

CHAPTER 5

FISCAL

POWERS AND DUTIES

500. County Treasurer, Powers and Duties.

The Manager of the Division of Finance shall assume all duties and powers, not otherwise specifically provided for by the Charter or by ordinance, previously imposed on or granted to the County Treasurer by the Constitution and Laws of the State of Missouri. (Ord. 11, Sec. 3.01, Eff. 1-1-73)

501. Assessor, Powers and Duties.

The Manager of the Division of Finance shall assume all duties and powers, not otherwise specifically provided for by the charter or by ordinance, previously imposed on or granted to the County Assessor by the Constitution and Laws of the State of Missouri. (Ord. 11, Sec. 3.02, Eff. 1-1-73)

502. Collector, Powers and Duties.

The Manager of the Division of Finance shall assume all powers and duties, not otherwise specifically provided for by the Charter or by ordinance, previously imposed on or granted to the County Collector by the Constitution and Laws of the State of Missouri. (Ord. 11, Sec. 3.03, Eff. 1-1-73)

503. Fiscal Policy.

It shall be the fiscal policy of the County to carefully account for public funds, manage County finances prudently, and plan the adequate funding of County services and facilities desired and needed by the public. The county executive is hereby authorized to promulgate, by executive order, further fiscal policies and procedures in furtherance of the announced policy, consistent with the provisions of this chapter. (Ord. 3950, Eff. 11-13-07)

503. - 509. RESERVED

BONDS OF COUNTY OFFICERS

510. Bond Required, County Officers.

There shall be a bond running to the benefit of the County for the faithful performance of their duties, and the correct accounting for the delivery to the county of all moneys under their custody, and indemnifying the county against loss or obligations incurred due to error or dishonesty of, all county officers and employees, excepting elected officers required by statute to furnish bonds, and the public administrator. (Ord. 11, Sec. 3.122.a., Eff. 1-1-73)

510.1 Amount.

The bond shall be in the amount of two hundred fifty thousand dollars (\$250,000) for each loss, and given on the security of a reliable surety company duly authorized to

do business in the state and empowered by law to sign as surety or give bonds for the faithful discharge of duty by public officers and others. (Ord. 11, Sec. 3.122.a., Eff. 1-1-73)

510.2 Not Affect State Requirements.

The provisions of Section 510.00 shall in no way excuse any elected officer or the public administrator from providing a bond in accordance with the requirements of Missouri law. (Ord. 11, Sec. 3.122.b., Eff. 1-1-73)

511. Division of Finance, Manager.

The Manager of the Division of Finance shall execute a bond, running to the benefit of the county for the faithful performance of his duties, and the correct accounting and delivery to the county of all moneys under his custody, and indemnifying the county against loss or obligation incurred due to his error or dishonesty, or the error or dishonesty of persons under his supervision and control, in excess of any such loss to the county indemnified by the bond on all county employees. (Ord. 11, Sec. 3.123, Eff. 1-1-73)

511.1 Amount.

The bond shall be in the amount of two hundred fifty thousand dollars (\$250,000) for each loss in excess of the amount covered by the bond, on all county employees. (Ord. 11, Sec. 3.123, Eff. 1-1-73)

511.2 Requirements of Surety Company.

The bond shall be given upon the security of a reliable surety company duly authorized to do business in the state and empowered by law to sign a surety or give bonds for the faithful discharge of duty by public officers and others. (Ord. 11, Sec. 3.123, Eff. 1-1-73)

512. Payment of Premiums.

The premiums on the official bonds provided for in this chapter shall be paid by the county from funds appropriated for the purpose. (Ord. 11, Sec. 3.124.a., Eff. 1-1-73)

513. Procedure to let Bond Contracts.

The contracts to provide any bonds shall be let in accordance with the provisions of the Jackson County Purchasing Ordinance (Chapter 10), on recommendation of the Manager of the Division of Finance, to the responsible and sufficient surety offering the needed coverage at the rate most advantageous to the County. (Ord. 11, Sec. 13.124.b., Eff 1-1-73)

514. Personal Liability not Waived.

Any county officer or employee shall be personally liable to the county for the loss or obligation incurred in excess of the amount actually paid by the surety on the bond running to the benefit of the county for his error or dishonesty, or other failure to faithfully perform his duty or correctly account for or deliver to the county any moneys or properties under his custody. (Ord. 11, Sec. 3. 125, Eff. 1-1-73)

514.1 Rights of Subrogation.

The surety on any official bond shall retain all customary rights of subrogation against a county officer or employee for any liability incurred by the surety as a result of the personal error, dishonesty, or failure of each employee or officer unless the right of subrogation is specifically waived by the contract to provide the bond. (Ord. 11, Sec. 3.125, Eff. 1-1-73)

515. - 519. RESERVED

GENERAL ACCOUNTING

520. Fiscal Year.

The fiscal year of the county shall be the twelve (12) months beginning on the first day of January in each calendar year and ending on December 31 of that calendar year. The fiscal year shall constitute the budget and accounting year. (Ord. 11, Sect. 3.30, Eff. 1-1-73)

C/R: Article VIII, Section 2, Charter

521. - 525. RESERVED

526. Self-Insurance Trust Fund.

There is hereby established a new fund within the accounting structure of the county to be called "Self-Insurance Trust Fund". (Ord. 822, Sec. 1, Eff. 7-22-80)

526.1 Use of Monies.

Monies in the fund shall be used to pay insurance premiums, workman's compensation claims, unemployment insurance claims and damage claims not covered by insurance. (Ord. 822, Sec. 2, Eff. 7-22-80)

526.2 Annual Appropriation.

The source of the self-insurance trust fund shall be funds appropriated in the annual budget for insurance purposes. (Ord. 822, Sec. 3, Eff. 7-22-80)

526.3 Not Subject to Reappropriation.

Amounts accumulated in the self-insurance trust fund shall not be subject to annual reappropriation. (Ord. 822, Sec. 4, Eff. 7-22-80)

526.4 Trustee Designated.

The Manager of the Division of Finance is hereby designated as the Trustee of the self-insurance trust fund. (Ord. 822, Sec. 5, Eff. 7-22-80)

526.5 Annual Report

At least annually, the County Counselor shall report to the Legislature, at a closed

meeting, on the status of pending claims which, if settled or reduced to judgment, would be paid out of the self-insurance trust fund. A report of the claims listed on the County's annual "legal letter" to its independent auditor shall satisfy this requirement. (Ord. 3950, Eff. 11-13-07)

BUDGET

530. Budget Recommendation.

Not later than November 15th of every year the County Executive shall submit to the County Legislature a recommended budget prepared by the budget officer of the county for the ensuing fiscal year. (Ord. 11, Sec. 3.57, Eff. 1-1-73)

530.1 Time Appropriations Must be Enacted.

Appropriation ordinances based on the recommended budget with the modifications as the County Legislature considers advisable shall be enacted not later than the 31st day of December following the submission of the recommended budget. The budget for the year next following the election of the County Legislature and the County Executive, this being the budget for 1975 and every fourth year thereafter, shall be acted on by the County Legislature no later than January 31st of the budget year. (Ord. 11, Sec. 3.57, Eff. 1-1-73)

530.2 Failure to Enact Appropriations.

If the appropriation ordinances are not acted upon, on or before the date set forth in Section 530.1, the several amounts last appropriated for each office, department or agency so far as they relate to salaries shall be deemed to be reappropriated by ordinance for the same purposes for the ensuing fiscal year. (Ord. 11, Sec. 3.57, Eff. 1-1-73)

531. Expenditures, Limitation on.

The total expenditures proposed for any fund in the preliminary budget or the budget shall be no greater than the estimated income and revenue for that fund. (Ord. 11, Sec. 3.58, Eff. 1-1-73)

532. Appropriations, Limitation on.

The County Legislature shall not increase the total appropriation from any fund as proposed by the County Executive in the budget so that the total appropriations shall exceed ninety-five percent (95%) of the income and revenue as estimated by the County Executive in the budget. (Ord. 11, Sec. 3.59, Eff. 1-1-73)

532.1 Exception, New Revenue.

If the County Executive shall propose and the County Legislature shall enact a measure that will provide additional income and revenues, and if the County Executive shall propose additional expenditures, the County Legislature may appropriate an amount equal to not more than ninety-five percent (95%) of the estimated income and revenue from the new source or sources. (Ord. 11, Sec.

3.59, Eff. 1-1-73)

533. Intra-Office Transfers.

The following intra-office transfers are authorized.

533.1 By Executive.

The County Executive, on the recommendation of the budget officer, is authorized to approve and effect a transfer from one (1) appropriation account to another within the same agency in an amount not to exceed ten thousand dollars (\$10,000) when the County Executive determines that any such transfer is necessary or advisable in the efficient administration of that office, department or agency of Jackson County. (Ord. 11, Sec. 3.60, Eff. 1-1-73)

533.2 By Legislature.

The County Legislature may by resolution at any time on the recommendation of the County Executive transfer any unencumbered appropriation balance or any portion of that balance from one (1) appropriation account to another within the same agency. (Ord. 11, Sec. 3.61, Eff. 1-1-73)

534. Inter-Agency Transfers.

The County Legislature may by resolution authorize the transfer, within the same fund, of any unencumbered appropriation balance or any portion of that balance from one (1) spending agency under its jurisdiction into another. (Ord. 11, Sec. 3.62, Eff. 1-1-73)

534.1 Recommendation of County Executive.

This action shall be taken only after receiving the recommendation of the County Executive. (Ord. 11, Sec. 3.62, Eff. 1-1-73)

534.2 When Can Transfer.

Transfer may be made at any time during the budget year as may be deemed appropriate by the County Legislature. (Ord. 11, Sec. 3.62, Eff. 1-1-73)

535. Annual Budget Constitute a Financial Plan.

The annual budget shall present a complete financial plan for the ensuing budget year. (Ord. 11, Sec. 3.62, Eff. 1-1-73)

535.1 Budget Contents.

The annual budget shall set forth:

a. Proposed Expenditures.

All proposed expenditures for administration, operation and maintenance of all offices, departments, commissions, courts and institutions;

b. Interest and Debt Redemption Charges.

All interest and debt redemption charges during the year and expenditures for

capital projects; and

c. Anticipated Revenue.

The budget shall set forth in detail the anticipated income and other means of financing the proposed expenditures. (Ord. 11, Sec. 3.63, Eff. 1-1-73)

535.2 General Fund.

All receipts of the county for operation and maintenance shall be credited to the general fund, and all expenditures for these purposes shall be charged to this fund.

a. Exception.

The receipts from any tax levied for a special purpose and required by constitution, statute or charter provision to be expended only for that special purpose shall be kept in a special fund, and expenditures for that special purpose may be charged to the special fund. (Ord. 11, Sec. 3.63, Eff. 1-1-73)

535.3 Bond Fund.

All receipts from the sale of bonds for any purpose shall be credited to the bond fund created for the purpose, and all expenditures for this purpose shall be charged to the fund. (Ord. 11, Sec. 3.63, Eff. 1-1-73)

535.4 Retirement Fund.

All receipts for the retirement of any bond issue and the interest on outstanding bonds shall be credited to a retirement fund for the issue, and all payments to retire the issue and to pay interest on those bonds shall be charged to the fund.

536. Special Grants, Expenditures From.

Any proceeds from any grant from any federal, state private or other source which are required by the terms of that grant to be expended for a special purpose shall be spent for that purpose. (Ord. 11, Sec. 3.64, Eff. 1-1-73)

536.1 Accounting for Funds.

Special grant funds shall be accounted for in accordance with the procedures, if any, required by the terms of the grant. Otherwise, they shall be accounted for in accordance with procedures established for other county expenditures. (Ord. 11, Sec. 3.64, Eff. 1-1-73)

537. Budget Documents.

The budget documents shall include but not be limited to the following. (Ord. 11, Sec. 3.65, Eff. 1-1-73)

537.1 Budget Message.

The budget document shall include a budget message outlining the fiscal policy of the government for the budget year and describing the important features of the

budget plan, giving a general budget summary setting forth the aggregate figures of the budget in a manner to show the balanced relationship between total proposed expenditures and total expected income and other means of financing the budget compared with corresponding figures for the last completed fiscal year and the current fiscal year, and tentative levies necessary. (Ord. 11, Sec. 3.65, Eff. 1-1-73)

537.2 Detailed Budget Estimate.

The budget document shall include the detailed budget estimate, as provided for in Section 535.00, showing the recommendations of the County Executive compared with the figures for the last completed year and the estimates for the current fiscal year. Additionally, the County Executive's recommended budget shall clearly set forth, on the budget page delineating expenditures and revenues for each separate fund, the County Executive's best estimate of sources and amounts of new revenue, as well as the total available fund balance for each fund, and projected revenue and expenses for the current year. (Ord. 11, Sec. 3.65, Eff. 1-1-73; Ord. 3478a, Eff. 03/17/04)

537.3 Appropriation and Revenue Ordinances.

The budget documents shall include completed drafts of appropriation and revenue ordinances to put the budget into effect as approved by the County Legislature.

a. Form of appropriation Ordinance.

The appropriation ordinance shall be drawn in a form to authorize appropriations for expenditures classified only as to various spending agencies and the principal subdivisions of those agencies.

b. Details Required.

Appropriations for the acquisition of property and for expenditures from bond funds shall be in the detail the County Executive determines as necessary, or as otherwise may be further requested by the County Legislature. (Ord. 11, Sec. 3.65, Eff. 1-1-73)

537.4 Comprehensive Annual Financial Report Presentation.

No later than July 31 of every year the County Executive shall submit to the Legislature the Comprehensive Annual Financial Report (CAFR), management letter, and any associated reports. Within 30 days of the Legislature's receipt of the CAFR, management letter, and any associated reports the Independent Auditors shall present the results of this examination to the Legislature. The Legislature shall then, if in agreement, accept the county's financial statements for public record. (Ord. 3478, Eff. 3/17/04)

537.5 Copies Available.

The CAFR shall be made available to the public immediately upon acceptance by the Legislature. (Ord. 3478, Eff. 3/17/04)

538. Budget Presentation.

The recommended budget shall be presented to the County Legislature in typewritten or printer form. (Ord. 244, Sec. 1, Eff. 2-20-75)

538.1 Copies Available.

Copies shall be made available to the public and available for public distribution through the Clerk of the County Legislature. (Ord. 244, Sec. 1, Eff. 2-20-75)

538.2 Public Hearing Required.

The County Legislature shall hold at least one (1) public hearing on the recommended budget before the final action on the budget is taken. (Ord. 244, Sec. 1, Eff. 2-20-75)

538.3 Time of Hearing.

At least five (5) days notice of the hearing shall be given and the hearing shall not be held within ten (10) days after the recommended budget is made available to the public. (Ord. 244, Sec. 1, Eff. 2-20-75)

539. Levy, Tentative.

At the time the County Legislature adopts the annual county budget, the County Legislature shall also adopt a tentative property tax levy for the county which, together with the other sources of revenue, is sufficient to provide for all appropriations made in the county budget. (Ord. 834, Sec. 3.67, Eff. 8-27-80)

540. Levy, Permanent.

The County Legislature shall adopt and fix a permanent county property tax levy not later than October 1 of each year. (Ord. 834, Sec. 3.67, Eff. 8-27-80; Ord. 4228, Eff. 9-14-10)

540.1 Public Hearing Required Before Adoption.

Prior to adopting and fixing the permanent tax levy, the County Legislature shall hold a public hearing on the proposed permanent levy in accordance with the provisions of Section 137.055, RSMo 1978. (Ord. 834, Sec. 3.67, Eff. 8-27-80)

541. - 549. RESERVED

COUNTY FUNDS

550. Receipts and Deposits.

All monies received for the county by any officer or employee of the county except the county collector, the Clerk of the Circuit Court or the Clerk of the Magistrate Court, shall be deposited with the Manager of the Division of Finance or his designated representative. (Ord. 11, Sec. 3.94.a., Eff. 1-1-74)

550.1 Record of Receipt.

The record of receipt for any funds shall be in a form approved by the Manager of the Division of Finance. (Ord. 11, Sec. 3.94.b., Eff. 1-1-74)

550.2 Deposit of Funds.

It shall be the responsibility of the Manager of the Division of Finance as soon as practicable after receipt and, in accordance with sound business practice, to deposit all funds in one (1) or more banking institutions. (Ord. 11, Sec. 3.94.c., Eff. 1-1-73)

550.3 When Manager Personally Responsible.

The Manager of the Division of Finance shall be personally responsible for funds collected by any elected official during the unexpired term of such official only when the funds are actually remitted into the custody of the Manager. (Ord 11, Sec. 3.94.d., Eff. 1-1-73)

551. Disbursements of County Funds.

All disbursements of county funds shall be made by checks or by wire transfer. (Ord. 841, Eff. 10-28-80)

551.1 Who May Sign Checks.

Checks shall be signed by no less than two (2) of the following county officials: the Manager of the Division of Finance, The County Executive or the Clerk of the County Legislature. (Ord. 841, Eff. 10-28-80)

551.2 How Sign.

The signatures may be affixed by signature plate, or other mechanical means or may be affixed by hand. (Ord. 841, Eff. 10-28-80)

551.3 Who May Wire Transfer.

Funds may only be wire transferred to bank accounts authorized in writing by no less than two (2) of the following officials: the Manager of the Division of Finance, the County Executive or the Clerk of the County Legislature. (Ord. 841, Eff. 10-28-80)

552. Contracts Totaling \$10,000, Final Payments.

No final payment on a contract on which the total obligation of the county is in excess of ten thousand dollars (\$10,000) shall be made unless specifically approved by resolution of the County Legislature. In all other respects, such disbursements shall be made in accordance with Section 551.00. (Ord. 13, Sec. 3.96, Eff. 1-9-73)

553. Change Order, Written Justification For.

Any change order to a contract with Jackson County, which would result, if approved, in encumbering funds in excess of the funds encumbered under the terms of the original contract, shall be accompanied by a written, detailed justification. (Ord. 699, Sec. 1, Eff. 5-22-79)

553.1 Contents.

The written, detailed justification shall include information about the work to be done, time required for performance, additional costs of labor and materials and explaining why and when additional funding is needed for completion of the project or, if the project has been completed, at what stage or phase of performance the funds were depleted. (Ord. 699, Sec. 1, Eff. 5-22-79)

554. Overpayments of Fees, Taxes, and Costs.

The county will retain an overpayment processing fee not to exceed ten dollars (\$10.00) for any overpayment of any fee, tax, or cost specified in this code or required by law. The remainder of any overpayment, if in excess of ten dollars (\$10.00), will be refunded in the ordinary course of county business. No overpayment of ten dollars or less will result in a refund unless the payor makes a request in writing within thirty (30) days of the transaction, and provides a receipt or document number evidencing the transaction, in which case the overpayment processing fee may be waived by the director or head of the county department or office that received the payment. Unless otherwise provided in this code, all overpayment processing fees shall be deposited to the credit of the same fund in which the underlying fee, tax, or cost was deposited. (Ord. 3781, Eff. 07/17/06)

555. Bank Account Balances, Report.

On a monthly basis, the Chief Administrative Office shall file a report with the Clerk of the County Legislature and the Legislative Auditor showing the balance of each County bank account with a balance in excess of \$100,000, and the balance of the same account for the same period during the previous year. (Ord. 3915, Eff. 08/14/07)

556. Bank Account Reconciliation.

On a monthly basis, the Chief Administrative Officer shall perform or cause to be performed book to bank account reconciliations for all County bank accounts and reconciliations for all political subdivision property tax collection accounts. In addition, on or before March 31 of each year, the Chief Administrative Officer shall file a report with the Clerk of the Legislature and the Legislative Auditor showing the most recent reconciliations performed pursuant to this section. (Ord. 3915, Eff. 08/14/07)

557. - 559. RESERVED

BORROWING

560. Board of Estimate of Anticipated Revenue.

The Jackson County Board of Estimate of Anticipated Revenue shall consist of the County Executive, the Chairman of the Finance Committee of the County Legislature, and the Manager of the Division of Finance. (Ord. 11, Sec. 3.152, Eff. 1-1-73)

560.1 Revenue Estimates.

For the purpose of enabling the County Legislature to borrow in anticipation of revenue in accordance with Article II, Section 16, subsection 10, of the Charter, the Board shall make an estimate of the revenues of the county for each year, after the tax levy shall have been made by the County Legislature. (Ord. 11, Sec. 3.152, Eff. 1-1-73)

560.2 Estimate Based on Tentative Levy.

The estimate may be made at any time of the year prior to the making of the levy by the County Legislature, on the basis of a tentative levy made by the County Legislature. (Ord. 11, Sec. 3.152, Eff. 1-1-73)

560.3 Subsequent Change.

If the estimate shall in due course be thereafter changed or the levy shall be changed when made at the time provided by law, charter or ordinance, then such prior estimate shall be changed and corrected accordingly to conform to the fact. (Ord. 11, Sec. 3.152, Eff. 1-1-73)

560.4 Amount of Notes Issued.

The amount of the notes subsequently issued shall be limited, or may be enlarged, to conform to the subsequent or corrected estimate so that in no event will the aggregate of all notes issued exceed ninety-five percent (95%) of the revenues as finally so estimated. (Ord. 11, Sec. 3.152, Eff. 1-1-73)

560.5 Determination of Collection.

In determining the percentage of the taxes which will be collected for the current year, the Board in making the estimate will use the average percentage of collections of general county taxes of the prior three (3) years. (Ord. 11, Sec. 3.152, Eff. 1-1-73)

561. Tax-Anticipation Notes, When Issued.

After the anticipated revenue for the year has been estimated by the Board of Estimate of Anticipated Tax Revenues, notes in anticipation of said revenue may be issued by the Manager of the Division of Finance, on order of the County Legislature. (Ord. 11, Sec. 3.153, Eff. 1-1-73)

561.1 Name of Notes.

These notes shall be known as tax-anticipation notes. (Ord. 11, Sec. 3.153, Eff. 1-1-73)

561.2 When Payable.

These notes shall be payable in one (1) year or less from the date of issue. (Ord. 11, Sec. 3.153, Eff. 1-1-73)

561.3 How Paid.

These notes shall be payable out of current county revenues to be derived from

taxes or other revenues of the county of the year in which the notes were issued. (Ord. 11, Sec. 3.153, Eff. 1-1-73)

561.4 Taxes Levied for Special Purpose.

Where taxes are levied for special purposes or revenues to be derived from special sources other than taxes resulting from a levy, the notes issued against the anticipated revenues derived from those sources shall bear a statement that notes are to be paid out of the special taxes or special revenues. (Ord. 11, Sec. 3.153, Eff. 1-1-73)

562. Certification.

On the back of each of the tax-anticipation notes there shall appear a certificate that it is issued pursuant to an ordinance of the County Legislature, the total borrowing power authorized by the Jackson County Charter and the aggregate principal amount of all prior notes and warrants previously issued and registered at that date. (Ord. 11, Sec. 3.154, Eff. 1-1-73)

562.1 Who Makes Certificate.

The certificate shall be made by the Manager of the Division of Finance, or a deputy designated by him. (Ord. 11, Sec. 3.154, Eff. 1-1-73)

562.2 Effect of Signature.

The signature of the Manager of the Division of Finance or his deputy shall constitute conclusive evidence to the holder of the note that the note was duly authorized under and within the powers, limitations, and provisions of the Jackson County Charter, and the constitution and laws of the State of Missouri. (Ord. 11, Sec. 3.154, Eff. 1-1-73)

562.3 Signature Required.

The notes shall be signed by the County Executive, attested by the Clerk of the County Legislature, with the seal of the county fixed to the notes. (Ord. 11, Sec. 3.154, Eff. 1-1-73)

563. Tax Collection Agreement, Reciprocal.

The County Executive is authorized to execute on behalf of the county reciprocal tax collection agreements with other taxing authorities. Said reciprocal tax collection agreements shall set forth the mutual consideration of the parties, the duties of each party, and any other provisions necessary to the implementation of the agreements. (Ord. 1314, Eff. 04/25/85)

564. - 569. RESERVED

570. Personal Services Policy.

Sections 570.1 through 570.9 set out the personal services policy of Jackson County. These sections cover both merit and non-merit employees. (Ord. 1406, Eff. 01/17/86)

570.1 Regular Salaries, Budget Line Item No. 5010.

Regular salaries, budget line item No. 5010, shall be used for the base compensation of full time employees as defined in the Personnel Rules. Account No. 5010 shall also be used for Exceptions To Beginning Salaries, Six Month Review, Out of Class Pay and Promotions as defined in Sections 5.6, 5.7, 6.1 and 13.1 of the Personnel Rules as well as for new positions approved by the County Executive under Section 4.4 of the Personnel Rules. (Ord. 1406, Eff. 01/17/86)

570.2 Account No. 5010, How Annualized.

Account No. 5010 will be annualized as follows: The amount adopted in the annual budget as of January first plus transfers from Account No. 5090 as if done January first except transfers in accordance with Personnel Rule 14.2 (Annual Review) which are treated as if given July first. No payroll increases will be allowed to exceed the annualized amount divided by the number of regularly scheduled payrolls in the budget year. (Ord. 1406, Eff. 01/17/86)

570.3 Temporary Salaries, Budget Line Item No. 5020.

Temporary Salaries, budget line item No. 5020, shall be used for temporary and part time employees. (Ord. 1406, Eff. 01/17/86)

570.4 Overtime Salaries, Budget Line Item No. 5030.

Overtime salaries, budget line item No. 5030, shall be used exclusively for the payment of overtime as defined in Rule 7 of the Personnel Rules. (Ord. 1406, Eff. 01/17/86)

570.5 Salary Adjustment, Budget Line Item No. 5090.

Salary Adjustment, budget line item No. 5090, shall be used for cost of living, merit increases, performance increases and salary advancements as outlined in Section 5.8, 5.9 and 14.2 of the Personnel Rules. Reclassification as defined in Personnel Rules Section 4.5 shall also be funded from Account No. 5090. When salary adjustments are made the money shall be transferred from Account 5090 to 5010. (Ord. 1406, Eff. 01/17/86)

570.6 Employee, Starting Date.

The starting date of a new employee shall be determined after consideration of the employment wages due plus sick and vacation pay out. (Ord. 1406, Eff. 01/17/86)

570.7 Personal Services Budget, Transfers.

Funds from other parts of the budget cannot be transferred into the Personal Services portion of the budget and funds cannot be transferred between Personal Services accounts, except as noted. (Ord. 1406, Eff. 01/17/86)

570.8 Salary Savings, Effect.

If sufficient salary savings exist during the budget year the County Executive may

allocate an amount from Account No. 5010 to be used for Account No. 5090 purposes, done on a county wide basis. (Ord. 1406, Eff. 01/17/86)

570.9 Personal Services Policy, Exceptions.

Requests for exceptions to any of the above rules must be in writing, and approved by the County Executive and Manager of the Division of Finance. (Ord. 1406, Eff. 01/17/86)

571. Persistent DWI Offender Fund Established.

There is hereby established, within the Jackson County Division of Finance, the Jackson County Persistent Driving While Intoxicated (DWI) Offender Fund. (Ord. 2037, 10/09/91)

571.1 Receipts into Fund.

This fund is authorized to receive court-ordered and other payments from DWI defendants prosecuted in state court as persistent DWI offenders. (Ord. 2037, 10/09/91)

571.2 Purpose of Fund.

Payments made to this fund shall be used to defray the cost of DWI prosecution. This includes, but is not limited to, staff salaries within the Prosecuting Attorney's Office. It also includes the costs of community service restitution, intervention, and ignition interlocks. If funds remain after the costs of prosecution are paid, then a portion of said remaining funds may be used to pay for public education initiatives directed at the general population to try to reduce drunk driving. (Ord. 2037, 10/09/91)

571.3 Disbursements from Fund.

The Manager of the Division of Finance is authorized to make disbursements from this fund upon order of the Circuit Court of Jackson County or upon recommendation by the Prosecuting Attorney and approval by the County Legislature, in the County's annual budget, or otherwise. (Ord. 2037, 10/09/91)

571.4 Administration of Fund.

The fund is to be administered as any other county fund with the limitation that the fund may not be used for purposes other than those set out in this section. (Ord. 2037, 10/09/91)