

# County Auditor

## Department Number 1110

### Mission

---

The Boone County Auditor is an elected official responsible for establishing, implementing, and monitoring the accounting and budgeting systems of Boone County. The Boone County Auditor is responsible for preparing the County's official financial statements and coordinating the annual financial audit. As budget officer, the County Auditor is responsible for preparing and submitting a proposed annual budget to the County Commission, and preparing all related budget documents and schedules.

The County Auditor also monitors compliance with internal control procedures, oversees accounts payable activities, monitors and evaluates the condition of County budgets and funds, and certifies contracts and expenditures. The Boone County Auditor also maintains property records and conducts physical inventories.

### Budget Highlights

---

There are no significant changes in this budget.

### Goals and Objectives

---

#### Budget Year Objectives

- Implement GASB 34 for FY2003 financial statements. The County's audited financial statements will be prepared in March and April 2004, after the close of the fiscal year 2003. This is a significant project for the office and will be accomplished primarily with accountant overtime; accordingly, the overtime request for FY2004 is increased over prior year amounts.
- Establish the GASB 34 implementation and conversion plan for infrastructure assets.
- Perform physical inventories of county offices. During FY 2003, a complete physical inventory was taken for all computer equipment. However, other regularly scheduled physical inventories were not conducted due to staff resources being assigned to GASB implementation activities.

#### Progress on Prior Year Objectives

- Re-design the production process for the annual Budget document to allow placement of the document on the County's web site.  
**Response:** Accomplished.
- Implement GASB 34 for FY 2003 financial statements. The County's audited financial statements for FY 2003 must be prepared in accordance with the new accounting standards. The financial statements will be prepared in March and April 2004, after the close of the fiscal year 2003. However, procedures and information systems must be in place well in advance of

December 31, 2003 in order to facilitate preparation of the financial statements. At the conclusion of the FY 2002 audit (mid-year 2003), the Boone County Auditor’s Office will re-design the FY 2002 financial statements using the new accounting model prescribed by GASB 34. This will serve as a trial-run and readiness assessment for the FY 2003 financial statements. This will be accomplished primarily with accountant overtime; accordingly, the overtime request for FY 2003 is increased.

**Response:** Programming changes to the Fixed Asset System have been placed into production with minor problems continuing to be discovered and resolved. Mock-up procedures for the new reporting format are planned for late fall 2003 and early 2004 and will require substantial staff overtime to complete.

**Performance Measures**

| <b>Performance Measure</b>   | <b>2002</b>   | <b>2003</b>      | <b>2004</b>      |
|--|---------------|------------------|------------------|
|  | <b>Actual</b> | <b>Estimated</b> | <b>Projected</b> |
| Number of County Budgets Established and Monitored                               | 114           | 120              | 120              |
| Number of Budget Revisions/Amendments Processed                                  | 143           | 120              | 110              |
| Number of Purchase Orders Processed  | 431           | 425              | 450              |
| Number of Payment Requisitions Processed   | 9,178         | 10,000           | 10,000           |
| Number of Accounts Payable Invoices processed                                    | 22,067        | 22,000           | 22,000           |
| Number of Contracts Certified  | n/a           | 272              | 300              |
| Number of Departments Inventoried  | 6             | *                | *                |
| Recorded Value of Inventoried Assets (Millions)                                  | \$ 47.5       | \$ 48.7          | \$ 52.0          |
| Number of Assets Inventoried   | 6,489         | 6,400            | 6,600            |
| Number of Personnel Action Forms Processed                                       | 854           | 860              | 900              |
| Number of Employee Positions Monitored   | 386           | 410              | 412              |
| Number of Federal/State Grants Monitored   | 33            | 31               | 31               |
| Receipt of GFOA Certificate of Achievement for Excellence in Financial Reporting | Yes           | Expected         | Expected         |
| Receipt of GFOA Distinguished Budget Presentation Award                          | Yes           | Yes              | Expected         |

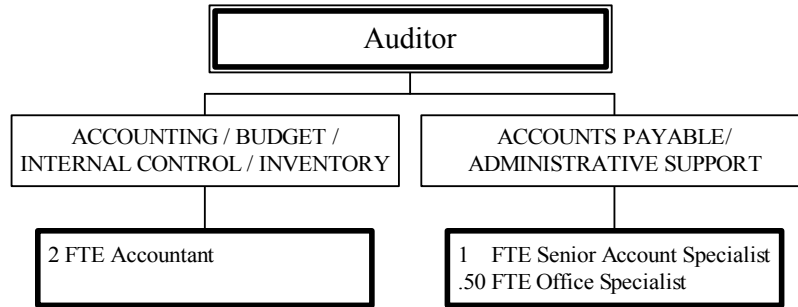
\* A physical inventory was completed for computer equipment in all departments supported by Information Technology. Other physical inventories were not performed in FY2003 because staff was assigned to GASB 34 implementation activities and capital projects. This will require a “catch-up” effort in FY2004 and FY2005.

**Personnel Detail**

| <b>Position Title</b>     | <b>2002</b>                 | <b>2003</b>                 | <b>2004</b>                 | <b>2003-2004</b> |
|---------------------------|-----------------------------|-----------------------------|-----------------------------|------------------|
|                           | <b>Full-time Equivalent</b> | <b>Full-time Equivalent</b> | <b>Full-time Equivalent</b> | <b>Change</b>    |
| Auditor (Elected)         | 1.00                        | 1.00                        | 1.00                        | -                |
| Accountant                | 2.00                        | 2.00                        | 2.00                        | -                |
| Senior Account Specialist | 1.00                        | 1.00                        | 1.00                        | -                |
| Office Specialist         | 0.50                        | 0.50                        | 0.50                        | -                |
| <b>Total FTEs</b>         | <b>4.50</b>                 | <b>4.50</b>                 | <b>4.50</b>                 | <b>-</b>         |
| Overtime                  | \$ 5,250                    | \$ 6,035                    | \$ 7,155                    | \$ 1,120         |

**Organizational Chart**

---



Annual Budget

| 1110 AUDITOR<br>100 GENERAL FUND |                                | 2002    | 2003                  | 2003      | 2004            | 2004                   | 2004              | %CHG              |
|----------------------------------|--------------------------------|---------|-----------------------|-----------|-----------------|------------------------|-------------------|-------------------|
| ACCT                             | DESCRIPTION                    | ACTUAL  | BUDGET +<br>REVISIONS | PROJECTED | CORE<br>REQUEST | SUPPLMENTAL<br>REQUEST | ADOPTED<br>BUDGET | FROM<br>PY<br>BUD |
|                                  | CHARGES FOR SERVICES           |         |                       |           |                 |                        |                   |                   |
|                                  | SUBTOTAL *****                 | 0       | 0                     | 0         | 0               | 0                      | 0                 | 0                 |
|                                  | MISCELLANEOUS                  |         |                       |           |                 |                        |                   |                   |
| 3890                             | MISCELLANEOUS                  | 103     | 0                     | 0         | 0               | 0                      | 0                 | 0                 |
|                                  | SUBTOTAL *****                 | 103     | 0                     | 0         | 0               | 0                      | 0                 | 0                 |
|                                  | TOTAL REVENUES *****           | 104     | 0                     | 0         | 0               | 0                      | 0                 | 0                 |
|                                  | PERSONAL SERVICES              |         |                       |           |                 |                        |                   |                   |
| 10100                            | SALARIES & WAGES               | 164,558 | 183,134               | 183,134   | 192,420         | 0                      | 195,799           | 6                 |
| 10110                            | OVERTIME                       | 6,771   | 6,035                 | 6,035     | 6,035           | 1,120                  | 7,155             | 18                |
| 10120                            | HOLIDAY WORKED                 | 509     | 0                     | 253       | 0               | 0                      | 0                 | 0                 |
| 10200                            | FICA                           | 12,311  | 14,471                | 13,600    | 15,181          | 0                      | 15,439            | 6                 |
| 10300                            | HEALTH INSURANCE               | 14,825  | 17,050                | 17,050    | 20,125          | 0                      | 20,125            | 18                |
| 10325                            | DISABILITY INSURANCE           | 743     | 805                   | 805       | 912             | 0                      | 912               | 13                |
| 10350                            | LIFE INSURANCE                 | 162     | 165                   | 177       | 195             | 0                      | 195               | 18                |
| 10375                            | DENTAL INSURANCE               | 1,300   | 1,375                 | 1,375     | 1,575           | 0                      | 1,575             | 14                |
| 10400                            | WORKERS COMP                   | 533     | 578                   | 715       | 773             | 0                      | 773               | 33                |
| 10500                            | 401(A) MATCH PLAN              | 2,250   | 2,925                 | 2,625     | 2,925           | 0                      | 2,925             | 0                 |
|                                  | SUBTOTAL *****                 | 203,965 | 226,538               | 225,769   | 240,141         | 1,120                  | 244,898           | 8                 |
|                                  | MATERIALS & SUPPLIES           |         |                       |           |                 |                        |                   |                   |
| 22500                            | SUBSCRIPTIONS/PUBLICATION      | 919     | 975                   | 920       | 975             | 0                      | 975               | 0                 |
| 23000                            | OFFICE SUPPLIES                | 1,444   | 2,075                 | 1,800     | 1,900           | 0                      | 1,900             | 8-                |
| 23001                            | PRINTING                       | 1,513   | 2,000                 | 1,500     | 1,700           | 0                      | 1,700             | 15-               |
| 23050                            | OTHER SUPPLIES                 | 0       | 200                   | 100       | 200             | 0                      | 200               | 0                 |
| 23850                            | MINOR EQUIPMENT & TOOLS        | 146     | 300                   | 650       | 300             | 0                      | 300               | 0                 |
|                                  | SUBTOTAL *****                 | 4,024   | 5,550                 | 4,970     | 5,075           | 0                      | 5,075             | 8-                |
|                                  | DUES TRAVEL & TRAINING         |         |                       |           |                 |                        |                   |                   |
| 37000                            | DUES                           | 557     | 705                   | 600       | 705             | 0                      | 705               | 0                 |
| 37200                            | SEMINARS/CONFEREN/MEETING      | 1,212   | 1,805                 | 1,600     | 1,750           | 0                      | 1,750             | 3-                |
| 37220                            | TRAVEL (AIRFARE, MILEAGE, ETC) | 479     | 1,100                 | 700       | 1,100           | 0                      | 1,100             | 0                 |
| 37230                            | MEALS & LODGING-TRAINING       | 700     | 1,430                 | 800       | 1,400           | 0                      | 1,400             | 2-                |
|                                  | SUBTOTAL *****                 | 2,949   | 5,040                 | 3,700     | 4,955           | 0                      | 4,955             | 1-                |
|                                  | UTILITIES                      |         |                       |           |                 |                        |                   |                   |
| 48000                            | TELEPHONES                     | 2,053   | 2,100                 | 2,200     | 2,268           | 0                      | 2,268             | 8                 |
|                                  | SUBTOTAL *****                 | 2,053   | 2,100                 | 2,200     | 2,268           | 0                      | 2,268             | 8                 |
|                                  | VEHICLE EXPENSE                |         |                       |           |                 |                        |                   |                   |
| 59200                            | LOCAL MILEAGE                  | 0       | 220                   | 75        | 180             | 0                      | 180               | 18-               |
|                                  | SUBTOTAL *****                 | 0       | 220                   | 75        | 180             | 0                      | 180               | 18-               |
|                                  | EQUIP & BLDG MAINTENANCE       |         |                       |           |                 |                        |                   |                   |
| 60050                            | EQUIP SERVICE CONTRACT         | 212     | 640                   | 250       | 520             | 0                      | 520               | 18-               |
| 60200                            | EQUIP REPAIRS/MAINTENANCE      | 0       | 150                   | 50        | 150             | 0                      | 150               | 0                 |
|                                  | SUBTOTAL *****                 | 212     | 790                   | 300       | 670             | 0                      | 670               | 15-               |
|                                  | CONTRACTUAL SERVICES           |         |                       |           |                 |                        |                   |                   |
| 71100                            | OUTSIDE SERVICES               | 885     | 955                   | 885       | 955             | 0                      | 955               | 0                 |
| 71500                            | BUILDING USE/RENT CHARGE       | 11,864  | 11,866                | 11,866    | 11,866          | 0                      | 11,866            | 0                 |
|                                  | SUBTOTAL *****                 | 12,749  | 12,821                | 12,751    | 12,821          | 0                      | 12,821            | 0                 |
|                                  | FIXED ASSET ADDITIONS          |         |                       |           |                 |                        |                   |                   |
| 92000                            | REPLCMENT OFFICE EQUIP         | 0       | 0                     | 0         | 0               | 1,000                  | 0                 | 0                 |
|                                  | SUBTOTAL *****                 | 0       | 0                     | 0         | 0               | 1,000                  | 0                 | 0                 |
|                                  | TOTAL EXPENDITURES *****       | 225,953 | 253,059               | 249,765   | 266,110         | 2,120                  | 270,867           | 7                 |

Decimal values have been truncated.

# Human Resources

## Department Number 1115

### Mission

---

The County Commission in 1994 created the Human Resources department. This department provides support services to Elected Officials, Department Heads, and staff as it relates to human resource issues (excluding the Thirteenth Judicial Circuit). Services include, but are not limited to, ongoing evaluation of the job classification system, applicant screening, development and coordination of the County's Affirmative Action Plan, insuring compliance with federal and state employment laws, review and development of the County's Personnel Policy Manual, and coordination of training programs for County employees.

### Budget Highlights

---

There are no significant changes in the budget.

### Goals and Objectives

---

#### Budget Year Objectives

- Centralized Recruitment Activities: Continue to coordinate the posting and advertising of positions, screening of applications, scheduling of interviews and checking references. Maintain documentation on selection and non-selection of candidates and communicate the results of hiring decisions to applicants. In addition, the Human Resources (HR) department will continue to review recruitment activities and seek additional opportunities to increase awareness of the County's job openings to attract a larger pool of well-qualified applicants.
- Comprehensive Classification and Compensation Study: Coordinate review of County positions to ensure that employees are properly classified and pay ranges are appropriate for assigned functions. Provide information to County Commission so that employees are compensated at a competitive rate. Continue to monitor retention and recruitment to assess the short and long-term results; update/revise and create job descriptions for new positions as necessary.
- Employee Retention Strategy: Develop an employee retention strategy to retain valued employees reducing turnover and associated training costs. Compare the turnover rate of Boone County employees with other comparable employers. Analyze exit questionnaires to determine what issues have the greatest impact on employee turnover. Administer an employee satisfaction survey to determine areas that need improvement. Recommend actions to reduce turnover and its associated costs.
- Affirmative Action Plan Update: Update the plan to reflect the most current workforce profile.

- Personnel Policy Manual Update: Continue to review and update the manual in order to ensure legal compliance and the desire of Elected Officials and Department Heads. Published updates will be on an estimated semi-annual basis.
- Centralized Training: Continue to provide training to employees to better prepare them for their role in the workforce.
- Staff Development: Participate in HR professional associations (i.e., Society for Human Resources Management, Human Resource Association of Central Missouri, Missouri Public Employers Labor Relations Association, etc.) to continuously improve HR knowledge, skills and abilities and to enhance HR services.

### **Progress on Prior Year Objectives**

- Centralized Recruitment Activities: Continue to coordinate the posting and advertising of positions, screening of applications, scheduling of interviews and checking references. Maintain documentation on selection and non-selection of candidates and communicate the results of hiring decisions to applicants. In addition, the Human Resources Department will continue to review recruitment activities and seek additional opportunities to increase awareness of the County's job openings to attract a larger pool of well-qualified applicants.

**Response:** As of August 27, 2003, the HR department has processed 1,194 applications in FY2003. It is estimated that the number of applications per position and the total overall applications for FY2003 will be higher than in 2002. To increase awareness of the County's job openings, we have implemented a schedule of radio advertisements. The radio ads announce the Employee of the Quarter for Boone County, and a brief interview with that employee serves as a lead in to a recruitment ad. We are also using the radio ads to publicize the County's website.

- Comprehensive Classification and Compensation Study: Coordinate review of County positions to ensure that employees are properly classified and pay ranges are appropriate for assigned functions. Provide information to County Commission so that employees are compensated at a competitive rate. Continue to monitor retention and recruitment to assess the short and long-term results; update/revise and create job descriptions for new positions as necessary.

**Response:** Position reclassification requests were received in 2003 from the following departments: Recorder, Planning & Building Inspection, Sheriff, Information Technology, and Public Works. These requests were reviewed by the job classification committee, and then referred to the consultant for recommendations. The job classification committee is reviewing the consultant's recommendations and will comment on these recommendations prior to submission to the County Commission for approval. Final implementation of the salary plan for Sheriff and Corrections employees occurred in 2003. All other employees (except Public Works employees who receive skills based pay as referenced in the Memorandum of Understanding) were awarded an increase at the discretion of the Administrative Authority from an In-Range Adjustment Pool calculated as

one-half the amount needed to bring all positions except pool positions, to mid-point of the range. In-Range adjustments were awarded by Administrative Authorities based primarily on job performance and the employee's salary relationship to pay range mid-point.

- **Affirmative Action Plan Update:** Update the plan to reflect the most current workforce profile.  
**Response:** The consultant, who delivered the original AA plan, updated the County's AA Plan in December 2002. Ethnic/race information is collected on an ongoing basis and will be utilized to complete the EEO-4 Report in September 2003 and to update the Affirmative Action Plan in 2004.
- **Employee Retention Strategy:** Develop an employee retention strategy to retain valued employees reducing turnover and associated training costs. Compare the turnover rate of Boone County employees with other comparable employers. Analyze exit questionnaires to determine what issues have the greatest impact on employee turnover. Administer an employee satisfaction survey to determine areas that need improvement. Recommend actions to reduce turnover and its associated costs.  
**Response:** Exit questionnaires are completed by employees who are leaving County government, and the HR director interviews those employees to ascertain reason(s) for resignation. An Employee Satisfaction Survey form was developed and presented to the Commission in August 2003. The Commission's decision was to postpone conducting a survey until spring of 2004. Limited resources have affected accomplishment of all objectives.
- **Personnel Policy Manual Update:** Continue to review and update the manual in order to ensure legal compliance and the desire of the Commission. Published updates will be on an estimated semi-annual basis.  
**Response:** Policy revisions have been made and will be incorporated into the next update of the Personnel Policy Manual. Distribution of revised sections to existing employees will take place when final approval is given by the Commission.
- **Centralized Training:** Continue to provide training to employees to better prepare them for their role in the workforce.  
**Response:** Interviewing Techniques Training was provided to elected officials, department heads, managerial and supervisory staff during 2003. Feedback about the training was very positive. Performance Appraisal/Discipline & Termination Training was also provided for elected officials, department heads, managerial, and supervisory staff during 2003. This feedback was also very positive. New employee orientations have been conducted quarterly. MARCIT sponsored mandatory training has been offered several times throughout the year.

- Staff Development: Participate in Human Resources professional associations (i.e., Society for Human Resources Management, Human Resource Association of Central Missouri, Missouri Public Employers Labor Relations Association, etc.) to continuously improve HR knowledge, skills and abilities and to enhance HR services.

**Response:** HR staff continue to participate in meetings and training provided by the HR Association of Central Missouri. The HR director is serving as Board Secretary for the Missouri Public Employers Labor Relations Association.

**Performance Measures**

---

| <b>Performance Measure</b>                              | <b>2002</b>   | <b>2003</b>      | <b>2004</b>      |
|---|---------------|------------------|------------------|
|   | <b>Actual</b> | <b>Estimated</b> | <b>Projected</b> |
| Number of Applications Received/Processed               | 1,552         | 1,650            | 1,765            |
| Number of Letters Sent to Applicants                    | 1,410         | 1,097            | 1,300            |
| Number of Job Postings                                  | 60            | 60               | 65               |
| Number of Typing Tests Administered                     | 427           | 378              | 400              |
| Number of Job Announcements Mailed/Emailed              | 4,860         | 4,076            | 5,265            |
| Number of Phone Calls Received by HR Asst (Approx)      | 3,340         | 3,025            | 2,451            |
| Number of Visitors /Cust Greeted by HR Asst (Approx)    | 3,027         | 3,331            | 3,664            |
| Number of Criminal Background Searches Initiated        | 32            | 48               | 52               |
| Number of 'Random PW Drug Screens Coordinated           | 24            | 24               | 24               |
| Number of Random PW Alcohol Screens Coordinated         | 12            | 12               | 12               |
| Number of Pre-Employment PW Drug Screens Coordinated    | 7             | 4                | 5                |
| Number of Training Committee Meetings Facilitated       | 4             | 4                | 4                |
| Number of Personal Advisory Committee Mtgs Facilitated  | 6             | 4                | 4                |
| Number of Job Classification Committee Mtgs Facilitated | 3             | 5                | 5                |
| Number of New Employee Orientations Facilitated         | 4             | 4                | 4                |
| Number of New Hires (Excluding Court)                   | 75            | 78               | 75               |
| Number of Terminations (Excluding Court)                | 58            | 59               | 60               |
| Number of Exit Interviews Performed                     | 15            | 21               | 21               |
| Number of Interns Trained/Supervised                    | 3             | 0                | 1                |



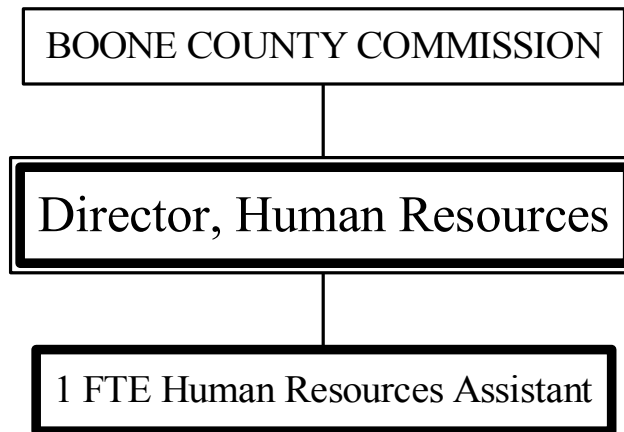
**Personnel Detail**

---

| <b>Position Title</b>     | <b>2002</b>                 | <b>2003</b>                 | <b>2004</b>                 | <b>2003-2004</b> |
|---------------------------|-----------------------------|-----------------------------|-----------------------------|------------------|
|                           | <b>Full-time Equivalent</b> | <b>Full-time Equivalent</b> | <b>Full-time Equivalent</b> | <b>Change</b>    |
| Director, Human Resources | 1.00                        | 1.00                        | 1.00                        | -                |
| Human Resources Assistant | 1.00                        | 1.00                        | 1.00                        | -                |
| <b>Total FTEs</b>         | <b>2.00</b>                 | <b>2.00</b>                 | <b>2.00</b>                 | <b>-</b>         |
| Overtime                  | \$ 1,500                    | \$ 1,500                    | \$ 1,800                    | \$ 300           |

**Organizational Chart**

---



# Human Resources

Dept. No. 1115

## Annual Budget

| 1115 HUMAN RESOURCES     |                                |                |                               |                   |                         |                                 |                           | %CHG      |
|--------------------------|--------------------------------|----------------|-------------------------------|-------------------|-------------------------|---------------------------------|---------------------------|-----------|
| 100 GENERAL FUND         |                                |                |                               |                   |                         |                                 |                           | FROM      |
| ACCT                     | DESCRIPTION                    | 2002<br>ACTUAL | 2003<br>BUDGET +<br>REVISIONS | 2003<br>PROJECTED | 2004<br>CORE<br>REQUEST | 2004<br>SUPPLEMENTAL<br>REQUEST | 2004<br>ADOPTED<br>BUDGET | PY<br>BUD |
| CHARGES FOR SERVICES     |                                |                |                               |                   |                         |                                 |                           |           |
| 3510                     | COPIES                         | 17             | 0                             | 0                 | 0                       | 0                               | 0                         | 0         |
|                          | SUBTOTAL *****                 | 17             | 0                             | 0                 | 0                       | 0                               | 0                         | 0         |
|                          | TOTAL REVENUES *****           | 17             | 0                             | 0                 | 0                       | 0                               | 0                         | 0         |
| PERSONAL SERVICES        |                                |                |                               |                   |                         |                                 |                           |           |
| 10100                    | SALARIES & WAGES               | 77,012         | 82,243                        | 81,500            | 87,547                  | 0                               | 89,123                    | 8         |
| 10110                    | OVERTIME                       | 1,201          | 1,500                         | 1,500             | 1,800                   | 0                               | 1,800                     | 20        |
| 10200                    | FICA                           | 5,954          | 6,406                         | 6,300             | 6,835                   | 0                               | 6,956                     | 8         |
| 10300                    | HEALTH INSURANCE               | 5,930          | 6,820                         | 6,820             | 8,050                   | 0                               | 8,050                     | 18        |
| 10325                    | DISABILITY INSURANCE           | 335            | 360                           | 360               | 411                     | 0                               | 411                       | 14        |
| 10350                    | LIFE INSURANCE                 | 64             | 66                            | 66                | 78                      | 0                               | 78                        | 18        |
| 10375                    | DENTAL INSURANCE               | 520            | 550                           | 550               | 630                     | 0                               | 630                       | 14        |
| 10400                    | WORKERS COMP                   | 232            | 258                           | 319               | 348                     | 0                               | 348                       | 34        |
| 10500                    | 401(A) MATCH PLAN              | 1,300          | 1,170                         | 1,300             | 1,170                   | 0                               | 1,170                     | 0         |
| 10600                    | UNEMPLOYMENT BENEFITS          | 239            | 15                            | 14                | 0                       | 0                               | 0                         | 0         |
|                          | SUBTOTAL *****                 | 92,790         | 99,388                        | 98,729            | 106,869                 | 0                               | 108,566                   | 9         |
| MATERIALS & SUPPLIES     |                                |                |                               |                   |                         |                                 |                           |           |
| 22500                    | SUBSCRIPTIONS/PUBLICATION      | 1,270          | 1,200                         | 1,200             | 1,800                   | 0                               | 1,800                     | 50        |
| 23000                    | OFFICE SUPPLIES                | 1,048          | 1,030                         | 1,350             | 1,350                   | 0                               | 1,350                     | 31        |
| 23001                    | PRINTING                       | 997            | 300                           | 500               | 500                     | 0                               | 500                       | 66        |
| 23050                    | OTHER SUPPLIES                 | 246            | 550                           | 950               | 950                     | 0                               | 950                       | 72        |
|                          | SUBTOTAL *****                 | 3,562          | 3,080                         | 4,000             | 4,600                   | 0                               | 4,600                     | 49        |
| DUES TRAVEL & TRAINING   |                                |                |                               |                   |                         |                                 |                           |           |
| 37000                    | DUES                           | 315            | 550                           | 550               | 550                     | 0                               | 550                       | 0         |
| 37200                    | SEMINARS/CONFEREN/MEETING      | 4,892          | 5,000                         | 1,750             | 5,000                   | 0                               | 5,000                     | 0         |
| 37210                    | TRAINING/SCHOOLS               | 0              | 800                           | 1,230             | 800                     | 1,920                           | 800                       | 0         |
| 37220                    | TRAVEL (AIRFARE, MILEAGE, ETC) | 0              | 400                           | 400               | 450                     | 550                             | 450                       | 12        |
| 37230                    | MEALS & LODGING-TRAINING       | 44             | 469                           | 469               | 1,185                   | 1,005                           | 1,185                     | 152       |
|                          | SUBTOTAL *****                 | 5,251          | 7,219                         | 4,399             | 7,985                   | 3,475                           | 7,985                     | 10        |
| UTILITIES                |                                |                |                               |                   |                         |                                 |                           |           |
| 48000                    | TELEPHONES                     | 981            | 920                           | 1,050             | 1,050                   | 0                               | 1,050                     | 14        |
| 48050                    | CELLULAR TELEPHONES            | 332            | 350                           | 350               | 350                     | 0                               | 350                       | 0         |
|                          | SUBTOTAL *****                 | 1,314          | 1,270                         | 1,400             | 1,400                   | 0                               | 1,400                     | 10        |
| VEHICLE EXPENSE          |                                |                |                               |                   |                         |                                 |                           |           |
| 59200                    | LOCAL MILEAGE                  | 0              | 100                           | 100               | 100                     | 0                               | 100                       | 0         |
|                          | SUBTOTAL *****                 | 0              | 100                           | 100               | 100                     | 0                               | 100                       | 0         |
| EQUIP & BLDG MAINTENANCE |                                |                |                               |                   |                         |                                 |                           |           |
| 60050                    | EQUIP SERVICE CONTRACT         | 468            | 811                           | 811               | 811                     | 0                               | 811                       | 0         |
|                          | SUBTOTAL *****                 | 468            | 811                           | 811               | 811                     | 0                               | 811                       | 0         |
| CONTRACTUAL SERVICES     |                                |                |                               |                   |                         |                                 |                           |           |
| 71100                    | OUTSIDE SERVICES               | 3,276          | 3,100                         | 3,500             | 3,900                   | 18,800                          | 20,900                    | 574       |
| 71500                    | BUILDING USE/RENT CHARGE       | 3,667          | 3,380                         | 3,380             | 3,380                   | 0                               | 3,380                     | 0         |
|                          | SUBTOTAL *****                 | 6,943          | 6,480                         | 6,880             | 7,280                   | 18,800                          | 24,280                    | 274       |
| OTHER                    |                                |                |                               |                   |                         |                                 |                           |           |
| 83100                    | AWARDS                         | 347            | 600                           | 600               | 1,000                   | 0                               | 1,000                     | 66        |
| 84010                    | RECEPTION/MEETINGS             | 100            | 700                           | 700               | 500                     | 0                               | 500                       | 28-       |
| 84300                    | ADVERTISING                    | 34,265         | 36,450                        | 35,000            | 35,000                  | 0                               | 30,000                    | 17-       |
| 86900                    | MISCELLANEOUS                  | 0              | 0                             | 0                 | 275                     | 0                               | 275                       | 0         |
|                          | SUBTOTAL *****                 | 34,712         | 37,750                        | 36,300            | 36,775                  | 0                               | 31,775                    | 15-       |
|                          | TOTAL EXPENDITURES *****       | 145,043        | 156,098                       | 152,619           | 165,820                 | 22,275                          | 179,517                   | 15        |

Decimal values have been truncated.

# Purchasing

## Department Number 1118

### Mission

---

The Purchasing department strives to establish formal criteria and purchasing regulations establishing equality and protection of public interest while, at the same time, assuring that regulations are not excessive, conflicting, or do not impose undue costs. The development, content, and approval of all purchasing policies, regulations and procedures, as established by this department, shall be common among departments, where possible, and shall be consistent with commonly accepted purchasing principles. All purchasing shall acquire the benefits of competition to the maximum extent practical, through the use of formal advertising or sealed bids, where applicable, with the intent to encourage submission of bids by any and all qualified suppliers. The Department of Purchasing shall establish and maintain ethical and impartial relations with all suppliers to enhance prestige, while achieving the goals and objectives regarding purchasing activities.

### Budget Highlights

---

There are no significant changes to this budget.

### Goals and Objectives

---

#### Budget Year Objectives

- Survey County departments with a Customer Satisfaction Survey to determine the satisfaction level of the purchasing service provided to County departments.
- Revise the Performance Appraisal utilized by the Purchasing department for staff evaluation to better define performance objectives.
- Identify and incorporate enhancements to our online purchasing system.

#### Progress on Prior Year Objectives

- Complete a review and update of the Purchasing Manual and present it for adoption by the Commission.  
**Response:** Purchasing completed the revisions and submitted it to our legal department for review in January 2003. The revised Purchasing Manual should be presented to the Commission for adoption during the fourth quarter of FY2003.
- Present recommendation for potential use of procurement cards for County purchases under \$750.  
**Response:** The procurement card research committee completed their research in August 2003. A recommendation will follow during the fourth quarter of FY2003.

- Reach 100% professional purchasing certification for professional staff within the Purchasing Department by 12/31/03.  
**Response:** Buyer has met all criterions and completed the classes for qualification to test for the Certified Professional Public Buyer exam. This exam is scheduled to be taken in November 2003.
- Continue to seek aspects of e-Procurement that can be implemented by the County to improve the efficiency, effectiveness, and equity of procurement operations.  
**Response:** In January 2003, implementation of Boone County’s web based eProcurement (electronic purchasing) was complete. Vendors register online in our system by NIGP (National Institute of Governmental Purchasing) Commodity Code. The Purchasing department submits bids electronically to vendors by commodity code. The Purchasing department also posts bids, bid tabulations and bid awards on-line for viewing on the Boone County web page @ www.showmeboone.com. In August 2003, Purchasing tested a new online bidding system, a Reverse Auction, through Roanoke OnLine, a subsidiary of Roanoke Technology Corporation, using its RFQ hosting technology. Bids were posted on-line and bid responses were accepted online. Vendors had the ability to view bids as they were entered and underbid on-line. A recommendation will follow during the fourth quarter of FY2003 on whether the Purchasing department will continue to use Revere Auctions.
- Identify areas that the County is spending over \$4,500 where a Term and Supply contract may be beneficial.  
**Response:** We added fourteen new Term and Supply contracts in 2002, and five more in 2003 including Grading MKT Trail, Fencing and Appurtenance, Erosion Control, Lawn Care Service and Computer Output to Microfilm Service.

**Performance Measures**

| <b>Performance Measure</b>  | <b>2002</b>   | <b>2003</b>      | <b>2004</b>      |
|---|---------------|------------------|------------------|
|   | <b>Actual</b> | <b>Estimated</b> | <b>Projected</b> |
| Number of Bids Prepared   | 76            | 75               | 90               |
| Number of Proposals Prepared  | 2             | 2                | 4                |
| Number of Contracts Completed   | 117           | 85               | 117              |
| Number of Term & Supply Contracts Issued  | 39            | 15               | 18               |
| Number of Purchase Requisitions Processed<br>(Includes fixed asset purchases not acquired through sealed bids). | 55            | 55               | 55               |
| Number of Contracts Renewed   | 29            | 57               | 48               |

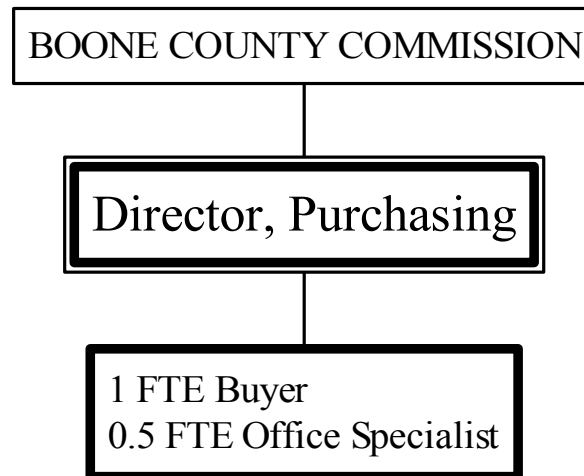
**Personnel Detail**

---

| <b>Position Title</b> | <b>2002<br/>Full-time<br/>Equivalent</b> | <b>2003<br/>Full-time<br/>Equivalent</b> | <b>2004<br/>Full-time<br/>Equivalent</b> | <b>2003-2004<br/>Change</b> |
|-----------------------|--|--|--|-----------------------------|
| Director, Purchasing  | 1.00                                     | 1.00                                     | 1.00                                     | -                           |
| Buyer                 | 1.00                                     | 1.00                                     | 1.00                                     | -                           |
| Office Specialist     | 0.50                                     | 0.50                                     | 0.50                                     | -                           |
| <b>Total FTEs</b>     | <u>2.50</u>                              | <u>2.50</u>                              | <u>2.50</u>                              | <u>-</u>                    |

**Organizational Chart**

---



# Purchasing

# Dept. No. 1118

## Annual Budget

| 1118 PURCHASING<br>100 GENERAL FUND |                                | 2003           |                       | 2003      | 2004            | 2004                   | 2004              | %CHG              |
|-------------------------------------|--------------------------------|----------------|-----------------------|-----------|-----------------|------------------------|-------------------|-------------------|
| ACCT                                | DESCRIPTION                    | 2002<br>ACTUAL | BUDGET +<br>REVISIONS | PROJECTED | CORE<br>REQUEST | SUPPLMENTAL<br>REQUEST | ADOPTED<br>BUDGET | FROM<br>PY<br>BUD |
| PERSONAL SERVICES                   |                                |                |                       |           |                 |                        |                   |                   |
| 10100                               | SALARIES & WAGES               | 85,063         | 94,063                | 93,000    | 102,481         | 11,794                 | 104,326           | 10                |
| 10200                               | FICA                           | 6,001          | 7,195                 | 6,400     | 7,839           | 903                    | 7,980             | 10                |
| 10300                               | HEALTH INSURANCE               | 5,930          | 6,820                 | 6,820     | 8,050           | 4,025                  | 8,050             | 18                |
| 10325                               | DISABILITY INSURANCE           | 330            | 350                   | 350       | 417             | 55                     | 417               | 19                |
| 10350                               | LIFE INSURANCE                 | 64             | 66                    | 66        | 78              | 39                     | 78                | 18                |
| 10375                               | DENTAL INSURANCE               | 520            | 550                   | 550       | 630             | 315                    | 630               | 14                |
| 10400                               | WORKERS COMP                   | 250            | 282                   | 350       | 399             | 46                     | 399               | 41                |
| 10500                               | 401(A) MATCH PLAN              | 1,300          | 1,170                 | 1,300     | 1,170           | 650                    | 1,170             | 0                 |
|                                     | SUBTOTAL *****                 | 99,460         | 110,496               | 108,836   | 121,064         | 17,827                 | 123,050           | 11                |
| MATERIALS & SUPPLIES                |                                |                |                       |           |                 |                        |                   |                   |
| 22500                               | SUBSCRIPTIONS/PUBLICATION      | 249            | 325                   | 266       | 295             | 0                      | 295               | 9-                |
| 23000                               | OFFICE SUPPLIES                | 1,070          | 700                   | 950       | 700             | 0                      | 700               | 0                 |
| 23001                               | PRINTING                       | 316            | 300                   | 300       | 300             | 0                      | 300               | 0                 |
| 23050                               | OTHER SUPPLIES                 | 338            | 270                   | 400       | 400             | 0                      | 400               | 48                |
| 23850                               | MINOR EQUIPMENT & TOOLS        | 66             | 100                   | 100       | 100             | 0                      | 100               | 0                 |
|                                     | SUBTOTAL *****                 | 2,040          | 1,695                 | 2,016     | 1,795           | 0                      | 1,795             | 5                 |
| DUES TRAVEL & TRAINING              |                                |                |                       |           |                 |                        |                   |                   |
| 37000                               | DUES                           | 500            | 395                   | 395       | 395             | 35                     | 430               | 8                 |
| 37200                               | SEMINARS/CONFEREN/MEETING      | 840            | 1,000                 | 1,000     | 940             | 85                     | 940               | 6-                |
| 37210                               | TRAINING/SCHOOLS               | 545            | 500                   | 500       | 500             | 250                    | 500               | 0                 |
| 37220                               | TRAVEL (AIRFARE, MILEAGE, ETC) | 607            | 688                   | 688       | 688             | 60                     | 688               | 0                 |
| 37230                               | MEALS & LODGING-TRAINING       | 1,535          | 1,480                 | 1,480     | 2,160           | 340                    | 2,160             | 45                |
|                                     | SUBTOTAL *****                 | 4,027          | 4,063                 | 4,063     | 4,683           | 770                    | 4,718             | 16                |
| UTILITIES                           |                                |                |                       |           |                 |                        |                   |                   |
| 48000                               | TELEPHONES                     | 1,611          | 1,670                 | 1,300     | 1,516           | 0                      | 1,516             | 9-                |
|                                     | SUBTOTAL *****                 | 1,611          | 1,670                 | 1,300     | 1,516           | 0                      | 1,516             | 9-                |
| VEHICLE EXPENSE                     |                                |                |                       |           |                 |                        |                   |                   |
| 59200                               | LOCAL MILEAGE                  | 169            | 210                   | 210       | 210             | 0                      | 535               | 154               |
|                                     | SUBTOTAL *****                 | 169            | 210                   | 210       | 210             | 0                      | 535               | 154               |
| EQUIP & BLDG MAINTENANCE            |                                |                |                       |           |                 |                        |                   |                   |
| 60050                               | EQUIP SERVICE CONTRACT         | 536            | 1,058                 | 1,058     | 1,109           | 0                      | 1,109             | 4                 |
|                                     | SUBTOTAL *****                 | 536            | 1,058                 | 1,058     | 1,109           | 0                      | 1,109             | 4                 |
| CONTRACTUAL SERVICES                |                                |                |                       |           |                 |                        |                   |                   |
| 71100                               | OUTSIDE SERVICES               | 0              | 0                     | 0         | 0               | 10,000                 | 0                 | 0                 |
| 71500                               | BUILDING USE/RENT CHARGE       | 3,779          | 3,482                 | 4,449     | 3,482           | 0                      | 3,482             | 0                 |
|                                     | SUBTOTAL *****                 | 3,779          | 3,482                 | 4,449     | 3,482           | 10,000                 | 3,482             | 0                 |
| OTHER                               |                                |                |                       |           |                 |                        |                   |                   |
| 84300                               | ADVERTISING                    | 1,089          | 1,000                 | 1,000     | 1,000           | 0                      | 1,000             | 0                 |
|                                     | SUBTOTAL *****                 | 1,089          | 1,000                 | 1,000     | 1,000           | 0                      | 1,000             | 0                 |
| FIXED ASSET ADDITIONS               |                                |                |                       |           |                 |                        |                   |                   |
| 91000                               | OFFICE EQUIPMENT               | 268            | 0                     | 0         | 0               | 0                      | 0                 | 0                 |
| 91100                               | FURNITURE AND FIXTURES         | 0              | 1,031                 | 1,023     | 0               | 3,817                  | 0                 | 0                 |
| 91200                               | BUILDINGS & IMPROVEMENTS       | 0              | 2,243                 | 2,200     | 0               | 0                      | 0                 | 0                 |
| 92100                               | REPLCMENT FURN & FIXTURES      | 0              | 580                   | 400       | 0               | 550                    | 0                 | 0                 |
| 92300                               | REPLCMENT MACH & EQUIP         | 15,115         | 0                     | 0         | 0               | 0                      | 0                 | 0                 |
|                                     | SUBTOTAL *****                 | 15,383         | 3,854                 | 3,623     | 0               | 4,367                  | 0                 | 0                 |
|                                     | TOTAL EXPENDITURES *****       | 128,098        | 127,528               | 126,555   | 134,859         | 32,964                 | 137,205           | 7                 |

Decimal values have been truncated.

# County Commission

## Department Number 1121

### Mission

---

The County Commission is an elected three-member governing body consisting of a District I (Southern) Commissioner, a District II (Northern) Commissioner, and the Presiding Commissioner. The Commission establishes County policy; approves and adopts the annual budget for all County operations; approves actual expenditures for each department; supervises the operations of Public Works which includes Facilities and Grounds Maintenance, Planning and Building Inspections, Human Resources, Purchasing, Information Technology; ensures County-wide compliance with numerous statutory requirements; and, acts as liaison with County boards, commissions, and other governmental entities.

### Budget Highlights

---

There are no significant changes to this budget.

### Goals and Objectives

---

#### Budget Year Objectives

- Wage and Salary Plan—Implement the final stage of the wage and salary plan. This has been a three year process with the goal to bring all County employees to the market rate for their particular job description. This year the County will also do an updated market study to gather the data needed to keep the market study current.
- Construction in the Government Center—Adopt the final design for the 3<sup>rd</sup> floor of the Roger B. Wilson Boone County Government Center. The elected officials and department heads have been working with Simon and Associates during the design phase. Once the design is adopted, bids will be let and the contract will be managed for all construction changes.
- Health Department—Complete construction at the combined City/County Health Department, known as the Sanford-Kimpter Center. This includes the County's portion that has been leased to the Family Health Center.
- Records Storage—Develop and start implementing a permanent strategy for all types of records retention. This will include the long range plans for imaging of documents, microfilming permanent records from hard copy, or directly from the computer to microfilm of current documents and databases. There is also a need to contract for space to house the permanent hard copy records as the County has outgrown the records center at the Johnson Building.
- Storm Water—The Boone County/City of Columbia Task Force has been meeting for the past several months to develop a comprehensive storm water ordinance to present to the Columbia City Council and the County

Commission for adoption. This is part of the implementation of the Environmental Protection Agency Phase II Storm Water regulations required by the Clean Water Act of 1996. As part of this overall plan, a stream buffer ordinance will be finalized and considered by the Planning and Zoning Commission, the Task Force, and ultimately the Commission.

- Juvenile Justice Center—Complete construction at the Juvenile Justice Center. This project expands the boy’s wing and adds much needed program space.
- Fairgrounds Management—Adopt a master plan this year to allow the Commission to move forward next year with a short term plan for managing the day to day operations of the current facilities. Develop a long-range strategy that will guide the future capital improvements on the grounds.
- Courthouse Space Needs—Develop options to meet the needs for offices located in the Courthouse. The County has contracted with an architectural firm to study the current and future space needs This includes space for the Prosecuting Attorney, the Courts, the Juvenile Office and the Public Administrator.

## Progress on Prior Year Objectives

- Implement Proposition L – In 2002 the voters of Boone County approved Proposition L, a 1/8 cent sales tax for Judicial Law Enforcement and Courts. A major portion of the Commission objectives this year will be the implementation of the law enforcement funding and the necessary planning associated with that implementation.  
**Response:** Eleven sheriff deputies were hired by the end of 2003 utilizing the Proposition L’s 1/8 cent Judicial Law Enforcement and Courts Sales Tax. The Sheriff’s Department was also able to initiate a lease with Southern Boone County Fire District for a substation located in the new fire station on Old Highway 63, south of Ashland. This substation provides an increase in response time for surrounding communities in Southern Boone County. Similarly, negotiations are presently in the process with MoDOT to provide a substation at 63 and 124 in Northern Boone County.
- Establishment of Judicial Law Enforcement Internal Committee – The Commission will appoint a group consisting of elected officials and department heads to study an ongoing process of the performance of the Judicial Law Enforcement System.  
**Response:** This objective has not yet been accomplished and will carry over to 2004.
- Review of Records Retention – The Commission will appoint a subcommittee to review record retention policies. The objective of this committee will be to return to the Commission with recommendations for policy modifications and plans for permanent storage facilities.  
**Response:** The Commission is committed to renting a location where all records can be located under one roof. The 2004 budget will include financing for a Records Department, albeit the total department which includes new equipment such as a copier, computer, microfilm machine and shredder may be implemented in stages. At the very minimum, the County



will identify the best location to house the Records Department that meets the County's needs.

- Redistricting and Establishment of Townships – The County Commission and the County Clerk will complete redistricting of County Commission districts to establish required population balance between the districts. In addition, the Commission will study the addition of townships to Boone County for a more balanced representation.  
**Response:** Whereas, in the past several years there have been a higher number of residents living in District I than District II, and because many of the statutory boards and commissions are appointed by township, the Commission decided during redistricting to add three more townships in District I. The names given to the new townships are Three Creeks, Rockbridge and Katy. As far as redistricting, in District I the eastern border north of I-70 shifted to the west side of Rangeline (Hwy 763). This move transfers all constituents east of Hwy 763 and north of I-70 into District II.
- Expansion of Government Relations – Due to changes which have occurred in the State Legislature, the County Commission will make an effort to expand our governmental relations program and increase presence in Jefferson City.  
**Response:** The County expanded its contract with Doug Burnett and Associates in order to have more time dedicated to Boone County legislation. All the bills the County initiated were passed by the legislature. Through this legislation, the County was able to increase its ability to provide enhanced GIS services, manage nuisance violations by civil action of the County Attorney, and implement and finance storm water regulations. The recreation district bill was vetoed by Governor Holden.
- Establish short-term and long-term goals for the Parks Commission. Continue dialogue with youth sports organizations, civic organizations and the City of Columbia on development and operation of our park system.  
**Response:** The short-term goal is to establish a County-wide master parks plan. The long-term goal is to identify funding sources available to support our County parks system.
- Continue working to finalize Fairgrounds Master Land-Use plan; identify and expand public use of the fairgrounds; develop a management strategy for day to day operations.  
**Response:** The Commission worked with the City of Columbia, and the University of Missouri Department of Parks, Recreation and Tourism to complete the Fairgrounds Master Plan. A majority of the road system was improved and the drainage problems were corrected as part of the insurance settlement from the May 2002 storm event. A management strategy will be developed along with the implementation plan for the master plan in FY2004.

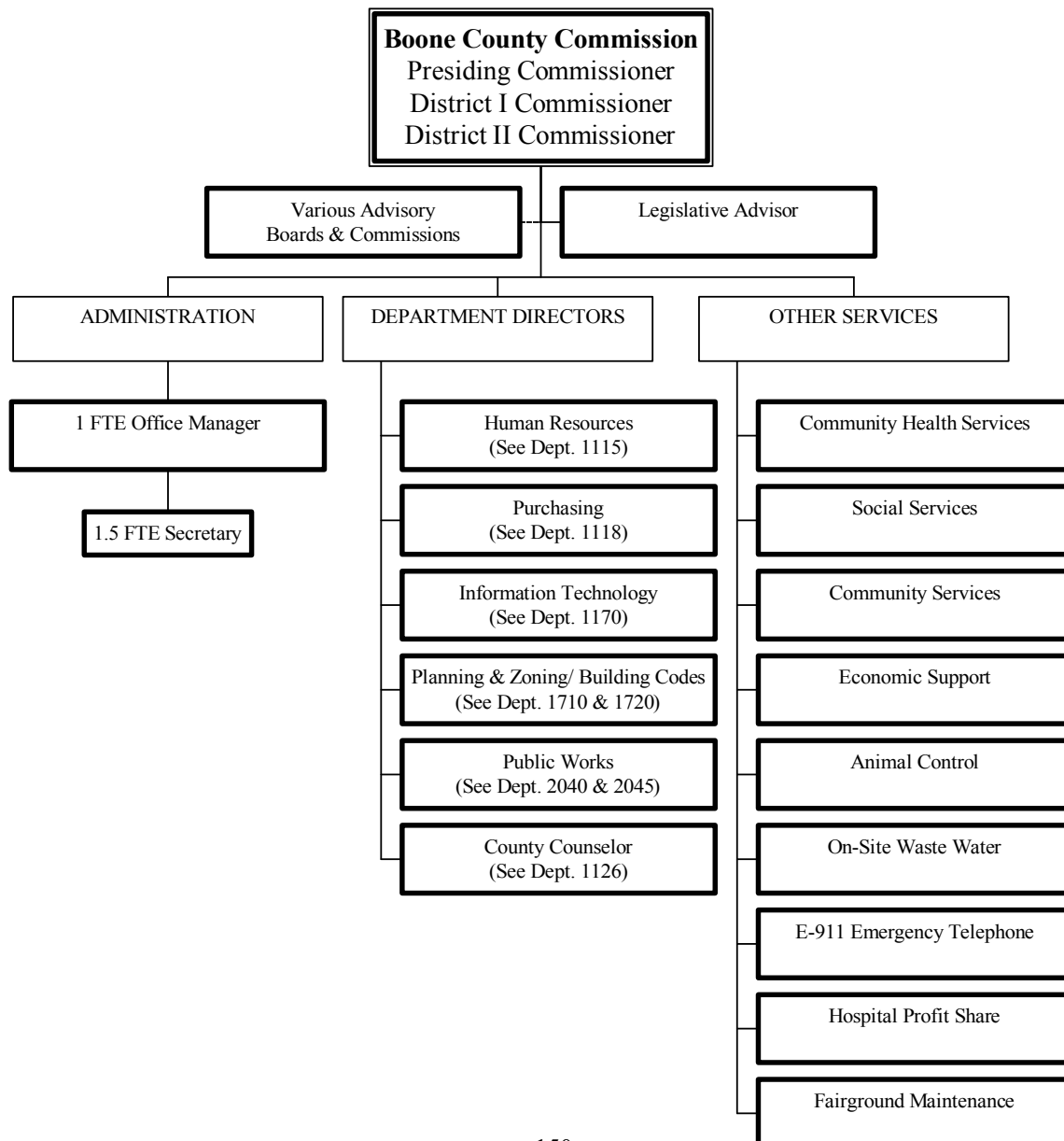
# County Commission

Dept. No. 1121

## Personnel Detail

| Position Title                     | 2002                 | 2003                 | 2004                 | 2003-2004 |
|------------------------------------|----------------------|----------------------|----------------------|-----------|
|                                    | Full-time Equivalent | Full-time Equivalent | Full-time Equivalent | Change    |
| Presiding Commissioner (Elected)   | 1.00                 | 1.00                 | 1.00                 | -         |
| Commissioner District I (Elected)  | 1.00                 | 1.00                 | 1.00                 | -         |
| Commissioner District II (Elected) | 1.00                 | 1.00                 | 1.00                 | -         |
| Office Manager                     | 1.00                 | 1.00                 | 1.00                 | -         |
| Secretary                          | 2.00                 | 1.50                 | 1.50                 | -         |
| <b>Total FTEs</b>                  | <b>6.00</b>          | <b>5.50</b>          | <b>5.50</b>          | <b>-</b>  |

## Organizational Chart



# County Commission

# Dept. No. 1121

## Annual Budget

1121 COUNTY COMMISSION  
100 GENERAL FUND

| ACCT  | DESCRIPTION                    | 2002<br>ACTUAL | 2003<br>BUDGET +<br>REVISIONS | 2003<br>PROJECTED | 2004<br>CORE<br>REQUEST | 2004<br>SUPPLEMENTAL<br>REQUEST | 2004<br>ADOPTED<br>BUDGET | %CHG<br>FROM<br>PY<br>BUD |
|-------|--------------------------------|----------------|-------------------------------|-------------------|-------------------------|---------------------------------|---------------------------|---------------------------|
| 3510  | COPIES                         | 0              | 0                             | 5                 | 0                       | 0                               | 0                         | 0                         |
|       | SUBTOTAL *****                 | 0              | 0                             | 5                 | 0                       | 0                               | 0                         | 0                         |
|       | MISCELLANEOUS                  |                |                               |                   |                         |                                 |                           |                           |
|       | SUBTOTAL *****                 | 0              | 0                             | 0                 | 0                       | 0                               | 0                         | 0                         |
|       | TOTAL REVENUES *****           | 0              | 0                             | 5                 | 0                       | 0                               | 0                         | 0                         |
|       | PERSONAL SERVICES              |                |                               |                   |                         |                                 |                           |                           |
| 10100 | SALARIES & WAGES               | 275,812        | 291,906                       | 286,400           | 294,496                 | 0                               | 299,573                   | 2                         |
| 10200 | FICA                           | 21,214         | 23,136                        | 22,000            | 23,358                  | 0                               | 23,746                    | 2                         |
| 10300 | HEALTH INSURANCE               | 17,790         | 20,460                        | 20,460            | 20,125                  | 0                               | 20,125                    | 1-                        |
| 10325 | DISABILITY INSURANCE           | 1,218          | 1,294                         | 1,294             | 1,297                   | 0                               | 1,297                     | 0                         |
| 10350 | LIFE INSURANCE                 | 194            | 198                           | 198               | 195                     | 0                               | 195                       | 1-                        |
| 10375 | DENTAL INSURANCE               | 1,560          | 1,650                         | 1,650             | 1,575                   | 0                               | 1,575                     | 4-                        |
| 10400 | WORKERS COMP                   | 911            | 895                           | 1,118             | 1,190                   | 0                               | 1,190                     | 32                        |
| 10500 | 401(A) MATCH PLAN              | 2,840          | 3,510                         | 2,355             | 2,925                   | 0                               | 2,925                     | 16-                       |
| 10850 | VEHICLE ALLOWANCE              | 8,399          | 10,553                        | 10,553            | 10,842                  | 0                               | 10,842                    | 2                         |
|       | SUBTOTAL *****                 | 329,940        | 353,602                       | 346,028           | 356,003                 | 0                               | 361,468                   | 2                         |
|       | MATERIALS & SUPPLIES           |                |                               |                   |                         |                                 |                           |                           |
| 22500 | SUBSCRIPTIONS/PUBLICATION      | 230            | 453                           | 253               | 475                     | 0                               | 475                       | 4                         |
| 23000 | OFFICE SUPPLIES                | 784            | 1,000                         | 800               | 1,000                   | 0                               | 1,000                     | 0                         |
| 23001 | PRINTING                       | 985            | 1,200                         | 500               | 1,200                   | 0                               | 1,200                     | 0                         |
| 23050 | OTHER SUPPLIES                 | 4              | 0                             | 135               | 250                     | 0                               | 250                       | 0                         |
| 23850 | MINOR EQUIPMENT & TOOLS        | 274            | 1,000                         | 825               | 750                     | 0                               | 750                       | 25-                       |
|       | SUBTOTAL *****                 | 2,280          | 3,653                         | 2,513             | 3,675                   | 0                               | 3,675                     | 0                         |
|       | DUES TRAVEL & TRAINING         |                |                               |                   |                         |                                 |                           |                           |
| 37000 | DUES                           | 225            | 250                           | 165               | 250                     | 0                               | 250                       | 0                         |
| 37200 | SEMINARS/CONFEREN/MEETING      | 1,010          | 1,600                         | 1,600             | 1,600                   | 0                               | 1,600                     | 0                         |
| 37210 | TRAINING/SCHOOLS               | 195            | 500                           | 500               | 500                     | 0                               | 500                       | 0                         |
| 37220 | TRAVEL (AIRFARE, MILEAGE, ETC) | 23             | 750                           | 750               | 750                     | 1,600                           | 750                       | 0                         |
| 37230 | MEALS & LODGING-TRAINING       | 307            | 1,000                         | 1,000             | 1,000                   | 0                               | 1,000                     | 0                         |
| 37235 | MEALS & LODGING - OTHER        | 0              | 0                             | 0                 | 0                       | 1,600                           | 0                         | 0                         |
|       | SUBTOTAL *****                 | 1,762          | 4,100                         | 4,015             | 4,100                   | 3,200                           | 4,100                     | 0                         |
|       | UTILITIES                      |                |                               |                   |                         |                                 |                           |                           |
| 48000 | TELEPHONES                     | 3,858          | 3,750                         | 3,750             | 3,800                   | 0                               | 3,800                     | 1                         |
| 48050 | CELLULAR TELEPHONES            | 2,470          | 3,376                         | 1,000             | 1,000                   | 0                               | 1,000                     | 70-                       |
|       | SUBTOTAL *****                 | 6,329          | 7,126                         | 4,750             | 4,800                   | 0                               | 4,800                     | 32-                       |
|       | VEHICLE EXPENSE                |                |                               |                   |                         |                                 |                           |                           |
| 59000 | MOTORFUEL/GASOLINE             | 389            | 500                           | 700               | 700                     | 0                               | 700                       | 40                        |
| 59025 | MOTOR VEHICLE TITLE EXP        | 25             | 0                             | 0                 | 0                       | 0                               | 0                         | 0                         |
| 59100 | VEHICLE REPAIRS                | 1,175          | 1,200                         | 600               | 2,400                   | 0                               | 2,400                     | 100                       |
| 59200 | LOCAL MILEAGE                  | 0              | 500                           | 900               | 1,000                   | 0                               | 1,000                     | 100                       |
|       | SUBTOTAL *****                 | 1,590          | 2,200                         | 2,200             | 4,100                   | 0                               | 4,100                     | 86                        |
|       | EQUIP & BLDG MAINTENANCE       |                |                               |                   |                         |                                 |                           |                           |
| 60050 | EQUIP SERVICE CONTRACT         | 543            | 600                           | 600               | 775                     | 0                               | 775                       | 29                        |
| 60200 | EQUIP REPAIRS/MAINTENANCE      | 0              | 400                           | 100               | 200                     | 0                               | 200                       | 50-                       |
|       | SUBTOTAL *****                 | 543            | 1,000                         | 700               | 975                     | 0                               | 975                       | 2-                        |
|       | CONTRACTUAL SERVICES           |                |                               |                   |                         |                                 |                           |                           |
| 71100 | OUTSIDE SERVICES               | 15             | 50                            | 75                | 100                     | 0                               | 100                       | 100                       |
| 71101 | PROFESSIONAL SERVICES          | 15,000         | 28,000                        | 22,500            | 22,500                  | 0                               | 22,500                    | 19-                       |
| 71500 | BUILDING USE/RENT CHARGE       | 19,129         | 19,129                        | 19,129            | 19,129                  | 0                               | 19,129                    | 0                         |
| 71600 | EQUIP LEASES & METER CHR       | 180            | 350                           | 100               | 100                     | 0                               | 100                       | 71-                       |
|       | SUBTOTAL *****                 | 34,324         | 47,529                        | 41,804            | 41,829                  | 0                               | 41,829                    | 11-                       |

Decimal values have been truncated.

# County Commission

# Dept. No. 1121

1121 COUNTY COMMISSION  
 100 GENERAL FUND

| ACCT  | DESCRIPTION              | 2002<br>ACTUAL | 2003<br>BUDGET +<br>REVISIONS | 2003<br>PROJECTED | 2004<br>CORE<br>REQUEST | 2004<br>SUPPLMENTAL<br>REQUEST | 2004<br>ADOPTED<br>BUDGET | %CHG<br>FROM<br>PY<br>BUD |
|-------|--------------------------|----------------|-------------------------------|-------------------|-------------------------|--------------------------------|---------------------------|---------------------------|
|       | OTHER                    |                |                               |                   |                         |                                |                           |                           |
| 83100 | AWARDS                   | 9              | 250                           | 250               | 250                     | 0                              | 250                       | 0                         |
| 84010 | RECEPTION/MEETINGS       | 1,342          | 1,500                         | 1,000             | 1,800                   | 0                              | 1,800                     | 20                        |
| 84300 | ADVERTISING              | 1,165          | 1,000                         | 1,000             | 1,000                   | 0                              | 1,000                     | 0                         |
| 84400 | PUBLIC NOTICES           | 548            | 650                           | 250               | 250                     | 0                              | 250                       | 61-                       |
|       | SUBTOTAL *****           | <u>3,065</u>   | <u>3,400</u>                  | <u>2,500</u>      | <u>3,300</u>            | <u>0</u>                       | <u>3,300</u>              | <u>2-</u>                 |
|       | FIXED ASSET ADDITIONS    |                |                               |                   |                         |                                |                           |                           |
| 91100 | FURNITURE AND FIXTURES   | 0              | 0                             | 0                 | 0                       | 0                              | 4,100                     | 0                         |
| 92000 | REPLCMENT OFFICE EQUIP   | 0              | 9,000                         | 8,829             | 0                       | 0                              | 0                         | 0                         |
|       | SUBTOTAL *****           | <u>0</u>       | <u>9,000</u>                  | <u>8,829</u>      | <u>0</u>                | <u>0</u>                       | <u>4,100</u>              | <u>54-</u>                |
|       | TOTAL EXPENDITURES ***** | 379,836        | 431,610                       | 413,339           | 418,782                 | 3,200                          | 428,347                   | 0                         |

Decimal values have been truncated.

# County Association Dues

## Department Number 1122

### Mission

---

The County Commission is responsible for the County Association Dues budget. The purpose of this budget is to provide payment of dues for Boone County's membership in the following associations and organizations:

- National Association of Counties (NACO)
- Missouri Association of Counties (MAC)
- City of Columbia Chamber of Commerce
- City of Centralia Chamber of Commerce
- City of Ashland Chamber of Commerce
- City of Sturgeon Chamber of Commerce
- City of Hallsville Chamber of Commerce
- Mid Missouri Tourism Council
- Mid Missouri Regional Planning Committee

The budget also provides appropriations for elected official attendance at the following events:

- NACO Annual Conference (2-4 attendees, depending on cost)
- NACO Legislative Conference (1-2 attendees, depending on cost)
- MAC Annual Conference (4-6 County officials, based on historical experience)
- MAC Legislative Conference (3-5 County officials, based on historical experience)

### Budget Highlights

---

There are no significant changes to this budget.

# County Association Dues

Dept. No. 1122

## Annual Budget

1122 COUNTY ASSOCIATION DUES  
100 GENERAL FUND

| ACCT  | DESCRIPTION                    | 2002<br>ACTUAL | 2003<br>BUDGET +<br>REVISIONS | 2003<br>PROJECTED | 2004<br>CORE<br>REQUEST | 2004<br>SUPPLMENTAL<br>REQUEST | 2004<br>ADOPTED<br>BUDGET | %CHG<br>FROM<br>PY<br>BUD |
|-------|--------------------------------|----------------|-------------------------------|-------------------|-------------------------|--------------------------------|---------------------------|---------------------------|
|       | DUES TRAVEL & TRAINING         |                |                               |                   |                         |                                |                           |                           |
| 37000 | DUES                           | 27,645         | 26,383                        | 23,655            | 26,660                  | 0                              | 26,660                    | 1                         |
| 37200 | SEMINARS/CONFEREN/MEETING      | 1,792          | 4,165                         | 3,460             | 2,800                   | 0                              | 2,800                     | 32-                       |
| 37220 | TRAVEL (AIRFARE, MILEAGE, ETC) | 919            | 3,500                         | 1,420             | 2,100                   | 0                              | 2,100                     | 40-                       |
| 37230 | MEALS & LODGING-TRAINING       | 1,827          | 8,650                         | 5,225             | 5,900                   | 0                              | 5,900                     | 31-                       |
|       | SUBTOTAL *****                 | 32,184         | 42,698                        | 33,760            | 37,460                  | 0                              | 37,460                    | 12-                       |
|       | OTHER                          |                |                               |                   |                         |                                |                           |                           |
| 84010 | RECEPTION/MEETINGS             | 0              | 500                           | 0                 | 0                       | 0                              | 0                         | 0                         |
|       | SUBTOTAL *****                 | 0              | 500                           | 0                 | 0                       | 0                              | 0                         | 0                         |
|       | TOTAL EXPENDITURES *****       | 32,184         | 43,198                        | 33,760            | 37,460                  | 0                              | 37,460                    | 13-                       |

Decimal values have been truncated.

# Emergency and Contingency

## Dept. No. 1123

### Mission

---

The County Commission administers this budget. It reflects the statutorily required appropriation equal to 3% of General Fund expenditures. This appropriation is to be used for unforeseen emergencies and requires a unanimous vote of the County Commission. The original appropriation is reflected in this budget with amounts being transferred to the appropriate departmental budget throughout the year, as approved by the Commission. Therefore, the amounts appearing for prior years reflect unspent emergency appropriations.

### Budget Highlights

---

This budget includes \$650,000 for the statutorily required emergency appropriation. The amount included for emergency is funded from accumulated resources (i.e., fund balance) rather than from current revenues.

The budget also includes contingency amounts for election related costs and an additional Held Desk Technician FTE. The election related costs include amounts for a Training Coordinator, which will be transferred to the Election and Registration budget once the appropriate position classification is assigned. The other election related costs are for additional part-time help in addition to amounts included in the Election and Registration budget and may not be required. The amount for the Help Desk Technician is included provisionally at this time in the budget and the Commission will need to make a final determination regarding this position prior to adoption of the budget.

# Emergency and Contingency

Dept. No. 1123

## Annual Budget

---

1123 EMERGENCY & CONTINGENCY  
 100 GENERAL FUND

| ACCT  | DESCRIPTION              | 2002<br>ACTUAL | 2003<br>BUDGET +<br>REVISIONS | 2003<br>PROJECTED | 2004<br>CORE<br>REQUEST | 2004<br>SUPPLMENTAL<br>REQUEST | 2004<br>ADOPTED<br>BUDGET | %CHG<br>FROM<br>PY<br>BUD |
|-------|--------------------------|----------------|-------------------------------|-------------------|-------------------------|--------------------------------|---------------------------|---------------------------|
|       | OTHER                    |                |                               |                   |                         |                                |                           |                           |
| 86800 | EMERGENCY                | 0              | 368,177                       | 0                 | 650,000                 | 0                              | 650,000                   | 76                        |
| 86850 | CONTINGENCY              | 0              | 8,000                         | 0                 | 51,143                  | 0                              | 114,720                   | 334                       |
|       | SUBTOTAL *****           | 0              | 376,177                       | 0                 | 701,143                 | 0                              | 764,720                   | 103                       |
|       | TOTAL EXPENDITURES ***** | 0              | 376,177                       | 0                 | 701,143                 | 0                              | 764,720                   | 103                       |

Decimal values have been truncated.



# **Centralia Office**

## **Department 1125**

### **Mission**

---

Several years ago, the County Commission entered into an agreement with the Boone Hospital Board of Trustees for the joint construction of a medical clinic in the City of Centralia. The County Commission authorized capital improvement appropriations to fund one-half of the construction costs. Upon completion, the County Commission assumed occupancy of a portion of the building along with a pro-rata share of utilities, maintenance, and other shared costs.

### **Budget Highlights**

---

There are no significant changes to this budget.

**Annual Budget**

1125 CENTRALIA OFFICE  
100 GENERAL FUND

| ACCT  | DESCRIPTION               | 2002<br>ACTUAL | 2003<br>BUDGET +<br>REVISIONS | 2003<br>PROJECTED | 2004<br>CORE<br>REQUEST | 2004<br>SUPPLEMENTAL<br>REQUEST | 2004<br>ADOPTED<br>BUDGET | %CHG<br>FROM<br>PY<br>BUD |
|-------|---------------------------|----------------|-------------------------------|-------------------|-------------------------|---------------------------------|---------------------------|---------------------------|
|       | INTERGOVERNMENTAL REVENUE |                |                               |                   |                         |                                 |                           |                           |
|       | SUBTOTAL *****            | 0              | 0                             | 0                 | 0                       | 0                               | 0                         | 0                         |
|       | TOTAL REVENUES *****      | 0              | 0                             | 0                 | 0                       | 0                               | 0                         | 0                         |
|       | PERSONAL SERVICES         |                |                               |                   |                         |                                 |                           |                           |
|       | SUBTOTAL *****            | 0              | 0                             | 0                 | 0                       | 0                               | 0                         | 0                         |
|       | UTILITIES                 |                |                               |                   |                         |                                 |                           |                           |
| 48000 | TELEPHONES                | 406            | 540                           | 390               | 460                     | 0                               | 460                       | 14-                       |
|       | SUBTOTAL *****            | 406            | 540                           | 390               | 460                     | 0                               | 460                       | 14-                       |
|       | EQUIP & BLDG MAINTENANCE  |                |                               |                   |                         |                                 |                           |                           |
| 60150 | PEST CONTROL              | 0              | 0                             | 32                | 60                      | 0                               | 60                        | 0                         |
| 60200 | EQUIP REPAIRS/MAINTENANCE | 0              | 0                             | 200               | 200                     | 0                               | 200                       | 0                         |
| 60400 | GROUNDS MAINTENANCE       | 199            | 1,200                         | 600               | 1,200                   | 0                               | 1,200                     | 0                         |
|       | SUBTOTAL *****            | 199            | 1,200                         | 832               | 1,460                   | 0                               | 1,460                     | 21                        |
|       | CONTRACTUAL SERVICES      |                |                               |                   |                         |                                 |                           |                           |
| 71500 | BUILDING USE/RENT CHARGE  | 8,302          | 8,302                         | 8,302             | 8,302                   | 0                               | 8,302                     | 0                         |
|       | SUBTOTAL *****            | 8,302          | 8,302                         | 8,302             | 8,302                   | 0                               | 8,302                     | 0                         |
|       | TOTAL EXPENDITURES *****  | 8,908          | 10,042                        | 9,524             | 10,222                  | 0                               | 10,222                    | 1                         |

Decimal values have been truncated.

# County Counselor

## Department Number 1126

### Mission

---

The County Counselor is appointed by the County Commission and serves as lawyer for the government of Boone County. State statutes authorize the appointment of County Counselor in first class counties operating without a special charter. The County Counselor is responsible for providing the government of Boone County and its elected and appointed officials with general legal representation on civil law matters as prescribed by Missouri state statutes.

### Budget Highlights

---

There are no significant changes to this budget.

### Goals and Objectives

---

#### **Budget Year Objectives**

- Continue the conversion of paper file archive into an image file archive.
- Continue, to the extent requested, to provide County officials and departments with summaries of statutes and case interpretation applicable to their duties and functions. As a long term goal, this would evolve into a basic reference manual on the legal duties and responsibilities of the various County officials.
- Continue, to the extent requested, to provide County officials and departments with legal review and analysis of internal operating policies and procedures for the purpose of preventing legal problems and claim avoidance.
- Assist Planning & Building Inspection and Public Works departments with completion and codification of storm water control regulations.

#### **Progress on Prior Year Objectives**

- Develop a new internal file and document management system for the County Counselor's office to more efficiently retrieve and use historic information and research.  
**Response:** This objective has been completed.
- Begin conversion of paper file archive into image file archive.  
**Response:** This objective will continue throughout 2004 as work on this project is still being done.
- To the extent requested, provide county officers and departments with summaries of statutes and case interpretations applicable to their duties and functions. As a long term goal, this would evolve into a basic reference

manual on the legal duties and responsibilities of the various county officials.

**Response:** This is an ongoing objective with the same long term goal.

- To the extent requested, provide County officials and departments with legal review and analysis of internal operating policies and procedures for the purpose of preventing legal problems and claim avoidance.

**Response:** This is an ongoing objective.

- Assist Planning & Building Inspection Department with completion of major revision and codification to land use regulations.

**Response:** This objective should be complete by late 2003 or early 2004.

- Assist Planning & Building Inspection and Public Works Departments with completion and codification of storm water control regulations.

**Response:** This will be an ongoing objective for 2004.

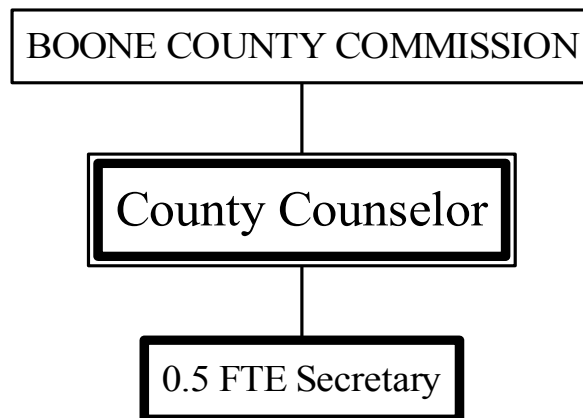
**Personnel Detail**

---

| Position Title    | 2002                 | 2003                 | 2004                 | 2003-2004 |
|-------------------|----------------------|----------------------|----------------------|-----------|
|                   | Full-time Equivalent | Full-time Equivalent | Full-time Equivalent | Change    |
| County Counselor  | 1.00                 | 1.00                 | 1.00                 | -         |
| Secretary         | -                    | 0.50                 | 0.50                 | -         |
| <b>Total FTEs</b> | <u>1.00</u>          | <u>1.50</u>          | <u>1.50</u>          | <u>-</u>  |

**Organizational Chart**

---



# County Counselor

Dept. No. 1126

## Annual Budget

1126 COUNTY COUNSELOR OFFICE  
100 GENERAL FUND

| ACCT  | DESCRIPTION                                      | 2002<br>ACTUAL | 2003<br>BUDGET +<br>REVISIONS | 2003<br>PROJECTED | 2004<br>CORE<br>REQUEST | 2004<br>SUPPLMENTAL<br>REQUEST | 2004<br>ADOPTED<br>BUDGET | %CHG<br>FROM<br>PY<br>BUD |
|-------|--|----------------|-------------------------------|-------------------|-------------------------|--------------------------------|---------------------------|---------------------------|
| 3528  | CHARGES FOR SERVICES<br>REIMB PERSONNEL/PROJECTS | 15,825         | 15,000                        | 15,000            | 15,000                  | 0                              | 15,000                    | 0                         |
|       | SUBTOTAL *****                                   | 15,825         | 15,000                        | 15,000            | 15,000                  | 0                              | 15,000                    | 0                         |
|       | TOTAL REVENUES *****                             | 15,825         | 15,000                        | 15,000            | 15,000                  | 0                              | 15,000                    | 0                         |
|       | PERSONAL SERVICES                                |                |                               |                   |                         |                                |                           |                           |
| 10100 | SALARIES & WAGES                                 | 90,065         | 101,150                       | 101,150           | 102,388                 | 0                              | 104,070                   | 2                         |
| 10200 | FICA   | 6,675          | 7,738                         | 7,738             | 7,832                   | 0                              | 7,961                     | 2                         |
| 10300 | HEALTH INSURANCE                                 | 2,965          | 6,820                         | 6,820             | 8,050                   | 0                              | 8,050                     | 18                        |
| 10325 | DISABILITY INSURANCE                             | 347            | 465                           | 465               | 470                     | 0                              | 470                       | 1                         |
| 10350 | LIFE INSURANCE                                   | 32             | 66                            | 66                | 78                      | 0                              | 78                        | 18                        |
| 10375 | DENTAL INSURANCE                                 | 260            | 550                           | 550               | 630                     | 0                              | 630                       | 14                        |
| 10400 | WORKERS COMP                                     | 399            | 478                           | 544               | 462                     | 0                              | 462                       | 3-                        |
| 10500 | 401 (A) MATCH PLAN                               | 650            | 1,235                         | 650               | 1,170                   | 0                              | 1,170                     | 5-                        |
|       | SUBTOTAL *****                                   | 101,394        | 118,502                       | 117,983           | 121,080                 | 0                              | 122,891                   | 3                         |
|       | MATERIALS & SUPPLIES                             |                |                               |                   |                         |                                |                           |                           |
| 22500 | SUBSCRIPTIONS/PUBLICATION                        | 3,288          | 3,810                         | 4,000             | 4,110                   | 0                              | 4,110                     | 7                         |
| 23000 | OFFICE SUPPLIES                                  | 449            | 750                           | 400               | 750                     | 0                              | 750                       | 0                         |
| 23001 | PRINTING   | 0              | 0                             | 154               | 300                     | 0                              | 300                       | 0                         |
| 23850 | MINOR EQUIPMENT & TOOLS                          | 0              | 225                           | 200               | 500                     | 0                              | 500                       | 122                       |
|       | SUBTOTAL *****                                   | 3,737          | 4,785                         | 4,754             | 5,660                   | 0                              | 5,660                     | 18                        |
|       | DUES TRAVEL & TRAINING                           |                |                               |                   |                         |                                |                           |                           |
| 37000 | DUES   | 0              | 223                           | 223               | 223                     | 0                              | 223                       | 0                         |
| 37210 | TRAINING/SCHOOLS                                 | 478            | 500                           | 500               | 500                     | 0                              | 500                       | 0                         |
| 37220 | TRAVEL (AIRFARE, MILEAGE, ETC)                   | 0              | 263                           | 200               | 200                     | 0                              | 200                       | 23-                       |
|       | SUBTOTAL *****                                   | 478            | 986                           | 923               | 923                     | 0                              | 923                       | 6-                        |
|       | UTILITIES  |                |                               |                   |                         |                                |                           |                           |
| 48000 | TELEPHONES                                       | 944            | 900                           | 900               | 900                     | 0                              | 900                       | 0                         |
|       | SUBTOTAL *****                                   | 944            | 900                           | 900               | 900                     | 0                              | 900                       | 0                         |
|       | VEHICLE EXPENSE                                  |                |                               |                   |                         |                                |                           |                           |
| 59200 | LOCAL MILEAGE                                    | 412            | 0                             | 0                 | 0                       | 0                              | 0                         | 0                         |
|       | SUBTOTAL *****                                   | 412            | 0                             | 0                 | 0                       | 0                              | 0                         | 0                         |
|       | CONTRACTUAL SERVICES                             |                |                               |                   |                         |                                |                           |                           |
| 71105 | LEGAL SERVICES                                   | 1,500          | 1,937                         | 1,848             | 2,000                   | 0                              | 2,000                     | 3                         |
| 71500 | BUILDING USE/RENT CHARGE                         | 0              | 3,437                         | 3,589             | 3,437                   | 0                              | 3,437                     | 0                         |
|       | SUBTOTAL *****                                   | 1,500          | 5,374                         | 5,437             | 5,437                   | 0                              | 5,437                     | 1                         |
|       | FIXED ASSET ADDITIONS                            |                |                               |                   |                         |                                |                           |                           |
| 91000 | OFFICE EQUIPMENT                                 | 0              | 275                           | 274               | 0                       | 0                              | 0                         | 0                         |
|       | SUBTOTAL *****                                   | 0              | 275                           | 274               | 0                       | 0                              | 0                         | 0                         |
|       | TOTAL EXPENDITURES *****                         | 108,467        | 130,822                       | 130,271           | 134,000                 | 0                              | 135,811                   | 3                         |

Decimal values have been truncated.

# County Clerk Summary

## Department Numbers 1131, 1132, 2300

### Description

The Boone County Clerk provides services that are primarily funded with appropriations from the General Fund and supplemented with additional revenues derived from a 5% election fee. These fees are accounted for in the Election Services Fund, a statutory special revenue fund. The General Fund appropriations are included in two separate budgets: County Clerk, Dept. No. 1131, and Election and Registration, Dept. No. 1132. The Election Services Fund appropriations are included in the Election Services budget, Dept. No. 2300. Detailed information is presented for each of these budgets on the following pages.

The County Commission establishes and approves the appropriations for Dept. No. 1131 and Dept. No. 1132; the County Clerk establishes and approves the appropriations for Dept. No. 2300.

### Budget Summary

| Fund         | Dept | Department Name         | 2002              | 2003              | 2004                            | 2004   | 2004                         | 2004              |
|--------------|------|-------------------------|-------------------|-------------------|---------------------------------|--|------------------------------|-------------------|
|              |      |                         | Actual            | Projected         | Class 1<br>Personal<br>Services | Classes 2-8<br>Other Services<br>and Charges | Class 9<br>Capital<br>Outlay | Total             |
| 100          | 1131 | County Clerk            | \$ 227,086        | \$ 259,897        | \$ 230,686                      | \$ 25,262                                    | \$ -                         | \$ 255,948        |
| 100          | 1132 | Election & Registration | 536,564           | 333,941           | 285,401                         | 575,426                                      | 65,000                       | 925,827           |
| 230          | 2300 | Election Services       | 10,352            | 3,500             | -                               | -  | -                            | -                 |
| <b>Total</b> |      |                         | <u>\$ 546,916</u> | <u>\$ 337,441</u> | <u>\$ 285,401</u>               | <u>\$ 575,426</u>                            | <u>\$ 65,000</u>             | <u>\$ 925,827</u> |

### Personnel Summary

| Fund              | Dept | Department Name         | 2002                    | 2003                    | 2004                    |
|-------------------|------|-------------------------|-------------------------|-------------------------|-------------------------|
|                   |      |                         | Full-time<br>Equivalent | Full-time<br>Equivalent | Full-time<br>Equivalent |
| 100               | 1131 | County Clerk            | 4.75                    | 4.75                    | 4.75                    |
| 100               | 1132 | Election & Registration | 6.77                    | 6.77                    | 8.77                    |
| 230               | 2300 | Election Services       | -                       | -                       | -                       |
| <b>Total FTEs</b> |      |                         | <u>11.52</u>            | <u>11.52</u>            | <u>13.52</u>            |

# County Clerk

## Department Number 1131

### Mission

---

The County Clerk is an elected official who is responsible for keeping accurate records of the orders, rules, and proceedings of the County Commission. In addition, the County Clerk is responsible for inspecting and reviewing all voter precinct boundaries within the County and conducting elections. (Refer to Department #1132 to review the operating budget for Elections and Voter Registration.) Other administrative responsibilities of the Clerk include maintaining payroll files, administering employee benefits, administering the Records Management budget (#1196), and procuring adequate insurance and bonding for the County's assets and elected officials (refer to budget #1191-- Insurance and Safety).

### Budget Highlights

---

There are no significant changes in this budget.

### Goals and Objectives

---

#### **Budget Year Objectives**

- Unavailable

#### **Progress on Prior Year Objectives**

- Create a database for notaries.  
**Response:** Unavailable
- Revise content of Commission minutes.  
**Response:** Unavailable
- Put Commission Orders/indexing on internet.  
**Response:** Unavailable
- Develop/acquire employee benefit software.  
**Response:** Unavailable
- Design and implement electronic payroll requisitions.  
**Response:** Unavailable
- Design and implement procedures to comply with privacy and security requirements of Health Insurance Portability and Privacy Act (HIPPA).  
**Response:** Unavailable

# County Clerk

Dept. No. 1131

## Performance Measures

---

| <b>Performance Measure</b> | <b>2002<br/>Actual</b> | <b>2003<br/>Estimated</b> | <b>2004<br/>Projected</b> |
|----------------------------|------------------------|---------------------------|---------------------------|
| Unavailable                |                        |                           |                           |

## Personnel Detail

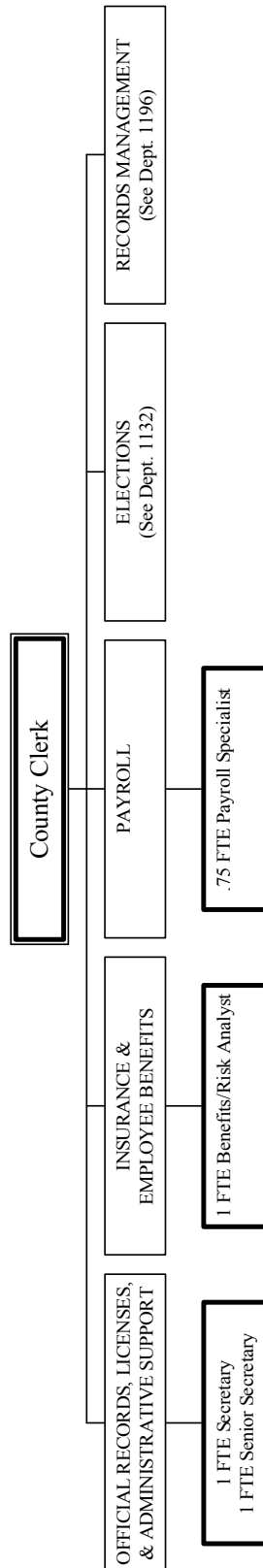
---

| <b>Position Title</b>  | <b>2002<br/>Full-time<br/>Equivalent</b> | <b>2003<br/>Full-time<br/>Equivalent</b> | <b>2004<br/>Full-time<br/>Equivalent</b> | <b>2003-2004<br/>Change</b> |
|------------------------|--|--|--|-----------------------------|
| County Clerk (Elected) | 1.00                                     | 1.00                                     | 1.00                                     | -                           |
| Benefits/Risk Analyst  | 1.00                                     | 1.00                                     | 1.00                                     | -                           |
| Secretary              | 1.00                                     | 1.00                                     | 1.00                                     | -                           |
| Payroll Specialist     | 0.75                                     | 0.75                                     | 0.75                                     | -                           |
| Senior Secretary       | 1.00                                     | 1.00                                     | 1.00                                     | -                           |
| <b>Total FTEs</b>      | <u>4.75</u>                              | <u>4.75</u>                              | <u>4.75</u>                              | <u>-</u>                    |



Organizational Chart

---



# County Clerk

# Dept. No. 1131

## Annual Budget

| 1131 COUNTY CLERK |  |                |                               |                   |                         |                                 |                           | %CHG      |
|-------------------|--|----------------|-------------------------------|-------------------|-------------------------|---------------------------------|---------------------------|-----------|
| 100 GENERAL FUND  |  |                |                               |                   |                         |                                 |                           | FROM      |
| ACCT              | DESCRIPTION                            | 2002<br>ACTUAL | 2003<br>BUDGET +<br>REVISIONS | 2003<br>PROJECTED | 2004<br>CORE<br>REQUEST | 2004<br>SUPPLEMENTAL<br>REQUEST | 2004<br>ADOPTED<br>BUDGET | PY<br>BUD |
| 3316              | LICENSES AND PERMITS<br>LICENSES OTHER | 2,862          | 2,900                         | 3,200             | 2,900                   | 0                               | 2,900                     | 0         |
|                   | SUBTOTAL *****                         | 2,862          | 2,900                         | 3,200             | 2,900                   | 0                               | 2,900                     | 0         |
|                   | CHARGES FOR SERVICES                   |                |                               |                   |                         |                                 |                           |           |
| 3510              | COPIES                                 | 130            | 300                           | 200               | 150                     | 0                               | 150                       | 50-       |
| 3569              | OTHER FEES                             | 2,198          | 2,000                         | 3,200             | 2,000                   | 0                               | 2,000                     | 0         |
| 3580              | TAX SUPPLEMENT FEES                    | 12,283         | 8,700                         | 11,500            | 8,800                   | 0                               | 8,800                     | 1         |
|                   | SUBTOTAL *****                         | 14,612         | 11,000                        | 14,900            | 10,950                  | 0                               | 10,950                    | 0         |
|                   | TOTAL REVENUES *****                   | 17,474         | 13,900                        | 18,100            | 13,850                  | 0                               | 13,850                    | 0         |
|                   | PERSONAL SERVICES                      |                |                               |                   |                         |                                 |                           |           |
| 10100             | SALARIES & WAGES                       | 170,136        | 177,729                       | 182,000           | 182,041                 | 0                               | 185,189                   | 4         |
| 10110             | OVERTIME                               | 964            | 0                             | 200               | 0                       | 0                               | 0                         | 0         |
| 10120             | HOLIDAY WORKED                         | 172            | 0                             | 150               | 0                       | 0                               | 0                         | 0         |
| 10200             | FICA                                   | 12,063         | 13,596                        | 13,596            | 13,926                  | 0                               | 14,167                    | 4         |
| 10300             | HEALTH INSURANCE                       | 17,790         | 20,460                        | 20,460            | 24,150                  | 0                               | 24,150                    | 18        |
| 10325             | DISABILITY INSURANCE                   | 733            | 773                           | 773               | 837                     | 0                               | 837                       | 8         |
| 10350             | LIFE INSURANCE                         | 194            | 198                           | 198               | 234                     | 0                               | 234                       | 18        |
| 10375             | DENTAL INSURANCE                       | 1,560          | 1,650                         | 1,650             | 1,890                   | 0                               | 1,890                     | 14        |
| 10400             | WORKERS COMP                           | 522            | 554                           | 690               | 709                     | 0                               | 709                       | 27        |
| 10500             | 401(A) MATCH PLAN                      | 3,250          | 3,510                         | 3,250             | 3,510                   | 0                               | 3,510                     | 0         |
|                   | SUBTOTAL *****                         | 207,388        | 218,470                       | 222,967           | 227,297                 | 0                               | 230,686                   | 5         |
|                   | MATERIALS & SUPPLIES                   |                |                               |                   |                         |                                 |                           |           |
| 22500             | SUBSCRIPTIONS/PUBLICATION              | 559            | 1,100                         | 1,100             | 1,100                   | 0                               | 1,100                     | 0         |
| 23000             | OFFICE SUPPLIES                        | 3,328          | 3,300                         | 3,300             | 3,300                   | 0                               | 3,300                     | 0         |
| 23001             | PRINTING                               | 595            | 750                           | 750               | 750                     | 0                               | 750                       | 0         |
| 23050             | OTHER SUPPLIES                         | 261            | 327                           | 500               | 500                     | 0                               | 500                       | 52        |
|                   | SUBTOTAL *****                         | 4,744          | 5,477                         | 5,650             | 5,650                   | 0                               | 5,650                     | 3         |
|                   | DUES TRAVEL & TRAINING                 |                |                               |                   |                         |                                 |                           |           |
| 37000             | DUES                                   | 400            | 400                           | 400               | 400                     | 0                               | 400                       | 0         |
| 37200             | SEMINARS/CONFEREN/MEETING              | 275            | 1,200                         | 1,220             | 1,200                   | 0                               | 1,200                     | 0         |
| 37210             | TRAINING/SCHOOLS                       | 250            | 250                           | 250               | 250                     | 0                               | 250                       | 0         |
| 37230             | MEALS & LODGING-TRAINING               | 0              | 0                             | 200               | 0                       | 0                               | 0                         | 0         |
|                   | SUBTOTAL *****                         | 925            | 1,850                         | 2,070             | 1,850                   | 0                               | 1,850                     | 0         |
|                   | UTILITIES                              |                |                               |                   |                         |                                 |                           |           |
| 48000             | TELEPHONES                             | 2,459          | 2,700                         | 2,700             | 2,700                   | 0                               | 2,700                     | 0         |
|                   | SUBTOTAL *****                         | 2,459          | 2,700                         | 2,700             | 2,700                   | 0                               | 2,700                     | 0         |
|                   | VEHICLE EXPENSE                        |                |                               |                   |                         |                                 |                           |           |
| 59200             | LOCAL MILEAGE                          | 0              | 700                           | 700               | 700                     | 0                               | 700                       | 0         |
|                   | SUBTOTAL *****                         | 0              | 700                           | 700               | 700                     | 0                               | 700                       | 0         |
|                   | EQUIP & BLDG MAINTENANCE               |                |                               |                   |                         |                                 |                           |           |
| 60050             | EQUIP SERVICE CONTRACT                 | 332            | 600                           | 600               | 850                     | 0                               | 850                       | 41        |
| 60200             | EQUIP REPAIRS/MAINTENANCE              | 125-           | 100                           | 0                 | 100                     | 0                               | 100                       | 0         |
|                   | SUBTOTAL *****                         | 207            | 700                           | 600               | 950                     | 0                               | 950                       | 35        |
|                   | CONTRACTUAL SERVICES                   |                |                               |                   |                         |                                 |                           |           |
| 71000             | INSURANCE AND BONDS                    | 0              | 50                            | 50                | 50                      | 0                               | 50                        | 0         |
| 71500             | BUILDING USE/RENT CHARGE               | 11,162         | 11,162                        | 11,162            | 11,162                  | 0                               | 11,162                    | 0         |
| 71600             | EQUIP LEASES & METER CHRG              | 102            | 100                           | 100               | 100                     | 0                               | 100                       | 0         |
|                   | SUBTOTAL *****                         | 11,264         | 11,312                        | 11,312            | 11,312                  | 0                               | 11,312                    | 0         |
|                   | OTHER                                  |                |                               |                   |                         |                                 |                           |           |
| 84400             | PUBLIC NOTICES                         | 97             | 973                           | 2,100             | 2,100                   | 0                               | 2,100                     | 115       |
|                   | SUBTOTAL *****                         | 97             | 973                           | 2,100             | 2,100                   | 0                               | 2,100                     | 115       |
|                   | FIXED ASSET ADDITIONS                  |                |                               |                   |                         |                                 |                           |           |
| 91100             | FURNITURE AND FIXTURES                 | 0              | 325                           | 314               | 0                       | 0                               | 0                         | 0         |
| 92000             | REPLCMENT OFFICE EQUIP                 | 0              | 11,484                        | 11,484            | 0                       | 0                               | 0                         | 0         |
|                   | SUBTOTAL *****                         | 0              | 11,809                        | 11,798            | 0                       | 0                               | 0                         | 0         |
|                   | TOTAL EXPENDITURES *****               | 227,086        | 253,991                       | 259,897           | 252,559                 | 0                               | 255,948                   | 0         |

Decimal values have been truncated.

# Election and Registration

## Department Number 1132

### Mission

---

This budget is administered by the County Clerk and includes appropriations for the operations of the County Election and Voter Registration Office.

### Budget Highlights

---

The FY 2003 budget includes appropriations to implement federal and state requirements for election reform. The budget also includes appropriations for election judge training.

### Goals and Objectives

---

#### Budget Year Objectives

- Unavailable

#### Progress on Prior Year Objectives

- Design and implement extensive election judge training and evaluation.  
**Response:** Unavailable
- Implement new federal laws—Help America Vote Act (HAVA), Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA), National Voter Registration Act (NVRA).  
**Response:** Unavailable
- Locate economical and secure storage and warehouse space.  
**Response:** Unavailable
- Clean up the address database.  
**Response:** Unavailable
- Implement National Change of Address (NCOA) address verification.  
**Response:** Unavailable
- Streamline internet change procedures.  
**Response:** Unavailable

### Performance Measures

---

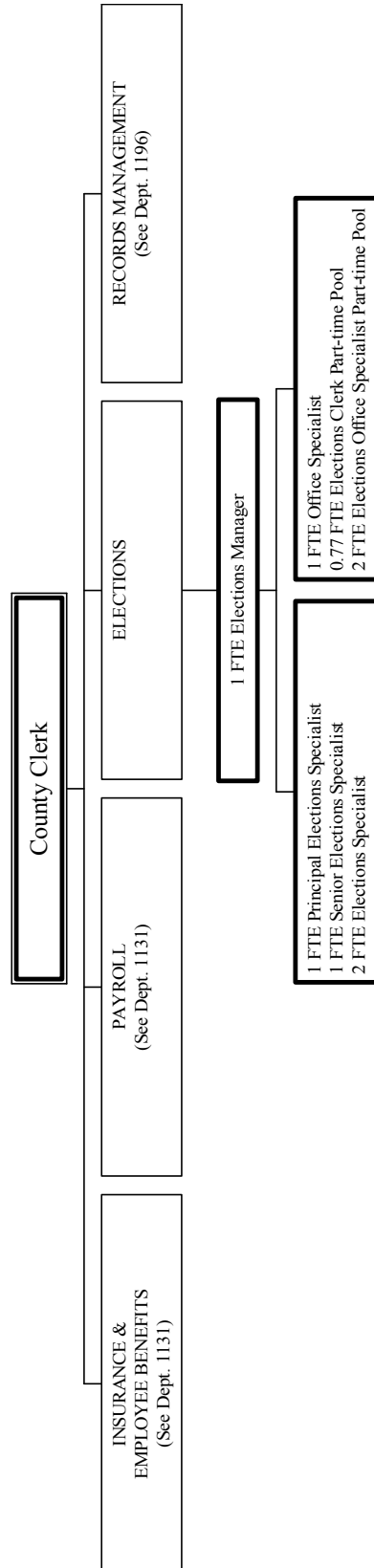
| Performance Measure | 2002<br>Actual | 2003<br>Estimated | 2004<br>Projected |
|---------------------|----------------|-------------------|-------------------|
| Unavailable         |                |                   |                   |

**Personnel Detail**

| <b>Position Title</b>                      | <b>2002<br/>Full-time<br/>Equivalent</b> | <b>2003<br/>Full-time<br/>Equivalent</b> | <b>2004<br/>Full-time<br/>Equivalent</b> | <b>2003-2004<br/>Change</b> |
|--|--|--|--|-----------------------------|
| Elections Manager                          | 1.00                                     | 1.00                                     | 1.00                                     | -                           |
| Senior Elections Specialist                | 1.00                                     | 1.00                                     | 1.00                                     | -                           |
| Principal Elections Specialist             | 1.00                                     | 1.00                                     | 1.00                                     | -                           |
| Elections Specialist                       | 2.00                                     | 2.00                                     | 2.00                                     | -                           |
| Office Specialist                          | 1.00                                     | 1.00                                     | 1.00                                     | -                           |
| Elections Clerk Part-time Pool             | 0.77                                     | 0.77                                     | 0.77                                     | -                           |
| Elections Office Specialist Part-time Pool | -  | -  | 2.00                                     | 2.00                        |
| <b>Total FTEs</b>                          | <b>6.77</b>                              | <b>6.77</b>                              | <b>8.77</b>                              | <b>2.00</b>                 |

**Organizational Chart**

---



# Elections and Registration

Dept. No. 1132

## Annual Budget

1132 ELECTION & REGISTRATION  
100 GENERAL FUND

| ACCT                      | DESCRIPTION                    | 2002<br>ACTUAL | 2003<br>BUDGET +<br>REVISIONS | 2003<br>PROJECTED | 2004<br>CORE<br>REQUEST | 2004<br>SUPPLEMENTAL<br>REQUEST | 2004<br>ADOPTED<br>BUDGET | %CHG<br>FROM<br>PY<br>BUD |
|---------------------------|--------------------------------|----------------|-------------------------------|-------------------|-------------------------|---------------------------------|---------------------------|---------------------------|
| INTERGOVERNMENTAL REVENUE |                                |                |                               |                   |                         |                                 |                           |                           |
| 3451                      | STATE REIMB-GRANT/PROGRAM/OTHR | 0              | 0                             | 0                 | 67,000                  | 0                               | 67,000                    | 0                         |
|                           | SUBTOTAL *****                 | 0              | 0                             | 0                 | 67,000                  | 0                               | 67,000                    | 0                         |
| CHARGES FOR SERVICES      |                                |                |                               |                   |                         |                                 |                           |                           |
| 3510                      | COPIES                         | 110            | 100                           | 120               | 120                     | 0                               | 120                       | 20                        |
| 3526                      | REIMBURSEMENT FOR ELECT        | 25,254         | 8,000                         | 14,676            | 36,000                  | 0                               | 36,000                    | 350                       |
|                           | SUBTOTAL *****                 | 25,365         | 8,100                         | 14,796            | 36,120                  | 0                               | 36,120                    | 345                       |
| MISCELLANEOUS             |                                |                |                               |                   |                         |                                 |                           |                           |
| 3830                      | SALES                          | 927            | 500                           | 900               | 900                     | 0                               | 900                       | 80                        |
| 3887                      | ADMIN & INDIRECT COST REIMB    | 5,849          | 2,000                         | 2,300             | 6,000                   | 0                               | 6,000                     | 200                       |
| 3890                      | MISCELLANEOUS                  | 429            | 100                           | 200               | 200                     | 0                               | 200                       | 100                       |
|                           | SUBTOTAL *****                 | 7,206          | 2,600                         | 3,400             | 7,100                   | 0                               | 7,100                     | 173                       |
|                           | TOTAL REVENUES *****           | 32,571         | 10,700                        | 18,196            | 110,220                 | 0                               | 110,220                   | 930                       |
| PERSONAL SERVICES         |                                |                |                               |                   |                         |                                 |                           |                           |
| 10100                     | SALARIES & WAGES               | 174,433        | 191,834                       | 175,000           | 232,633                 | 0                               | 235,833                   | 22                        |
| 10110                     | OVERTIME                       | 3,581          | 0                             | 50                | 0                       | 0                               | 0                         | 0                         |
| 10120                     | HOLIDAY WORKED                 | 0              | 0                             | 200               | 0                       | 0                               | 0                         | 0                         |
| 10200                     | FICA                           | 12,105         | 14,674                        | 12,000            | 17,796                  | 0                               | 18,041                    | 22                        |
| 10300                     | HEALTH INSURANCE               | 17,790         | 20,460                        | 20,460            | 24,150                  | 0                               | 24,150                    | 18                        |
| 10325                     | DISABILITY INSURANCE           | 753            | 808                           | 808               | 836                     | 0                               | 836                       | 3                         |
| 10350                     | LIFE INSURANCE                 | 194            | 198                           | 198               | 234                     | 0                               | 234                       | 18                        |
| 10375                     | DENTAL INSURANCE               | 1,560          | 1,650                         | 1,650             | 1,890                   | 0                               | 1,890                     | 14                        |
| 10400                     | WORKERS COMP                   | 594            | 623                           | 775               | 907                     | 0                               | 907                       | 45                        |
| 10500                     | 401(A) MATCH PLAN              | 3,640          | 3,510                         | 3,640             | 3,510                   | 0                               | 3,510                     | 0                         |
|                           | SUBTOTAL *****                 | 214,653        | 233,757                       | 214,781           | 281,956                 | 0                               | 285,401                   | 22                        |
| MATERIALS & SUPPLIES      |                                |                |                               |                   |                         |                                 |                           |                           |
| 22500                     | SUBSCRIPTIONS/PUBLICATION      | 445            | 350                           | 500               | 500                     | 0                               | 500                       | 42                        |
| 23000                     | OFFICE SUPPLIES                | 2,006          | 2,500                         | 3,300             | 7,000                   | 0                               | 7,000                     | 180                       |
| 23001                     | PRINTING                       | 7,136          | 6,270                         | 5,000             | 9,200                   | 0                               | 9,200                     | 46                        |
| 23005                     | ELECTION SUPPLIES              | 2,386          | 6,500                         | 6,500             | 8,000                   | 0                               | 8,000                     | 23                        |
| 23015                     | COMPUTER SUPPLIES              | 0              | 450                           | 0                 | 0                       | 0                               | 0                         | 0                         |
| 23050                     | OTHER SUPPLIES                 | 558            | 1,500                         | 1,000             | 1,500                   | 0                               | 1,500                     | 0                         |
|                           | SUBTOTAL *****                 | 12,533         | 17,570                        | 16,300            | 26,200                  | 0                               | 26,200                    | 49                        |
| DUES TRAVEL & TRAINING    |                                |                |                               |                   |                         |                                 |                           |                           |
| 37000                     | DUES                           | 750            | 900                           | 1,100             | 1,100                   | 0                               | 1,100                     | 22                        |
| 37200                     | SEMINARS/CONFEREN/MEETING      | 1,112          | 1,200                         | 2,064             | 1,200                   | 0                               | 1,200                     | 0                         |
| 37210                     | TRAINING/SCHOOLS               | 299            | 1,200                         | 1,500             | 1,500                   | 0                               | 1,500                     | 25                        |
| 37220                     | TRAVEL (AIRFARE, MILEAGE, ETC) | 570            | 1,000                         | 1,200             | 1,200                   | 0                               | 1,200                     | 20                        |
| 37230                     | MEALS & LODGING-TRAINING       | 0              | 1,100                         | 700               | 1,100                   | 0                               | 1,100                     | 0                         |
|                           | SUBTOTAL *****                 | 2,732          | 5,400                         | 6,564             | 6,100                   | 0                               | 6,100                     | 12                        |
| UTILITIES                 |                                |                |                               |                   |                         |                                 |                           |                           |
| 48000                     | TELEPHONES                     | 4,357          | 4,730                         | 4,500             | 6,000                   | 0                               | 6,000                     | 26                        |
| 48050                     | CELLULAR TELEPHONES            | 413            | 800                           | 500               | 800                     | 0                               | 800                       | 0                         |
|                           | SUBTOTAL *****                 | 4,770          | 5,530                         | 5,000             | 6,800                   | 0                               | 6,800                     | 22                        |
| VEHICLE EXPENSE           |                                |                |                               |                   |                         |                                 |                           |                           |
| 59200                     | LOCAL MILEAGE                  | 42             | 850                           | 800               | 850                     | 0                               | 850                       | 0                         |
|                           | SUBTOTAL *****                 | 42             | 850                           | 800               | 850                     | 0                               | 850                       | 0                         |
| EQUIP & BLDG MAINTENANCE  |                                |                |                               |                   |                         |                                 |                           |                           |
| 60050                     | EQUIP SERVICE CONTRACT         | 332            | 700                           | 300               | 300                     | 0                               | 300                       | 57-                       |
| 60200                     | EQUIP REPAIRS/MAINTENANCE      | 0              | 100                           | 250               | 250                     | 0                               | 250                       | 150                       |
|                           | SUBTOTAL *****                 | 332            | 800                           | 550               | 550                     | 0                               | 550                       | 31-                       |

Decimal values have been truncated.

# Elections and Registration

Dept. No. 1132

1132 ELECTION & REGISTRATION  
100 GENERAL FUND

| ACCT  | DESCRIPTION              | 2002<br>ACTUAL | 2003<br>BUDGET +<br>REVISIONS | 2003<br>PROJECTED | 2004<br>CORE<br>REQUEST | 2004<br>SUPPLEMENTAL<br>REQUEST | 2004<br>ADOPTED<br>BUDGET | %CHG<br>FROM<br>PY<br>BUD |
|-------|--------------------------|----------------|-------------------------------|-------------------|-------------------------|---------------------------------|---------------------------|---------------------------|
|       | CONTRACTUAL SERVICES     |                |                               |                   |                         |                                 |                           |                           |
| 71100 | OUTSIDE SERVICES         | 7,319          | 18,000                        | 0                 | 18,000                  | 0                               | 18,000                    | 0                         |
| 71500 | BUILDING USE/RENT CHARGE | 52,548         | 48,647                        | 45,798            | 45,786                  | 0                               | 45,786                    | 5-                        |
| 71525 | STORAGE CHARGES          | 0              | 0                             | 1,620             | 2,340                   | 0                               | 2,340                     | 0                         |
| 71600 | EQUIP LEASES & METER CHR | 196            | 250                           | 200               | 200                     | 0                               | 200                       | 20-                       |
|       | SUBTOTAL *****           | 60,064         | 66,897                        | 47,618            | 66,326                  | 0                               | 66,326                    | 0                         |
|       | OTHER                    |                |                               |                   |                         |                                 |                           |                           |
| 84300 | ADVERTISING              | 181            | 0                             | 0                 | 2,000                   | 0                               | 2,000                     | 0                         |
| 84400 | PUBLIC NOTICES           | 1,653          | 300                           | 300               | 1,800                   | 0                               | 1,800                     | 500                       |
| 85900 | COUNTY ELECTION EXPENSE  | 239,600        | 40,029                        | 40,028            | 509,000                 | 0                               | 464,800                   | 61                        |
|       | SUBTOTAL *****           | 241,435        | 40,329                        | 40,328            | 512,800                 | 0                               | 468,600                   | 61                        |
|       | FIXED ASSET ADDITIONS    |                |                               |                   |                         |                                 |                           |                           |
| 91100 | FURNITURE AND FIXTURES   | 0              | 2,000                         | 2,000             | 0                       | 0                               | 0                         | 0                         |
| 91300 | MACHINERY & EQUIPMENT    | 0              | 65,000                        | 0                 | 65,000                  | 0                               | 65,000                    | 0                         |
|       | SUBTOTAL *****           | 0              | 67,000                        | 2,000             | 65,000                  | 0                               | 65,000                    | 2-                        |
|       | TOTAL EXPENDITURES ***** | 536,564        | 438,133                       | 333,941           | 966,582                 | 0                               | 925,827                   | 111                       |

Decimal values have been truncated.

# **Election Services**

## **Department Number 2300**

### **Mission**

---

This budget was established mid-year 1999 to account for revenues received pursuant to the provisions of RSMo 115.065. It accounts for a charge, not to exceed 5%, which is levied to all entities participating in any election, as well as transactions fees paid to the County by the State of Missouri. The revenues may be used for training programs, election supplies and equipment, and any other costs incurred for the general improvement of elections.

The County Clerk administers this fund.

### **Budget Highlights**

---

Transaction fee revenue paid by the State is subject to annual appropriation and the County does not expect to receive this revenue. Revenues from the 5% charge are estimated at \$22,100. No appropriations have been submitted by the County Clerk at this time. As a result, the budget will need to be amended throughout the year as the spending appropriations are established.



# Election Services

Dept. No. 2300

## Annual Budget

2300 ELECTION SERVICES  
230 ELECTION SERVICES FUND

| ACCT                      | DESCRIPTION                    | 2002<br>ACTUAL | 2003<br>BUDGET +<br>REVISIONS | 2003<br>PROJECTED | 2004<br>CORE<br>REQUEST | 2004<br>SUPPLEMENTAL<br>REQUEST | 2004<br>ADOPTED<br>BUDGET | %CHG<br>FROM<br>PY<br>BUD |
|---------------------------|--------------------------------|----------------|-------------------------------|-------------------|-------------------------|---------------------------------|---------------------------|---------------------------|
| INTERGOVERNMENTAL REVENUE |                                |                |                               |                   |                         |                                 |                           |                           |
| 3451                      | STATE REIMB-GRANT/PROGRAM/OTHR | 13,470         | 0                             | 0                 | 0                       | 0                               | 0                         | 0                         |
|                           | SUBTOTAL *****                 | 13,470         | 0                             | 0                 | 0                       | 0                               | 0                         | 0                         |
| CHARGES FOR SERVICES      |                                |                |                               |                   |                         |                                 |                           |                           |
| 3526                      | REIMBURSEMENT FOR ELECT        | 17,132         | 4,500                         | 12,000            | 22,100                  | 0                               | 22,100                    | 391                       |
|                           | SUBTOTAL *****                 | 17,132         | 4,500                         | 12,000            | 22,100                  | 0                               | 22,100                    | 391                       |
| INTEREST                  |                                |                |                               |                   |                         |                                 |                           |                           |
| 3711                      | INT-OVERNIGHT                  | 49             | 0                             | 30                | 30                      | 0                               | 30                        | 0                         |
| 3712                      | INT-LONG TERM INVEST           | 1,104          | 0                             | 400               | 400                     | 0                               | 400                       | 0                         |
| 3798                      | INC/DEC IN FV OF INVESTMENTS   | 49             | 0                             | 5                 | 0                       | 0                               | 0                         | 0                         |
|                           | SUBTOTAL *****                 | 1,203          | 0                             | 435               | 430                     | 0                               | 430                       | 0                         |
|                           | TOTAL REVENUES *****           | 31,807         | 4,500                         | 12,435            | 22,530                  | 0                               | 22,530                    | 400                       |
| MATERIALS & SUPPLIES      |                                |                |                               |                   |                         |                                 |                           |                           |
|                           | SUBTOTAL *****                 | 0              | 0                             | 0                 | 0                       | 0                               | 0                         | 0                         |
| DUES TRAVEL & TRAINING    |                                |                |                               |                   |                         |                                 |                           |                           |
| 37200                     | SEMINARS/CONFEREN/MEETING      | 803            | 2,000                         | 0                 | 0                       | 0                               | 0                         | 0                         |
| 37220                     | TRAVEL (AIRFARE, MILEAGE, ETC) | 376            | 1,100                         | 1,500             | 0                       | 0                               | 0                         | 0                         |
| 37230                     | MEALS & LODGING-TRAINING       | 811            | 0                             | 0                 | 0                       | 0                               | 0                         | 0                         |
| 37235                     | MEALS & LODGING - OTHER        | 2,171          | 2,000                         | 1,000             | 0                       | 0                               | 0                         | 0                         |
|                           | SUBTOTAL *****                 | 4,162          | 5,100                         | 2,500             | 0                       | 0                               | 0                         | 0                         |
| CONTRACTUAL SERVICES      |                                |                |                               |                   |                         |                                 |                           |                           |
| 71100                     | OUTSIDE SERVICES               | 3,077          | 0                             | 0                 | 0                       | 0                               | 0                         | 0                         |
| 71101                     | PROFESSIONAL SERVICES          | 0              | 4,100                         | 1,000             | 0                       | 0                               | 0                         | 0                         |
|                           | SUBTOTAL *****                 | 3,077          | 4,100                         | 1,000             | 0                       | 0                               | 0                         | 0                         |
| FIXED ASSET ADDITIONS     |                                |                |                               |                   |                         |                                 |                           |                           |
| 91000                     | OFFICE EQUIPMENT               | 0              | 3,000                         | 0                 | 0                       | 0                               | 0                         | 0                         |
| 91301                     | COMPUTER HARDWARE              | 3,111          | 0                             | 0                 | 0                       | 0                               | 0                         | 0                         |
|                           | SUBTOTAL *****                 | 3,111          | 3,000                         | 0                 | 0                       | 0                               | 0                         | 0                         |
|                           | TOTAL EXPENDITURES *****       | 10,351         | 12,200                        | 3,500             | 0                       | 0                               | 0                         | 0                         |

Decimal values have been truncated.

# County Treasurer

## Department Number 1140

### Mission

---

The County Treasurer is an elected official responsible for receiving, disbursing and investing all funds for the County and ensuring that monies are correctly segregated into separate funds as required by law. The County Treasurer issues all general obligation bonds and revenue bonds for Boone County. The County Treasurer is also responsible for disbursing tax dollars to various political subdivisions and tracking said information for audit purposes. The County Treasurer serves on the County's Self-Health Trust Fund Board and provides oversight for several financial and non-financial projects including the Community Art Displays for public buildings.

### Budget Highlights

---

There are no significant changes to this budget.

### Goals and Objectives

---

#### **Budget Year Objectives**

- Train new employee and catch up on backlog of work resulting from turnover in our accountant position twice in FY2003.
- Comply with outside auditor recommendation to book cash and investments separate on the General Ledger with the purchase of two modules that complement the Sympro investment tracking system.
- Work with Information Technology (IT) to develop a check writing system for the Out of County cash bonds and Victim Restitution checks.
- Work with Information Technology to clean up old programs and perfect new programs.
- Work with the Collector's office in tracking Mastercard, Visa and Discover payments.
- Work with the Recorder's office on electronic filings and ACH revenues.

#### **Progress on Prior Year Objectives**

- Incorporate the new employee position, hopefully hired in 2002, to several new duties.  
**Response:** A new part-time employee is working and providing us with much needed help
- Finish the new credit card system that was initiated in 2002.  
**Response:** The travel credit card system is up and running. We have had activity adding and deleting cards.

- Start Blocks of Time Program in conjunction with future art fund.  
**Response:** The Blocks of Time program is beginning in August, and should be completed by October 2004.
  
- Work with IT programming staff on check writing system for Out-of-County Cash Bonds and Restitution Checks for Prosecutor’s Victim Witness program.  
**Response:** This system has not been implemented and continues to be a goal for FY2004.
  
- Update investment procedures.  
**Response:** Investment procedures have not been updated due to time constraints, but three new brokers from whom to buy instruments have been added.

**Performance Measures**

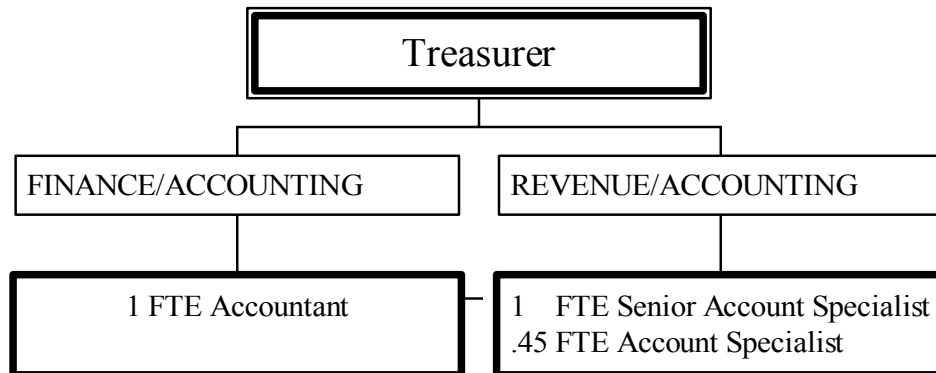
---

| <b>Performance Measure</b>                 | <b>2002</b>   | <b>2003</b>      | <b>2004</b>      |
|--|---------------|------------------|------------------|
|  | <b>Actual</b> | <b>Estimated</b> | <b>Projected</b> |
| Number of Receipts Issued                  | 3,828         | 4,000            | 4,100            |
| Number of Manual Checks                    | 5,255         | 5,500            | 5,700            |
| Number of Accounts Payable Checks          | 8,529         | 8,600            | 8,700            |
| Number of Payroll Checks                   | 10,539        | 10,700           | 11,000           |
| Number of Funds                            | 87            | 93               | 95               |
| Interest Earned (All Funds)                | \$ 881,602    | \$ 725,000       | \$ 700,000       |
| Number of General/Special Obligation Bonds | 7             | 7                | 8                |
| Out of County Cash Bonds                   | 367           | 380              | 390              |

**Personnel Detail**

| <b>Position Title</b>     | <b>2002<br/>Full-time<br/>Equivalent</b> | <b>2003<br/>Full-time<br/>Equivalent</b> | <b>2004<br/>Full-time<br/>Equivalent</b> | <b>2003-2004<br/>Change</b> |
|---------------------------|--|--|--|-----------------------------|
| Treasurer (Elected)       | 1.00                                     | 1.00                                     | 1.00                                     | -                           |
| Accountant                | 1.00                                     | 1.00                                     | 1.00                                     | -                           |
| Senior Account Specialist | 1.00                                     | 1.00                                     | 1.00                                     | -                           |
| Account Specialist        | 0.05                                     | 0.45                                     | 0.45                                     | -                           |
| <b>Total FTEs</b>         | <b>3.05</b>                              | <b>3.45</b>                              | <b>3.45</b>                              | <b>-</b>                    |
| Overtime                  | \$ 500                                   | \$ 500                                   | \$ 500                                   | \$ -                        |

**Organizational Chart**



# County Treasurer

# Dept. No. 1140

## Annual Budget

| 1140 TREASURER           |                                |                |                               |                   |                         |                                 |                           | %CHG      |
|--------------------------|--------------------------------|----------------|-------------------------------|-------------------|-------------------------|---------------------------------|---------------------------|-----------|
| 100 GENERAL FUND         |                                |                |                               |                   |                         |                                 |                           | FROM      |
| ACCT                     | DESCRIPTION                    | 2002<br>ACTUAL | 2003<br>BUDGET +<br>REVISIONS | 2003<br>PROJECTED | 2004<br>CORE<br>REQUEST | 2004<br>SUPPLEMENTAL<br>REQUEST | 2004<br>ADOPTED<br>BUDGET | PY<br>BUD |
| CHARGES FOR SERVICES     |                                |                |                               |                   |                         |                                 |                           |           |
| 3510                     | COPIES                         | 0              | 10                            | 1                 | 10                      | 0                               | 10                        | 0         |
| 3594                     | CREDIT CARD TRANSACTION FEE    | 0              | 1,400                         | 0                 | 0                       | 0                               | 0                         | 0         |
|                          | SUBTOTAL *****                 | 0              | 1,410                         | 1                 | 10                      | 0                               | 10                        | 99-       |
| INTEREST                 |                                |                |                               |                   |                         |                                 |                           |           |
| 3709                     | INT-CRIMINAL COSTS             | 0              | 1                             | 1                 | 1                       | 0                               | 1                         | 0         |
| 3711                     | INT-OVERNIGHT                  | 6,632          | 9,000                         | 4,000             | 5,000                   | 0                               | 5,000                     | 44-       |
| 3712                     | INT-LONG TERM INVEST           | 152,899        | 175,000                       | 90,000            | 90,000                  | 0                               | 90,000                    | 48-       |
| 3716                     | INT-SPEC ELEC FUND             | 199            | 10                            | 510               | 500                     | 0                               | 500                       | 900       |
| 3720                     | INT- UNCLAIMED FEES            | 2,532          | 3,000                         | 2,400             | 2,500                   | 0                               | 2,500                     | 16-       |
| 3721                     | INTEREST FROM OTHER FUNDS      | 0              | 0                             | 801               | 0                       | 0                               | 0                         | 0         |
| 3723                     | INT - NIDS                     | 1,470-         | 450                           | 120               | 50                      | 0                               | 50                        | 88-       |
| 3724                     | INT - OTHER ENTITIES           | 1,441          | 3,000                         | 800               | 800                     | 0                               | 800                       | 73-       |
| 3798                     | INC/DEC IN FV OF INVESTMENTS   | 6,722          | 0                             | 0                 | 0                       | 0                               | 0                         | 0         |
|                          | SUBTOTAL *****                 | 168,957        | 190,461                       | 98,632            | 98,851                  | 0                               | 98,851                    | 48-       |
|                          | TOTAL REVENUES *****           | 168,957        | 191,871                       | 98,633            | 98,861                  | 0                               | 98,861                    | 48-       |
| PERSONAL SERVICES        |                                |                |                               |                   |                         |                                 |                           |           |
| 10100                    | SALARIES & WAGES               | 126,289        | 146,696                       | 146,696           | 155,446                 | 0                               | 158,128                   | 7         |
| 10110                    | OVERTIME                       | 242            | 500                           | 400               | 500                     | 0                               | 500                       | 0         |
| 10120                    | HOLIDAY WORKED                 | 119            | 100                           | 100               | 0                       | 0                               | 0                         | 0         |
| 10200                    | FICA                           | 9,474          | 11,267                        | 11,267            | 11,929                  | 0                               | 12,134                    | 7         |
| 10300                    | HEALTH INSURANCE               | 8,895          | 10,230                        | 10,230            | 12,075                  | 0                               | 12,075                    | 18        |
| 10325                    | DISABILITY INSURANCE           | 551            | 580                           | 580               | 663                     | 0                               | 663                       | 14        |
| 10350                    | LIFE INSURANCE                 | 97             | 99                            | 99                | 117                     | 0                               | 117                       | 18        |
| 10375                    | DENTAL INSURANCE               | 780            | 825                           | 825               | 945                     | 0                               | 945                       | 14        |
| 10400                    | WORKERS COMP                   | 948            | 416                           | 520               | 608                     | 0                               | 608                       | 46        |
| 10500                    | 401 (A) MATCH PLAN             | 1,950          | 1,755                         | 1,755             | 1,755                   | 0                               | 1,755                     | 0         |
| 10600                    | UNEMPLOYMENT BENEFITS          | 0              | 4,833                         | 3,053             | 0                       | 0                               | 0                         | 0         |
|                          | SUBTOTAL *****                 | 149,347        | 177,301                       | 175,525           | 184,038                 | 0                               | 186,925                   | 5         |
| MATERIALS & SUPPLIES     |                                |                |                               |                   |                         |                                 |                           |           |
| 22500                    | SUBSCRIPTIONS/PUBLICATION      | 821            | 820                           | 900               | 950                     | 0                               | 950                       | 15        |
| 23000                    | OFFICE SUPPLIES                | 571            | 400                           | 400               | 400                     | 0                               | 400                       | 0         |
| 23001                    | PRINTING                       | 1,263          | 1,100                         | 1,500             | 1,500                   | 0                               | 1,500                     | 36        |
| 23050                    | OTHER SUPPLIES                 | 690            | 1,000                         | 1,000             | 1,000                   | 0                               | 1,000                     | 0         |
| 23850                    | MINOR EQUIPMENT & TOOLS        | 304            | 60                            | 0                 | 300                     | 0                               | 300                       | 400       |
|                          | SUBTOTAL *****                 | 3,651          | 3,380                         | 3,800             | 4,150                   | 0                               | 4,150                     | 22        |
| DUES TRAVEL & TRAINING   |                                |                |                               |                   |                         |                                 |                           |           |
| 37000                    | DUES                           | 692            | 800                           | 400               | 900                     | 0                               | 900                       | 12        |
| 37200                    | SEMINARS/CONFEREN/MEETING      | 1,297          | 2,580                         | 375               | 1,400                   | 0                               | 1,400                     | 45-       |
| 37210                    | TRAINING/SCHOOLS               | 0              | 150                           | 3,200             | 200                     | 0                               | 200                       | 33        |
| 37220                    | TRAVEL (AIRFARE, MILEAGE, ETC) | 728            | 1,100                         | 1,000             | 1,500                   | 0                               | 1,500                     | 36        |
| 37230                    | MEALS & LODGING-TRAINING       | 650            | 800                           | 345               | 500                     | 0                               | 500                       | 37-       |
|                          | SUBTOTAL *****                 | 3,368          | 5,430                         | 5,320             | 4,500                   | 0                               | 4,500                     | 17-       |
| UTILITIES                |                                |                |                               |                   |                         |                                 |                           |           |
| 48000                    | TELEPHONES                     | 1,653          | 2,020                         | 2,000             | 1,800                   | 0                               | 1,800                     | 10-       |
|                          | SUBTOTAL *****                 | 1,653          | 2,020                         | 2,000             | 1,800                   | 0                               | 1,800                     | 10-       |
| VEHICLE EXPENSE          |                                |                |                               |                   |                         |                                 |                           |           |
| 59200                    | LOCAL MILEAGE                  | 0              | 50                            | 50                | 50                      | 0                               | 50                        | 0         |
|                          | SUBTOTAL *****                 | 0              | 50                            | 50                | 50                      | 0                               | 50                        | 0         |
| EQUIP & BLDG MAINTENANCE |                                |                |                               |                   |                         |                                 |                           |           |
| 60050                    | EQUIP SERVICE CONTRACT         | 212            | 445                           | 445               | 445                     | 0                               | 445                       | 0         |
| 60200                    | EQUIP REPAIRS/MAINTENANCE      | 0              | 100                           | 100               | 100                     | 0                               | 100                       | 0         |
|                          | SUBTOTAL *****                 | 212            | 545                           | 545               | 545                     | 0                               | 545                       | 0         |

Decimal values have been truncated.

# County Treasurer

# Dept. No. 1140

1140 TREASURER  
100 GENERAL FUND

| ACCT  | DESCRIPTION                   | 2002<br>ACTUAL | 2003<br>BUDGET +<br>REVISIONS | 2003<br>PROJECTED | 2004<br>CORE<br>REQUEST | 2004<br>SUPPLEMENTAL<br>REQUEST | 2004<br>ADOPTED<br>BUDGET | %CHG<br>FROM<br>PY<br>BUD |
|-------|-------------------------------|----------------|-------------------------------|-------------------|-------------------------|---------------------------------|---------------------------|---------------------------|
|       | CONTRACTUAL SERVICES          |                |                               |                   |                         |                                 |                           |                           |
| 70050 | SOFTWARE SERVICE CONTRACT     | 4,000          | 4,000                         | 4,000             | 4,000                   | 1,980                           | 5,980                     | 49                        |
| 71107 | BANK/CREDIT CARD SERVICE FEES | 26,911         | 26,000                        | 27,600            | 27,600                  | 0                               | 27,600                    | 6                         |
| 71108 | CHECK PRINTING CHARGES        | 2,515          | 2,500                         | 2,500             | 2,500                   | 0                               | 2,500                     | 0                         |
| 71500 | BUILDING USE/RENT CHARGE      | 11,290         | 11,290                        | 11,290            | 11,290                  | 0                               | 11,290                    | 0                         |
| 71600 | EQUIP LEASES & METER CHR      | 0              | 1,180                         | 1                 | 0                       | 0                               | 0                         | 0                         |
|       | SUBTOTAL *****                | 44,716         | 44,970                        | 45,391            | 45,390                  | 1,980                           | 47,370                    | 5                         |
|       | FIXED ASSET ADDITIONS         |                |                               |                   |                         |                                 |                           |                           |
| 91100 | FURNITURE AND FIXTURES        | 2,578          | 0                             | 0                 | 0                       | 0                               | 0                         | 0                         |
| 91302 | COMPUTER SOFTWARE             | 0              | 0                             | 0                 | 0                       | 14,400                          | 14,400                    | 0                         |
|       | SUBTOTAL *****                | 2,578          | 0                             | 0                 | 0                       | 14,400                          | 14,400                    | 0                         |
|       | TOTAL EXPENDITURES *****      | 205,528        | 233,696                       | 232,631           | 240,473                 | 16,380                          | 259,740                   | 11                        |

Decimal values have been truncated.

# Collector of Revenue Summary

## Department Numbers 1150 and 2110

### Description

The Boone County Collector of Revenue provides services that are primarily funded with appropriations from the General Fund and supplemented with additional revenues derived from delinquent fees and commissions. These fees are accounted for in the Tax Maintenance Fund, a statutory special revenue fund. The General Fund appropriations are included in the Collector budget, Dept. No. 1150, and the Tax Maintenance Fund appropriations are included in the Tax Maintenance budget, Dept. No. 2110. Detailed information is presented for each of these budgets on the following pages.

The County Commission establishes and approves the appropriations for Dept. No. 1150; the Collector of Revenue establishes and approves the appropriations for Dept. No. 2110.

### Budget Summary

| Fund         | Dept | Department Name | 2002              | 2003              | 2004                            | 2004   | 2004                         | 2004              |
|--------------|------|-----------------|-------------------|-------------------|---------------------------------|--|------------------------------|-------------------|
|              |      |                 | Actual            | Projected         | Class 1<br>Personal<br>Services | Classes 2-8<br>Other Services<br>and Charges | Class 9<br>Capital<br>Outlay | Total             |
| 100          | 1150 | Collector       | \$ 305,842        | \$ 334,201        | \$ 311,744                      | \$ 49,771                                    | \$ -                         | \$ 361,515        |
| 211          | 2110 | Tax Maintenance | 5,293             | 58,831            | -                               | 127,752                                      | -                            | 127,752           |
| <b>Total</b> |      |                 | <u>\$ 311,135</u> | <u>\$ 393,032</u> | <u>\$ 311,744</u>               | <u>\$ 177,523</u>                            | <u>\$ -</u>                  | <u>\$ 489,267</u> |

### Personnel Summary

| Fund                               | Dept | Department Name | 2002                    | 2003                    | 2004                    |
|------------------------------------|------|-----------------|-------------------------|-------------------------|-------------------------|
|                                    |      |                 | Full-time<br>Equivalent | Full-time<br>Equivalent | Full-time<br>Equivalent |
| 100                                | 1150 | Collector       | 6.83                    | 6.83                    | 6.83                    |
| 211                                | 2110 | Tax Maintenance | - <sup>a</sup>          | -                       | -                       |
| <b>Total Full-time Equivalents</b> |      |                 | <u>6.83</u>             | <u>6.83</u>             | <u>6.83</u>             |

a 1 FTE Sr. Programmer Analyst was added to the Information Technology Department (No. 1170) to be reimbursed from the Tax Maintenance Fund.

# Collector of Revenue

## Department Number 1150

### Mission

---

The Boone County Collector of Revenue is the elected official responsible for collecting current and delinquent property taxes for the State, County, and the various political subdivisions having authorized property tax levies within the County. The Collector is responsible for the accounting and distribution of all collections to the various taxing entities. The Collector of Revenue for Boone County collects, accounts for, and distributes more than 74 different taxes, licenses, and levies for more than 34 separate taxing entities. Beginning mid year, 2001 the Collector began collecting property taxes for the City of Centralia. With that addition, property taxes for all the cities in Boone County are now collected by the County Collector. In addition to property taxes, the Collector collects liquor, auctioneer, and merchant licensing fees, and special assessments imposed by flood levee districts, watershed districts, and neighborhood improvement districts. By law, the Collector must use any legal means to collect delinquent taxes, fees, and special assessments.

The Collector's office provides services relating to processing tax payments from escrowed accounts held by mortgage holders on behalf of real estate owners. Primary tax records are maintained and held for public use within the Collector's office and on public terminals located within the Boone County Government Center. Complete records for 1993 and prior years are available on microfilm. Upon request, tax record searches are performed by the Collector's office for a nominal fee.

By law, the Collector shall coordinate the purification of tax data flows from the offices of the Recorder, Clerk and Assessor with that of the Collector of Revenue in cooperation with the data processing center.

### Budget Highlights

---

There are no significant changes in this budget.

### Goals and Objectives

---

#### Budget Year Objectives

- Train additional office staff on using the AS400 to develop queries and reports. Currently, only one staff member has had AS400 training to develop reports and queries. It would be beneficial to the office for other personnel to have the ability to develop and run queries in case of absences or work load.
- Develop a process and system to allow the Collector's office the ability to accept partial payments throughout the year on real estate taxes. The Collector's office receives numerous requests and comments from taxpayers wanting to pay their taxes proportionately throughout the year. Taxpayer input suggests that paying real estate taxes at the end of the calendar year creates a financial burden for some. We believe the taxpayers of Boone



County would utilize such a program if developed. A side benefit may be a reduction in the number of delinquent real estate bills.

- Balance and reconcile the Collector's Tax Collection Fund 745. This has been an ongoing need for several years. Each month, when funds are distributed, there are slight discrepancies between what was collected, and what was distributed. These differences arise from the voids and subsequent payment transfers that occur during the month being distributed. The voids and transfers are not tracked along with the daily collections so they never hit the appropriate accounts, leaving the appearance of a cash shortfall in the collector fund once distribution occurs. A method to reconcile the differences has been established, and now we must track these differences several months back to balance the fund.
- Achieve increased collections in delinquent personal property taxes through the use of Accurant Locator services. Using this web based service, the Collector's office can more efficiently find personal property tax payers owing back taxes, and establish the communication process necessary to collect the taxes due.
- Increase the number of loan companies that transmit payment information by tape. By offering the tape process to larger mortgage companies currently using a manual process, errors will be reduced on payments remitted by those companies, and Boone County taxpayers using those companies to escrow real estate taxes will be better served.
- File bankruptcy claims electronically. Electronically filing should greatly reduce the amount of clerical time required to copy claims, summaries, etc. for attorneys and trustees.
- Develop a program to link between Excel spreadsheets and the collection system in the areas of: returned mail, merchant contacts, and NIDs paid. Immediately updating through a link will reduce work hours spent on manual data entry.

## Progress on Prior Year Objectives

- Obtain and utilize an additional computer programmer/analyst to fulfill the needed programming and analysis requirements for the Collector's office. By beginning the process of eliminating the backlog of programming requests, the Collector's office will be able to accomplish many, if not all, unrealized prior years' goals, and move forward to enhance the services provided to our taxpayers and our taxing entities.  
**Response:** This has been accomplished. The Collector's office has a dedicated programmer/analyst.
- Coordinate development of updated annual timeline for each office position. Using timelines to identify the cyclical tasks and duties will enable staff to work more independently, take more ownership of responsibilities/duties, and meet deadlines.  
**Response:** This should be completed this year.
- Develop a solution to taxpayers' requests for alternate payment options. This has been an ongoing effort for the Collector's office. We have continued to research the best possible solutions that would expand taxpayers' payment

options; such as offering additional brands of credit cards, using debit cards and electronic fund transfers, and payments over the internet.

**Response:** We are now offering the option to pay with additional types of credit cards and debit cards through a third party provider. We are continuing to research other payment methods that would be the most cost efficient to both the taxpayers and to Boone County. A state-wide website for internet payments is being discussed.

- Expand the capabilities and benefits of using the AS400 to generate queries and reports for use in the Collector's office. The ability for office staff to use the AS400 to generate reports will be very beneficial to the Collector's office. The reports will be used for many office needs such as monthly and annual reports, budgeting, public information requests, and other specific informational needs in the office.

**Response:** This has proven to be a great asset for the Collector's office. Reports and queries are used often for special projects such as the annual budget, the annual settlement, and numerous public and audit requests. Query reports have also become a useful tool in the day to day operations of the Collector's office. We have been able to cut down the number of requests to the Information Technology (IT) department, thus freeing up resources to work on other issues. The ability of the office staff to generate queries and reports will continue to be beneficial for the office.

- Develop written procedures and guidelines for compiling and proving the Collector's annual settlement. Written procedures will help in the understanding of how to use the various reports and information needed for the annual settlement process. The overall objective is to produce a more accurate report in a timelier manner.

**Response:** A set of procedures for completing the annual settlement process has been developed for office staff to follow. The annual report process has been streamlined to a monthly process using a series of queries, thus making the reports more accurate and completed more quickly. The variances that exist have been greatly reduced or nearly eliminated.

- Acquire more training for all staff on software used in personal computers. By improving staff's knowledge and skill level on Microsoft Word and Excel, less time will be spent on projects, better service will be provided to customers, the number of contacts to Information Technology's helpdesk will be reduced, and employees will become even more valuable.

**Response:** Courses to provide the necessary training are costly and few are available without taking staff from the office. The Collector's office will be taking advantage of the National Association of Counties (NACo) Internet University on-line courses which will provide numerous classes at the same cost per employee as taking just one class using conventional training. This will be a budget item under Department 2110 for 2004.

- Develop an Access file to link between Excel spreadsheet "Returned Mail" to the Tax Collection System. Immediate tracking of payments; i.e., dates paid, amounts paid, will reduce work hours spent on manual updates and improve address awareness to allow for new current address placement onto system from x-mail status resulting from hand addressing.

**Response:** This goal is carried over to 2004, but changed to consider in-house programming to replace the functions of Access.

# Collector of Revenue

Dept. No. 1150

- Research, develop, and implement a tickler system for skip tracing. Using a better tracking method will improve organizational skills and allow staff members to stay on top of payment plan agreements, delinquent letter mailings, and follow-up phone calls as part of the skip trace function.

**Response:** In addition to utilizing capabilities within Group Wise software, a manual system has been developed which will be the basis used to automate through in-house programming.

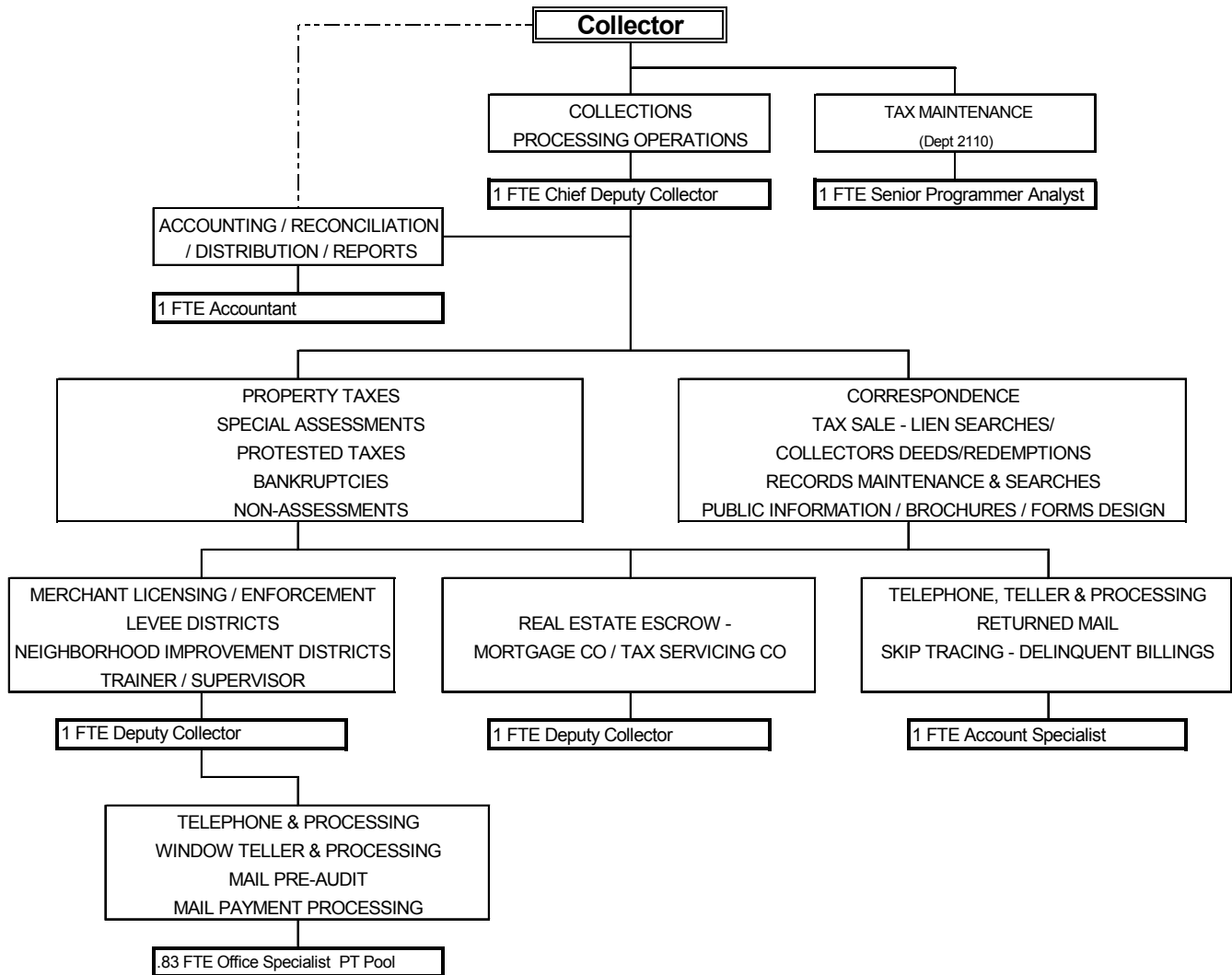
## Performance Measures

| Performance Measure                                     | 2002    | 2003      | 2004      |
|---|---------|-----------|-----------|
|   | Actual  | Estimated | Projected |
| Number of Real Estate Property Tax Bills Collected      | 51,711  | 52,106    | 53,000    |
| Number of Delinquent Real Estate Prop. Tax Bills Mailed | 11,533  | 11,119    | 11,600    |
| Number of Personal Property Tax Bills Collected         | 55,066  | 56,362    | 57,000    |
| Number of Merchant Licenses Collected                   | 2,376   | 2,250     | 2,300     |
| Number of Cash Drawers Balanced                         | 1,600   | 1,650     | 1,800     |
| Number of In-Person Customers                           | 36,830  | 37,427    | 37,500    |
| Number of Statements of Non-Assessment                  | 9,910   | 10,400    | 10,600    |
| Number of Bankruptcy Claims, Notices, Filings & Dischgs | 854     | 850       | 850       |
| Number of Telephone Calls                               | 19,807  | 21,943    | 20,875    |
| Number of Searches & Parcel Verifications               | 21,922  | 23,350    | 24,000    |
| Number of Address Changes                               | 12,17   | 11,683    | 12,000    |
| Number of Rejection Notices Generated                   | 1,350   | 1,725     | 1,400     |
| Number of Properties Subject to Tax Sale/Number Sold    | 117/9   | 115/9     | 120/5     |
| Number of Checks Generated                              | 722     | 720       | 720       |
| Number of Credit Card Transactions                      | 976     | 1,200     | 1,300     |
| Number of Returned Mail Records                         | 1,365   | 800       | 1,000     |
| Number of Returned Checks                               | 100     | 115       | 115       |
| Number of Duplicate Receipts Issued                     | 8,178   | 8,300     | 8,000     |
| Number of Bills Collected (All Types)                   | 110,016 | 111,500   | 112,500   |
| Number of M.O.R.E. Program Verifications                | *225    | 825       | 1,000     |
| Total Collections (In Millions)                         | \$ 96.1 | \$ 99.5   | \$ 101.0  |

## Personnel Detail

| Position Title         | 2002                 | 2003                 | 2004                 | 2003-2004 |
|------------------------|----------------------|----------------------|----------------------|-----------|
|                        | Full-time Equivalent | Full-time Equivalent | Full-time Equivalent | Change    |
| Collector (Elected)    | 1.00                 | 1.00                 | 1.00                 | -         |
| Chief Deputy Collector | 1.00                 | 1.00                 | 1.00                 | -         |
| Accountant             | 1.00                 | 1.00                 | 1.00                 | -         |
| Deputy Collector       | 2.00                 | 2.00                 | 2.00                 | -         |
| Account Specialist     | 1.00                 | 1.00                 | 1.00                 | -         |
| Office Specialist Pool | 0.83                 | 0.83                 | 0.83                 | -         |
| <b>Total FTEs</b>      | <b>6.83</b>          | <b>6.83</b>          | <b>6.83</b>          | <b>-</b>  |
| Overtime               | \$ 3,825             | \$ 3,825             | \$ 3,825             | \$ -      |

**Organizational Chart**



# Collector of Revenue

# Dept. No. 1150

## Annual Budget

| 1150 COLLECTOR<br>100 GENERAL FUND |                                |                |                               |                   |                         |                                 | %CHG<br>FROM<br>PY<br>BUD |     |
|------------------------------------|--------------------------------|----------------|-------------------------------|-------------------|-------------------------|---------------------------------|---------------------------|-----|
| ACCT                               | DESCRIPTION                    | 2002<br>ACTUAL | 2003<br>BUDGET +<br>REVISIONS | 2003<br>PROJECTED | 2004<br>CORE<br>REQUEST | 2004<br>SUPPLEMENTAL<br>REQUEST | 2004<br>ADOPTED<br>BUDGET |     |
|                                    | LICENSES AND PERMITS           |                |                               |                   |                         |                                 |                           |     |
| 3311                               | LIQUOR                         | 92,227         | 92,000                        | 95,440            | 93,840                  | 0                               | 93,840                    | 2   |
| 3312                               | AUCTION                        | 510            | 500                           | 500               | 500                     | 0                               | 500                       | 0   |
| 3313                               | MERCHANTS AND MANUFACTURE      | 11,849         | 11,250                        | 11,250            | 11,500                  | 0                               | 11,500                    | 2   |
|                                    | SUBTOTAL *****                 | 104,586        | 103,750                       | 107,190           | 105,840                 | 0                               | 105,840                   | 2   |
|                                    | INTERGOVERNMENTAL REVENUE      |                |                               |                   |                         |                                 |                           |     |
| 3493                               | FOREST CROPLAND PILT           | 407            | 420                           | 420               | 420                     | 0                               | 420                       | 0   |
|                                    | SUBTOTAL *****                 | 407            | 420                           | 420               | 420                     | 0                               | 420                       | 0   |
|                                    | CHARGES FOR SERVICES           |                |                               |                   |                         |                                 |                           |     |
| 3506                               | CERTIFICATE OF REDEMPTION FEE  | 0              | 0                             | 2,826-            | 1                       | 0                               | 1                         | 0   |
| 3508                               | DUPLICATE TAX RECEIPT          | 6,599          | 7,000                         | 6,914             | 7,000                   | 0                               | 7,000                     | 0   |
| 3509                               | DEED FEE                       | 7              | 3                             | 11                | 11                      | 0                               | 11                        | 266 |
| 3510                               | COPIES                         | 289            | 400                           | 250               | 250                     | 0                               | 250                       | 37- |
| 3511                               | COST OF TAX SALE REIMBURS      | 5,482          | 8,000                         | 6,197             | 8,000                   | 0                               | 8,000                     | 0   |
| 3550                               | COMMISSIONS                    | 1,029,305      | 1,020,000                     | 1,016,000         | 1,047,000               | 0                               | 1,047,000                 | 2   |
| 3560                               | COLLECTION FEES                | 1,164          | 1,300                         | 1,600             | 1,320                   | 0                               | 1,320                     | 1   |
| 3577                               | COLL DEL FEES & COMM           | 121,219        | 124,000                       | 121,190           | 125,800                 | 0                               | 125,800                   | 1   |
|                                    | SUBTOTAL *****                 | 1,164,068      | 1,160,703                     | 1,149,336         | 1,189,382               | 0                               | 1,189,382                 | 2   |
|                                    | INTEREST                       |                |                               |                   |                         |                                 |                           |     |
| 3710                               | INTEREST                       | 4,475          | 5,000                         | 1,871             | 5,000                   | 0                               | 5,000                     | 0   |
|                                    | SUBTOTAL *****                 | 4,475          | 5,000                         | 1,871             | 5,000                   | 0                               | 5,000                     | 0   |
|                                    | MISCELLANEOUS                  |                |                               |                   |                         |                                 |                           |     |
| 3892                               | DEPOSIT OVERAGE                | 9              | 0                             | 0                 | 0                       | 0                               | 0                         | 0   |
| 3894                               | RETURNED CHECK PENALTY         | 2,346          | 2,500                         | 2,500             | 2,500                   | 0                               | 2,500                     | 0   |
|                                    | SUBTOTAL *****                 | 2,355          | 2,500                         | 2,500             | 2,500                   | 0                               | 2,500                     | 0   |
|                                    | TOTAL REVENUES *****           | 1,275,892      | 1,272,373                     | 1,261,317         | 1,303,142               | 0                               | 1,303,142                 | 2   |
|                                    | PERSONAL SERVICES              |                |                               |                   |                         |                                 |                           |     |
| 10100                              | SALARIES & WAGES               | 222,547        | 240,476                       | 240,476           | 251,061                 | 0                               | 255,180                   | 6   |
| 10110                              | OVERTIME                       | 2,287          | 3,825                         | 3,825             | 3,825                   | 0                               | 3,825                     | 0   |
| 10200                              | FICA                           | 17,195         | 18,423                        | 18,423            | 19,498                  | 0                               | 19,813                    | 7   |
| 10300                              | HEALTH INSURANCE               | 17,790         | 20,460                        | 20,460            | 24,150                  | 0                               | 24,150                    | 18  |
| 10325                              | DISABILITY INSURANCE           | 898            | 987                           | 987               | 1,100                   | 0                               | 1,100                     | 11  |
| 10350                              | LIFE INSURANCE                 | 189            | 198                           | 198               | 234                     | 0                               | 234                       | 18  |
| 10375                              | DENTAL INSURANCE               | 1,560          | 1,650                         | 1,650             | 1,890                   | 0                               | 1,890                     | 14  |
| 10400                              | WORKERS COMP                   | 688            | 759                           | 941               | 994                     | 0                               | 994                       | 30  |
| 10500                              | 401(A) MATCH PLAN              | 1,975          | 3,510                         | 2,625             | 3,510                   | 0                               | 3,510                     | 0   |
| 10510                              | CERF-EMPLOYER PD CONTRIBUTION  | 0              | 1,048                         | 1,048             | 1,048                   | 0                               | 1,048                     | 0   |
| 10600                              | UNEMPLOYMENT BENEFITS          | 2,408          | 293                           | 256               | 0                       | 0                               | 0                         | 0   |
|                                    | SUBTOTAL *****                 | 267,541        | 291,629                       | 290,889           | 307,310                 | 0                               | 311,744                   | 6   |
|                                    | MATERIALS & SUPPLIES           |                |                               |                   |                         |                                 |                           |     |
| 22500                              | SUBSCRIPTIONS/PUBLICATION      | 294            | 280                           | 308               | 315                     | 0                               | 315                       | 12  |
| 23000                              | OFFICE SUPPLIES                | 1,784          | 1,650                         | 1,700             | 1,750                   | 0                               | 1,750                     | 6   |
| 23001                              | PRINTING                       | 4,749          | 10,350                        | 10,350            | 10,350                  | 0                               | 10,350                    | 0   |
| 23850                              | MINOR EQUIPMENT & TOOLS        | 1,145          | 771                           | 771               | 1,200                   | 0                               | 1,200                     | 55  |
|                                    | SUBTOTAL *****                 | 7,973          | 13,051                        | 13,129            | 13,615                  | 0                               | 13,615                    | 4   |
|                                    | DUES TRAVEL & TRAINING         |                |                               |                   |                         |                                 |                           |     |
| 37000                              | DUES                           | 445            | 420                           | 240               | 420                     | 0                               | 420                       | 0   |
| 37200                              | SEMINARS/CONFEREN/MEETING      | 288            | 745                           | 825               | 745                     | 0                               | 745                       | 0   |
| 37220                              | TRAVEL (AIRFARE, MILEAGE, ETC) | 301            | 200                           | 300               | 300                     | 0                               | 300                       | 50  |
| 37230                              | MEALS & LODGING-TRAINING       | 526            | 570                           | 570               | 570                     | 0                               | 570                       | 0   |
|                                    | SUBTOTAL *****                 | 1,561          | 1,935                         | 1,935             | 2,035                   | 0                               | 2,035                     | 5   |
|                                    | UTILITIES                      |                |                               |                   |                         |                                 |                           |     |
| 48000                              | TELEPHONES                     | 2,807          | 2,950                         | 2,950             | 3,150                   | 0                               | 3,150                     | 6   |
|                                    | SUBTOTAL *****                 | 2,807          | 2,950                         | 2,950             | 3,150                   | 0                               | 3,150                     | 6   |

Decimal values have been truncated.

# Collector of Revenue

# Dept. No. 1150

1150 COLLECTOR  
100 GENERAL FUND

| ACCT  | DESCRIPTION               | 2002<br>ACTUAL | 2003<br>BUDGET +<br>REVISIONS | 2003<br>PROJECTED | 2004<br>CORE<br>REQUEST | 2004<br>SUPPLEMENTAL<br>REQUEST | 2004<br>ADOPTED<br>BUDGET | %CHG<br>FROM<br>PY<br>BUD |
|-------|---------------------------|----------------|-------------------------------|-------------------|-------------------------|---------------------------------|---------------------------|---------------------------|
|       | EQUIP & BLDG MAINTENANCE  |                |                               |                   |                         |                                 |                           |                           |
| 60050 | EQUIP SERVICE CONTRACT    | 272            | 397                           | 397               | 409                     | 0                               | 409                       | 3                         |
| 60200 | EQUIP REPAIRS/MAINTENANCE | 27             | 200                           | 25                | 200                     | 0                               | 200                       | 0                         |
|       | SUBTOTAL *****            | 299            | 597                           | 422               | 609                     | 0                               | 609                       | 2                         |
|       | CONTRACTUAL SERVICES      |                |                               |                   |                         |                                 |                           |                           |
| 71000 | INSURANCE AND BONDS       | 20             | 100                           | 20                | 100                     | 0                               | 100                       | 0                         |
| 71100 | OUTSIDE SERVICES          | 87             | 150                           | 180               | 500                     | 26,500                          | 500                       | 233                       |
| 71500 | BUILDING USE/RENT CHARGE  | 14,662         | 14,662                        | 14,662            | 14,662                  | 0                               | 14,662                    | 0                         |
|       | SUBTOTAL *****            | 14,769         | 14,912                        | 14,862            | 15,262                  | 26,500                          | 15,262                    | 2                         |
|       | OTHER                     |                |                               |                   |                         |                                 |                           |                           |
| 84400 | PUBLIC NOTICES            | 2,646          | 2,900                         | 2,900             | 3,100                   | 0                               | 3,100                     | 6                         |
| 84500 | TITLE SEARCH              | 4,946          | 12,000                        | 5,010             | 12,000                  | 0                               | 12,000                    | 0                         |
|       | SUBTOTAL *****            | 7,592          | 14,900                        | 7,910             | 15,100                  | 0                               | 15,100                    | 1                         |
|       | FIXED ASSET ADDITIONS     |                |                               |                   |                         |                                 |                           |                           |
| 91000 | OFFICE EQUIPMENT          | 3,297          | 480                           | 424               | 0                       | 0                               | 0                         | 0                         |
| 92000 | REPLCMENT OFFICE EQUIP    | 0              | 1,324                         | 1,251             | 0                       | 0                               | 0                         | 0                         |
| 92300 | REPLCMENT MACH & EQUIP    | 0              | 429                           | 429               | 0                       | 0                               | 0                         | 0                         |
|       | SUBTOTAL *****            | 3,297          | 2,233                         | 2,104             | 0                       | 0                               | 0                         | 0                         |
|       | TOTAL EXPENDITURES *****  | 305,842        | 342,207                       | 334,201           | 357,081                 | 26,500                          | 361,515                   | 5                         |

Decimal values have been truncated.

# Collector Tax Maintenance

## Department Number 2110

### Mission

The Collector Tax Maintenance fund was created pursuant to RSMo 52.312-317 and it accounts for additional delinquent fees and commissions authorized by state statute. The Boone County Collector of Revenue approves the budget and administers the fund.

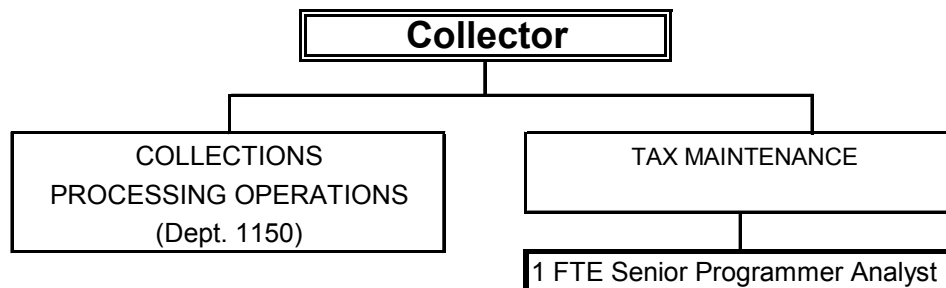
### Budget Highlights

This budget includes reimbursement to the General Fund for the payroll and benefit costs pertaining to an additional programmer position in the Information Technology (IT) Department (Dept. No. 1170). The additional programmer position was added to the IT budget mid-year 2002, pursuant to a contract between the Collector and the County Commission. The budget includes appropriations for other operating expenses as well.

### Personnel Detail

| Position Title            | 2002                    | 2003                    | 2004                    | 2003-2004 |
|---------------------------|-------------------------|-------------------------|-------------------------|-----------|
|                           | Full-time<br>Equivalent | Full-time<br>Equivalent | Full-time<br>Equivalent | Change    |
| Senior Programmer Analyst | -                       | 1.00                    | 1.00                    | -         |
| <b>Total FTEs</b>         | -                       | 1.00                    | 1.00                    | -         |

### Organizational Chart



# Collector Tax Maintenance

Dept. No. 2110

## Annual Budget

| 2110 COLLECTOR TAX MAINT ACTIVITY  |                                |                |                               |                   |                         |                                 |                           | %CHG      |
|------------------------------------|--------------------------------|----------------|-------------------------------|-------------------|-------------------------|---------------------------------|---------------------------|-----------|
| 211 COLLECTOR TAX MAINTENANCE FUND |                                |                |                               |                   |                         |                                 |                           | FROM      |
| ACCT                               | DESCRIPTION                    | 2002<br>ACTUAL | 2003<br>BUDGET +<br>REVISIONS | 2003<br>PROJECTED | 2004<br>CORE<br>REQUEST | 2004<br>SUPPLEMENTAL<br>REQUEST | 2004<br>ADOPTED<br>BUDGET | PY<br>BUD |
| CHARGES FOR SERVICES               |                                |                |                               |                   |                         |                                 |                           |           |
| 3577                               | COLL DEL FEES & COMM           | 65,079         | 124,000                       | 121,100           | 125,000                 | 0                               | 125,000                   | 0         |
|                                    | SUBTOTAL *****                 | 65,079         | 124,000                       | 121,100           | 125,000                 | 0                               | 125,000                   | 0         |
| INTEREST                           |                                |                |                               |                   |                         |                                 |                           |           |
| 3711                               | INT-OVERNIGHT                  | 1              | 0                             | 39                | 39                      | 0                               | 39                        | 0         |
| 3712                               | INT-LONG TERM INVEST           | 26             | 0                             | 1,230             | 1,230                   | 0                               | 1,230                     | 0         |
|                                    | SUBTOTAL *****                 | 27             | 0                             | 1,269             | 1,269                   | 0                               | 1,269                     | 0         |
|                                    | TOTAL REVENUES *****           | 65,107         | 124,000                       | 122,369           | 126,269                 | 0                               | 126,269                   | 1         |
| MATERIALS & SUPPLIES               |                                |                |                               |                   |                         |                                 |                           |           |
| 23000                              | OFFICE SUPPLIES                | 0              | 300                           | 300               | 300                     | 0                               | 300                       | 0         |
| 23015                              | COMPUTER SUPPLIES              | 0              | 200                           | 200               | 200                     | 0                               | 200                       | 0         |
| 23050                              | OTHER SUPPLIES                 | 0              | 200                           | 200               | 200                     | 0                               | 200                       | 0         |
| 23850                              | MINOR EQUIPMENT & TOOLS        | 0              | 200                           | 200               | 200                     | 0                               | 200                       | 0         |
|                                    | SUBTOTAL *****                 | 0              | 900                           | 900               | 900                     | 0                               | 900                       | 0         |
| DUES TRAVEL & TRAINING             |                                |                |                               |                   |                         |                                 |                           |           |
| 37000                              | DUES                           | 0              | 250                           | 250               | 250                     | 0                               | 250                       | 0         |
| 37200                              | SEMINARS/CONFEREN/MEETING      | 0              | 390                           | 500               | 750                     | 0                               | 750                       | 92        |
| 37220                              | TRAVEL (AIRFARE, MILEAGE, ETC) | 0              | 1,796                         | 1,100             | 1,100                   | 0                               | 1,100                     | 38-       |
| 37230                              | MEALS & LODGING-TRAINING       | 0              | 2,017                         | 1,800             | 1,800                   | 0                               | 1,800                     | 10-       |
| 37235                              | MEALS & LODGING - OTHER        | 0              | 200                           | 200               | 200                     | 0                               | 200                       | 0         |
| 37240                              | REGISTRATION/TUITION           | 0              | 150                           | 150               | 1,750                   | 0                               | 1,750                     | 66        |
|                                    | SUBTOTAL *****                 | 0              | 4,803                         | 4,000             | 5,850                   | 0                               | 5,850                     | 21        |
| CONTRACTUAL SERVICES               |                                |                |                               |                   |                         |                                 |                           |           |
| 71000                              | INSURANCE AND BONDS            | 0              | 25                            | 25                | 25                      | 0                               | 25                        | 0         |
| 71100                              | OUTSIDE SERVICES               | 0              | 25                            | 25                | 25                      | 0                               | 26,525                    | 0         |
| 71101                              | PROFESSIONAL SERVICES          | 5,293          | 56,295                        | 44,744            | 56,123                  | 0                               | 56,123                    | 0         |
|                                    | SUBTOTAL *****                 | 5,293          | 56,345                        | 44,794            | 56,173                  | 0                               | 82,673                    | 46        |
| OTHER                              |                                |                |                               |                   |                         |                                 |                           |           |
| 86850                              | CONTINGENCY                    | 0              | 52,798                        | 0                 | 64,829                  | 0                               | 64,829                    | 22        |
|                                    | SUBTOTAL *****                 | 0              | 52,798                        | 0                 | 64,829                  | 0                               | 64,829                    | 22        |
| FIXED ASSET ADDITIONS              |                                |                |                               |                   |                         |                                 |                           |           |
| 91100                              | FURNITURE AND FIXTURES         | 0              | 448                           | 448               | 0                       | 0                               | 0                         | 0         |
| 91301                              | COMPUTER HARDWARE              | 0              | 8,871                         | 8,689             | 0                       | 0                               | 0                         | 0         |
|                                    | SUBTOTAL *****                 | 0              | 9,319                         | 9,137             | 0                       | 0                               | 0                         | 0         |
|                                    | TOTAL EXPENDITURES *****       | 5,293          | 124,165                       | 58,831            | 127,752                 | 0                               | 154,252                   | 24        |

Decimal values have been truncated.



# Recorder of Deeds Summary

## Department Numbers 1160 and 2800

### Description

The Boone County Recorder of Deeds provides services that are primarily funded with appropriations from the General Fund and supplemented with additional revenues derived from special fees authorized by statute. These fees are accounted for in the Record Preservation Fund, a statutory special revenue fund. The General Fund appropriations are included in the Recorder of Deeds budget, Dept. No. 1160, and the Record Preservation Fund appropriations are included in the Record Preservation budget, Dept. No. 2800. Detailed information is presented for each of these budgets on the following pages.

The County Commission establishes and approves the appropriations for Dept. No. 1160; the Recorder of Deeds establishes and approves the appropriations for Dept. No. 2800.

### Budget Summary

| Fund         | Dept | Department Name        | 2002              | 2003              | 2004                            | 2004   | 2004                         | 2004              |
|--------------|------|------------------------|-------------------|-------------------|---------------------------------|--|------------------------------|-------------------|
|              |      |                        | Actual            | Projected         | Class 1<br>Personal<br>Services | Classes 2-8<br>Other Services<br>and Charges | Class 9<br>Capital<br>Outlay | Total             |
| 100          | 1160 | Recorder               | \$ 419,538        | \$ 474,712        | \$ 395,203                      | \$ 109,971                                   | \$ -                         | \$ 505,174        |
| 280          | 2800 | Storage & Preservation | 55,486            | 193,806           | 56,969                          | 405,280                                      | -                            | 462,249           |
| <b>Total</b> |      |                        | <u>\$ 475,024</u> | <u>\$ 668,518</u> | <u>\$ 452,172</u>               | <u>\$ 515,251</u>                            | <u>\$ -</u>                  | <u>\$ 967,423</u> |

### Personnel Summary

| Fund              | Dept | Department Name        | 2002                    | 2003                    | 2004                    |
|-------------------|------|------------------------|-------------------------|-------------------------|-------------------------|
|                   |      |                        | Full-time<br>Equivalent | Full-time<br>Equivalent | Full-time<br>Equivalent |
| 100               | 1160 | Recorder               | 9.00                    | 9.00                    | 9.00                    |
| 280               | 2800 | Storage & Preservation | 1.00                    | 1.00                    | 1.00                    |
| <b>Total FTEs</b> |      |                        | <u>10.00</u>            | <u>10.00</u>            | <u>10.00</u>            |

# Recorder of Deeds

## Department Number 1160

### Mission

---

The Recorder of Deeds is an elected official mandated to provide a timely and efficient process for public users to record documents, and to preserve them for historical retrieval and legal review.

The records archived include real estate, uniform commercial code, marriage license, tax liens, servicemen's discharge papers and other miscellaneous filing systems. The Recorder functions as the collector of data that is the basis for the assessment and property tax revenue system in the County. In addition to general revenue, the Recorder's office acts as a fee agent for several special funds and user's fees for both the County and State.

### Budget Highlights

---

There are no significant changes in this budget.

### Goals and Objectives

---

#### Budget Year Objectives

- Unavailable

#### Progress on Prior Year Objectives

- Complete re-engineering of the Recorder's computer system.  
**Response:** Unavailable
- Implement an electronic recording process on a limited basis.  
**Response:** Unavailable

### Performance Measures

---

| <b>Performance Measure</b>                  | <b>2002<br/>Actual</b> | <b>2003<br/>Estimated</b> | <b>2004<br/>Projected</b> |
|---|------------------------|---------------------------|---------------------------|
| Number of Real Estate Documents Recorded    | 41,158                 | 52,600                    | 47,000                    |
| Number of Uniform Commercial Code Documents | Unavailable            | Unavailable               | Unavailable               |
| Number of Marriage Licenses                 | Unavailable            | Unavailable               | Unavailable               |

# Recorder of Deeds

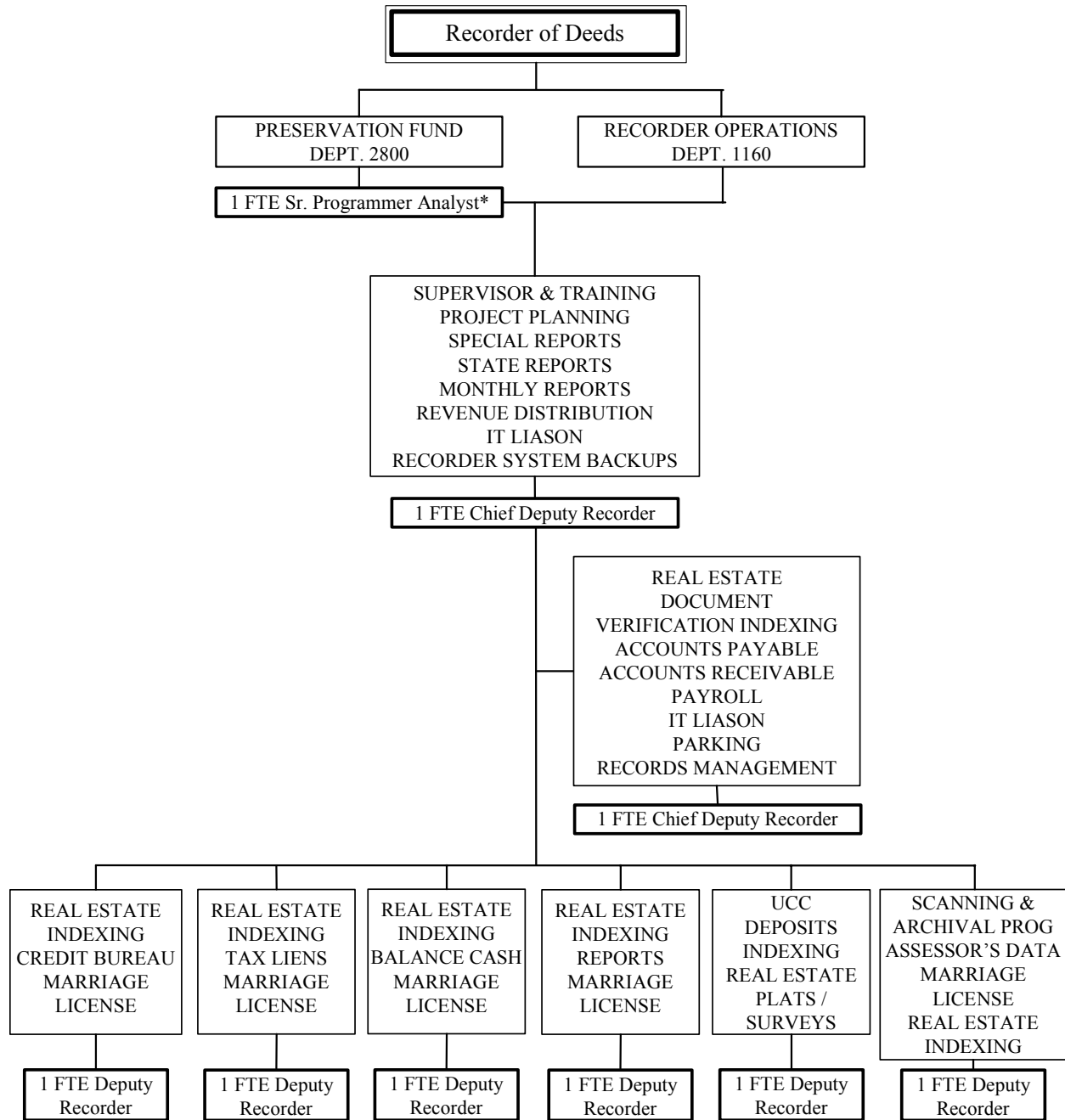
Dept. No. 1160

## Personnel Detail

| Position Title        | 2002                    | 2003                    | 2004                    | 2003-2004 |
|-----------------------|-------------------------|-------------------------|-------------------------|-----------|
|                       | Full-time<br>Equivalent | Full-time<br>Equivalent | Full-time<br>Equivalent | Change    |
| Recorder (Elected)    | 1.00                    | 1.00                    | 1.00                    | -         |
| Chief Deputy Recorder | 1.00                    | 1.00                    | 1.00                    | -         |
| Lead Deputy Recorder  | 1.00                    | 1.00                    | 1.00                    | -         |
| Deputy Recorder       | 5.00                    | 5.00                    | 6.00                    | (1.00)    |
| Office Specialist     | 1.00                    | 1.00                    | - <sup>a</sup>          | 1.00      |
| <b>Total FTEs</b>     | <u>9.00</u>             | <u>9.00</u>             | <u>9.00</u>             | <u>-</u>  |
| Overtime              | \$ 1,800                | \$ 1,800                | \$ 5,500                | \$ 3,700  |

a Office Specialist reclassified to Deputy Recorder

**Organizational Chart**



\*Sr. Programmer Analyst position is paid from the Record Preservation Fund.

All other positions are paid from the General Fund.

# Recorder of Deeds

# Dept. No. 1160

## Annual Budget

| 1160 RECORDER<br>100 GENERAL FUND |                                |                |                               |                   |                         |                                | %CHG<br>FROM<br>PY<br>BUD |
|-----------------------------------|--------------------------------|----------------|-------------------------------|-------------------|-------------------------|--------------------------------|---------------------------|
| ACCT                              | DESCRIPTION                    | 2002<br>ACTUAL | 2003<br>BUDGET +<br>REVISIONS | 2003<br>PROJECTED | 2004<br>CORE<br>REQUEST | 2004<br>SUPPLMENTAL<br>REQUEST | 2004<br>ADOPTED<br>BUDGET |
| 3315                              | MARRIAGE                       | 18,428         | 18,500                        | 18,450            | 18,500                  | 0                              | 18,500                    |
|                                   | SUBTOTAL *****                 | 18,428         | 18,500                        | 18,450            | 18,500                  | 0                              | 18,500                    |
|                                   | CHARGES FOR SERVICES           |                |                               |                   |                         |                                |                           |
| 3510                              | COPIES                         | 92,827         | 73,600                        | 75,900            | 73,500                  | 0                              | 73,500                    |
| 3561                              | UCC FEES                       | 1,270          | 1,500                         | 500               | 500                     | 0                              | 500                       |
| 3562                              | REAL ESTATE FEES               | 919,079        | 596,700                       | 1,174,455         | 1,253,210               | 0                              | 1,046,767                 |
|                                   | SUBTOTAL *****                 | 1,013,176      | 671,800                       | 1,250,855         | 1,327,210               | 0                              | 1,120,767                 |
|                                   | TOTAL REVENUES *****           | 1,031,604      | 690,300                       | 1,269,305         | 1,345,710               | 0                              | 1,139,267                 |
|                                   | PERSONAL SERVICES              |                |                               |                   |                         |                                |                           |
| 10100                             | SALARIES & WAGES               | 264,057        | 292,917                       | 292,917           | 313,206                 | 17,691                         | 317,894                   |
| 10110                             | OVERTIME                       | 2,731          | 1,800                         | 7,750             | 1,800                   | 3,700                          | 5,500                     |
| 10200                             | FICA                           | 18,833         | 22,408                        | 22,408            | 24,098                  | 1,354                          | 24,456                    |
| 10300                             | HEALTH INSURANCE               | 26,685         | 30,690                        | 30,690            | 36,225                  | 4,025                          | 36,225                    |
| 10325                             | DISABILITY INSURANCE           | 1,157          | 1,255                         | 1,255             | 1,449                   | 82                             | 1,449                     |
| 10350                             | LIFE INSURANCE                 | 291            | 297                           | 322               | 351                     | 39                             | 351                       |
| 10375                             | DENTAL INSURANCE               | 2,340          | 2,475                         | 2,475             | 2,835                   | 315                            | 2,835                     |
| 10400                             | WORKERS COMP                   | 845            | 900                           | 1,113             | 1,228                   | 69                             | 1,228                     |
| 10500                             | 401(A) MATCH PLAN              | 3,925          | 5,265                         | 5,265             | 5,265                   | 650                            | 5,265                     |
|                                   | SUBTOTAL *****                 | 320,867        | 358,007                       | 364,195           | 386,457                 | 27,925                         | 395,203                   |
|                                   | MATERIALS & SUPPLIES           |                |                               |                   |                         |                                |                           |
| 22500                             | SUBSCRIPTIONS/PUBLICATION      | 462            | 565                           | 565               | 565                     | 0                              | 565                       |
| 23000                             | OFFICE SUPPLIES                | 13,258         | 17,160                        | 18,500            | 17,640                  | 0                              | 17,640                    |
| 23001                             | PRINTING                       | 1,538          | 1,700                         | 1,525             | 1,700                   | 0                              | 1,700                     |
|                                   | SUBTOTAL *****                 | 15,259         | 19,425                        | 20,590            | 19,905                  | 0                              | 19,905                    |
|                                   | DUES TRAVEL & TRAINING         |                |                               |                   |                         |                                |                           |
| 37000                             | DUES                           | 335            | 405                           | 0                 | 325                     | 0                              | 325                       |
| 37200                             | SEMINARS/CONFEREN/MEETING      | 310            | 625                           | 985               | 650                     | 0                              | 650                       |
| 37220                             | TRAVEL (AIRFARE, MILEAGE, ETC) | 1,220          | 1,200                         | 1,240             | 1,400                   | 0                              | 1,400                     |
| 37230                             | MEALS & LODGING-TRAINING       | 2,993          | 2,060                         | 2,271             | 2,820                   | 0                              | 2,820                     |
| 37240                             | REGISTRATION/TUITION           | 175            | 350                           | 0                 | 835                     | 0                              | 835                       |
|                                   | SUBTOTAL *****                 | 5,034          | 4,640                         | 4,496             | 6,030                   | 0                              | 6,030                     |
|                                   | UTILITIES                      |                |                               |                   |                         |                                |                           |
| 48000                             | TELEPHONES                     | 5,068          | 5,000                         | 5,100             | 5,100                   | 0                              | 5,100                     |
|                                   | SUBTOTAL *****                 | 5,068          | 5,000                         | 5,100             | 5,100                   | 0                              | 5,100                     |
|                                   | EQUIP & BLDG MAINTENANCE       |                |                               |                   |                         |                                |                           |
| 60050                             | EQUIP SERVICE CONTRACT         | 11,566         | 17,552                        | 18,500            | 16,370                  | 0                              | 16,370                    |
| 60200                             | EQUIP REPAIRS/MAINTENANCE      | 0              | 200                           | 465               | 200                     | 0                              | 200                       |
|                                   | SUBTOTAL *****                 | 11,566         | 17,752                        | 18,965            | 16,570                  | 0                              | 16,570                    |
|                                   | CONTRACTUAL SERVICES           |                |                               |                   |                         |                                |                           |
| 71500                             | BUILDING USE/RENT CHARGE       | 47,116         | 47,116                        | 47,116            | 47,116                  | 0                              | 47,116                    |
| 71600                             | EQUIP LEASES & METER CHRG      | 13,501         | 14,100                        | 14,250            | 15,250                  | 0                              | 15,250                    |
|                                   | SUBTOTAL *****                 | 60,617         | 61,216                        | 61,366            | 62,366                  | 0                              | 62,366                    |
|                                   | FIXED ASSET ADDITIONS          |                |                               |                   |                         |                                |                           |
| 91100                             | FURNITURE AND FIXTURES         | 1,121          | 0                             | 0                 | 0                       | 0                              | 0                         |
| 92000                             | REPLCMENT OFFICE EQUIP         | 0              | 11,500                        | 11,113            | 0                       | 49,500                         | 0                         |
|                                   | SUBTOTAL *****                 | 1,121          | 11,500                        | 11,113            | 0                       | 49,500                         | 0                         |
|                                   | TOTAL EXPENDITURES *****       | 419,536        | 477,540                       | 485,825           | 496,428                 | 77,425                         | 505,174                   |

Decimal values have been truncated.

# Record Preservation

## Department Number 2800

### Mission

---

This special revenue fund accounts for fees collected pursuant to RSMo 59.319 for record storage, microfilming, and preservation activities and projects. The Recorder of Deeds is the appropriating authority for this fund.

### Budget Highlights

---

This budget includes appropriations to complete the programming and installation of the new recorder's system, on-going maintenance for the new recorder's system, on-going maintenance for the electronic recording system, archival restoration, conversion of microfilm to digital images, and the conversion of digital images to microfilm. It also includes travel and training for the Recorder of Deeds.

### Personnel Detail

---

| Position Title            | 2002                    | 2003                    | 2004                    | 2003-2004 |
|---------------------------|-------------------------|-------------------------|-------------------------|-----------|
|                           | Full-time<br>Equivalent | Full-time<br>Equivalent | Full-time<br>Equivalent | Change    |
| Office Specialist Pool    | 1.00                    | 1.00                    | -                       | (1.00)    |
| Senior Programmer Analyst | -                       | -                       | 1.00                    | 1.00      |
| <b>Total FTEs</b>         | <u>1.00</u>             | <u>1.00</u>             | <u>1.00</u>             | <u>-</u>  |

### Organizational Chart

---

Refer to department number 1160.

# Record Preservation

Dept. No. 2800

## Annual Budget

| 2800 STORAGE & PRESERVATION  |                                |                |                               |                   |                         |                                 |                           | %CHG      |
|------------------------------|--------------------------------|----------------|-------------------------------|-------------------|-------------------------|---------------------------------|---------------------------|-----------|
| 280 RECORD PRESERVATION FUND |                                |                |                               |                   |                         |                                 |                           | FROM      |
| ACCT                         | DESCRIPTION                    | 2002<br>ACTUAL | 2003<br>BUDGET +<br>REVISIONS | 2003<br>PROJECTED | 2004<br>CORE<br>REQUEST | 2004<br>SUPPLEMENTAL<br>REQUEST | 2004<br>ADOPTED<br>BUDGET | PY<br>BUD |
| CHARGES FOR SERVICES         |                                |                |                               |                   |                         |                                 |                           |           |
| 3569                         | OTHER FEES                     | 163,372        | 131,200                       | 190,000           | 155,380                 | 0                               | 155,380                   | 18        |
|                              | SUBTOTAL *****                 | 163,372        | 131,200                       | 190,000           | 155,380                 | 0                               | 155,380                   | 18        |
| INTEREST                     |                                |                |                               |                   |                         |                                 |                           |           |
| 3711                         | INT-OVERNIGHT                  | 431            | 440                           | 280               | 280                     | 0                               | 280                       | 36-       |
| 3712                         | INT-LONG TERM INVEST           | 10,062         | 5,000                         | 2,840             | 2,840                   | 0                               | 2,840                     | 43-       |
| 3798                         | INC/DEC IN FV OF INVESTMENTS   | 531            | 0                             | 100               | 0                       | 0                               | 0                         | 0         |
|                              | SUBTOTAL *****                 | 11,025         | 5,440                         | 3,220             | 3,120                   | 0                               | 3,120                     | 42-       |
|                              | TOTAL REVENUES *****           | 174,397        | 136,640                       | 193,220           | 158,500                 | 0                               | 158,500                   | 15        |
| PERSONAL SERVICES            |                                |                |                               |                   |                         |                                 |                           |           |
| 10100                        | SALARIES & WAGES               | 0              | 16,265                        | 0                 | 47,091                  | 0                               | 47,939                    | 194       |
| 10110                        | OVERTIME                       | 0              | 0                             | 591               | 0                       | 0                               | 0                         | 0         |
| 10200                        | FICA                           | 0              | 1,244                         | 0                 | 3,602                   | 0                               | 3,667                     | 194       |
| 10300                        | HEALTH INSURANCE               | 0              | 3,410                         | 0                 | 4,025                   | 0                               | 4,025                     | 18        |
| 10325                        | DISABILITY INSURANCE           | 0              | 74                            | 0                 | 216                     | 0                               | 216                       | 191       |
| 10350                        | LIFE INSURANCE                 | 0              | 33                            | 0                 | 39                      | 0                               | 39                        | 18        |
| 10375                        | DENTAL INSURANCE               | 0              | 275                           | 0                 | 315                     | 0                               | 315                       | 14        |
| 10400                        | WORKERS COMP                   | 57             | 53                            | 51                | 183                     | 0                               | 183                       | 245       |
| 10500                        | 401(A) MATCH PLAN              | 0              | 585                           | 0                 | 585                     | 0                               | 585                       | 0         |
|                              | SUBTOTAL *****                 | 57             | 21,939                        | 642               | 56,056                  | 0                               | 56,969                    | 159       |
| MATERIALS & SUPPLIES         |                                |                |                               |                   |                         |                                 |                           |           |
| 23000                        | OFFICE SUPPLIES                | 9,899          | 11,500                        | 10,500            | 7,500                   | 0                               | 7,500                     | 34-       |
| 23020                        | MICROFILM/FILM                 | 6,061          | 15,000                        | 45,000            | 0                       | 0                               | 0                         | 0         |
| 23850                        | MINOR EQUIPMENT & TOOLS        | 383            | 0                             | 0                 | 0                       | 0                               | 0                         | 0         |
|                              | SUBTOTAL *****                 | 16,343         | 26,500                        | 55,500            | 7,500                   | 0                               | 7,500                     | 71-       |
| DUES TRAVEL & TRAINING       |                                |                |                               |                   |                         |                                 |                           |           |
| 37000                        | DUES                           | 150            | 2,325                         | 620               | 675                     | 0                               | 675                       | 70-       |
| 37200                        | SEMINARS/CONFEREN/MEETING      | 1,345          | 750                           | 1,670             | 750                     | 0                               | 750                       | 0         |
| 37220                        | TRAVEL (AIRFARE, MILEAGE, ETC) | 1,588          | 1,950                         | 1,950             | 2,350                   | 0                               | 2,350                     | 20        |
| 37230                        | MEALS & LODGING-TRAINING       | 4,668          | 4,860                         | 5,134             | 5,380                   | 0                               | 5,380                     | 10        |
| 37240                        | REGISTRATION/TUITION           | 700            | 925                           | 925               | 1,125                   | 0                               | 1,125                     | 21        |
|                              | SUBTOTAL *****                 | 8,452          | 10,810                        | 10,299            | 10,280                  | 0                               | 10,280                    | 4-        |
| CONTRACTUAL SERVICES         |                                |                |                               |                   |                         |                                 |                           |           |
| 70050                        | SOFTWARE SERVICE CONTRACT      | 0              | 0                             | 0                 | 30,000                  | 0                               | 30,000                    | 0         |
| 71100                        | OUTSIDE SERVICES               | 0              | 95,000                        | 500               | 145,500                 | 0                               | 145,500                   | 53        |
| 71101                        | PROFESSIONAL SERVICES          | 22,173         | 102,000                       | 97,000            | 52,000                  | 0                               | 52,000                    | 49-       |
|                              | SUBTOTAL *****                 | 22,173         | 197,000                       | 97,500            | 227,500                 | 0                               | 227,500                   | 15        |
| OTHER                        |                                |                |                               |                   |                         |                                 |                           |           |
| 86850                        | CONTINGENCY                    | 0              | 143,600                       | 0                 | 160,000                 | 0                               | 160,000                   | 11        |
|                              | SUBTOTAL *****                 | 0              | 143,600                       | 0                 | 160,000                 | 0                               | 160,000                   | 11        |
| FIXED ASSET ADDITIONS        |                                |                |                               |                   |                         |                                 |                           |           |
| 91301                        | COMPUTER HARDWARE              | 8,459          | 6,500                         | 10,000            | 0                       | 0                               | 0                         | 0         |
| 92301                        | REPLC COMPUTER HDWR            | 0              | 12,400                        | 20,000            | 0                       | 0                               | 0                         | 0         |
| 92302                        | REPLC COMPUTER SOFTWARE        | 0              | 500                           | 456               | 0                       | 0                               | 0                         | 0         |
|                              | SUBTOTAL *****                 | 8,459          | 19,400                        | 30,456            | 0                       | 0                               | 0                         | 0         |
|                              | TOTAL EXPENDITURES *****       | 55,487         | 419,249                       | 194,397           | 461,336                 | 0                               | 462,249                   | 10        |

Decimal values have been truncated.

# Information Technology

## Department Number 1170

### Mission

---

The Information Technology (IT) Department implements Boone County's adopted Strategic Information Technology Plan. The Information Technology Advisory Committee in conjunction with the IT staff develops the vision and desired direction of information technology and provides a plan with recommendations to the County Commissioners for consideration and adoption. In addition, the Department conducts research to identify new cost saving developments resulting in improved operational efficiencies. Also, the Department provides critical tactical information technology solutions, systems design, programming services and support to County offices.

The Thirteenth Judicial Circuit Court provides its own information technology support services as part of the Court Services budget (Department # 1210).

### Budget Highlights

---

The budget contains all appropriations necessary to accomplish the goals and objectives set forth below. One of the significant appropriations, approximately \$110,000, is funding to upgrade the Government Center AS400 to accommodate logical partitioning (LPAR). This will create a testing environment, separate from the production environment, for programmers' use. The budget also contains appropriations to accomplish the equipment replacements and purchases outlined below as well as funding for an additional Help Desk Technician.

### Goals and Objectives

---

#### **Budget Year Objectives**

- Develop performance measures for FY2005. This will include establishing the appropriate databases and documenting the reporting procedures to maintain year-to-year consistency.
- Complete fiber installation between the Government Center and Public Works, and the Government Center and Child Support.
- Improve customer service at the Helpdesk and provide additional help for routine computer "operations" activities by adding a new FTE (Helpdesk Technician).
- Replace all remaining Tangent PCs that were accidentally missed last year.
- Replace PCs that are maintenance problems and/or causing serious performance issues.
- Replace printers that are maintenance problems.



- Develop a hardware replacement schedule, and implement the first year of the plan in FY2005.
- Upgrade the Government Center iSeries (AS/400) to enable LPAR (logical positioning) to separate computing environments into production and development.
- Evaluate various change management systems.
- Evaluate iSeries (AS/400) automatic documentation systems.
- Install an Intranet.
- Take a physical inventory into Track-It!
- Evaluate impact of moving Sheriff Department iSeries (AS/400) applications to the Government Center iSeries (AS/400) for possible implementation in FY2005.
- Install CODE/400 to increase programmer productivity and provide training.
- Establish a detailed training plan for the IT staff.
- Document all backup procedures. Evaluate a disaster recovery plan.
- Develop an operations schedule in Microsoft Project.
- Evaluate methods to improve imaging by making it more cost effective and available to more departments and offices.
- Establish a Countywide computer “technical” committee.
- Evaluate Countywide network faxing options.
- Perform a study to compare and evaluate the advantages and disadvantages of purchasing new iSeries (AS/400) payroll, human resources, and accounting software vs. rewriting current applications.
- Help support the Voter Registration office in evaluating remote laptops in polling stations.
- Continue work on GASB34 system.
- Review and group programming backlog and make recommendation. Determine impact of replacing/rewriting major applications.
- Evaluate Web-facing iSeries (AS/400) applications.

## **Progress on Prior Year Objectives**

- Replace all remaining 4019 printers (7).

**Response:** All have been delivered and will be installed by the end of the year.

- Replace all remaining Tangent PCs (35).

**Response:** All have been delivered and will be installed by the end of the year.

- Install Fiber Optic cable and all necessary network equipment to connect the Sheriff's Department and the Johnson Building to the Government Center.

**Response:** All network equipment has been delivered and will be installed by the end of the year. The fiber installation itself is on hold pending a Supreme Court decision.

- Replace Office Vision functionality on the AS/400.

**Response:** Completed.

- Take a physical inventory of all personal computers, printers, and peripherals.

**Response:** Completed.

- Develop a standard and secure method for users to extract data from the AS/400.

**Response:** Anticipate completion by the end of the year.

- Upgrade the Government Center and Sheriff's Department AS400 hardware to support new operating system 5.2.

**Response:** After further investigation, it has been determined that this was a recommendation only, and not mandatory. Therefore, this is no longer a prerequisite to upgrading the operating system and has been cancelled.

- Upgrade the Government Center and Sheriff Department's AS/400 operating systems to 5.2.

**Response:** Anticipate completion by the end of the year.

- Evaluate methods to improve operations efficiencies on the Government Center and Sheriff Department's AS/400s.

**Response:** On-going.

- Implement Acceptable Use Policy (AUP) for all computer users.

**Response:** Completed.

- Evaluate methods to improve security on the AS/400.

**Response:** On-going.

- Evaluate change control management systems on the AS/400.

**Response:** Initial evaluation completed. A more thorough evaluation with demonstrations will need to be done later.

- Evaluate more efficient methods to maintain AS/400 forms overlays.

**Response:** Evaluation of InfoPrint Designer completed.

- Continue development of long-range strategic plans for the IT Department's internal organization and structure.

**Response:** On-going.

- Continue development of long-range strategic plans for the County's computer network and infrastructure.  
**Response:** On-going.
- Continue development of long-range strategic plans for the County's hardware direction.  
**Response:** On-going.
- Continue development of long-range strategic plans for the County's software direction.  
**Response:** On-going.
- Evaluate AS/400 software tools that should help increase programmer productivity.  
**Response:** On-going.
- Develop a common database to track the status of all programming requests.  
**Response:** Completed. Using Track-It!
- Develop standards and procedures to improve the handling of new programming requests.  
**Response:** Anticipate completion by the end of the year.
- Extend the use of the helpdesk tracking software to include internal IT projects to help ensure follow-up and completion in a timely manner.  
**Response:** Completed.
- Document and conduct (jointly with supervisors) performance evaluations for all employees.  
**Response:** Completed.
- Evaluate e-commerce options that would allow citizens to pay their taxes online through the County's web site.  
**Response:** On-going. The Collector's Office is looking at using a state-wide portal with daily batch updates between the County and State.
- Evaluate an intranet site for internal use by the County.  
**Response:** On-going.
- Evaluate methods to improve departmental publishing to the County's web site.  
**Response:** Anticipate completion by the end of the year.
- Improve reporting of activity in all areas.  
**Response:** On-going.
- Deploy cell phone/pager/radio combination units for technical and programming staff to improve communications.  
**Response:** Completed. Have standardized solely on pagers.

# Information Technology

**Dept. No. 1170**

■ Install secure storage on the third floor of the Government Center for holding computer equipment, peripherals, surplus and spare parts.

**Response:** Completed.

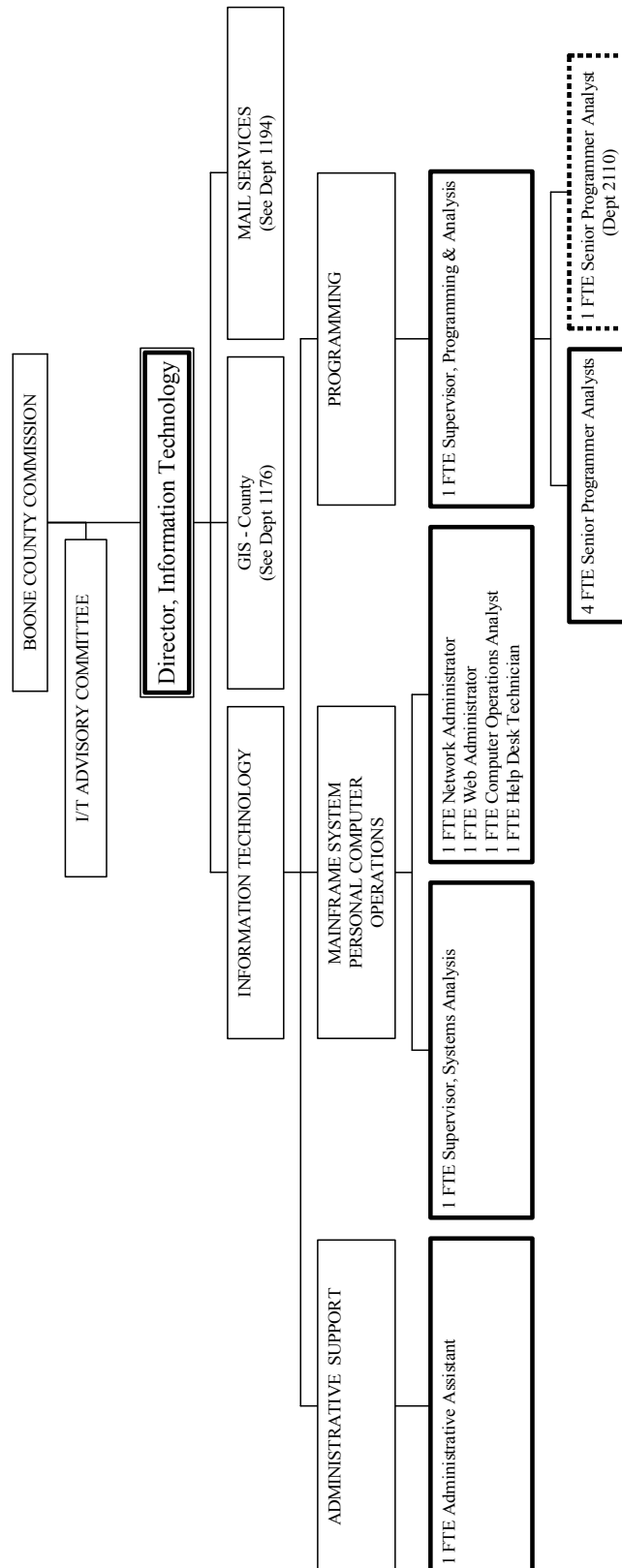
■ Install Ethernet cabling and a surplus PC for lead custodian in the Courthouse.

**Response:** Completed.

## Personnel Detail

| Position Title                     | 2002                    | 2003                    | 2004                    | 2003-2004 |
|------------------------------------|-------------------------|-------------------------|-------------------------|-----------|
|                                    | Full-time<br>Equivalent | Full-time<br>Equivalent | Full-time<br>Equivalent | Change    |
| Director, Information Technology   | 1.00                    | 1.00                    | 1.00                    | -         |
| Supervisor, Systems Analysis       | 1.00                    | 1.00                    | 1.00                    | -         |
| Network Administrator              | 1.00                    | 1.00                    | 1.00                    | -         |
| Supervisor, Programming & Analysis | 1.00                    | 1.00                    | 1.00                    | -         |
| Computer Operations Analyst        | 1.00                    | 1.00                    | 1.00                    | -         |
| Senior Programmer Analyst          | 4.00                    | 4.00                    | 4.00                    | -         |
| Web Administrator                  | 1.00                    | 1.00                    | 1.00                    | -         |
| Helpdesk Technician                | 1.00                    | 1.00                    | 1.00                    | -         |
| Administrative Assistant           | 1.00                    | 1.00                    | 1.00                    | -         |
| <b>Total FTEs</b>                  | <b>12.00</b>            | <b>12.00</b>            | <b>12.00</b>            | <b>-</b>  |
| Overtime                           | \$ 3,450                | \$ 4,000                | \$ 4,500                | \$ 500    |

## Organizational Chart



# Information Technology

Dept. No. 1170

## Annual Budget

1170 INFORMATION TECHNOLOGY  
100 GENERAL FUND

| ACCT  | DESCRIPTION                    | 2002<br>ACTUAL | 2003<br>BUDGET +<br>REVISIONS | 2003<br>PROJECTED | 2004<br>CORE<br>REQUEST | 2004<br>SUPPLEMENTAL<br>REQUEST | 2004<br>ADOPTED<br>BUDGET | %CHG<br>FROM<br>PY<br>BUD |
|-------|--------------------------------|----------------|-------------------------------|-------------------|-------------------------|---------------------------------|---------------------------|---------------------------|
|       | LICENSES AND PERMITS           |                |                               |                   |                         |                                 |                           |                           |
|       | SUBTOTAL *****                 | 0              | 0                             | 0                 | 0                       | 0                               | 0                         | 0                         |
|       | CHARGES FOR SERVICES           |                |                               |                   |                         |                                 |                           |                           |
| 3510  | COPIES                         | 0              | 0                             | 23                | 0                       | 0                               | 0                         | 0                         |
| 3528  | REIMB PERSONNEL/PROJECTS       | 5,293          | 56,295                        | 44,743            | 56,123                  | 0                               | 56,123                    | 0                         |
| 3569  | OTHER FEES                     | 6              | 0                             | 0                 | 0                       | 0                               | 0                         | 0                         |
| 3595  | DIRECT DIAL ACCESS             | 3,595          | 0                             | 1,570             | 0                       | 0                               | 0                         | 0                         |
|       | SUBTOTAL *****                 | 8,894          | 56,295                        | 46,336            | 56,123                  | 0                               | 56,123                    | 0                         |
|       | MISCELLANEOUS                  |                |                               |                   |                         |                                 |                           |                           |
|       | SUBTOTAL *****                 | 0              | 0                             | 0                 | 0                       | 0                               | 0                         | 0                         |
|       | TOTAL REVENUES *****           | 8,894          | 56,295                        | 46,336            | 56,123                  | 0                               | 56,123                    | 0                         |
|       | PERSONAL SERVICES              |                |                               |                   |                         |                                 |                           |                           |
| 10100 | SALARIES & WAGES               | 539,874        | 616,660                       | 616,660           | 637,832                 | 35,013                          | 649,696                   | 5                         |
| 10110 | OVERTIME                       | 7,076          | 4,000                         | 6,000             | 4,500                   | 0                               | 4,500                     | 12                        |
| 10120 | HOLIDAY WORKED                 | 60             | 0                             | 204               | 0                       | 0                               | 0                         | 0                         |
| 10200 | FICA                           | 40,990         | 47,480                        | 47,480            | 49,138                  | 2,678                           | 50,046                    | 5                         |
| 10300 | HEALTH INSURANCE               | 36,074         | 44,330                        | 44,330            | 52,325                  | 4,025                           | 52,325                    | 18                        |
| 10325 | DISABILITY INSURANCE           | 2,278          | 2,771                         | 2,771             | 2,954                   | 161                             | 2,954                     | 6                         |
| 10350 | LIFE INSURANCE                 | 364            | 429                           | 442               | 507                     | 39                              | 507                       | 18                        |
| 10375 | DENTAL INSURANCE               | 3,163          | 3,575                         | 3,575             | 4,095                   | 315                             | 4,095                     | 14                        |
| 10400 | WORKERS COMP                   | 1,725          | 1,987                         | 2,426             | 2,505                   | 137                             | 2,505                     | 26                        |
| 10500 | 401 (A) MATCH PLAN             | 4,325          | 7,605                         | 4,600             | 7,605                   | 650                             | 7,605                     | 0                         |
| 10510 | CERF-EMPLOYER PD CONTRIBUTION  | 0              | 6,184                         | 6,184             | 6,184                   | 0                               | 6,184                     | 0                         |
| 10600 | UNEMPLOYMENT BENEFITS          | 9,805          | 8,642                         | 9,284             | 0                       | 0                               | 0                         | 0                         |
|       | SUBTOTAL *****                 | 645,736        | 743,663                       | 743,956           | 767,645                 | 43,018                          | 780,417                   | 4                         |
|       | MATERIALS & SUPPLIES           |                |                               |                   |                         |                                 |                           |                           |
| 22500 | SUBSCRIPTIONS/PUBLICATION      | 3,539          | 2,855                         | 2,700             | 3,820                   | 0                               | 3,820                     | 33                        |
| 23000 | OFFICE SUPPLIES                | 2,530          | 1,500                         | 2,500             | 3,000                   | 0                               | 3,000                     | 100                       |
| 23001 | PRINTING                       | 68             | 300                           | 200               | 300                     | 0                               | 300                       | 0                         |
| 23015 | COMPUTER SUPPLIES              | 3,261          | 3,100                         | 3,800             | 4,100                   | 0                               | 4,100                     | 32                        |
| 23016 | MAGNETIC MEDIA                 | 1,833          | 15,950                        | 16,000            | 14,035                  | 0                               | 14,035                    | 12-                       |
| 23017 | COMPUTER PAPER                 | 3,140          | 4,000                         | 4,000             | 4,300                   | 0                               | 4,300                     | 7                         |
| 23018 | PRINTER SUPPLIES               | 51,411         | 43,300                        | 43,300            | 43,900                  | 0                               | 43,900                    | 1                         |
| 23050 | OTHER SUPPLIES                 | 3,475          | 5,300                         | 4,000             | 6,000                   | 0                               | 6,000                     | 13                        |
| 23850 | MINOR EQUIPMENT & TOOLS        | 4,068          | 2,500                         | 2,566             | 2,500                   | 0                               | 2,500                     | 0                         |
|       | SUBTOTAL *****                 | 73,330         | 78,805                        | 79,066            | 81,955                  | 0                               | 81,955                    | 3                         |
|       | DUES TRAVEL & TRAINING         |                |                               |                   |                         |                                 |                           |                           |
| 37000 | DUES                           | 11,387         | 12,150                        | 12,000            | 12,175                  | 0                               | 12,175                    | 0                         |
| 37200 | SEMINARS/CONFEREN/MEETING      | 800            | 5,190                         | 4,000             | 5,190                   | 0                               | 5,190                     | 0                         |
| 37210 | TRAINING/SCHOOLS               | 15,753         | 11,825                        | 11,825            | 11,825                  | 2,825                           | 14,650                    | 23                        |
| 37220 | TRAVEL (AIRFARE, MILEAGE, ETC) | 1,501          | 1,800                         | 2,500             | 4,300                   | 1,600                           | 5,900                     | 227                       |
| 37230 | MEALS & LODGING-TRAINING       | 2,930          | 6,000                         | 4,978             | 6,000                   | 1,100                           | 7,100                     | 18                        |
|       | SUBTOTAL *****                 | 32,373         | 36,965                        | 35,303            | 39,490                  | 5,525                           | 45,015                    | 21                        |
|       | UTILITIES                      |                |                               |                   |                         |                                 |                           |                           |
| 48000 | TELEPHONES                     | 26,720         | 23,773                        | 24,000            | 27,113                  | 260                             | 27,113                    | 14                        |
|       | SUBTOTAL *****                 | 26,720         | 23,773                        | 24,000            | 27,113                  | 260                             | 27,113                    | 14                        |
|       | VEHICLE EXPENSE                |                |                               |                   |                         |                                 |                           |                           |
| 59200 | LOCAL MILEAGE                  | 22             | 200                           | 400               | 500                     | 0                               | 500                       | 150                       |
|       | SUBTOTAL *****                 | 22             | 200                           | 400               | 500                     | 0                               | 500                       | 150                       |
|       | EQUIP & BLDG MAINTENANCE       |                |                               |                   |                         |                                 |                           |                           |
| 60050 | EQUIP SERVICE CONTRACT         | 51,621         | 65,033                        | 50,000            | 68,080                  | 45                              | 68,080                    | 4                         |
| 60200 | EQUIP REPAIRS/MAINTENANCE      | 718            | 4,500                         | 3,000             | 3,000                   | 0                               | 3,000                     | 33-                       |
|       | SUBTOTAL *****                 | 52,340         | 69,533                        | 53,000            | 71,080                  | 45                              | 71,080                    | 2                         |

Decimal values have been truncated.

# Information Technology

# Dept. No. 1170

1170 INFORMATION TECHNOLOGY  
 100 GENERAL FUND

| ACCT  | DESCRIPTION               | 2002<br>ACTUAL | 2003<br>BUDGET +<br>REVISIONS | 2003<br>PROJECTED | 2004<br>CORE<br>REQUEST | 2004<br>SUPPLEMENTAL<br>REQUEST | 2004<br>ADOPTED<br>BUDGET | %CHG<br>FROM<br>PY<br>BUD |
|-------|---------------------------|----------------|-------------------------------|-------------------|-------------------------|---------------------------------|---------------------------|---------------------------|
|       | CONTRACTUAL SERVICES      |                |                               |                   |                         |                                 |                           |                           |
| 70050 | SOFTWARE SERVICE CONTRACT | 94,167         | 147,300                       | 148,120           | 85,320                  | 0                               | 85,320                    | 42-                       |
| 71100 | OUTSIDE SERVICES          | 21,406         | 22,500                        | 22,500            | 36,000                  | 0                               | 36,000                    | 60                        |
| 71101 | PROFESSIONAL SERVICES     | 3,130          | 13,380                        | 12,000            | 10,000                  | 0                               | 10,000                    | 25-                       |
| 71500 | BUILDING USE/RENT CHARGE  | 24,211         | 24,211                        | 24,211            | 24,211                  | 0                               | 24,211                    | 0                         |
| 71600 | EQUIP LEASES & METER CHRG | 235            | 0                             | 500               | 792                     | 0                               | 792                       | 0                         |
|       | SUBTOTAL *****            | 143,150        | 207,391                       | 207,331           | 156,323                 | 0                               | 156,323                   | 24-                       |
|       | FIXED ASSET ADDITIONS     |                |                               |                   |                         |                                 |                           |                           |
| 91000 | OFFICE EQUIPMENT          | 268            | 0                             | 0                 | 0                       | 200                             | 0                         | 0                         |
| 91100 | FURNITURE AND FIXTURES    | 9,734          | 0                             | 0                 | 0                       | 4,500                           | 0                         | 0                         |
| 91200 | BUILDINGS & IMPROVEMENTS  | 0              | 2,500                         | 0                 | 0                       | 0                               | 0                         | 0                         |
| 91301 | COMPUTER HARDWARE         | 26,173         | 43,929                        | 35,000            | 24,201                  | 4,400                           | 26,401                    | 39-                       |
| 91302 | COMPUTER SOFTWARE         | 17,975         | 9,420                         | 9,420             | 0                       | 0                               | 0                         | 0                         |
| 92301 | REPLC COMPUTER HDWR       | 72,719         | 98,673                        | 86,673            | 0                       | 133,077                         | 133,077                   | 34                        |
| 92302 | REPLC COMPUTER SOFTWARE   | 745            | 0                             | 0                 | 0                       | 1,500                           | 1,500                     | 0                         |
|       | SUBTOTAL *****            | 127,615        | 154,522                       | 131,093           | 24,201                  | 143,677                         | 160,978                   | 4                         |
|       | TOTAL EXPENDITURES *****  | 1,101,290      | 1,314,852                     | 1,274,149         | 1,168,307               | 192,525                         | 1,323,381                 | 0                         |

Decimal values have been truncated.

# GIS – Consortium

## Department Number 1175

### Mission

---

The Geographic Information System (GIS) was the outgrowth of a multi-year research and development effort of a consortium comprised of Boone County, the City of Columbia, and Boone Electric Cooperative. All phases of the consortium project have been completed. The Consortium jointly funded the development of digital base maps which provide the foundational framework for a county-wide GIS system. The Boone County Information Technology Department serves as project manager and fiscal agent for the GIS project. The GIS Department's mission is to maintain the Consortium GIS server, maintain the "master" address database, and support Consortium members in their GIS efforts.

Please refer to Department No. 1176 for a review of Boone County's budget pertaining to the development of GIS applications specific to Boone County offices.

### Budget Highlights

---

There are no significant changes in the budget.

### Goals and Objectives

---

#### Budget Year Objectives

- Maintain continued access to Consortium shared data. Access to GIS data for Consortium members is anticipated to increase through a Consortium shared, centralized server. Funds will be needed to maintain and upgrade the Consortium GIS server. Funds will possibly be needed to purchase ArcSDE software to increase the GIS server speed.
- Develop and maintain standards for GIS data development and accuracy throughout the Consortium. The GIS Manager must insure that standards for GIS data development will be used in the creation of new GIS layers.
- Train and advise Consortium members on the use of GIS data and how to create individual layers to enhance development of a GIS system and its standards.

#### Progress on Prior Year Objectives

- Maintain continued access to Consortium shared data. Access to GIS data for Consortium members is anticipated to increase through a Consortium shared centralized server. Funds will be needed to maintain the Consortium GIS server, to purchase SDE software to increase the GIS server speed, and to contract outside services to assist in the set-up of the SDE software and the creation of a "Master" Address database.

**Response:** Access to GIS data for Consortium members is made through a Consortium shared centralized server. The Boone County GIS Manager



needs to maintain the GIS Consortium server. Alternative methods were used to transfer GIS information to entities outside the Consortium. This included the creation of CD-ROMs and the use of an external hard drive.

- Develop and maintain standards for GIS data development and accuracy throughout the Consortium. The GIS Manager must insure that standards for GIS data development will be used in the creation of new GIS layers.

**Response:** The Boone County GIS Manager developed standards for GIS data development to insure ease of use and accuracy for all Consortium members. The Boone County GIS Manager oversees these standards.

- Train and advise Consortium members on the use of GIS data and how to create individual layers to enhance development of a GIS system and its standards.

**Response:** Consortium members were trained on how to use the GIS data and how to create individual layers using GIS standards. The Boone County GIS Manager created maps and manuals to aid in the training process Local mileage expenses were not used to travel to Consortium member’s locations.

**Personnel Detail**

| <b>Position Title</b> | <b>2002</b>                 | <b>2003</b>                 | <b>2004</b>                 | <b>2003-2004</b> |
|-----------------------|-----------------------------|-----------------------------|-----------------------------|------------------|
|                       | <b>Full-time Equivalent</b> | <b>Full-time Equivalent</b> | <b>Full-time Equivalent</b> | <b>Change</b>    |
| GIS Program Manager   | 0.12 <sup>a</sup>           | - <sup>b</sup>              | -                           | -                |
| <b>Total FTEs</b>     | <b>0.12</b>                 | <b>-</b>                    | <b>-</b>                    | <b>-</b>         |

a .88 FTE Position 548 GIS Program Manager in 1176 GIS - COUNTY

b .12 FTE Position 548 GIS Program Manager deleted from 1175 and added to 1176 GIS - COUNTY

**Annual Budget**

1175 GIS - CONSORTIUM  
100 GENERAL FUND

| ACCT  | DESCRIPTION              | 2002<br>ACTUAL | 2003<br>BUDGET +<br>REVISIONS | 2003<br>PROJECTED | 2004<br>CORE<br>REQUEST | 2004<br>SUPPLEMENTAL<br>REQUEST | 2004<br>ADOPTED<br>BUDGET | %CHG<br>FROM<br>PY<br>BUD |
|-------|--------------------------|----------------|-------------------------------|-------------------|-------------------------|---------------------------------|---------------------------|---------------------------|
| 3525  | REIMB. SPECIAL PROJECTS  | 3,266          | 0                             | 0                 | 0                       | 0                               | 0                         | 0                         |
|       | SUBTOTAL *****           | 3,266          | 0                             | 0                 | 0                       | 0                               | 0                         | 0                         |
|       | TOTAL REVENUES *****     | 3,266          | 0                             | 0                 | 0                       | 0                               | 0                         | 0                         |
|       | PERSONAL SERVICES        |                |                               |                   |                         |                                 |                           |                           |
| 10100 | SALARIES & WAGES         | 2,541          | 0                             | 0                 | 0                       | 0                               | 0                         | 0                         |
| 10110 | OVERTIME                 | 10             | 0                             | 0                 | 0                       | 0                               | 0                         | 0                         |
| 10200 | FICA                     | 195            | 0                             | 0                 | 0                       | 0                               | 0                         | 0                         |
| 10300 | HEALTH INSURANCE         | 355            | 0                             | 0                 | 0                       | 0                               | 0                         | 0                         |
| 10325 | DISABILITY INSURANCE     | 10             | 0                             | 0                 | 0                       | 0                               | 0                         | 0                         |
| 10350 | LIFE INSURANCE           | 12             | 0                             | 0                 | 0                       | 0                               | 0                         | 0                         |
| 10375 | DENTAL INSURANCE         | 31             | 0                             | 0                 | 0                       | 0                               | 0                         | 0                         |
| 10400 | WORKERS COMP             | 26             | 0                             | 0                 | 0                       | 0                               | 0                         | 0                         |
| 10500 | 401(A) MATCH PLAN        | 84             | 0                             | 0                 | 0                       | 0                               | 0                         | 0                         |
|       | SUBTOTAL *****           | 3,265          | 0                             | 0                 | 0                       | 0                               | 0                         | 0                         |
|       | MATERIALS & SUPPLIES     |                |                               |                   |                         |                                 |                           |                           |
| 23016 | MAGNETIC MEDIA           | 0              | 0                             | 0                 | 3,000                   | 0                               | 3,000                     | 0                         |
|       | SUBTOTAL *****           | 0              | 0                             | 0                 | 3,000                   | 0                               | 3,000                     | 0                         |
|       | CONTRACTUAL SERVICES     |                |                               |                   |                         |                                 |                           |                           |
| 71100 | OUTSIDE SERVICES         | 0              | 7,000                         | 4,400             | 1,522                   | 0                               | 1,522                     | 78-                       |
|       | SUBTOTAL *****           | 0              | 7,000                         | 4,400             | 1,522                   | 0                               | 1,522                     | 78-                       |
|       | FIXED ASSET ADDITIONS    |                |                               |                   |                         |                                 |                           |                           |
| 91301 | COMPUTER HARDWARE        | 0              | 2,000                         | 0                 | 0                       | 0                               | 0                         | 0                         |
| 91302 | COMPUTER SOFTWARE        | 0              | 9,000                         | 0                 | 7,000                   | 0                               | 7,000                     | 22-                       |
| 92301 | REPLC COMPUTER HDWR      | 0              | 0                             | 0                 | 0                       | 0                               | 15,000                    | 0                         |
|       | SUBTOTAL *****           | 0              | 11,000                        | 0                 | 7,000                   | 0                               | 22,000                    | 100                       |
|       | TOTAL EXPENDITURES ***** | 3,265          | 18,000                        | 4,400             | 11,522                  | 0                               | 26,522                    | 47                        |

Decimal values have been truncated.

# GIS – County

## Department Number 1176

### Mission

---

The Geographic Information System (GIS) is the outgrowth of a multi-year research and development effort of Boone County, the City of Columbia, and Boone Electric Cooperative. Boone County's Information Technology Department serves as project manager and fiscal agent for the GIS project. (Please refer to Department No. 1175 for a review of the GIS-Consortium budget.) The GIS – County Department's mission is to create new GIS layers and develop applications to use in conjunction with the newly created layers. The GIS – County Department will provide continued support of the current and future GIS layers and will train the end users of the applications created.

### Budget Highlights

---

There are no significant changes to this budget.

### Goals and Objectives

---

#### Budget Year Objectives

- Develop new GIS layers according to a prioritized list.
- Develop applications to use in conjunction with the newly created GIS layers.
- Develop GIS applications that will work with the GIS layers that have already been developed.
- Develop and maintain standards for GIS data development and accuracy throughout the County.
- Train County employees on the use of GIS.

#### Progress on Prior Year Objectives

- Develop new GIS layers.  
**Response:** Development of GIS layers continues to be ongoing. A Master Address Database is underway and will be complete by the end of the year 2003. The development of a Master Roads map has been completed. A Zoning layer (map) will be completed by the end of the year 2003, but this project is highly dependant upon Planning & Zoning interaction.
- Develop applications to use in conjunction with the GIS layers. The majority of these applications will be developed using Internet software that will reduce overall cost to the County.  
**Response:** Regarding ongoing development of GIS application, research has begun, but no applications have been developed at this time. Research has also begun regarding development of GIS applications that will work with the GIS layers that have already been developed. An ArcReader application

has been developed to give end users access to GIS data. This is a stand-by application until the Intranet is set up.

- Develop and maintain standards for GIS data development and accuracy throughout the County; ongoing development of standards of GIS data development to insure ease of use and accuracy.

**Response:** The development of GIS standards is still ongoing.

- Train County employees on the use of GIS; the training of County employees on how to use the GIS data and how to create individual layers is necessary to the development of a GIS system and its standards. The GIS Manager will also need to have the capability of printing maps and manuals to aid in the training process.

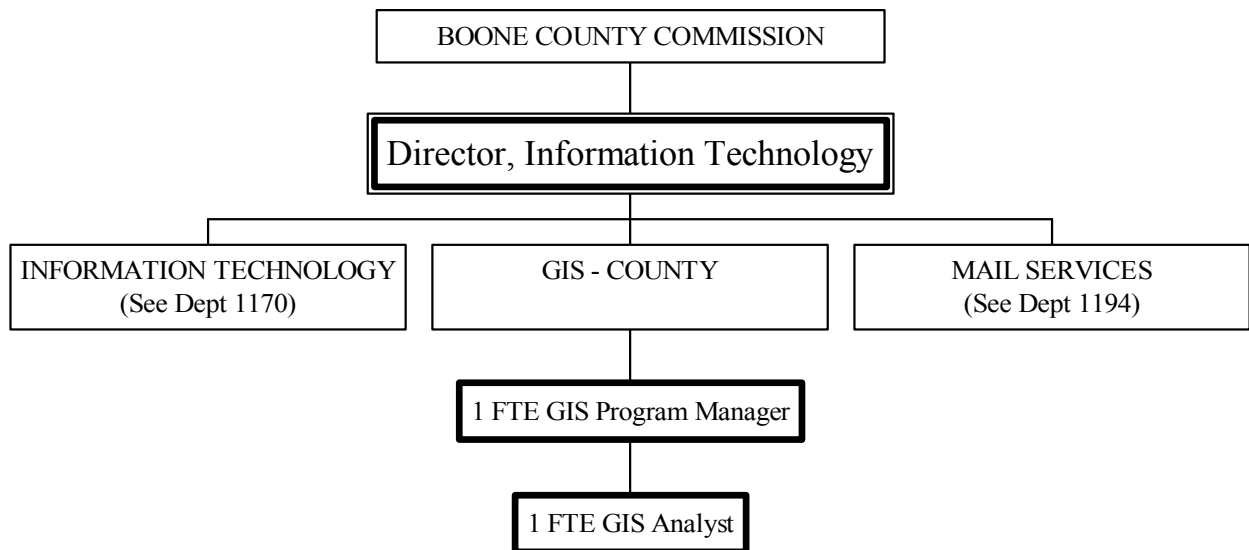
**Response:** Training for the Assessor's Mappers will be completed by the end of the year 2003 on the new GeoDatabase GIS format. Training for select Public Works staff members has been completed. All printing capabilities were met. There are various mapping supplies that may be needed to help in training of Consortium members. All mapping supplies need for training were purchased and used in training.

**Personnel Detail**

| <b>Position Title</b> | <b>2002</b>                 | <b>2003</b>                 | <b>2004</b>                 | <b>2003-2004</b> |
|-----------------------|-----------------------------|-----------------------------|-----------------------------|------------------|
|                       | <b>Full-time Equivalent</b> | <b>Full-time Equivalent</b> | <b>Full-time Equivalent</b> | <b>Change</b>    |
| GIS Program Manager   | 0.88 <sup>a</sup>           | 1.00                        | 1.00                        | -                |
| GIS Analyst           | 1.00                        | 1.00                        | 1.00                        | -                |
| <b>Total FTEs</b>     | <u>1.88</u>                 | <u>2.00</u>                 | <u>2.00</u>                 | <u>-</u>         |

a .12 FTE Position 548 GIS Program Manager in 1175 GIS - Consortium

**Organizational Chart**



**Annual Budget**

1176 GIS - COUNTY  
100 GENERAL FUND

| ACCT  | DESCRIPTION                        | 2002<br>ACTUAL | 2003<br>BUDGET +<br>REVISIONS | 2003<br>PROJECTED | 2004<br>CORE<br>REQUEST | 2004<br>SUPPLMENTAL<br>REQUEST | 2004<br>ADOPTED<br>BUDGET | %CHG<br>FROM<br>PY<br>BUD |
|-------|------------------------------------|----------------|-------------------------------|-------------------|-------------------------|--------------------------------|---------------------------|---------------------------|
| 3569  | CHARGES FOR SERVICES<br>OTHER FEES | 150            | 0                             | 15                | 0                       | 0                              | 0                         | 0                         |
|       | SUBTOTAL *****                     | 150            | 0                             | 15                | 0                       | 0                              | 0                         | 0                         |
|       | TOTAL REVENUES *****               | 150            | 0                             | 15                | 0                       | 0                              | 0                         | 0                         |
|       | PERSONAL SERVICES                  |                |                               |                   |                         |                                |                           |                           |
| 10100 | SALARIES & WAGES                   | 71,025         | 76,575                        | 76,575            | 79,830                  | 0                              | 81,267                    | 6                         |
| 10110 | OVERTIME                           | 21             | 0                             | 0                 | 0                       | 0                              | 0                         | 0                         |
| 10200 | FICA                               | 5,434          | 5,857                         | 5,857             | 6,107                   | 0                              | 6,217                     | 6                         |
| 10300 | HEALTH INSURANCE                   | 5,574          | 6,820                         | 6,820             | 8,050                   | 0                              | 8,050                     | 18                        |
| 10325 | DISABILITY INSURANCE               | 310            | 337                           | 337               | 367                     | 0                              | 367                       | 8                         |
| 10350 | LIFE INSURANCE                     | 52             | 66                            | 66                | 78                      | 0                              | 78                        | 18                        |
| 10375 | DENTAL INSURANCE                   | 488            | 550                           | 550               | 630                     | 0                              | 630                       | 14                        |
| 10400 | WORKERS COMP                       | 204            | 241                           | 299               | 311                     | 0                              | 311                       | 29                        |
| 10500 | 401(A) MATCH PLAN                  | 1,215          | 1,170                         | 1,300             | 1,170                   | 0                              | 1,170                     | 0                         |
|       | SUBTOTAL *****                     | 84,327         | 91,616                        | 91,804            | 96,543                  | 0                              | 98,090                    | 7                         |
|       | MATERIALS & SUPPLIES               |                |                               |                   |                         |                                |                           |                           |
| 23000 | OFFICE SUPPLIES                    | 136            | 50                            | 70                | 100                     | 0                              | 100                       | 100                       |
| 23001 | PRINTING                           | 100            | 575                           | 0                 | 50                      | 0                              | 50                        | 91-                       |
| 23016 | MAGNETIC MEDIA                     | 230            | 50                            | 90                | 125                     | 0                              | 125                       | 150                       |
| 23017 | COMPUTER PAPER                     | 0              | 50                            | 0                 | 2,050                   | 0                              | 2,050                     | 0                         |
| 23018 | PRINTER SUPPLIES                   | 0              | 0                             | 0                 | 200                     | 0                              | 200                       | 0                         |
|       | SUBTOTAL *****                     | 467            | 725                           | 160               | 2,525                   | 0                              | 2,525                     | 248                       |
|       | DUES TRAVEL & TRAINING             |                |                               |                   |                         |                                |                           |                           |
| 37000 | DUES                               | 0              | 150                           | 0                 | 150                     | 0                              | 150                       | 0                         |
| 37200 | SEMINARS/CONFEREN/MEETING          | 0              | 1,080                         | 240               | 2,000                   | 0                              | 2,000                     | 85                        |
| 37220 | TRAVEL (AIRFARE, MILEAGE, ETC)     | 76             | 2,000                         | 660               | 2,000                   | 0                              | 2,000                     | 0                         |
| 37230 | MEALS & LODGING-TRAINING           | 19             | 1,000                         | 930               | 1,000                   | 0                              | 1,000                     | 0                         |
|       | SUBTOTAL *****                     | 95             | 4,230                         | 1,830             | 5,150                   | 0                              | 5,150                     | 21                        |
|       | UTILITIES                          |                |                               |                   |                         |                                |                           |                           |
| 48000 | TELEPHONES                         | 323            | 666                           | 660               | 632                     | 0                              | 632                       | 5-                        |
|       | SUBTOTAL *****                     | 323            | 666                           | 660               | 632                     | 0                              | 632                       | 5-                        |
|       | VEHICLE EXPENSE                    |                |                               |                   |                         |                                |                           |                           |
| 59200 | LOCAL MILEAGE                      | 18             | 50                            | 31                | 50                      | 0                              | 50                        | 0                         |
|       | SUBTOTAL *****                     | 18             | 50                            | 31                | 50                      | 0                              | 50                        | 0                         |
|       | EQUIP & BLDG MAINTENANCE           |                |                               |                   |                         |                                |                           |                           |
| 60050 | EQUIP SERVICE CONTRACT             | 0              | 448                           | 50                | 100                     | 0                              | 100                       | 77-                       |
|       | SUBTOTAL *****                     | 0              | 448                           | 50                | 100                     | 0                              | 100                       | 77-                       |
|       | CONTRACTUAL SERVICES               |                |                               |                   |                         |                                |                           |                           |
| 70050 | SOFTWARE SERVICE CONTRACT          | 8,094          | 8,500                         | 8,500             | 14,600                  | 0                              | 14,600                    | 71                        |
| 71100 | OUTSIDE SERVICES                   | 0              | 0                             | 0                 | 1,000                   | 0                              | 1,000                     | 0                         |
| 71500 | BUILDING USE/RENT CHARGE           | 3,010          | 3,010                         | 3,010             | 3,010                   | 0                              | 3,010                     | 0                         |
|       | SUBTOTAL *****                     | 11,104         | 11,510                        | 11,510            | 18,610                  | 0                              | 18,610                    | 61                        |
|       | FIXED ASSET ADDITIONS              |                |                               |                   |                         |                                |                           |                           |
| 91301 | COMPUTER HARDWARE                  | 4,653          | 0                             | 0                 | 0                       | 0                              | 0                         | 0                         |
| 91302 | COMPUTER SOFTWARE                  | 1,352          | 1,145                         | 1,095             | 0                       | 0                              | 0                         | 0                         |
| 92301 | REPLC COMPUTER HDWR                | 0              | 6,200                         | 6,169             | 0                       | 0                              | 0                         | 0                         |
|       | SUBTOTAL *****                     | 6,005          | 7,345                         | 7,264             | 0                       | 0                              | 0                         | 0                         |
|       | TOTAL EXPENDITURES *****           | 102,341        | 116,590                       | 113,309           | 123,610                 | 0                              | 125,157                   | 7                         |

Decimal values have been truncated.

# Non-Departmental

## Department Number 1190

### Mission

---

The County Auditor and County Treasurer administer this budget. It reflects revenues and expenditures that are not directly traceable to specific departments or programs. This budget includes appropriations for items such as parking leases, outside audit services, cost allocation services, debt retirement for the Government Center, and operating transfers to or from the General Fund.

### Budget Highlights

---

Property tax revenues reflect no increase in the tax levy of \$0.13/per \$100 assessed valuation. Increase property tax revenue is the result of growth in assessed valuation. Sales tax revenues are projected to exceed the FY 03 original budget amount. In addition, the FY 04 budget assumes modest growth, resulting in a 3% budgetary increase.

In April 2001, the County Commission and the Boone Hospital Board of Trustees approved an operating lease for Boone Hospital Center. The annual lease payments paid to the County pursuant to the terms of the lease are included in this budget.

This budget accounts for the cost of the County's annual external financial audit and the annual cost allocation plan, which is used to document the County's indirect costs and serve as a basis for claiming reimbursement for indirect costs. It also accounts for downtown parking lot rental fees.

This budget accounts for the debt service required by the Series 2003 Refunding and Improvement Special Obligation Bond. These bonds, issued in 2003, retired the outstanding principle and interest on the Series 1993 Government Center Bonds (approximately \$1.9 million) and provided new construction funds in the amount of \$3.19 million. The construction funds will be used for the City-County Health Facility, the Juvenile Justice Center Expansion, and the Government Center expansion project. Annual principle and interest payments total approximately \$420,000 with a final payment of \$774,800 to be made in 2018. The annual debt service requirement is largely unchanged from the Series 1993 issue; however, the final maturity was extended from 2007 to 2018.

# Non-Departmental

# Dept. No. 1190

## Annual Budget

1190 NON-DEPARTMENTAL  
100 GENERAL FUND

| ACCT  | DESCRIPTION                 | 2002<br>ACTUAL | 2003<br>BUDGET +<br>REVISIONS | 2003<br>PROJECTED | 2004<br>CORE<br>REQUEST | 2004<br>SUPPLMENTAL<br>REQUEST | 2004<br>ADOPTED<br>BUDGET | %CHG<br>FROM<br>PY<br>BUD |
|-------|-----------------------------|----------------|-------------------------------|-------------------|-------------------------|--------------------------------|---------------------------|---------------------------|
|       | PROPERTY TAXES              |                |                               |                   |                         |                                |                           |                           |
| 3001  | REAL ESTATE CY              | 1,491,952      | 1,534,000                     | 1,550,000         | 1,596,000               | 0                              | 1,596,000                 | 4                         |
| 3002  | PERSONAL PROPERTY CY        | 376,305        | 372,000                       | 399,000           | 411,000                 | 0                              | 411,000                   | 10                        |
| 3003  | RAILROAD AND UTILITY CY     | 77,854         | 75,000                        | 75,000            | 77,000                  | 0                              | 77,000                    | 2                         |
| 3004  | REPLACEMENT SURTAX/GEN CY   | 141,718        | 132,000                       | 140,000           | 140,000                 | 0                              | 140,000                   | 6                         |
| 3011  | REAL ESTATE PY              | 39,978         | 30,000                        | 33,908            | 30,000                  | 0                              | 30,000                    | 0                         |
| 3012  | PERSONAL PROPERTY PY        | 36,975         | 30,000                        | 30,000            | 30,000                  | 0                              | 30,000                    | 0                         |
| 3013  | RAILROAD & UTILITY PY       | 0              | 0                             | 727               | 0                       | 0                              | 0                         | 0                         |
|       | SUBTOTAL *****              | 2,164,786      | 2,173,000                     | 2,228,635         | 2,284,000               | 0                              | 2,284,000                 | 5                         |
|       | SALES TAXES                 |                |                               |                   |                         |                                |                           |                           |
| 3110  | SALES TAXES                 | 9,476,493      | 9,363,375                     | 9,680,000         | 9,920,000               | 0                              | 9,920,000                 | 5                         |
|       | SUBTOTAL *****              | 9,476,493      | 9,363,375                     | 9,680,000         | 9,920,000               | 0                              | 9,920,000                 | 5                         |
|       | FRANCHISE TAXES             |                |                               |                   |                         |                                |                           |                           |
| 3210  | MEDIACOM                    | 94,467         | 90,000                        | 95,200            | 95,200                  | 0                              | 95,200                    | 5                         |
| 3220  | CHARTER COMMUNICATIONS      | 43,243         | 41,000                        | 45,200            | 45,200                  | 0                              | 45,200                    | 10                        |
|       | SUBTOTAL *****              | 137,711        | 131,000                       | 140,400           | 140,400                 | 0                              | 140,400                   | 7                         |
|       | INTERGOVERNMENTAL REVENUE   |                |                               |                   |                         |                                |                           |                           |
| 3445  | FINANCIAL INSTITUTION TAX   | 2,432          | 2,500                         | 2,500             | 2,500                   | 0                              | 2,500                     | 0                         |
| 3446  | COUNTY STOCK INSURANCE      | 0              | 14,000                        | 12,580            | 12,000                  | 0                              | 12,000                    | 14-                       |
| 3482  | FED DISASTER                | 38,078         | 0                             | 38,078            | 0                       | 0                              | 0                         | 0                         |
| 3490  | FISH & WILDLIFE PILT        | 416            | 500                           | 500               | 500                     | 0                              | 500                       | 0                         |
| 3491  | NATL FOREST PILT            | 3,606          | 4,000                         | 3,600             | 3,600                   | 0                              | 3,600                     | 10-                       |
| 3492  | BUREAU OF LAND MGMT PILT    | 4,109          | 3,800                         | 4,950             | 5,000                   | 0                              | 5,000                     | 31                        |
|       | SUBTOTAL *****              | 48,642         | 24,800                        | 62,208            | 23,600                  | 0                              | 23,600                    | 4-                        |
|       | INTEREST                    |                |                               |                   |                         |                                |                           |                           |
| 3710  | INTEREST                    | 5,862          | 8,000                         | 1,000             | 1,000                   | 0                              | 1,000                     | 87-                       |
| 3718  | INT-SALES TAX               | 7,550          | 9,000                         | 4,200             | 4,200                   | 0                              | 4,200                     | 53-                       |
| 3719  | INT-FINANCIAL INST TAX      | 41             | 100                           | 50                | 50                      | 0                              | 50                        | 50-                       |
| 3724  | INT - OTHER ENTITIES        | 0              | 0                             | 0                 | 21,899                  | 0                              | 21,899                    | 0                         |
|       | SUBTOTAL *****              | 13,454         | 17,100                        | 5,250             | 27,149                  | 0                              | 27,149                    | 58                        |
|       | MISCELLANEOUS               |                |                               |                   |                         |                                |                           |                           |
| 3820  | LAND & BLDG RENT/LEASE      | 60,080         | 60,060                        | 60,060            | 149,350                 | 0                              | 149,350                   | 148                       |
| 3823  | HOSPITAL LEASE              | 1,371,600      | 1,385,000                     | 1,404,518         | 1,418,500               | 0                              | 1,418,500                 | 2                         |
| 3835  | SALE OF COUNTY FIXED ASSET  | 1,616          | 0                             | 11,742            | 1,000                   | 0                              | 1,000                     | 0                         |
| 3887  | ADMIN & INDIRECT COST REIMB | 169,851        | 170,000                       | 158,000           | 158,000                 | 0                              | 158,000                   | 7-                        |
| 3890  | MISCELLANEOUS               | 300            | 0                             | 0                 | 0                       | 0                              | 0                         | 0                         |
| 3891  | DIVIDENDS/REBATES           | 267,219        | 0                             | 0                 | 0                       | 0                              | 0                         | 0                         |
|       | SUBTOTAL *****              | 1,870,667      | 1,615,060                     | 1,634,320         | 1,726,850               | 0                              | 1,726,850                 | 6                         |
|       | OTHER FINANCING SOURCES     |                |                               |                   |                         |                                |                           |                           |
| 3912  | OTI:DEBT SERVICE FUND       | 0              | 0                             | 500               | 0                       | 0                              | 0                         | 0                         |
| 3925  | PROCEEDS OF SPCL OBLG BND   | 0              | 0                             | 1,898,933         | 0                       | 0                              | 0                         | 0                         |
| 3999  | RESIDUAL EQUITY TRANSFER    | 960            | 0                             | 0                 | 0                       | 0                              | 0                         | 0                         |
|       | SUBTOTAL *****              | 960            | 0                             | 1,899,433         | 0                       | 0                              | 0                         | 0                         |
|       | TOTAL REVENUES *****        | 13,712,715     | 13,324,335                    | 15,650,246        | 14,121,999              | 0                              | 14,121,999                | 5                         |
|       | MATERIALS & SUPPLIES        |                |                               |                   |                         |                                |                           |                           |
| 23050 | OTHER SUPPLIES              | 643            | 750                           | 500               | 750                     | 0                              | 750                       | 0                         |
|       | SUBTOTAL *****              | 643            | 750                           | 500               | 750                     | 0                              | 750                       | 0                         |
|       | VEHICLE EXPENSE             |                |                               |                   |                         |                                |                           |                           |
| 59300 | PARKING                     | 17,640         | 18,140                        | 18,000            | 19,140                  | 0                              | 19,140                    | 5                         |
|       | SUBTOTAL *****              | 17,640         | 18,140                        | 18,000            | 19,140                  | 0                              | 19,140                    | 5                         |
|       | CONTRACTUAL SERVICES        |                |                               |                   |                         |                                |                           |                           |
| 71100 | OUTSIDE SERVICES            | 590            | 800                           | 800               | 1,000                   | 0                              | 1,000                     | 25                        |
| 71101 | PROFESSIONAL SERVICES       | 68,300         | 82,600                        | 82,000            | 103,500                 | 0                              | 103,500                   | 25                        |
| 71105 | LEGAL SERVICES              | 3,500          | 3,300                         | 3,300             | 5,000                   | 0                              | 5,000                     | 51                        |
|       | SUBTOTAL *****              | 72,390         | 86,700                        | 86,100            | 109,500                 | 0                              | 109,500                   | 26                        |

Decimal values have been truncated.



# Non-Departmental

# Dept. No. 1190

1190 NON-DEPARTMENTAL  
100 GENERAL FUND

| ACCT  | DESCRIPTION                    | 2002<br>ACTUAL | 2003<br>BUDGET +<br>REVISIONS | 2003<br>PROJECTED | 2004<br>CORE<br>REQUEST | 2004<br>SUPPLEMENTAL<br>REQUEST | 2004<br>ADOPTED<br>BUDGET | %CHG<br>FROM<br>PY<br>BUD |
|-------|--------------------------------|----------------|-------------------------------|-------------------|-------------------------|---------------------------------|---------------------------|---------------------------|
|       | OTHER                          |                |                               |                   |                         |                                 |                           |                           |
| 83900 | OTHR FIN USE-BOND REDEMPTION   | 0              | 0                             | 1,898,933         | 0                       | 0                               | 0                         | 0                         |
| 83922 | OTO: SPECIAL REVENUE FUND      | 480,000        | 0                             | 32,964            | 0                       | 0                               | 0                         | 0                         |
| 83923 | OTO:INTERNAL SERVICE FUND      | 220,103        | 0                             | 0                 | 0                       | 0                               | 0                         | 0                         |
| 84050 | DEBT RETIREMENT-PRINCIPLE      | 300,000        | 315,000                       | 315,000           | 310,000                 | 0                               | 310,000                   | 1-                        |
| 84100 | INTEREST EXPENSE               | 115,307        | 100,810                       | 77,000            | 156,115                 | 0                               | 156,115                   | 54                        |
| 86885 | FINES, FORFEITURES & PENALTIES | 14,465         | 0                             | 0                 | 0                       | 0                               | 0                         | 0                         |
| 86896 | DEPOSIT SHORTAGE               | 19             | 0                             | 0                 | 0                       | 0                               | 0                         | 0                         |
| 86897 | FICA/FED W/H OVER AND SHORT    | 34             | 0                             | 2,130             | 0                       | 0                               | 0                         | 0                         |
| 86898 | OVER AND SHORT                 | 6-             | 0                             | 100               | 100                     | 0                               | 100                       | 0                         |
| 86900 | MISCELLANEOUS                  | 2,100          | 2,700                         | 2,700             | 3,500                   | 0                               | 3,500                     | 29                        |
| 86910 | PY ENCUMBRANCES NOT USED       | 3,698-         | 0                             | 32,762-           | 0                       | 0                               | 0                         | 0                         |
|       | SUBTOTAL *****                 | 1,128,325      | 418,510                       | 2,296,065         | 469,715                 | 0                               | 469,715                   | 12                        |
|       | TOTAL EXPENDITURES *****       | 1,218,999      | 524,100                       | 2,400,665         | 599,105                 | 0                               | 599,105                   | 14                        |

Decimal values have been truncated.

# Insurance and Safety

## Department Number 1191

### Mission

---

The County Clerk administers this budget and it reflects appropriations for elected officials' bonds and other County insurance as well as spending for safety programs. Amounts related to the Road and Bridge Fund (2040 and 2045) and the Assessment Fund (2010) are included in each respective budget. Boone County is a member of the Mid America Regional Council Insurance Trust (MARCIT), a self-insured group of Missouri and Kansas governmental entities. Insurance policies are purchased for coverage not available through the trust. Safety appropriations are used to promote safe work-sites for Boone County employees through the purchase and maintenance of safety equipment, programs, and protective gear. A Loss Control Committee comprised of County employees, meets quarterly to review accident reports and to discuss ways in which hazards in the work environment can be reduced.

### Budget Highlights

---

The County maintains broad form insurance coverage for property/casualty, general liability, inland marine, EDP, public official's errors and omissions, law enforcement errors and omissions, and boiler and machinery. The County is a member of the Mid-American Regional Council Insurance trust (MARCIT), a public entity risk retention pool, and shares a full-time risk manager through that organization. MARCIT has the right to assess additional premiums to its members to cover deficiencies in claim payments and may also issue refunds when revenues exceed expenses.

The County expects to earn the maximum rebate possible, \$25,000, under MARCIT's loss control program in 2004. At least 50% of the rebate must be re-invested in safety equipment, training, or programs. The loss control Committee submitted a request totaling 75%, or \$18,000, which has been included in the budget.

Amounts for worker's compensation insurance are included in the personnel appropriations in the respective budgets. All other insurance amounts are included in this budget, except for the portions allocated to the Road and Bridge Fund (204) and the Assessment Fund (201).

# Insurance and Safety

Dept. No. 1191

## Annual Budget

1191 INSURANCE & SAFETY  
100 GENERAL FUND

| ACCT                     | DESCRIPTION               | 2002<br>ACTUAL | 2003<br>BUDGET +<br>REVISIONS | 2003<br>PROJECTED | 2004<br>CORE<br>REQUEST | 2004<br>SUPPLEMENTAL<br>REQUEST | 2004<br>ADOPTED<br>BUDGET | %CHG<br>FROM<br>PY<br>BUD |
|--------------------------|---------------------------|----------------|-------------------------------|-------------------|-------------------------|---------------------------------|---------------------------|---------------------------|
| MISCELLANEOUS            |                           |                |                               |                   |                         |                                 |                           |                           |
| 3845                     | INSURANCE PROCEEDS        | 548,407        | 0                             | 0                 | 0                       | 0                               | 0                         | 0                         |
| 3891                     | DIVIDENDS/REBATES         | 41,034         | 25,000                        | 25,000            | 25,000                  | 0                               | 25,000                    | 0                         |
|                          | SUBTOTAL *****            | 589,441        | 25,000                        | 25,000            | 25,000                  | 0                               | 25,000                    | 0                         |
|                          | TOTAL REVENUES *****      | 589,441        | 25,000                        | 25,000            | 25,000                  | 0                               | 25,000                    | 0                         |
| MATERIALS & SUPPLIES     |                           |                |                               |                   |                         |                                 |                           |                           |
| 23050                    | OTHER SUPPLIES            | 0              | 350                           | 1,000             | 3,250                   | 0                               | 3,250                     | 828                       |
| 23850                    | MINOR EQUIPMENT & TOOLS   | 298            | 3,960                         | 5,000             | 7,250                   | 0                               | 7,250                     | 83                        |
|                          | SUBTOTAL *****            | 298            | 4,310                         | 6,000             | 10,500                  | 0                               | 10,500                    | 143                       |
| DUES TRAVEL & TRAINING   |                           |                |                               |                   |                         |                                 |                           |                           |
| 37200                    | SEMINARS/CONFEREN/MEETING | 417            | 292                           | 700               | 800                     | 0                               | 800                       | 173                       |
| 37210                    | TRAINING/SCHOOLS          | 0              | 5,376                         | 5,400             | 6,000                   | 0                               | 6,000                     | 11                        |
|                          | SUBTOTAL *****            | 417            | 5,668                         | 6,100             | 6,800                   | 0                               | 6,800                     | 19                        |
| VEHICLE EXPENSE          |                           |                |                               |                   |                         |                                 |                           |                           |
| 59200                    | LOCAL MILEAGE             | 0              | 0                             | 150               | 200                     | 0                               | 200                       | 0                         |
|                          | SUBTOTAL *****            | 0              | 0                             | 150               | 200                     | 0                               | 200                       | 0                         |
| EQUIP & BLDG MAINTENANCE |                           |                |                               |                   |                         |                                 |                           |                           |
| 60200                    | EQUIP REPAIRS/MAINTENANCE | 1,991          | 2,348                         | 2,000             | 2,000                   | 0                               | 2,000                     | 14-                       |
|                          | SUBTOTAL *****            | 1,991          | 2,348                         | 2,000             | 2,000                   | 0                               | 2,000                     | 14-                       |
| CONTRACTUAL SERVICES     |                           |                |                               |                   |                         |                                 |                           |                           |
| 71001                    | AUTO PHYSICAL DAMAGE INS  | 10,662         | 11,500                        | 10,000            | 11,500                  | 0                               | 11,500                    | 0                         |
| 71002                    | AUTO LIABILITY INS        | 28,481         | 27,000                        | 27,000            | 26,800                  | 0                               | 26,800                    | 0                         |
| 71003                    | INLAND MARINE INS         | 2,546          | 2,400                         | 4,000             | 4,100                   | 0                               | 4,100                     | 70                        |
| 71004                    | PROPERTY INSURANCE        | 25,662         | 48,754                        | 56,000            | 58,000                  | 0                               | 58,000                    | 18                        |
| 71005                    | BOILER & MACHINERY INS    | 3,314          | 6,200                         | 6,200             | 6,400                   | 0                               | 6,400                     | 3                         |
| 71006                    | ERRORS & OMISSIONS INS    | 68,732         | 68,000                        | 64,000            | 66,000                  | 0                               | 66,000                    | 2-                        |
| 71007                    | LAW ENFORCEMENT INS       | 34,717         | 33,000                        | 33,000            | 34,000                  | 0                               | 34,000                    | 3                         |
| 71008                    | GENERAL LIABILITY INS     | 76,219         | 82,700                        | 82,700            | 85,200                  | 0                               | 85,200                    | 3                         |
| 71009                    | D.P. EQUIP-INSURANCE      | 3,640          | 3,500                         | 4,600             | 4,800                   | 0                               | 4,800                     | 37                        |
| 71010                    | CRIME INSURANCE           | 1,839          | 1,800                         | 1,800             | 1,900                   | 0                               | 1,900                     | 5                         |
| 71011                    | PUBLIC OFFICIALS BOND     | 5,337          | 5,775                         | 5,500             | 5,500                   | 0                               | 5,500                     | 4-                        |
| 71016                    | AUTO CLAIMS DEDUCTIBLE    | 11,024         | 18,700                        | 15,000            | 15,000                  | 0                               | 15,000                    | 19-                       |
| 71018                    | OTHER CLAIMS DEDUCTIBLE   | 19,250         | 24,276                        | 25,000            | 50,000                  | 0                               | 50,000                    | 105                       |
| 71019                    | PA'S E&O POLICY           | 9,797          | 10,495                        | 10,400            | 10,500                  | 0                               | 10,500                    | 0                         |
| 71020                    | UNINSURED CLAIMS          | 0              | 2,000                         | 0                 | 2,000                   | 0                               | 2,000                     | 0                         |
| 71050                    | INSURANCE CLAIMS          | 56,927         | 0                             | 0                 | 0                       | 0                               | 0                         | 0                         |
|                          | SUBTOTAL *****            | 358,154        | 346,100                       | 345,200           | 381,700                 | 0                               | 381,700                   | 10                        |
| FIXED ASSET ADDITIONS    |                           |                |                               |                   |                         |                                 |                           |                           |
| 91100                    | FURNITURE AND FIXTURES    | 0              | 10,000                        | 13,400            | 1,500                   | 0                               | 1,500                     | 85-                       |
|                          | SUBTOTAL *****            | 0              | 10,000                        | 13,400            | 1,500                   | 0                               | 1,500                     | 85-                       |
|                          | TOTAL EXPENDITURES *****  | 360,862        | 368,426                       | 372,850           | 402,700                 | 0                               | 402,700                   | 9                         |

Decimal values have been truncated.

# **Employee Benefits**

## **Department Number 1192**

### **Mission**

---

This budget contains appropriations for employee benefits that are not otherwise included in individual departmental budgets. This budget includes amounts for (1) Administrative fees for the County's Cafeteria Plan, and (2) unemployment benefits. Boone County reimburses the State for the actual cost of the unemployment benefits it provides to former County employees. A lump sum is appropriated in this budget and is subsequently transferred to the applicable departmental budget as actual costs are incurred.

### **Budget Highlights**

---

The budget amount for unemployment payments has been increased to \$65,000, based on historical experience over the last few years.

# Employee Benefits

Dept. No. 1192

## Annual Budget

1192 EMPLOYEE BENEFITS  
100 GENERAL FUND

| ACCT  | DESCRIPTION                                     | 2002<br>ACTUAL | 2003<br>BUDGET +<br>REVISIONS | 2003<br>PROJECTED | 2004<br>CORE<br>REQUEST | 2004<br>SUPPLEMENTAL<br>REQUEST | 2004<br>ADOPTED<br>BUDGET | %CHG<br>FROM<br>PY<br>BUD |
|-------|---|----------------|-------------------------------|-------------------|-------------------------|---------------------------------|---------------------------|---------------------------|
| 10600 | PERSONAL SERVICES<br>UNEMPLOYMENT BENEFITS      | 447            | 468                           | 35,000            | 65,000                  | 0                               | 65,000                    | 788                       |
|       | SUBTOTAL *****                                  | <u>447</u>     | <u>468</u>                    | <u>35,000</u>     | <u>65,000</u>           | <u>0</u>                        | <u>65,000</u>             | <u>788</u>                |
| 71104 | CONTRACTUAL SERVICES<br>ADMINISTRATIVE SERVICES | 6,720          | 9,026                         | 9,000             | 8,500                   | 1                               | 8,500                     | 5-                        |
|       | SUBTOTAL *****                                  | <u>6,720</u>   | <u>9,026</u>                  | <u>9,000</u>      | <u>8,500</u>            | <u>1</u>                        | <u>8,500</u>              | <u>5-</u>                 |
| 86850 | OTHER<br>CONTINGENCY                            | 0              | 0                             | 0                 | 0                       | 60,000                          | 0                         | 0                         |
|       | SUBTOTAL *****                                  | <u>0</u>       | <u>0</u>                      | <u>0</u>          | <u>0</u>                | <u>60,000</u>                   | <u>0</u>                  | <u>0</u>                  |
|       | TOTAL EXPENDITURES *****                        | 7,167          | 9,494                         | 44,000            | 73,500                  | 60,001                          | 73,500                    | 674                       |

Decimal values have been truncated.

# Mail Services

## Department Number 1194

### Mission

---

The Director of Information Technology administers this department and its budget. This budget accounts for the costs incurred in providing centralized mail services for all county offices. The Department collects and delivers inter-office correspondence and U.S. Postal Services mail.

### Budget Highlights

---

There are no significant changes in this budget.

### Goals and Objectives

---

#### **Budget Year Objectives**

- Develop Performance Measures for FY2005. This will include establishing the appropriate databases and documenting the reporting procedures to maintain year-to-year consistency.
- Continue to evaluate ways to improve customer service and satisfaction.

#### **Progress on Prior Year Objectives**

- Develop procedures and guidelines for users of Mail Services.  
**Response:** Anticipate completion by the end of the year.
- Receive, sort, and deliver all incoming mail for the courthouse.  
**Response:** On-going.
- Cross train both clerks so that each can efficiently back up the other.  
**Response:** Completed. Both clerks rotate weekly between the walking and motor routes.
- Move mail clerk's desk and personal computer to the third floor mailroom.  
**Response:** Completed.
- Move sorting operations from the Geographical Information System (GIS) room to the third floor mailroom.  
**Response:** Completed.
- Provide mailbags for clerks to carry mail for increased security and protection.  
**Response:** Completed.
- Post pickup and delivery times at all locations.  
**Response:** Anticipate completion by the end of the year.
- Evaluate ways to improve customer service.  
**Response:** On-going.

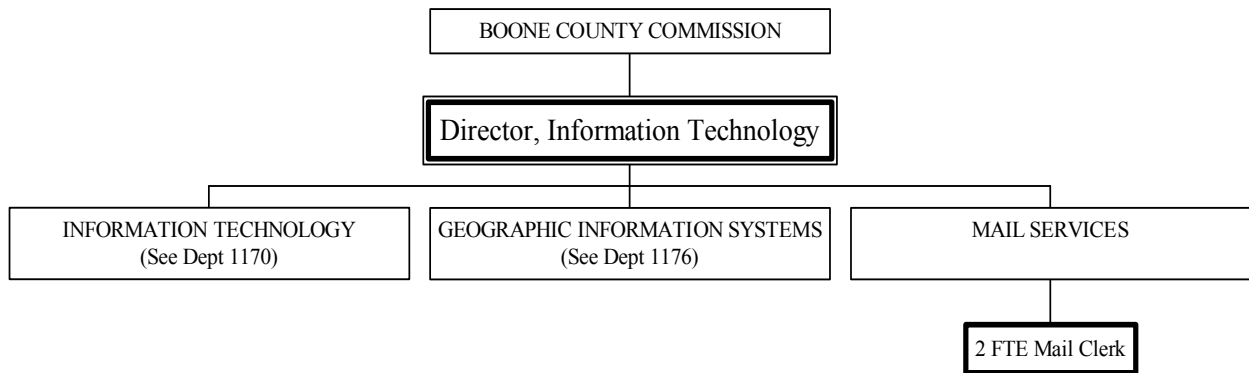
# Mail Services

**Dept. No. 1194**

## Personnel Detail

| Position Title    | 2002                    | 2003                    | 2004                    | 2003-2004 |
|-------------------|-------------------------|-------------------------|-------------------------|-----------|
|                   | Full-time<br>Equivalent | Full-time<br>Equivalent | Full-time<br>Equivalent | Change    |
| Mail Clerk        | 2.00                    | 2.00                    | 2.00                    | -         |
| <b>Total FTEs</b> | <u>2.00</u>             | <u>2.00</u>             | <u>2.00</u>             | <u>-</u>  |
| Overtime          | \$ 2,500                | \$ 1,500                | \$ 1,000                | \$ (500)  |

## Organizational Chart



# Mail Services

# Dept. No. 1194

## Annual Budget

1194 MAIL SERVICES  
100 GENERAL FUND

| ACCT                   | DESCRIPTION                    | 2002<br>ACTUAL | 2003<br>BUDGET +<br>REVISIONS | 2003<br>PROJECTED | 2004<br>CORE<br>REQUEST | 2004<br>SUPPLEMENTAL<br>REQUEST | 2004<br>ADOPTED<br>BUDGET | %CHG<br>FROM<br>PY<br>BUD |
|------------------------|--------------------------------|----------------|-------------------------------|-------------------|-------------------------|---------------------------------|---------------------------|---------------------------|
| PERSONAL SERVICES      |                                |                |                               |                   |                         |                                 |                           |                           |
| 10100                  | SALARIES & WAGES               | 37,332         | 37,629                        | 36,000            | 42,723                  | 0                               | 43,492                    | 15                        |
| 10110                  | OVERTIME                       | 3,181          | 1,500                         | 1,000             | 1,000                   | 0                               | 1,000                     | 33-                       |
| 10120                  | HOLIDAY WORKED                 | 38             | 0                             | 0                 | 0                       | 0                               | 0                         | 0                         |
| 10200                  | FICA                           | 3,102          | 3,087                         | 2,830             | 3,344                   | 0                               | 3,403                     | 10                        |
| 10300                  | HEALTH INSURANCE               | 5,930          | 6,820                         | 6,820             | 8,050                   | 0                               | 8,050                     | 18                        |
| 10325                  | DISABILITY INSURANCE           | 160            | 168                           | 168               | 201                     | 0                               | 201                       | 19                        |
| 10350                  | LIFE INSURANCE                 | 64             | 66                            | 66                | 78                      | 0                               | 78                        | 18                        |
| 10375                  | DENTAL INSURANCE               | 520            | 550                           | 550               | 630                     | 0                               | 630                       | 14                        |
| 10400                  | WORKERS COMP                   | 793            | 836                           | 836               | 841                     | 0                               | 841                       | 0                         |
| 10500                  | 401(A) MATCH PLAN              | 1,015          | 1,170                         | 390               | 1,170                   | 0                               | 1,170                     | 0                         |
|                        | SUBTOTAL *****                 | 52,139         | 51,826                        | 48,660            | 58,037                  | 0                               | 58,865                    | 13                        |
| MATERIALS & SUPPLIES   |                                |                |                               |                   |                         |                                 |                           |                           |
| 22000                  | POSTAGE                        | 222,211        | 240,000                       | 220,000           | 220,000                 | 0                               | 220,000                   | 8-                        |
| 22500                  | SUBSCRIPTIONS/PUBLICATION      | 302            | 180                           | 130               | 180                     | 0                               | 180                       | 0                         |
| 23000                  | OFFICE SUPPLIES                | 219            | 100                           | 350               | 850                     | 0                               | 850                       | 750                       |
|                        | SUBTOTAL *****                 | 222,733        | 240,280                       | 220,480           | 221,030                 | 0                               | 221,030                   | 8-                        |
| DUES TRAVEL & TRAINING |                                |                |                               |                   |                         |                                 |                           |                           |
| 37200                  | SEMINARS/CONFERENCE/MEETING    | 0              | 0                             | 0                 | 200                     | 0                               | 200                       | 0                         |
| 37220                  | TRAVEL (AIRFARE, MILEAGE, ETC) | 0              | 0                             | 0                 | 150                     | 0                               | 150                       | 0                         |
| 37230                  | MEALS & LODGING-TRAINING       | 0              | 0                             | 0                 | 400                     | 0                               | 400                       | 0                         |
|                        | SUBTOTAL *****                 | 0              | 0                             | 0                 | 750                     | 0                               | 750                       | 0                         |
| UTILITIES              |                                |                |                               |                   |                         |                                 |                           |                           |
| 48000                  | TELEPHONES                     | 291            | 337                           | 300               | 300                     | 0                               | 300                       | 10-                       |
| 48050                  | CELLULAR TELEPHONES            | 0              | 0                             | 14                | 50                      | 0                               | 50                        | 0                         |
|                        | SUBTOTAL *****                 | 291            | 337                           | 314               | 350                     | 0                               | 350                       | 3                         |
| VEHICLE EXPENSE        |                                |                |                               |                   |                         |                                 |                           |                           |
| 59000                  | MOTORFUEL/GASOLINE             | 1,018          | 2,000                         | 1,500             | 1,500                   | 0                               | 1,500                     | 25-                       |
| 59100                  | VEHICLE REPAIRS                | 611            | 351                           | 600               | 600                     | 0                               | 600                       | 70                        |
| 59105                  | TIRES                          | 188            | 0                             | 600               | 600                     | 0                               | 600                       | 0                         |
| 59200                  | LOCAL MILEAGE                  | 25             | 0                             | 0                 | 0                       | 0                               | 0                         | 0                         |
|                        | SUBTOTAL *****                 | 1,843          | 2,351                         | 2,700             | 2,700                   | 0                               | 2,700                     | 14                        |
| CONTRACTUAL SERVICES   |                                |                |                               |                   |                         |                                 |                           |                           |
| 70050                  | SOFTWARE SERVICE CONTRACT      | 1,650          | 2,000                         | 1,950             | 3,500                   | 0                               | 3,800                     | 90                        |
| 71500                  | BUILDING USE/RENT CHARGE       | 5,864          | 5,864                         | 5,864             | 5,864                   | 0                               | 5,864                     | 0                         |
| 71600                  | EQUIP LEASES & METER CHRG      | 57,264         | 57,485                        | 56,985            | 56,985                  | 0                               | 56,985                    | 0                         |
|                        | SUBTOTAL *****                 | 64,778         | 65,349                        | 64,799            | 66,349                  | 0                               | 66,649                    | 1                         |
| FIXED ASSET ADDITIONS  |                                |                |                               |                   |                         |                                 |                           |                           |
| 91100                  | FURNITURE AND FIXTURES         | 0              | 1,034                         | 1,033             | 0                       | 0                               | 0                         | 0                         |
|                        | SUBTOTAL *****                 | 0              | 1,034                         | 1,033             | 0                       | 0                               | 0                         | 0                         |
|                        | TOTAL EXPENDITURES *****       | 341,786        | 361,177                       | 337,986           | 349,216                 | 0                               | 350,344                   | 2-                        |

Decimal values have been truncated.



# Records Management Services

## Department Number 1196

### Mission

---

The County Clerk administers this budget and it accounts for the costs incurred in providing centralized records storage and management services to all County offices.

### Budget Highlights

---

This budget was new in 1996. Its creation followed the completion of the construction of the Records Storage Facility, which is located in the remodeled Johnson Building.

The 2004 budget includes \$30,000 for off-site record storage. This is needed in order to accommodate records being moved out of the Johnson Building and out of the Government Center. The emptied space in these two buildings will be used for office space, so replacement record storage space will be obtained through contract.

### Goals and Objectives

---

#### Budget Year Objectives

- Unavailable

#### Progress on Prior Year Objectives

- Identify and prepare microfilm proposal for all permanent records.

**Response:** Unavailable

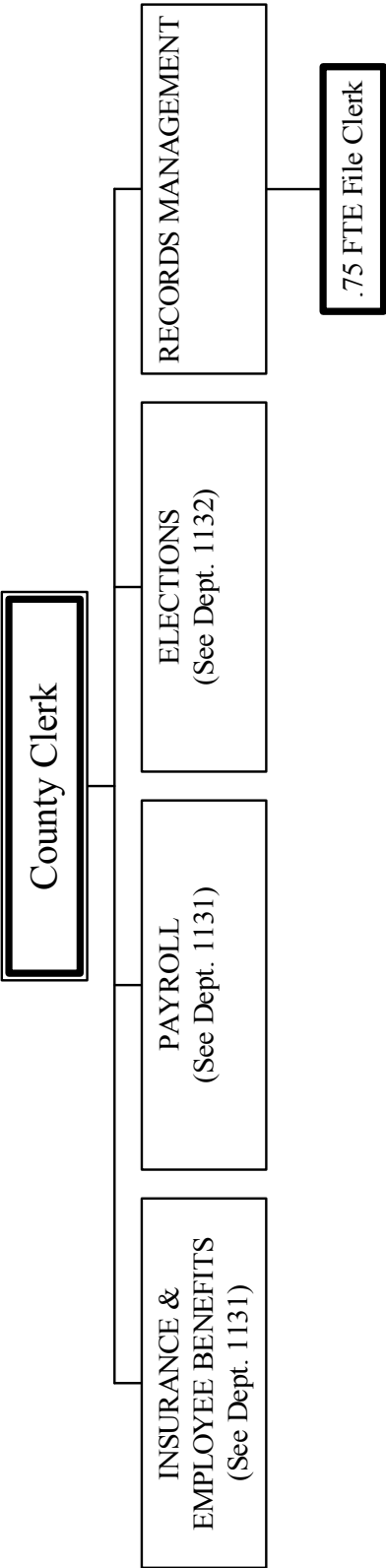
### Personnel Detail

---

| Position Title | 2002                    | 2003                    | 2004                    | 2003-2004 |
|----------------|-------------------------|-------------------------|-------------------------|-----------|
|                | Full-time<br>Equivalent | Full-time<br>Equivalent | Full-time<br>Equivalent | Change    |
| File Clerk     | 0.75                    | 0.75                    | 0.75                    | -         |
| Total FTEs     | 0.75                    | 0.75                    | 0.75                    | -         |

**Organizational Chart**

---



# Records Management Services

Dept. No. 1196

## Annual Budget

1196 RECORDS MANAGEMENT SERVICES  
100 GENERAL FUND

| ACCT                      | DESCRIPTION                    | 2002<br>ACTUAL | 2003<br>BUDGET +<br>REVISIONS | 2003<br>PROJECTED | 2004<br>CORE<br>REQUEST | 2004<br>SUPPLEMENTAL<br>REQUEST | 2004<br>ADOPTED<br>BUDGET | %CHG<br>FROM<br>PY<br>BUD |
|---------------------------|--------------------------------|----------------|-------------------------------|-------------------|-------------------------|---------------------------------|---------------------------|---------------------------|
| INTERGOVERNMENTAL REVENUE |                                |                |                               |                   |                         |                                 |                           |                           |
| 3451                      | STATE REIMB-GRANT/PROGRAM/OTHR | 13,825         | 0                             | 0                 | 0                       | 0                               | 0                         | 0                         |
|                           | SUBTOTAL *****                 | 13,825         | 0                             | 0                 | 0                       | 0                               | 0                         | 0                         |
|                           | TOTAL REVENUES *****           | 13,825         | 0                             | 0                 | 0                       | 0                               | 0                         | 0                         |
| PERSONAL SERVICES         |                                |                |                               |                   |                         |                                 |                           |                           |
| 10100                     | SALARIES & WAGES               | 11,331         | 14,594                        | 14,594            | 16,021                  | 0                               | 16,310                    | 11                        |
| 10200                     | FICA                           | 866            | 1,116                         | 1,116             | 1,225                   | 0                               | 1,247                     | 11                        |
| 10300                     | HEALTH INSURANCE               | 0              | 3,410                         | 0                 | 4,025                   | 0                               | 4,025                     | 18                        |
| 10325                     | DISABILITY INSURANCE           | 0              | 60                            | 0                 | 73                      | 0                               | 73                        | 21                        |
| 10350                     | LIFE INSURANCE                 | 0              | 33                            | 0                 | 39                      | 0                               | 39                        | 18                        |
| 10375                     | DENTAL INSURANCE               | 0              | 275                           | 0                 | 315                     | 0                               | 315                       | 14                        |
| 10400                     | WORKERS COMP                   | 43             | 43                            | 52                | 62                      | 0                               | 62                        | 44                        |
| 10500                     | 401 (A) MATCH PLAN             | 0              | 585                           | 0                 | 585                     | 0                               | 585                       | 0                         |
| 10600                     | UNEMPLOYMENT BENEFITS          | 3,666          | 0                             | 0                 | 0                       | 0                               | 0                         | 0                         |
|                           | SUBTOTAL *****                 | 15,907         | 20,116                        | 15,762            | 22,345                  | 0                               | 22,656                    | 12                        |
| MATERIALS & SUPPLIES      |                                |                |                               |                   |                         |                                 |                           |                           |
| 23000                     | OFFICE SUPPLIES                | 119            | 994                           | 500               | 1,000                   | 0                               | 1,000                     | 0                         |
|                           | SUBTOTAL *****                 | 119            | 994                           | 500               | 1,000                   | 0                               | 1,000                     | 0                         |
| UTILITIES                 |                                |                |                               |                   |                         |                                 |                           |                           |
| 48000                     | TELEPHONES                     | 299            | 306                           | 300               | 300                     | 0                               | 300                       | 1-                        |
|                           | SUBTOTAL *****                 | 299            | 306                           | 300               | 300                     | 0                               | 300                       | 1-                        |
| EQUIP & BLDG MAINTENANCE  |                                |                |                               |                   |                         |                                 |                           |                           |
| 60200                     | EQUIP REPAIRS/MAINTENANCE      | 0              | 500                           | 0                 | 0                       | 0                               | 0                         | 0                         |
|                           | SUBTOTAL *****                 | 0              | 500                           | 0                 | 0                       | 0                               | 0                         | 0                         |
| CONTRACTUAL SERVICES      |                                |                |                               |                   |                         |                                 |                           |                           |
| 71100                     | OUTSIDE SERVICES               | 19,627         | 0                             | 0                 | 0                       | 0                               | 0                         | 0                         |
| 71500                     | BUILDING USE/RENT CHARGE       | 24,619         | 25,264                        | 25,501            | 25,264                  | 0                               | 55,264                    | 118                       |
|                           | SUBTOTAL *****                 | 44,246         | 25,264                        | 25,501            | 25,264                  | 0                               | 55,264                    | 118                       |
| OTHER                     |                                |                |                               |                   |                         |                                 |                           |                           |
| 83160                     | RECYCLING & DUMP FEES          | 0              | 700                           | 700               | 700                     | 0                               | 700                       | 0                         |
|                           | SUBTOTAL *****                 | 0              | 700                           | 700               | 700                     | 0                               | 700                       | 0                         |
|                           | TOTAL EXPENDITURES *****       | 60,572         | 47,880                        | 42,763            | 49,609                  | 0                               | 79,920                    | 66                        |

Decimal values have been truncated.

# **Special Projects**

## **Citizen Contributions**

### **Department Number 2000, 2001, 2002**

#### **Mission**

---

This budget was established to account for citizen contributions received by the County and to be used for various facility projects that would not otherwise have been funded. Projects that have been funded in the past include the courthouse mural project and the Roger B. Wilson Memorial.

The County Commission administers this budget.

#### **Budget Highlights**

---

During FY 2003, the County Commission amended the Courthouse Square-Miscellaneous Projects budget (#2002) to account for the expenses and revenue related to the additional sales of Blocks of Time. This project is expected to continue during FY 2004.

# Special Projects Citizen Contributions

Dept. No. 2000,  
2001, 2002

## Annual Budget

| 2002 CH SQUARE-MISC. PROJECTS      |                          |                |                               |                   |                         |                                |                           |                   |
|------------------------------------|--------------------------|----------------|-------------------------------|-------------------|-------------------------|--------------------------------|---------------------------|-------------------|
| 200 SPEC BLDG PROJ-CITIZEN CONTRIB |                          |                |                               |                   |                         |                                |                           | %CHG              |
| ACCT                               | DESCRIPTION              | 2002<br>ACTUAL | 2003<br>BUDGET +<br>REVISIONS | 2003<br>PROJECTED | 2004<br>CORE<br>REQUEST | 2004<br>SUPPLMENTAL<br>REQUEST | 2004<br>ADOPTED<br>BUDGET | FROM<br>PY<br>BUD |
| 3830                               | MISCELLANEOUS<br>SALES   | 0              | 7,500                         | 5,600             | 0                       | 0                              | 0                         | 0                 |
|                                    | SUBTOTAL *****           | 0              | 7,500                         | 5,600             | 0                       | 0                              | 0                         | 0                 |
|                                    | TOTAL REVENUES *****     | 0              | 7,500                         | 5,600             | 0                       | 0                              | 0                         | 0                 |
| CONTRACTUAL SERVICES               |                          |                |                               |                   |                         |                                |                           |                   |
| 71100                              | OUTSIDE SERVICES         | 0              | 5,000                         | 0                 | 5,000                   | 0                              | 5,000                     | 0                 |
|                                    | SUBTOTAL *****           | 0              | 5,000                         | 0                 | 5,000                   | 0                              | 5,000                     | 0                 |
| OTHER                              |                          |                |                               |                   |                         |                                |                           |                   |
| 84300                              | ADVERTISING              | 0              | 600                           | 160               | 440                     | 0                              | 440                       | 26-               |
|                                    | SUBTOTAL *****           | 0              | 600                           | 160               | 440                     | 0                              | 440                       | 26-               |
|                                    | TOTAL EXPENDITURES ***** | 0              | 5,600                         | 160               | 5,440                   | 0                              | 5,440                     | 2-                |

Decimal values have been truncated.

# County Assessor

## Department Number 2010

### Mission

---

The Assessor is an elected official responsible for developing and maintaining a current list of all taxable real and tangible personal property in Boone County and assessing the property annually. Assessed valuation provides the tax base for property taxes levied by the County and its various political subdivisions. The Assessor's Office processes annual declaration forms for all tangible personal property to Boone County residents. The Assessor also performs tax mapping by maintaining and updating property lines based upon warranty deeds received from the Boone County Recorder of Deeds.

### Budget Highlights

---

The State of Missouri has significantly reduced the reimbursement revenue to Counties. Prior to 2002, the reimbursement rate was \$6.20 per parcel; it was reduced to \$5.50 during 2002 and further reduced to \$5.00 during 2003. The total reduction in revenue is approximately \$65,000 (\$1.20 per parcel for 54,159 parcels) and represents a 19% decline. Other than the reduction in revenue, there are no significant changes in this budget.

### Goals and Objectives

---

#### Budget Year Objectives

- Place new digital rectified orthophotography on the Boone County web site.

#### Progress on Prior Year Objectives

- Continue to provide outstanding service in the most cost efficient manner possible, while fulfilling the legal responsibilities of the Office of Assessor.  
**Response:** The public now has the ability to query the Assessor's file through the Internet. The demand for this information has exceeded our expectations, and implementation has reduced staff time spent answering and disseminating information over the telephone.
- Place the new digital rectified orthophotography on the Boone County's web site. The cost to implement this project is estimated to be \$15,000. Public access to this information should reduce the workload of our mapping department. They currently spend an inordinate amount of time manually preparing maps for clients. This project would enable the mapping department to focus on keeping property ownership and parcel splits current. This investment will pay for itself by reducing existing demands on staff time.  
**Response:** This objective is ongoing and will continue into 2004. Two servers have been purchased, but are not yet installed.

**Performance Measures**

---

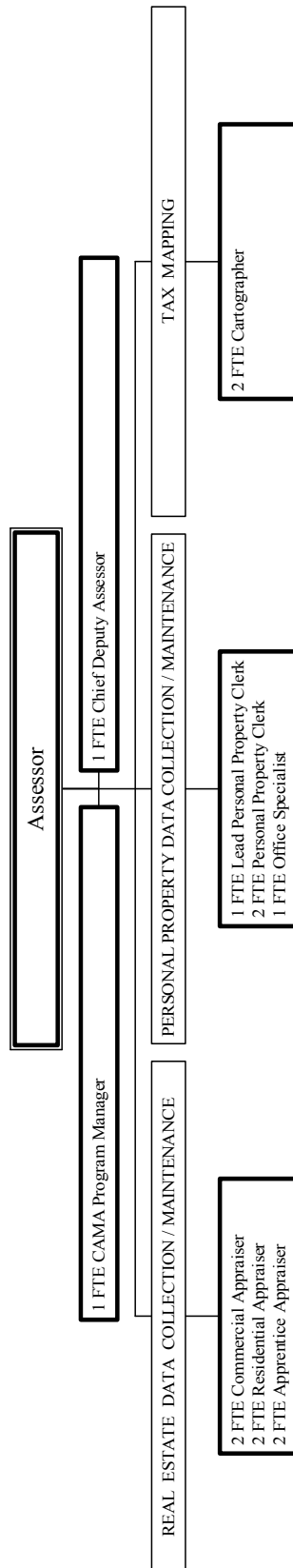
| <b>Performance Measure</b>     | <b>1992<br/>Actual</b> | <b>2002<br/>Actual</b> |
|--------------------------------|------------------------|------------------------|
| Amount of Total Assessed Value | \$ 774,944,386         | \$ 1,561,715,763       |
| Assessment Fund Balance        | \$ 158,799             | \$ 672,251             |

**Personnel Detail**

---

| <b>Position Title</b>        | <b>2002<br/>Full-time<br/>Equivalent</b> | <b>2003<br/>Full-time<br/>Equivalent</b> | <b>2004<br/>Full-time<br/>Equivalent</b> | <b>2003-2004<br/>Change</b> |
|------------------------------|--|--|--|-----------------------------|
| Assessor (Elected)           | 1.00                                     | 1.00                                     | 1.00                                     | -                           |
| CAMA Program Manager         | 1.00                                     | 1.00                                     | 1.00                                     | -                           |
| Appraiser/Commercial         | 2.00                                     | 2.00                                     | 2.00                                     | -                           |
| Appraiser/Residential        | 2.00                                     | 2.00                                     | 2.00                                     | -                           |
| Appraiser/Apprentice         | 2.00                                     | 2.00                                     | 2.00                                     | -                           |
| Cartographer                 | 2.00                                     | 2.00                                     | 2.00                                     | -                           |
| Chief Deputy                 | 1.00                                     | 1.00                                     | 1.00                                     | -                           |
| Lead Personal Property Clerk | 1.00                                     | 1.00                                     | 1.00                                     | -                           |
| Personal Property Clerk      | 2.00                                     | 2.00                                     | 2.00                                     | -                           |
| Office Specialist            | 1.00                                     | 1.00                                     | 1.00                                     | -                           |
| <b>Total FTEs</b>            | <u>15.00</u>                             | <u>15.00</u>                             | <u>15.00</u>                             | <u>-</u>                    |
| Overtime                     | \$ 20,000                                | \$ 20,000                                | \$ 20,000                                | \$ -                        |

Organizational Chart





# County Assessor

# Dept. No. 2010

## Annual Budget

2010 ASSESSMENT  
201 ASSESSMENT FUND

| ACCT  | DESCRIPTION                           | 2002<br>ACTUAL | 2003<br>BUDGET +<br>REVISIONS | 2003<br>PROJECTED | 2004<br>CORE<br>REQUEST | 2004<br>SUPPLEMENTAL<br>REQUEST | 2004<br>ADOPTED<br>BUDGET | %CHG<br>FROM<br>PY<br>BUD |
|-------|---------------------------------------|----------------|-------------------------------|-------------------|-------------------------|---------------------------------|---------------------------|---------------------------|
| 3461  | STATE REIMBURS-ASSESSMENT             | 297,874        | 297,875                       | 270,795           | 270,795                 | 0                               | 270,795                   | 9-                        |
|       | SUBTOTAL *****                        | 297,874        | 297,875                       | 270,795           | 270,795                 | 0                               | 270,795                   | 9-                        |
| 3550  | CHARGES FOR SERVICES<br>COMMISSIONS   | 508,641        | 513,850                       | 528,400           | 539,000                 | 0                               | 539,000                   | 4                         |
|       | SUBTOTAL *****                        | 508,641        | 513,850                       | 528,400           | 539,000                 | 0                               | 539,000                   | 4                         |
| 3711  | INTEREST<br>INT-OVERNIGHT             | 488            | 500                           | 410               | 500                     | 0                               | 500                       | 0                         |
| 3712  | INT-LONG TERM INVEST                  | 12,590         | 7,000                         | 3,478             | 7,000                   | 0                               | 7,000                     | 0                         |
| 3798  | INC/DEC IN FV OF INVESTMENTS          | 476            | 0                             | 189               | 0                       | 0                               | 0                         | 0                         |
|       | SUBTOTAL *****                        | 13,554         | 7,500                         | 4,077             | 7,500                   | 0                               | 7,500                     | 0                         |
| 3830  | MISCELLANEOUS<br>SALES                | 11,273         | 12,000                        | 10,885            | 12,000                  | 0                               | 12,000                    | 0                         |
| 3891  | DIVIDENDS/REBATES                     | 20,468         | 0                             | 0                 | 0                       | 0                               | 0                         | 0                         |
|       | SUBTOTAL *****                        | 31,741         | 12,000                        | 10,885            | 12,000                  | 0                               | 12,000                    | 0                         |
|       | TOTAL REVENUES *****                  | 851,812        | 831,225                       | 814,157           | 829,295                 | 0                               | 829,295                   | 0                         |
| 10100 | PERSONAL SERVICES<br>SALARIES & WAGES | 433,530        | 535,611                       | 458,864           | 560,497                 | 0                               | 569,249                   | 6                         |
| 10110 | OVERTIME                              | 16,241         | 20,000                        | 20,000            | 20,000                  | 0                               | 20,000                    | 0                         |
| 10200 | FICA                                  | 32,352         | 42,306                        | 36,634            | 44,408                  | 0                               | 45,077                    | 6                         |
| 10300 | HEALTH INSURANCE                      | 41,510         | 51,150                        | 44,330            | 60,375                  | 0                               | 60,375                    | 18                        |
| 10325 | DISABILITY INSURANCE                  | 1,866          | 2,420                         | 1,904             | 2,670                   | 0                               | 2,670                     | 10                        |
| 10350 | LIFE INSURANCE                        | 391            | 495                           | 425               | 585                     | 0                               | 585                       | 18                        |
| 10375 | DENTAL INSURANCE                      | 3,640          | 4,125                         | 3,575             | 4,725                   | 0                               | 4,725                     | 14                        |
| 10400 | WORKERS COMP                          | 13,886         | 14,162                        | 14,047            | 13,567                  | 0                               | 13,567                    | 4-                        |
| 10500 | 401(A) MATCH PLAN                     | 7,525          | 8,775                         | 7,175             | 8,775                   | 0                               | 8,775                     | 0                         |
| 10510 | CERF-EMPLOYER PD CONTRIBUTION         | 0              | 896                           | 947               | 896                     | 0                               | 896                       | 0                         |
|       | SUBTOTAL *****                        | 550,942        | 679,940                       | 587,901           | 716,498                 | 0                               | 725,919                   | 6                         |
| 22000 | MATERIALS & SUPPLIES<br>POSTAGE       | 36,713         | 35,000                        | 23,000            | 35,000                  | 0                               | 35,000                    | 0                         |
| 22500 | SUBSCRIPTIONS/PUBLICATION             | 2,315          | 3,020                         | 3,020             | 3,020                   | 0                               | 3,020                     | 0                         |
| 23000 | OFFICE SUPPLIES                       | 2,326          | 3,100                         | 3,100             | 3,100                   | 0                               | 3,100                     | 0                         |
| 23001 | PRINTING                              | 4,305          | 9,000                         | 3,000             | 9,000                   | 0                               | 9,000                     | 0                         |
| 23015 | COMPUTER SUPPLIES                     | 0              | 150                           | 0                 | 0                       | 0                               | 0                         | 0                         |
| 23016 | MAGNETIC MEDIA                        | 0              | 1,860                         | 0                 | 0                       | 0                               | 0                         | 0                         |
| 23017 | COMPUTER PAPER                        | 0              | 4,000                         | 4,000             | 5,000                   | 0                               | 5,000                     | 25                        |
| 23018 | PRINTER SUPPLIES                      | 306            | 10,000                        | 3,600             | 3,600                   | 0                               | 3,600                     | 64-                       |
| 23022 | MAPPING SUPPLIES                      | 1,898          | 12,000                        | 4,000             | 3,500                   | 0                               | 3,500                     | 70-                       |
| 23050 | OTHER SUPPLIES                        | 547            | 500                           | 500               | 500                     | 0                               | 500                       | 0                         |
| 23850 | MINOR EQUIPMENT & TOOLS               | 0              | 250                           | 250               | 250                     | 0                               | 250                       | 0                         |
|       | SUBTOTAL *****                        | 48,414         | 78,880                        | 44,470            | 62,970                  | 0                               | 62,970                    | 20-                       |
| 37000 | DUES TRAVEL & TRAINING<br>DUES        | 1,500          | 833                           | 833               | 2,000                   | 0                               | 2,000                     | 140                       |
| 37200 | SEMINARS/CONFEREN/MEETING             | 2,272          | 4,285                         | 2,500             | 4,285                   | 0                               | 4,285                     | 0                         |
| 37210 | TRAINING/SCHOOLS                      | 2,910          | 10,190                        | 2,500             | 8,190                   | 0                               | 8,190                     | 19-                       |
| 37220 | TRAVEL (AIRFARE, MILEAGE, ETC)        | 540            | 410                           | 554               | 410                     | 0                               | 410                       | 0                         |
| 37230 | MEALS & LODGING-TRAINING              | 2,761          | 525                           | 3,200             | 525                     | 0                               | 525                       | 0                         |
|       | SUBTOTAL *****                        | 9,983          | 16,243                        | 9,587             | 15,410                  | 0                               | 15,410                    | 5-                        |
| 48000 | UTILITIES<br>TELEPHONES               | 5,331          | 4,740                         | 5,500             | 5,800                   | 0                               | 5,800                     | 22                        |
| 48050 | CELLULAR TELEPHONES                   | 72             | 412                           | 100               | 1,200                   | 0                               | 1,200                     | 191                       |
|       | SUBTOTAL *****                        | 5,404          | 5,152                         | 5,600             | 7,000                   | 0                               | 7,000                     | 35                        |
| 59000 | VEHICLE EXPENSE<br>MOTORFUEL/GASOLINE | 515            | 1,772                         | 640               | 1,772                   | 0                               | 1,772                     | 0                         |
| 59100 | VEHICLE REPAIRS                       | 1,509          | 3,650                         | 2,000             | 3,650                   | 0                               | 3,650                     | 0                         |
| 59200 | LOCAL MILEAGE                         | 394            | 1,750                         | 450               | 1,750                   | 0                               | 1,750                     | 0                         |
|       | SUBTOTAL *****                        | 2,419          | 7,172                         | 3,090             | 7,172                   | 0                               | 7,172                     | 0                         |

Decimal values have been truncated.

# County Assessor

# Dept. No. 2010

2010 ASSESSMENT  
201 ASSESSMENT FUND

| ACCT                     | DESCRIPTION               | 2002<br>ACTUAL | 2003<br>BUDGET +<br>REVISIONS | 2003<br>PROJECTED | 2004<br>CORE<br>REQUEST | 2004<br>SUPPLMENTAL<br>REQUEST | 2004<br>ADOPTED<br>BUDGET | %CHG<br>FROM<br>PY<br>BUD |
|--------------------------|---------------------------|----------------|-------------------------------|-------------------|-------------------------|--------------------------------|---------------------------|---------------------------|
| EQUIP & BLDG MAINTENANCE |                           |                |                               |                   |                         |                                |                           |                           |
| 60050                    | EQUIP SERVICE CONTRACT    | 2,190          | 8,400                         | 7,000             | 6,115                   | 0                              | 6,115                     | 27-                       |
| 60200                    | EQUIP REPAIRS/MAINTENANCE | 0              | 3,320                         | 500               | 3,320                   | 0                              | 3,320                     | 0                         |
| SUBTOTAL *****           |                           | 2,190          | 11,720                        | 7,500             | 9,435                   | 0                              | 9,435                     | 19-                       |
| CONTRACTUAL SERVICES     |                           |                |                               |                   |                         |                                |                           |                           |
| 70050                    | SOFTWARE SERVICE CONTRACT | 7,900          | 10,344                        | 12,044            | 16,893                  | 0                              | 16,893                    | 63                        |
| 71000                    | INSURANCE AND BONDS       | 12,777         | 14,000                        | 12,655            | 14,000                  | 0                              | 14,000                    | 0                         |
| 71100                    | OUTSIDE SERVICES          | 135,880        | 15,000                        | 1,000             | 0                       | 0                              | 0                         | 0                         |
| 71101                    | PROFESSIONAL SERVICES     | 0              | 40,000                        | 0                 | 40,000                  | 0                              | 40,000                    | 0                         |
| 71105                    | LEGAL SERVICES            | 0              | 8,000                         | 0                 | 8,000                   | 0                              | 8,000                     | 0                         |
| 71500                    | BUILDING USE/RENT CHARGE  | 34,406         | 34,406                        | 34,406            | 34,406                  | 0                              | 34,406                    | 0                         |
| 71600                    | EQUIP LEASES & METER CHR  | 24             | 0                             | 60                | 60                      | 0                              | 60                        | 0                         |
| SUBTOTAL *****           |                           | 190,989        | 121,750                       | 60,165            | 113,359                 | 0                              | 113,359                   | 6-                        |
| OTHER                    |                           |                |                               |                   |                         |                                |                           |                           |
| 83923                    | OTO:INTERNAL SERVICE FUND | 22,535         | 0                             | 0                 | 0                       | 0                              | 0                         | 0                         |
| 84400                    | PUBLIC NOTICES            | 0              | 3,193                         | 1,051             | 3,193                   | 0                              | 3,193                     | 0                         |
| 86800                    | EMERGENCY                 | 0              | 5,000                         | 0                 | 5,000                   | 0                              | 5,000                     | 0                         |
| 86850                    | CONTINGENCY               | 0              | 0                             | 0                 | 0                       | 0                              | 1,230                     | 0                         |
| 86910                    | PY ENCUMBRANCES NOT USED  | 0              | 0                             | 190-              | 0                       | 0                              | 0                         | 0                         |
| SUBTOTAL *****           |                           | 22,535         | 8,193                         | 861               | 8,193                   | 0                              | 9,423                     | 15                        |
| FIXED ASSET ADDITIONS    |                           |                |                               |                   |                         |                                |                           |                           |
| 91301                    | COMPUTER HARDWARE         | 13,890         | 0                             | 0                 | 0                       | 0                              | 0                         | 0                         |
| 91302                    | COMPUTER SOFTWARE         | 594            | 8,400                         | 8,502             | 0                       | 0                              | 0                         | 0                         |
| 92000                    | REPLCMENT OFFICE EQUIP    | 0              | 4,050                         | 4,050             | 0                       | 0                              | 0                         | 0                         |
| 92300                    | REPLCMENT MACH & EQUIP    | 408            | 0                             | 0                 | 0                       | 0                              | 0                         | 0                         |
| 92301                    | REPLC COMPUTER HDWR       | 9,763          | 6,200                         | 6,014             | 0                       | 10,295                         | 10,295                    | 66                        |
| SUBTOTAL *****           |                           | 24,656         | 18,650                        | 18,566            | 0                       | 10,295                         | 10,295                    | 44-                       |
| TOTAL EXPENDITURES ***** |                           | 857,536        | 947,700                       | 737,740           | 940,037                 | 10,295                         | 960,983                   | 1                         |

Decimal values have been truncated.