,984.56**	**362,983.62**	**341,599.18**	**512,682.15**	**391,926.15**	**468,073.97**
202-18-613-54402 Computer Maint. Soft/Hardware-Assessmer	225,000.00	226,060.00	235,060.00	199,858.31	246,160.00	240,160.00	246,160.00
Line Item Detail							
Tyler - IasWorld		109,500.00	109,500.00		113,000.00	113,000.00	113,000.00
Tyler - Personal Property & Smart File		34,200.00	34,200.00		35,000.00	35,000.00	35,000.00
Tyler - Oracle Support		2,400.00	2,400.00		2,400.00	2,400.00	2,400.00
Esri Arc GIS		22,500.00	22,500.00		22,500.00	22,500.00	22,500.00
Oracle DB Sw		6,500.00	15,500.00		15,500.00	15,500.00	15,500.00
Tyler Miscellaneous Projects		8,500.00	8,500.00		8,500.00	8,500.00	8,500.00
HP Sw Maintenance		900.00	900.00		900.00	900.00	900.00
HP Storage Works		600.00	600.00		600.00	600.00	600.00
Red Hat Software		260.00	260.00		260.00	260.00	260.00
Marshall Valuation Service		40,700.00	40,700.00		41,500.00	41,500.00	41,500.00
MS Office					6,000.00	0.00	6,000.00
Total Maintenance	**225,000.00**	**226,060.00**	**235,060.00**	**199,858.31**	**246,160.00**	**240,160.00**	**246,160.00**
202-18-613-56611 Office Equipment - Assessment	6,900.00	4,000.00	4,000.00	0.00	5,000.00	0.00	5,000.00

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Account Number	2020 YE Est.	2021 Requested	2021 Budget	2021 YE Est	2022 Requested	2022 Recomm.	2022 Approp.
202-18-613-56612 Computer Equipment - Assessment	24,000.00	16,000.00	16,000.00	20,864.44	119,000.00	0.00	119,000.00
Line Item Detail							
Field Tablets		8,000.00	8,000.00		0.00	0.00	0.00
Laptops for Appraisers/Data Collectors					18,000.00	0.00	18,000.00
Computer Upgrades/Replacement		8,000.00	8,000.00		60,000.00	0.00	60,000.00
Tyler - Marshall and Swift					41,000.00	0.00	41,000.00
202-18-613-56613 Other Capital - Assessment	0.00	0.00	0.00	0.00	400,000.00	0.00	400,000.00
Line Item Detail							
Assessor Office Renovation					400,000.00	0.00	400,000.00
Total Capital and Equipment	30,900.00	20,000.00	20,000.00	20,864.44	524,000.00	0.00	524,000.00
Total Assessment Equipment & Maintenance Office/Departm	255,900.00	246,060.00	255,060.00	220,722.75	770,160.00	240,160.00	770,160.00
202-12-924-59999 Unappropriated Contingency - ASR	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Contingency	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Unapprop. Contingency Office/Department	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Assessment Fund	2,167,991.31	2,330,379.27	2,385,152.00	2,211,626.48	3,090,959.37	2,440,023.37	3,139,063.11

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Account Number	2020 YE Est.	2021 Requested	2021 Budget	2021 YE Est	2022 Requested	2022 Recomm.	2022 Approp.
202-91-44119 Occupancy Fee	288,000.00	289,000.00	289,000.00	358,579.18	291,000.00	291,000.00	291,000.00
202-91-44121 Technology Fee	125,000.00	125,000.00	125,000.00	149,151.05	125,000.00	125,000.00	125,000.00
202-91-44131 Subscription Fees	35,000.00	37,000.00	37,000.00	33,193.20	32,000.00	32,000.00	32,000.00
Total Fees & Charges	**448,000.00**	**451,000.00**	**451,000.00**	**540,923.43**	**448,000.00**	**448,000.00**	**448,000.00**
202-91-46111 State Of Missouri	302,997.00	302,997.00	302,997.00	470,324.66	382,426.00	382,426.00	382,426.00
Total State Revenue	**302,997.00**	**302,997.00**	**302,997.00**	**470,324.66**	**382,426.00**	**382,426.00**	**382,426.00**
202-96-47112 Collector	1,550,000.00	1,553,000.00	1,553,000.00	1,942,187.34	1,589,000.00	1,589,000.00	1,589,000.00
Total Other Jurisdiction Revenue	**1,550,000.00**	**1,553,000.00**	**1,553,000.00**	**1,942,187.34**	**1,589,000.00**	**1,589,000.00**	**1,589,000.00**
202-91-48103 Sale of Maps	1,000.00	1,600.00	1,600.00	1,761.83	1,600.00	1,600.00	1,600.00
Total Other Revenue	**1,000.00**	**1,600.00**	**1,600.00**	**1,761.83**	**1,600.00**	**1,600.00**	**1,600.00**
202-95-49111 Bank Interest - Asr	19,700.00	16,000.00	16,000.00	13,845.08	16,200.00	4,000.00	4,000.00
202-95-49112 Interest on Investments - Asr	45,000.00	60,555.00	60,555.00	20,871.97	26,800.00	15,000.00	15,000.00
Total Interest, Transfers & Loan Proceeds	**64,700.00**	**76,555.00**	**76,555.00**	**34,717.05**	**43,000.00**	**19,000.00**	**19,000.00**
Total Assessment Fund	**2,366,697.00**	**2,385,152.00**	**2,385,152.00**	**2,989,914.31**	**2,464,026.00**	**2,440,026.00**	**2,440,026.00**