

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

- Substantially complete the GASB 34 implementation for infrastructure assets (retroactive reporting). The County is required to comply with these provisions by FY 2007.
- Implement the pilot Procurement Card Program and develop the necessary administrative tools needed to support full roll-out of the program. This will entail modifying the Accounts Payable process, including design and development of programs required to support the program. IT will provide the necessary programmer support.

Progress on Prior Year Objectives

- Finalize the plan for replacing the existing financial management system and begin implementation of this project. This is a significant project involving several offices (Treasurer, Clerk, Purchasing, Human Resources, and Information Technology), and will most likely be completed over the course of two to three years. The implementation plan is unknown at this time; therefore, the impact on overtime or other personnel resources is unknown and has not been incorporated into the budget
Response: The review committee (comprised of representatives of the offices listed above) determined that the optimal solution is continued in-house development of software to run on the County's IBM i Series, and the Payroll System was identified as the highest priority for replacement. Planning and development of the replacement software is underway, with project management provided by the Information Technology (IT) Department working in conjunction with the County Clerk.

- Begin a multi-year project of documenting the policy and procedures for the significant processes handled by office staff. The goal for the upcoming year is to document the procedures for capital assets, accounts payable, development and publishing of the budget document, and management of office records. (Note: Some documentation of these processes already exists which will provide a good basis on which to build. Additionally, some of the processes will most likely be changed with the design and implementation of a new financial management system; the scope and timetable of this objective will need to be adjusted accordingly.

Response: Will be completed by the end of this year.

- Pending—with IT's assistance, develop and implement a bar-coding system for the fixed asset inventory system. The Auditor's Office and IT are gathering information and evaluating various approaches. This project will need to be coordinated with the financial management system.

Response: This project has been deferred.

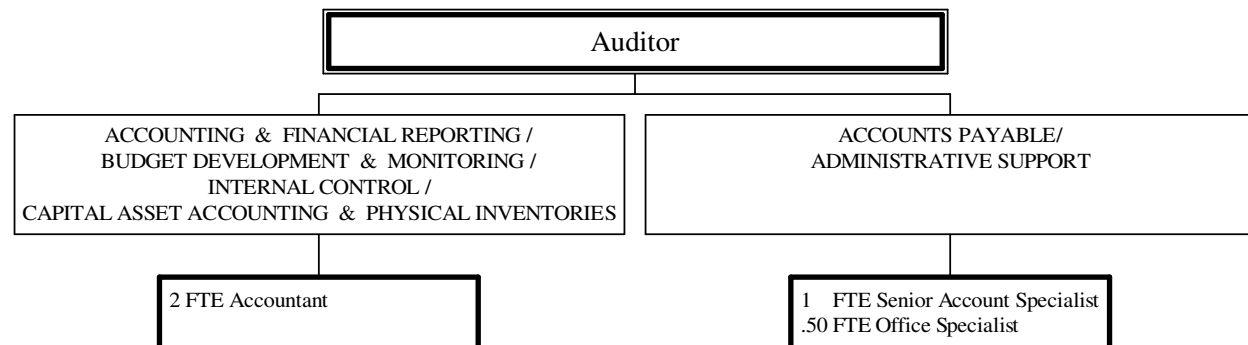
Performance Measures

Performance Measure	2004	2005	2006
	Actual	Estimated	Projected
Number of County Budgets Established and Monitored	130	132	134
Number of Budget Revisions/Amendments Processed	159	129	131
Number of Purchase Orders Processed	445	400	430
Number of Payment Requisitions Processed	11,023	10,141	10,000
Number of Detail Lines on Payment Requisitions	22,069	20,303	20,000
Number of Contracts Certified	235	229	223
Number of Departments Inventoried	(1)		
Recorded Value of Inventoried Assets (Millions)	\$54.7	\$56.5	\$58.5
Number of Assets Inventoried	6,561	6,900	6,800
Number of Personnel Action Forms Processed	942	900	850
Number of Employee Positions Monitored	427	435	437
Number of Federal/State Grants Monitored	33	35	33
Receipt of GFOA Certificate of Achievement for Excellence in Financial Reporting	Yes	Yes	Yes
Receipt of GFOA Distinguished Budget Presentation Award	Yes	Yes	Yes

Personnel Detail

Position Title	2004	2005	2006	2005-2006
	Full-time Equivalent	Full-time Equivalent	Full-time Equivalent	Change
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	-
Total FTEs	4.50	4.50	4.50	-
Overtime	\$ 7,155	\$ 6,200	\$ 7,400	\$ 1,200

Organizational Chart



County Auditor

Dept. No. 1110

Annual Budget

1110 AUDITOR
100 GENERAL FUND

ACCT	DESCRIPTION	2004 ACTUAL	2005 BUDGET + REVISIONS	2005 PROJECTED	2006 CORE REQUEST	2006 SUPPLEMENTAL REQUEST	2006 ADOPTED BUDGET	%CHG FROM PY BUD
3510	CHARGES FOR SERVICES COPIES	4	0	0	0	0	0	0
	SUBTOTAL *****	4	0	0	0	0	0	0
	TOTAL REVENUES *****	4	0	0	0	0	0	0
	PERSONAL SERVICES							
10100	SALARIES & WAGES	191,803	200,907	212,266	208,050	3,335	208,050	3
10110	OVERTIME	6,312	6,200	7,000	7,400	0	7,400	19
10120	HOLIDAY WORKED	533	750	600	750	0	750	0
10200	FICA	14,114	15,901	15,901	16,539	255	16,539	4
10300	HEALTH INSURANCE	20,125	22,095	22,095	23,750	0	23,750	7
10325	DISABILITY INSURANCE	827	946	975	1,058	17	1,058	11
10350	LIFE INSURANCE	180	195	195	195	0	195	0
10375	DENTAL INSURANCE	1,575	1,575	1,575	1,625	0	1,625	3
10400	WORKERS COMP	764	884	884	910	14	910	2
10500	401(A) MATCH PLAN	2,700	2,925	2,175	2,925	0	2,925	0
	SUBTOTAL *****	238,936	252,378	263,666	263,202	3,621	263,202	4
	MATERIALS & SUPPLIES							
22500	SUBSCRIPTIONS/PUBLICATION	628	900	800	900	0	900	0
23000	OFFICE SUPPLIES	1,330	1,800	1,500	1,800	0	1,800	0
23001	PRINTING	950	1,500	1,200	1,500	0	1,500	0
23050	OTHER SUPPLIES	0	100	50	100	0	100	0
23850	MINOR EQUIPMENT & TOOLS	0	200	200	200	0	200	0
	SUBTOTAL *****	2,910	4,500	3,750	4,500	0	4,500	0
	DUES TRAVEL & TRAINING							
37000	DUES	577	680	600	680	0	680	0
37200	SEMINARS/CONFEREN/MEETING	874	1,400	800	1,400	0	1,400	0
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	371	1,050	800	1,050	0	1,050	0
37230	MEALS & LODGING-TRAINING	244	1,250	700	1,200	0	1,200	4-
	SUBTOTAL *****	2,067	4,380	2,900	4,330	0	4,330	1-
	UTILITIES							
48000	TELEPHONES	2,126	2,268	2,200	2,315	0	2,315	2
	SUBTOTAL *****	2,126	2,268	2,200	2,315	0	2,315	2
	VEHICLE EXPENSE							
59200	LOCAL MILEAGE	152	180	150	180	0	180	0
	SUBTOTAL *****	152	180	150	180	0	180	0
	EQUIP & BLDG MAINTENANCE							
60050	EQUIP SERVICE CONTRACT	291	520	350	520	0	520	0
60200	EQUIP REPAIRS/MAINTENANCE	0	150	0	150	0	150	0
	SUBTOTAL *****	291	670	350	670	0	670	0
	CONTRACTUAL SERVICES							
71100	OUTSIDE SERVICES	910	955	860	955	0	955	0
71500	BUILDING USE/RENT CHARGE	11,866	14,385	14,385	15,092	0	15,092	4
	SUBTOTAL *****	12,776	15,340	15,245	16,047	0	16,047	4
	TOTAL EXPENDITURES *****	259,260	279,716	288,261	291,244	3,621	291,244	4

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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. Recommend actions to reduce turnover and its associated costs.
- Affirmative Action Plan Update: Complete EEO-4 Report and update the Affirmative Action Plan as necessary.
- 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 (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.

Response: As of July 31, 2005, the Human Resources (HR) Department has processed 601 applications in FY 2005. HR continues to use radio ads to 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 to increase awareness of the County's job openings. These radio ads also 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 FY 2005 from the following departments: Assessor, Auditor, Purchasing, Planning & Building Inspection, and Sheriff. These requests were reviewed by the Job Classification Committee and then referred to the Consultant for recommendations. The Job Classification Committee submitted the Assessor's request along with the Consultant's recommendations to the Commission for approval. The Commission approved the Assessor's request to change his Office Specialist position to Personal Property Clerk. The Job Classification Committee is reviewing the Consultant's recommendations for the other position reclassification requests. Monitoring retention and recruitment to assess the short and long-term results is ongoing as is updating or revising job descriptions and creating job descriptions for new positions.

- **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: Turnover information has been compiled for Boone County over the last five years. Exit questionnaires are completed by employees who are leaving county government and the HR director interviews those employees to ascertain reason(s) for resignation.

- **Affirmative Action (AA) Plan Update:** Update the plan to reflect the most current workforce profile.
Response: Ethnic/race information is collected on an ongoing basis and will be utilized to complete the EEO-4 Report and to update the Affirmative Action Plan. EEO codes and job codes were updated in the Class Code Screens of the AS400.
- **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.
Response: The following sections of the Personnel Policy Manual have been added or revised in FY 2005: Section 5.1 Family Medical Leave, Section 5.9 Adoption Leave, Section 6.16 Anti-Fraud Policy, Section 4.6 Business & Travel Expenses (in process of revision).
- **Centralized Training:** Continue to provide training to employees to better prepare them for their role in the workforce.
Response: HR staff coordinated the following training as directed by the Training Committee: *New Employee Orientation* in March and June 2005, *Handling Emotions Under Pressure* scheduled for October 2005, *Giving & Receiving Constructive Feedback*, and *Helping Your Team Manage Customer Expectations*. *Generational Differences in the Workplace* training was offered to non-supervisory personnel, but cancelled due to low participation sign-up.
- **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.
Response: HR staff continues to participate in meetings and training provided by the Human Resource Association of Central Missouri. The HR Director is serving as Board Secretary for the Missouri Public Employer's Labor Relations Association. The HR Director attended the National Public Employer's Labor Relations conference in Fort Lauderdale, Florida in April 2005, and the Missouri Society for Human Resource Management conference at Lake Ozark in August 2005.

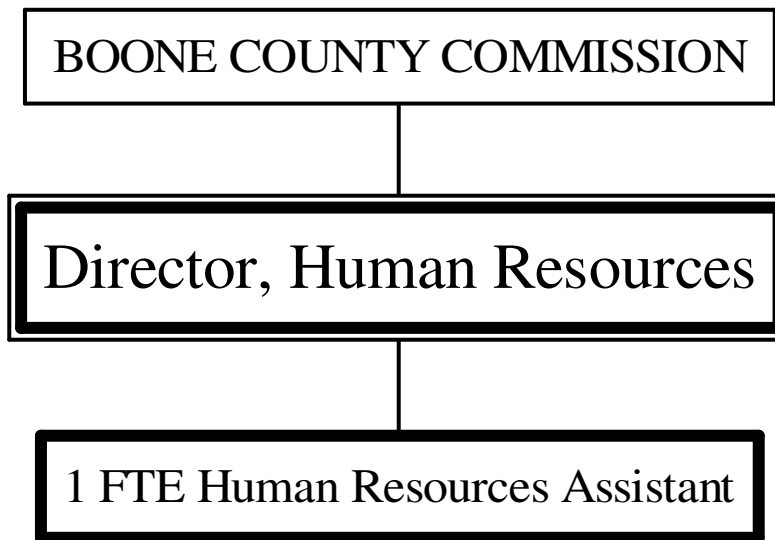
Performance Measures

Performance Measure	2004	2005	2006
	Actual	Estimated	Projected
Number of Applications Received/Processed	1,385	1,030	1,300
Number of Job Postings	53	42	58
Number of Typing Tests Administered	378	253	315
Number of Job Announcements Mailed/Emailed	4,505	3,444	4,756
Number of Phone Calls Received by HR Asst (Approx)	2,224	2,389	2,400
Number of Visitors /Cust Greeted by HR Asst (Approx)	2,271	1,858	2,100
Number of Interviews Scheduled Through HR Office	161	112	136
Number of Criminal Background Searches Initiated	60	70	65
Number of Driving Record Searches Initiated	28	44	36
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	9	16	13
Number of Training Committee Meetings Facilitated	3	3	5
Number of Personal Advisory Committee Mtgs Facilitated	4	5	5
Number of Job Classification Committee Mtgs Facilitated	2	6	6
Number of New Employee Orientations Facilitated	2	2	2
Number of Exit Interviews Performed	15	15	15
Number of Interns Trained/Supervised	3	1	1

Personnel Detail

Position Title	2004	2005	2006	2005-2006
	Full-time Equivalent	Full-time Equivalent	Full-time Equivalent	Change
Director, Human Resources	1.00	1.00	1.00	-
Human Resources Assistant	1.00	1.00	1.00	-
Total FTEs	2.00	2.00	2.00	-
Overtime	\$ 1,800	\$ 1,900	\$ 2,000	\$ 100

Organizational Chart



Human Resources

Dept. No. 1115

Annual Budget

1115 HUMAN RESOURCES
100 GENERAL FUND

ACCT	DESCRIPTION	2004 ACTUAL	2005 BUDGET + REVISIONS	2005 PROJECTED	2006 CORE REQUEST	2006 SUPPLEMENTAL REQUEST	2006 ADOPTED BUDGET	%CHG FROM PY BUD
PERSONAL SERVICES								
10100	SALARIES & WAGES	88,848	93,641	91,178	99,297	0	99,297	6
10110	OVERTIME	1,913	1,900	1,800	2,000	0	2,000	5
10120	HOLIDAY WORKED	0	0	100	0	0	0	0
10200	FICA	6,898	7,308	7,074	7,749	0	7,749	6
10300	HEALTH INSURANCE	8,050	8,838	8,838	9,500	0	9,500	7
10325	DISABILITY INSURANCE	387	431	431	489	0	489	13
10350	LIFE INSURANCE	72	78	78	78	0	78	0
10375	DENTAL INSURANCE	630	630	630	650	0	650	3
10400	WORKERS COMP	344	403	403	420	0	420	4
10500	401(A) MATCH PLAN	1,350	1,170	1,300	1,170	0	1,170	0
	SUBTOTAL *****	108,493	114,399	111,832	121,353	0	121,353	6
MATERIALS & SUPPLIES								
22500	SUBSCRIPTIONS/PUBLICATION	1,331	1,478	1,400	1,660	0	1,660	12
23000	OFFICE SUPPLIES	708	592	600	1,400	0	1,400	136
23001	PRINTING	1,593	429	500	1,000	0	1,000	133
23050	OTHER SUPPLIES	430	605	600	950	0	950	57
	SUBTOTAL *****	4,064	3,104	3,100	5,010	0	5,010	61
DUES TRAVEL & TRAINING								
37000	DUES	405	545	320	550	0	550	0
37200	SEMINARS/CONFERENCE/MEETING	4,719	1,825	1,822	5,000	0	5,000	173
37210	TRAINING/SCHOOLS	548	800	565	800	505	1,305	63
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	640	450	659	450	0	450	0
37230	MEALS & LODGING-TRAINING	1,291	1,185	1,257	1,185	0	1,185	0
	SUBTOTAL *****	7,604	4,805	4,623	7,985	505	8,490	76
UTILITIES								
48000	TELEPHONES	943	926	1,050	1,050	0	1,050	13
48050	CELLULAR TELEPHONES	319	335	350	350	0	350	4
	SUBTOTAL *****	1,262	1,261	1,400	1,400	0	1,400	11
VEHICLE EXPENSE								
59200	LOCAL MILEAGE	40	37	100	100	0	100	170
	SUBTOTAL *****	40	37	100	100	0	100	170
EQUIP & BLDG MAINTENANCE								
60050	EQUIP SERVICE CONTRACT	300	1,061	1,060	645	0	645	39-
	SUBTOTAL *****	300	1,061	1,060	645	0	645	39-
CONTRACTUAL SERVICES								
71100	OUTSIDE SERVICES	17,261	685	900	3,900	0	5,400	688
71500	BUILDING USE/RENT CHARGE	3,678	4,958	4,958	4,855	0	4,855	2-
	SUBTOTAL *****	20,939	5,643	5,858	8,755	0	10,255	81
OTHER								
83100	AWARDS	407	1,000	500	1,000	0	1,000	0
84010	RECEPTION/MEETINGS	536	500	400	500	0	500	0
84300	ADVERTISING	27,393	38,201	40,000	30,000	0	30,000	21-
	SUBTOTAL *****	28,338	39,701	40,900	31,500	0	31,500	20-
FIXED ASSET ADDITIONS								
92100	REPLCMENT FURN & FIXTURES	649	500	496	0	500	0	0
92300	REPLCMENT MACH & EQUIP	0	0	0	0	700	0	0
	SUBTOTAL *****	649	500	496	0	1,200	0	0
	TOTAL EXPENDITURES *****	171,692	170,511	169,369	176,748	1,705	178,753	4

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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 the 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

- Compare bid pricing received during the bid process to any available cooperative contract prior to award ensuring the most competitive price possible, as well as bringing the best value to and maximizing procurement effectiveness.
- Improve term and supply contract information sharing among user departments.
- Implement the Procurement Card Pilot Program.

Progress on Prior Year Objectives

- Procurement Card Pilot Program – Implement a purchasing card system for County use for low-cost goods and services.
Response: The Purchasing Department issued a Request for Proposal for procurement cards. Work with a vendor on a contract is currently underway with an expected start date of the pilot program by October 2005.
- Surplus Disposal Internet Pilot Program – Utilize an auction web-based hosting company to sell unneeded, obsolete, or unfit County personal property.
Response: Previously, the County has averaged \$416 annually for the sale of miscellaneous surplus (not including vehicles). For the period, January 1, 2005 through June 30, 2005, surplus net was \$4,133 (reflects 7.5% commission subtracted from original total). This is approximately a 1000% increase in revenue for the County in just a six month period. In addition, vehicles for Public Works during this same time frame sold for a total of

\$8,204 after commission, which is an estimated \$3,800 more than they would have brought at the local auction. This reflects an increase in revenue of 47%. In addition to the obvious benefits of generating more revenue for the County, other benefits include minimizing costs associated with disposal for the Facilities Maintenance Department, improving taxpayer accountability through clear reports, and generating a clear audit trail as follows: Surplus Disposal Forms→Web Posting of Item→Actual Sale of Item→Deposit of Funds. This also offers a positive service to the community, the opportunity for citizens to acquire surplus.

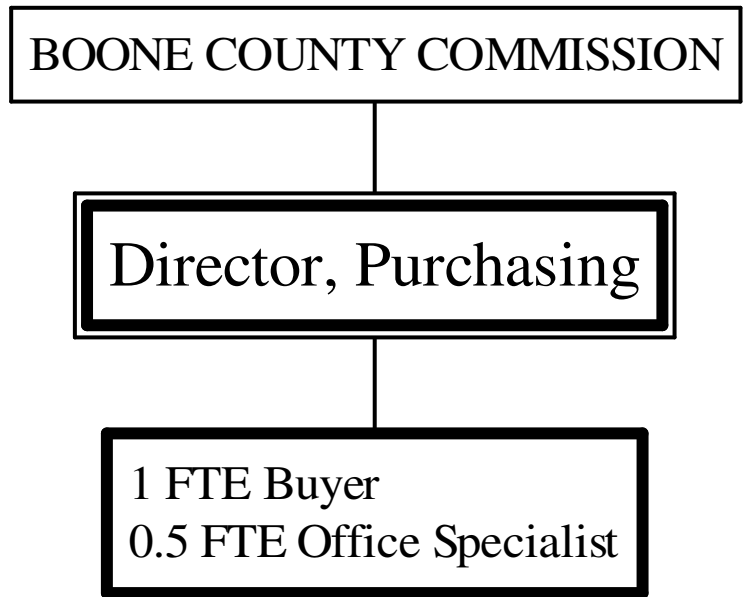
Performance Measures

Performance Measure	2004	2005	2006
	Actual	Yr to Date	Projected
Number of Bids Prepared	80	55	85
Number of Proposals Prepared	3	3	4
Number of Contracts Completed	100	53	95
Number of Term & Supply Contracts Issued	20	18	15
Number of Purchase Requisitions Processed (Includes fixed asset purchases not acquired through sealed bids)	55	52	55
Number of Contracts Renewed	49	70	60

Personnel Detail

Position Title	2004	2005	2006	2005-2006
	Full-time Equivalent	Full-time Equivalent	Full-time Equivalent	Change
Director, Purchasing	1.00	1.00	1.00	-
Buyer	1.00	1.00	1.00	-
Office Specialist	0.50	0.50	0.50	-
Total FTEs	2.50	2.50	2.50	-

Organizational Chart



Purchasing

Dept. No. 1118

Annual Budget

1118 PURCHASING
100 GENERAL FUND

ACCT	DESCRIPTION	2004 ACTUAL	2005 BUDGET + REVISIONS	2005 PROJECTED	2006 CORE REQUEST	2006 SUPPLEMENTAL REQUEST	2006 ADOPTED BUDGET	%CHG FROM PY BUD
3510	CHARGES FOR SERVICES COPIES	50	0	0	0	0	0	0
	SUBTOTAL *****	50	0	0	0	0	0	0
	TOTAL REVENUES *****	50	0	0	0	0	0	0
	PERSONAL SERVICES							
10100	SALARIES & WAGES	104,116	108,888	107,528	120,489	6,672	120,489	10
10110	OVERTIME	0	0	0	0	1,500	1,500	0
10200	FICA	7,722	8,329	7,981	9,217	510	9,217	10
10300	HEALTH INSURANCE	8,050	8,838	8,838	9,500	4,750	9,500	7
10325	DISABILITY INSURANCE	371	438	438	514	33	514	17
10350	LIFE INSURANCE	72	78	78	78	39	78	0
10375	DENTAL INSURANCE	630	630	630	650	325	650	3
10400	WORKERS COMP	394	460	460	500	29	500	8
10500	401(A) MATCH PLAN	1,175	1,170	1,300	1,170	585	1,170	0
	SUBTOTAL *****	122,531	128,831	127,253	142,118	14,443	143,618	11
	MATERIALS & SUPPLIES							
22500	SUBSCRIPTIONS/PUBLICATION	336	295	295	165	0	165	44-
23000	OFFICE SUPPLIES	1,100	700	700	700	0	700	0
23001	PRINTING	209	300	300	300	0	300	0
23050	OTHER SUPPLIES	116	400	400	400	0	400	0
23850	MINOR EQUIPMENT & TOOLS	0	100	100	100	0	100	0
	SUBTOTAL *****	1,762	1,795	1,795	1,665	0	1,665	7-
	DUES TRAVEL & TRAINING							
37000	DUES	540	430	430	430	0	430	0
37200	SEMINARS/CONFEREN/MEETING	1,000	980	980	980	0	980	0
37210	TRAINING/SCHOOLS	331	500	775	500	0	500	0
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	467	724	775	733	0	733	1
37230	MEALS & LODGING-TRAINING	1,136	1,969	1,807	2,160	0	2,160	9
	SUBTOTAL *****	3,475	4,603	4,767	4,803	0	4,803	4
	UTILITIES							
48000	TELEPHONES	1,511	1,629	1,629	1,629	0	1,629	0
	SUBTOTAL *****	1,511	1,629	1,629	1,629	0	1,629	0
	VEHICLE EXPENSE							
59200	LOCAL MILEAGE	376	1,159	1,159	1,159	0	1,159	0
	SUBTOTAL *****	376	1,159	1,159	1,159	0	1,159	0
	EQUIP & BLDG MAINTENANCE							
60050	EQUIP SERVICE CONTRACT	682	1,168	1,168	880	0	880	24-
	SUBTOTAL *****	682	1,168	1,168	880	0	880	24-
	CONTRACTUAL SERVICES							
71500	BUILDING USE/RENT CHARGE	5,417	7,298	7,298	7,148	0	7,148	2-
	SUBTOTAL *****	5,417	7,298	7,298	7,148	0	7,148	2-
	OTHER							
84300	ADVERTISING	999	1,164	1,000	1,000	0	1,000	14-
	SUBTOTAL *****	999	1,164	1,000	1,000	0	1,000	14-
	FIXED ASSET ADDITIONS							
91300	MACHINERY & EQUIPMENT	0	399	387	0	0	0	0
92100	REPLCMENT FURN & FIXTURES	0	700	679	0	0	0	0
	SUBTOTAL *****	0	1,099	1,066	0	0	0	0
	TOTAL EXPENDITURES *****	136,756	148,746	147,135	160,402	14,443	161,902	8

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

- Capital Projects: Building and Space Needs – Plans are under development to complete renovation of the third floor of the Roger B. Wilson Boone County Government Center. Butler Rosenbury Architects are creating the architectural renderings for the Courthouse expansion project. The Commission plans to submit to voters in April 2006, a tax initiative to cover the first phase for expansion of the Boone County Courthouse.
- Management of the Fairgrounds – The County Commission is reviewing several options for the Boone County Fairgrounds. The plan is to develop a management strategy that provides opportunity for the fairgrounds to become a self-sustaining entity under direction of the County Commission.
- Intergovernmental – The Commission will make a concerted effort to work with the new Columbia City Manager, and new department heads to develop coordinated efforts relating to growth and infrastructure.
- Storm Water – Implementation of the Environmental Protection Agency (EPA) Phase II regulations will continue with development of ordinances relating to a storm water utility and post-construction storm water controls.

Progress on Prior Year Objectives

- Courthouse Space Needs – Boone County will finalize the space needs analysis of the Courts, Prosecutor, Juvenile Office, and Public Administrator by December 2004. This analysis will be in conjunction with results submitted from the Space Needs Committee appointed in September 2004, which was asked to explore all financing options as well as recommendations for space needs for these departments.
Response: The Space Needs Committee made their final recommendations to the Commission on July 05, 2005. Architects are currently developing a

three phase plan to accommodate forty-five years of growth. The Commission plans to submit a tax initiative to voters of Boone County in April 2006 to fund the first phase.

- Fairgrounds – Boone County and the City of Columbia jointly adopted a master plan for the development of the Fairgrounds/Atkins Tract. The County received approval for a \$84,500 Land and Water Conservation Fund (LWCF) Grant to assist in the development of two youth baseball and softball fields. The Commission will continue to work with the fair board in developing a plan to manage the day to day operations of the Fairgrounds.
Response: The Commission will continue development of two youth baseball and softball fields seeking voluntary services to properly grade land as part of the grant match. The Commission has started working with the fair board to develop a plan for taking over day to day operations in FY 2006. The Commission will be discussing different alternatives relating to management of the Boone County Fairgrounds. The goal is to adopt a plan that will help the fairgrounds be self-sustaining and accountable to the Boone County Commission.

- Roads, Systems, and Intergovernmental Agreements – The Commission will utilize 2005 to analyze and develop the intergovernmental road agreements with the City of Columbia, City of Ashland, etc. An intergovernmental effort is being made to develop a capital funding source for major joint projects. The County is involved with the City of Columbia’s study of the impact of new development. The County will start working on developing a long range plan proposal for the continuation of Prop 2, which expires in 2007.
Response: The Commission has made some progress coordinating efforts with other governmental entities, including the City of Columbia through the Planning Department, Sewer District and Public Works Department. A resolution in draft stage between Boone County and City of Columbia would allow future intergovernmental road and operation plans to be performed as a joint effort. The Commission plans to continue working with administrative department heads in the City of Columbia to streamline inspections, processes and projects.

- Storm Water – The Boone County/City of Columbia joint task force charged with developing the components to be included in the plan to implement the Environmental Protection Agency Phase II regulations continues to work. The plan will include: Best Management Practices (BMP), proposed ordinances, etc. The first phase is to be implemented in FY 2005.
Response: The erosion control ordinance includes review of land disturbance plans, inspection of land disturbance sites, and training for contractors and inspectors. Review and enforcement procedures are under development with a plan to adopt by the Commission in 2005. The public education and public involvement components of the EPA regulations are already being implemented.

- Records Management – The Records Storage Department of County government will be going through a major reconstruction with the way future records will be handled. Today the hard copy records are stored in-house; however, the space currently used is being identified for a change of use in the capital plan. The records committee will evaluate all of the desired

options needed to create an RFP for moving the hard copy records to a private vendor. The timeline for moving the records depends on capital plans.

Response: The Purchasing Department is in the process of developing a Request for Proposals to outsource hard copy records as a term and supply contract. The Boone County Circuit Clerk’s records will be the first to outsource, freeing up space in the Johnson Building Record Storage Facility and removing records from the third floor of the Government Center. Once the capital facility plans are adopted, the rest of the records for County government would be moved on an as needed basis.

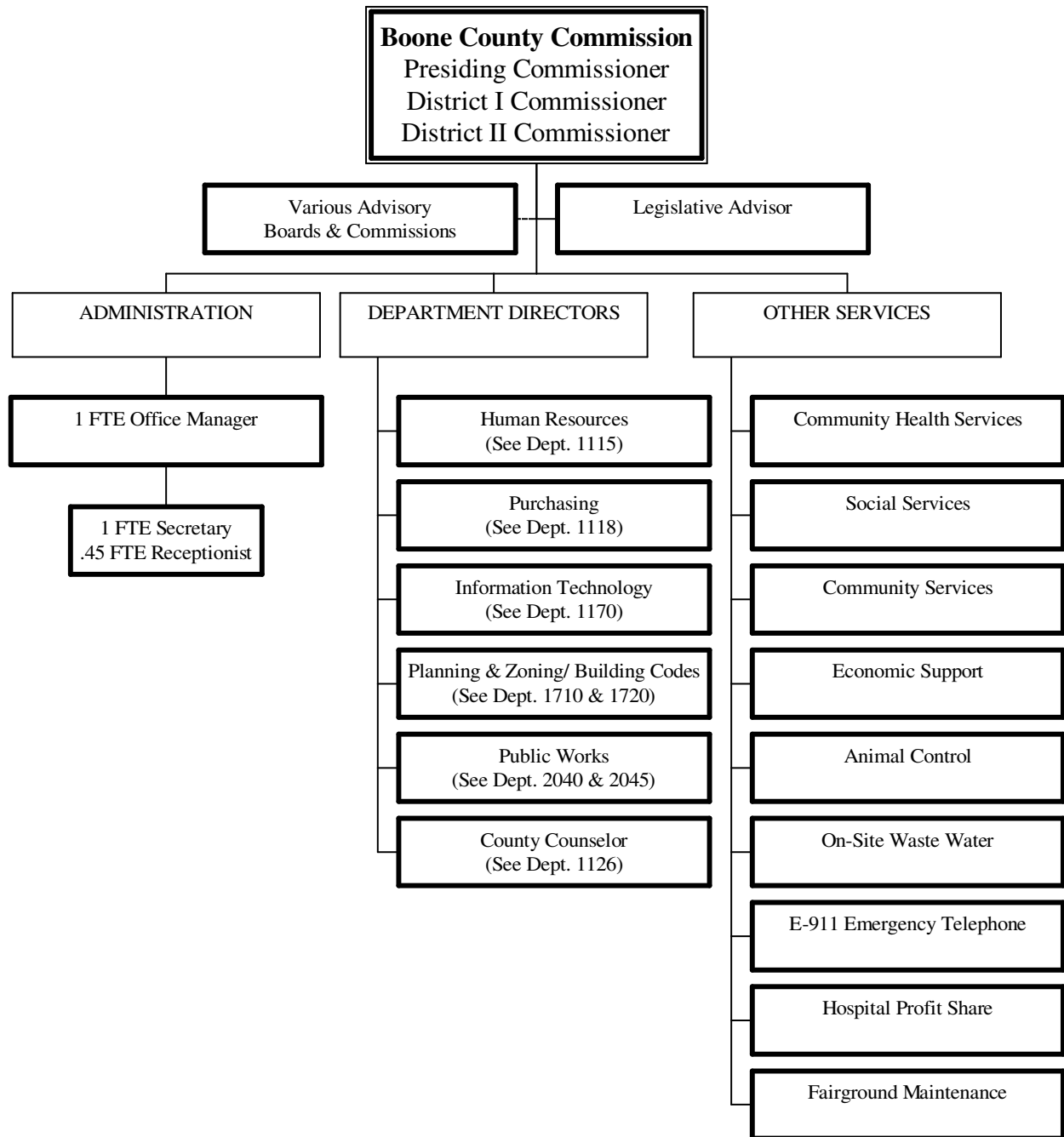
Performance Measures

Performance Measure	2004 Actual	2005 Estimated	2006 Projected
Unavailable			

Personnel Detail

Position Title	2004 Full-time Equivalent	2005 Full-time Equivalent	2006 Full-time Equivalent	2005-2006 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	1.50	1.00	1.00	-
Receptionist	-	0.50	0.45	(0.05)
Total FTEs	5.50	5.50	5.45	(0.05)

Organizational Chart



County Commission

Dept. No. 1121

Annual Budget

1121 COUNTY COMMISSION
100 GENERAL FUND

ACCT	DESCRIPTION	2004 ACTUAL	2005 BUDGET + REVISIONS	2005 PROJECTED	2006 CORE REQUEST	2006 SUPPLEMENTAL REQUEST	2006 ADOPTED BUDGET	%CHG FROM PY BUD
3510	CHARGES FOR SERVICES COPIES	191	0	0	0	0	0	0
	SUBTOTAL *****	191	0	0	0	0	0	0
	INTEREST							
	SUBTOTAL *****	0	0	0	0	0	0	0
	MISCELLANEOUS							
	SUBTOTAL *****	0	0	0	0	0	0	0
	TOTAL REVENUES *****	191	0	0	0	0	0	0
	PERSONAL SERVICES							
10100	SALARIES & WAGES	291,868	307,039	297,931	314,308	0	314,308	2
10200	FICA	22,565	24,384	23,316	25,028	0	25,028	2
10300	HEALTH INSURANCE	20,125	22,095	22,095	23,750	0	23,750	7
10325	DISABILITY INSURANCE	1,222	1,346	1,346	1,505	0	1,505	11
10350	LIFE INSURANCE	180	195	195	195	0	195	0
10375	DENTAL INSURANCE	1,575	1,575	1,575	1,625	0	1,625	3
10400	WORKERS COMP	1,177	1,364	1,364	1,395	0	1,395	2
10500	401(A) MATCH PLAN	2,025	2,925	2,000	2,925	0	2,925	0
10850	VEHICLE ALLOWANCE	10,842	11,710	11,710	12,866	0	12,866	9
	SUBTOTAL *****	351,581	372,633	361,532	383,597	0	383,597	2
	MATERIALS & SUPPLIES							
22500	SUBSCRIPTIONS/PUBLICATION	307	480	480	480	0	480	0
23000	OFFICE SUPPLIES	714	950	550	850	0	850	10-
23001	PRINTING	1,206	600	600	1,000	0	1,000	66
23050	OTHER SUPPLIES	170	150	50	100	0	100	33-
23850	MINOR EQUIPMENT & TOOLS	344	750	300	750	0	750	0
	SUBTOTAL *****	2,744	2,930	1,980	3,180	0	3,180	8
	DUES TRAVEL & TRAINING							
37000	DUES	215	250	165	200	0	200	20-
37200	SEMINARS/CONFERENCE/MEETING	1,169	1,600	1,600	2,400	0	2,400	50
37210	TRAINING/SCHOOLS	0	500	0	500	0	500	0
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	45	750	1,100	1,200	0	1,200	60
37230	MEALS & LODGING-TRAINING	968	1,500	1,500	2,000	0	2,000	33
37235	MEALS & LODGING - OTHER	0	0	11	0	0	0	0
	SUBTOTAL *****	2,397	4,600	4,376	6,300	0	6,300	36
	UTILITIES							
48000	TELEPHONES	3,139	3,900	3,300	3,660	0	3,660	6-
48050	CELLULAR TELEPHONES	966	2,050	2,050	2,600	0	2,600	26
	SUBTOTAL *****	4,105	5,950	5,350	6,260	0	6,260	5
	VEHICLE EXPENSE							
59000	MOTORFUEL/GASOLINE	1,076	900	900	1,125	0	1,125	25
59100	VEHICLE REPAIRS	844	1,500	1,000	1,500	0	1,500	0
59200	LOCAL MILEAGE	617	1,000	800	1,000	0	1,000	0
	SUBTOTAL *****	2,538	3,400	2,700	3,625	0	3,625	6
	EQUIP & BLDG MAINTENANCE							
60050	EQUIP SERVICE CONTRACT	742	775	775	775	0	775	0
60200	EQUIP REPAIRS/MAINTENANCE	0	200	200	200	0	200	0
	SUBTOTAL *****	742	975	975	975	0	975	0
	CONTRACTUAL SERVICES							
71000	INSURANCE AND BONDS	100	0	0	0	0	0	0
71100	OUTSIDE SERVICES	527	100	200	200	0	200	100
71101	PROFESSIONAL SERVICES	22,500	24,500	24,500	25,235	0	25,235	3
71500	BUILDING USE/RENT CHARGE	19,129	23,189	23,189	24,330	0	24,330	4
71600	EQUIP LEASES & METER CHR	121	250	0	0	0	0	0
	SUBTOTAL *****	42,377	48,039	47,889	49,765	0	49,765	3

County Commission

Dept. No. 1121

1121 COUNTY COMMISSION
100 GENERAL FUND

ACCT	DESCRIPTION	2004 ACTUAL	2005 BUDGET + REVISIONS	2005 PROJECTED	2006 CORE REQUEST	2006 SUPPLMENTAL REQUEST	2006 ADOPTED BUDGET	%CHG FROM PY BUD
	OTHER							
83100	AWARDS	181	350	350	350	0	350	0
84010	RECEPTION/MEETINGS	1,107	2,000	1,800	2,500	0	2,500	25
84300	ADVERTISING	0	500	100	250	0	250	50-
84400	PUBLIC NOTICES	0	250	250	250	0	250	0
86900	MISCELLANEOUS	30	0	0	0	0	0	0
	SUBTOTAL *****	<u>1,318</u>	<u>3,100</u>	<u>2,500</u>	<u>3,350</u>	<u>0</u>	<u>3,350</u>	<u>8</u>
	FIXED ASSET ADDITIONS							
91100	FURNITURE AND FIXTURES	5,433	0	0	0	0	0	0
	SUBTOTAL *****	<u>5,433</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	TOTAL EXPENDITURES *****	413,239	441,627	427,302	457,052	0	457,052	3

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.

Annual Budget

1122 COUNTY ASSOCIATION DUES								%CHG
100 GENERAL FUND								FROM
ACCT	DESCRIPTION	2004 ACTUAL	2005 BUDGET + REVISIONS	2005 PROJECTED	2006 CORE REQUEST	2006 SUPPLEMENTAL REQUEST	2006 ADOPTED BUDGET	PY BUD
	DUES TRAVEL & TRAINING							
37000	DUES	25,998	26,985	26,100	27,000	0	27,000	0
37200	SEMINARS/CONFEREN/MEETING	1,790	2,920	1,300	3,400	0	3,400	16
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	1,625	4,380	500	2,200	0	2,200	49-
37230	MEALS & LODGING-TRAINING	2,398	6,517	1,440	6,802	0	6,802	4
	SUBTOTAL *****	31,812	40,802	29,340	39,402	0	39,402	3-
	TOTAL EXPENDITURES *****	31,812	40,802	29,340	39,402	0	39,402	3-

Decimal values have been truncated.

Emergency and Contingency

Department Number 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 \$700,000 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 \$205,400 in contingency funds for various potential needs including funding for a pilot mobile office project for Building Inspection, various election-related needs, and potential contractual services to support Information Technology Department's re-write of the payroll programs.

Annual Budget

1123 EMERGENCY & CONTINGENCY								%CHG
100 GENERAL FUND								FROM
ACCT	DESCRIPTION	2004 ACTUAL	2005 BUDGET + REVISIONS	2005 PROJECTED	2006 CORE REQUEST	2006 SUPPLEMENTAL REQUEST	2006 ADOPTED BUDGET	PY BUD
	DUES TRAVEL & TRAINING							
	SUBTOTAL *****	0	0	0	0	0	0	0
	OTHER							
86800	EMERGENCY	0	639,207	0	700,000	0	700,000	9
86850	CONTINGENCY	0	101,000	0	0	0	205,400	103
	SUBTOTAL *****	0	740,207	0	700,000	0	905,400	22
	TOTAL EXPENDITURES *****	0	740,207	0	700,000	0	905,400	22

Decimal values have been truncated.

Centralia Office

Department Number 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. The County-owned and occupied space is used for County Administrative functions.

Budget Highlights

There are no significant changes to this budget.

Annual Budget

1125 CENTRALIA OFFICE
100 GENERAL FUND

ACCT	DESCRIPTION	2004 ACTUAL	2005 BUDGET + REVISIONS	2005 PROJECTED	2006 CORE REQUEST	2006 SUPPLMENTAL REQUEST	2006 ADOPTED BUDGET	%CHG FROM PY BUD
48000	UTILITIES TELEPHONES	640	800	800	800	0	800	0
	SUBTOTAL *****	640	800	800	800	0	800	0
	EQUIP & BLDG MAINTENANCE							
60150	PEST CONTROL	0	60	0	0	0	0	0
60200	EQUIP REPAIRS/MAINTENANCE	0	200	0	0	0	0	0
60400	GROUNDS MAINTENANCE	0	1,200	0	0	0	0	0
	SUBTOTAL *****	0	1,460	0	0	0	0	0
	CONTRACTUAL SERVICES							
71500	BUILDING USE/RENT CHARGE	8,302	8,224	8,224	7,525	0	7,525	8-
	SUBTOTAL *****	8,302	8,224	8,224	7,525	0	7,525	8-
	TOTAL EXPENDITURES *****	8,942	10,484	9,024	8,325	0	8,325	20-

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 a 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. This project is ongoing from year to year.
- Continue, to the extent requested, to provide County officials and departments with summaries of statutes and case interpretation applicable to their duties and functions.
- 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.
- Continue to assist Planning & Building Inspection and Public Works departments with completion and codification of storm water control regulations.

Progress on Prior Year Objectives

- Continue the conversion of paper file archive into an image file archive.
Response: Progress continues on this objective.
- 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.
Response: This is an ongoing process.
- 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.
Response: This is an ongoing, continual function.

- Assist Planning & Building Inspection and Public Works departments with completion and codification of storm water control regulations.
Response: This is an ongoing process.

- Codify various land use regulations into a single code.
Response: Time constraints have not allowed considerable progress, but this remains a long term goal.

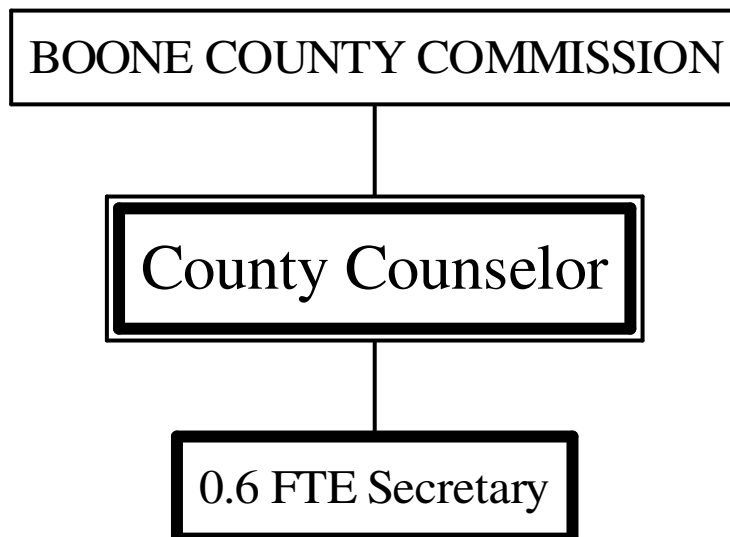
Performance Measures

Performance Measure	2004 Actual	2005 Estimated	2006 Projected
Unavailable			

Personnel Detail

Position Title	2004 Full-time Equivalent	2005 Full-time Equivalent	2006 Full-time Equivalent	2005-2006 Change
County Counselor	1.00	1.00	1.00	-
Secretary	0.60	0.60	0.60	-
Total FTEs	<u>1.60</u>	<u>1.60</u>	<u>1.60</u>	<u>-</u>

Organizational Chart



Annual Budget

1126 COUNTY COUNSELOR OFFICE
100 GENERAL FUND

ACCT	DESCRIPTION	2004 ACTUAL	2005 BUDGET + REVISIONS	2005 PROJECTED	2006 CORE REQUEST	2006 SUPPLEMENTAL REQUEST	2006 ADOPTED BUDGET	%CHG FROM PY BUD
3528	REIMB PERSONNEL/PROJECTS	20,040	15,000	15,000	15,000	0	15,000	0
	SUBTOTAL *****	20,040	15,000	15,000	15,000	0	15,000	0
	TOTAL REVENUES *****	20,040	15,000	15,000	15,000	0	15,000	0
	PERSONAL SERVICES							
10100	SALARIES & WAGES	105,757	108,971	109,425	113,296	0	113,296	3
10200	FICA	7,493	8,336	8,370	8,667	0	8,667	3
10300	HEALTH INSURANCE	8,050	8,838	8,838	9,500	0	9,500	7
10325	DISABILITY INSURANCE	453	493	493	548	0	548	11
10350	LIFE INSURANCE	72	78	78	78	0	78	0
10375	DENTAL INSURANCE	630	630	630	650	0	650	3
10400	WORKERS COMP	461	552	552	565	0	565	2
10500	401(A) MATCH PLAN	675	1,170	650	1,170	0	1,170	0
	SUBTOTAL *****	123,593	129,068	129,036	134,474	0	134,474	4
	MATERIALS & SUPPLIES							
22500	SUBSCRIPTIONS/PUBLICATION	4,598	4,223	4,223	4,223	0	4,223	0
23000	OFFICE SUPPLIES	424	750	750	750	0	750	0
23001	PRINTING	145	300	300	300	0	300	0
23850	MINOR EQUIPMENT & TOOLS	272	440	440	500	0	500	13
	SUBTOTAL *****	5,440	5,713	5,713	5,773	0	5,773	1
	DUES TRAVEL & TRAINING							
37000	DUES	110	223	223	223	0	223	0
37210	TRAINING/SCHOOLS	0	500	500	500	0	500	0
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	178	200	200	250	0	250	25
	SUBTOTAL *****	288	923	923	973	0	973	5
	UTILITIES							
48000	TELEPHONES	836	900	900	900	0	900	0
	SUBTOTAL *****	836	900	900	900	0	900	0
	EQUIP & BLDG MAINTENANCE							
60050	EQUIP SERVICE CONTRACT	16	110	80	115	0	115	4
	SUBTOTAL *****	16	110	80	115	0	115	4
	CONTRACTUAL SERVICES							
71000	INSURANCE AND BONDS	100	0	0	0	0	0	0
71101	PROFESSIONAL SERVICES	0	0	707	850	0	850	0
71105	LEGAL SERVICES	8,008	11,750	11,000	12,000	0	12,000	2
71500	BUILDING USE/RENT CHARGE	3,740	5,041	5,041	4,936	0	4,936	2-
	SUBTOTAL *****	11,848	16,791	16,748	17,786	0	17,786	5
	OTHER							
84801	TRANSCRIPTS-CIVIL	0	250	250	250	0	250	0
	SUBTOTAL *****	0	250	250	250	0	250	0
	TOTAL EXPENDITURES *****	142,022	153,755	153,650	160,271	0	160,271	4

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, department number 1131, and Election and Registration, department number 1132. The Election Services Fund appropriations are included in the Election Services budget, department number 2300. Detailed information is presented for each of these budgets on the following pages.

The County Commission establishes and approves the appropriations for department number 1131 and department number 1132; the County Clerk establishes and approves the appropriations for department number 2300.

Budget Summary

Fund	Dept	Department Name	2004	2005	2006	2006	2006	2006
			Actual	Projected	Class 1 Personal Services	Classes 2-8 Other Services and Charges	Class 9 Capital Outlay	Total
100	1131	County Clerk	\$ 259,613	\$ 273,644	\$ 269,408	\$ 28,695	\$ -	\$ 298,103
100	1132	Election & Registration	788,189	547,549	265,960	714,345	-	980,305
230	2300	Election Services	26,647	19,700	-	49,000	-	49,000
231	2310	Federal HAVA Project	-	-	-	-	888,700	888,700
Total			<u>\$ 1,074,449</u>	<u>\$ 840,893</u>	<u>\$ 535,368</u>	<u>\$ 792,040</u>	<u>\$ 888,700</u>	<u>\$ 2,216,108</u>

Personnel Summary

Fund	Dept	Department Name	2004	2005	2006
			Full-time Equivalent	Full-time Equivalent	Full-time Equivalent
100	1131	County Clerk	4.75	4.75	5.25
100	1132	Election & Registration	8.77	6.77	6.77
230	2300	Election Services	-	-	-
231	2310	Federal HAVA Project	-	-	-
Total FTEs			<u>13.52</u>	<u>11.52</u>	<u>12.02</u>

County Clerk

Department Number 1131

Mission

The County Clerk is an elected official 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 number 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 (refer to department number 1196), and procuring adequate insurance and bonding for the County's assets and elected officials (refer to department number 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

- Unavailable.

Response: Unavailable.

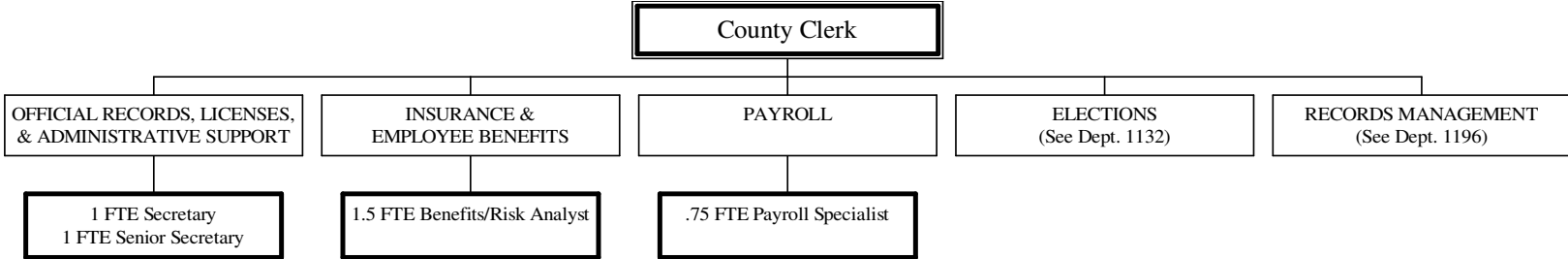
Performance Measures

Performance Measure	2004 Actual	2005 Estimated	2006 Projected
Unavailable			

Personnel Detail

Position Title	2004	2005	2006	2005-2006
	Full-time Equivalent	Full-time Equivalent	Full-time Equivalent	Change
County Clerk (Elected)	1.00	1.00	1.00	-
Benefits/Risk Analyst	1.00	1.00	1.50	0.50
Secretary	1.00	1.00	1.00	-
Payroll Specialist	0.75	0.75	0.75	-
Senior Secretary	1.00	1.00	1.00	-
Total FTEs	4.75	4.75	5.25	0.50

Organizational Chart



County Clerk

Dept. No. 1131

Annual Budget

1131 COUNTY CLERK
100 GENERAL FUND

ACCT	DESCRIPTION	2004 ACTUAL	2005 BUDGET + REVISIONS	2005 PROJECTED	2006 CORE REQUEST	2006 SUPPLEMENTAL REQUEST	2006 ADOPTED BUDGET	%CHG FROM PY BUD
3316	LICENSES AND PERMITS LICENSES OTHER	2,970	2,900	3,000	3,000	0	3,000	3
	SUBTOTAL *****	2,970	2,900	3,000	3,000	0	3,000	3
	CHARGES FOR SERVICES							
3510	COPIES	69	150	150	150	0	150	0
3569	OTHER FEES	2,660	2,300	2,600	2,600	0	2,600	13
3580	TAX SUPPLEMENT FEES	17,376	12,000	17,000	17,000	0	17,000	41
	SUBTOTAL *****	20,106	14,450	19,750	19,750	0	19,750	36
	MISCELLANEOUS							
3887	ADMIN & INDIRECT COST REIMB	256	0	0	0	0	0	0
	SUBTOTAL *****	256	0	0	0	0	0	0
	TOTAL REVENUES *****	23,333	17,350	22,750	22,750	0	22,750	31
	PERSONAL SERVICES							
10100	SALARIES & WAGES	192,520	190,829	199,795	198,267	18,398	216,665	13
10110	OVERTIME	1,460	0	1,000	0	0	0	0
10120	HOLIDAY WORKED	208	0	300	0	0	0	0
10200	FICA	13,753	14,598	15,284	15,167	1,407	16,574	13
10300	HEALTH INSURANCE	24,150	26,514	26,514	28,500	0	28,500	7
10325	DISABILITY INSURANCE	830	868	868	970	92	1,062	22
10350	LIFE INSURANCE	216	234	234	234	0	234	0
10375	DENTAL INSURANCE	1,890	1,890	1,890	1,950	0	1,950	3
10400	WORKERS COMP	702	812	812	834	79	913	12
10500	401(A) MATCH PLAN	3,375	3,510	3,250	3,510	0	3,510	0
	SUBTOTAL *****	239,105	239,255	249,947	249,432	19,976	269,408	12
	MATERIALS & SUPPLIES							
22500	SUBSCRIPTIONS/PUBLICATION	581	1,100	800	1,100	0	1,100	0
23000	OFFICE SUPPLIES	3,524	2,200	1,600	3,600	0	3,600	63
23001	PRINTING	344	750	500	750	0	750	0
23050	OTHER SUPPLIES	0	500	500	500	0	500	0
	SUBTOTAL *****	4,451	4,550	3,400	5,950	0	5,950	30
	DUES TRAVEL & TRAINING							
37000	DUES	166	400	50	400	0	400	0
37200	SEMINARS/CONFEREN/MEETING	325	1,200	750	1,200	0	1,200	0
37210	TRAINING/SCHOOLS	250	250	250	250	0	250	0
37230	MEALS & LODGING-TRAINING	0	0	800	0	0	0	0
	SUBTOTAL *****	741	1,850	1,850	1,850	0	1,850	0
	UTILITIES							
48000	TELEPHONES	2,212	2,700	2,300	2,700	0	2,700	0
	SUBTOTAL *****	2,212	2,700	2,300	2,700	0	2,700	0
	VEHICLE EXPENSE							
59200	LOCAL MILEAGE	93	700	400	700	0	700	0
	SUBTOTAL *****	93	700	400	700	0	700	0
	EQUIP & BLDG MAINTENANCE							
60050	EQUIP SERVICE CONTRACT	266	2,500	900	900	0	900	64-
60200	EQUIP REPAIRS/MAINTENANCE	683	100	0	100	0	100	0
	SUBTOTAL *****	949	2,600	900	1,000	0	1,000	61-

County Clerk

Dept. No. 1131

1131 COUNTY CLERK
100 GENERAL FUND

ACCT	DESCRIPTION	2004 ACTUAL	2005 BUDGET + REVISIONS	2005 PROJECTED	2006 CORE REQUEST	2006 SUPPLMENTAL REQUEST	2006 ADOPTED BUDGET	%CHG FROM PY BUD
	CONTRACTUAL SERVICES							
71000	INSURANCE AND BONDS	0	50	0	50	0	50	0
71500	BUILDING USE/RENT CHARGE	11,163	13,532	13,532	14,195	0	14,195	4
71600	EQUIP LEASES & METER CHRG	90	100	115	150	0	150	50
	SUBTOTAL *****	11,253	13,682	13,647	14,395	0	14,395	5
	OTHER							
84400	PUBLIC NOTICES	806	1,500	1,200	2,100	0	2,100	40
	SUBTOTAL *****	806	1,500	1,200	2,100	0	2,100	40
	TOTAL EXPENDITURES *****	259,612	266,837	273,644	278,127	19,976	298,103	11

Decimal values have been truncated.

Elections 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 2006 budget includes appropriations to cover the costs of the August primary election and the November general election as well as costs associated with an April county election for a capital improvement tax related to the courthouse expansion.

Goals and Objectives

Budget Year Objectives

- Unavailable.

Progress on Prior Year Objectives

- Unavailable.
Response: Unavailable.

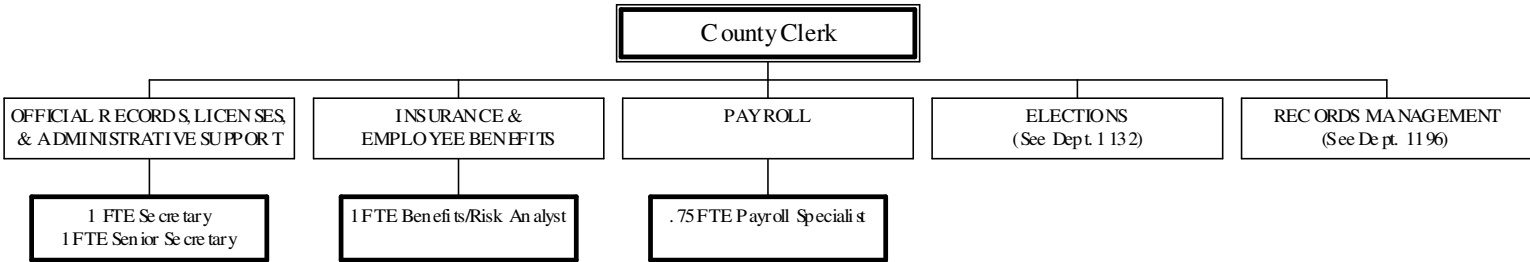
Performance Measures

Performance Measure	2004 Actual	2005 Estimated	2006 Projected
Unavailable			

Personnel Detail

Position Title	2004	2005	2006	2005-2006
	Full-time Equivalent	Full-time Equivalent	Full-time Equivalent	Change
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	-	-	-
Total FTEs	8.77	6.77	6.77	-

Organizational Chart



Elections and Registration

Dept. No. 1132

Annual Budget

1132 ELECTION & REGISTRATION
100 GENERAL FUND

ACCT	DESCRIPTION	2004 ACTUAL	2005 BUDGET + REVISIONS	2005 PROJECTED	2006 CORE REQUEST	2006 SUPPLEMENTAL REQUEST	2006 ADOPTED BUDGET	%CHG FROM PY BUD
INTERGOVERNMENTAL REVENUE								
3411	FEDERAL GRANT REIMBURSE	25,675	0	0	0	0	0	0
3451	STATE REIMB-GRANT/PROGRAM/OTHR	0	237,000	237,000	0	0	0	0
SUBTOTAL *****		25,675	237,000	237,000	0	0	0	0
CHARGES FOR SERVICES								
3510	COPIES	132	100	50	50	0	50	50-
3526	REIMBURSEMENT FOR ELECT	35,545	8,000	13,000	22,000	0	22,000	175
SUBTOTAL *****		35,677	8,100	13,050	22,050	0	22,050	172
MISCELLANEOUS								
3830	SALES	1,770	700	500	500	0	500	28-
3887	ADMIN & INDIRECT COST REIMB	14,288	2,500	2,500	7,000	0	7,000	180
3890	MISCELLANEOUS	2,922	200	200	1,500	0	1,500	650
SUBTOTAL *****		18,980	3,400	3,200	9,000	0	9,000	164
TOTAL REVENUES *****		80,333	248,500	253,250	31,050	0	31,050	87-
PERSONAL SERVICES								
10100	SALARIES & WAGES	208,959	206,024	172,422	213,586	58,000	213,586	3
10110	OVERTIME	20,657	0	50	0	0	0	0
10120	HOLIDAY WORKED	802	0	0	0	0	0	0
10200	FICA	15,875	15,760	11,749	16,339	4,440	16,339	3
10300	HEALTH INSURANCE	24,150	26,514	26,514	28,500	4,860	28,500	7
10325	DISABILITY INSURANCE	811	857	857	952	147	952	11
10350	LIFE INSURANCE	216	234	234	234	39	234	0
10375	DENTAL INSURANCE	1,890	1,890	1,890	1,950	315	1,950	3
10400	WORKERS COMP	895	872	872	889	150	889	1
10500	401(A) MATCH PLAN	3,945	3,510	3,500	3,510	650	3,510	0
10600	UNEMPLOYMENT BENEFITS	0	1,578	0	0	0	0	0
SUBTOTAL *****		278,202	257,239	218,088	265,960	68,601	265,960	3
MATERIALS & SUPPLIES								
22500	SUBSCRIPTIONS/PUBLICATION	556	500	600	0	0	0	0
23000	OFFICE SUPPLIES	5,619	5,860	7,000	10,500	0	10,500	79
23001	PRINTING	8,045	5,000	5,000	12,000	0	12,000	140
23005	ELECTION SUPPLIES	12,220	8,000	8,000	16,000	0	16,000	100
23050	OTHER SUPPLIES	0	1,500	1,500	1,500	0	1,500	0
SUBTOTAL *****		26,441	20,860	22,100	40,000	0	40,000	91
DUES TRAVEL & TRAINING								
37000	DUES	910	1,200	1,100	1,200	0	1,200	0
37200	SEMINARS/CONFEREN/MEETING	600	1,200	500	2,000	0	2,000	66
37210	TRAINING/SCHOOLS	530	0	400	0	0	0	0
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	1,714	1,200	1,600	1,700	0	1,700	41
37230	MEALS & LODGING-TRAINING	1,849	1,100	1,100	1,800	0	1,800	63
SUBTOTAL *****		5,604	4,700	4,700	6,700	0	6,700	42
UTILITIES								
48000	TELEPHONES	5,216	6,000	6,000	9,000	0	9,000	50
48050	CELLULAR TELEPHONES	11,680	1,715	2,000	2,000	0	2,000	16
SUBTOTAL *****		16,896	7,715	8,000	11,000	0	11,000	42
VEHICLE EXPENSE								
59200	LOCAL MILEAGE	63	850	400	850	0	850	0
SUBTOTAL *****		63	850	400	850	0	850	0
EQUIP & BLDG MAINTENANCE								
60050	EQUIP SERVICE CONTRACT	422	3,800	3,500	0	0	0	0
60200	EQUIP REPAIRS/MAINTENANCE	279	250	0	250	0	250	0
SUBTOTAL *****		701	4,050	3,500	250	0	250	93-

Elections and Registration

Dept. No. 1132

1132 ELECTION & REGISTRATION
100 GENERAL FUND

ACCT DESCRIPTION	2004 ACTUAL	2005 BUDGET + REVISIONS	2005 PROJECTED	2006 CORE REQUEST	2006 SUPPLMENTAL REQUEST	2006 ADOPTED BUDGET	%CHG FROM PY BUD
CONTRACTUAL SERVICES							
71000 INSURANCE AND BONDS	0	100	50	0	0	0	0
71100 OUTSIDE SERVICES	11,768	0	0	0	0	0	0
71101 PROFESSIONAL SERVICES	16,511	0	0	0	0	0	0
71500 BUILDING USE/RENT CHARGE	42,919	50,777	50,777	52,645	0	52,645	3
71525 STORAGE CHARGES	2,700	2,700	2,700	2,700	180,000	2,700	0
71600 EQUIP LEASES & METER CHR	171	200	172	200	0	200	0
71700 EQUIPMENT RENTALS	0	125	62	0	0	0	0
SUBTOTAL *****	74,070	53,902	53,761	55,545	180,000	55,545	3
OTHER							
84400 PUBLIC NOTICES	1,265	0	0	0	0	0	0
85900 COUNTY ELECTION EXPENSE	384,942	60,000	0	600,000	0	600,000	900
86850 CONTINGENCY	0	0	0	0	100,000	0	0
SUBTOTAL *****	386,207	60,000	0	600,000	100,000	600,000	900
FIXED ASSET ADDITIONS							
91300 MACHINERY & EQUIPMENT	0	237,000	237,000	0	480,000	0	0
92300 REPLCMENT MACH & EQUIP	0	0	0	0	96,000	0	0
SUBTOTAL *****	0	237,000	237,000	0	576,000	0	0
TOTAL EXPENDITURES *****	788,188	646,316	547,549	980,305	924,601	980,305	51

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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 transaction 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 to be \$12,000. Appropriations are established for training, travel, and contingencies.

Election Services

Dept. No. 2300

Annual Budget

2300 ELECTION SERVICES
230 ELECTION SERVICES FUND

ACCT	DESCRIPTION	2004 ACTUAL	2005 BUDGET + REVISIONS	2005 PROJECTED	2006 CORE REQUEST	2006 SUPPLEMENTAL REQUEST	2006 ADOPTED BUDGET	%CHG FROM PY BUD
	INTERGOVERNMENTAL REVENUE							
	SUBTOTAL *****	0	0	0	0	0	0	0
	CHARGES FOR SERVICES							
3526	REIMBURSEMENT FOR ELECT	34,475	8,000	9,000	12,000	0	12,000	50
	SUBTOTAL *****	34,475	8,000	9,000	12,000	0	12,000	50
	INTEREST							
3711	INT-OVERNIGHT	41	0	100	0	0	0	0
3712	INT-LONG TERM INVEST	742	0	1,000	0	0	0	0
3798	INC/DEC IN FV OF INVESTMENTS	53-	0	0	0	0	0	0
	SUBTOTAL *****	730	0	1,100	0	0	0	0
	TOTAL REVENUES *****	35,206	8,000	10,100	12,000	0	12,000	50
	DUES TRAVEL & TRAINING							
37200	SEMINARS/CONFEREN/MEETING	878	13,000	3,500	3,000	0	3,000	76-
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	0	2,000	5,000	2,000	0	2,000	0
37230	MEALS & LODGING-TRAINING	0	800	8,500	800	0	800	0
37235	MEALS & LODGING - OTHER	0	2,000	0	2,000	0	2,000	0
	SUBTOTAL *****	878	17,800	17,000	7,800	0	7,800	56-
	UTILITIES							
48050	CELLULAR TELEPHONES	364	2,700	2,700	1,200	0	1,200	55-
	SUBTOTAL *****	364	2,700	2,700	1,200	0	1,200	55-
	CONTRACTUAL SERVICES							
	SUBTOTAL *****	0	0	0	0	0	0	0
	OTHER							
86850	CONTINGENCY	0	27,500	0	40,000	0	40,000	45
	SUBTOTAL *****	0	27,500	0	40,000	0	40,000	45
	FIXED ASSET ADDITIONS							
91000	OFFICE EQUIPMENT	449	0	0	0	0	0	0
91301	COMPUTER HARDWARE	24,953	0	0	0	0	0	0
	SUBTOTAL *****	25,403	0	0	0	0	0	0
	TOTAL EXPENDITURES *****	26,646	48,000	19,700	49,000	0	49,000	2

Decimal values have been truncated.

Federal HAVA Election Project

Department Number 2310

Mission

The County Clerk administers this budget. It accounts for grant funding received pursuant to the Help Americans Vote Act.

Budget Highlights

The budget includes equal revenue and expenditures in the amount of \$888,700. This amount represents the expected federal monies to be allocated to Boone County to be used for acquisition of electronic election equipment.

Annual Budget

2310 FEDERAL HAVA ELECTION PROJECT
231 FEDERAL HAVA ELECTION FUND

ACCT	DESCRIPTION	2004 ACTUAL	2005 BUDGET + REVISIONS	2005 PROJECTED	2006 CORE REQUEST	2006 SUPPLMENTAL REQUEST	2006 ADOPTED BUDGET	%CHG FROM PY BUD
	INTERGOVERNMENTAL REVENUE							
3465	FED-STATE REIMB EXPENSES	0	0	0	0	0	888,700	0
	SUBTOTAL *****	0	0	0	0	0	888,700	0
	TOTAL REVENUES *****	0	0	0	0	0	888,700	0
	FIXED ASSET ADDITIONS							
91300	MACHINERY & EQUIPMENT	0	0	0	0	0	888,700	0
	SUBTOTAL *****	0	0	0	0	0	888,700	0
	TOTAL EXPENDITURES *****	0	0	0	0	0	888,700	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. Electronic funds receipts and disbursements are handled by the County Treasurer. All general obligation bonds and revenue bonds for Boone County are issued by the County Treasurer. The County Treasurer is also responsible for disbursing tax dollars to various political subdivisions and tracking said information for audit purposes. The County Treasurer provides oversight for several 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

- Continue working with Information Technology (IT) to clean up old programs and tweak new programs.
- Work with IT, the Collector, and the Neighborhood Improvement District (NID) project manager to automate the NID tracking process.
- Evaluate the Treasurer's Office participation in rewrite of payroll and finance system.
- Continue participation in scheduling art exhibits for Government Center and Johnson Building.
- Participate in getting the Purchasing Card Program up and running.
- Continue working with space needs in the Courthouse and Government Center.
- Work on a balancing system for Self-Insured Worker's Compensation Fund.

Progress on Prior Year Objectives

- Work with Information Technology (IT) to clean up old programs and tweak new programs.
Response: This project has been started, but remains a work in progress.
- Evaluate Jury Service check process. Jury checks are currently written in the Court Security Office. The Treasurer's Office helps balance this account with the County bank account each month. This process could possibly be done more efficiently, and booked directly to the General Ledger.
Response: Complete. IT helped write a program similar to the Manual Check Program. Names and addresses of citizens having served on a jury can now

be downloaded for the purpose of issuing a manual check written on the manual check system. This puts the jury service expenses directly on the General Ledger and makes balancing the account less labor intensive. The entire process is automated resulting in less human error as well. Number of miles submitted is also checked for accuracy. This has resulted in a savings of a couple of hundred dollars.

- Evaluate Electronic Funds Transfers (EFTs), and work on a policy to facilitate this process.
Response: At this time there is no established policy, but EFTs are performed for both the Collector and Recorder. All federal money and most state funds due to Boone County are received via EFTs.
- Evaluate Treasurer's Office participation in a new finance system.
Response: Ongoing.
- Address Neighborhood Improvement District (NID) Bond and GO Bond issues.
Response: Procedures are in place to verify every NID bill paid from each NID fund, and move that amount to the Debt Service fund. Since inception of the NID program, three NIDs have been completed and paid in full. Procedures to verify that funds have been correctly deposited, and sufficient cash to pay the bond debt in full, are also in place.

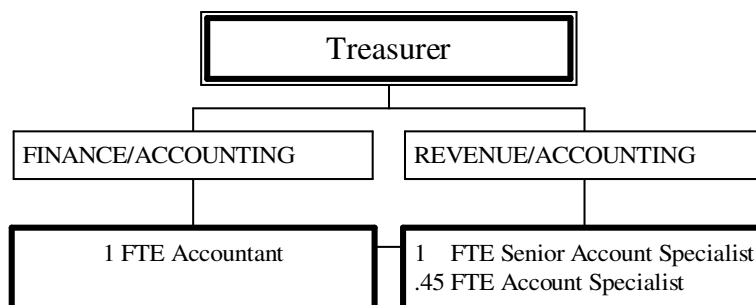
Performance Measures

Performance Measure	2004	2005	2006
	Actual	Estimated	Projected
Number of Receipts Issued	4,175	4,600	4,700
Number of Manual Non-Vendor Checks	104	134	160
Number of Manual Vendor Checks	294	441	500
Number of Prosecuting Attorney Bad Checks	2,819	2,650	2,800
Number of Criminal Cost Checks	12	8	10
Number of Out of County Cash Bonds	378	380	385
Number of Restitution Checks	65	89	95
Number of Worker's Compensation Checks	0	8	24
Number of Jury Service Checks	0	2,220	2,300
Number of Accounts Payable Checks	9,054	10,000	9,900
Number of Payroll Checks	11,034	10,506	10,600
Number of Funds	98	100	102
Interest Received (All Funds)	\$618,638	\$650,000	\$670,000
Number of General/Special Obligation Bonds	7	8	9
Number of Travel Credit Cards	24	25	26
Number of Active NIDS	17	18	20

Personnel Detail

Position Title	2004	2005	2006	2005-2006
	Full-time Equivalent	Full-time Equivalent	Full-time Equivalent	Change
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	0.45	0.45	0.45	-
Total FTEs	3.45	3.45	3.45	-
Overtime	\$ 500	\$ 200	\$ 200	\$ -

Organizational Chart



County Treasurer

Dept. No. 1140

Annual Budget

1140 TREASURER
100 GENERAL FUND

ACCT	DESCRIPTION	2004 ACTUAL	2005 BUDGET + REVISIONS	2005 PROJECTED	2006 CORE REQUEST	2006 SUPPLEMENTAL REQUEST	2006 ADOPTED BUDGET	%CHG FROM PY BUD
3510	CHARGES FOR SERVICES COPIES	1	10	1	10	0	10	0
	SUBTOTAL *****	1	10	1	10	0	10	0
	INTEREST							
3709	INT-CRIMINAL COSTS	0	1	0	0	0	0	0
3710	INTEREST	0	0	339	0	0	0	0
3711	INT-OVERNIGHT	3,988	4,000	9,000	10,000	0	10,000	150
3712	INT-LONG TERM INVEST	70,252	80,000	80,000	85,000	0	85,000	6
3716	INT-SPEC ELEC FUND	0	1	0	0	0	0	0
3720	INT- UNCLAIMED FEES	385	0	0	0	0	0	0
3723	INT - NIDS	2,427	1,000	2,500	1,000	0	1,000	0
3724	INT - OTHER ENTITIES	564	700	500	500	0	500	28-
3798	INC/DEC IN FV OF INVESTMENTS	11,390-	15,000-	0	0	0	0	0
	SUBTOTAL *****	66,227	70,702	92,339	96,500	0	96,500	36
	TOTAL REVENUES *****	66,228	70,712	92,340	96,510	0	96,510	36
	PERSONAL SERVICES							
10100	SALARIES & WAGES	148,253	161,893	161,893	167,951	0	167,951	3
10110	OVERTIME	412	200	175	200	0	200	0
10120	HOLIDAY WORKED	273	0	0	0	0	0	0
10200	FICA	10,969	12,400	12,400	12,863	0	12,863	3
10300	HEALTH INSURANCE	12,075	13,257	13,257	14,250	0	14,250	7
10325	DISABILITY INSURANCE	609	684	684	764	0	764	11
10350	LIFE INSURANCE	108	117	117	117	0	117	0
10375	DENTAL INSURANCE	945	945	945	975	0	975	3
10400	WORKERS COMP	600	691	691	710	0	710	2
10500	401(A) MATCH PLAN	1,350	1,755	1,775	1,755	0	1,755	0
10600	UNEMPLOYMENT BENEFITS	0	1,406	703	0	0	0	0
	SUBTOTAL *****	175,597	193,348	192,640	199,585	0	199,585	3
	MATERIALS & SUPPLIES							
22500	SUBSCRIPTIONS/PUBLICATION	1,067	920	950	870	0	870	5-
23000	OFFICE SUPPLIES	401	400	350	350	0	350	12-
23001	PRINTING	1,480	2,600	2,600	2,600	0	2,600	0
23050	OTHER SUPPLIES	1,001	1,200	1,200	1,200	0	1,200	0
23850	MINOR EQUIPMENT & TOOLS	53	150	166	150	0	150	0
	SUBTOTAL *****	4,003	5,270	5,266	5,170	0	5,170	1-
	DUES TRAVEL & TRAINING							
37000	DUES	407	500	450	480	0	480	4-
37200	SEMINARS/CONFEREN/MEETING	300	1,100	1,184	1,000	0	1,000	9-
37210	TRAINING/SCHOOLS	0	100	100	100	0	100	0
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	60	1,500	800	1,100	0	1,100	26-
37230	MEALS & LODGING-TRAINING	0	500	900	900	0	900	80
	SUBTOTAL *****	767	3,700	3,434	3,580	0	3,580	3-
	UTILITIES							
48000	TELEPHONES	1,898	2,000	1,600	2,000	0	2,000	0
	SUBTOTAL *****	1,898	2,000	1,600	2,000	0	2,000	0
	VEHICLE EXPENSE							
59200	LOCAL MILEAGE	26	50	50	50	0	50	0
	SUBTOTAL *****	26	50	50	50	0	50	0
	EQUIP & BLDG MAINTENANCE							
60050	EQUIP SERVICE CONTRACT	536	550	500	535	95	535	2-
60200	EQUIP REPAIRS/MAINTENANCE	0	100	100	100	0	100	0
	SUBTOTAL *****	536	650	600	635	95	635	2-

County Treasurer

Dept. No. 1140

1140 TREASURER
100 GENERAL FUND

ACCT	DESCRIPTION	2004 ACTUAL	2005 BUDGET + REVISIONS	2005 PROJECTED	2006 CORE REQUEST	2006 SUPPLMENTAL REQUEST	2006 ADOPTED BUDGET	%CHG FROM PY BUD
	CONTRACTUAL SERVICES							
70050	SOFTWARE SERVICE CONTRACT	5,980	5,980	5,980	6,400	0	6,400	7
71100	OUTSIDE SERVICES	25	0	0	0	0	0	0
71107	BANK/CREDIT CARD SERVICE FEES	35,199	34,700	35,000	35,100	0	35,100	1
71108	CHECK PRINTING CHARGES	1,775	2,500	2,400	2,400	0	2,400	4-
71500	BUILDING USE/RENT CHARGE	11,290	13,687	13,687	14,359	0	14,359	4
	SUBTOTAL *****	54,269	56,867	57,067	58,259	0	58,259	2
	FIXED ASSET ADDITIONS							
91302	COMPUTER SOFTWARE	14,000	0	0	0	0	0	0
92000	REPLCMENT OFFICE EQUIP	0	0	0	0	2,109	2,500	0
92100	REPLCMENT FURN & FIXTURES	0	0	0	0	10,000	0	0
	SUBTOTAL *****	14,000	0	0	0	12,109	2,500	0
	TOTAL EXPENDITURES *****	251,099	261,885	260,657	269,279	12,204	271,779	3

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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, department number 1150, and the Tax Maintenance Fund appropriations are included in the Tax Maintenance budget, department number 2110. Detailed information is presented for each of these budgets on the following pages.

The County Commission establishes and approves the appropriations for department number 1150; the Collector of Revenue establishes and approves the appropriations for department number 2110.

Budget Summary

Fund	Dept	Department Name	2004	2005	2006	2006	2006	2006
			Actual	Projected	Class 1 Personal Services	Classes 2-8 Other Services and Charges	Class 9 Capital Outlay	Total
100	1150	Collector	\$ 356,287	\$ 384,853	\$ 346,835	\$ 57,992	\$ -	\$ 404,827
211	2110	Tax Maintenance	83,072	77,503	1,959	123,273	-	125,232
Total			<u>\$ 439,359</u>	<u>\$ 462,356</u>	<u>\$ 348,794</u>	<u>\$ 181,265</u>	<u>\$ -</u>	<u>\$ 530,059</u>

Personnel Summary

Fund	Dept	Department Name	2004	2005	2006
			Full-time Equivalent	Full-time Equivalent	Full-time Equivalent
100	1150	Collector	6.83	7.25	7.25
211	2110	Tax Maintenance	- ^a	- ^a	0.08 ^a
Total FTEs			<u>6.83</u>	<u>7.25</u>	<u>7.33</u>

a 1 Full-time Equivalent 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

- Automate installment plan letters, coupons, receipts, and other correspondences. Currently all correspondences are created manually using Word or Excel documents and spreadsheets. With installment data moving to the AS400 platform, using the AS400 to generate installment plan confirmation letters, coupons, balance due letters, and possibly even final bills would be beneficial, reducing the amount of staff time needed to create taxpayer databases and prepare individual installment letters and coupons. Automation of these procedures will also benefit the accuracy and timeliness of this process as the number of parcels enrolled on the installment plan is expected to increase annually.
- Organize AS400 queries and files frequently used by the Collector's Office. AS400 queries and files are currently spread out among several different

libraries, and many are not labeled properly. Many queries and files may be deleted or replaced with current versions as well. Combining the queries and files into one central library will aid in responding to public requests, outside auditor inquiries, taxing entity requests, and the Collector's annual settlement, among other things. Many of the most frequently used queries may potentially be added as an item under the reports menu allowing generation by all office staff.

- Train office staff on procedures relating to real estate installment plans. Placing the installment plan process on the AS400 platform has opened up the ability to train additional staff on the procedures relating to enrolling parcels on the plans, accepting monthly payments, and completing the necessary correspondences. Currently the duties relating to the monthly installment plans are handled by one staff member in the office. Training additional staff provides for the acceptance of payments in times of absences, and assistance to taxpayers with questions and concerns.
- Implement a more efficient and effective process for developing legal descriptions to be published in the annual tax certificate sale. The decision issued by the 13th Circuit Court and upheld by the Missouri Court of Appeals, Western District, requires that a more detailed legal description than contained on the property file records be published on properties subject to the annual delinquent tax certificate sale. Legal descriptions are currently obtained from the warranty deed and reformatted for the tax sale ad.

Progress on Prior Year Objectives

- Update and modify the bill entity records on-line on the AS400. New programming changes and layout design are needed for the on-line display of the bill entity file. Current programming and displaying of the records does not meet the desired needs and objectives of the office. By modifying these programs, it will provide much needed help in preparing the annual collector's settlement. In addition to this, it will provide faster response time and more accurate 'live' data to external inquiries of this data. It has yet to be determined whether this task will be a complete rewrite of the program, or if modifications to the existing program will be sufficient.
Response: This objective was put on hold this year due to other priorities such as the NID system rewrite and automation of the real estate installment plan. It is still a necessity to be addressed at a future time.
- Redesign the Monthly Statement of Collections reports for distribution. The monthly distribution reports are in need of being redesigned to provide more detail about the monthly collections and distributions to the taxing entities. Currently, only the net collections are displayed in two categories, current taxes and back taxes. The goal is to show monthly collections broken down by bill year and by bill type. Reporting the gross tax collected as well as the deductions taken to derive at net tax distributed is also planned. This will aid in providing more detailed reports to use internally and externally.
Response: This goal was completed. The reports have been modified to reflect more detailed reporting information regarding collections, refunds, and other withholdings. Also, collections are now displayed by bill year instead of showing as lump totals under the respective bill types.

- Automate the real estate installment plan process. All installment plan payments are currently handled through a manual process using significant staff resources. Payments are receipted in and tracked using an Excel spreadsheet. Automation of this process so it can be handled on the AS400 is needed. This will provide a more stable and reliable method of tracking the payments and the plans. Also, by moving these records to the AS400 platform, this information will be kept more secure and safeguarded from possible data loss as opposed to being maintained on PC files. Since the number of parcels to be paid using the installment plan is expected to increase steadily, having these measures put in place is even more important.

Response: This goal should be completed by the end of FY 2005. The installment plan has been automated to select parcels for an installment plan. Payments received monthly will be processed and tracked through the AS400 instead of manually tracking using a spreadsheet. All installment plan information will be located in a library separate from that of the Collector's tax file. Amounts collected in the installment library will be transferred to the tax file once the tax bills are created. Procedures should also be in place to allow automatic printing of installment plan letters, coupons, and various other correspondences by the end of the year or in 2006.

- Redesign or relocate the microfilm area to hold additional cabinets for microfilm rolls. When the records on film relating to the Collector's Office moved from the Clerk's Office and a reader/printer was "borrowed" from the Sheriff's Department, two file cabinets and the reader/printer were packed into a small area holding the refrigerator and coat tree. Now, with completion of the microfilming project, and annual filming of records beginning, there is not enough space.

Response: This has been temporarily taken care of by moving an additional filing cabinet into the microfilm area. The space is extremely crowded making it difficult to provide much assistance to anyone trying to search records.

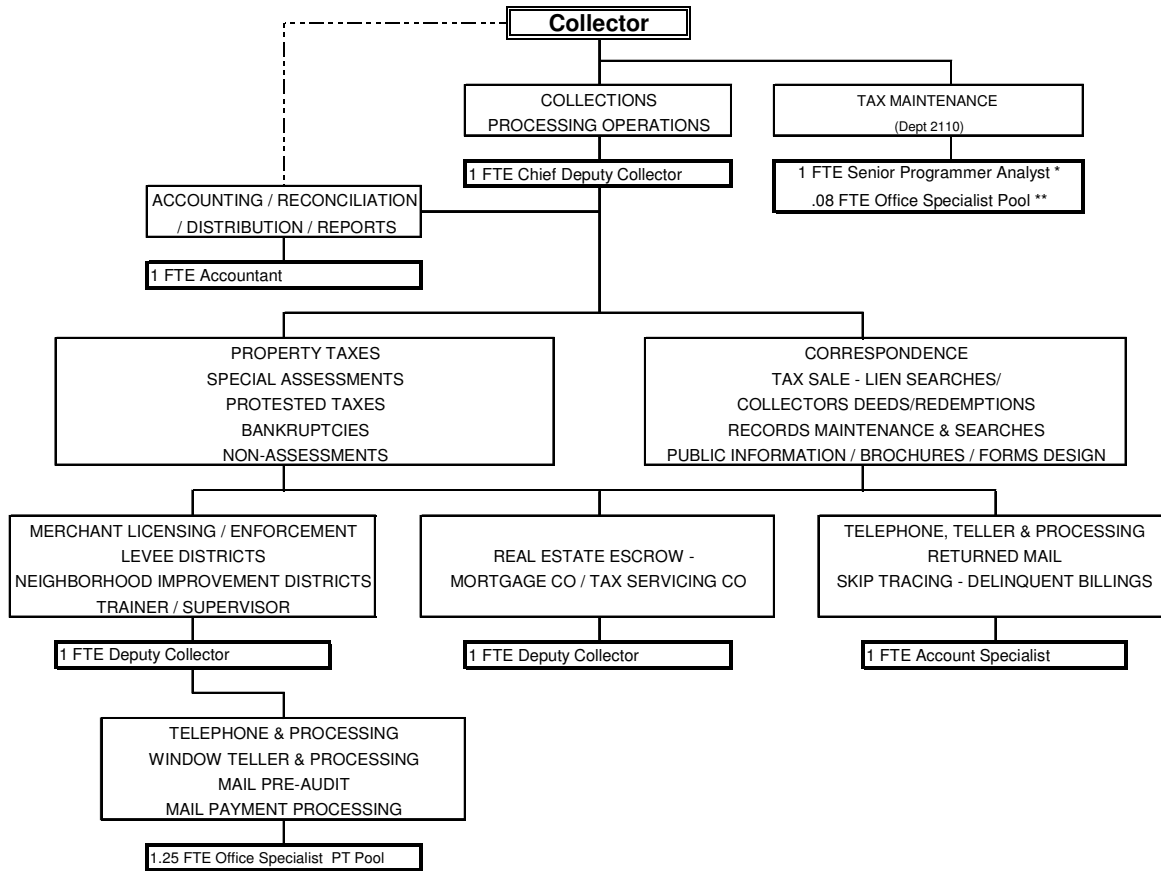
Performance Measures

Performance Measure	2004	2005	2006
	Actual	Estimated	Projected
Number of Real Estate Property Tax Bills Collected	54,490	55,900	57,000
Number of Real Estate Parcels on Installment Payments	287	450	525
Number of Delinquent Real Estate Prop. Tax Bills Mailed	10,185	9,850	10,000
Number of Personal Property Tax Bills Collected	57,636	58,790	59,500
Number of Merchant Licenses Collected	2,455	2,100	2,300
Number of Cash Drawers Balanced	1,442	1,650	1,700
Number of In-Person Customers	37,908	36,747	37,000
Number of Statements of Non-Assessment	10,421	10,450	10,500
Number of Bankruptcy Claims, Notices, Filings & Dischgs	1,098	1,100	1,200
Number of Telephone Calls	21,743	20,975	20,000
Number of Searches & Parcel Verifications			
Number of Address Changes	13,815	13,900	13,950
Number of Rejection Notices Generated	911	1,139	1,000
Number of Properties Subject to Tax Sale/Number Sold	166/6	163/5	160/5
Number of Checks Generated	804	710	750
Number of Credit Card Transactions	1,883	2,100	2,500
Number of Returned Mail Records	889	1,500	1500
Number of Returned Checks	121	100	110
Number of Duplicate Receipts Issued	9,797	9,800	9,800
Number of Bills Collected (All Types)	115,087	116,500	118,000
Number of M.O.R.E. Program Verifications	1,182	2,460	2,700
Number of Bills Collected by IVR (6 months only)	298	600	750
Number of Bills Paid On-line	849	1,600	1,750
Total Collections By IVR	\$66,458	\$105,000	\$150,000
Total Collections On-line	\$367,536	\$650,000	\$850,000
Total Collections (In Millions)	\$108.3	\$110.5	\$112.0

Personnel Detail

Position Title	2004	2005	2006	2005-2006
	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	1.25	1.25	-
Total FTEs	6.83	7.25	7.25	-
Overtime	\$ 3,825	\$ 3,825	\$ 3,825	\$ -

Organizational Chart



* 1 FTE Sr. Programmer Analyst was added to Information Technology (department number 1170) to be reimbursed from the Tax Maintenance Fund (department number 2110)
 ** .08 FTE Office Specialist Pool is funded from the Tax Maintenance Fund (department number 2110)

Collector of Revenue

Dept. No. 1150

Annual Budget

1150 COLLECTOR
100 GENERAL FUND

ACCT	DESCRIPTION	2004 ACTUAL	2005 BUDGET + REVISIONS	2005 PROJECTED	2006 CORE REQUEST	2006 SUPPLEMENTAL REQUEST	2006 ADOPTED BUDGET	%CHG FROM PY BUD
LICENSES AND PERMITS								
3311	LIQUOR	91,036	95,720	93,447	95,720	0	95,720	0
3312	AUCTION	680	500	500	500	0	500	0
3313	MERCHANTS AND MANUFACTURE	14,595	11,625	11,610	11,625	0	11,625	0
	SUBTOTAL *****	106,311	107,845	105,557	107,845	0	107,845	0
INTERGOVERNMENTAL REVENUE								
3493	FOREST CROPLAND PILT	418	420	420	420	0	420	0
	SUBTOTAL *****	418	420	420	420	0	420	0
CHARGES FOR SERVICES								
3506	CERTIFICATE OF REDEMPTION FEE	1	1	1	1	0	1	0
3508	DUPLICATE TAX RECEIPT	8,209	8,000	7,700	8,000	0	8,000	0
3509	DEED FEE	6	17	9	15	0	15	11-
3510	COPIES	364	250	250	250	0	250	0
3511	COST OF TAX SALE REIMBURS	9,294	9,000	9,391	13,500	0	13,500	50
3550	COMMISSIONS	1,108,666	1,211,100	1,190,287	1,243,850	0	1,243,850	2
3560	COLLECTION FEES	1,349	1,360	1,375	1,416	0	1,416	4
3577	COLL DEL FEES & COMM	111,134	125,800	111,850	120,000	0	120,000	4-
	SUBTOTAL *****	1,239,026	1,355,528	1,320,863	1,387,032	0	1,387,032	2
INTEREST								
3710	INTEREST	3,730	3,730	4,365	4,365	0	4,365	17
	SUBTOTAL *****	3,730	3,730	4,365	4,365	0	4,365	17
MISCELLANEOUS								
3894	RETURNED CHECK PENALTY	1,675	2,500	2,500	2,500	0	2,500	0
	SUBTOTAL *****	1,675	2,500	2,500	2,500	0	2,500	0
	TOTAL REVENUES *****	1,351,161	1,470,023	1,433,705	1,502,162	0	1,502,162	2
PERSONAL SERVICES								
10100	SALARIES & WAGES	255,230	271,808	271,808	282,749	0	282,749	4
10110	OVERTIME	2,185	3,825	3,825	3,825	0	3,825	0
10120	HOLIDAY WORKED	469	0	0	500	0	500	0
10200	FICA	19,508	20,484	20,484	21,961	0	21,961	7
10300	HEALTH INSURANCE	24,150	26,514	26,514	28,500	0	28,500	7
10325	DISABILITY INSURANCE	1,026	1,128	1,128	1,258	0	1,258	11
10350	LIFE INSURANCE	216	234	234	234	0	234	0
10375	DENTAL INSURANCE	1,890	1,890	1,890	1,950	0	1,950	3
10400	WORKERS COMP	984	1,138	1,138	1,208	0	1,208	6
10500	401 (A) MATCH PLAN	2,700	3,510	2,625	3,510	0	3,510	0
10510	CERF-EMPLOYER PD CONTRIBUTION	1,096	1,444	1,125	0	0	1,140	21-
10600	UNEMPLOYMENT BENEFITS	0	305	0	0	0	0	0
	SUBTOTAL *****	309,457	332,280	330,771	345,695	0	346,835	4
MATERIALS & SUPPLIES								
22500	SUBSCRIPTIONS/PUBLICATION	295	350	354	370	0	370	5
23000	OFFICE SUPPLIES	2,005	1,800	1,800	2,000	0	2,000	11
23001	PRINTING	10,319	10,750	10,750	11,000	0	11,000	2
23850	MINOR EQUIPMENT & TOOLS	1,209	1,200	1,200	1,200	0	1,200	0
	SUBTOTAL *****	13,829	14,100	14,104	14,570	0	14,570	3
DUES TRAVEL & TRAINING								
37200	SEMINARS/CONFEREN/MEETING	686	745	745	745	0	745	0
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	550	325	494	425	0	425	30
37230	MEALS & LODGING-TRAINING	480	570	401	570	0	570	0
	SUBTOTAL *****	1,717	1,640	1,640	1,740	0	1,740	6
UTILITIES								
48000	TELEPHONES	3,165	3,500	3,500	3,500	0	3,500	0
	SUBTOTAL *****	3,165	3,500	3,500	3,500	0	3,500	0

Collector of Revenue

Dept. No. 1150

1150 COLLECTOR
100 GENERAL FUND

ACCT	DESCRIPTION	2004 ACTUAL	2005 BUDGET + REVISIONS	2005 PROJECTED	2006 CORE REQUEST	2006 SUPPLMENTAL REQUEST	2006 ADOPTED BUDGET	%CHG FROM PY BUD
EQUIP & BLDG MAINTENANCE								
60050	EQUIP SERVICE CONTRACT	863	905	905	1,184	0	1,184	30
60200	EQUIP REPAIRS/MAINTENANCE	207	200	200	200	0	200	0
SUBTOTAL *****		1,070	1,105	1,105	1,384	0	1,384	25
CONTRACTUAL SERVICES								
71000	INSURANCE AND BONDS	0	100	100	100	0	100	0
71100	OUTSIDE SERVICES	298	500	500	550	0	550	10
71500	BUILDING USE/RENT CHARGE	14,661	17,773	17,773	18,648	0	18,648	4
SUBTOTAL *****		14,959	18,373	18,373	19,298	0	19,298	5
OTHER								
84400	PUBLIC NOTICES	3,515	3,500	3,500	4,000	0	4,000	14
84500	TITLE SEARCH	8,065	11,202	8,352	13,500	0	13,500	20
86898	OVER AND SHORT	505	0	0	0	0	0	0
SUBTOTAL *****		12,087	14,702	11,852	17,500	0	17,500	19
FIXED ASSET ADDITIONS								
92000	REPLCMENT OFFICE EQUIP	0	3,509	3,508	0	0	0	0
SUBTOTAL *****		0	3,509	3,508	0	0	0	0
TOTAL EXPENDITURES *****		356,287	389,209	384,853	403,687	0	404,827	4

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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 one Senior Programming Analyst position in the Information Technology (IT) Department (department number 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 a variety of operating expenses as well.

Please refer to department number 1150, Collector of Revenue, for Goals and Objectives, Progress on Prior Year Objectives, Performance Measures, and the Organizational Chart.

Personnel Detail

Position Title	2004	2005	2006	2005-2006
	Full-time Equivalent	Full-time Equivalent	Full-time Equivalent	Change
Senior Programmer Analyst	- *	- *	- *	-
Office Specialist Pool	-	-	0.08	0.08
Total FTEs	-	-	0.08	0.08

* 1 FTE Sr. Programmer Analyst was added to Information Technology (department number 1170) to be reimbursed from the Tax Maintenance Fund (department number 2110)

Collector Tax Maintenance

Dept. No. 2110

Annual Budget

2110 COLLECTOR TAX MAINT ACTIVITY
 211 COLLECTOR TAX MAINTENANCE FUND

ACCT	DESCRIPTION	2004 ACTUAL	2005 BUDGET + REVISIONS	2005 PROJECTED	2006 CORE REQUEST	2006 SUPPLEMENTAL REQUEST	2006 ADOPTED BUDGET	%CHG FROM PY BUD
3577	COLL DEL FEES & COMM	114,977	125,000	114,530	120,000	0	120,000	4-
	SUBTOTAL *****	114,977	125,000	114,530	120,000	0	120,000	4-
	INTEREST							
3710	INTEREST	0	0	1,061	1,061	0	1,061	0
3711	INT-OVERNIGHT	86	39	230	230	0	230	489
3712	INT-LONG TERM INVEST	1,449	1,230	1,982	1,982	0	1,982	61
3798	INC/DEC IN FV OF INVESTMENTS	108-	0	0	0	0	0	0
	SUBTOTAL *****	1,426	1,269	3,273	3,273	0	3,273	157
	TOTAL REVENUES *****	116,404	126,269	117,803	123,273	0	123,273	2-
	PERSONAL SERVICES							
10100	SALARIES & WAGES	0	1,452	0	1,814	0	1,814	24
10200	FICA	0	112	0	138	0	138	23
10400	WORKERS COMP	0	7	0	7	0	7	0
	SUBTOTAL *****	0	1,571	0	1,959	0	1,959	24
	MATERIALS & SUPPLIES							
23000	OFFICE SUPPLIES	272	300	300	300	0	300	0
23015	COMPUTER SUPPLIES	0	200	200	200	0	200	0
23050	OTHER SUPPLIES	156	200	200	200	0	200	0
23850	MINOR EQUIPMENT & TOOLS	0	200	200	200	0	200	0
	SUBTOTAL *****	428	900	900	900	0	900	0
	DUES TRAVEL & TRAINING							
37000	DUES	175	250	250	250	0	250	0
37200	SEMINARS/CONFEREN/MEETING	130	750	1,735	750	0	750	0
37210	TRAINING/SCHOOLS	0	2,100	0	0	0	0	0
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	841	1,850	865	1,850	0	1,850	0
37230	MEALS & LODGING-TRAINING	1,749	3,300	3,300	2,100	0	2,100	36-
37235	MEALS & LODGING - OTHER	0	200	200	200	0	200	0
37240	REGISTRATION/TUITION	0	1,750	1,750	1,750	0	1,750	0
	SUBTOTAL *****	2,896	10,200	8,100	6,900	0	6,900	32-
	CONTRACTUAL SERVICES							
71000	INSURANCE AND BONDS	0	25	25	25	0	25	0
71100	OUTSIDE SERVICES	12,135	1,625	1,625	1,800	0	1,800	10
71101	PROFESSIONAL SERVICES	58,358	57,215	60,523	62,000	0	62,000	8
71105	LEGAL SERVICES	0	0	0	10,000	0	10,000	0
	SUBTOTAL *****	70,493	58,865	62,173	73,825	0	73,825	25
	OTHER							
86850	CONTINGENCY	0	44,329	0	41,648	0	41,648	6-
	SUBTOTAL *****	0	44,329	0	41,648	0	41,648	6-
	FIXED ASSET ADDITIONS							
91000	OFFICE EQUIPMENT	1,479	1,338	0	0	0	0	0
91100	FURNITURE AND FIXTURES	2,305	5,255	0	0	0	0	0
91300	MACHINERY & EQUIPMENT	0	4,352	3,891	0	0	0	0
91301	COMPUTER HARDWARE	4,698	0	0	0	0	0	0
92100	REPLCMENT FURN & FIXTURES	769	0	0	0	0	0	0
92300	REPLCMENT MACH & EQUIP	0	2,616	2,439	0	0	0	0
	SUBTOTAL *****	9,253	13,561	6,330	0	0	0	0
	TOTAL EXPENDITURES *****	83,072	129,426	77,503	125,232	0	125,232	3-

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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, department number 1160, and the Record Preservation Fund appropriations are included in the Record Preservation budget, department number 2800. Detailed information is presented for each of these budgets on the following pages.

The County Commission establishes and approves the appropriations for department number 1160; the Recorder of Deeds establishes and approves the appropriations for department number 2800.

Budget Summary

Fund	Dept	Department Name	2004	2005	2006	2006	2006	2006
			Actual	Projected	Class 1 Personal Services	Classes 2-8 Other Services and Charges	Class 9 Capital Outlay	Total
100	1160	Recorder	\$ 478,379	\$ 490,624	\$ 416,699	\$ 121,380	\$ -	\$ 538,079
280	2800	Storage & Preservation	155,425	144,277	-	454,680	34,960	489,640
Total			<u>\$ 633,804</u>	<u>\$ 634,901</u>	<u>\$ 416,699</u>	<u>\$ 576,060</u>	<u>\$ 34,960</u>	<u>\$ 1,027,719</u>

Personnel Summary

Fund	Dept	Department Name	2004	2005	2006
			Full-time Equivalent	Full-time Equivalent	Full-time Equivalent
100	1160	Recorder	9.00	9.00	9.00
280	2800	Storage & Preservation	1.00	-	-
Total FTEs			<u>10.00</u>	<u>9.00</u>	<u>9.00</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

- Unavailable
Response: Unavailable

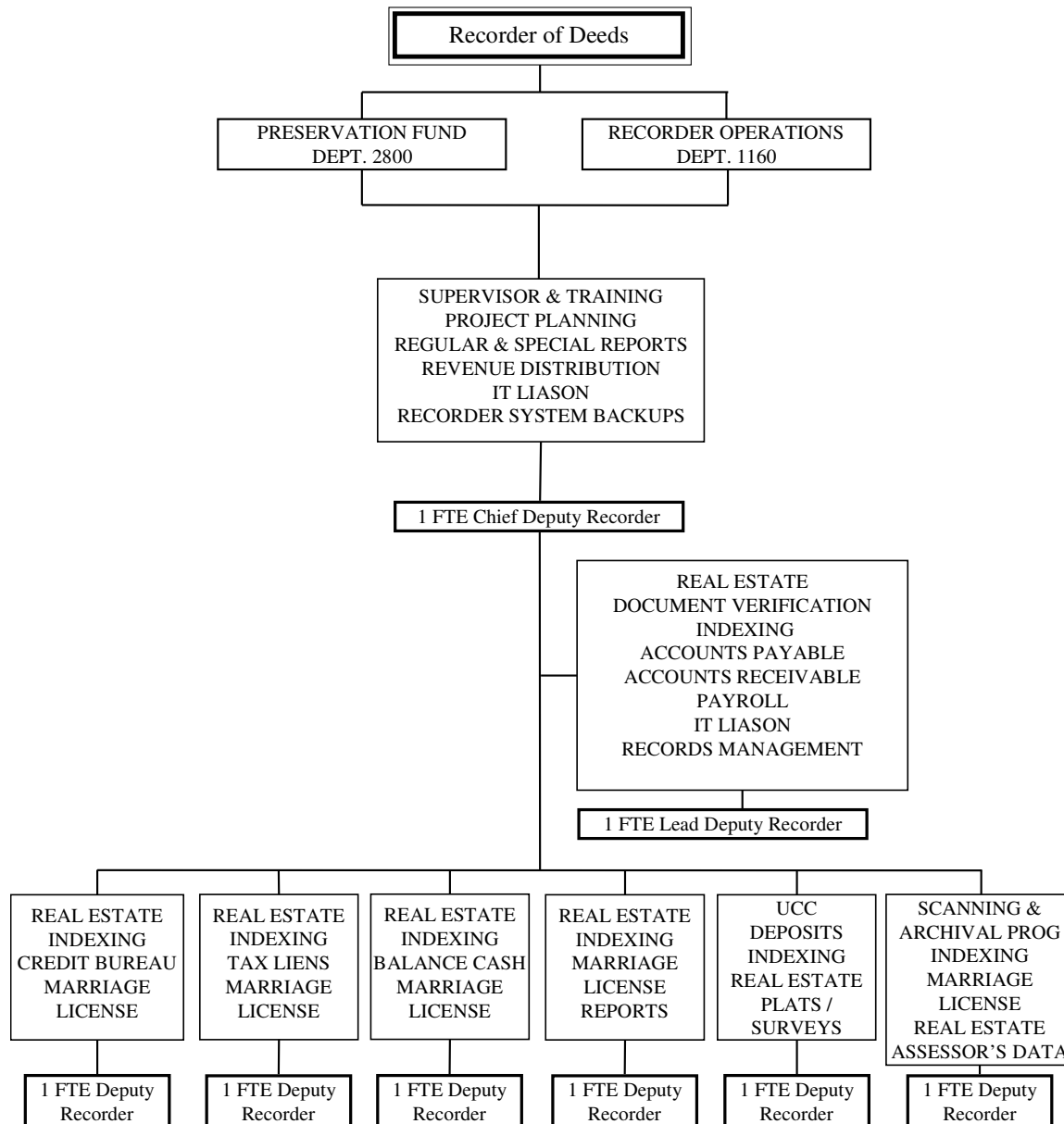
Performance Measures

Performance Measure	2004 Actual	2005 Estimated	2006 Projected
Unavailable			

Personnel Detail

Position Title	2004	2005	2006	2005-2006
	Full-time Equivalent	Full-time Equivalent	Full-time 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	6.00	6.00	6.00	-
Total FTEs	9.00	9.00	9.00	-
Overtime	\$ 5,500	\$ 2,500	\$ 2,500	\$ -

Organizational Chart



Recorder of Deeds

Dept. No. 1160

Annual Budget

1160 RECORDER
100 GENERAL FUND

ACCT	DESCRIPTION	2004 ACTUAL	2005 BUDGET + REVISIONS	2005 PROJECTED	2006 CORE REQUEST	2006 SUPPLEMENTAL REQUEST	2006 ADOPTED BUDGET	%CHG FROM PY BUD
3315	MARRIAGE	17,765	18,500	19,750	21,500	0	21,500	16
	SUBTOTAL *****	17,765	18,500	19,750	21,500	0	21,500	16
	CHARGES FOR SERVICES							
3510	COPIES	68,071	40,500	65,443	62,170	0	62,170	53
3561	UCC FEES	297	300	200	200	0	200	33-
3562	REAL ESTATE FEES	841,968	732,000	815,000	816,400	0	816,400	11
	SUBTOTAL *****	910,336	772,800	880,643	878,770	0	878,770	13
	TOTAL REVENUES *****	928,101	791,300	900,393	900,270	0	900,270	13
	PERSONAL SERVICES							
10100	SALARIES & WAGES	313,482	323,398	300,000	334,107	0	334,107	3
10110	OVERTIME	2,120	2,500	2,500	2,500	0	2,500	0
10120	HOLIDAY WORKED	15	0	336	0	0	0	0
10200	FICA	22,615	24,931	21,365	25,750	0	25,750	3
10300	HEALTH INSURANCE	36,225	39,771	39,771	42,750	0	42,750	7
10325	DISABILITY INSURANCE	1,352	1,479	1,479	1,640	0	1,640	10
10350	LIFE INSURANCE	324	351	351	351	0	351	0
10375	DENTAL INSURANCE	2,835	2,835	2,835	2,925	0	2,925	3
10400	WORKERS COMP	1,392	1,383	1,383	1,411	0	1,411	2
10500	401(A) MATCH PLAN	4,745	5,265	5,265	5,265	0	5,265	0
	SUBTOTAL *****	385,109	401,913	375,285	416,699	0	416,699	3
	MATERIALS & SUPPLIES							
22500	SUBSCRIPTIONS/PUBLICATION	484	640	640	680	0	680	6
23000	OFFICE SUPPLIES	7,615	13,450	12,900	13,450	0	13,450	0
23001	PRINTING	1,382	1,500	1,500	1,500	0	1,500	0
23850	MINOR EQUIPMENT & TOOLS	110	0	0	0	0	0	0
	SUBTOTAL *****	9,593	15,590	15,040	15,630	0	15,630	0
	DUES TRAVEL & TRAINING							
37000	DUES	325	350	535	350	0	350	0
37200	SEMINARS/CONFEREN/MEETING	680	650	825	650	0	650	0
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	829	1,800	970	1,600	0	1,600	11-
37230	MEALS & LODGING-TRAINING	3,374	2,700	3,180	2,800	0	2,800	3
37240	REGISTRATION/TUITION	750	835	825	875	0	875	4
	SUBTOTAL *****	5,958	6,335	6,335	6,275	0	6,275	0
	UTILITIES							
48000	TELEPHONES	4,547	5,100	4,700	5,100	0	5,100	0
	SUBTOTAL *****	4,547	5,100	4,700	5,100	0	5,100	0
	EQUIP & BLDG MAINTENANCE							
60050	EQUIP SERVICE CONTRACT	12,071	17,195	16,900	18,150	0	18,150	5
	SUBTOTAL *****	12,071	17,195	16,900	18,150	0	18,150	5
	CONTRACTUAL SERVICES							
71500	BUILDING USE/RENT CHARGE	47,116	57,114	57,114	59,925	0	59,925	4
71600	EQUIP LEASES & METER CHRG	13,982	15,250	15,250	16,300	0	16,300	6
	SUBTOTAL *****	61,098	72,364	72,364	76,225	0	76,225	5
	OTHER							
	SUBTOTAL *****	0	0	0	0	0	0	0
	FIXED ASSET ADDITIONS							
92000	REPLCMENT OFFICE EQUIP	0	5,000	0	0	0	0	0
	SUBTOTAL *****	0	5,000	0	0	0	0	0
	TOTAL EXPENDITURES *****	478,379	523,497	490,624	538,079	0	538,079	2

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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 related to record storage and preservation including amounts for training and travel, annual maintenance and support of the Recorder's operating software, archival restoration, disaster recovery and business continuity planning, and conversion of microfilm records to imaged records. The budget from this special revenue fund provides supplemental funding to the budget for the Recorder of Deeds established by the County Commission in the General Fund (see department number 1160).

Please refer to department number 1160, Recorder of Deeds, for Goals and Objectives, Progress on Prior Year Objectives, and Performance Measures.

Record Preservation

Dept. No. 2800

Annual Budget

2800 STORAGE & PRESERVATION
280 RECORD PRESERVATION FUND

ACCT	DESCRIPTION	2004 ACTUAL	2005 BUDGET + REVISIONS	2005 PROJECTED	2006 CORE REQUEST	2006 SUPPLEMENTAL REQUEST	2006 ADOPTED BUDGET	%CHG FROM PY BUD
3569	CHARGES FOR SERVICES OTHER FEES	142,407	117,500	145,000	137,900	0	137,900	17
	SUBTOTAL *****	142,407	117,500	145,000	137,900	0	137,900	17
	INTEREST							
3711	INT-OVERNIGHT	289	100	600	300	0	300	200
3712	INT-LONG TERM INVEST	4,838	2,200	7,095	4,200	0	4,200	90
3798	INC/DEC IN FV OF INVESTMENTS	149-	0	0	0	0	0	0
	SUBTOTAL *****	4,979	2,300	7,695	4,500	0	4,500	95
	TOTAL REVENUES *****	147,386	119,800	152,695	142,400	0	142,400	18
	PERSONAL SERVICES							
	SUBTOTAL *****	0	0	0	0	0	0	0
	MATERIALS & SUPPLIES							
22000	POSTAGE	40	0	0	0	0	0	0
23000	OFFICE SUPPLIES	11,514	10,500	10,500	10,500	0	10,500	0
23020	MICROFILM/FILM	1,339	1,400	1,400	1,400	0	1,400	0
	SUBTOTAL *****	12,894	11,900	11,900	11,900	0	11,900	0
	DUES TRAVEL & TRAINING							
37000	DUES	755	800	510	775	0	775	3-
37200	SEMINARS/CONFERENCE/MEETING	1,590	750	800	800	0	800	6
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	2,320	2,800	2,400	3,100	0	3,100	10
37230	MEALS & LODGING-TRAINING	4,654	7,780	8,872	7,360	0	7,360	5-
37240	REGISTRATION/TUITION	138	2,350	1,798	3,245	0	3,245	38
	SUBTOTAL *****	9,458	14,480	14,380	15,280	0	15,280	5
	CONTRACTUAL SERVICES							
70050	SOFTWARE SERVICE CONTRACT	0	30,000	0	30,000	0	30,000	0
71100	OUTSIDE SERVICES	24,838	105,500	38,733	65,500	0	65,500	37-
71101	PROFESSIONAL SERVICES	82,403	77,000	70,000	92,000	0	92,000	19
	SUBTOTAL *****	107,242	212,500	108,733	187,500	0	187,500	11-
	OTHER							
86850	CONTINGENCY	0	155,911	0	240,000	0	240,000	53
	SUBTOTAL *****	0	155,911	0	240,000	0	240,000	53
	FIXED ASSET ADDITIONS							
91100	FURNITURE AND FIXTURES	21,475	0	0	0	0	0	0
91301	COMPUTER HARDWARE	4,354	8,600	5,275	3,000	0	3,000	65-
91302	COMPUTER SOFTWARE	0	4,000	0	4,000	0	4,000	0
92301	REPLC COMPUTER HDWR	0	3,989	3,989	0	27,960	27,960	600
	SUBTOTAL *****	25,829	16,589	9,264	7,000	27,960	34,960	110
	TOTAL EXPENDITURES *****	155,424	411,380	144,277	461,680	27,960	489,640	19

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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 (ITAC) 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 number 1210).

Budget Highlights

The budget contains all appropriations necessary to accomplish the goals and objectives set forth below. This budget includes approximately \$238,000 for computer-related capital purchases and \$1.28 million for routine personnel and operations appropriations for a total budget of \$1.52 million. Additional funding for some of the projects identified below is provided through various special revenue funds such as the Assessment Fund, the Record Preservation Fund, and the Road and Bridge Fund.

Goals and Objectives

Budget Year Objectives

- Continue on-going core operations and technical support of all offices and departments throughout the County.
- Continue on-going core programming and programming maintenance for all offices and departments throughout the County.
- Consolidate old individual Uninterruptible Power Supply (UPS) units in the Government Center computer equipment room into one modular and expandable unit. FY 2006 will be year two of a three-year implementation plan.
- Expand network at Sheriff's Department by adding a 48-port switch.
- Purchase master console switches, keyboards and fold-down LCD monitors in server racks for administration of growing server farm.
- Purchase second GroupWise server to separate GroupWise tasks for more independence and reliability as remote sites are integrated into the main server at the Government Center.
- Replace old Structured Query Language (SQL) server.

- Purchase server switch to separate network backup traffic from user traffic.
- Add backup disk capacity to support AS400 and server normal growth.
- Replace old Mugshot server.
- Add SQL license to Mugshot server for serving mugshots to the Web and Mobile Data Terminals (MDTs).
- Add Logical PARTitioning (LPAR) to the Government Center AS400 along with installation services and backup system hardware. This is to support migration of the Sheriff's Department AS400 applications from their AS400 to downtown. The Sheriff's Department AS400 will then be shut down, and on-going cost savings will result in eliminated AS400 hardware and operating system software.
- Complete the replacement of all old 3477 AS400 terminals with 3488 terminals. This will be year two of a two-year replacement plan.
- Complete the replacement of old terminal-only, hand-held scanners with Personal Computer (PC) compatible scanners. This will be year two of a two-year replacement plan.
- Replace three old laptop computers and purchase one new one.
- Replace old InfoPrint 40 production printer.
- Replace thirteen old black and white laser printers and purchase three new ones.
- Replace one black and white laser printer with a color laser.
- Replace forty-three old PCs and purchase two new ones.
- Replace four PCs with Geographic Information System (GIS) mapping workstations.
- Purchase and upgrade GIS software.
- Purchase critical modifications to the Sheriff's Department AS400 Howard Technical Enterprises (HTE) software.
- Purchase Sanction laptop software for the Prosecuting Attorney's Office.
- Replace an old fax machine in the Information Technology Department.
- Upgrade AS400 and backup software to support imaging at Public Works.
- Purchase and install hardware to support mobile offices for Planning and Building.
- Purchase a Global Positioning System (GPS) device and software for mapping GIS features in the field.

- Continue development of a new payroll system.
- Fully implement the new AS400 change management system.
- Continue participation in the Criminal Justice Information System (CJIS05) project.

Progress on Prior Year Objectives

- Consolidate old individual Uninterruptible Power Supply (UPS) units in the Government Center computer equipment room into one modular and expandable unit.
Response: Anticipate completion of year one of a three-year implementation by year-end.
- Replace the UPS for the Sheriff's Department AS400.
Response: Anticipate moving the Sheriff's Department AS400 applications downtown to the Government Center in FY 2006, and shutting down the Sheriff's Department AS400. Therefore, this funding will be used to complete year one of a three-year implementation to upgrade to a modular UPS system in the Government Center.
- Upgrade the Demilitarized Zone (DMZ) switch.
Response: Completed.
- Establish funds for unanticipated hardware emergencies.
Response: Completed. Five thousand dollars was budgeted for this in FY 2005.
- Implement virus protection for the AS400 (to be purchased with Federal Homeland Security Grant).
Response: Completed.
- Replace the Intrusion Detection System Module (IDSM) security server to enable a software upgrade (to be purchased with Federal Homeland Security Grant).
Response: Completed.
- Implement Backup Recovery and Media Services (BRMS) on the Government Center and Sheriff's Department AS400s to handle backup and recovery (to be purchased with Federal Homeland Security Grant).
Response: Anticipate purchasing GuardianSave in place of BRMS by year-end, and budgeting installation and training for FY 2006.
- Replace the current imaging system with Real Vision Imaging (RVI) on the AS400 platform, including a Linear Tape Open (LTO) tape drive for faster and more reliable backups. (Costs to be shared with other funds.)
Response: Anticipate completion by year-end.
- Replace AS400 terminals that are in poor condition.
Response: Anticipate completion by year-end.

- Purchase multi-media courses for Microsoft Office and Novell GroupWise to be used for county-wide training.
Response: Anticipate completion by year-end.
- Purchase critical Howard Technical Enterprises (HTE) software modifications for the Sheriff's Department.
Response: Not funded in FY 2005. Anticipate budgeting in FY 2006.
- Purchase in-house training for the Sheriff's Department HTE system.
Response: Anticipate completion by year-end.
- Implement a Storage Area Network (SAN) to consolidate and integrate server storage on the network, including an LTO tape drive for faster and more reliable backups. (Costs to be shared with other funds.)
Response: Completed.
- Replace WEB application and Internet Information Services (IIS) servers.
Response: Anticipate completion by year-end.
- Purchase Geographic Information System (GIS) Arc Internet Map Server (IMS) and Arc Spatial Data Server (SDE) servers.
Response: Completed.
- Implement the first year of a five year Personal Computer (PC) replacement plan based on PC age.
Response: Completed.
- Replace printers that are maintenance problems.
Response: Completed
- Purchase PC for a new planner in Planning and Building.
Response: Completed.
- Replace Voter Registration printer for high capacity card stock feeder capability.
Response: On hold pending federal requirements for election equipment.
- Purchase WEB tools for application development.
Response: Completed.
- Install Arc Editor GIS software for Planning and Building.
Response: Completed.
- Purchase network analysis tool for diagnosing network problems (to be purchased with Federal Homeland Security Grant).
Response: Anticipate using this funding for GuradianSave instead.
- Purchase cable tester for network wiring.
Response: Completed.

Performance Measures

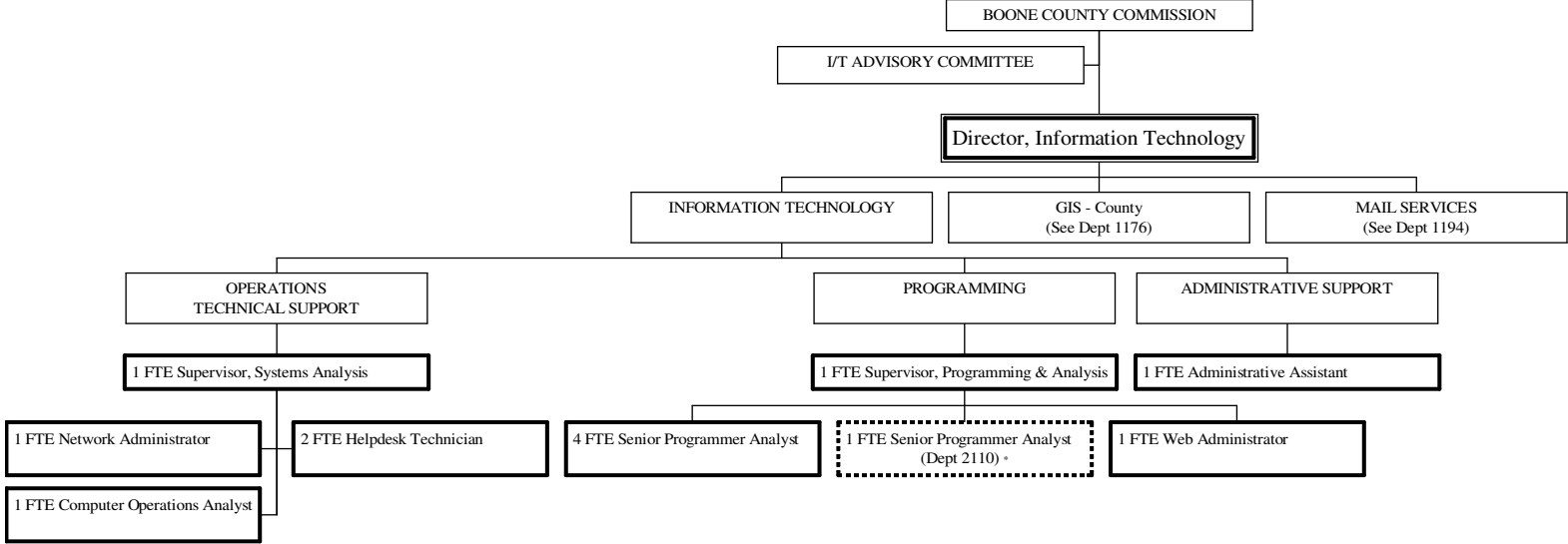
Performance Measure	2004	2005	2006
	Actual	Estimated	Projected
Number of Pieces of Email SPAM	NA	498,228	550,000
Number of Email Viruses Stopped	NA	19,983	22,000
Inbound Pieces of Email	NA	787,905	827,300
Outbound Pieces of Email	NA	194,606	204,300
Number of Times 0700 Report Viewed on Web	NA	71,472	75,000
Number of Times Active Felony Warrants Viewed on Web	NA	17,172	18,000
Number of Times Current Inmate Roster Viewed on Web	NA	50,640	53,000
Number of Times Registered Offenders List Viewed on Web	NA	36,768	38,600
Number of Internet Maps Served on the Web	NA	1,588,936	1,747,800
Work Orders Completed–Helpdesk Emergencies	1,458	1,232	1,150
Work Orders Completed–Helpdesk Non-Emergencies	1,296	2,261	2,400
Work Orders Completed–Operations	108	828	870
Work Orders Completed–Programming Projects	473	524	550
Number of Personal Computers Supported	NA	262	262

Personnel Detail

Position Title	2004	2005	2006	2005-2006
	Full-time Equivalent	Full-time Equivalent	Full-time 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	5.00 ^a	5.00 ^a	5.00 ^a	-
Web Administrator	1.00	1.00	1.00	-
Helpdesk Technician	2.00	2.00	2.00	-
Administrative Assistant	1.00	1.00	1.00	-
Total FTEs	14.00	14.00	14.00	-
Overtime	\$ 4,500	\$ 1,500	\$ 2,500	\$ 1,000

^a 1 FTE Sr. Programmer Analyst was added to Information Technology (department number 1170) to be reimbursed from the Tax Maintenance Fund (department number 2110)

Organizational Chart



* 1 FTE Sr. Programmer Analyst was added to Information Technology (department number 1170) to be reimbursed from the Tax Maintenance Fund (department number 2110)

Information Technology

Dept. No. 1170

Annual Budget

1170 INFORMATION TECHNOLOGY
100 GENERAL FUND

ACCT	DESCRIPTION	2004 ACTUAL	2005 BUDGET + REVISIONS	2005 PROJECTED	2006 CORE REQUEST	2006 SUPPLEMENTAL REQUEST	2006 ADOPTED BUDGET	%CHG FROM PY BUD
CHARGES FOR SERVICES								
3510	COPIES	35	0	0	0	0	0	0
3525	REIMB. SPECIAL PROJECTS	0	0	40	0	0	0	0
3528	REIMB PERSONNEL/PROJECTS	58,358	56,123	60,523	60,900	0	60,900	8
3595	DIRECT DIAL ACCESS	45	0	0	0	0	0	0
SUBTOTAL *****		58,438	56,123	60,563	60,900	0	60,900	8
MISCELLANEOUS								
SUBTOTAL *****		0	0	0	0	0	0	0
TOTAL REVENUES *****		58,439	56,123	60,563	60,900	0	60,900	8
PERSONAL SERVICES								
10100	SALARIES & WAGES	639,084	753,230	703,670	764,958	0	764,958	1
10110	OVERTIME	2,360	1,500	2,500	2,500	0	2,500	66
10200	FICA	48,450	57,736	53,451	58,710	0	58,710	1
10300	HEALTH INSURANCE	52,660	66,285	66,285	66,500	0	66,500	0
10325	DISABILITY INSURANCE	2,734	3,411	3,633	3,706	0	3,706	8
10350	LIFE INSURANCE	456	585	585	546	0	546	6-
10375	DENTAL INSURANCE	4,121	4,725	4,725	4,550	0	4,550	3-
10400	WORKERS COMP	2,482	3,188	3,188	3,187	0	3,187	0
10500	401(A) MATCH PLAN	5,980	8,775	4,845	8,190	0	8,190	6-
10510	CERF-EMPLOYER PD CONTRIBUTION	2,131	3,630	3,059	0	0	3,485	3-
10600	UNEMPLOYMENT BENEFITS	1,750	0	0	0	0	0	0
SUBTOTAL *****		762,211	903,065	845,941	912,847	0	916,332	1
MATERIALS & SUPPLIES								
22500	SUBSCRIPTIONS/PUBLICATION	1,716	5,565	5,565	2,294	0	2,294	58-
23000	OFFICE SUPPLIES	2,047	3,000	3,000	3,000	0	3,000	0
23001	PRINTING	470	300	300	300	0	300	0
23015	COMPUTER SUPPLIES	2,111	3,000	3,000	3,000	0	3,000	0
23016	MAGNETIC MEDIA	8,346	5,040	5,040	8,560	0	8,560	69
23017	COMPUTER PAPER	2,935	4,300	4,300	4,500	0	4,500	4
23018	PRINTER SUPPLIES	50,764	43,600	43,600	45,700	0	45,700	4
23050	OTHER SUPPLIES	5,696	6,000	6,000	2,000	0	2,000	66-
23850	MINOR EQUIPMENT & TOOLS	1,222	2,000	3,000	2,000	0	2,000	0
SUBTOTAL *****		75,312	72,805	73,805	71,354	0	71,354	1-
DUES TRAVEL & TRAINING								
37000	DUES	11,820	12,175	12,175	12,175	0	12,175	0
37200	SEMINARS/CONFEREN/MEETING	6,049	7,536	7,536	7,499	1,395	7,499	0
37210	TRAINING/SCHOOLS	10,454	8,601	8,601	7,500	0	7,500	12-
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	4,207	5,401	5,401	6,051	500	6,051	12
37230	MEALS & LODGING-TRAINING	7,322	11,935	11,935	10,528	1,306	10,528	11-
SUBTOTAL *****		39,853	45,648	45,648	43,753	3,201	43,753	4-
UTILITIES								
48000	TELEPHONES	23,800	14,871	14,871	8,388	0	8,388	43-
48002	DATA COMMUNICATIONS	0	0	1	11,104	4,285	11,105	0
SUBTOTAL *****		23,800	14,871	14,872	19,492	4,285	19,493	31
VEHICLE EXPENSE								
59200	LOCAL MILEAGE	220	1,135	1,135	1,000	0	1,000	11-
SUBTOTAL *****		220	1,135	1,135	1,000	0	1,000	11-
EQUIP & BLDG MAINTENANCE								
60050	EQUIP SERVICE CONTRACT	64,071	55,694	54,565	56,923	0	58,052	4
60200	EQUIP REPAIRS/MAINTENANCE	2,839	5,000	5,000	5,000	0	5,000	0
SUBTOTAL *****		66,910	60,694	59,565	61,923	0	63,052	3
CONTRACTUAL SERVICES								
70050	SOFTWARE SERVICE CONTRACT	87,876	56,673	51,313	81,339	0	86,699	52
71100	OUTSIDE SERVICES	23,184	34,500	34,500	22,788	1,050	22,788	33-
71101	PROFESSIONAL SERVICES	7,282	28,004	17,504	8,900	57,540	26,640	4-
71500	BUILDING USE/RENT CHARGE	24,211	29,349	29,349	30,792	0	30,792	4
71600	EQUIP LEASES & METER CHRG	924	1,056	1,056	1,344	0	1,344	27
SUBTOTAL *****		143,478	149,582	133,722	145,163	58,590	168,263	12

Information Technology

Dept. No. 1170

1170 INFORMATION TECHNOLOGY
 100 GENERAL FUND

ACCT	DESCRIPTION OTHER	2004 ACTUAL	2005 BUDGET + REVISIONS	2005 PROJECTED	2006 CORE REQUEST	2006 SUPPLEMENTAL REQUEST	2006 ADOPTED BUDGET	%CHG FROM PY BUD
	SUBTOTAL *****	0	0	0	0	0	0	0
	FIXED ASSET ADDITIONS							
91100	FURNITURE AND FIXTURES	3,725	0	0	0	1,272	0	0
91301	COMPUTER HARDWARE	28,684	81,565	76,494	0	81,538	52,535	35-
91302	COMPUTER SOFTWARE	5,282	3,004	3,004	0	8,869	51,509	614
92301	REPLC COMPUTER HDWR	130,418	99,422	99,422	0	124,819	129,079	29
92302	REPLC COMPUTER SOFTWARE	4,960	2	0	0	4,615	4,615	650
	SUBTOTAL *****	173,072	183,993	178,920	0	221,113	237,738	29
	TOTAL EXPENDITURES *****	1,284,860	1,431,793	1,353,608	1,255,532	287,189	1,520,985	6

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 initial 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 number 1176 for a review of Boone County's budget pertaining to the development of GIS applications specific to Boone County offices.

Budget Highlights

This budget includes funding for supplies, maintenance and support contracts, and consulting services. There are no significant changes to this budget.

Goals and Objectives

Budget Year Objectives

- Maintain continued access to Consortium shared data.
- Develop and maintain standards for GIS data development and accuracy throughout the Consortium.
- Train and advise Consortium members on the use of GIS.

Progress on Prior Year Objectives

- Maintain continued access to Consortium shared data.
Response: A GIS Program Manager was needed 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.
Response: The Boone County GIS Program Manager developed standards for GIS data development to ensure ease of use and accuracy for all Consortium members. The Boone County GIS Program Manager oversees these standards.
- Train and advise Consortium members on the use of GIS data.
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 Program Manager created maps and manuals to aid in the training process.

Performance Measures

Performance Measure	2004	2005	2006
	Actual	Estimated	Projected
Work Orders Completed for Consortium Users	N/A	60	75
Number of Consortium Members Supported	N/A	29	32
Number of Consortium Server Dataset Updates	N/A	142	365

Annual Budget

1175 GIS - CONSORTIUM
100 GENERAL FUND

ACCT	DESCRIPTION	2004 ACTUAL	2005 BUDGET + REVISIONS	2005 PROJECTED	2006 CORE REQUEST	2006 SUPPLEMENTAL REQUEST	2006 ADOPTED BUDGET	%CHG FROM PY BUD
3525	CHARGES FOR SERVICES REIMB. SPECIAL PROJECTS	14,571	7,500	7,500	0	0	0	0
	SUBTOTAL *****	14,571	7,500	7,500	0	0	0	0
	TOTAL REVENUES *****	14,571	7,500	7,500	0	0	0	0
23016	MATERIALS & SUPPLIES MAGNETIC MEDIA	0	1,000	1,000	1,728	0	1,728	72
	SUBTOTAL *****	0	1,000	1,000	1,728	0	1,728	72
60050	EQUIP & BLDG MAINTENANCE EQUIP SERVICE CONTRACT	0	2,300	1,650	3,000	0	3,000	30
	SUBTOTAL *****	0	2,300	1,650	3,000	0	3,000	30
71100	CONTRACTUAL SERVICES OUTSIDE SERVICES	0	1,051	1,051	4,000	0	4,000	280
	SUBTOTAL *****	0	1,051	1,051	4,000	0	4,000	280
	OTHER							
	SUBTOTAL *****	0	0	0	0	0	0	0
92301	FIXED ASSET ADDITIONS REPLC COMPUTER HDWR	14,571	15,000	10,588	0	0	0	0
	SUBTOTAL *****	14,571	15,000	10,588	0	0	0	0
	TOTAL EXPENDITURES *****	14,571	19,351	14,289	8,728	0	8,728	54-

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 number 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 GIS layers according to a prioritized list.
- Develop applications to use in conjunction with the newly created GIS layers.
- 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 as user departments identify needs.
Response: The development of GIS layers is ongoing. Development of a "Master" Address Database is underway and will be complete by the end of the year 2005. The development of a Voter District map for the County Clerk's Office is complete. The development of a zoning layer (map) will be completed by the end of the year 2005, but this project is highly dependant upon Planning & Zoning interaction.
- Develop applications to use in conjunction with the newly created GIS layers.
Response: Research is ongoing on application development. Multiple Internet Mapping applications have been developed at this time. An ArcReader application with custom map projects has been developed to give end users access to GIS data. This is a free GIS viewer application that can be used as an alternative to the Intranet mapping.

- Develop and maintain standards for GIS data development and accuracy throughout the County.
Response: The development of GIS standards is still ongoing. This included the development of Federal Geographic Data Committee metadata for all GIS datasets and building a custom Dataset Catalog for the GIS website.

- Train county employees on the use of GIS.
Response: The training of county employees on how to use the GIS data and how to create individual layers is needed for the development of a GIS system and its standards. The GIS Program Manager needs to have map and manual printing capabilities to aid in the training process. All printing capabilities were met. There are various mapping supplies needed to help train Consortium members. All mapping supplies needed for training were purchased and used in training.

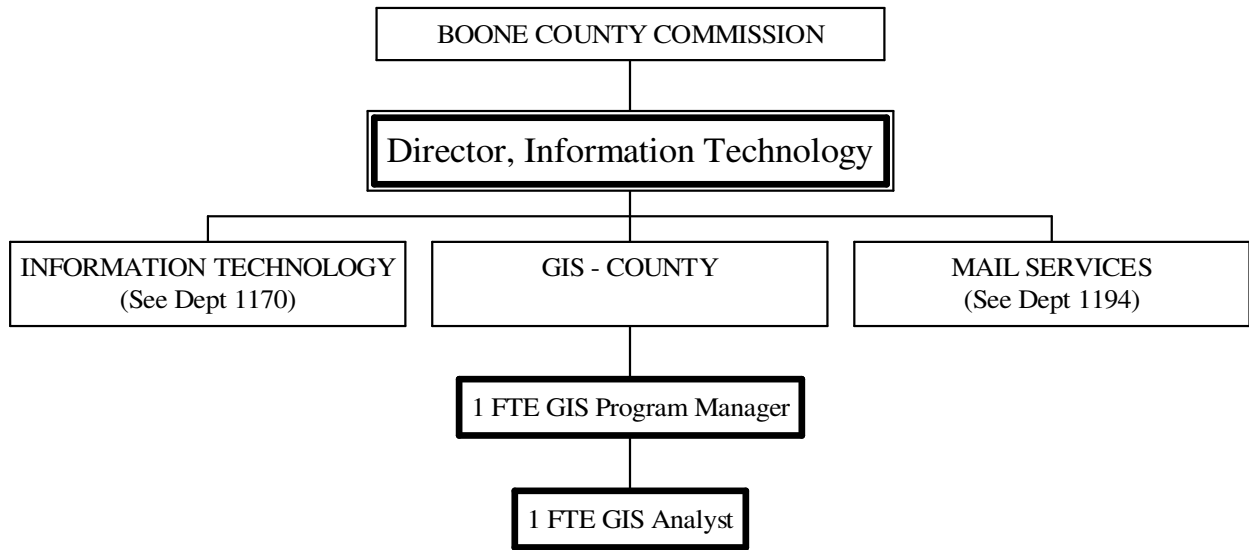
Performance Measures

Performance Measure	2004	2005	2006
	Actual	Estimated	Projected
Number of Internet Maps Served on the Web	919,157	1,588,936	1,747,800
Work Orders Completed–GIS Users	N/A	241	260
Word Orders Completed–Consortium Users	N/A	60	75
Word Orders Completed–Miscellaneous Users	N/A	55	60
Number of Desktop GIS Users Supported	10	17	21

Personnel Detail

Position Title	2004	2005	2006	2005-2006
	Full-time Equivalent	Full-time Equivalent	Full-time Equivalent	Change
GIS Program Manager	1.00	1.00	1.00	-
GIS Analyst	1.00	1.00	1.00	-
Total FTEs	2.00	2.00	2.00	-

Organizational Chart



Annual Budget

1176 GIS - COUNTY
100 GENERAL FUND

ACCT	DESCRIPTION	2004 ACTUAL	2005 BUDGET + REVISIONS	2005 PROJECTED	2006 CORE REQUEST	2006 SUPPLEMENTAL REQUEST	2006 ADOPTED BUDGET	%CHG FROM PY BUD
3569	OTHER FEES	85	0	35	0	0	0	0
	SUBTOTAL *****	85	0	35	0	0	0	0
	TOTAL REVENUES *****	85	0	35	0	0	0	0
	PERSONAL SERVICES							
10100	SALARIES & WAGES	80,619	85,404	85,404	91,281	0	91,281	6
10200	FICA	5,972	6,533	6,533	6,983	0	6,983	6
10300	HEALTH INSURANCE	8,050	8,838	8,838	9,500	0	9,500	7
10325	DISABILITY INSURANCE	346	385	440	440	0	440	14
10350	LIFE INSURANCE	72	78	78	78	0	78	0
10375	DENTAL INSURANCE	630	630	630	650	0	650	3
10400	WORKERS COMP	308	360	360	378	0	378	5
10500	401(A) MATCH PLAN	675	1,170	650	1,170	0	1,170	0
	SUBTOTAL *****	96,672	103,398	102,933	110,480	0	110,480	6
	MATERIALS & SUPPLIES							
23000	OFFICE SUPPLIES	300	100	75	200	0	200	100
23001	PRINTING	0	50	40	50	0	50	0
23016	MAGNETIC MEDIA	598	125	100	125	0	125	0
23017	COMPUTER PAPER	939	2,050	530	2,050	0	2,050	0
23018	PRINTER SUPPLIES	0	200	0	200	0	200	0
23850	MINOR EQUIPMENT & TOOLS	276	0	0	0	0	0	0
	SUBTOTAL *****	2,114	2,525	745	2,625	0	2,625	3
	DUES TRAVEL & TRAINING							
37000	DUES	0	150	150	150	0	150	0
37200	SEMINARS/CONFEREN/MEETING	0	2,000	700	2,000	0	2,000	0
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	834	2,000	1,500	2,000	0	2,000	0
37230	MEALS & LODGING-TRAINING	1,287	1,500	600	1,500	0	1,500	0
	SUBTOTAL *****	2,122	5,650	2,950	5,650	0	5,650	0
	UTILITIES							
48000	TELEPHONES	615	632	632	632	0	632	0
	SUBTOTAL *****	615	632	632	632	0	632	0
	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	32	100	0	100	0	100	0
	SUBTOTAL *****	32	100	0	100	0	100	0
	CONTRACTUAL SERVICES							
70050	SOFTWARE SERVICE CONTRACT	11,633	14,300	12,935	14,400	0	14,400	0
71100	OUTSIDE SERVICES	0	1,000	1,000	1,000	0	1,000	0
71500	BUILDING USE/RENT CHARGE	3,009	3,649	3,649	3,828	0	3,828	4
71600	EQUIP LEASES & METER CHRG	132	132	132	175	0	175	32
	SUBTOTAL *****	14,774	19,081	17,716	19,403	0	19,403	1
	TOTAL EXPENDITURES *****	116,331	131,436	125,026	138,940	0	138,940	5

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

The property tax rate for the General Fund was voluntarily reduced from \$0.13 per \$100 assessed valuation to \$0.12 per \$100 assessed valuation for fiscal year 2005. Property tax revenues assume no change in the tax levy. The budget assumes 4% growth in assessed valuation, resulting from new construction. Sales tax revenues have grown at approximately 4-5% during FY 2004 and 2005 and the FY 2006 budget assumes a 4% growth rate over the current year projection, which translates into a 5.8% 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.

There are no significant changes to this budget.

Non-Departmental

Dept. No. 1190

Annual Budget

1190 NON-DEPARTMENTAL
100 GENERAL FUND

ACCT	DESCRIPTION	2004 ACTUAL	2005 BUDGET + REVISIONS	2005 PROJECTED	2006 CORE REQUEST	2006 SUPPLEMENTAL REQUEST	2006 ADOPTED BUDGET	%CHG FROM PY BUD
PROPERTY TAXES								
3001	REAL ESTATE CY	1,630,260	1,730,000	1,786,000	1,850,000	0	1,850,000	6
3002	PERSONAL PROPERTY CY	362,837	391,000	385,000	388,000	0	388,000	0
3003	RAILROAD AND UTILITY CY	84,141	81,000	81,000	84,000	0	84,000	3
3004	REPLACEMENT SURTAX/GEN CY	158,465	143,000	158,000	160,000	0	160,000	11
3011	REAL ESTATE PY	33,930	42,000	36,000	34,000	0	34,000	19-
3012	PERSONAL PROPERTY PY	37,140	37,000	37,000	37,000	0	37,000	0
3013	RAILROAD & UTILITY PY	631	0	0	0	0	0	0
	SUBTOTAL *****	2,307,406	2,424,000	2,483,000	2,553,000	0	2,553,000	5
SALES TAXES								
3110	SALES TAXES	10,297,637	10,585,000	10,780,000	11,200,000	0	11,200,000	5
	SUBTOTAL *****	10,297,637	10,585,000	10,780,000	11,200,000	0	11,200,000	5
FRANCHISE TAXES								
3210	MEDIACOM	93,036	94,000	94,000	94,000	0	94,000	0
3220	CHARTER COMMUNICATIONS	50,655	41,900	68,000	68,000	0	68,000	62
	SUBTOTAL *****	143,691	135,900	162,000	162,000	0	162,000	19
INTERGOVERNMENTAL REVENUE								
3445	FINANCIAL INSTITUTION TAX	4,965	3,000	4,500	4,500	0	4,500	50
3446	COUNTY STOCK INSURANCE	12,521	12,000	10,600	12,500	0	12,500	4
3490	FISH & WILDLIFE PILT	0	400	2,024	500	0	500	25
3491	NATL FOREST PILT	7,046	3,000	4,000	4,000	0	4,000	33
3492	BUREAU OF LAND MGMT PILT	5,169	5,000	5,400	5,100	0	5,100	2
	SUBTOTAL *****	29,703	23,400	26,524	26,600	0	26,600	13
CHARGES FOR SERVICES								
3550	COMMISSIONS	0	0	10	0	0	0	0
3576	NEIGHBRHD IMPVMT DIST FEE	4,437	0	8,000	0	0	0	0
	SUBTOTAL *****	4,437	0	8,010	0	0	0	0
INTEREST								
3710	INTEREST	3,086	1,400	11,000	10,800	0	10,800	671
3718	INT-SALES TAX	4,738	3,000	12,500	12,500	0	12,500	316
3719	INT-FINANCIAL INST TAX	0	35	50	50	0	50	42
3724	INT - OTHER ENTITIES	21,872	19,140	19,140	16,240	0	16,240	15-
	SUBTOTAL *****	29,697	23,575	42,690	39,590	0	39,590	67
MISCELLANEOUS								
3820	LAND & BLDG RENT/LEASE	139,600	191,082	187,800	180,412	0	180,412	5-
3821	BLDG RENT	0	28,927	43,339	32,000	0	32,000	10
3823	HOSPITAL LEASE	1,430,923	1,452,000	1,477,571	1,507,000	0	1,507,000	3
3835	SALE OF COUNTY FIXED ASSET	13,013	1,000	15,000	5,000	0	5,000	400
3850	UNCLAIMED FEES	4,308	0	22,000	1,000	0	1,000	0
3887	ADMIN & INDIRECT COST REIMB	157,664	158,000	156,000	157,000	0	157,000	0
3890	MISCELLANEOUS	4,199	0	600	0	0	0	0
	SUBTOTAL *****	1,749,709	1,831,009	1,902,310	1,882,412	0	1,882,412	2
OTHER FINANCING SOURCES								
3941	PROCEEDS OF SALE OF CAP ASSET	0	0	355,130	0	0	0	0
	SUBTOTAL *****	0	0	355,130	0	0	0	0
	TOTAL REVENUES *****	14,562,283	15,022,884	15,759,664	15,863,602	0	15,863,602	5
MATERIALS & SUPPLIES								
23050	OTHER SUPPLIES	0	750	400	750	0	750	0
	SUBTOTAL *****	0	750	400	750	0	750	0
UTILITIES								
48100	NATURAL GAS	154	1,200	1,500	0	0	0	0
48200	ELECTRICITY	51	1,250	1,500	0	0	0	0
48300	WATER	10	100	150	0	0	0	0
48400	SOLID WASTE	8	61	100	0	0	0	0
48600	SEWER USE	17	175	150	0	0	0	0
	SUBTOTAL *****	242	2,786	3,400	0	0	0	0

Non-Departmental

Dept. No. 1190

1190 NON-DEPARTMENTAL
100 GENERAL FUND

ACCT	DESCRIPTION	2004 ACTUAL	2005 BUDGET + REVISIONS	2005 PROJECTED	2006 CORE REQUEST	2006 SUPPLEMENTAL REQUEST	2006 ADOPTED BUDGET	%CHG FROM PY BUD
59300	VEHICLE EXPENSE PARKING	17,430	19,140	16,000	19,140	0	19,140	0
	SUBTOTAL *****	17,430	19,140	16,000	19,140	0	19,140	0
	CONTRACTUAL SERVICES							
71100	OUTSIDE SERVICES	540	750	520	750	0	750	0
71101	PROFESSIONAL SERVICES	101,445	101,600	101,000	106,900	0	106,900	5
71105	LEGAL SERVICES	0	5,000	5,700	5,000	0	5,000	0
71500	BUILDING USE/RENT CHARGE	0	31,605	31,605	48,534	0	48,534	53
	SUBTOTAL *****	101,985	138,955	138,825	161,184	0	161,184	15
	OTHER							
83919	OTO: CAPITAL PROJECT FUND	932,605	300,000	300,000	350,000	0	350,000	16
84050	DEBT RETIREMENT-PRINCIPLE	310,000	270,000	270,000	270,000	0	270,000	0
84100	INTEREST EXPENSE	182,650	150,315	150,315	144,915	0	144,915	3-
86897	FICA/FED W/H OVER AND SHORT	0	0	50	0	0	0	0
86898	OVER AND SHORT	127	100	50	100	0	100	0
86900	MISCELLANEOUS	2,902	3,500	3,500	3,500	0	3,500	0
86910	PY ENCUMBRANCES NOT USED	7,160-	0	1,000-	0	0	0	0
	SUBTOTAL *****	1,421,124	723,915	722,915	768,515	0	768,515	6
	FIXED ASSET ADDITIONS							
	SUBTOTAL *****	0	0	0	0	0	0	0
	TOTAL EXPENDITURES *****	1,540,781	885,546	881,540	949,589	0	949,589	7

Decimal values have been truncated.

Insurance and Safety

Department Number 1191

Mission

The County maintains broad form insurance coverage for property and casualty, general liability, public official's errors and omissions, law enforcement errors and omissions, and other insurance as necessary. 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.

The County Clerk administers this budget, and it includes appropriations for safety programs as well as the portion of insurance premiums allocated to the General Fund. Insurance premiums are also allocated to the Road and Bridge Fund (2040 and 2045) and the Assessment Fund (2010). 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

There are no significant changes in appropriations from the previous year.

The County self-insures workers compensation risk. Amounts for worker's compensation premium are included in the personnel appropriations in the respective budgets and paid to the county's internal service fund for workers' compensation (see department number 6020).

Insurance and Safety

Dept. No. 1191

Annual Budget

1191 INSURANCE & SAFETY
100 GENERAL FUND

ACCT	DESCRIPTION	2004 ACTUAL	2005 BUDGET + REVISIONS	2005 PROJECTED	2006 CORE REQUEST	2006 SUPPLEMENTAL REQUEST	2006 ADOPTED BUDGET	%CHG FROM PY BUD
3891	MISCELLANEOUS DIVIDENDS/REBATES	25,123	25,000	25,000	0	0	0	0
	SUBTOTAL *****	25,123	25,000	25,000	0	0	0	0
	TOTAL REVENUES *****	25,123	25,000	25,000	0	0	0	0
	MATERIALS & SUPPLIES							
23050	OTHER SUPPLIES	0	0	900	900	0	900	0
23850	MINOR EQUIPMENT & TOOLS	5,602	8,000	7,000	5,600	0	5,600	30-
	SUBTOTAL *****	5,602	8,000	7,900	6,500	0	6,500	18-
	DUES TRAVEL & TRAINING							
37200	SEMINARS/CONFEREN/MEETING	293	1,200	600	600	0	600	50-
37210	TRAINING/SCHOOLS	964	4,500	3,000	3,000	0	3,000	33-
	SUBTOTAL *****	1,258	5,700	3,600	3,600	0	3,600	36-
	VEHICLE EXPENSE							
59200	LOCAL MILEAGE	45	0	0	0	0	0	0
	SUBTOTAL *****	45	0	0	0	0	0	0
	EQUIP & BLDG MAINTENANCE							
60200	EQUIP REPAIRS/MAINTENANCE	3,108	0	0	0	0	0	0
	SUBTOTAL *****	3,108	0	0	0	0	0	0
	CONTRACTUAL SERVICES							
71001	AUTO PHYSICAL DAMAGE INS	15,819	16,000	12,400	14,000	0	14,000	12-
71002	AUTO LIABILITY INS	29,885	30,000	24,000	23,200	0	23,200	22-
71003	INLAND MARINE INS	1,590	4,100	3,200	3,600	0	3,600	12-
71004	PROPERTY INSURANCE	56,072	58,000	49,800	54,000	0	54,000	6-
71005	BOILER & MACHINERY INS	0	6,400	0	0	0	0	0
71006	ERRORS & OMISSIONS INS	73,599	78,000	60,300	65,000	0	65,000	16-
71007	LAW ENFORCEMENT INS	37,914	42,000	32,500	35,000	0	35,000	16-
71008	GENERAL LIABILITY INS	111,787	105,000	86,000	88,000	0	88,000	16-
71009	D.P. EQUIP-INSURANCE	3,443	4,800	3,800	4,000	0	4,000	16-
71010	CRIME INSURANCE	2,118	2,100	1,630	2,000	0	2,000	4-
71011	PUBLIC OFFICIALS BOND	5,921	5,500	5,500	5,500	0	5,500	0
71016	AUTO CLAIMS DEDUCTIBLE	20,746	15,000	30,000	15,000	0	15,000	0
71018	OTHER CLAIMS DEDUCTIBLE	27,612	50,000	25,000	25,000	0	25,000	50-
71019	PA'S E&O POLICY	12,363	11,500	1,200	0	0	0	0
71020	UNINSURED CLAIMS	0	2,000	0	2,000	0	2,000	0
71100	OUTSIDE SERVICES	0	0	250	0	0	0	0
	SUBTOTAL *****	398,874	430,400	335,580	336,300	0	336,300	21-
	OTHER							
	SUBTOTAL *****	0	0	0	0	0	0	0
	FIXED ASSET ADDITIONS							
91100	FURNITURE AND FIXTURES	1,436	0	0	0	0	0	0
	SUBTOTAL *****	1,436	0	0	0	0	0	0
	TOTAL EXPENDITURES *****	410,325	444,100	347,080	346,400	0	346,400	21-

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

There are no significant changes to this budget.

Annual Budget

1192 EMPLOYEE BENEFITS								%CHG
100 GENERAL FUND								FROM
ACCT	DESCRIPTION	2004 ACTUAL	2005 BUDGET + REVISIONS	2005 PROJECTED	2006 CORE REQUEST	2006 SUPPLMENTAL REQUEST	2006 ADOPTED BUDGET	PY BUD
3890	MISCELLANEOUS	0	0	10,361	0	0	0	0
	SUBTOTAL *****	0	0	10,361	0	0	0	0
	TOTAL REVENUES *****	0	0	10,361	0	0	0	0
PERSONAL SERVICES								
10600	UNEMPLOYMENT BENEFITS	0	6,466	7,000	0	0	15,000	131
	SUBTOTAL *****	0	6,466	7,000	0	0	15,000	131
CONTRACTUAL SERVICES								
71101	PROFESSIONAL SERVICES	0	0	0	0	0	12,000	0
71104	ADMINISTRATIVE SERVICES	8,296	9,000	9,000	9,200	0	9,200	2
	SUBTOTAL *****	8,296	9,000	9,000	9,200	0	21,200	135
OTHER								
86900	MISCELLANEOUS	0	0	2,749	0	0	0	0
	SUBTOTAL *****	0	0	2,749	0	0	0	0
	TOTAL EXPENDITURES *****	8,296	15,466	18,749	9,200	0	36,200	134

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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

This budget reflects increased appropriations for postage due to volume and rate increases. It also includes appropriations for replacing postage meters in order to comply with United Postal Service digital meter requirements. However, the scheduled capital lease payments are completed and the budget reflects a reduction in this category.

Goals and Objectives

Budget Year Objectives

- Continue on-going mail services support of all offices and departments throughout the County.
- Improve the integrity of bulk mailings by adding equipment to the inserter which will automate the detection of problems with the contents of envelopes. Use of this additional equipment will also involve programming changes to the documents which the equipment will scan.

Progress on Prior Year Objectives

- Collect detail information on actual postage costs by office. Consider charging postage usage back to the originating offices.
Response: Collection of mail volume and postage cost by office began in June. After consideration, the decision to not charge postage back to originating offices has been made. Statistics collection and reporting, however, will continue.
- Replace Paragon postage machine with machine capable of new requirements for digital technology.
Response: Anticipate completion by year-end.

Performance Measures

Performance Measure	2004 Actual	2005 Estimated	2006 Projected
Number of Pieces of Out-Going Mail Processed	n/a	578,000	607,000

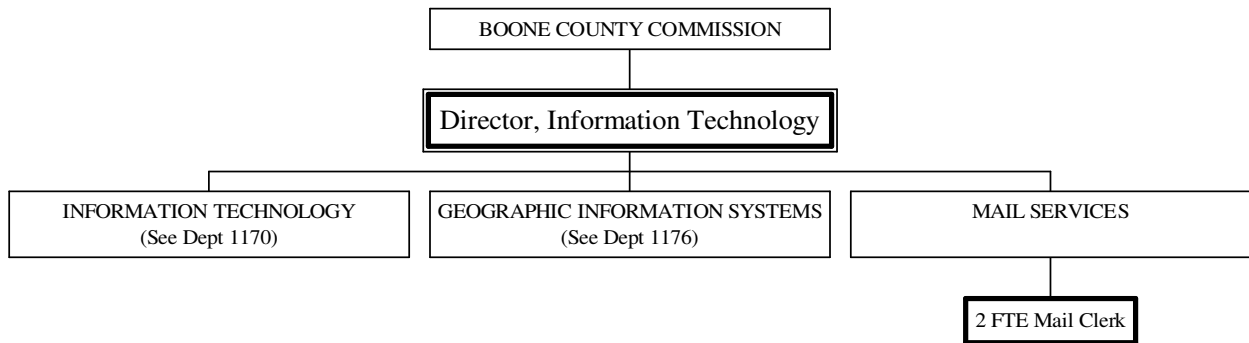
Mail Services

Dept. No. 1194

Personnel Detail

Position Title	2004	2005	2006	2005-2006
	Full-time Equivalent	Full-time Equivalent	Full-time Equivalent	Change
Mail Clerk	2.00	2.00	2.00	-
Total FTEs	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>-</u>
Overtime	\$ 1,000	\$ -	\$ 500	\$ 500

Organizational Chart



Mail Services

Dept. No. 1194

Annual Budget

1194 MAIL SERVICES
100 GENERAL FUND

ACCT	DESCRIPTION	2004 ACTUAL	2005 BUDGET + REVISIONS	2005 PROJECTED	2006 CORE REQUEST	2006 SUPPLEMENTAL REQUEST	2006 ADOPTED BUDGET	%CHG FROM PY BUD
PERSONAL SERVICES								
10100	SALARIES & WAGES	43,137	44,595	44,595	46,752	0	46,752	4
10110	OVERTIME	321	0	800	500	0	500	0
10200	FICA	3,324	3,411	3,411	3,614	0	3,614	5
10300	HEALTH INSURANCE	8,050	8,838	8,838	9,500	0	9,500	7
10325	DISABILITY INSURANCE	185	201	275	228	0	228	13
10350	LIFE INSURANCE	72	78	78	78	0	78	0
10375	DENTAL INSURANCE	630	630	630	650	0	650	3
10400	WORKERS COMP	838	908	908	1,102	0	1,102	21
10500	401 (A) MATCH PLAN	405	1,170	820	1,170	0	1,170	0
	SUBTOTAL *****	56,965	59,831	60,355	63,594	0	63,594	6
MATERIALS & SUPPLIES								
22000	POSTAGE	235,632	240,000	240,000	260,600	0	260,600	8
22500	SUBSCRIPTIONS/PUBLICATION	39	180	24	180	0	180	0
23000	OFFICE SUPPLIES	955	400	400	400	0	400	0
23850	MINOR EQUIPMENT & TOOLS	312	0	156	0	0	0	0
	SUBTOTAL *****	236,940	240,580	240,580	261,180	0	261,180	8
DUES TRAVEL & TRAINING								
37200	SEMINARS/CONFERENCE/MEETING	140	200	200	1	0	1	99-
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	104	85	150	400	0	400	370
37230	MEALS & LODGING-TRAINING	0	400	400	60	0	60	85-
	SUBTOTAL *****	244	685	750	461	0	461	32-
UTILITIES								
48000	TELEPHONES	303	365	300	300	0	300	17-
48050	CELLULAR TELEPHONES	39	50	50	50	0	50	0
	SUBTOTAL *****	342	415	350	350	0	350	15-
VEHICLE EXPENSE								
59000	MOTORFUEL/GASOLINE	1,338	1,500	1,500	1,500	0	1,500	0
59100	VEHICLE REPAIRS	78	600	600	600	0	600	0
59105	TIRES	93	600	600	600	0	600	0
	SUBTOTAL *****	1,510	2,700	2,700	2,700	0	2,700	0
EQUIP & BLDG MAINTENANCE								
60050	EQUIP SERVICE CONTRACT	16	0	17	20,570	0	20,570	0
	SUBTOTAL *****	16	0	17	20,570	0	20,570	0
CONTRACTUAL SERVICES								
70050	SOFTWARE SERVICE CONTRACT	3,737	4,500	3,900	4,200	0	4,200	6-
71500	BUILDING USE/RENT CHARGE	5,864	7,110	7,110	7,458	0	7,458	4
71600	EQUIP LEASES & METER CHRG	56,693	56,985	56,985	2,092	0	2,092	96-
	SUBTOTAL *****	66,295	68,595	67,995	13,750	0	13,750	79-
FIXED ASSET ADDITIONS								
91301	COMPUTER HARDWARE	0	0	0	0	54,500	0	0
92301	REPLC COMPUTER HDWR	0	0	0	0	37,000	37,000	0
	SUBTOTAL *****	0	0	0	0	91,500	37,000	0
	TOTAL EXPENDITURES *****	362,315	372,806	372,747	362,605	91,500	399,605	7

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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 budget includes \$5,000 for off-site record storage. This is needed in order to facilitate the relocation of records out of various county-owned buildings. This will allow for conversion of record storage space in the various buildings to other operational uses.

Goals and Objectives

Budget Year Objectives

- Unavailable

Progress on Prior Year Objectives

- Unavailable

Response: Unavailable

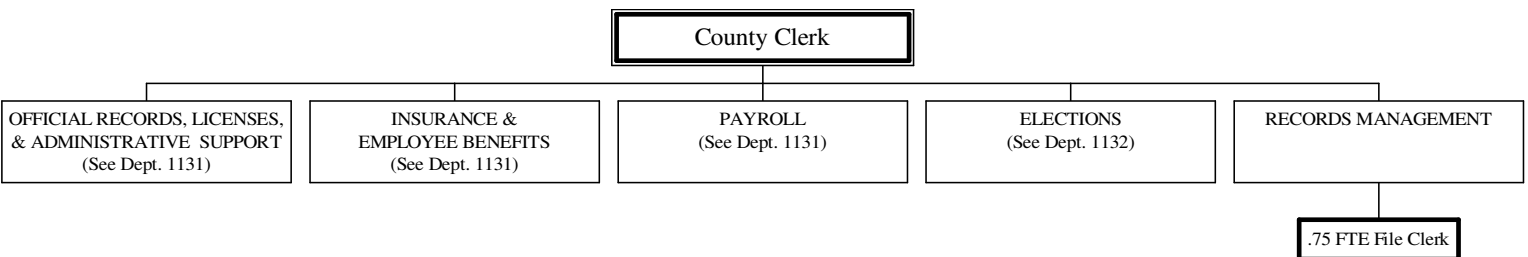
Performance Measures

Performance Measure	2004 Actual	2005 Estimated	2006 Projected
Unavailable			

Personnel Detail

Position Title	2004	2005	2006	2005-2006
	Full-time Equivalent	Full-time Equivalent	Full-time 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	2004 ACTUAL	2005 BUDGET + REVISIONS	2005 PROJECTED	2006 CORE REQUEST	2006 SUPPLEMENTAL REQUEST	2006 ADOPTED BUDGET	%CHG FROM PY BUD
	PERSONAL SERVICES							
10100	SALARIES & WAGES	7,590	16,723	11,171	17,438	0	17,438	4
10120	HOLIDAY WORKED	18	0	0	0	0	0	0
10200	FICA	582	1,279	854	1,334	0	1,334	4
10300	HEALTH INSURANCE	0	4,419	0	4,750	0	4,750	7
10325	DISABILITY INSURANCE	0	75	0	84	0	84	12
10350	LIFE INSURANCE	0	39	0	39	0	39	0
10375	DENTAL INSURANCE	0	315	0	325	0	325	3
10400	WORKERS COMP	61	70	70	72	0	72	2
10500	401(A) MATCH PLAN	0	585	0	585	0	585	0
	SUBTOTAL *****	8,252	23,505	12,095	24,627	0	24,627	4
	MATERIALS & SUPPLIES							
23000	OFFICE SUPPLIES	25	900	300	900	0	900	0
	SUBTOTAL *****	25	900	300	900	0	900	0
	UTILITIES							
48000	TELEPHONES	311	400	360	400	0	400	0
	SUBTOTAL *****	311	400	360	400	0	400	0
	EQUIP & BLDG MAINTENANCE							
60200	EQUIP REPAIRS/MAINTENANCE	295	200	0	200	0	200	0
	SUBTOTAL *****	295	200	0	200	0	200	0
	CONTRACTUAL SERVICES							
71500	BUILDING USE/RENT CHARGE	25,738	27,779	27,779	27,434	0	27,434	1-
71525	STORAGE CHARGES	0	5,000	0	5,000	0	5,000	0
	SUBTOTAL *****	25,738	32,779	27,779	32,434	0	32,434	1-
	OTHER							
83160	RECYCLING & DUMP FEES	446	5,700	5,700	5,000	0	5,000	12-
	SUBTOTAL *****	446	5,700	5,700	5,000	0	5,000	12-
	TOTAL EXPENDITURES *****	35,069	63,484	46,234	63,561	0	63,561	0

Decimal values have been truncated.

Special Projects

Citizen Contributions

Department Numbers 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 2005, the County Commission amended the Courthouse Square-Miscellaneous Projects budget (department number 2002) to account for the expenses and revenue related to the additional sales of Blocks of Time. Completion of this project is expected by the end of FY 2006.

There are no appropriations for department numbers 2000 and 2001 for FY 2006.

Annual Budget

2002 CH SQUARE-MISC. PROJECTS
200 SPEC BLDG PROJ-CITIZEN CONTRIB

ACCT	DESCRIPTION	2004 ACTUAL	2005 BUDGET + REVISIONS	2005 PROJECTED	2006 CORE REQUEST	2006 SUPPLMENTAL REQUEST	2006 ADOPTED BUDGET	%CHG FROM PY BUD
	INTEREST							
3711	INT-OVERNIGHT	3	0	10	0	0	0	0
3712	INT-LONG TERM INVEST	68	0	70	0	0	0	0
3798	INC/DEC IN FV OF INVESTMENTS	9-	0	0	0	0	0	0
	SUBTOTAL *****	63	0	80	0	0	0	0
	MISCELLANEOUS							
3830	SALES	465	0	500	0	0	0	0
	SUBTOTAL *****	465	0	500	0	0	0	0
	TOTAL REVENUES *****	528	0	580	0	0	0	0
	CONTRACTUAL SERVICES							
71100	OUTSIDE SERVICES	1,550	2,000	1,291	1,000	0	1,000	50-
	SUBTOTAL *****	1,550	2,000	1,291	1,000	0	1,000	50-
	OTHER							
	SUBTOTAL *****	0	0	0	0	0	0	0
	TOTAL EXPENDITURES *****	1,550	2,000	1,291	1,000	0	1,000	50-

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 over the past few years; however, the FY 2005 budget reflects a slight improvement in state funding. 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 per parcel during 2003. In FY 2005, the rate was increased to \$5.90 per parcel and is expected to continue in FY 2006. Additionally, the State Tax Commission approved an increase in the parcel count to 57,145, an increase of approximately 3,000 parcels.

The FY 2006 budget includes funding for one additional real estate appraiser. It also includes funding for routine replacement of computer equipment as well as conversion costs related to the replacement imaging system (re-budgeted from FY 2005).

Goals and Objectives

Budget Year Objectives

- Provide outstanding service in the most cost efficient manner possible.
- Compensate staff at current market rates, and fill new personnel position.
- Devote resources to defending tax appeals.

Progress on Prior Year Objectives

- Attract and retain competent staff.
Response: The salary plan will be fully funded during FY 2006. Growth and an extremely strong real estate market have driven the need for additional personnel.
- Implement a third generation document management system (cost estimate \$70,000 to \$100,000) in an effort to continue minimizing personnel cost and enhancing efficiency of operation.
Response: Continuing.

County Assessor

Dept. No. 2010

- Utilize Unreserved Fund Balance to upgrade technology (Real Vision Imaging Software) and defend a large commercial property tax appeal that will carry over into FY 2005.

Response: These objectives are in progress, and will continue into FY 2006.

Performance Measures

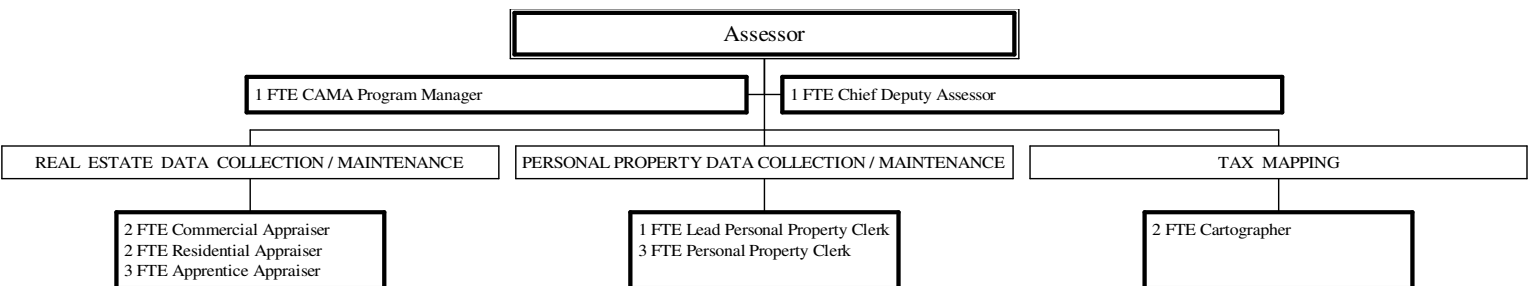
Performance Measure	1995 Actual	2005 Actual
Amount of Total Assessed Value	\$946,101,669	\$1,968,612,568
Assessment Fund Balance	\$214,567	\$994,111

Personnel Detail

Position Title	2004	2005	2006	2005-2006
	Full-time Equivalent	Full-time Equivalent	Full-time Equivalent	Change
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	3.00	1.00
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	3.00 ^a	1.00
Office Specialist	1.00	1.00	- ^a	(1.00)
Total FTEs	<u>15.00</u>	<u>15.00</u>	<u>16.00</u>	<u>1.00</u>
Overtime	\$ 20,000	\$ 20,000	\$ 25,000	\$ 5,000

^a The Office Specialist position was reclassified to Personal Property Clerk

Organizational Chart



County Assessor

Dept. No. 2010

Annual Budget

2010 ASSESSMENT								%CHG
201 ASSESSMENT FUND		2004	2005	2005	2006	2006	2006	FROM
ACCT	DESCRIPTION	ACTUAL	BUDGET +	PROJECTED	CORE	SUPPLEMENTAL	ADOPTED	PY
			REVISIONS		REQUEST	REQUEST	BUDGET	BUD
3461	INTERGOVERNMENTAL REVENUE STATE REIMBURS-ASSESSMENT	327,703	332,429	332,429	337,155	0	337,155	1
	SUBTOTAL *****	327,703	332,429	332,429	337,155	0	337,155	1
3550	CHARGES FOR SERVICES COMMISSIONS	647,659	674,157	700,000	715,000	0	715,000	6
	SUBTOTAL *****	647,659	674,157	700,000	715,000	0	715,000	6
3710	INTEREST	0	0	671	0	0	0	0
3711	INT-OVERNIGHT	349	300	1,100	700	0	700	133
3712	INT-LONG TERM INVEST	6,165	4,000	13,380	5,000	0	5,000	25
3798	INC/DEC IN FV OF INVESTMENTS	1,040-	0	0	0	0	0	0
	SUBTOTAL *****	5,475	4,300	15,151	5,700	0	5,700	32
3830	MISCELLANEOUS SALES	10,381	8,000	11,000	8,000	0	8,000	0
	SUBTOTAL *****	10,381	8,000	11,000	8,000	0	8,000	0
	TOTAL REVENUES *****	991,220	1,018,886	1,058,580	1,065,855	0	1,065,855	4
10100	PERSONAL SERVICES SALARIES & WAGES	526,682	589,576	554,269	617,423	34,159	617,423	4
10110	OVERTIME	14,273	20,000	23,325	25,000	0	25,000	25
10120	HOLIDAY WORKED	973	0	0	0	0	0	0
10200	FICA	38,588	46,632	43,932	49,145	2,613	49,145	5
10300	HEALTH INSURANCE	60,375	66,285	66,285	71,250	4,750	71,250	7
10325	DISABILITY INSURANCE	2,250	2,762	2,762	3,120	171	3,120	12
10350	LIFE INSURANCE	501	585	585	585	39	585	0
10375	DENTAL INSURANCE	4,725	4,725	4,725	4,875	325	4,875	3
10400	WORKERS COMP	13,551	14,926	14,926	18,079	1,496	18,079	21
10500	401(A) MATCH PLAN	9,025	8,775	8,775	8,775	650	8,775	0
10510	CERF-EMPLOYER PD CONTRIBUTION	1,157	0	1,265	0	0	1,300	0
	SUBTOTAL *****	672,104	754,266	720,849	798,252	44,203	799,552	6
22000	MATERIALS & SUPPLIES POSTAGE	14,227	50,550	36,000	25,000	0	25,000	50-
22500	SUBSCRIPTIONS/PUBLICATION	18,798	3,020	3,020	3,020	0	3,020	0
23000	OFFICE SUPPLIES	1,895	2,650	3,100	3,100	0	3,100	16
23001	PRINTING	5,682	9,000	9,000	9,000	0	9,000	0
23017	COMPUTER PAPER	951	5,000	5,000	5,000	0	5,000	0
23018	PRINTER SUPPLIES	291	3,600	3,000	3,600	0	3,600	0
23022	MAPPING SUPPLIES	3,988	3,500	3,500	3,500	0	3,500	0
23050	OTHER SUPPLIES	501	500	500	500	0	500	0
23850	MINOR EQUIPMENT & TOOLS	0	250	250	250	0	250	0
	SUBTOTAL *****	46,337	78,070	63,370	52,970	0	52,970	32-
37000	DUES TRAVEL & TRAINING DUES	2,325	2,000	2,000	2,800	0	2,800	40
37200	SEMINARS/CONFEREN/MEETING	715	4,285	4,285	4,285	0	4,285	0
37210	TRAINING/SCHOOLS	853	8,190	8,190	8,190	0	8,190	0
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	683	800	800	1,500	0	1,500	87
37230	MEALS & LODGING-TRAINING	980	1,500	1,500	4,000	0	4,000	166
	SUBTOTAL *****	5,557	16,775	16,775	20,775	0	20,775	23
48000	UTILITIES TELEPHONES	5,501	5,800	5,800	5,800	0	5,800	0
48050	CELLULAR TELEPHONES	1,007	1,200	1,200	1,200	0	1,200	0
	SUBTOTAL *****	6,509	7,000	7,000	7,000	0	7,000	0
59000	VEHICLE EXPENSE MOTORFUEL/GASOLINE	1,195	1,772	2,000	3,000	0	3,000	69
59100	VEHICLE REPAIRS	1,343	3,650	3,650	3,650	0	3,650	0
59200	LOCAL MILEAGE	724	1,750	1,750	1,750	0	1,750	0
	SUBTOTAL *****	3,263	7,172	7,400	8,400	0	8,400	17

County Assessor

Dept. No. 2010

2010 ASSESSMENT
201 ASSESSMENT FUND

ACCT	DESCRIPTION	2004 ACTUAL	2005 BUDGET + REVISIONS	2005 PROJECTED	2006 CORE REQUEST	2006 SUPPLMENTAL REQUEST	2006 ADOPTED BUDGET	%CHG FROM PY BUD
EQUIP & BLDG MAINTENANCE								
60050	EQUIP SERVICE CONTRACT	1,743	6,615	6,615	6,615	0	6,615	0
60200	EQUIP REPAIRS/MAINTENANCE	0	3,320	3,320	3,320	0	3,320	0
SUBTOTAL *****		1,743	9,935	9,935	9,935	0	9,935	0
CONTRACTUAL SERVICES								
70050	SOFTWARE SERVICE CONTRACT	6,730	16,893	16,893	16,893	0	16,893	0
71000	INSURANCE AND BONDS	13,462	15,000	15,000	15,000	0	15,000	0
71100	OUTSIDE SERVICES	70	60,950	18,000	18,000	0	48,000	21-
71101	PROFESSIONAL SERVICES	0	90,000	50,000	100,000	0	100,000	11
71105	LEGAL SERVICES	0	8,000	8,000	8,000	0	8,000	0
71500	BUILDING USE/RENT CHARGE	34,406	41,709	41,709	43,760	0	43,760	4
71600	EQUIP LEASES & METER CHRG	0	60	60	60	0	60	0
71700	EQUIPMENT RENTALS	750	0	0	0	0	0	0
SUBTOTAL *****		55,418	232,612	149,662	201,713	0	231,713	0
OTHER								
84400	PUBLIC NOTICES	973	3,193	3,193	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	61,400	0
SUBTOTAL *****		973	8,193	3,193	8,193	0	69,593	749
FIXED ASSET ADDITIONS								
91100	FURNITURE AND FIXTURES	395	0	0	0	15,000	4,000	0
91300	MACHINERY & EQUIPMENT	0	600	600	0	500	0	0
91301	COMPUTER HARDWARE	0	45,000	44,859	0	1,700	16,000	64-
92000	REPLCMENT OFFICE EQUIP	0	15,000	12,130	0	0	0	0
92100	REPLCMENT FURN & FIXTURES	0	18,950	15,858	0	0	0	0
92301	REPLC COMPUTER HDWR	11,783	40,850	40,850	0	13,800	13,800	66-
92302	REPLC COMPUTER SOFTWARE	0	30,600	30,600	0	0	0	0
SUBTOTAL *****		12,178	151,000	144,897	0	31,000	33,800	77-
TOTAL EXPENDITURES *****		804,086	1,265,023	1,123,081	1,107,238	75,203	1,233,738	2-

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