

# County Auditor

## Department Number 1110

### Mission

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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

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There are no significant changes in this budget.

### Goals and Objectives

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#### **Budget Year Objectives**

- Re-design the production process for the annual Budget document to allow placement on the document on the County's web site.
- Implement GASB 34 for FY 2003 financial statements. The County's audited financial statements for FY 2003 must be prepared in accordance with the new accounting standards. The financial statements will be prepared in March and April 2004, after the close of the fiscal year 2003. However, procedures and information systems must be in place well in advance of December 31, 2003 in order to facilitate preparation of the financial statements. At the conclusion of the FY 2002 audit (mid-year 2003), the Boone County Auditor's Office will re-design the FY 2002 financial statements using the new accounting model prescribed by GASB 34. This will serve as a trial-run and readiness assessment for the FY 2003 financial statements. This will be accomplished primarily with accountant overtime; accordingly, the overtime request for FY 2003 is increased.

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

- Prepare the County for Implementation of GASB 34. Complete an analysis of the impact of Governmental Accounting Standards Board Statement No. 34 (GASB 34) and develop an implementation plan for the County. The County is required to implement the new reporting requirements for its FY 2003

financial statements. The impact of GASB 34 on the County's infrastructure reporting will need to be analyzed in conjunction with Public Works staff. Additionally, Information Technology staff will need to assist in designing and testing programming changes for the fixed asset accounting system.

**Response:** Changes required to the fixed asset accounting system have been identified and communicated to Boone County Information Technology. Several work sessions have been held with Boone County Public Works to identify the impact of GASB 34 and identify the information systems that are required to meet the new reporting standards. Progress in this area has been slow, and it does not appear that the new software installations intended to provide some of the required information will be fully operational on January 1, 2003. As a result, the Boone County Auditor's Office is identifying alternative strategies and procedures for complying with the new reporting requirements.

- Develop a timetable for a Comprehensive Financial Accounting Needs assessment and begin work accordingly. Mid-year 2001, several County officials approached the County Auditor regarding deficiencies in the existing payroll software and the need to examine and explore remedies. Discussions followed and a consensus emerged that the County should conduct a needs assessment for its financial systems computer applications.

**Response:** Work began on this project and was halted shortly thereafter due to the untimely death of a key employee in the Boone County Auditor's Office. In addition, as the work plan and schedule for GASB 34 implementation began to emerge, it became evident that the Boone County Auditor's Office is not staffed with adequate resources to manage both the GASB 34 project and a new accounting system installation concurrently. The Boone County Auditor has decided to delay work on this project until successful implementation of the GASB 34 project.

**Performance Measures**

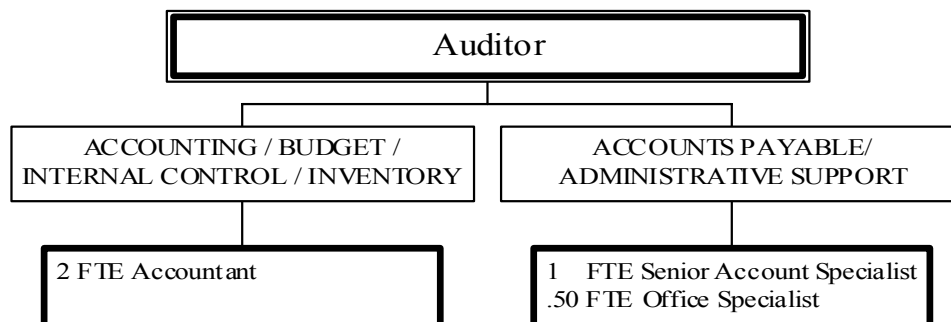
<b>Performance Measure</b>	<b>2001 Actual</b>	<b>2002 Estimated</b>	<b>2003 Projected</b>
Number of County Budgets Established and Monitored	120	122	126
Number of Budget Revisions/Amendments Processed	154	90	90
Number of Purchase Orders Processed	437	485	485
Number of Payment Requisitions Processed	10,266	9,150	9,150
Number of Accounts Payable Detail Lines	23,777	20,380	20,380
Number of Departments Inventoried	22	9	22
Recorded Value of Inventoried Assets (Millions)	\$ 48.6	\$ 46.2	\$ 46.4
Number of Personnel Action Forms Processed	940	800	800
Number of Employee Positions Monitored	390	393	403
Number of Federal/State Grants Monitored	38	34	34
Receipt of GFOA Certificate of Achievement for Excellence in Financial Reporting	Yes	Expected	Expected
Receipt of GFOA Distinguished Budget Presentation Award	Yes	Yes	Expected

**Personnel Detail**

<b>Position Title</b>	<b>2001 Full-time Equivalent</b>	<b>2002 Full-time Equivalent</b>	<b>2003 Full-time Equivalent</b>	<b>2002-2003 Change</b>
Accountant	2.00	2.00	2.00	-
Senior Account Specialist	1.00	1.00	1.00	-
Office Specialist	0.50 *	0.50	0.50	- *
<b>Total FTEs</b>	<b>3.50</b>	<b>3.50</b>	<b>3.50</b>	<b>-</b>
Overtime	\$ 3,800	\$ 5,250	\$ 6,035	\$ 785

\* .50 FTE Office Specialist added and .25 FTE Part-time Pool Office Specialist deleted in 2001 budget

**Organizational Chart**



100 GENERAL FUND

1110 AUDITOR

ACCT	DESCRIPTION	2001 ACTUAL	2002 BUDGET + REVISIONS	2002 PROJECTED	2003 CORE REQUEST	2003 SUPPLEMENTAL REQUEST	2003 ADOPTED BUDGET	%CHG
								FROM PY BUD
CHARGES FOR SERVICES								
3510	COPIES	2	0	0	0	0	0	0
	SUBTOTAL *****	2	0	0	0	0	0	0
MISCELLANEOUS								
3890	MISCELLANEOUS	0	0	104	0	0	0	0
	SUBTOTAL *****	0	0	104	0	0	0	0
	TOTAL REVENUES *****	2	0	104	0	0	0	0
PERSONAL SERVICES								
10100	SALARIES & WAGES	158,562	169,127	169,127	169,124	0	183,134	8
10110	OVERTIME	5,241	5,250	3,800	6,035	0	6,035	14
10120	HOLIDAY WORKED	509	0	600	0	0	0	0
10200	FICA	11,898	13,339	13,339	13,399	0	14,471	8
10300	HEALTH INSURANCE	13,225	14,825	14,825	17,050	0	17,050	15
10325	DISABILITY INSURANCE	659	742	742	805	0	805	8
10350	LIFE INSURANCE	140	165	165	165	0	165	0
10375	DENTAL INSURANCE	1,300	1,300	1,300	1,375	0	1,375	5
10400	WORKERS COMP	453	532	533	578	0	578	8
10500	401(A) MATCH PLAN	1,775	2,925	2,275	2,925	0	2,925	0
	SUBTOTAL *****	193,764	208,205	206,706	211,456	0	226,538	8
MATERIALS & SUPPLIES								
22500	SUBSCRIPTIONS/PUBLICATION	821	975	975	975	0	975	0
23000	OFFICE SUPPLIES	1,458	1,345	1,500	2,075	0	2,075	54
23001	PRINTING	1,938	1,950	1,950	2,000	0	2,000	2
23050	OTHER SUPPLIES	0	450	0	200	0	200	55-
23850	MINOR EQUIPMENT & TOOLS	706	400	147	300	0	300	25-
	SUBTOTAL *****	4,924	5,120	4,572	5,550	0	5,550	8
DUES TRAVEL & TRAINING								
37000	DUES	452	705	600	705	0	705	0
37200	SEMINARS/CONFEREN/MEETING	1,288	1,805	1,200	1,805	0	1,805	0
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	898	1,100	900	1,100	0	1,100	0
37230	MEALS & LODGING-TRAINING	932	1,580	950	1,430	0	1,430	9-
	SUBTOTAL *****	3,571	5,190	3,650	5,040	0	5,040	2-
UTILITIES								
48000	TELEPHONES	2,070	2,100	2,100	2,100	0	2,100	0

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100 GENERAL FUND

1110 AUDITOR

ACCT	DESCRIPTION	2001 ACTUAL	2002 BUDGET + REVISIONS	2002 PROJECTED	2003 CORE REQUEST	2003 SUPPLEMENTAL REQUEST	2003 ADOPTED BUDGET	%CHG
								FROM PY BUD
	SUBTOTAL *****	2,070	2,100	2,100	2,100	0	2,100	0
	VEHICLE EXPENSE							
59200	LOCAL MILEAGE	127	250	25	220	0	220	12-
	SUBTOTAL *****	127	250	25	220	0	220	12-
	EQUIP & BLDG MAINTENANCE							
60050	EQUIP SERVICE CONTRACT	268	690	400	640	0	640	7-
60200	EQUIP REPAIRS/MAINTENANCE	78	150	0	150	0	150	0
	SUBTOTAL *****	346	840	400	790	0	790	5-
	CONTRACTUAL SERVICES							
71100	OUTSIDE SERVICES	820	955	885	955	0	955	0
71500	BUILDING USE/RENT CHARGE	11,866	11,866	11,866	11,866	0	11,866	0
	SUBTOTAL *****	12,686	12,821	12,751	12,821	0	12,821	0
	FIXED ASSET ADDITIONS							
91100	FURNITURE AND FIXTURES	2,689	0	0	0	0	0	0
	SUBTOTAL *****	2,689	0	0	0	0	0	0
	TOTAL EXPENDITURES *****	220,179	234,526	230,204	237,977	0	253,059	7

# Human Resources

## Department Number 1115

### Mission

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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, ensuring 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

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There are no significant changes in the budget.

### Goals and Objectives

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#### **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 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.
- **Affirmative Action Plan Update:** Update the plan to reflect the most current workforce profile.
- **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.

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

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

- Salary Administration/Position Classification: Assist with implementation of the Comprehensive Classification and Compensation Study and ongoing maintenance to insure that Boone County remains a competitive employer. Assist with review of current compensation practices/procedures and help identify changes that would enhance recruitment and retention of valued county employees.

**Response:** A new pay plan was implemented in January 2002 resulting in a raise for 106 employees being paid below the minimum to at least the minimum of their new pay range. In addition, in-range adjustments were awarded by Administrative Authorities based primarily on job performance and the employee's salary relationship to the pay range midpoint. All positions were reviewed and updated as to exempt or non-exempt status under the Fair Labor Standards Act and EEO job category codes. During 2002, a Flexible Hiring Rate Policy was approved which gives Administrative Authorities more autonomy with starting salaries up to 90% of midpoint. Class codes have been identified for all County positions (including Court Services) and a separate Class Code Screen has been developed by IT. Maintenance of Class Code information will be handled by the Human Resources Department. Human Resources will continue to monitor retention and recruitment to assess the short and long-term results. Job descriptions will be updated/revised, and created for new positions as necessary.

- Affirmative Action Plan Update: Update the plan to reflect the most current workforce profile.

**Response:** The consultant who developed the original AA plan will update the County's AA plan prior to December 31, 2002. Ethnic/race information was collected to complete the EEO-4 Report and that information will be utilized to complete the Affirmative Action Plan Update.

- Employee Retention Strategy: Develop an employee retention strategy to retain valued employees to reduce turnover and associated training costs. Compare 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 employee satisfaction surveys to determine areas that need improvement. Recommend actions to reduce turnover and its associated costs.

**Response:** Exit questionnaires are completed by employees who are leaving County government, and the Human Resources Director interviews those employees to ascertain reason(s) for resignation. Limited resources have affected accomplishment of all objectives.

- **Personnel Policy Manual Update:** Continue to review and update the manual in order to ensure legal compliance and the desire of the Commission. Published updates will be on an estimated semi-annual basis.  
**Response:** Policy revisions have been made and will be incorporated into the next update of the Personnel Policy Manual.
- **Administrative HR Manual:** Develop a Human Resources Administrative Procedures Manual to assist employees with understanding various HR processes and to eliminate inefficiencies in daily operations.  
**Response:** This goal was not accomplished due to limited resources in the Human Resources Department.
- **Centralized Training:** Continue to provide training to employees to better prepare them for their role in the workforce.  
**Response:** Legal Issues in the Workplace training was provided to elected officials, department heads, managerial, and supervisory staff during 2002. Feedback about the training was very positive. New Employee Orientations have been conducted. MARCIT sponsored mandatory training was offered several times throughout the year.
- **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:** The Human Resources staff continues to participate in meetings and training provided by the HRA of Central Missouri. The Human Resources Director is serving a Board Secretary for the Missouri Public Employers Labor Relations Association. Human Resources staff was unable to attend any conferences due to lack of funds in the budget.

## Performance Measures

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Performance Measure	2001	2002	2003
	Actual	Estimated	Projected
Number of Applications Received	1364	1500	1600
Number of Job Openings Posted	80	90	100



# Human Resources

Dept. No. 1115

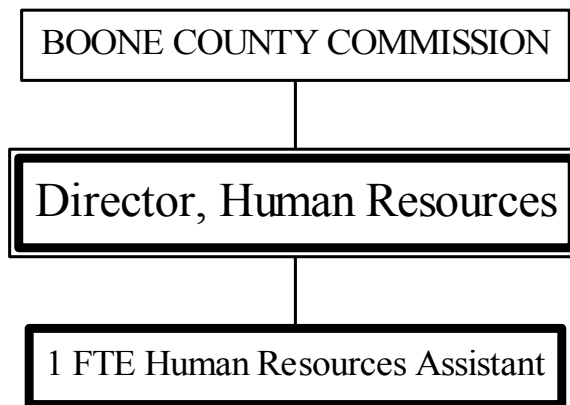
## Personnel Detail

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<b>Position Title</b>	<b>2001 Full-time Equivalent</b>	<b>2002 Full-time Equivalent</b>	<b>2003 Full-time Equivalent</b>	<b>2002-2003 Change</b>
Director, Human Resources	1.00	1.00	1.00	-
Human Resources Assistant	1.00	1.00	1.00	-
<b>Total FTEs</b>	<u>1.00</u>	<u>2.00</u>	<u>2.00</u>	<u>-</u>

## Organizational Chart

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100 GENERAL FUND

1115 HUMAN RESOURCES

ACCT	DESCRIPTION	2002		2003	2003	2003	%CHG	
		2001	BUDGET +	2002	CORE	SUPPLEMENTAL	ADOPTED	FROM
		ACTUAL	REVISIONS	PROJECTED	REQUEST	REQUEST	BUDGET	BUD
CHARGES FOR SERVICES								
3510	COPIES	0	0	20	0	0	0	0
	SUBTOTAL *****	0	0	20	0	0	0	0
	TOTAL REVENUES *****	0	0	20	0	0	0	0
PERSONAL SERVICES								
10100	SALARIES & WAGES	70,418	76,946	76,946	76,939	29,994	82,243	6
10110	OVERTIME	2,025	1,500	1,370	1,500	0	1,500	0
10120	HOLIDAY WORKED	56	0	0	0	0	0	0
10200	FICA	5,450	6,001	6,001	6,000	2,295	6,406	6
10300	HEALTH INSURANCE	5,290	5,930	5,930	6,820	3,410	6,820	15
10325	DISABILITY INSURANCE	307	324	324	360	138	360	11
10350	LIFE INSURANCE	64	66	66	66	33	66	0
10375	DENTAL INSURANCE	520	520	520	550	275	550	5
10400	WORKERS COMP	191	233	233	258	99	258	10
10500	401(A) MATCH PLAN	1,275	1,170	1,300	1,170	650	1,170	0
	SUBTOTAL *****	85,599	92,690	92,690	93,663	36,894	99,373	7
MATERIALS & SUPPLIES								
22500	SUBSCRIPTIONS/PUBLICATION	1,865	1,100	1,100	1,200	0	1,200	9
23000	OFFICE SUPPLIES	1,098	1,091	1,091	1,350	0	1,350	23
23001	PRINTING	752	1,000	1,000	500	0	500	50-
23050	OTHER SUPPLIES	545	650	650	950	0	950	46
23850	MINOR EQUIPMENT & TOOLS	311	0	0	0	0	0	0
	SUBTOTAL *****	4,573	3,841	3,841	4,000	0	4,000	4
DUES TRAVEL & TRAINING								
37000	DUES	385	400	400	550	0	550	37
37200	SEMINARS/CONFEREN/MEETING	1,030	5,000	5,000	12,500	5,000	5,000	0
37210	TRAINING/SCHOOLS	0	125	125	675	0	800	540
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	245	0	0	1,000	0	400	0
37230	MEALS & LODGING-TRAINING	577	44	44	1,300	0	469	965
	SUBTOTAL *****	2,238	5,569	5,569	16,025	5,000	7,219	29
UTILITIES								
48000	TELEPHONES	958	1,050	1,050	1,050	714	1,050	0
48050	CELLULAR TELEPHONES	78	350	350	350	0	350	0
	SUBTOTAL *****	1,037	1,400	1,400	1,400	714	1,400	0

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100 GENERAL FUND

1115 HUMAN RESOURCES

ACCT	DESCRIPTION	2001 ACTUAL	2002 BUDGET + REVISIONS	2002 PROJECTED	2003 CORE REQUEST	2003 SUPPLEMENTAL REQUEST	2003 ADOPTED BUDGET	%CHG FROM PY BUD
VEHICLE EXPENSE								
59200	LOCAL MILEAGE	0	0	0	100	0	100	0
	SUBTOTAL *****	0	0	0	100	0	100	0
EQUIP & BLDG MAINTENANCE								
60050	EQUIP SERVICE CONTRACT	499	700	363	811	0	811	15
	SUBTOTAL *****	499	700	363	811	0	811	15
CONTRACTUAL SERVICES								
71100	OUTSIDE SERVICES	763	4,000	4,000	3,500	0	3,500	12-
71500	BUILDING USE/RENT CHARGE	3,667	3,667	3,667	3,380	0	3,380	7-
71600	EQUIP LEASES & METER CHR	58	0	0	0	0	0	0
	SUBTOTAL *****	4,488	7,667	7,667	6,880	0	6,880	10-
OTHER								
83100	AWARDS	187	600	600	600	0	600	0
84010	RECEPTION/MEETINGS	48	300	300	700	0	700	133
84300	ADVERTISING	33,573	35,000	35,000	40,000	5,000	35,000	0
85700	RECRUITMENT/RELOCATION EXPENSE	4,920	0	0	0	0	0	0
	SUBTOTAL *****	38,729	35,900	35,900	41,300	5,000	36,300	1
FIXED ASSET ADDITIONS								
91000	OFFICE EQUIPMENT	773	0	0	0	0	0	0
91100	FURNITURE AND FIXTURES	2,037	0	0	0	4,234	0	0
91300	MACHINERY & EQUIPMENT	4,956	0	0	0	0	0	0
91301	COMPUTER HARDWARE	2,425	0	0	0	0	0	0
	SUBTOTAL *****	10,191	0	0	0	4,234	0	0
	TOTAL EXPENDITURES *****	147,359	147,767	147,430	164,179	51,842	156,083	5

# Purchasing

## Department Number 1118

### Mission

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

### Budget Highlights

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There are no significant changes to this budget.

### Goals and Objectives

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#### **Budget Year Objectives**

- Complete a review and update of the Purchasing Manual and present it for adoption by the Commission.
- Present recommendation for potential use of procurement cards for County purchases under \$750.
- Reach 100% professional purchasing certification for professional staff within the Purchasing Department by 12/31/03.
- Continue to seek aspects of e-Procurement that can be implemented by the County to improve the efficiency, effectiveness, and equity of procurement operations.
- Identify areas that the County is spending over \$4,500 where a Term and Supply contract may be beneficial.

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

- Reach 100% professional purchasing certification for professional staff within purchasing department by December 31, 2002.  
**Response:** Buyer is not eligible for certification due to lack of years of experience. She will be eligible at the end of FY 2003. This goal is carried forward.

- Research and present recommendations for potential use of procurement cards for County purchases under \$750.  
**Response:** A committee has been established to research procurement cards. A business/travel card was implemented during the 3rd quarter of FY 2002. The research for procurement cards for supply/service purchases less than \$750 should be concluded by the 4th quarter of 2002.
- Determine the results of the On-Line Bidding research that was conducted in 2001 and create an implementation plan for On-Line Bidding for the County if deemed appropriate.  
**Response:** In January 2002, the Purchasing Department posted bid number 02-07JAN02–*Paper Term and Supply* on-line with Municipalnet.com. While there were certain advantages to using a .com company, the negatives outweighed the positives with this experimentation. Primarily, we discovered that using an on-line bidding service is only beneficial for simple commodity bids where the lowest bid is the only criterion. For this reason, we decided to move towards performing some aspects of on-line bidding in-house.
- Move to purchasing system that uses NIGP Commodity Codes for bidding.  
**Response:** The NIGP Commodity Code (National Institute of Governmental Purchasing) is a set of numbers that standardizes and identifies commodities and services used throughout the industry. Purchasing obtained the NIGP Commodity Code license during FY 2002 and downloaded the commodity codes into our purchasing system on Access. Purchasing is currently working with the Information Technology Department to allow vendor registration on-line on the Boone County web page utilizing the NIGP commodity codes. NIGP Commodity Code/Vendor Registration should be complete in the 4th quarter of FY 2002.
- Research purchasing software to determine if there is reason to move to different software than the current Access system being used by our department.  
**Response:** Purchasing is working with Information Technology to move the purchasing system from an Access program to an Excel program. The Excel purchasing system will allow the Purchasing Department to begin implementation of eProcurement (electronic purchasing). Our hope is to improve efficiency, effectiveness, and equity in our purchasing processes through use of certain eProcurement aspects. Our vendors will be able to register on our web page which will go directly into our purchasing database. We will notify all vendors by commodity codes of bids via e-mail and also provide notification via e-mail of our bid tabulations and bid awards. Being able to notify all vendors in our database by commodity code will increase equity in the process. Implementation of eProcurement processes will provide greater customer service to our business partners. We estimate postage savings for the County of approximately \$2,500 per year (\$1.50 postage x 20 bids x 75 bids/year and \$.037 x 30 addendums x 20 vendors). Further savings will be realized in paper/printing costs. We will see improved efficiency through a quicker response/turnaround time associated in the bid process and improve effectiveness through broadening competition by contacting a greater number of vendors per bid.

# Purchasing

Dept. No. 1118

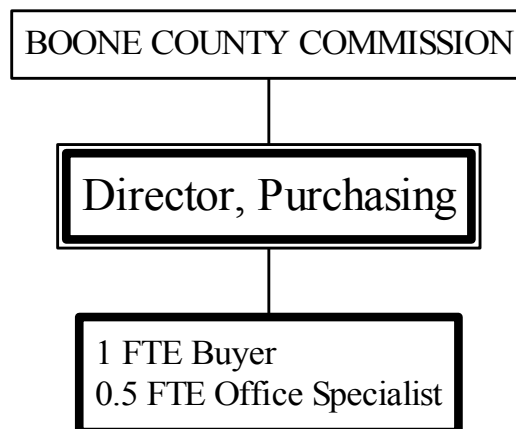
## Performance Measures

Performance Measure	2001	2002	2003
	Actual	Estimated	Projected
Number of Bids Prepared	76	65	75
Number of Proposals Prepared	5	1	2
Number of Contracts Completed	93	90	85
Number of New Renewable Contracts	22	37	15
Number of Purchase Requisitions Processed (Includes fixed asset purchases not acquired through sealed bids).	53	52	55
Number of Contracts Renewed	28	32	57

## Personnel Detail

Position Title	2001	2002	2003	2002-2003
	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	-
<b>Total FTEs</b>	<b>2.50</b>	<b>2.50</b>	<b>2.50</b>	<b>-</b>

## Organizational Chart



100 GENERAL FUND

1118 PURCHASING

ACCT	DESCRIPTION	2002		2003		2003		%CHG FROM PY BUD
		2001 ACTUAL	BUDGET + REVISIONS	2002 PROJECTED	2003 CORE REQUEST	2003 SUPPLEMENTAL REQUEST	2003 ADOPTED BUDGET	
PERSONAL SERVICES								
10100	SALARIES & WAGES	68,617	86,091	86,091	85,644	0	94,063	9
10120	HOLIDAY WORKED	29	0	0	0	0	0	0
10200	FICA	4,922	6,586	6,586	6,551	0	7,195	9
10300	HEALTH INSURANCE	5,290	5,930	5,930	6,820	0	6,820	15
10325	DISABILITY INSURANCE	246	309	309	350	0	350	13
10350	LIFE INSURANCE	59	66	66	66	0	66	0
10375	DENTAL INSURANCE	520	520	520	550	0	550	5
10400	WORKERS COMP	210	250	250	282	0	282	12
10500	401(A) MATCH PLAN	1,150	1,170	1,170	1,170	0	1,170	0
10600	UNEMPLOYMENT BENEFITS	112	0	0	0	0	0	0
	SUBTOTAL *****	81,158	100,922	100,922	101,433	0	110,496	9
MATERIALS & SUPPLIES								
22500	SUBSCRIPTIONS/PUBLICATION	551	165	120	295	0	325	96
23000	OFFICE SUPPLIES	727	700	700	770	0	700	0
23001	PRINTING	313	300	300	300	0	300	0
23050	OTHER SUPPLIES	824	800	800	800	0	640	20-
23850	MINOR EQUIPMENT & TOOLS	0	100	100	100	0	100	0
	SUBTOTAL *****	2,416	2,065	2,020	2,265	0	2,065	0
DUES TRAVEL & TRAINING								
37000	DUES	372	395	500	395	0	395	0
37200	SEMINARS/CONFEREN/MEETING	1,492	1,000	1,000	1,130	0	1,000	0
37210	TRAINING/SCHOOLS	86	500	395	500	0	500	0
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	533	688	688	688	0	688	0
37230	MEALS & LODGING-TRAINING	505	1,480	1,480	2,160	0	1,480	0
	SUBTOTAL *****	2,989	4,063	4,063	4,873	0	4,063	0
UTILITIES								
48000	TELEPHONES	729	1,645	1,645	1,340	0	1,300	20-
	SUBTOTAL *****	729	1,645	1,645	1,340	0	1,300	20-
VEHICLE EXPENSE								
59200	LOCAL MILEAGE	43	175	175	210	0	210	20
	SUBTOTAL *****	43	175	175	210	0	210	20
EQUIP & BLDG MAINTENANCE								
60050	EQUIP SERVICE CONTRACT	413	714	714	1,058	0	1,058	48

Decimal values have been truncated.

100 GENERAL FUND

1118 PURCHASING

ACCT	DESCRIPTION	2002		2003		2003		%CHG FROM PY BUD
		2001 ACTUAL	BUDGET + REVISIONS	2002 PROJECTED	CORE REQUEST	SUPPLEMENTAL REQUEST	ADOPTED BUDGET	
	SUBTOTAL *****	413	714	714	1,058	0	1,058	48
	CONTRACTUAL SERVICES							
71500	BUILDING USE/RENT CHARGE	3,779	3,779	3,779	3,482	0	3,482	7-
71600	EQUIP LEASES & METER CHR	64	0	0	0	0	0	0
	SUBTOTAL *****	3,843	3,779	3,779	3,482	0	3,482	7-
	OTHER							
84300	ADVERTISING	943	1,000	1,000	1,000	0	1,000	0
	SUBTOTAL *****	943	1,000	1,000	1,000	0	1,000	0
	FIXED ASSET ADDITIONS							
91000	OFFICE EQUIPMENT	0	485	268	0	0	0	0
91100	FURNITURE AND FIXTURES	1,054	0	0	0	1,031	1,031	0
91200	BUILDINGS & IMPROVEMENTS	0	0	0	0	2,243	2,243	0
92000	REPLCMENT OFFICE EQUIP	0	0	0	0	285	0	0
92100	REPLCMENT FURN & FIXTURES	0	0	0	0	580	580	0
92300	REPLCMENT MACH & EQUIP	0	15,115	15,115	0	0	0	0
	SUBTOTAL *****	1,054	15,600	15,383	0	4,139	3,854	75-
	TOTAL EXPENDITURES *****	93,591	129,963	129,701	115,661	4,139	127,528	1-



# County Commission

## Department Number 1121

### Mission

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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

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The budget contains increased appropriations for legislative consultant services. High turnover among state legislators, resulting from term limits, is expected to increase costs. One secretary position has been reduced to part-time (retaining benefits); this has been done to off set the cost of an additional part-time benefited secretary position added to the County Counselor's Office.

### Goals and Objectives

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#### **Budget Year Objectives**

- Implement Proposition L – In 2002 the voters of Boone County approved Proposition L, a 1/8 cent sales tax for Judicial Law Enforcement and Courts. A major portion of the Commission objectives this year will be the implementation of the law enforcement funding and the necessary planning associated with that implementation.
- Establishment of Judicial Law Enforcement Internal Committee – The Commission will appoint a group consisting of elected officials and department heads to study an ongoing process of the performance of the Judicial Law Enforcement System.
- Review of Records Retention – The Commission will appoint a subcommittee to review record retention policies. The objective of this committee will be to return to the Commission with recommendations for policy modifications and plans for permanent storage facilities.
- Redistricting and Establishment of Townships – The County Commission and the County Clerk will complete redistricting of County Commission districts to establish required population balance between the districts. In

addition, the Commission will study the addition of townships to Boone County for a more balanced representation.

- Expansion of Government Relations – Due to changes which have occurred in the State Legislature, the County Commission will make an effort to expand our governmental relations program and increase presence in Jefferson City.
- Establish short-term and long-term goals for the Parks Commission. Continue dialogue with youth sports organizations, civic organizations and the City of Columbia on development and operation of our park systems.
- Continue working to finalize Fairgrounds Master Land-Use plan; identify and expand public use of the fairgrounds; develop a management strategy for day to day operations.

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

- Finalize Fairgrounds Master Land-Use plan, identify and expand public use of the fairgrounds, develop a management strategy for day-to-day operations to alleviate the Fair Board of this duty.  
**Response:** The Commission worked with a local architect to develop a visual master plan for the fairgrounds. At the same time requests for proposals were issued to develop an ice hockey arena as a public private partnership. Negotiations are ongoing on this endeavor.
- Form a standing judicial and law enforcement oversight committee.  
**Response:** The County Commission earlier this year appointed an ongoing Judicial Task Force Committee to continue activities that relate to the Task Force recommendations. The Commission is still pending the appointment of an internal committee which will closely study, and add additional oversight to the process as well as review in greater detail the following: out of County housing issues, sentencing policies, etc.
- Finalize the acquisition of space for the new City/County Health department, Family Health Center and complete the remodeling of such site.  
**Response:** This year agreements were completed between the Commission and the City of Columbia for a condominium partnership, a development agreement and increasing County contribution to public health. Architectural services have been retained and development work is in process. We anticipate the completion of design work, bidding on the project and construction during the 2003 budget year.
- Establish short-term and long-term goals for the Parks Commission.  
**Response:** The Planning and Zoning commission along with staff have been reviewing and developing the needed changes to the zoning regulations. Public hearings in each of seven townships will continue to take place in late fall as regulations are finalized.

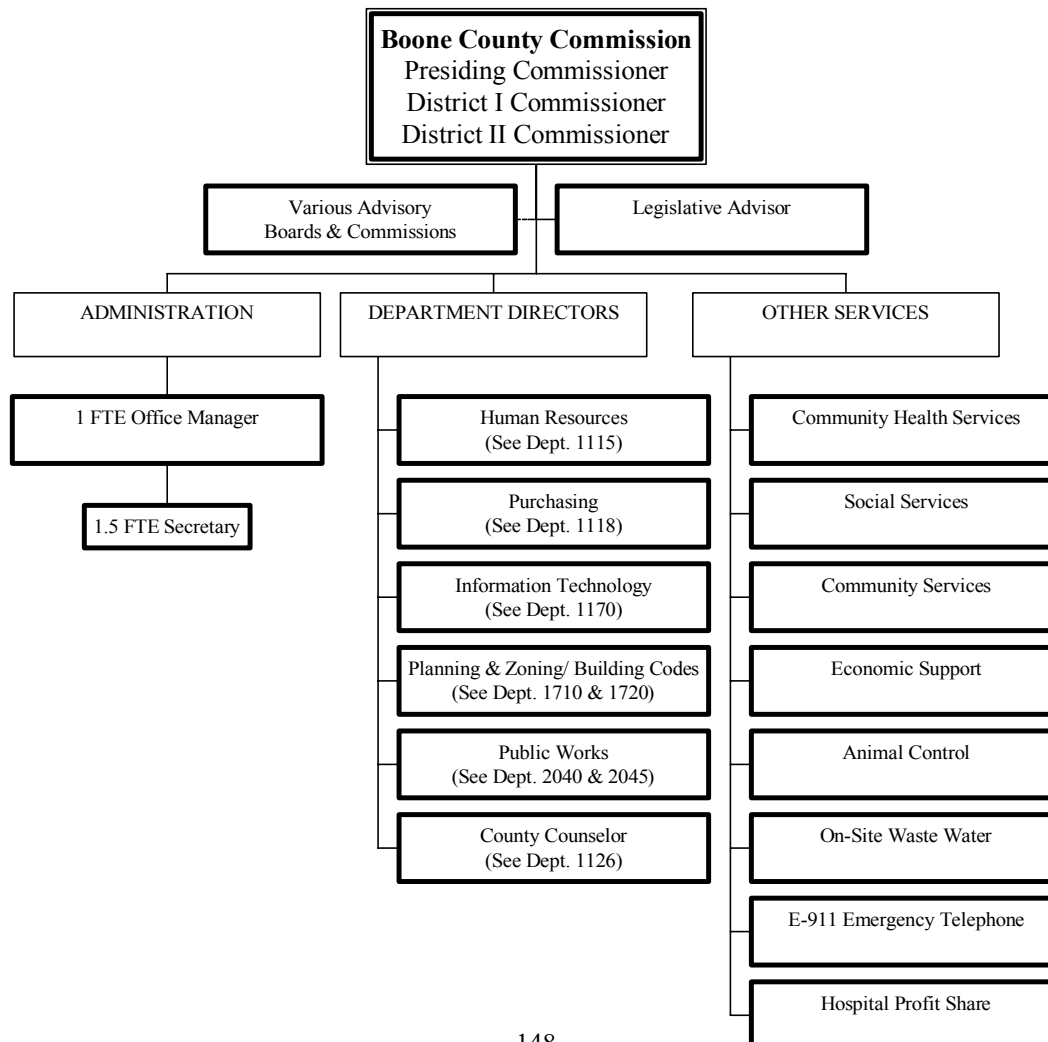
- Continue the development of ordinances that will meet the County's requirement for compliance with the EPA Phase II regulations. The draft stream buffer ordinance is only the first step in an overall comprehensive plan. A major goal would be to develop a plan that could be utilized for the unincorporated area of the County as well as in all cities within the County.  
**Response:** The Commission and the City of Columbia appointed a joint task force in 2002 to help devise the regulations needed to comply with EPA Phase II Clean Water regulations and control storm water run-off. The task force will make recommendations to both jurisdictions to meet the March 2003 permit timeline. A voluntary task force has been working over the past year on developing a stream buffer ordinance for consideration by the County Commission. This would be used as one of the tools to meet the intent of the Clean Water Act.
  
- Complete public hearings, adoption and implementation of the revised Zoning ordinances.  
**Response:** The staff and Planning and Zoning Commission are in the process of developing revisions to the zoning regulations which will allow a Character Preservation overlay district and Airport Approach and Departure overlay districts. In addition, staff is developing a stream buffer ordinance and a planned recreational zoning district.
  
- Adopt a citizen's advisory structure to move the Phase One visioning process from a report to community acceptance; ultimately adopting an implementation plan for the recommendations.  
**Response:** The Commission contracted for a survey to reaffirm or disapprove of the findings as outlined in the Visioning Document. A meeting will be conducted in the fall with the mayors and councils of each of the cities within the County to discuss the findings and develop the next steps for future planning.
  
- Review and plan for implementation of Public Sector Personnel Consultants classification and salary study.  
**Response:** The purpose of the study is to ensure that Boone County can recruit quality staff, manage turnover and compete for staff in rapidly changing markets. The objective is to provide all employees with a compensation program that is fair and equitable, market competitive and fiscally responsible. As a result of the study:
  - One hundred six employees paid below minimum were raised at least to the minimum of their new pay range, effective January 1, 2002.
  - In-range adjustments were awarded by administrative authorities based primarily on job performance and the employee's salary relationship to the pay range midpoint.
  - All positions were reviewed and updated as to exempt or non-exempt status under the Fair Labor Standards Act.
  - During 2002 a Flexible Hiring Rate Policy was approved which gives administrative authorities more autonomy with starting salaries up to 90% of midpoint.

- Monitoring of retention and recruitment to assess the short and long-term results will continue.

## Personnel Detail

Position Title	2001 Full-time Equivalent	2002 Full-time Equivalent	2003 Full-time Equivalent	2002-2003 Change
Presiding Commissioner (Elected)	1.00	1.00	1.00	-
Commissioner District I (Elected)	1.00	1.00	1.00	-
Commissioner District II (Elected)	1.00	1.00	1.00	-
Office Manager	1.00	1.00	1.00	-
Secretary	2.00	2.00	1.50	(.50)
<b>Total FTEs</b>	<b>6.00</b>	<b>6.00</b>	<b>5.50</b>	<b>-</b>

## Organizational Chart



100 GENERAL FUND

1121 COUNTY COMMISSION

ACCT	DESCRIPTION	2001 ACTUAL	2002 BUDGET + REVISIONS	2002 PROJECTED	2003 CORE REQUEST	2003 SUPPLEMENTAL REQUEST	2003 ADOPTED BUDGET	%CHG FROM PY BUD
48050	CELLULAR TELEPHONES	3,751	2,200	2,000	3,376	0	3,376	53
	SUBTOTAL *****	8,270	5,950	5,750	7,126	0	7,126	19
	VEHICLE EXPENSE							
59000	MOTORFUEL/GASOLINE	502	500	500	500	0	500	0
59100	VEHICLE REPAIRS	239	900	1,200	1,200	0	1,200	33
59200	LOCAL MILEAGE	0	500	200	500	0	500	0
	SUBTOTAL *****	742	1,900	1,900	2,200	0	2,200	15
	EQUIP & BLDG MAINTENANCE							
60050	EQUIP SERVICE CONTRACT	513	600	600	600	0	600	0
60200	EQUIP REPAIRS/MAINTENANCE	135	400	0	400	0	400	0
	SUBTOTAL *****	648	1,000	600	1,000	0	1,000	0
	CONTRACTUAL SERVICES							
71100	OUTSIDE SERVICES	50	50	30	50	0	50	0
71101	PROFESSIONAL SERVICES	11,398	15,000	15,000	28,000	13,000	28,000	86
71105	LEGAL SERVICES	94,647	0	0	0	0	0	0
71500	BUILDING USE/RENT CHARGE	19,129	19,129	19,129	19,129	0	19,129	0
71600	EQUIP LEASES & METER CHRG	227	350	200	350	0	350	0
	SUBTOTAL *****	125,452	34,529	34,359	47,529	13,000	47,529	37
	OTHER							
83100	AWARDS	6	250	100	250	0	250	0
84010	RECEPTION/MEETINGS	988	1,500	1,200	1,500	0	1,500	0
84300	ADVERTISING	771	1,000	1,300	1,000	0	1,000	0
84400	PUBLIC NOTICES	0	650	650	650	0	650	0
	SUBTOTAL *****	1,765	3,400	3,250	3,400	0	3,400	0
	FIXED ASSET ADDITIONS							
91100	FURNITURE AND FIXTURES	1,139	0	0	0	0	0	0
92000	REPLCMENT OFFICE EQUIP	1,446	0	0	0	9,000	9,000	0
	SUBTOTAL *****	2,585	0	0	0	9,000	9,000	0
	TOTAL EXPENDITURES *****	465,149	392,656	389,745	411,417	22,000	431,610	9

# County Association Dues

## Department Number 1122

### Mission

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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
- 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 attendee, 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

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This budget reflects increased appropriations for more elected officials to attend the NACO annual conference. This is not a permanent increase to this budget; rather, it is associated with the Southern District Commissioner's tenure as president of NACO.

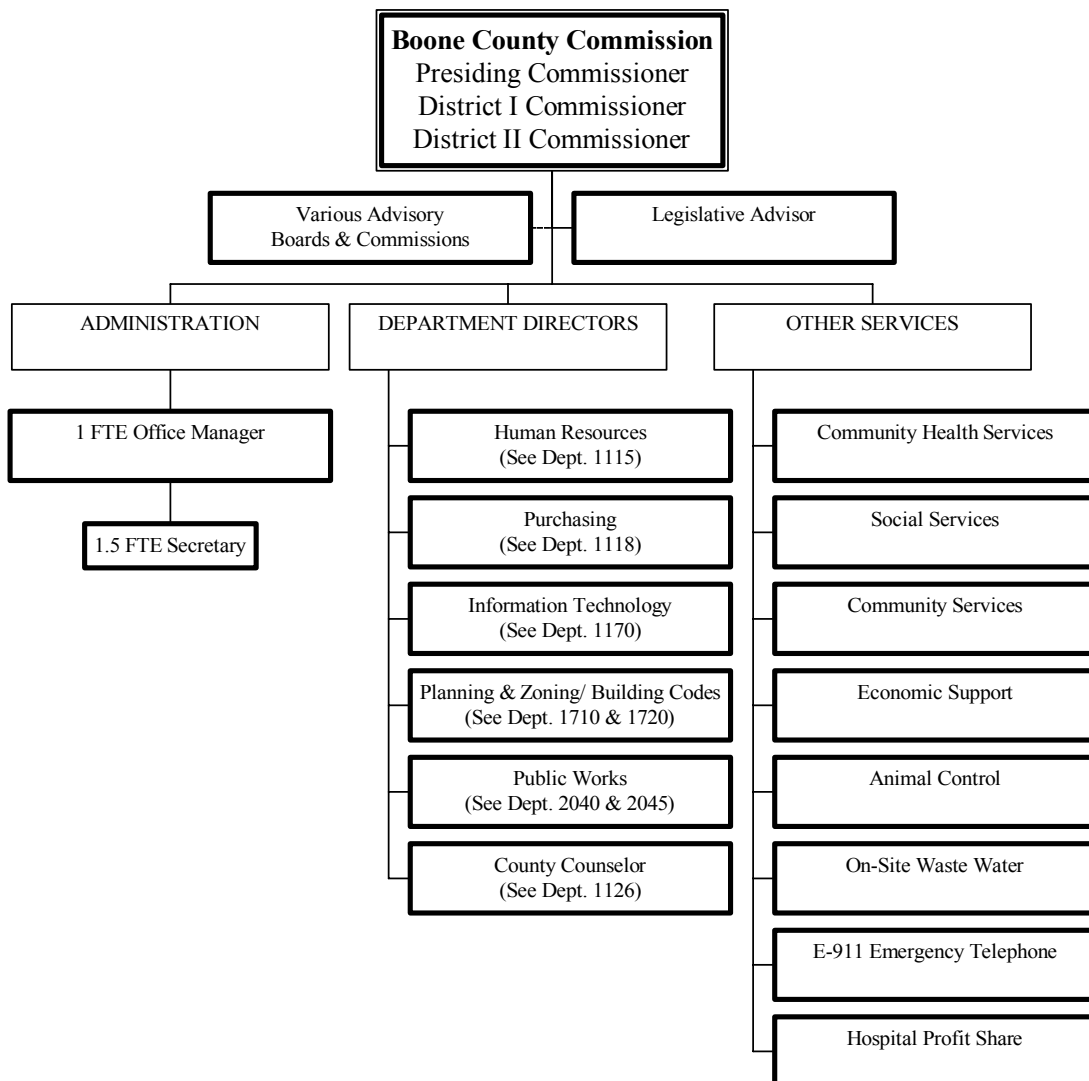
# County Association Dues

**Dept. No. 1122**

## Personnel Detail

<b>Position Title</b>	<b>2001 Full-time Equivalent</b>	<b>2002 Full-time Equivalent</b>	<b>2003 Full-time Equivalent</b>	<b>2002-2003 Change</b>
Presiding Commissioner (Elected)	1.00	1.00	1.00	-
Commissioner District I (Elected)	1.00	1.00	1.00	-
Commissioner District II (Elected)	1.00	1.00	1.00	-
Office Manager	1.00	1.00	1.00	-
Secretary	2.00	2.00	1.50	(0.50)
<b>Total FTEs</b>	<b>6.00</b>	<b>6.00</b>	<b>5.50</b>	<b>(0.50)</b>

## Organizational Chart



DATE: 1/21/2003

BOONE COUNTY, MISSOURI BUDGET FOR 2003

100 GENERAL FUND

1122 COUNTY ASSOCIATION DUES

ACCT	DESCRIPTION	2002		2003		2003		%CHG
		2001 ACTUAL	BUDGET + REVISIONS	2002 PROJECTED	CORE REQUEST	SUPPLEMENTAL REQUEST	ADOPTED BUDGET	FROM PY BUD
	INTEREST							
	SUBTOTAL *****	0	0	0	0	0	0	0
	TOTAL REVENUES *****	0	0	0	0	0	0	0
	DUES TRAVEL & TRAINING							
37000	DUES	25,266	26,040	27,645	26,383	0	26,383	1
37200	SEMINARS/CONFEREN/MEETING	1,372	2,070	1,800	4,165	2,095	4,165	101
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	1,334	1,800	950	3,500	1,700	3,500	94
37230	MEALS & LODGING-TRAINING	1,626	4,500	4,000	8,650	4,150	8,650	92
	SUBTOTAL *****	29,599	34,410	34,395	42,698	7,945	42,698	24
	OTHER							
84010	RECEPTION/MEETINGS	0	100	0	500	0	500	400
	SUBTOTAL *****	0	100	0	500	0	500	400
	TOTAL EXPENDITURES *****	29,599	34,510	34,395	43,198	7,945	43,198	25

Decimal values have been truncated.



# **Emergency and Contingency**

## **Department Number 1123**

### **Mission**

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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**

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This budget includes \$600,000 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 \$8,000 for a grant locator annual subscription. The Commission had not completed an evaluation of this proposal at the time the budget was adopted. As a result, the funding for the proposal was included as a contingency amount.

DATE: 1/21/2003

BOONE COUNTY, MISSOURI BUDGET FOR 2003

100 GENERAL FUND

1123 EMERGENCY & CONTINGENCY

<u>ACCT</u>	<u>DESCRIPTION</u>	<u>2001</u>	<u>2002</u>	<u>2002</u>	<u>2003</u>	<u>2003</u>	<u>2003</u>	<u>%CHG</u>
		<u>ACTUAL</u>	<u>BUDGET +</u>	<u>PROJECTED</u>	<u>CORE</u>	<u>SUPPLEMENTAL</u>	<u>ADOPTED</u>	<u>FROM</u>
	<u>OTHER</u>		<u>REVISIONS</u>		<u>REQUEST</u>	<u>REQUEST</u>	<u>BUDGET</u>	<u>BUD</u>
86800	EMERGENCY	0	528,741	0	570,000	0	600,000	13
86850	CONTINGENCY	0	0	0	7,403	0	50,860	0
	SUBTOTAL *****	0	528,741	0	577,403	0	650,860	23
	TOTAL EXPENDITURES *****	0	528,741	0	577,403	0	650,860	23

Decimal values have been truncated.

# Centralia Office

## Department 1125

### Mission

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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.

In 1998, the County Commission included an appropriation for a half-time non-benefited pool position to provide staffing at the County-owned portion of the Centralia satellite location. Employees were supervised by the County Commission. County services are not generally provided at this location.

The FY 2001 budget provided for the orderly phase-out of staffing during the first two months of 2001 and this was accomplished.

### Budget Highlights

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There are no significant changes to this budget.

### Personnel Detail

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<b>Position Title</b>	<b>2000 Full-Time Equivalent</b>	<b>2001 Full-Time Equivalent</b>	<b>2002 Full-Time Equivalent</b>	<b>2001-2002 Change</b>
Receptionist Pool	0.05	0.08	-	(0.08)
<b>Total FTEs</b>	<u>0.05</u>	<u>0.08</u>	<u>-</u>	<u>(0.08)</u>

100 GENERAL FUND

1125 CENTRALIA OFFICE

ACCT	DESCRIPTION	2001 ACTUAL	2002 BUDGET + REVISIONS	2002 PROJECTED	2003 CORE REQUEST	2003 SUPPLEMENTAL REQUEST	2003 ADOPTED BUDGET	%CHG
								FROM PY BUD
INTERGOVERNMENTAL REVENUE								
	SUBTOTAL *****	0	0	0	0	0	0	0
	TOTAL REVENUES *****	0	0	0	0	0	0	0
PERSONAL SERVICES								
10400	WORKERS COMP	2	0	0	0	0	0	0
	SUBTOTAL *****	2	0	0	0	0	0	0
UTILITIES								
48000	TELEPHONES	495	540	540	540	0	540	0
	SUBTOTAL *****	495	540	540	540	0	540	0
EQUIP & BLDG MAINTENANCE								
60150	PEST CONTROL	13	0	0	0	0	0	0
60400	GROUNDS MAINTENANCE	1,139	1,200	600	1,300	0	1,200	0
	SUBTOTAL *****	1,153	1,200	600	1,300	0	1,200	0
CONTRACTUAL SERVICES								
71500	BUILDING USE/RENT CHARGE	8,302	8,302	8,302	8,302	0	8,302	0
	SUBTOTAL *****	8,302	8,302	8,302	8,302	0	8,302	0
	TOTAL EXPENDITURES *****	9,953	10,042	9,442	10,142	0	10,042	0

# County Counselor

## Department Number 1126

### Mission

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

### Budget Highlights

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This budget contains increased personnel appropriations related to an additional part-time benefited secretary position added in FY 2003.

### Goals and Objectives

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#### **Budget Year Objectives**

- Develop a new internal file and document management system for the County Counselor's office to more efficiently retrieve and use historic information and research.
- Begin conversion of paper file archive into image file archive.
- To the extent requested, provide county officers and departments with summaries of statutes and case interpretations applicable to their duties and functions. As a long term goal, this would evolve into a basic reference manual on the legal duties and responsibilities of the various county officials.
- To the extent requested, provide county officers and departments with legal review and analysis of internal operating policies and procedures for the purpose of preventing legal problems and claim avoidance.
- Assist Planning & Building Inspection Department with completion of major revision and codification to land use regulations.
- Assist Planning & Building Inspection and Public Works Departments with completion and codification of storm water control regulations.

# County Counselor

Dept. No. 1126

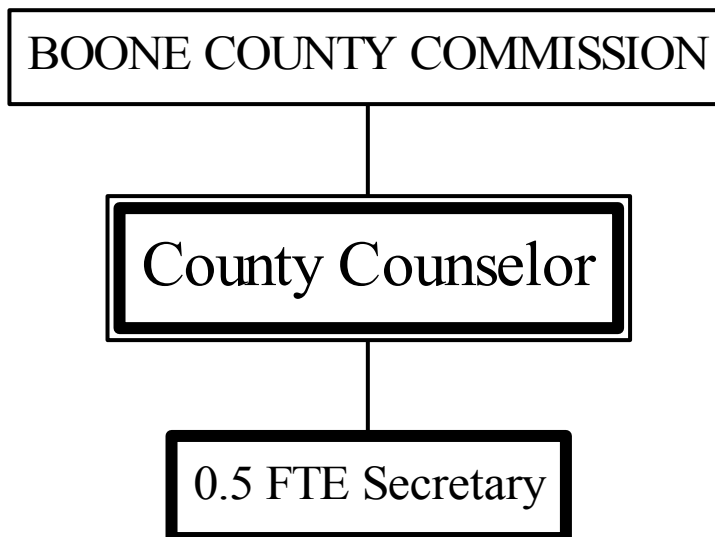
## Personnel Detail

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<b>Position Title</b>	<b>2001 Full-time Equivalent</b>	<b>2002 Full-time Equivalent</b>	<b>2003 Full-time Equivalent</b>	<b>2002-2003 Change</b>
County Counselor	0.00	1.00	1.00	0.00
Secretary			.50	.50
<b>Total FTEs</b>	<u>0.00</u>	<u>1.00</u>	<u>1.50</u>	<u>.50</u>

## Organizational Chart

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100 GENERAL FUND

1126 COUNTY COUNSELOR OFFICE

ACCT	DESCRIPTION	2001 ACTUAL	2002 BUDGET + REVISIONS	2002 PROJECTED	2003 CORE REQUEST	2003 SUPPLEMENTAL REQUEST	2003 ADOPTED BUDGET	%CHG FROM
								PY BUD
CHARGES FOR SERVICES								
3528	REIMB PERSONNEL/PROJECTS	0	15,000	15,000	15,000	0	15,000	0
	SUBTOTAL *****	0	15,000	15,000	15,000	0	15,000	0
	TOTAL REVENUES *****	0	15,000	15,000	15,000	0	15,000	0
PERSONAL SERVICES								
10100	SALARIES & WAGES	0	90,000	90,000	90,001	11,149	101,150	12
10200	FICA	0	6,885	6,885	6,885	853	7,738	12
10300	HEALTH INSURANCE	0	2,965	2,965	3,410	3,410	6,820	130
10325	DISABILITY INSURANCE	0	414	414	414	51	465	12
10350	LIFE INSURANCE	0	33	33	33	33	66	100
10375	DENTAL INSURANCE	0	260	260	275	275	550	111
10400	WORKERS COMP	0	441	441	441	37	478	8
10500	401(A) MATCH PLAN	0	650	650	585	650	1,235	90
	SUBTOTAL *****	0	101,648	101,648	102,044	16,458	118,502	16
MATERIALS & SUPPLIES								
22500	SUBSCRIPTIONS/PUBLICATION	0	3,500	3,600	3,810	0	3,810	8
23000	OFFICE SUPPLIES	0	450	450	750	0	750	66
23850	MINOR EQUIPMENT & TOOLS	0	250	150	500	0	500	100
	SUBTOTAL *****	0	4,200	4,200	5,060	0	5,060	20
DUES TRAVEL & TRAINING								
37000	DUES	0	0	220	223	0	223	0
37210	TRAINING/SCHOOLS	0	487	500	500	0	500	2
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	0	0	200	200	0	200	0
	SUBTOTAL *****	0	487	920	923	0	923	89
UTILITIES								
48000	TELEPHONES	0	970	870	900	0	900	7-
	SUBTOTAL *****	0	970	870	900	0	900	7-
VEHICLE EXPENSE								
59200	LOCAL MILEAGE	0	413	0	0	0	0	0
	SUBTOTAL *****	0	413	0	0	0	0	0

DATE: 3/05/2003

BOONE COUNTY, MISSOURI BUDGET FOR 2003

100 GENERAL FUND

1126 COUNTY COUNSELOR OFFICE

ACCT	DESCRIPTION	<u>2001</u>	<u>2002</u>	<u>2002</u>	<u>2003</u>	<u>2003</u>	<u>2003</u>	<u>%CHG</u>
		<u>ACTUAL</u>	<u>BUDGET +</u>	<u>PROJECTED</u>	<u>CORE</u>	<u>SUPPLEMENTAL</u>	<u>ADOPTED</u>	<u>FROM</u>
			<u>REVISIONS</u>		<u>REQUEST</u>	<u>REQUEST</u>	<u>BUDGET</u>	<u>BUD</u>
	CONTRACTUAL SERVICES							
71105	LEGAL SERVICES	0	1,920	2,000	2,000	0	2,000	4
71500	BUILDING USE/RENT CHARGE	0	0	0	3,437	0	3,437	0
	SUBTOTAL *****	0	1,920	2,000	5,437	0	5,437	183
	TOTAL EXPENDITURES *****	0	109,638	109,638	114,364	16,458	130,822	19

Decimal values have been truncated.



# County Clerk Summary

## Department Numbers 1131, 1132, 2300

### Description

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

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

### Budget Summary

Fund	Dept	Department Name	2003	2003	2003	2003	2002	2001
			Class 1 Personal Services	Classes 2-8 Other Services and Charges	Class 9 Capital Outlay	Total	Projected Total	Actual
100	1131	County Clerk	\$ 218,470	\$ 23,712	\$ 8,825	\$ 251,007	\$ 235,152	\$ 215,127
100	1132	Election & Registration	233,757	117,347	67,000	418,104	518,150	269,096
230	2300	Election Services	-	9,200	3,000	12,200	10,211	4,981
<b>Total</b>			<u>\$ 233,757</u>	<u>\$ 126,547</u>	<u>\$ 70,000</u>	<u>\$ 430,304</u>	<u>\$ 528,361</u>	<u>\$ 274,077</u>

### Personnel Summary

Fund	Dept	Department Name	2003	2002	2001
			Full-time Equivalent	Full-time Equivalent	Full-time Equivalent
100	1131	County Clerk	4.75	4.75	4.75
100	1132	Election & Registration	6.77	6.77	7.00
230	2300	Election Services	-	-	-
<b>Total FTEs</b>			<u>11.52</u>	<u>11.52</u>	<u>11.75</u>

# County Clerk

## Department Number 1131

### Mission

---

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

### Budget Highlights

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There are no significant changes in this budget.

### Goals and Objectives

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#### Budget Year Objectives

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

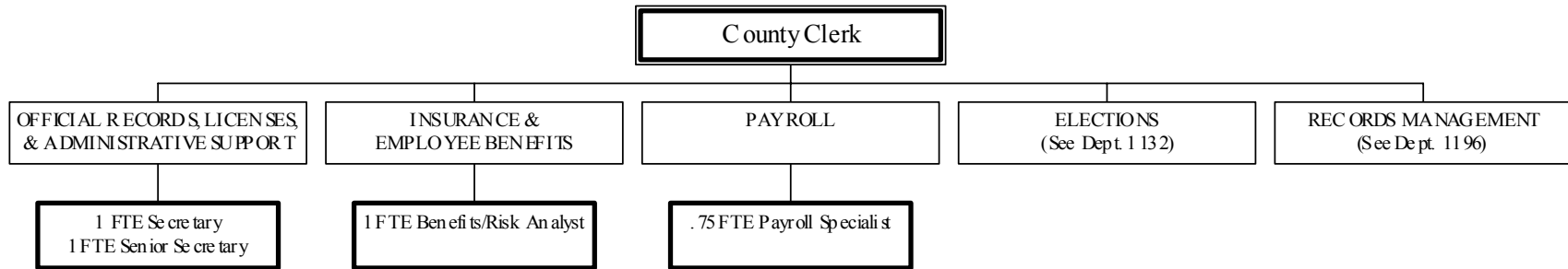
### Personnel Detail

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Position Title	2001	2002	2003	2002-2003
	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	1.00	-
Secretary	1.00	1.00	1.00	-
Payroll Specialist	0.75	0.75	0.75	-
Senior Secretary	1.00	1.00	1.00	-
<b>Total FTEs</b>	<u>4.75</u>	<u>4.75</u>	<u>4.75</u>	<u>-</u>

**Organizational Chart**

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100 GENERAL FUND

1131 COUNTY CLERK

ACCT	DESCRIPTION	2002		2003		2003		%CHG FROM PY BUD
		2001 ACTUAL	BUDGET + REVISIONS	2002 PROJECTED	CORE REQUEST	SUPPLEMENTAL REQUEST	ADOPTED BUDGET	
LICENSES AND PERMITS								
3316	LICENSES OTHER	2,728	2,900	2,900	2,900	0	2,900	0
	SUBTOTAL *****	2,728	2,900	2,900	2,900	0	2,900	0
CHARGES FOR SERVICES								
3510	COPIES	134	500	300	300	0	300	40-
3569	OTHER FEES	1,907	3,000	2,500	2,000	0	2,000	33-
3580	TAX SUPPLEMENT FEES	8,742	8,500	8,700	8,700	0	8,700	2
	SUBTOTAL *****	10,784	12,000	11,500	11,000	0	11,000	8-
MISCELLANEOUS								
3887	ADMIN & INDIRECT COST REIMB	74	0	0	0	0	0	0
	SUBTOTAL *****	74	0	0	0	0	0	0
	TOTAL REVENUES *****	13,587	14,900	14,400	13,900	0	13,900	6-
PERSONAL SERVICES								
10100	SALARIES & WAGES	158,717	168,103	167,763	168,110	0	177,729	5
10110	OVERTIME	843	0	400	0	0	0	0
10120	HOLIDAY WORKED	201	0	200	0	0	0	0
10200	FICA	11,157	12,859	12,834	12,860	0	13,596	5
10300	HEALTH INSURANCE	15,870	17,790	17,790	20,460	0	20,460	15
10325	DISABILITY INSURANCE	694	730	730	773	0	773	5
10350	LIFE INSURANCE	194	198	198	198	0	198	0
10375	DENTAL INSURANCE	1,560	1,560	1,560	1,650	0	1,650	5
10400	WORKERS COMP	431	523	523	554	0	554	5
10500	401(A) MATCH PLAN	3,324	3,510	3,275	3,510	0	3,510	0
	SUBTOTAL *****	192,995	205,273	205,273	208,115	0	218,470	6
MATERIALS & SUPPLIES								
22500	SUBSCRIPTIONS/PUBLICATION	668	1,100	1,000	1,100	0	1,100	0
23000	OFFICE SUPPLIES	3,954	3,300	3,300	3,300	0	3,300	0
23001	PRINTING	432	750	750	750	0	750	0
23050	OTHER SUPPLIES	226	500	500	500	0	500	0
	SUBTOTAL *****	5,281	5,650	5,550	5,650	0	5,650	0
DUES TRAVEL & TRAINING								
37000	DUES	175	300	400	400	0	400	33

100 GENERAL FUND

1131 COUNTY CLERK

ACCT	DESCRIPTION	2002		2002	2003		2003	%CHG
		2001	BUDGET +		2003	SUPPLEMENTAL		
		ACTUAL	REVISIONS	PROJECTED	CORE	REQUEST	ADOPTED	FROM
							BUDGET	BUD
37200	SEMINARS/CONFEREN/MEETING	1,625	1,200	1,200	1,200	0	1,200	0
37210	TRAINING/SCHOOLS	250	250	250	250	0	250	0
	SUBTOTAL *****	2,050	1,750	1,850	1,850	0	1,850	5
	UTILITIES							
48000	TELEPHONES	2,357	2,600	2,600	2,700	0	2,700	3
	SUBTOTAL *****	2,357	2,600	2,600	2,700	0	2,700	3
	VEHICLE EXPENSE							
59200	LOCAL MILEAGE	0	600	600	700	0	700	16
	SUBTOTAL *****	0	600	600	700	0	700	16
	EQUIP & BLDG MAINTENANCE							
60050	EQUIP SERVICE CONTRACT	536	600	500	600	0	600	0
60200	EQUIP REPAIRS/MAINTENANCE	125	100	100	100	0	100	0
	SUBTOTAL *****	661	700	600	700	0	700	0
	CONTRACTUAL SERVICES							
71000	INSURANCE AND BONDS	75	50	50	50	0	50	0
71500	BUILDING USE/RENT CHARGE	11,162	11,162	11,162	11,162	0	11,162	0
71600	EQUIP LEASES & METER CHRNG	94	100	100	100	0	100	0
	SUBTOTAL *****	11,331	11,312	11,312	11,312	0	11,312	0
	OTHER							
84300	ADVERTISING	57	0	0	0	0	0	0
84400	PUBLIC NOTICES	148	800	400	800	0	800	0
	SUBTOTAL *****	206	800	400	800	0	800	0
	FIXED ASSET ADDITIONS							
91100	FURNITURE AND FIXTURES	243	0	0	0	325	325	0
92000	REPLCMENT OFFICE EQUIP	0	0	0	0	8,500	8,500	0
	SUBTOTAL *****	243	0	0	0	8,825	8,825	0
	TOTAL EXPENDITURES *****	215,128	228,685	228,185	231,827	8,825	251,007	9

# Election and Registration

## Department Number 1132

### Mission

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

### Budget Highlights

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

### Goals and Objectives

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#### Budget Year Objectives

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

### Personnel Detail

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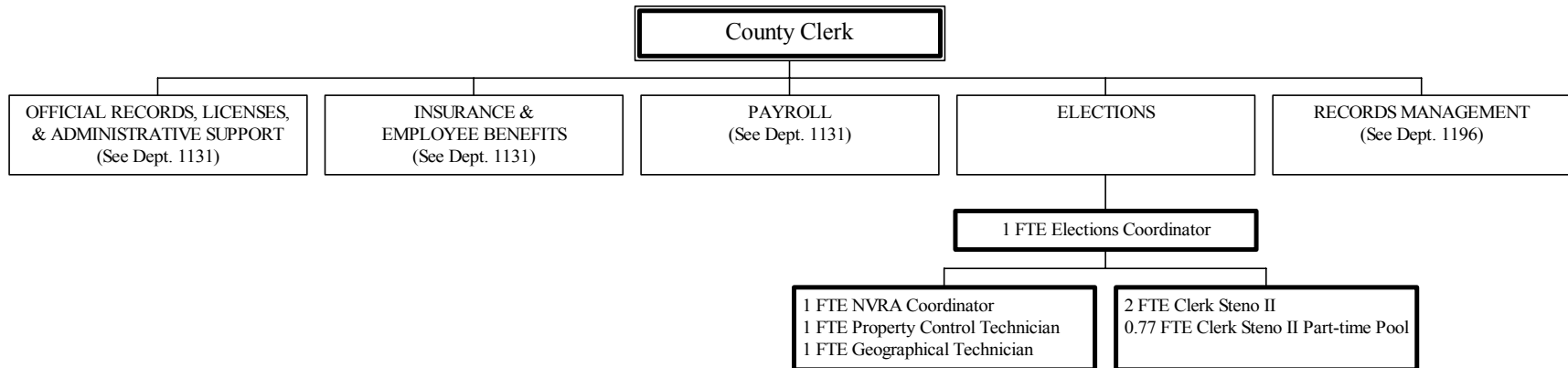
Position Title	2001	2002	2003	2002-2003
	Full-time Equivalent	Full-time Equivalent	Full-time Equivalent	Change
Elections Manager	1.00	1.00	1.00	-
Senior Elections Specialist	1.00	1.00	1.00	-
Principal Elections Specialist	1.00	1.00	1.00	-
Elections Specialist	2.00	2.00	2.00	-
Office Specialist	2.00	1.00	1.00	-
Elections Clerk Part-time Pool	-	0.77	0.77	-
<b>Total FTEs</b>	<b>7.00</b>	<b>6.77</b>	<b>6.77</b>	<b>-</b>

# Elections and Registration

Dept. No. 1132

## Organizational Chart

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100 GENERAL FUND

1132 ELECTION & REGISTRATION

ACCT	DESCRIPTION							%CHG
		2001 ACTUAL	2002 BUDGET + REVISIONS	2002 PROJECTED	2003 CORE REQUEST	2003 SUPPLEMENTAL REQUEST	2003 ADOPTED BUDGET	FROM PY BUD
INTERGOVERNMENTAL REVENUE								
3451	STATE REIMB-GRANT/PROGRAM/OTHR	0	9,000	0	0	0	0	0
	SUBTOTAL *****	0	9,000	0	0	0	0	0
CHARGES FOR SERVICES								
3510	COPIES	120	200	150	100	0	100	50-
3526	REIMBURSEMENT FOR ELECT	8,613	18,000	18,000	8,000	0	8,000	55-
	SUBTOTAL *****	8,734	18,200	18,150	8,100	0	8,100	55-
MISCELLANEOUS								
3830	SALES	404	1,000	1,000	500	0	500	50-
3887	ADMIN & INDIRECT COST REIMB	1,826	3,600	6,000	2,000	0	2,000	44-
3890	MISCELLANEOUS	72	200	500	100	0	100	50-
	SUBTOTAL *****	2,304	4,800	7,500	2,600	0	2,600	45-
	TOTAL REVENUES *****	11,038	32,000	25,650	10,700	0	10,700	66-
PERSONAL SERVICES								
10100	SALARIES & WAGES	160,961	186,864	171,915	188,808	0	191,834	2
10110	OVERTIME	12	0	1,000	0	0	0	0
10120	HOLIDAY WORKED	141	0	0	0	0	0	0
10200	FICA	10,976	14,294	13,227	14,443	0	14,674	2
10300	HEALTH INSURANCE	18,515	17,790	17,790	20,460	0	20,460	15
10325	DISABILITY INSURANCE	719	779	779	808	0	808	3
10350	LIFE INSURANCE	202	198	198	198	0	198	0
10375	DENTAL INSURANCE	1,820	1,560	1,560	1,650	0	1,650	5
10400	WORKERS COMP	505	593	593	623	0	623	5
10500	401(A) MATCH PLAN	3,590	3,445	3,640	3,510	0	3,510	1
	SUBTOTAL *****	197,443	225,523	210,702	230,500	0	233,757	3
MATERIALS & SUPPLIES								
22500	SUBSCRIPTIONS/PUBLICATION	352	350	450	350	0	350	0
23000	OFFICE SUPPLIES	1,903	2,500	2,500	2,500	0	2,500	0
23001	PRINTING	2,691	16,500	8,000	6,500	0	6,500	60-
23005	ELECTION SUPPLIES	802	6,500	6,500	6,500	0	6,500	0
23015	COMPUTER SUPPLIES	0	450	450	450	0	450	0
23050	OTHER SUPPLIES	0	1,500	1,500	1,500	0	1,500	0
	SUBTOTAL *****	5,749	27,800	19,400	17,800	0	17,800	35-



100 GENERAL FUND

1132 ELECTION & REGISTRATION

ACCT	DESCRIPTION	2001 ACTUAL	2002 BUDGET + REVISIONS	2002 PROJECTED	2003 CORE REQUEST	2003 SUPPLEMENTAL REQUEST	2003 ADOPTED BUDGET	%CHG
								FROM PY BUD
DUES TRAVEL & TRAINING								
37000	DUES	750	900	900	900	0	900	0
37200	SEMINARS/CONFEREN/MEETING	2,568	1,200	1,150	1,200	0	1,200	0
37210	TRAINING/SCHOOLS	303	250	300	300	900	1,200	380
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	328	600	600	600	400	1,000	66
37230	MEALS & LODGING-TRAINING	0	0	0	0	1,100	1,100	0
	SUBTOTAL *****	3,950	2,950	2,950	3,000	2,400	5,400	83
UTILITIES								
48000	TELEPHONES	4,888	4,000	4,500	4,500	0	4,500	12
48050	CELLULAR TELEPHONES	1,009	800	800	800	0	800	0
	SUBTOTAL *****	5,898	4,800	5,300	5,300	0	5,300	10
VEHICLE EXPENSE								
59200	LOCAL MILEAGE	854	2,000	850	850	0	850	57-
	SUBTOTAL *****	854	2,000	850	850	0	850	57-
EQUIP & BLDG MAINTENANCE								
60050	EQUIP SERVICE CONTRACT	713	700	700	700	0	700	0
60200	EQUIP REPAIRS/MAINTENANCE	0	100	100	100	0	100	0
	SUBTOTAL *****	713	800	800	800	0	800	0
CONTRACTUAL SERVICES								
71000	INSURANCE AND BONDS	100	0	0	0	0	0	0
71100	OUTSIDE SERVICES	6	3,500	3,500	0	0	18,000	414
71500	BUILDING USE/RENT CHARGE	52,548	52,548	52,548	48,647	0	48,647	7-
71600	EQUIP LEASES & METER CHRG	188	250	250	250	0	250	0
	SUBTOTAL *****	52,842	56,298	56,298	48,897	0	66,897	18
OTHER								
83160	RECYCLING & DUMP FEES	873	0	0	0	0	0	0
84300	ADVERTISING	462-	150	150	0	0	0	0
84400	PUBLIC NOTICES	295	1,600	1,700	300	0	300	81-
85900	COUNTY ELECTION EXPENSE	935	240,000	220,000	20,000	0	20,000	91-
	SUBTOTAL *****	1,642	241,750	221,850	20,300	0	20,300	91-
FIXED ASSET ADDITIONS								
91100	FURNITURE AND FIXTURES	0	0	0	0	2,000	2,000	0

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DATE: 1/21/2003

BOONE COUNTY, MISSOURI BUDGET FOR 2003

100 GENERAL FUND

1132 ELECTION & REGISTRATION

<u>ACCT</u>	<u>DESCRIPTION</u>	<u>2001</u> <u>ACTUAL</u>	<u>2002</u> <u>BUDGET +</u> <u>REVISIONS</u>	<u>2002</u> <u>PROJECTED</u>	<u>2003</u> <u>CORE</u> <u>REQUEST</u>	<u>2003</u> <u>SUPPLEMENTAL</u> <u>REQUEST</u>	<u>2003</u> <u>ADOPTED</u> <u>BUDGET</u>	<u>%CHG</u> <u>FROM</u> <u>PY</u> <u>BUD</u>
91300	MACHINERY & EQUIPMENT	0	0	0	0	120,000	65,000	0
	SUBTOTAL *****	0	0	0	0	122,000	67,000	0
	TOTAL EXPENDITURES *****	269,095	561,921	518,150	327,447	124,400	418,104	25-

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# **Election Services**

## **Department Number 2300**

### **Mission**

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

The County Clerk administers this fund.

### **Budget Highlights**

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Transaction fee revenue paid by the State is subject to annual appropriation. No such appropriation is currently included in the state budget.

230 ELECTION SERVICES FUND

2300 ELECTION SERVICES

ACCT	DESCRIPTION	2001 ACTUAL	2002 BUDGET + REVISIONS	2002 PROJECTED	2003 CORE REQUEST	2003 SUPPLEMENTAL REQUEST	2003 ADOPTED BUDGET	%CHG
								FROM PY BUD
INTERGOVERNMENTAL REVENUE								
3451	STATE REIMB-GRANT/PROGRAM/OTHR	18,913	1,500	13,470	0	0	0	0
	SUBTOTAL *****	18,913	1,500	13,470	0	0	0	0
CHARGES FOR SERVICES								
3526	REIMBURSEMENT FOR ELECT	4,720	13,500	16,500	4,500	0	4,500	66-
	SUBTOTAL *****	4,720	13,500	16,500	4,500	0	4,500	66-
INTEREST								
3711	INT-OVERNIGHT	40	0	50	0	0	0	0
3712	INT-LONG TERM INVEST	1,316	0	820	0	0	0	0
3798	INC/DEC IN FV OF INVESTMENTS	55-	0	55	0	0	0	0
	SUBTOTAL *****	1,300	0	925	0	0	0	0
	TOTAL REVENUES *****	24,934	15,000	30,895	4,500	0	4,500	70-
MATERIALS & SUPPLIES								
23000	OFFICE SUPPLIES	85	1,000	0	0	0	0	0
23005	ELECTION SUPPLIES	0	1,300	0	0	0	0	0
23850	MINOR EQUIPMENT & TOOLS	0	375	0	0	0	0	0
	SUBTOTAL *****	85	2,675	0	0	0	0	0
DUES TRAVEL & TRAINING								
37200	SEMINARS/CONFEREN/MEETING	2,355	2,000	1,500	2,000	0	2,000	0
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	2,544	1,100	800	1,100	0	1,100	0
37235	MEALS & LODGING - OTHER	0	1,500	2,300	2,000	0	2,000	33
	SUBTOTAL *****	4,899	4,600	4,600	5,100	0	5,100	10
CONTRACTUAL SERVICES								
71101	PROFESSIONAL SERVICES	0	4,000	2,500	4,100	0	4,100	2
	SUBTOTAL *****	0	4,000	2,500	4,100	0	4,100	2
OTHER								
86910	PY ENCUMBRANCES NOT USED	5-	0	0	0	0	0	0
	SUBTOTAL *****	5-	0	0	0	0	0	0

DATE: 1/21/2003

BOONE COUNTY, MISSOURI BUDGET FOR 2003

230 ELECTION SERVICES FUND

2300 ELECTION SERVICES

ACCT	DESCRIPTION	<u>2001</u>	<u>2002</u>	<u>2002</u>	<u>2003</u>	<u>2003</u>	<u>2003</u>	<u>%CHG</u>
		<u>ACTUAL</u>	<u>BUDGET +</u>	<u>PROJECTED</u>	<u>CORE</u>	<u>SUPPLEMENTAL</u>	<u>ADOPTED</u>	<u>FROM</u>
			<u>REVISIONS</u>		<u>REQUEST</u>	<u>REQUEST</u>	<u>BUDGET</u>	<u>BUD</u>
	FIXED ASSET ADDITIONS							
91000	OFFICE EQUIPMENT	0	0	0	3,000	0	3,000	0
91301	COMPUTER HARDWARE	0	3,700	3,111	0	0	0	0
	SUBTOTAL *****	0	3,700	3,111	3,000	0	3,000	18-
	TOTAL EXPENDITURES *****	4,980	14,975	10,211	12,200	0	12,200	18-

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# County Treasurer

## Department Number 1140

### Mission

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

### Budget Highlights

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The FY 2003 budget includes increased appropriations for a part-time non-benefited position.

### Goals and Objectives

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#### Budget Year Objectives

- Incorporate the new employee position, hopefully hired in 2002, to several new duties.
- Finish the new credit card system that was initiated in 2002.
- Start Blocks of Time Program in conjunction with future art fund.
- Work with IT programming staff on check writing system for Out-of-County Cash Bonds and Restitution Checks for Prosecutor's Victim Witness program.
- Update investment procedures.

#### Progress on Prior Year Objectives

- Review employee job descriptions and make changes based on technology advancements.  
**Response:** This objective is still under review.
- Revise investment agreements with outside entities.  
**Response:** The investment pool has been left as is, and work has been done with the State Treasurer on legislation to include local entities in pooled investment.
- Work with the State Treasurer on new legislation for pooled funds.

**Response:** This legislation failed; defeated by bank lobbyist.

- Expand the art program to other County buildings.  
**Response:** This objective has been achieved with good response from the public and employees. We now have art hanging in the Johnson Building and Public Works.
  
- Attend Information Technology Monday morning staff meetings and consult with the Information Technology Director and supervisors on various projects.  
**Response:** The County Treasurer meets periodically, at least monthly, with the IT Director, as the liaison between IT and other Office holders. These meetings, which provide an update on the IT Department status, help keep lines of communication open.
  
- Pursue computerization of the Neighborhood Improvement District program.  
**Response:** Due to time constraints, this objective has not been accomplished.

**Performance Measures**

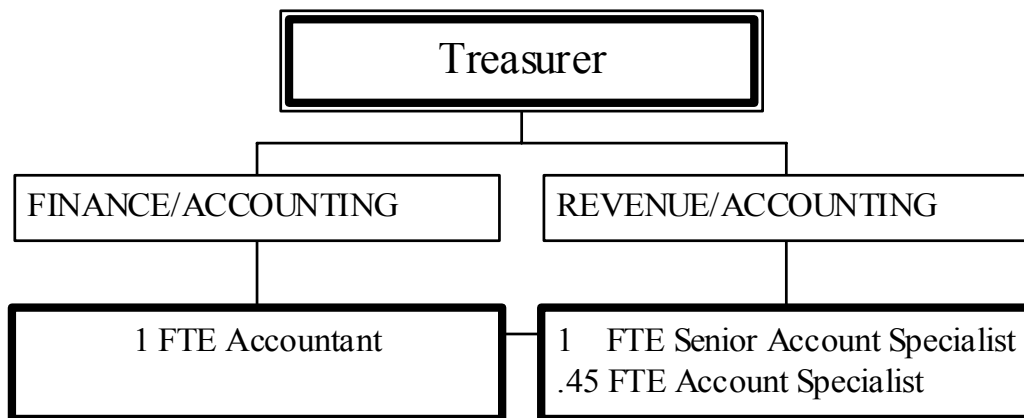
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<b>Performance Measure</b>	<b>2001</b>	<b>2002</b>	<b>2003</b>
	<b>Actual</b>	<b>Estimated</b>	<b>Projected</b>
Number of Receipts Issued	3366	4039	4100
Number of Manual Checks	4113	5923	6000
Number of Accounts Payable Checks	8227	8309	8400
Number of Payroll Checks	9,880	9979	10,000
Number of Funds	84	87	87
Interest Earned (All Funds)	\$ 1,958,287	\$ 744,149	\$ 745,000
Number of General/Special Obligation Bonds	7	7	8
Out of County Cash Bonds	0	372	400

**Personnel Detail**

<b>Position Title</b>	<b>2001 Full-time Equivalent</b>	<b>2002 Full-time Equivalent</b>	<b>2003 Full-time Equivalent</b>	<b>2002-2003 Change</b>
Treasurer (Elected)	1.00	1.00	1.00	-
Accountant	1.00	1.00	1.00	-
Senior Account Specialist	1.00	1.00	1.00	-
Account Specialist	-	0.05	0.45	0.40
<b>Total FTEs</b>	<b>3.00</b>	<b>3.05</b>	<b>3.45</b>	<b>0.40</b>
Overtime	\$ 300	\$ 500	\$ 500	\$ -

**Organizational Chart**





100 GENERAL FUND

1140 TREASURER

ACCT	DESCRIPTION	2002		2003		2003		%CHG FROM PY BUD
		2001 ACTUAL	BUDGET + REVISIONS	2002 PROJECTED	CORE REQUEST	SUPPLEMENTAL REQUEST	ADOPTED BUDGET	
CHARGES FOR SERVICES								
3510	COPIES	0	10	20	10	0	10	0
3594	CREDIT CARD TRANSACTION FEE	0	0	0	0	0	1,400	0
SUBTOTAL *****		0	10	20	10	0	1,410	0
INTEREST								
3709	INT-CRIMINAL COSTS	2-	10	1	1	0	1	90-
3711	INT-OVERNIGHT	8,990	9,000	8,500	9,000	0	9,000	0
3712	INT-LONG TERM INVEST	192,241	150,000	160,000	175,000	0	175,000	16
3716	INT-SPEC ELEC FUND	12	10	199	10	0	10	0
3720	INT- UNCLAIMED FEES	4,245	3,000	3,000	3,000	0	3,000	0
3723	INT - NIDS	12,798	450	796	450	0	450	0
3724	INT - OTHER ENTITIES	3,418	3,000	2,500	3,000	0	3,000	0
3798	INC/DEC IN FV OF INVESTMENTS	7,948-	0	1	0	0	0	0
SUBTOTAL *****		213,756	165,470	174,997	190,461	0	190,461	15
TOTAL REVENUES *****		213,756	165,480	175,017	190,471	0	191,871	15
PERSONAL SERVICES								
10100	SALARIES & WAGES	122,120	126,662	125,582	125,590	9,370	146,696	15
10110	OVERTIME	617	500	400	500	0	500	0
10120	HOLIDAY WORKED	66	0	119	100	0	100	0
10200	FICA	8,962	9,729	9,646	9,653	717	11,267	15
10300	HEALTH INSURANCE	7,935	8,895	8,895	10,230	0	10,230	15
10325	DISABILITY INSURANCE	506	541	553	580	0	580	7
10350	LIFE INSURANCE	99	99	99	99	0	99	0
10375	DENTAL INSURANCE	780	780	780	825	0	825	5
10400	WORKERS COMP	339	1,005	949	416	0	416	58-
10500	401(A) MATCH PLAN	1,825	1,755	1,975	1,755	0	1,755	0
SUBTOTAL *****		143,252	149,966	148,998	149,748	10,087	172,468	15
MATERIALS & SUPPLIES								
22500	SUBSCRIPTIONS/PUBLICATION	836	805	822	900	0	900	11
23000	OFFICE SUPPLIES	258	550	572	500	0	500	9-
23001	PRINTING	1,200	1,410	1,410	2,000	0	1,600	13
23050	OTHER SUPPLIES	847	1,000	1,000	1,300	0	1,100	10
23850	MINOR EQUIPMENT & TOOLS	162	458	304	560	0	460	0
SUBTOTAL *****		3,304	4,223	4,108	5,260	0	4,560	7
DUES TRAVEL & TRAINING								
37000	DUES	642	750	738	1,000	0	800	6

100 GENERAL FUND

1140 TREASURER

ACCT	DESCRIPTION	2002		2003		2003		%CHG FROM PY
		2001 ACTUAL	BUDGET + REVISIONS	2002 PROJECTED	CORE REQUEST	SUPPLEMENTAL REQUEST	2003 ADOPTED BUDGET	
37200	SEMINARS/CONFEREN/MEETING	1,690	1,200	1,700	1,400	0	1,400	16
37210	TRAINING/SCHOOLS	0	100	100	200	0	150	50
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	246	1,000	729	1,500	0	1,100	10
37230	MEALS & LODGING-TRAINING	260	800	650	900	0	800	0
	SUBTOTAL *****	2,840	3,850	3,917	5,000	0	4,250	10
	UTILITIES							
48000	TELEPHONES	1,650	2,000	1,750	1,800	0	2,020	1
	SUBTOTAL *****	1,650	2,000	1,750	1,800	0	2,020	1
	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	401	444	410	445	0	445	0
60200	EQUIP REPAIRS/MAINTENANCE	0	100	100	100	0	100	0
	SUBTOTAL *****	401	544	510	545	0	545	0
	CONTRACTUAL SERVICES							
70050	SOFTWARE SERVICE CONTRACT	4,000	0	4,000	4,000	0	4,000	0
71107	BANK/CREDIT CARD SERVICE FEES	26,309	30,000	26,000	26,000	0	26,000	13-
71108	CHECK PRINTING CHARGES	727	2,000	2,516	2,500	0	2,500	25
71500	BUILDING USE/RENT CHARGE	11,290	11,290	11,290	11,290	0	11,290	0
71600	EQUIP LEASES & METER CHRNG	0	0	0	0	0	1,180	0
	SUBTOTAL *****	42,326	43,290	43,806	43,790	0	44,970	3
	FIXED ASSET ADDITIONS							
91100	FURNITURE AND FIXTURES	0	2,800	2,578	0	0	0	0
92000	REPLCMENT OFFICE EQUIP	0	0	0	0	7,000	0	0
92302	REPLC COMPUTER SOFTWARE	20,000	0	0	0	0	0	0
	SUBTOTAL *****	20,000	2,800	2,578	0	7,000	0	0
	TOTAL EXPENDITURES *****	213,775	206,723	205,717	206,193	17,087	228,863	10

# Collector of Revenue Summary

## Department Numbers 1150 and 2110

### Description

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

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

### Budget Summary

Fund	Dept	Department Name	2003	2003	2003	2003	2002	2001
			Class 1 Personal Services	Classes 2-8 Other Services and Charges	Class 9 Capital Outlay	Total	Projected Total	Actual
100	1150	Collector	\$ 290,288	\$ 48,774	\$ 1,804	\$ 340,866	\$ 317,973	\$ 271,898
211	2110	Tax Maintenance	-	124,165	-	124,165	13,943	-
<b>Total</b>			<u>\$ 290,288</u>	<u>\$ 172,939</u>	<u>\$ 1,804</u>	<u>\$ 465,031</u>	<u>\$ 331,916</u>	<u>\$ 271,898</u>

### Personnel Summary

Fund	Dept	Department Name	2003	2002	2001
			Full-time Equivalent	Full-time Equivalent	Full-time Equivalent
100	1150	Collector	6.83	6.83	6.83
211	2110	Tax Maintenance	- *	- *	-
<b>Total Full-time Equivalents</b>			<u>6.83</u>	<u>6.83</u>	<u>6.83</u>

\* 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

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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

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There are no significant changes in this budget.

### Goals and Objectives

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#### Budget Year Objectives

- Obtain and utilize an additional computer programmer/analyst to fulfill the needed programming and analysis requirements for the collector's office. By beginning the process of eliminating the backlog of programming requests, the collector's office will be able to accomplish many, if not all, unrealized prior years' goals, and move forward to enhance the services provided to our taxpayers and our taxing entities.

- Coordinate development of updated annual timeline for each office position. Using timelines to identify the cyclical tasks and duties will enable staff to work more independently, take more ownership of responsibilities/duties, and meet deadlines.
- Develop a solution to taxpayers' requests for alternate payment options. This has been an ongoing effort for the Collector's office. We have continued to research the best possible solutions that would expand taxpayers' payment options; such as offering additional brands of credit cards, using debit cards and electronic fund transfers, and payments over the internet.
- Expand the capabilities and benefits of using the AS/400 to generate queries and reports for use in the Collector's office. The ability for office staff to use the AS/400 to generate reports will be very beneficial to the Collector's office. The reports will be used for many office needs such as monthly and annual reports, budgeting, public information requests, and other specific informational needs in the office.
- Develop written procedures and guidelines for compiling and proving the Collector's annual settlement. Written procedures will help in the understanding of how to use the various reports and information needed for the annual settlement process. The overall objective is to produce a more accurate report in a timelier manner.
- Acquire more training for all staff on software used in personal computers. By improving staff's knowledge and skill level on Microsoft Word and Excel, less time will be spent on projects, better service will be provided to customers, the number of contacts to the Information Technology's helpdesk will be reduced, and employees will become even more valuable.
- Develop an Access file to link between Excel spreadsheet "Returned Mail" to the Tax Collection System. Immediate tracking of payments; i.e., dates paid, amounts paid, will reduce work hours spent on manual updates and improve address awareness to allow for new current address placement onto system from x-mail status resulting from hand addressing.
- Research, develop, and implement a tickler system for skip tracing. Using a better tracking method will improve organizational skills and allow staff members to stay on top of payment plan agreements, delinquent letter mailings, and follow-up phone calls as part of the skip trace function.

## **Progress on Prior Year Objectives**

- Develop processes and reports that would help in the reconciliation of month-end and annual reports. Continuing to develop and refine month-end-closing procedures will enhance the accountability and justification of monthly and annual reports.

**Response:** We now have the capability to run queries within our office allowing us to obtain needed information more timely relative to legal

deadlines for reporting requirements. The query capability will further aid in locating and correcting discrepancies.

- Expand taxpayers' options for paying taxes. Establish agreements to allow use of additional types of credit and debit cards and ACH transactions. Expanding payment options will give taxpayers other choices in remitting payments, and allowing more payments by credit/debit cards or electronic fund transfers should decrease the number of returned checks and increase delinquent tax collections.

**Response:** This goal is carried forward for 2003. Several options are available and under consideration. Further research will help determine the best option for taxpayers and this office. Major programming changes are required before implementing additional payment options.

- Develop processes and reports that would help track voided and recreated tax bills. Maintaining and tracking information regarding voided tax bills will provide better record keeping and accountability for monthly and annual reports.

**Response:** The voids and recreates still are problematic and causing differences in monthly reporting. We now have the capability to run queries within our office resulting in less dependency on the county's Information Technologies Department. This ability to obtain needed information more timely is aiding us in identifying discrepancies, and will continue to help with reconciliation.

- Develop an automated process on returned checks. Making information on returned checks more accessible to office staff will help eliminate accepting payments through the tax file without clearing up the returned check files. Records will be enhanced by expanded information including: collected, not collected, at/returned from/collected by Prosecutor's Office, etc.

**Response:** As with many other projects, we are challenged to find a way to accomplish this without assistance from Information Technology, and will continue to work to fulfill this goal.

- Manage information more effectively to enhance merchant's licensing enforcement. By using appropriate software to track and manage information received, limited personnel will be used more efficiently.

**Response:** We have been waiting over two years for appropriate software previously approved in Information Technology Department's budget. We will continue to look at other options to accomplish this goal.

# Collector of Revenue

Dept. No. 1150

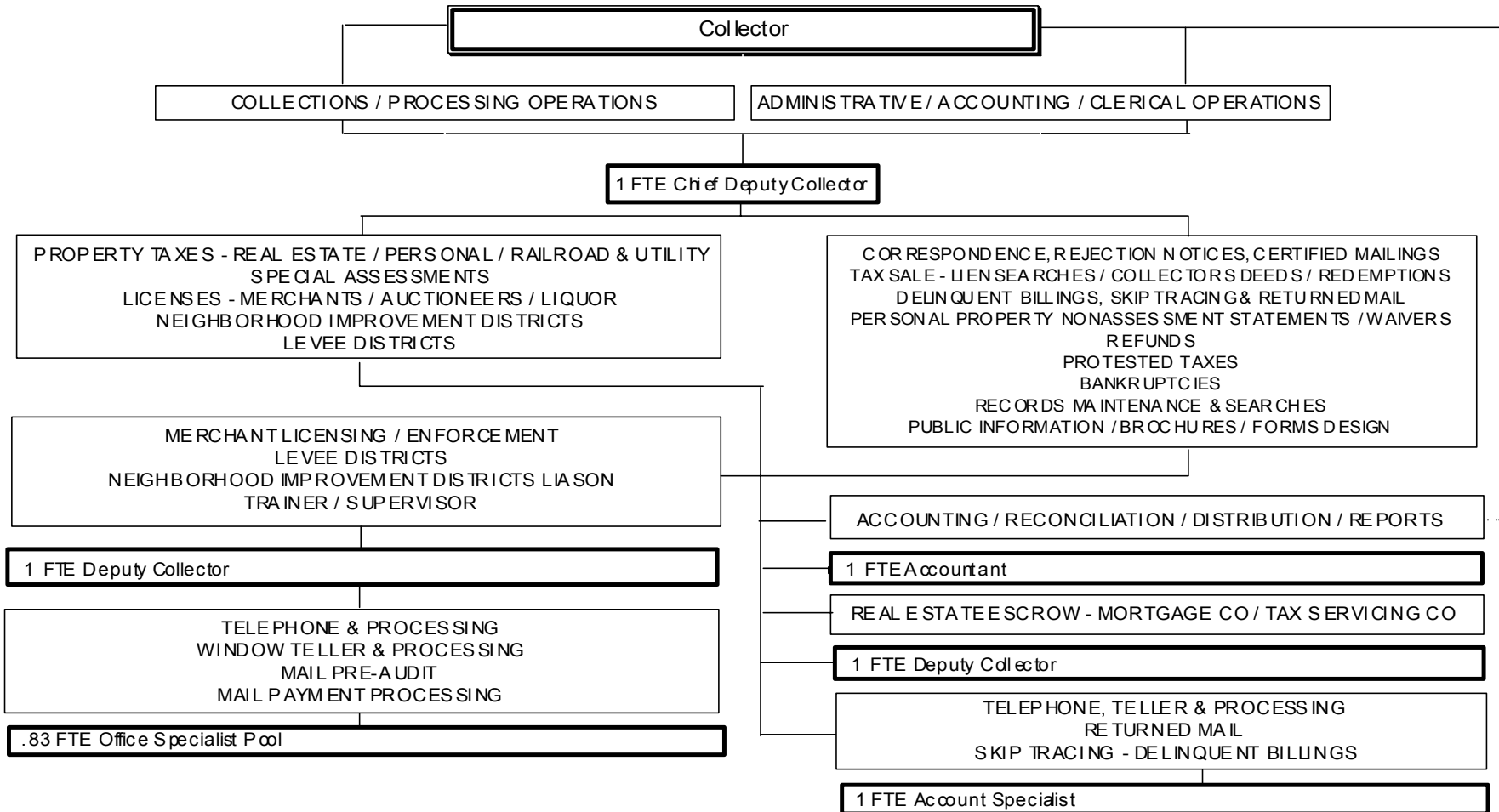
## Performance Measures

Performance Measure	2001	2002	2003
	Actual	Estimated	Projected
Number of Real Estate Property Tax Bills Collected	52,071	52,490	53,275
Number of Delinquent Real Estate Property Tax Bills	10,389	12,100	12,000
Number of Personal Property Tax Bills Collected	53,627	53,705	54,000
Number of Merchant Licenses Collected	1,951	2,100	2,120
Number of Cash Drawers Balanced	1,540	1,424	1,450
Number of In-Person Customers	37,822	38,198	38,580
Number of Statements of Non-Assessment	10,750	10,320	10,500
Number of Bankruptcy Claims, Notices, Filings & Dischgs	499	600	650
Number of Telephone Calls	20,638	19,200	19,200
Number of Searches & Parcel Verifications	25,598	24,916	24,000
Number of Address Changes	20,252	20,500	20,500
Number of Rejection Notices Generated	1,380	1,350	1,300
Number of Properties Subject to Tax Sale/Number Sold	99/3	117/9	120/5
Number of Checks Generated	654	721	750
Number of Credit Card Transactions	1,100	954	1,000
Number of Returned Mail Records	1,326	1,365	1,300
Number of Returned Checks	114	115	115
Number of Duplicate Receipts Issued	8,843	8,000	7,000
Number of Bills Collected (All Types)	109,000	109,000	109,000
Total Collections (in millions)	\$91.5	\$94.0	\$96.0

## Personnel Detail

Position Title	2001	2002	2003	2002-2003
	Full-time Equivalent	Full-time Equivalent	Full-time Equivalent	Change
Collector (Elected)	1.00	1.00	1.00	0.00
Chief Deputy Collector	1.00	1.00	1.00	0.00
Accountant	1.00	1.00	1.00	0.00
Deputy Collector	2.00	2.00	2.00	0.00
Account Specialist	1.00	1.00	1.00	0.00
Office Specialist Pool	0.83	0.83	0.83	0.00
<b>Total FTEs</b>	<b>6.83</b>	<b>6.83</b>	<b>6.83</b>	<b>0.00</b>
Overtime	\$ 3,825	\$ 3,825	\$ 3,825	\$ -

## Organizational Chart





100 GENERAL FUND

1150 COLLECTOR

ACCT	DESCRIPTION	2001 ACTUAL	2002 BUDGET + REVISIONS	2002 PROJECTED	2003 CORE REQUEST	2003 SUPPLEMENTAL REQUEST	2003 ADOPTED BUDGET	%CHG
								FROM PY BUD
LICENSES AND PERMITS								
3311	LIQUOR	86,652	90,800	92,227	92,000	0	92,000	1
3312	AUCTION	400	500	500	500	0	500	0
3313	MERCHANTS AND MANUFACTURE	9,781	10,650	11,849	11,250	0	11,250	5
	SUBTOTAL *****	96,833	101,950	104,576	103,750	0	103,750	1
INTERGOVERNMENTAL REVENUE								
3493	FOREST CROPLAND PILT	420	420	420	420	0	420	0
	SUBTOTAL *****	420	420	420	420	0	420	0
CHARGES FOR SERVICES								
3506	CERTIFICATE OF REDEMPTION FEE	24	0	0	0	0	0	0
3508	DUPLICATE TAX RECEIPT	6,969	7,500	7,300	7,000	0	7,000	6-
3509	DEED FEE	7	3	8	3	0	3	0
3510	COPIES	613	600	250	400	0	400	33-
3511	COST OF TAX SALE REIMBURS	4,910	8,000	5,483	8,000	0	8,000	0
3550	COMMISSIONS	992,855	1,082,500	995,000	1,020,000	0	1,020,000	5-
3560	COLLECTION FEES	1,368	1,220	1,170	1,300	0	1,300	6
3577	COLL DEL FEES & COMM	117,282	123,800	115,000	124,000	0	124,000	0
	SUBTOTAL *****	1,124,032	1,223,623	1,124,211	1,160,703	0	1,160,703	5-
INTEREST								
3710	INTEREST	12,629	7,000	5,000	5,000	0	5,000	28-
	SUBTOTAL *****	12,629	7,000	5,000	5,000	0	5,000	28-
MISCELLANEOUS								
3894	RETURNED CHECK PENALTY	1,400	1,000	1,220	2,500	0	2,500	150
	SUBTOTAL *****	1,400	1,000	1,220	2,500	0	2,500	150
	TOTAL REVENUES *****	1,235,315	1,333,993	1,235,427	1,272,373	0	1,272,373	4-
PERSONAL SERVICES								
10100	SALARIES & WAGES	195,936	226,486	226,486	226,455	0	240,476	6
10110	OVERTIME	2,792	3,825	3,825	3,825	0	3,825	0
10120	HOLIDAY WORKED	8	0	0	0	0	0	0
10200	FICA	14,998	17,618	17,618	17,616	0	18,423	4
10300	HEALTH INSURANCE	15,870	17,790	17,790	20,460	0	20,460	15
10325	DISABILITY INSURANCE	804	894	894	987	0	987	10

100 GENERAL FUND

1150 COLLECTOR

ACCT	DESCRIPTION	2002		2003		2003		%CHG FROM
		2001 ACTUAL	BUDGET + REVISIONS	2002 PROJECTED	CORE REQUEST	SUPPLEMENTAL REQUEST	2003 ADOPTED BUDGET	
10350	LIFE INSURANCE	186	198	198	198	0	198	0
10375	DENTAL INSURANCE	1,560	1,560	1,560	1,650	0	1,650	5
10400	WORKERS COMP	567	689	689	759	0	759	10
10500	401(A) MATCH PLAN	2,525	3,510	1,975	3,510	0	3,510	0
10600	UNEMPLOYMENT BENEFITS	0	2,410	2,408	0	0	0	0
SUBTOTAL *****		235,249	274,980	273,443	275,460	0	290,288	5
MATERIALS & SUPPLIES								
22500	SUBSCRIPTIONS/PUBLICATION	212	280	276	280	0	280	0
23000	OFFICE SUPPLIES	1,736	1,650	1,711	1,650	0	1,650	0
23001	PRINTING	7,404	10,350	10,350	10,350	0	10,350	0
23850	MINOR EQUIPMENT & TOOLS	1,113	1,200	1,146	1,200	0	1,200	0
SUBTOTAL *****		10,467	13,480	13,483	13,480	0	13,480	0
DUES TRAVEL & TRAINING								
37000	DUES	420	270	420	420	0	420	55
37200	SEMINARS/CONFEREN/MEETING	230	745	745	745	0	745	0
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	179	200	302	200	0	200	0
37230	MEALS & LODGING-TRAINING	413	570	527	570	0	570	0
SUBTOTAL *****		1,242	1,785	1,994	1,935	0	1,935	8
UTILITIES								
48000	TELEPHONES	2,714	2,750	2,750	2,950	0	2,950	7
SUBTOTAL *****		2,714	2,750	2,750	2,950	0	2,950	7
EQUIP & BLDG MAINTENANCE								
60050	EQUIP SERVICE CONTRACT	260	643	375	397	0	397	38-
60200	EQUIP REPAIRS/MAINTENANCE	10	200	27	200	0	200	0
SUBTOTAL *****		270	843	402	597	0	597	29-
CONTRACTUAL SERVICES								
71000	INSURANCE AND BONDS	110	100	20	100	0	100	0
71100	OUTSIDE SERVICES	137	100	75	150	0	150	50
71500	BUILDING USE/RENT CHARGE	14,662	14,662	14,662	14,662	0	14,662	0
SUBTOTAL *****		14,909	14,862	14,757	14,912	0	14,912	0
OTHER								
84300	ADVERTISING	385	0	0	0	0	0	0

DATE: 1/21/2003

BOONE COUNTY, MISSOURI BUDGET FOR 2003

100 GENERAL FUND

1150 COLLECTOR

ACCT	DESCRIPTION	2001 ACTUAL	2002 BUDGET + REVISIONS	2002 PROJECTED	2003 CORE REQUEST	2003 SUPPLEMENTAL REQUEST	2003 ADOPTED BUDGET	%CHG
								FROM PY BUD
84400	PUBLIC NOTICES	1,859	2,900	2,900	2,900	0	2,900	0
84500	TITLE SEARCH	4,452	11,703	4,947	12,000	0	12,000	2
86896	DEPOSIT SHORTAGE	5	0	0	0	0	0	0
SUBTOTAL *****		6,702	14,603	7,847	14,900	0	14,900	2
FIXED ASSET ADDITIONS								
91000	OFFICE EQUIPMENT	0	3,297	3,297	0	480	480	85-
91100	FURNITURE AND FIXTURES	343	0	0	0	0	0	0
92000	REPLCMENT OFFICE EQUIP	0	0	0	0	1,986	1,324	0
SUBTOTAL *****		343	3,297	3,297	0	2,466	1,804	45-
TOTAL EXPENDITURES *****		271,898	326,600	317,973	324,234	2,466	340,866	4

Decimal values have been truncated.

# **Collector Tax Maintenance**

## **Department Number 2110**

### **Mission**

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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**

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

210 LOCAL EMERG PLANNING COMMITTEE 2100 LOCAL EMERG PLANNING COMMITTEE

ACCT	DESCRIPTION	2001 ACTUAL	2002 BUDGET + REVISIONS	2002 PROJECTED	2003 CORE REQUEST	2003 SUPPLEMENTAL REQUEST	2003 ADOPTED BUDGET	%CHG
								FROM PY BUD
INTERGOVERNMENTAL REVENUE								
3451	STATE REIMB-GRANT/PROGRAM/OTHR	8,807	5,900	9,300	6,000	0	6,000	1
	SUBTOTAL *****	8,807	5,900	9,300	6,000	0	6,000	1
INTEREST								
3711	INT-OVERNIGHT	18	20	25	30	0	30	50
3712	INT-LONG TERM INVEST	323	250	300	300	0	300	20
3798	INC/DEC IN FV OF INVESTMENTS	12-	0	12	0	0	0	0
	SUBTOTAL *****	329	270	337	330	0	330	22
	TOTAL REVENUES *****	9,136	6,170	9,637	6,330	0	6,330	2
MATERIALS & SUPPLIES								
22000	POSTAGE	109	200	100	100	0	100	50-
23001	PRINTING	0	100	100	100	0	100	0
23050	OTHER SUPPLIES	6,656	1,000	1,000	1,000	0	1,000	0
	SUBTOTAL *****	6,766	1,300	1,200	1,200	0	1,200	7-
DUES TRAVEL & TRAINING								
37210	TRAINING/SCHOOLS	0	2,300	2,250	3,000	0	3,000	30
37230	MEALS & LODGING-TRAINING	303	1,400	1,450	1,200	0	1,200	14-
	SUBTOTAL *****	303	3,700	3,700	4,200	0	4,200	13
CONTRACTUAL SERVICES								
71100	OUTSIDE SERVICES	283	100	100	500	0	500	400
	SUBTOTAL *****	283	100	100	500	0	500	400
OTHER								
84300	ADVERTISING	0	200	200	300	0	300	50
	SUBTOTAL *****	0	200	200	300	0	300	50
	TOTAL EXPENDITURES *****	7,353	5,300	5,200	6,200	0	6,200	16

# Recorder of Deeds Summary

## Department Numbers 1160 and 2800

### Description

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

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

### Budget Summary

Fund	Dept	Department Name	2003	2003	2003	2003	2002	2001
			Class 1 Personal Services	Classes 2-8 Other Services and Charges	Class 9 Capital Outlay	Total	Projected Total	Actual
100	1160	Recorder	\$ 358,007	\$ 104,433	\$ -	\$ 462,440	\$ 432,382	\$ 463,045
280	2800	Storage & Preservation	21,939	386,510	10,800	419,249	118,270	175,134
<b>Total</b>			<u>\$ 379,946</u>	<u>\$ 490,943</u>	<u>\$ 10,800</u>	<u>\$ 881,689</u>	<u>\$ 550,652</u>	<u>\$ 638,179</u>

### Personnel Summary

Fund	Dept	Department Name	2003	2002	2001
			Full-time Equivalent	Full-time Equivalent	Full-time Equivalent
100	1160	Recorder	9.00	9.00	9.00
280	2800	Storage & Preservation	1.00	1.00	1.00
<b>Total FTEs</b>			<u>10.00</u>	<u>10.00</u>	<u>10.00</u>

# Recorder of Deeds

## Department Number 1160

### Mission

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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

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There are no significant changes in this budget.

### Goals and Objectives

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#### Budget Year Objectives

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

### Performance Measures

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Performance Measure	2001	2002	2003
	Actual	Estimated	Projected
Number of Real Estate Documents Recorded	35,186	40,750	*
Number of Uniform Commercial Code Documents	2,075	500	*
Number of Marriage Licenses	1,029	1,095	*

\*Not Available At This Time

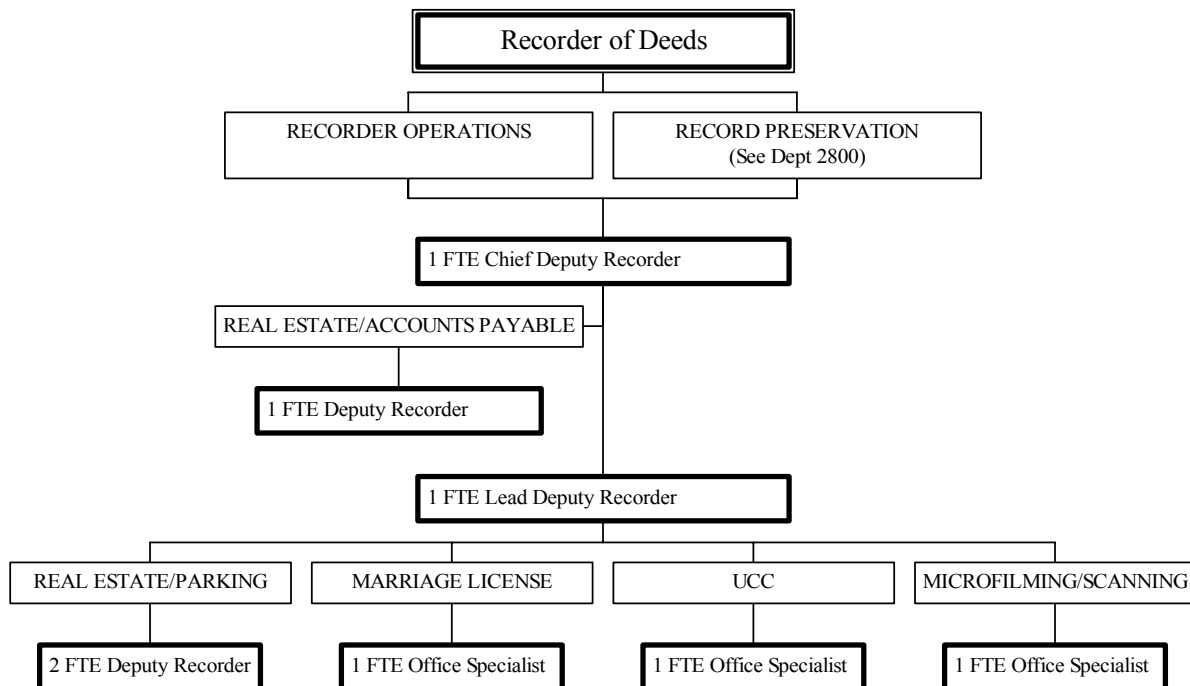
# Recorder of Deeds

Dept. No. 1160

## Personnel Detail

Position Title	2001 Full-time Equivalent	2002 Full-time Equivalent	2003 Full-time Equivalent	2002-2003 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	2.00	5.00	5.00	-
Office Specialist	4.00	1.00	1.00	-
<b>Total FTEs</b>	<u>9.00</u>	<u>9.00</u>	<u>9.00</u>	<u>-</u>
Overtime	\$ 2,080	\$ 1,800	\$ 1,800	\$ -

## Organizational Chart





100 GENERAL FUND

1160 RECORDER

ACCT	DESCRIPTION	2002		2003	2003	2003	%CHG	
		2001	BUDGET +	2002	CORE	SUPPLEMENTAL	ADOPTED	FROM
		ACTUAL	REVISIONS	PROJECTED	REQUEST	REQUEST	BUDGET	BUD
LICENSES AND PERMITS								
3315	MARRIAGE	17,312	18,500	18,450	18,500	0	18,500	0
	SUBTOTAL *****	17,312	18,500	18,450	18,500	0	18,500	0
CHARGES FOR SERVICES								
3510	COPIES	75,050	64,125	92,827	73,600	0	73,600	14
3561	UCC FEES	10,346	1,500	1,600	1,500	0	1,500	0
3562	REAL ESTATE FEES	597,304	464,700	912,978	596,700	0	596,700	28
	SUBTOTAL *****	682,701	530,325	1,007,405	671,800	0	671,800	26
	TOTAL REVENUES *****	700,013	548,825	1,025,855	690,300	0	690,300	25
PERSONAL SERVICES								
10100	SALARIES & WAGES	254,655	273,371	268,371	272,958	18,550	292,917	7
10110	OVERTIME	1,607	1,800	3,121	0	4,500	1,800	0
10120	HOLIDAY WORKED	86	0	0	0	0	0	0
10200	FICA	18,334	21,050	20,000	20,881	0	22,408	6
10300	HEALTH INSURANCE	23,805	26,685	26,685	30,690	0	30,690	15
10325	DISABILITY INSURANCE	1,104	1,179	1,179	1,255	0	1,255	6
10350	LIFE INSURANCE	291	297	297	297	0	297	0
10375	DENTAL INSURANCE	2,340	2,340	2,340	2,475	0	2,475	5
10400	WORKERS COMP	694	846	846	900	0	900	6
10500	401(A) MATCH PLAN	3,900	5,265	3,925	5,265	0	5,265	0
	SUBTOTAL *****	306,819	332,833	326,764	334,721	23,050	358,007	7
MATERIALS & SUPPLIES								
22500	SUBSCRIPTIONS/PUBLICATION	256	495	495	565	0	565	14
23000	OFFICE SUPPLIES	14,072	13,610	17,500	17,340	0	17,340	27
23001	PRINTING	1,652	1,500	1,700	1,700	0	1,700	13
23020	MICROFILM/FILM	58,340	0	0	0	0	0	0
	SUBTOTAL *****	74,321	15,605	19,695	19,605	0	19,605	25
DUES TRAVEL & TRAINING								
37000	DUES	310	350	350	625	0	275	21-
37200	SEMINARS/CONFEREN/MEETING	1,400	750	750	750	0	625	16-
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	617	925	925	1,200	0	1,200	29
37230	MEALS & LODGING-TRAINING	2,023	2,760	2,760	3,220	0	2,060	25-
37240	REGISTRATION/TUITION	150	350	350	675	0	350	0
	SUBTOTAL *****	4,501	5,135	5,135	6,470	0	4,510	12-

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DATE: 1/21/2003

BOONE COUNTY, MISSOURI BUDGET FOR 2003

100 GENERAL FUND

1160 RECORDER

ACCT	DESCRIPTION	2001 ACTUAL	2002 BUDGET + REVISIONS	2002 PROJECTED	2003 CORE REQUEST	2003 SUPPLEMENTAL REQUEST	2003 ADOPTED BUDGET	%CHG
								FROM PY BUD
	UTILITIES							
48000	TELEPHONES	4,758	4,800	4,800	4,800	0	4,800	0
	SUBTOTAL *****	4,758	4,800	4,800	4,800	0	4,800	0
	EQUIP & BLDG MAINTENANCE							
60050	EQUIP SERVICE CONTRACT	10,567	11,665	13,500	13,952	0	13,952	19
60200	EQUIP REPAIRS/MAINTENANCE	110	200	1	200	0	200	0
	SUBTOTAL *****	10,677	11,865	13,501	14,152	0	14,152	19
	CONTRACTUAL SERVICES							
71500	BUILDING USE/RENT CHARGE	47,116	47,116	47,116	47,116	0	47,116	0
71600	EQUIP LEASES & METER CHRG	14,621	14,250	14,250	14,250	0	14,250	0
	SUBTOTAL *****	61,737	61,366	61,366	61,366	0	61,366	0
	FIXED ASSET ADDITIONS							
91100	FURNITURE AND FIXTURES	229	1,200	1,121	0	0	0	0
92000	REPLCMENT OFFICE EQUIP	0	0	0	0	35,000	0	0
	SUBTOTAL *****	229	1,200	1,121	0	35,000	0	0
	TOTAL EXPENDITURES *****	463,045	432,804	432,382	441,114	58,050	462,440	6

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# **Record Preservation**

## **Department Number 2800**

### **Mission**

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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**

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No significant changes to this budget.

2800 RECORD PRESERVATION FUND

2800 STORAGE & PRESERVATION

ACCT	DESCRIPTION	2002		2003	2003	2003	%CHG FROM
		2001 ACTUAL	BUDGET + REVISIONS	2002 PROJECTED	CORE REQUEST	SUPPLEMENTAL REQUEST	
CHARGES FOR SERVICES							
3569	OTHER FEES	96,325	143,800	162,572	131,200	0	131,200 8-
	SUBTOTAL *****	96,325	143,800	162,572	131,200	0	131,200 8-
INTEREST							
3711	INT-OVERNIGHT	692	700	440	440	0	440 37-
3712	INT-LONG TERM INVEST	13,609	9,565	6,350	5,000	0	5,000 47-
3798	INC/DEC IN FV OF INVESTMENTS	632-	0	0	0	0	0 0
	SUBTOTAL *****	13,668	10,265	6,790	5,440	0	5,440 47-
	TOTAL REVENUES *****	109,994	154,065	169,362	136,640	0	136,640 11-
PERSONAL SERVICES							
10100	SALARIES & WAGES	0	17,555	0	16,265	0	16,265 7-
10200	FICA	0	1,342	0	1,244	0	1,244 7-
10300	HEALTH INSURANCE	0	2,965	0	3,410	0	3,410 15
10325	DISABILITY INSURANCE	0	80	0	74	0	74 7-
10350	LIFE INSURANCE	0	33	0	33	0	33 0
10375	DENTAL INSURANCE	0	260	0	275	0	275 5
10400	WORKERS COMP	48	57	57	53	0	53 7-
10500	401(A) MATCH PLAN	0	585	0	585	0	585 0
	SUBTOTAL *****	48	22,877	57	21,939	0	21,939 4-
MATERIALS & SUPPLIES							
23000	OFFICE SUPPLIES	93	0	9,900	5,500	0	5,500 0
23020	MICROFILM/FILM	0	30,000	15,000	15,000	0	15,000 50-
23850	MINOR EQUIPMENT & TOOLS	0	0	385	0	0	0 0
	SUBTOTAL *****	93	30,000	25,285	20,500	0	20,500 31-
DUES TRAVEL & TRAINING							
37000	DUES	75	260	225	525	0	525 101
37200	SEMINARS/CONFEREN/MEETING	0	500	1,220	750	0	750 50
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	1,744	1,400	1,200	1,950	0	1,950 39
37230	MEALS & LODGING-TRAINING	3,010	4,680	4,068	4,860	0	4,860 3
37240	REGISTRATION/TUITION	1,075	600	700	925	0	925 54
	SUBTOTAL *****	5,904	7,440	7,413	9,010	0	9,010 21
CONTRACTUAL SERVICES							
71100	OUTSIDE SERVICES	0	96,083	25,000	75,000	20,000	95,000 1-

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DATE: 1/21/2003

BOONE COUNTY, MISSOURI BUDGET FOR 2003

280 RECORD PRESERVATION FUND

2800 STORAGE & PRESERVATION

ACCT	DESCRIPTION	2001 ACTUAL	2002 BUDGET + REVISIONS	2002 PROJECTED	2003 CORE REQUEST	2003 SUPPLEMENTAL REQUEST	2003 ADOPTED BUDGET	%CHG
								FROM PY BUD
71101	PROFESSIONAL SERVICES	119,596	50,000	52,000	52,000	50,000	102,000	104
	SUBTOTAL *****	119,596	146,083	77,000	127,000	70,000	197,000	34
	OTHER							
86850	CONTINGENCY	0	116,800	0	170,000	0	160,000	36
86910	PY ENCUMBRANCES NOT USED	5,637-	0	0	0	0	0	0
	SUBTOTAL *****	5,637-	116,800	0	170,000	0	160,000	36
	FIXED ASSET ADDITIONS							
91000	OFFICE EQUIPMENT	1,286	0	0	0	0	0	0
91301	COMPUTER HARDWARE	34,176	11,200	8,515	0	0	0	0
91302	COMPUTER SOFTWARE	5,862	0	0	0	0	0	0
92000	REPLCMENT OFFICE EQUIP	11,672	0	0	0	0	0	0
92301	REPLC COMPUTER HDWR	0	0	0	0	10,800	10,800	0
92302	REPLC COMPUTER SOFTWARE	2,131	0	0	0	0	0	0
	SUBTOTAL *****	55,129	11,200	8,515	0	10,800	10,800	3-
	TOTAL EXPENDITURES *****	175,134	334,400	118,270	348,449	80,800	419,249	25

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# Information Technology

## Department Number 1170

### Mission

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

### Budget Highlights

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The budget contains appropriations for replacement of older model computer equipment (Tangent PC's and IBM 4019 printers), and implementation of fiber optics connectivity between county-facilities. The FY 03 total cost of this initiative (approximately \$60,000) is shared between the General Fund and the Law Enforcement Sales Tax Fund. The project will span two years, with completion planned for FY 2004. The budget also contains approximately \$69,000 for payment of a two-year Microsoft licensing agreement as well as \$21,000 and \$4,000 for and AS400 hardware upgrade at the Government Sheriff's Department and the Government Center, respectively. The hardware upgrade is required as a result of the operating system upgrade the County will receive as a part of its software subscription service.

During FY 2002, an additional Senior Programmer position was added to this budget with the costs reimbursed from the Collector's Tax Maintenance Fund. The arrangement is governed by a contract between the County Commission and the Collector of Revenue.

### Goals and Objectives

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#### Budget Year Objectives

- Replace all remaining 4019 printers (7).
- Replace all remaining Tangent PCs (35).
- Install Fiber Optic cable and all necessary network equipment to connect the Sheriff's Department and the Johnson Building to the Government Center.
- Replace Office Vision functionality on the AS/400.

- Develop a standard and secure method for users to extract data from the AS/400.
- Upgrade the Government Center and Sheriff's Department AS400 hardware to support new operating system 5.2.
- Upgrade the Government Center and Sheriff's Department AS/400 operating systems to 5.2.
- Evaluate methods to improve operations efficiencies on the Government Center and Sheriff's Department AS/400s.
- Implement Acceptable Use Policy (AUP) for all computer users.
- Take a physical inventory of all personal computers, printers, and peripherals.
- Evaluate methods to improve security on the AS/400.
- Evaluate change control management systems on the AS/400.
- Evaluate more efficient methods to maintain AS/400 forms overlays.
- Continue development of long-range strategic plans for the IT Department's internal organization and structure.
- Continue development of long-range strategic plans for the county's computer network and infrastructure.
- Continue development of long-range strategic plans for the county's hardware direction.
- Continue development of long-range strategic plans for the county's software direction.
- Evaluate AS/400 software tools that should help increase programmer productivity.
- Develop a common database to track the status of all programming requests.
- Develop standards and procedures to improve the handling of new programming requests.
- Extend the use of the helpdesk tracking software to include internal IT projects to help ensure follow-up and completion in a timely manner.
- Document and conduct (jointly with supervisors) performance evaluations for all employees.

- Evaluate e-commerce options that would allow citizens to pay their taxes online through the county's web site.
- Evaluate an intranet site for internal use by the County.
- Evaluate methods to improve departmental publishing to the county's web site.
- Improve reporting of activity in all areas.
- Deploy cell phone/pager/radio combination units for technical and programming staff to improve communications.
- Install secure storage on the third floor of the Government Center for holding computer equipment, peripherals, surplus and spare parts.
- Install Ethernet cabling and a surplus PC for lead custodian in the courthouse.

## **Progress on Prior Year Objectives**

- Improve computer security and reliability by installing and supporting a major network security upgrade, including a Virtual Private Network (VPN).  
**Response:** Intrusion detection equipment and VPN installed.
- Improve customer service by documenting and tracking all help desk calls with an online software tool and database.  
**Response:** Track-It! has been installed.
- Hire a computer operator to front-end the help desk, monitor computer networks, and free up programmers from repetitive and routine production runs.  
**Response:** This position has been filled.
- Hire a programmer/analyst to fill the current vacant position.  
**Response:** This position has been filled.
- Improve programmer productivity by implementing a new time accounting system.  
**Response:** New Employee Time Accounting (ETA) has been implemented.
- Improve programmer productivity by implementing new productivity software tools.  
**Response:** DB2 Query and SQL development tool kit have been installed.
- Improve programmer productivity by implementing new IT office policies and procedures.  
**Response:** A new IT Office Policy has been written, adopted and signed by employees.



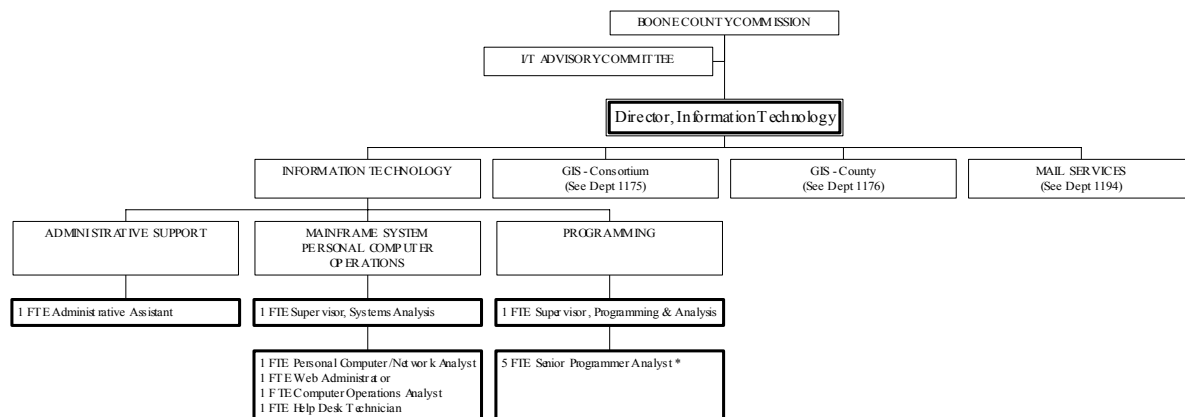
- Improve programmer productivity by implementing regular meetings.  
**Response:** Regular weekly staff meetings have been implemented.
- Audit all PC installed software and hardware by using a software tool to automate the process.  
**Response:** Due to technical problems and time constraints, this will be completed as part of the AUP implementation in FY03.
- Develop long-range strategic plans for the IT Department's internal organization and structure.  
**Response:** A supervisor has been appointed.
- Develop long-range strategic plans for the county's computer network and infrastructure.  
**Response:** IT has identified fiber optics upgrade as a major need and laid out plans for a 2-year implementation.
- Develop long-range strategic plans for the county's hardware direction.  
**Response:** IT has identified Logical Partitioning (LPAR) AS/400 upgrade as a major need.
- Develop long-range strategic plans for the county's software direction.  
**Response:** IT has identified programmer productivity tools.
- Implement an acceptable use policy for computer users that includes e-mail and internet usage.  
**Response:** An AUP was developed by the Information Technology Advisory Committee (ITAC) and adopted by the Commission. It will be fully implemented in FY03.
- Develop standards and procedures for project management that include: how requirements are gathered and documented, the testing and development of programs to ensure high quality standards are met, and the communications that need to occur between IT and other offices.  
**Response:** Work has begun and will continue in FY03.

## Personnel Detail

Position Title	2001 Full-time Equivalent	2002 Full-time Equivalent	2003 Full-time Equivalent	2002-2003 Change
Director, Information Technology	1.00	1.00	1.00	-
Supervisor, Systems Analysis	1.00	1.00	1.00	-
PC/Network Analyst	1.00	1.00	1.00	-
Supervisor, Programming & Analysis	1.00	1.00	1.00	-
Computer Operations Analyst	1.00	1.00	1.00	-
Senior Programmer Analyst	4.00	5.00 *	5.00	-
Web Administrator	1.00	1.00	1.00	-
Help Desk Technician	-	1.00	1.00	-
Administrative Assistant	1.00	1.00	1.00	-
<b>Total FTEs</b>	<b>11.00</b>	<b>13.00</b>	<b>13.00</b>	<b>-</b>
Overtime	\$ 3,450	\$ 3,450	\$ 3,450	\$ -

\* 1 FTE Senior Programmer Analyst (Position 635) funded by Tax Maintenance Fund (Dept No 2110)

## Organizational Chart



100 GENERAL FUND

1170 INFORMATION TECHNOLOGY

ACCT	DESCRIPTION	2002		2003	2003	2003	%CHG	
		2001	BUDGET +	2002	CORE	SUPPLEMENTAL	ADOPTED	FROM
		ACTUAL	REVISIONS	PROJECTED	REQUEST	REQUEST	BUDGET	BUD
	LICENSES AND PERMITS							
	SUBTOTAL *****	0	0	0	0	0	0	0
	CHARGES FOR SERVICES							
3528	REIMB PERSONNEL/PROJECTS	0	13,943	13,943	56,295	0	56,295	303
3569	OTHER FEES	24	0	6	0	0	0	0
3595	DIRECT DIAL ACCESS	6,685	6,000	3,458	0	0	0	0
	SUBTOTAL *****	6,710	19,943	17,407	56,295	0	56,295	182
	MISCELLANEOUS							
	SUBTOTAL *****	0	0	0	0	0	0	0
	TOTAL REVENUES *****	6,710	19,943	17,407	56,295	0	56,295	182
	PERSONAL SERVICES							
10100	SALARIES & WAGES	433,486	561,738	557,754	598,395	83,332	616,660	9
10110	OVERTIME	4,805	3,450	7,200	4,000	0	4,000	15
10120	HOLIDAY WORKED	0	0	60	0	0	0	0
10200	FICA	32,753	43,237	42,932	46,083	6,375	47,480	9
10300	HEALTH INSURANCE	29,095	36,092	35,844	44,330	6,820	44,330	22
10325	DISABILITY INSURANCE	1,836	2,480	2,633	2,771	383	2,771	11
10350	LIFE INSURANCE	313	405	396	429	66	429	5
10375	DENTAL INSURANCE	2,860	3,195	3,174	3,575	550	3,575	11
10400	WORKERS COMP	1,282	1,783	1,725	1,987	275	1,987	11
10500	401(A) MATCH PLAN	4,120	7,326	4,600	7,605	1,300	7,605	3
10600	UNEMPLOYMENT BENEFITS	5,000	5,445	5,445	0	0	0	0
	SUBTOTAL *****	515,552	665,151	661,763	709,175	99,101	728,837	9
	MATERIALS & SUPPLIES							
22500	SUBSCRIPTIONS/PUBLICATION	1,797	8,800	6,300	8,855	0	8,855	0
23000	OFFICE SUPPLIES	1,483	1,200	2,344	1,500	0	1,500	25
23001	PRINTING	145	300	300	300	0	300	0
23015	COMPUTER SUPPLIES	2,626	1,750	3,262	3,100	0	3,100	77
23016	MAGNETIC MEDIA	46,035	7,350	18,110	17,450	0	17,450	137
23017	COMPUTER PAPER	3,482	4,000	4,000	4,000	0	4,000	0
23018	PRINTER SUPPLIES	31,656	43,300	51,412	43,300	0	43,300	0
23050	OTHER SUPPLIES	5,790	5,300	5,300	5,300	0	5,300	0
23850	MINOR EQUIPMENT & TOOLS	1,000	2,500	4,071	2,500	0	2,500	0
	SUBTOTAL *****	94,017	74,500	95,099	86,305	0	86,305	15

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100 GENERAL FUND

1170 INFORMATION TECHNOLOGY

ACCT	DESCRIPTION	2002		2003	2003	2003	%CHG	
		2001	BUDGET +	2002	CORE	SUPPLEMENTAL	ADOPTED	FROM
		ACTUAL	REVISIONS	PROJECTED	REQUEST	REQUEST	BUDGET	BUD
DUES TRAVEL & TRAINING								
37000	DUES	22,500	12,150	12,150	6,525	0	12,150	0
37200	SEMINARS/CONFEREN/MEETING	0	6,090	6,090	5,190	0	5,190	14-
37210	TRAINING/SCHOOLS	9,990	10,480	15,754	11,825	2,600	11,825	12
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	2,462	4,650	4,650	4,300	0	4,300	7-
37230	MEALS & LODGING-TRAINING	3,634	6,000	5,322	6,000	0	6,000	0
37240	REGISTRATION/TUITION	8,463	0	0	0	0	0	0
	SUBTOTAL *****	47,050	39,370	43,966	33,840	2,600	39,465	0
UTILITIES								
48000	TELEPHONES	22,750	26,760	34,760	21,143	5,650	26,273	1-
	SUBTOTAL *****	22,750	26,760	34,760	21,143	5,650	26,273	1-
VEHICLE EXPENSE								
59200	LOCAL MILEAGE	85	200	200	200	0	200	0
	SUBTOTAL *****	85	200	200	200	0	200	0
EQUIP & BLDG MAINTENANCE								
60050	EQUIP SERVICE CONTRACT	86,175	56,100	56,100	61,899	224	65,033	15
60200	EQUIP REPAIRS/MAINTENANCE	0	9,000	9,000	4,500	0	4,500	50-
	SUBTOTAL *****	86,175	65,100	65,100	66,399	224	69,533	6
CONTRACTUAL SERVICES								
70050	SOFTWARE SERVICE CONTRACT	83,816	90,225	103,000	146,600	0	139,600	54
71100	OUTSIDE SERVICES	61,152	38,186	42,500	22,500	0	22,500	41-
71101	PROFESSIONAL SERVICES	14,365	15,000	8,660	18,000	0	18,000	20
71500	BUILDING USE/RENT CHARGE	24,211	24,211	24,211	24,211	0	24,211	0
71600	EQUIP LEASES & METER CHRGR	441	730	730	250	250-	0	0
	SUBTOTAL *****	183,986	168,352	179,101	211,561	250-	204,311	21
FIXED ASSET ADDITIONS								
91000	OFFICE EQUIPMENT	361	200	268	0	400	0	0
91100	FURNITURE AND FIXTURES	4,834	9,734	9,735	0	9,000	0	0
91200	BUILDINGS & IMPROVEMENTS	0	0	0	0	2,500	2,500	0
91301	COMPUTER HARDWARE	77,197	30,305	29,225	0	365,146	40,484	33
91302	COMPUTER SOFTWARE	110,680	23,230	17,976	0	140,747	0	0
92301	REPLC COMPUTER HDWR	272,006	82,125	72,125	0	101,378	96,873	17
92302	REPLC COMPUTER SOFTWARE	5,586	5,745	0	0	0	0	0
	SUBTOTAL *****	470,667	151,339	129,329	0	619,171	139,857	7-
	TOTAL EXPENDITURES *****	1,420,286	1,190,772	1,209,318	1,128,623	726,496	1,294,781	8

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# GIS – Consortium

## Department Number 1175

### Mission

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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. The consortium jointly funded the development of digital base maps which provide the foundational framework for a County-wide GIS system and the Boone County Information Technology Department serves as project manager and fiscal agent. All phases of the Consortium project are complete.

The GIS Department's mission is to maintain the Consortium GIS server, create a Master Address database, and support Consortium members in the GIS efforts.

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

### Budget Highlights

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There are no significant changes in the budget.

### Goals and Objectives

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#### Budget Year Objectives

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

#### Progress on Prior Year Objectives

- Maintain continued access to Consortium shared data.  
**Response:** Access to GIS data for Consortium members is made through a Consortium shared, centralized server. A GIS Manager was needed to maintain the Consortium server. Alternative methods were used to transfer

GIS information to entities outside the Consortium. This included the creation of CD-ROMs.

- Develop and maintain standards for GIS data development and accuracy throughout the Consortium.

**Response:** The GIS manager developed standards for GIS data development to insure ease of use and accuracy for all Consortium members. A part time GIS Manager was needed to oversee these standards.

- Train and advise Consortium members on the use of GIS.

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

**Personnel Detail**

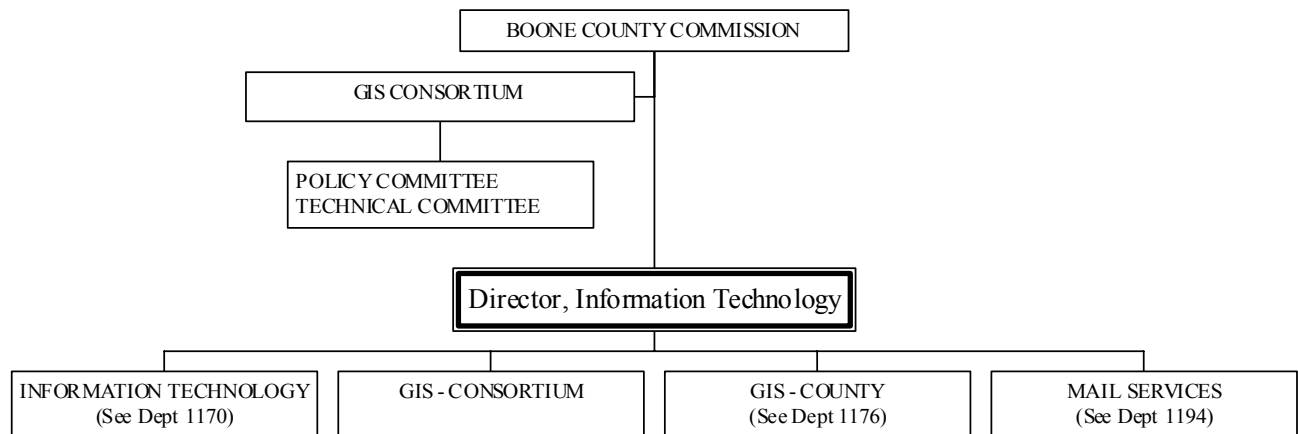
<b>Position Title</b>	<b>2001</b>		<b>2002</b>		<b>2003</b>		<b>2002-2003</b>
	<b>Full-time Equivalent</b>		<b>Full-time Equivalent</b>		<b>Full-time Equivalent</b>		<b>Change</b>
GIS Program Manager	0.75	*	0.12	**	-	***	(0.12)
GIS Analyst	0.25	*	-	**	-		-
<b>Total FTEs</b>	<u>1.00</u>		<u>0.12</u>		<u>-</u>		<u>(0.12)</u>
Overtime	\$ 1,836		\$ -		\$ -		\$ -

\* .25 FTE Position 548 GIS Program Manager and .75 FTE Position 572 GIS Analyst deleted from 1175 and added to 1176 GIS - COUNTY

\*\* .63 FTE Position 548 GIS Program Manager and .25 FTE Position 572 GIS Analyst deleted from 1175 and added to 1176 GIS - COUNTY

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

**Organizational Chart**



100 GENERAL FUND

1175 GIS - CONSORTIUM

ACCT	DESCRIPTION	2001 ACTUAL	2002 BUDGET + REVISIONS	2002 PROJECTED	2003 CORE REQUEST	2003 SUPPLEMENTAL REQUEST	2003 ADOPTED BUDGET	%CHG
								FROM PY BUD
CHARGES FOR SERVICES								
3525	REIMB. SPECIAL PROJECTS	12,111	0	0	0	0	0	0
	SUBTOTAL *****	12,111	0	0	0	0	0	0
	TOTAL REVENUES *****	12,111	0	0	0	0	0	0
PERSONAL SERVICES								
10100	SALARIES & WAGES	41,087	5,264	5,227	0	0	0	0
10110	OVERTIME	1,836	0	10	0	0	0	0
10200	FICA	3,220	403	403	0	0	0	0
10300	HEALTH INSURANCE	3,333	355	355	0	0	0	0
10325	DISABILITY INSURANCE	184	23	23	0	0	0	0
10350	LIFE INSURANCE	32	3	12	0	0	0	0
10375	DENTAL INSURANCE	328	31	31	0	0	0	0
10400	WORKERS COMP	98	16	26	0	0	0	0
10500	401(A) MATCH PLAN	515	70	78	0	0	0	0
	SUBTOTAL *****	50,635	6,165	6,165	0	0	0	0
MATERIALS & SUPPLIES								
23016	MAGNETIC MEDIA	114	200	200	0	0	0	0
	SUBTOTAL *****	114	200	200	0	0	0	0
VEHICLE EXPENSE								
	SUBTOTAL *****	0	0	0	0	0	0	0
CONTRACTUAL SERVICES								
71100	OUTSIDE SERVICES	0	0	0	7,000	0	7,000	0
71500	BUILDING USE/RENT CHARGE	752	0	0	0	0	0	0
	SUBTOTAL *****	752	0	0	7,000	0	7,000	0
FIXED ASSET ADDITIONS								
91301	COMPUTER HARDWARE	0	2,000	0	2,000	0	2,000	0
91302	COMPUTER SOFTWARE	0	0	0	9,000	0	9,000	0
	SUBTOTAL *****	0	2,000	0	11,000	0	11,000	450
	TOTAL EXPENDITURES *****	51,501	8,365	6,365	18,000	0	18,000	115

# GIS – County

## Department Number 1176

### Mission

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

### Budget Highlights

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There are no significant changes to this budget.

### Goals and Objectives

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#### **Budget Year Objectives**

- Develop new GIS layers; ongoing development of GIS layers, and development of GIS layers according to a prioritized list
- Develop applications to use in conjunction with the newly created GIS layers; ongoing development of GIS application, and development of GIS applications that will work with the GIS layers already developed. The majority of these applications will be developed using Internet software that will reduce overall cost to the County.
- Develop and maintain standards for GIS data development and accuracy throughout the County; ongoing development of standards of GIS data development to insure ease of use and accuracy.
- Train County employees on the use of GIS; the training of County employees on how to use the GIS data and how to create individual layers is necessary to the development of a GIS system and its standards. The GIS Manager will also need to have the capability of printing maps and manuals to aid in the training process.

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

- Develop new GIS layers; ongoing development of GIS layers, and development of GIS layers according to a prioritized list  
**Response:** Development of GIS layers continues to be ongoing, with the highest priority being development of a Master Address Database and Master Roads Map, both of which have been started.



- Develop applications to use in conjunction with the newly created GIS layers; ongoing development of GIS application, and development of GIS applications that will work with the GIS layers already developed.  
**Response:** Research has begun on application development. No applications have been developed at this time.
- Develop and maintain standards for GIS data development and accuracy throughout the County; ongoing development of standards of GIS data development to insure ease of use and accuracy.  
**Response:** The development of GIS standards is still ongoing.
- Train County employees on the use of GIS; the training of County employees on how to use the GIS data and how to create individual layers is necessary to the development of a GIS system and its standards. The GIS manager will also need to have the capability of printing maps and manuals to aid in the training process. There are various mapping supplies that may be needed to help in the training of Consortium members.  
**Response:** Training for mappers in the Assessor’s Office has been completed, as has training for select Public Works staff members. All printing capabilities were met, and all mapping supplies needed for training were purchased and used in training.

**Personnel Detail**

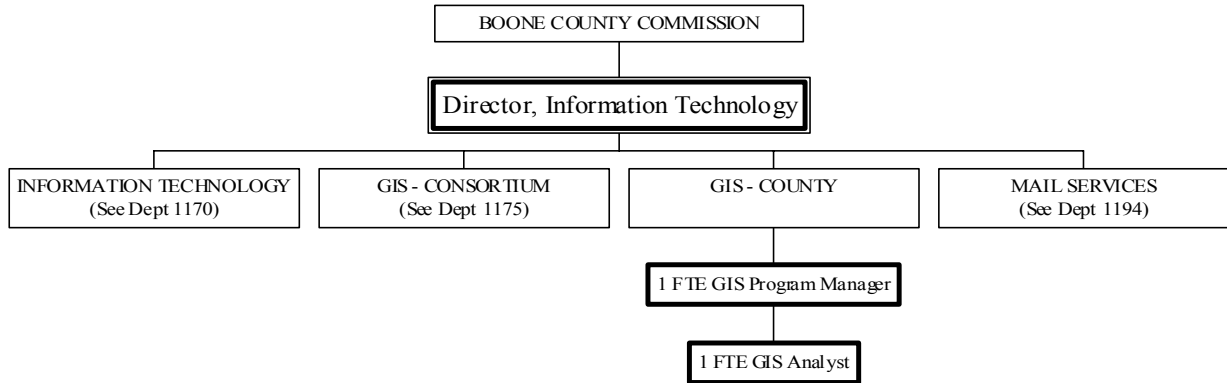
<b>Position Title</b>	<b>2001 Full-time Equivalent</b>	<b>2002 Full-time Equivalent</b>	<b>2003 Full-time Equivalent</b>	<b>2002-2003 Change</b>
GIS Program Manager	0.25 *	0.88 **	1.00	0.12
GIS Analyst	0.75 *	1.00	1.00	-
<b>Total FTEs</b>	<u>1.00</u>	<u>1.88</u>	<u>2.00</u>	<u>0.12</u>
Overtime	\$ -	\$ -	\$ -	\$ -

\* .25 FTE Position 548 GIS Program Manager and .75 FTE Position 572 GIS Analyst deleted from 1175 and added to 1176 GIS - COUNTY

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

**Organizational Chart**

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100 GENERAL FUND

1176 GIS - COUNTY

ACCT	DESCRIPTION	2001 ACTUAL	2002 BUDGET + REVISIONS	2002 PROJECTED	2003 CORE REQUEST	2003 SUPPLEMENTAL REQUEST	2003 ADOPTED BUDGET	%CHG FROM
								PY BUD
CHARGES FOR SERVICES								
3569	OTHER FEES	120	0	105	0	0	0	0
	SUBTOTAL *****	120	0	105	0	0	0	0
	TOTAL REVENUES *****	120	0	105	0	0	0	0
PERSONAL SERVICES								
10100	SALARIES & WAGES	29,749	68,068	68,344	73,320	0	76,575	12
10110	OVERTIME	0	0	21	0	0	0	0
10200	FICA	2,275	5,207	5,230	5,608	0	5,857	12
10300	HEALTH INSURANCE	1,957	5,574	5,574	6,820	0	6,820	22
10325	DISABILITY INSURANCE	94	299	315	337	0	337	12
10350	LIFE INSURANCE	32	62	62	66	0	66	6
10375	DENTAL INSURANCE	192	488	488	550	0	550	12
10400	WORKERS COMP	88	215	215	241	0	241	12
10500	401(A) MATCH PLAN	315	1,099	1,226	1,170	0	1,170	6
	SUBTOTAL *****	34,705	81,012	81,475	88,112	0	91,616	13
MATERIALS & SUPPLIES								
23000	OFFICE SUPPLIES	89	50	137	50	0	50	0
23001	PRINTING	0	200	100	50	0	50	75-
23016	MAGNETIC MEDIA	126	230	230	50	0	50	78-
23017	COMPUTER PAPER	0	50	10	50	0	50	0
23018	PRINTER SUPPLIES	117	0	0	0	0	0	0
	SUBTOTAL *****	333	530	477	200	0	200	62-
DUES TRAVEL & TRAINING								
37000	DUES	0	150	0	150	0	150	0
37200	SEMINARS/CONFEREN/MEETING	150	1,850	0	2,000	0	2,000	8
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	22	1,500	76	2,000	0	2,000	33
37230	MEALS & LODGING-TRAINING	0	1,000	19	1,000	0	1,000	0
	SUBTOTAL *****	172	4,500	95	5,150	0	5,150	14
UTILITIES								
48000	TELEPHONES	0	416	416	416	0	416	0
	SUBTOTAL *****	0	416	416	416	0	416	0
VEHICLE EXPENSE								
59200	LOCAL MILEAGE	40	50	19	50	0	50	0

DATE: 1/21/2003

BOONE COUNTY, MISSOURI BUDGET FOR 2003

100 GENERAL FUND

1176 GIS - COUNTY

ACCT	DESCRIPTION							%CHG
		2001 ACTUAL	2002 BUDGET + REVISIONS	2002 PROJECTED	2003 CORE REQUEST	2003 SUPPLEMENTAL REQUEST	2003 ADOPTED BUDGET	FROM PY BUD
	SUBTOTAL *****	40	50	19	50	0	50	0
	EQUIP & BLDG MAINTENANCE							
60050	EQUIP SERVICE CONTRACT	0	448	448	448	0	448	0
	SUBTOTAL *****	0	448	448	448	0	448	0
	CONTRACTUAL SERVICES							
70050	SOFTWARE SERVICE CONTRACT	6,780	9,300	9,300	8,500	0	8,500	8-
71100	OUTSIDE SERVICES	0	1,000	100	1,000	0	1,000	0
71500	BUILDING USE/RENT CHARGE	2,258	3,010	3,010	3,010	0	3,010	0
	SUBTOTAL *****	9,038	13,310	12,410	12,510	0	12,510	6-
	FIXED ASSET ADDITIONS							
91100	FURNITURE AND FIXTURES	111	0	0	0	0	0	0
91301	COMPUTER HARDWARE	19,491	5,300	4,653	0	0	0	0
91302	COMPUTER SOFTWARE	10,552	1,400	1,352	0	0	0	0
92301	REPLC COMPUTER HDWR	0	0	0	0	0	6,200	0
	SUBTOTAL *****	30,155	6,700	6,005	0	0	6,200	7-
	TOTAL EXPENDITURES *****	74,445	106,966	101,345	106,886	0	116,590	8

Decimal values have been truncated.

# Non-Departmental

## Department Number 1190

### Mission

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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

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Property tax revenues reflect no increase in the tax levy of \$0.13/per \$100 assessed valuation. Sales tax revenues are projected to fall short of budget for fiscal year 2002. Although FY 03 revenue estimates assume a growth rate of 1.5% over *projected* revenues for 2002, a comparison of the FY 02 and FY 03 *budgeted* revenue amounts reflects no growth.

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.

This budget accounts for the debt service for the Government Center. Principle and interest payments total approximately \$415,000 annually with a final payment of \$850,750 to be made in 2007.

100 GENERAL FUND

1190 NON-DEPARTMENTAL

ACCT	DESCRIPTION	2001 ACTUAL	2002 BUDGET + REVISIONS	2002 PROJECTED	2003 CORE REQUEST	2003 SUPPLEMENTAL REQUEST	2003 ADOPTED BUDGET	%CHG FROM PY BUD
PROPERTY TAXES								
3001	REAL ESTATE CY	1,418,944	1,458,000	1,489,000	1,534,000	0	1,534,000	5
3002	PERSONAL PROPERTY CY	390,574	378,000	362,000	372,000	0	372,000	1-
3003	RAILROAD AND UTILITY CY	78,720	74,000	72,800	75,000	0	75,000	1
3004	REPLACEMENT SURTAX/GEN CY	131,775	126,000	131,000	132,000	0	132,000	4
3011	REAL ESTATE PY	65,745	30,000	35,000	30,000	0	30,000	0
3012	PERSONAL PROPERTY PY	40,033	25,000	30,000	30,000	0	30,000	20
3013	RAILROAD & UTILITY PY	14	0	0	0	0	0	0
	SUBTOTAL *****	2,125,808	2,091,000	2,119,800	2,173,000	0	2,173,000	3
SALES TAXES								
3110	SALES TAXES	9,178,945	9,370,000	9,225,000	9,363,375	0	9,363,375	0
	SUBTOTAL *****	9,178,945	9,370,000	9,225,000	9,363,375	0	9,363,375	0
FRANCHISE TAXES								
3210	MEDIACOM	39,435	52,000	88,000	90,000	0	90,000	73
3220	CHARTER COMMUNICATIONS	40,638	40,000	41,000	41,000	0	41,000	2
	SUBTOTAL *****	80,074	92,000	129,000	131,000	0	131,000	42
LICENSES AND PERMITS								
	SUBTOTAL *****	0	0	0	0	0	0	0
INTERGOVERNMENTAL REVENUE								
3445	FINANCIAL INSTITUTION TAX	2,595	2,000	2,500	2,500	0	2,500	25
3446	COUNTY STOCK INSURANCE	13,651	14,000	14,000	14,000	0	14,000	0
3490	FISH & WILDLIFE PILT	407	500	416	500	0	500	0
3491	NATL FOREST PILT	4,070	5,500	4,000	4,000	0	4,000	27-
3492	BUREAU OF LAND MGMT PILT	3,853	2,200	4,100	3,800	0	3,800	72
	SUBTOTAL *****	24,577	24,200	25,016	24,800	0	24,800	2
CHARGES FOR SERVICES								
3576	NEIGHBRHD IMPVMT DIST FEE	19,093	0	0	0	0	0	0
	SUBTOTAL *****	19,093	0	0	0	0	0	0
FINES AND FORFEITURES								
	SUBTOTAL *****	0	0	0	0	0	0	0

100 GENERAL FUND

1190 NON-DEPARTMENTAL

ACCT	DESCRIPTION	2001 ACTUAL	2002 BUDGET + REVISIONS	2002 PROJECTED	2003 CORE REQUEST	2003 SUPPLEMENTAL REQUEST	2003 ADOPTED BUDGET	%CHG FROM
								BUD
INTEREST								
3710	INTEREST	37,819	43,000	8,000	8,000	0	8,000	81-
3718	INT-SALES TAX	33,118	23,000	9,000	9,000	0	9,000	60-
3719	INT-FINANCIAL INST TAX	235	100	100	100	0	100	0
	SUBTOTAL *****	71,172	66,100	17,100	17,100	0	17,100	74-
MISCELLANEOUS								
3820	LAND & BLDG RENT/LEASE	30,060	60,060	60,000	60,060	0	60,060	0
3823	HOSPITAL LEASE	450,000	1,390,500	1,371,600	1,385,000	0	1,385,000	0
3831	SALE OF EVID/UNCLAIM PROP	631	0	167	0	0	0	0
3835	SALE OF COUNTY FIXED ASSET	0	0	1,325	0	0	0	0
3887	ADMIN & INDIRECT COST REIMB	209,931	169,000	170,000	170,000	0	170,000	0
3890	MISCELLANEOUS	0	0	300	0	0	0	0
3891	DIVIDENDS/REBATES	0	0	267,219	0	0	0	0
	SUBTOTAL *****	690,622	1,619,560	1,870,611	1,615,060	0	1,615,060	0
OTHER FINANCING SOURCES								
3999	RESIDUAL EQUITY TRANSFER	0	0	960	0	0	0	0
	SUBTOTAL *****	0	0	960	0	0	0	0
	TOTAL REVENUES *****	12,190,293	13,262,860	13,387,487	13,324,335	0	13,324,335	0
MATERIALS & SUPPLIES								
23050	OTHER SUPPLIES	355	750	750	750	0	750	0
	SUBTOTAL *****	355	750	750	750	0	750	0
VEHICLE EXPENSE								
59300	PARKING	13,860	18,140	18,140	18,140	0	18,140	0
	SUBTOTAL *****	13,860	18,140	18,140	18,140	0	18,140	0
CONTRACTUAL SERVICES								
71100	OUTSIDE SERVICES	355	800	800	800	0	800	0
71101	PROFESSIONAL SERVICES	62,874	79,500	78,000	82,600	0	82,600	3
71105	LEGAL SERVICES	0	3,500	3,500	0	0	0	0
	SUBTOTAL *****	63,229	83,800	82,300	83,400	0	83,400	0
OTHER								
83922	OTO: SPECIAL REVENUE FUND	0	500,000	500,000	0	0	0	0

DATE: 1/21/2003

BOONE COUNTY, MISSOURI BUDGET FOR 2003

100 GENERAL FUND

1190 NON-DEPARTMENTAL

ACCT	DESCRIPTION	2002		2003		2003		%CHG
		2001	BUDGET +	2002	2003	2003	2003	FROM
		ACTUAL	REVISIONS	PROJECTED	CORE	SUPPLEMENTAL	ADOPTED	PY
					REQUEST	REQUEST	BUDGET	BUD
83923	OTO:INTERNAL SERVICE FUND	200,000	0	0	0	0	0	0
84050	DEBT RETIREMENT-PRINCIPLE	285,000	300,000	300,000	315,000	0	315,000	5
84100	INTEREST EXPENSE	128,586	116,000	116,000	100,810	0	100,810	13-
86885	FINES, FORFEITURES & PENALTIES	0	14,466	14,466	0	0	0	0
86896	DEPOSIT SHORTAGE	0	0	20	0	0	0	0
86897	FICA/FED W/H OVER AND SHORT	0	0	35	0	0	0	0
86898	OVER AND SHORT	2-	0	10	0	0	0	0
86900	MISCELLANEOUS	2,317	1,500	2,300	2,700	0	2,700	80
86910	PY ENCUMBRANCES NOT USED	29,979-	0	1,000-	0	0	0	0
SUBTOTAL *****		585,922	931,966	931,831	418,510	0	418,510	55-
FIXED ASSET ADDITIONS								
91100	FURNITURE AND FIXTURES	6,000	0	0	0	0	0	0
SUBTOTAL *****		6,000	0	0	0	0	0	0
TOTAL EXPENDITURES *****		669,367	1,034,656	1,033,021	520,800	0	520,800	49-

Decimal values have been truncated.



# **Insurance and Safety**

## **Department Number 1191**

### **Mission**

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

### **Budget Highlights**

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

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

100 GENERAL FUND

1191 INSURANCE & SAFETY

ACCT	DESCRIPTION	2002		2003	2003	2003	%CHG	
		2001	BUDGET +	2002	CORE	SUPPLEMENTAL	ADOPTED	FROM
		ACTUAL	REVISIONS	PROJECTED	REQUEST	REQUEST	BUDGET	BUD
MISCELLANEOUS								
3845	INSURANCE PROCEEDS	0	0	548,407	0	0	0	0
3891	DIVIDENDS/REBATES	30,732	30,000	40,787	0	0	25,000	16-
	SUBTOTAL *****	30,732	30,000	589,194	0	0	25,000	16-
	TOTAL REVENUES *****	30,732	30,000	589,194	0	0	25,000	16-
MATERIALS & SUPPLIES								
23050	OTHER SUPPLIES	320	350	350	350	500	850	142
23850	MINOR EQUIPMENT & TOOLS	297	350	350	350	5,500	5,850	571
	SUBTOTAL *****	617	700	700	700	6,000	6,700	857
DUES TRAVEL & TRAINING								
37200	SEMINARS/CONFEREN/MEETING	1,018	800	800	800	0	800	0
37210	TRAINING/SCHOOLS	0	0	0	0	3,600	3,600	0
	SUBTOTAL *****	1,018	800	800	800	3,600	4,400	450
VEHICLE EXPENSE								
59200	LOCAL MILEAGE	81	150	150	150	0	150	0
	SUBTOTAL *****	81	150	150	150	0	150	0
EQUIP & BLDG MAINTENANCE								
60200	EQUIP REPAIRS/MAINTENANCE	403	3,000	2,000	3,000	1,600	4,600	53
	SUBTOTAL *****	403	3,000	2,000	3,000	1,600	4,600	53
CONTRACTUAL SERVICES								
71001	AUTO PHYSICAL DAMAGE INS	10,952	11,600	10,700	11,500	0	11,500	0
71002	AUTO LIABILITY INS	28,230	31,000	28,500	27,000	0	27,000	12-
71003	INLAND MARINE INS	1,794	2,600	2,600	2,400	0	2,400	7-
71004	PROPERTY INSURANCE	18,563	20,200	46,000	48,000	0	48,000	137
71005	BOILER & MACHINERY INS	2,806	2,900	3,300	3,500	0	3,500	20
71006	ERRORS & OMISSIONS INS	61,994	74,900	68,700	68,000	0	68,000	9-
71007	LAW ENFORCEMENT INS	33,564	37,800	35,000	33,000	0	33,000	12-
71008	GENERAL LIABILITY INS	82,376	82,700	77,000	82,700	0	82,700	0
71009	D.P. EQUIP-INSURANCE	2,633	2,700	3,700	3,500	0	3,500	29
71010	CRIME INSURANCE	2,535	2,000	1,850	1,800	0	1,800	10-
71011	PUBLIC OFFICIALS BOND	8,851	4,700	9,500	3,500	0	3,500	25-
71016	AUTO CLAIMS DEDUCTIBLE	8,933	10,000	10,000	15,000	0	15,000	50

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DATE: 1/21/2003

BOONE COUNTY, MISSOURI BUDGET FOR 2003

100 GENERAL FUND

1191 INSURANCE & SAFETY

ACCT	DESCRIPTION	2002		2003		2003		%CHG FROM PY
		2001 ACTUAL	BUDGET + REVISIONS	2002 PROJECTED	CORE REQUEST	SUPPLEMENTAL REQUEST	ADOPTED BUDGET	
71018	OTHER CLAIMS DEDUCTIBLE	14,000	15,000	10,000	15,000	0	15,000	0
71019	PA'S E&O POLICY	8,299	8,500	9,300	9,300	0	9,300	9
71020	UNINSURED CLAIMS	0	2,000	0	2,000	0	2,000	0
71050	INSURANCE CLAIMS	0	0	48,000	0	0	0	0
SUBTOTAL *****		285,534	308,600	364,150	326,200	0	326,200	5
FIXED ASSET ADDITIONS								
91100	FURNITURE AND FIXTURES	0	0	0	0	3,800	3,800	0
91300	MACHINERY & EQUIPMENT	0	0	0	0	9,600	9,600	0
SUBTOTAL *****		0	0	0	0	13,400	13,400	0
TOTAL EXPENDITURES *****		287,655	313,250	367,800	330,850	24,600	355,450	13

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# **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:

Administrative fees for the County's cafeteria plan.

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**

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There are no significant changes to this budget.

DATE: 1/21/2003

BOONE COUNTY, MISSOURI BUDGET FOR 2003

100 GENERAL FUND

1192 EMPLOYEE BENEFITS

ACCT	DESCRIPTION	<u>2001</u>	<u>2002</u>	<u>2002</u>	<u>2003</u>	<u>2003</u>	<u>2003</u>	<u>%CHG</u>
		<u>ACTUAL</u>	<u>BUDGET +</u>	<u>PROJECTED</u>	<u>CORE</u>	<u>SUPPLEMENTAL</u>	<u>ADOPTED</u>	<u>FROM</u>
			<u>REVISIONS</u>		<u>REQUEST</u>	<u>REQUEST</u>	<u>BUDGET</u>	<u>BUD</u>
	PERSONAL SERVICES							
10600	UNEMPLOYMENT BENEFITS	6	448	500	10,000	0	10,000	132
	SUBTOTAL *****	6	448	500	10,000	0	10,000	132
	CONTRACTUAL SERVICES							
71104	ADMINISTRATIVE SERVICES	6,904	7,500	7,000	7,500	0	7,500	0
	SUBTOTAL *****	6,904	7,500	7,000	7,500	0	7,500	0
	TOTAL EXPENDITURES *****	6,910	7,948	7,500	17,500	0	17,500	120

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# Mail Services

## Department Number 1194

### Mission

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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

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There are no significant changes in this budget.

### Goals and Objectives

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#### Budget Year Objectives

- Develop procedures and guidelines for users of Mail Services.
- Receive, sort, and deliver all incoming mail for the courthouse.
- Cross train both clerks so that each can efficiently back up the other.
- Move mail clerk's desk and personal computer to the third floor mailroom.
- Move sorting operations from the Geographical Information System (GIS) room to the third floor mailroom.
- Provide mailbags for clerks to carry mail for increased security and protection.
- Post pickup and delivery times at all locations.
- Evaluate ways to improve customer service.

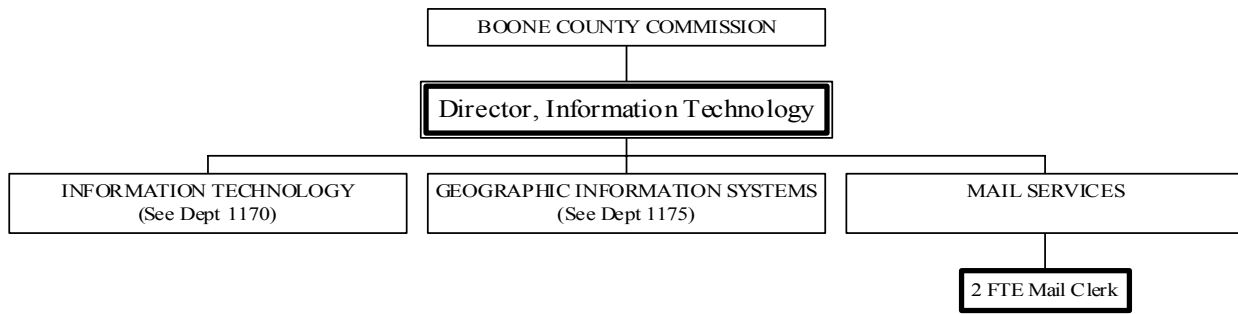
### Personnel Detail

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Position Title	2001	2002	2003	2002-2003
	Full-time Equivalent	Full-time Equivalent	Full-time Equivalent	Change
Mail Clerk	2.00	2.00	2.00	-
Total FTEs	2.00	2.00	2.00	-
Overtime	\$ 2,590	\$ 2,500	\$ 1,500	\$ (1,000)

**Organizational Chart**

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100 GENERAL FUND

1194 MAIL SERVICES

ACCT	DESCRIPTION							%CHG
		2001 ACTUAL	2002 BUDGET + REVISIONS	2002 PROJECTED	2003 CORE REQUEST	2003 SUPPLEMENTAL REQUEST	2003 ADOPTED BUDGET	FROM PY BUD
PERSONAL SERVICES								
10100	SALARIES & WAGES	34,228	36,228	36,228	35,027	0	38,864	7
10110	OVERTIME	2,644	2,500	2,807	1,500	0	1,500	40-
10120	HOLIDAY WORKED	0	0	39	0	0	0	0
10200	FICA	2,820	2,962	2,962	2,794	0	3,087	4
10300	HEALTH INSURANCE	5,290	5,930	5,930	6,820	0	6,820	15
10325	DISABILITY INSURANCE	152	168	168	168	0	168	0
10350	LIFE INSURANCE	64	66	66	66	0	66	0
10375	DENTAL INSURANCE	520	520	520	550	0	550	5
10400	WORKERS COMP	695	790	793	836	0	836	5
10500	401(A) MATCH PLAN	1,040	1,170	1,170	1,170	0	1,170	0
	SUBTOTAL *****	47,456	50,334	50,683	48,931	0	53,061	5
MATERIALS & SUPPLIES								
22000	POSTAGE	177,989	220,000	220,000	220,000	0	220,000	0
22500	SUBSCRIPTIONS/PUBLICATION	180	180	303	180	0	180	0
23000	OFFICE SUPPLIES	217	100	220	100	0	100	0
	SUBTOTAL *****	178,387	220,280	220,523	220,280	0	220,280	0
UTILITIES								
48000	TELEPHONES	275	287	287	287	0	287	0
	SUBTOTAL *****	275	287	287	287	0	287	0
VEHICLE EXPENSE								
59000	MOTORFUEL/GASOLINE	852	1,500	1,500	1,500	0	1,500	0
59025	MOTOR VEHICLE TITLE EXP	13	0	0	0	0	0	0
59100	VEHICLE REPAIRS	151	600	600	600	0	600	0
59105	TIRES	0	600	600	600	0	600	0
59200	LOCAL MILEAGE	0	50	26	0	0	0	0
59300	PARKING	0	50	0	0	0	0	0
	SUBTOTAL *****	1,018	2,800	2,726	2,700	0	2,700	3-
CONTRACTUAL SERVICES								
70050	SOFTWARE SERVICE CONTRACT	1,887	2,000	2,000	2,000	0	2,000	0
71500	BUILDING USE/RENT CHARGE	5,864	5,864	5,864	5,864	0	5,864	0
71600	EQUIP LEASES & METER CHRG	55,602	55,700	57,000	56,985	0	56,985	2
	SUBTOTAL *****	63,353	63,564	64,864	64,849	0	64,849	2
	TOTAL EXPENDITURES *****	290,491	337,265	339,083	337,047	0	341,177	1



# Records Management Services

## Department Number 1196

### Mission

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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

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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.

There are no significant changes in this budget.

### Goals and Objectives

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#### Budget Year Objectives

- Identify and prepare microfilm proposal for all permanent records.

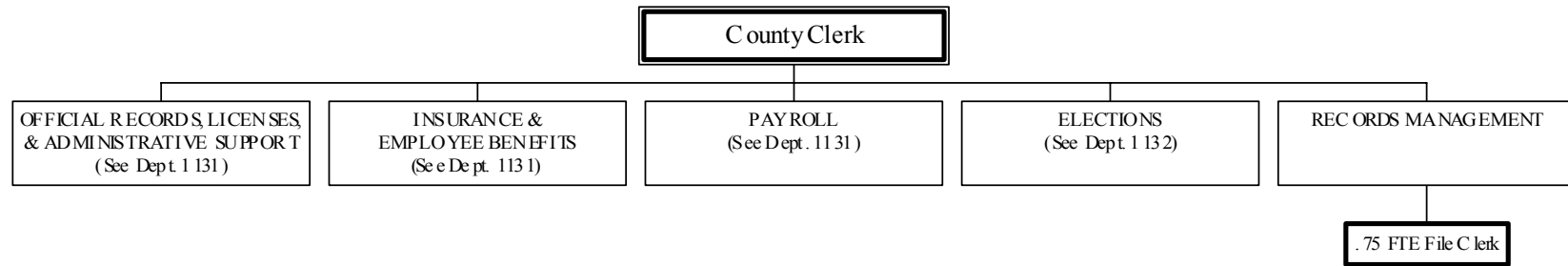
### Personnel Detail

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Position Title	2001	2002	2003	2002-2003
	Full-time Equivalent	Full-time Equivalent	Full-time Equivalent	Change
File Clerk	1.75	0.75	1.75	-
<b>Total FTEs</b>	<u>0.75</u>	<u>0.75</u>	<u>0.75</u>	<u>0.75</u>

**Organizational Chart**

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100 GENERAL FUND

1196 RECORDS MANAGEMENT SERVICES

ACCT	DESCRIPTION	2001 ACTUAL	2002 BUDGET + REVISIONS	2002 PROJECTED	2003 CORE REQUEST	2003 SUPPLEMENTAL REQUEST	2003 ADOPTED BUDGET	%CHG
								FROM PY BUD
INTERGOVERNMENTAL REVENUE								
3451	STATE REIMB-GRANT/PROGRAM/OTHR	816	13,825	13,825	0	0	0	0
	SUBTOTAL *****	816	13,825	13,825	0	0	0	0
	TOTAL REVENUES *****	816	13,825	13,825	0	0	0	0
PERSONAL SERVICES								
10100	SALARIES & WAGES	12,160	11,225	11,500	13,166	0	14,594	30
10200	FICA	916	857	880	1,007	0	1,116	30
10300	HEALTH INSURANCE	2,645	2,965	0	3,410	0	3,410	15
10325	DISABILITY INSURANCE	42	60	0	60	0	60	0
10350	LIFE INSURANCE	27	33	0	33	0	33	0
10375	DENTAL INSURANCE	260	260	0	275	0	275	5
10400	WORKERS COMP	36	43	43	43	0	43	0
10500	401(A) MATCH PLAN	0	55	0	585	0	585	963
10600	UNEMPLOYMENT BENEFITS	0	3,666	2,820	0	0	0	0
	SUBTOTAL *****	16,088	19,164	15,243	18,579	0	20,116	4
MATERIALS & SUPPLIES								
23000	OFFICE SUPPLIES	649	500	875	1,000	0	1,000	100
	SUBTOTAL *****	649	500	875	1,000	0	1,000	100
UTILITIES								
48000	TELEPHONES	297	300	300	300	0	300	0
	SUBTOTAL *****	297	300	300	300	0	300	0
VEHICLE EXPENSE								
	SUBTOTAL *****	0	0	0	0	0	0	0
EQUIP & BLDG MAINTENANCE								
60200	EQUIP REPAIRS/MAINTENANCE	0	500	0	500	0	500	0
	SUBTOTAL *****	0	500	0	500	0	500	0
CONTRACTUAL SERVICES								
71100	OUTSIDE SERVICES	0	19,630	15,800	0	0	0	0
71500	BUILDING USE/RENT CHARGE	24,619	24,619	24,619	25,264	0	25,264	2

DATE: 1/21/2003

BOONE COUNTY, MISSOURI BUDGET FOR 2003

100 GENERAL FUND

1196 RECORDS MANAGEMENT SERVICES

ACCT	DESCRIPTION							<u>%CHG</u>
		<u>2001</u> <u>ACTUAL</u>	<u>2002</u> <u>BUDGET +</u> <u>REVISIONS</u>	<u>2002</u> <u>PROJECTED</u>	<u>2003</u> <u>CORE</u> <u>REQUEST</u>	<u>2003</u> <u>SUPPLEMENTAL</u> <u>REQUEST</u>	<u>2003</u> <u>ADOPTED</u> <u>BUDGET</u>	<u>FROM</u> <u>PY</u> <u>BUD</u>
	SUBTOTAL *****	24,619	44,249	40,419	25,264	0	25,264	42-
	OTHER							
83160	RECYCLING & DUMP FEES	700	0	625	700	0	700	0
	SUBTOTAL *****	700	0	625	700	0	700	0
	TOTAL EXPENDITURES *****	42,354	64,713	57,462	46,343	0	47,880	26-

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# County Assessor

## Department Number 2010

### Mission

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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

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There are no significant changes in this budget.

### Goals and Objectives

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#### Budget Year Objectives

- Continue to provide outstanding service in the most cost efficient manner possible, while fulfilling the legal responsibilities of the Office of Assessor.
- Compensate staff at market value.
- Place the new digital rectified orthophotography on the Boone County's web site. The cost to implement this project is estimated to be \$15,000. Public access to this information should reduce the workload of our mapping department. They currently spend an inordinate amount of time manually preparing maps for clients. This project would enable the mapping department to focus on keeping property ownership and parcel splits current. This investment will pay for itself by reducing existing demands on staff time.

#### Progress on Prior Year Objectives

- Update the orthophotography base maps for the County. The original base maps for the County's 687 square miles were prepared in 1980 at a cost of \$616,328. In 1992, 144 square miles of orthophotos were updated. The County has changed dramatically since then, resulting in the current need to update the collection of base maps. The updated orthophotography will serve as an extremely accurate base for the Geographic Information System, and will also serve as inventory control for the taxation of real property.  
**Response:** The bid was awarded to Surdex Corporation. Now photos are scheduled for delivery in November 2002.

# County Assessor

# Dept. No. 2010

## Performance Measures

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<b>Performance Measure</b>	<b>1991 Actual</b>	<b>2001 Actual</b>
Amount of Total Assessed Value	\$732,658,917	\$1,507,458,710
Assessment Fund Balance	\$154,523	\$675,959

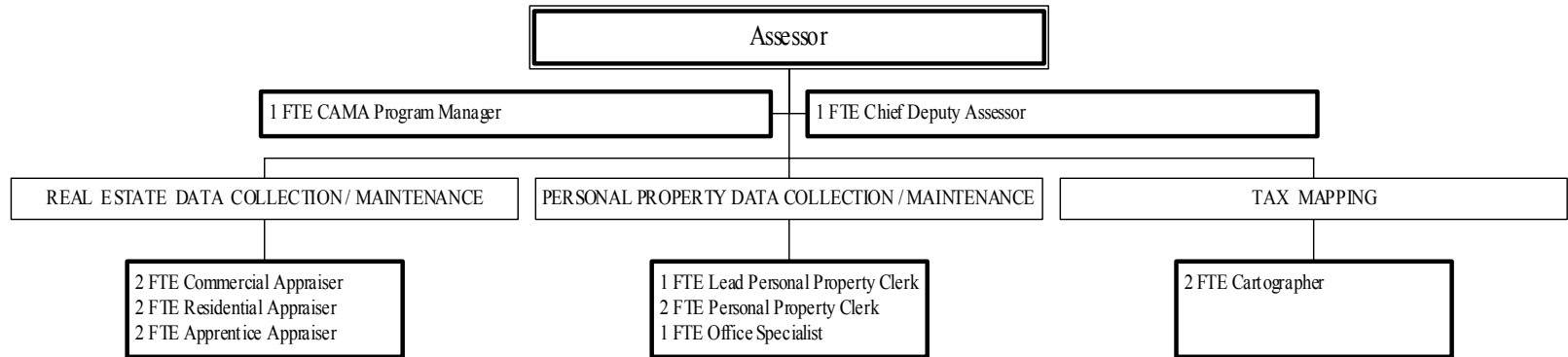
## Personnel Detail

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<b>Position Title</b>	<b>2001</b>	<b>2002</b>	<b>2003</b>	<b>2002-2003</b>
	<b>Full-time Equivalent</b>	<b>Full-time Equivalent</b>	<b>Full-time Equivalent</b>	<b>Change</b>
Assessor (Elected)	1.00	1.00	1.00	-
CAMA Program Manager	1.00	1.00	1.00	-
Appraiser/Commercial	2.00	2.00	2.00	-
Appraiser/Residential	2.00	2.00	2.00	-
Appraiser/Apprentice	2.00	2.00	2.00	-
Cartographer	2.00	2.00	2.00	-
Chief Deputy	1.00	1.00	1.00	-
Lead Personal Property Clerk	1.00	1.00	1.00	-
Personal Property Clerk	-	2.00	2.00	-
Office Specialist	3.00	1.00	1.00	-
<b>Total FTEs</b>	<u>15.00</u>	<u>15.00</u>	<u>15.00</u>	<u>-</u>
Overtime	\$ 15,600	\$ 20,000	\$ 20,000	\$ -

**Organizational Chart**

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201 ASSESSMENT FUND

2010 ASSESSMENT

ACCT	DESCRIPTION	2001 ACTUAL	2002 BUDGET + REVISIONS	2002 PROJECTED	2003 CORE REQUEST	2003 SUPPLEMENTAL REQUEST	2003 ADOPTED BUDGET	%CHG FROM
								PY BUD
INTERGOVERNMENTAL REVENUE								
3461	STATE REIMBURS-ASSESSMENT	293,920	310,112	297,875	297,875	0	297,875	3-
	SUBTOTAL *****	293,920	310,112	297,875	297,875	0	297,875	3-
CHARGES FOR SERVICES								
3550	COMMISSIONS	489,102	536,150	503,775	513,850	0	513,850	4-
	SUBTOTAL *****	489,102	536,150	503,775	513,850	0	513,850	4-
INTEREST								
3711	INT-OVERNIGHT	526	500	500	500	0	500	0
3712	INT-LONG TERM INVEST	14,405	7,000	9,950	7,000	0	7,000	0
3798	INC/DEC IN FV OF INVESTMENTS	664-	0	0	0	0	0	0
	SUBTOTAL *****	14,267	7,500	10,450	7,500	0	7,500	0
MISCELLANEOUS								
3830	SALES	11,271	12,000	12,000	12,000	0	12,000	0
3891	DIVIDENDS/REBATES	0	0	20,468	0	0	0	0
	SUBTOTAL *****	11,271	12,000	32,468	12,000	0	12,000	0
	TOTAL REVENUES *****	808,562	865,762	844,568	831,225	0	831,225	3-
PERSONAL SERVICES								
10100	SALARIES & WAGES	379,948	504,532	504,532	506,126	50,000	535,611	6
10110	OVERTIME	18,010	20,000	20,000	20,000	0	20,000	0
10120	HOLIDAY WORKED	74	0	0	0	0	0	0
10200	FICA	29,111	40,126	40,126	40,248	0	42,306	5
10300	HEALTH INSURANCE	31,740	44,475	44,475	51,150	0	51,150	15
10325	DISABILITY INSURANCE	1,456	2,300	2,300	2,420	0	2,420	5
10350	LIFE INSURANCE	372	495	495	495	0	495	0
10375	DENTAL INSURANCE	3,120	3,900	3,900	4,125	0	4,125	5
10400	WORKERS COMP	12,015	13,824	13,886	14,162	0	14,162	2
10500	401(A) MATCH PLAN	6,675	8,775	8,775	8,775	0	8,775	0
	SUBTOTAL *****	482,523	638,427	638,489	647,501	50,000	679,044	6
MATERIALS & SUPPLIES								
22000	POSTAGE	12,498	25,000	36,715	35,000	0	35,000	40
22500	SUBSCRIPTIONS/PUBLICATION	2,355	3,020	2,315	3,020	0	3,020	0
23000	OFFICE SUPPLIES	1,985	3,100	2,240	3,100	0	3,100	0



201 ASSESSMENT FUND

2010 ASSESSMENT

ACCT	DESCRIPTION	2001 ACTUAL	2002 BUDGET + REVISIONS	2002 PROJECTED	2003 CORE REQUEST	2003 SUPPLEMENTAL REQUEST	2003 ADOPTED BUDGET	%CHG
								FROM PY BUD
23001	PRINTING	2,693	9,000	4,300	9,000	0	9,000	0
23015	COMPUTER SUPPLIES	0	150	0	150	0	150	0
23016	MAGNETIC MEDIA	0	1,860	0	1,860	0	1,860	0
23017	COMPUTER PAPER	297	1,080	500	4,000	0	4,000	270
23018	PRINTER SUPPLIES	2,443	3,060	2,500	10,000	0	10,000	226
23020	MICROFILM/FILM	0	2,700	0	0	0	0	0
23022	MAPPING SUPPLIES	1,507	2,700	1,900	12,000	0	12,000	344
23050	OTHER SUPPLIES	344	500	548	500	0	500	0
23850	MINOR EQUIPMENT & TOOLS	0	250	0	250	0	250	0
SUBTOTAL *****		24,126	52,420	51,018	78,880	0	78,880	50
DUES TRAVEL & TRAINING								
37000	DUES	290	833	1,500	833	0	833	0
37200	SEMINARS/CONFEREN/MEETING	840	4,285	2,275	4,285	0	4,285	0
37210	TRAINING/SCHOOLS	1,360	5,725	2,910	8,190	0	10,190	77
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	366	410	541	410	0	410	0
37230	MEALS & LODGING-TRAINING	1,079	525	2,762	525	0	525	0
SUBTOTAL *****		3,936	11,778	9,988	14,243	0	16,243	37
UTILITIES								
48000	TELEPHONES	4,898	4,740	5,080	4,740	0	4,740	0
48050	CELLULAR TELEPHONES	60	412	70	412	0	412	0
SUBTOTAL *****		4,958	5,152	5,150	5,152	0	5,152	0
VEHICLE EXPENSE								
59000	MOTORFUEL/GASOLINE	664	1,772	440	1,772	0	1,772	0
59100	VEHICLE REPAIRS	879	3,650	3,650	3,650	0	3,650	0
59200	LOCAL MILEAGE	453	1,750	400	1,750	0	1,750	0
SUBTOTAL *****		1,997	7,172	4,490	7,172	0	7,172	0
EQUIP & BLDG MAINTENANCE								
60050	EQUIP SERVICE CONTRACT	6,206	4,499	3,574	8,400	0	8,400	86
60200	EQUIP REPAIRS/MAINTENANCE	0	3,320	0	3,320	0	3,320	0
SUBTOTAL *****		6,206	7,819	3,574	11,720	0	11,720	49
CONTRACTUAL SERVICES								
70050	SOFTWARE SERVICE CONTRACT	6,989	12,044	7,900	12,044	0	10,344	14-
71000	INSURANCE AND BONDS	10,582	8,500	12,777	14,000	0	14,000	64
71100	OUTSIDE SERVICES	0	375,000	150,000	0	15,000	15,000	96-
71101	PROFESSIONAL SERVICES	2,426	35,000	0	40,000	0	40,000	14

Decimal values have been truncated.

201 ASSESSMENT FUND

2010 ASSESSMENT

ACCT	DESCRIPTION	2002		2003		2003		%CHG FROM PY BUD
		2001 ACTUAL	BUDGET + REVISIONS	2002 PROJECTED	CORE REQUEST	SUPPLEMENTAL REQUEST	ADOPTED BUDGET	
71105	LEGAL SERVICES	0	8,000	0	8,000	0	8,000	0
71500	BUILDING USE/RENT CHARGE	34,406	34,406	34,406	34,406	0	34,406	0
SUBTOTAL *****		54,404	472,950	205,083	108,450	15,000	121,750	74-
OTHER								
84100	INTEREST EXPENSE	0	2,800	0	0	0	0	0
84400	PUBLIC NOTICES	449	3,193	0	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	896	0
86910	PY ENCUMBRANCES NOT USED	1,614-	0	0	0	0	0	0
SUBTOTAL *****		1,164-	10,993	0	8,193	0	9,089	17-
FIXED ASSET ADDITIONS								
91100	FURNITURE AND FIXTURES	875	0	0	0	0	0	0
91301	COMPUTER HARDWARE	3,292	13,520	13,890	0	0	0	0
91302	COMPUTER SOFTWARE	15,899	594	594	0	0	8,400	314
92000	REPLCMENT OFFICE EQUIP	1,446	0	0	0	4,050	4,050	0
92300	REPLCMENT MACH & EQUIP	0	409	0	0	0	0	0
92301	REPLC COMPUTER HDWR	28,555	11,962	10,500	0	6,200	6,200	48-
92302	REPLC COMPUTER SOFTWARE	1,794	0	0	0	0	0	0
SUBTOTAL *****		51,863	26,485	24,984	0	10,250	18,650	29-
TOTAL EXPENDITURES *****		628,851	1,233,196	942,776	881,311	75,250	947,700	23-