

County Auditor

Department Number 1110

Mission

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

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

Budget Highlights

There are no significant changes in this budget.

Goals and Objectives

Budget Year Objectives

- Finalize the plan for replacing the existing financial management system and begin implementation of this project. This is a significant project involving several offices (Treasurer, Clerk, Purchasing, Human Resources, and Information Technology), and will most likely be completed over the course of two to three years. The implementation plan is unknown at this time; therefore, the impact on overtime or other personnel resources is unknown and has not been incorporated into the budget.
- Begin a multi-year project of documenting the policy and procedures for the significant processes handled by office staff. The goal for the upcoming year is to document the procedures for capital assets, accounts payable, development and publishing of the budget document, and management of office records. (Note: Some documentation of these processes already exists which will provide a good basis on which to build. Additionally, some of the processes will most likely be changed with the design and implementation of a new financial management system; the scope and timetable of this objective will need to be adjusted accordingly.)
- Pending—with Information Technology's (IT) assistance, develop and implement a bar-coding system for the fixed asset inventory system. The Auditor's Office and IT are gathering information and evaluating various approaches. This project will need to be coordinated with the financial management system.

Progress on Prior Year Objectives

- Implement GASB 34 for FY 2003 financial statements. The County's audited financial statements will be prepared in March and April 2004, after the close of the FY 2003. This is a significant project for the office and will be accomplished primarily with accountant overtime; accordingly, the overtime request for FY 2004 is increased over prior year amounts.
Response: Accomplished.
- Establish the GASB 34 implementation and conversion plan for infrastructure assets.
Response: Accomplished. The plan and timetable were developed in conjunction with Public Works staff.
- Perform physical inventories of county offices. During FY 2003, a complete physical inventory was taken for all computer equipment. However, other regularly scheduled physical inventories were not conducted due to staff resources being assigned to GASB implementation activities.
Response: Partially accomplished. A comprehensive computer inventory was conducted in conjunction with IT, and an inventory of Sheriff and Corrections operations is underway. Existing staff levels in the Auditor's Office is insufficient to schedule and accomplish the physical inventories required by state law.

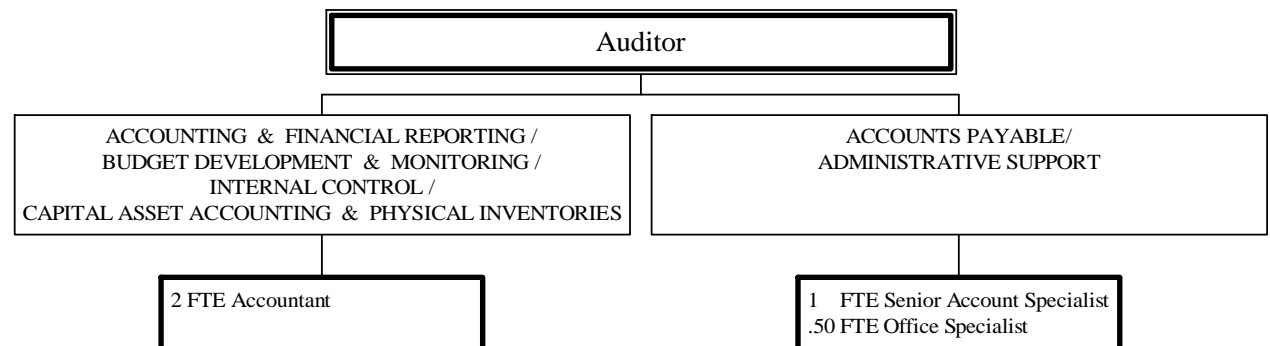
Performance Measures

Performance Measure	2003	2004	2005
	Actual	Estimated	Projected
Number of County Budgets Established and Monitored	128	132	133
Number of Budget Revisions/Amendments Processed	168	150	150
Number of Purchase Orders Processed	448	479	500
Number of Payment Requisitions Processed	10,013	10,037	10,050
Number of Detail Lines on Payment Requisitions	21,677	20,064	20,000
Number of Contracts Certified	262	259	275
Number of Departments Inventoried	1	1	6
Recorded Value of Inventoried Assets (Millions)	\$48.6	\$51.0	\$53.0
Number of Assets Inventoried	6,400	6,700	6,850
Number of Personnel Action Forms Processed	904	800	800
Number of Employee Positions Monitored	409	416	422
Number of Federal/State Grants Monitored	38	30	30
Receipt of GFOA Certificate of Achievement for Excellence in Financial Reporting	Yes	Yes	Yes
Receipt of GFOA Distinguished Budget Presentation Award	Yes	Yes	Yes

Personnel Detail

Position Title	2003	2004	2005	2004-2005
	Full-time Equivalent	Full-time Equivalent	Full-time Equivalent	Change
Auditor (Elected)	1.00	1.00	1.00	-
Accountant	2.00	2.00	2.00	-
Senior Account Specialist	1.00	1.00	1.00	-
Office Specialist	0.50	0.50	0.50	-
Total FTEs	<u>4.50</u>	<u>4.50</u>	<u>4.50</u>	<u>-</u>
Overtime	\$ 6,035	\$ 7,155	\$ 7,230	\$ 75

Organizational Chart



Annual Budget

1110 AUDITOR 100 GENERAL FUND		2004		2005	2005	2005	%CHG	
ACCT	DESCRIPTION	2003 ACTUAL	BUDGET + REVISIONS	2004 PROJECTED	CORE REQUEST	SUPPLEMENTAL REQUEST	ADOPTED BUDGET	FROM PY BUD
3510	CHARGES FOR SERVICES COPIES	6	0	0	0	0	0	0
	SUBTOTAL *****	6	0	0	0	0	0	0
	TOTAL REVENUES *****	6	0	0	0	0	0	0
PERSONAL SERVICES								
10100	SALARIES & WAGES	183,361	195,799	192,000	200,907	0	200,907	2
10110	OVERTIME	4,252	7,155	6,000	6,200	0	6,200	13-
10120	HOLIDAY WORKED	278	0	750	750	0	750	0
10200	FICA	13,410	15,439	15,300	15,901	0	15,901	2
10300	HEALTH INSURANCE	17,050	20,125	20,125	22,095	0	22,095	9
10325	DISABILITY INSURANCE	800	912	912	946	0	946	3
10350	LIFE INSURANCE	177	195	195	195	0	195	0
10375	DENTAL INSURANCE	1,375	1,575	1,575	1,575	0	1,575	0
10400	WORKERS COMP	715	773	773	884	0	884	14
10500	401(A) MATCH PLAN	2,600	2,925	2,675	2,925	0	2,925	0
	SUBTOTAL *****	224,021	244,898	240,305	252,378	0	252,378	3
MATERIALS & SUPPLIES								
22500	SUBSCRIPTIONS/PUBLICATION	894	975	750	900	0	900	7-
23000	OFFICE SUPPLIES	1,314	1,900	1,500	1,800	0	1,800	5-
23001	PRINTING	983	1,700	1,200	1,500	0	1,500	11-
23050	OTHER SUPPLIES	0	200	100	100	0	100	50-
23850	MINOR EQUIPMENT & TOOLS	590	300	100	200	0	200	33-
	SUBTOTAL *****	3,782	5,075	3,650	4,500	0	4,500	11-
DUES TRAVEL & TRAINING								
37000	DUES	537	705	650	680	0	680	3-
37200	SEMINARS/CONFEREN/MEETING	1,255	1,750	1,200	1,400	0	1,400	20-
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	161	1,100	900	1,050	0	1,050	4-
37230	MEALS & LODGING-TRAINING	209	1,400	850	1,250	0	1,250	10-
	SUBTOTAL *****	2,163	4,955	3,600	4,380	0	4,380	11-
UTILITIES								
48000	TELEPHONES	2,036	2,268	2,125	2,268	0	2,268	0
	SUBTOTAL *****	2,036	2,268	2,125	2,268	0	2,268	0
VEHICLE EXPENSE								
59200	LOCAL MILEAGE	82	180	125	180	0	180	0
	SUBTOTAL *****	82	180	125	180	0	180	0
EQUIP & BLDG MAINTENANCE								
60050	EQUIP SERVICE CONTRACT	219	520	350	520	0	520	0
60200	EQUIP REPAIRS/MAINTENANCE	0	150	50	150	0	150	0
	SUBTOTAL *****	219	670	400	670	0	670	0
CONTRACTUAL SERVICES								
71100	OUTSIDE SERVICES	885	955	910	955	0	955	0
71500	BUILDING USE/RENT CHARGE	11,866	11,866	11,866	14,385	0	14,385	21
	SUBTOTAL *****	12,751	12,821	12,776	15,340	0	15,340	19
	TOTAL EXPENDITURES *****	245,056	270,867	262,981	279,716	0	279,716	3

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Human Resources

Department Number 1115

Mission

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

Budget Highlights

There are no significant changes in the budget.

Goals and Objectives

Budget Year Objectives

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

department heads. Published updates will be on an estimated semi-annual basis.

- **Centralized Training:** Continue to provide training to employees to better prepare them for their role in the workforce.
- **Staff Development:** Participate in HR professional associations (i.e., Society for Human Resources Management, Human Resource Association of Central Missouri, Missouri Public Employers Labor Relations Association, etc.) to continuously improve HR knowledge, skills and abilities and to enhance HR services.

Progress on Prior Year Objectives

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

Response: As of August 31, 2004, the Human Resources (HR) Department has processed 860 applications in FY 2004. HR continues to use radio ads to announce the Employee of the Quarter for Boone County, and a brief interview with that employee serves as a lead in to a recruitment ad to increase awareness of the County's job openings. These radio ads also publicize the County's website.

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

Response: HR coordinated Pay Plan Market Update which consisted of going through an RFP process and then contracting with a consulting firm for the Update. HR also coordinated a review of all County "exempt" positions to insure compliance with the new fair pay provisions of the Fair Labor Standards Act. The consultant used for Market Update will provide recommendations for any needed classification changes.

- **Employee Retention Strategy:** Develop an employee retention strategy to retain valued employees reducing turnover and associated training costs. Compare the turnover rate of Boone County employees with other comparable employers. Analyze exit questionnaires to determine what issues have the greatest impact on employee turnover. Administer an employee satisfaction survey to determine areas that need improvement. Recommend actions to reduce turnover and its associated costs.

Response: According to the Bureau of Labor Statistics, the 2003 national turnover average was 25.5%. Boone County's 2003 turnover of 17% is considerably below that figure. Exit questionnaires are completed by

employees who are leaving county government, and the HR Director interviews those employees to ascertain reason(s) for resignation. An employee satisfaction survey form was developed and presented to the Commission in August 2003. The Commission's initial decision was to postpone conducting a survey until the spring of 2004. This was revisited in 2004 when the Commission decided to indefinitely postpone conducting the survey.

- **Affirmative Action (AA) Plan Update:** Update the plan to reflect the most current workforce profile.
Response: HR staff will work with the consultant who developed the original AA Plan to update the County's AA Plan in December, 2004. Ethnic/race information is collected on an ongoing basis, and will be utilized to complete the EEO-4 Report and to update the AA Plan.
- **Personnel Policy Manual Update:** Continue to review and update the manual in order to ensure legal compliance and the desire of elected officials and department heads. Published updates will be on an estimated semi-annual basis.
Response: Revised Personnel Policy Manuals were distributed to all employees in April, 2004. The following policies were revised in 2004: Call Back Pay (Section 3.8), Hire Above Midpoint Policy/Procedure, and a procedure for employees to follow when reporting suspected fraud was drafted.
- **Centralized Training:** Continue to provide training to employees to better prepare them for their role in the workforce.
Response: HR staff coordinated the following training as directed by the Training Committee. "Managing a Multigenerational Workforce" training was provided to elected officials, department heads, managerial, and supervisory staff during 2004. There were 18 participants. Feedback about the training was very positive. Eight computer based skills training CDs were purchased in September 2004 for use by any department. These include MS Word, Excel, Access and PowerPoint training. Training will be provided to elected officials, department heads, managerial and supervisory staff during September 2004 on the revisions to the Federal Labor Standards Act Regulations. Family and Medical Leave Act training will be provided to elected officials, department heads, managerial, and supervisory staff during December 2004. New Employee Orientation was held in September 2004, and is scheduled for December 2004 as well.
- **Staff Development:** Participate in HR professional associations (i.e., Society for Human Resources Management, Human Resource Association of Central Missouri, Missouri Public Employers Labor Relations Association, etc.) to continuously improve HR knowledge, skills and abilities and to enhance HR services.
Response: HR staff continues to participate in meetings and training provided by the Human Resource Association of Central Missouri. The HR Director is serving as Board Secretary for the Missouri Public Employers Labor Relations Association. The HR Director attended the National Public Employer's Labor Relations conference in Washington, D.C. in April 2004,

and the Missouri Society for Human Resource Management conference at Lake Ozark in August 2004.

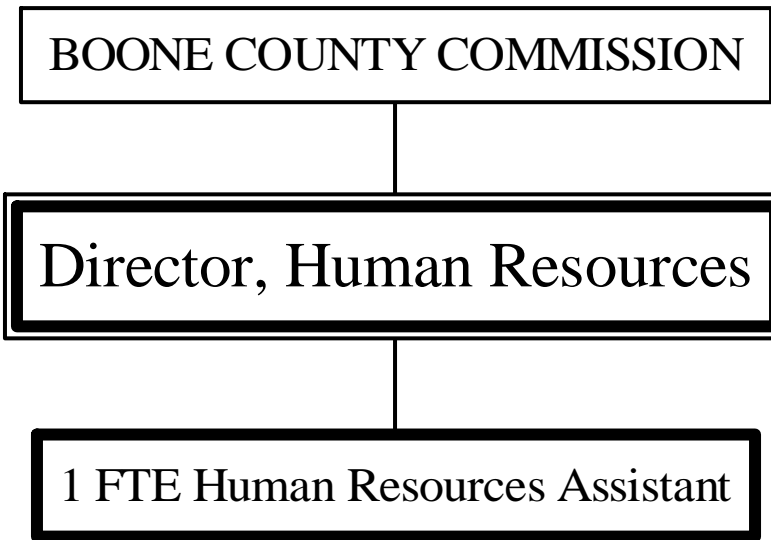
Performance Measures

Performance Measure	2003	2004	2005
	Actual	Estimated	Projected
Number of Applications Received/Processed	1,628	1,300	1,500
Number of Job Postings	56	57	60
Number of Typing Tests Administered	313	322	325
Number of Job Announcements Mailed/Emailed	4,928	4,845	5,100
Number of Phone Calls Received by HR Asst (Approx)	2,858	2,367	2,500
Number of Visitors /Cust Greeted by HR Asst (Approx)	3,037	2,341	2,470
Number of Interviews Scheduled Through HR Office	146	120	130
Number of Criminal Background Searches Initiated	49	48	48
Number of Driving Record Searches Initiated		27	27
Number of Random PW Drug Screens Coordinated	24	24	24
Number of Random PW Alcohol Screens Coordinated	12	12	12
Number of Pre-Employment PW Drug Screens Coordinated	3	11	8
Number of Training Committee Meetings Facilitated	3	4	4
Number of Personal Advisory Committee Mtgs Facilitated	4	4	4
Number of Job Classification Committee Mtgs Facilitated	6	3	5
Number of New Employee Orientations Facilitated	4	2	4
Number of New Hires (Excluding Court)	79	78	78
Number of Terminations (Excluding Court)	61	76	46
Number of Exit Interviews Performed	19	16	16
Number of Interns Trained/Supervised	0	2	0

Personnel Detail

Position Title	2003	2004	2005	2004-2005
	Full-time Equivalent	Full-time Equivalent	Full-time Equivalent	Change
Director, Human Resources	1.00	1.00	1.00	-
Human Resources Assistant	1.00	1.00	1.00	-
Total FTEs	2.00	2.00	2.00	-
Overtime	\$ 1,500	\$ 1,800	\$ 1,900	\$ 100

Organizational Chart



Annual Budget

1115 HUMAN RESOURCES
100 GENERAL FUND

ACCT	DESCRIPTION	2003 ACTUAL	2004 BUDGET + REVISIONS	2004 PROJECTED	2005 CORE REQUEST	2005 SUPPLEMENTAL REQUEST	2005 ADOPTED BUDGET	%CHG FROM PY BUD
3510	COPIES	6	0	0	0	0	0	0
	SUBTOTAL *****	6	0	0	0	0	0	0
	TOTAL REVENUES *****	6	0	0	0	0	0	0
	PERSONAL SERVICES							
10100	SALARIES & WAGES	81,685	89,123	88,818	93,641	12,387	93,641	5
10110	OVERTIME	1,369	1,800	1,800	1,900	0	1,900	5
10200	FICA	6,273	6,956	6,930	7,308	948	7,308	5
10300	HEALTH INSURANCE	6,820	8,050	8,050	8,838	4,419	8,838	9
10325	DISABILITY INSURANCE	357	411	411	431	57	431	4
10350	LIFE INSURANCE	70	78	78	78	39	78	0
10375	DENTAL INSURANCE	550	630	630	630	321	630	0
10400	WORKERS COMP	319	348	344	403	54	403	15
10500	401(A) MATCH PLAN	1,300	1,170	1,350	1,170	650	1,170	0
10600	UNEMPLOYMENT BENEFITS	14	0	0	0	0	0	0
	SUBTOTAL *****	98,760	108,566	108,411	114,399	18,875	114,399	5
	MATERIALS & SUPPLIES							
22500	SUBSCRIPTIONS/PUBLICATION	1,273	1,800	1,800	1,660	0	1,660	7-
23000	OFFICE SUPPLIES	982	1,350	600	1,350	0	1,350	0
23001	PRINTING	268	500	1,594	500	0	500	0
23050	OTHER SUPPLIES	463	950	606	950	0	950	0
23850	MINOR EQUIPMENT & TOOLS	0	0	0	0	175	0	0
	SUBTOTAL *****	2,987	4,600	4,600	4,460	175	4,460	3-
	DUES TRAVEL & TRAINING							
37000	DUES	440	550	450	550	0	550	0
37200	SEMINARS/CONFEREN/MEETING	2,500	5,000	5,000	5,000	0	5,000	0
37210	TRAINING/SCHOOLS	1,245	800	550	800	0	800	0
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	199	450	690	450	0	450	0
37230	MEALS & LODGING-TRAINING	368	1,185	1,295	1,185	0	1,185	0
	SUBTOTAL *****	4,752	7,985	7,985	7,985	0	7,985	0
	UTILITIES							
48000	TELEPHONES	919	1,050	1,050	1,050	325	1,050	0
48050	CELLULAR TELEPHONES	311	350	350	350	0	350	0
	SUBTOTAL *****	1,231	1,400	1,400	1,400	325	1,400	0
	VEHICLE EXPENSE							
59200	LOCAL MILEAGE	60	100	100	100	0	100	0
	SUBTOTAL *****	60	100	100	100	0	100	0
	EQUIP & BLDG MAINTENANCE							
60050	EQUIP SERVICE CONTRACT	743	811	811	811	0	811	0
	SUBTOTAL *****	743	811	811	811	0	811	0
	CONTRACTUAL SERVICES							
71100	OUTSIDE SERVICES	2,955	20,900	20,900	3,900	0	3,900	81-
71500	BUILDING USE/RENT CHARGE	3,528	3,380	3,678	4,958	0	4,958	46
	SUBTOTAL *****	6,483	24,280	24,578	8,858	0	8,858	63-
	OTHER							
83100	AWARDS	596	1,000	600	1,000	0	1,000	0
84010	RECEPTION/MEETINGS	358	500	472	500	0	500	0
84300	ADVERTISING	36,785	30,000	30,000	30,000	0	30,000	0
86900	MISCELLANEOUS	0	275	0	0	0	0	0
	SUBTOTAL *****	37,740	31,775	31,072	31,500	0	31,500	0
	FIXED ASSET ADDITIONS							
92100	REPLCMENT FURN & FIXTURES	0	650	649	0	500	500	23-
	SUBTOTAL *****	0	650	649	0	500	500	23-
	TOTAL EXPENDITURES *****	152,760	180,167	179,606	169,513	19,875	170,013	5-

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Purchasing

Department Number 1118

Mission

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

Budget Highlights

There are no significant changes to this budget.

Goals and Objectives

Budget Year Objectives

- Procurement Card Pilot Program – Implement a purchasing card system for County use for low-cost goods and services.
- Surplus Disposal Internet Pilot Program – Utilize an auction web-based hosting company to sell unneeded, obsolete, or unfit County personal property.

Progress on Prior Year Objectives

- Survey County departments with a Customer Satisfaction Survey to determine the satisfaction level of the purchasing service provided to County departments.
Response: Customer Satisfaction surveys were distributed in July 2004 to all Administrative Authorities and Purchasing Committee Members. Twelve questions were included on the survey covering customer service, quality of service, and professionalism of staff. Following every question on the survey, each participant was asked to circle a score from 1-5 with 5 being extremely satisfied. The lowest average score received was a 4—very satisfied for “accessibility of staff.” The rest of the score averages were 4.5-5—very satisfied to extremely satisfied. (Surveys are available for review in the Purchasing Office.)
- Revise the Performance Appraisal utilized by the Purchasing Department for staff evaluation to better define performance objectives.
Response: Revision of the Performance Appraisal for purchasing personnel will be completed in the fourth quarter of FY 2004, and this form will be

used for purchasing staff evaluations in the future. (Appraisal form available for review in the Purchasing Office.)

- Identify and incorporate enhancements to our online purchasing system.

Response: The Purchasing Department identified and incorporated the following enhancements to our on-line purchasing system:

- a. A link to our website giving vendors access to the current posted Prevailing Wage Order.
- b. Label function so labels can be printed from a selected list of vendors.
- c. Term and Supply Contract “look-up” feature accessible by Boone County staff.
- d. Ability to e-mail bids to vendors by multiple commodity codes.
- e. Enhanced our system to delete vendors with invalid e-mail addresses automatically after three unsuccessful notifications.

The Purchasing Department identified the following enhancements our Information Technology Department might be able to make available once fiber has been added to the Johnson Building:

- a. A feature which enables vendors to submit bids on-line which are tabulated and inserted into a spreadsheet.
- b. A Reverse Auction module—provided our web administrator has the time to develop this module.

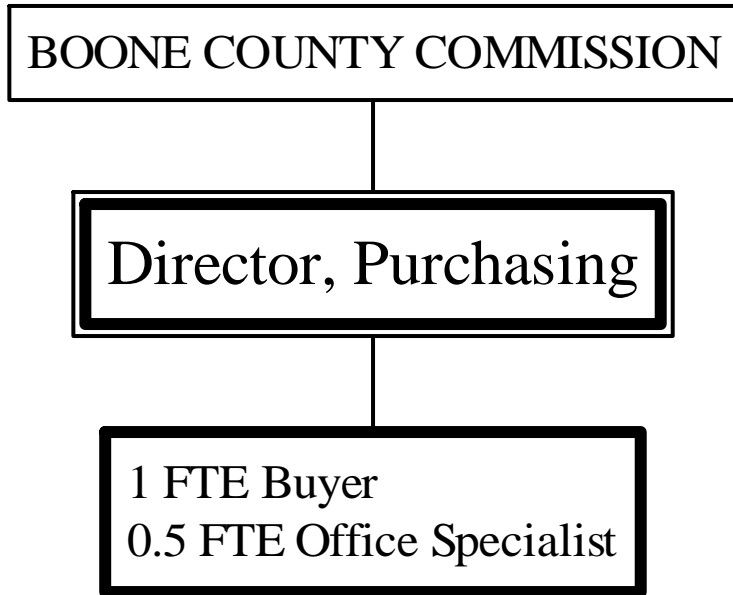
Performance Measures

Performance Measure	2003	2004	2005
	Actual	Yr to Date	Projected
Number of Bids Prepared	80	62	80
Number of Proposals Prepared	5	2	3
Number of Contracts Completed	93	49	100
Number of Term & Supply Contracts Issued	33	19	20
Number of Purchase Requisitions Processed (Includes fixed asset purchases not acquired through sealed bids).	60	30	55
Number of Contracts Renewed	50	64	49

Personnel Detail

Position Title	2003	2004	2005	2004-2005
	Full-time Equivalent	Full-time Equivalent	Full-time Equivalent	Change
Director, Purchasing	1.00	1.00	1.00	-
Buyer	1.00	1.00	1.00	-
Office Specialist	0.50	0.50	0.50	-
Total FTEs	2.50	2.50	2.50	-

Organizational Chart



Annual Budget

1118 PURCHASING
100 GENERAL FUND

ACCT	DESCRIPTION	2003 ACTUAL	2004 BUDGET + REVISIONS	2004 PROJECTED	2005 CORE REQUEST	2005 SUPPLEMENTAL REQUEST	2005 ADOPTED BUDGET	%CHG FROM PY BUD
3510	COPIES	0	0	60	0	0	0	0
	SUBTOTAL *****	0	0	60	0	0	0	0
	TOTAL REVENUES *****	0	0	60	0	0	0	0
	PERSONAL SERVICES							
10100	SALARIES & WAGES	93,026	104,326	104,326	108,888	2,975	108,888	4
10200	FICA	6,240	7,980	7,980	8,329	228	8,329	4
10300	HEALTH INSURANCE	6,820	8,050	8,050	8,838	0	8,838	9
10325	DISABILITY INSURANCE	361	417	417	438	0	438	5
10350	LIFE INSURANCE	70	78	78	78	0	78	0
10375	DENTAL INSURANCE	550	630	630	630	0	630	0
10400	WORKERS COMP	350	399	394	460	13	460	15
10500	401(A) MATCH PLAN	1,300	1,170	1,175	1,170	0	1,170	0
	SUBTOTAL *****	108,718	123,050	123,050	128,831	3,216	128,831	4
	MATERIALS & SUPPLIES							
22500	SUBSCRIPTIONS/PUBLICATION	272	295	295	295	0	295	0
23000	OFFICE SUPPLIES	1,219	700	900	700	0	700	0
23001	PRINTING	140	300	300	300	0	300	0
23050	OTHER SUPPLIES	59	400	250	400	0	400	0
23850	MINOR EQUIPMENT & TOOLS	0	100	50	100	0	100	0
	SUBTOTAL *****	1,692	1,795	1,795	1,795	0	1,795	0
	DUES TRAVEL & TRAINING							
37000	DUES	350	430	395	430	0	430	0
37200	SEMINARS/CONFEREN/MEETING	1,009	940	1,000	980	0	980	4
37210	TRAINING/SCHOOLS	150	500	500	500	0	500	0
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	917	688	688	724	0	724	5
37230	MEALS & LODGING-TRAINING	1,364	2,060	2,135	2,160	0	2,160	4
	SUBTOTAL *****	3,790	4,618	4,718	4,794	0	4,794	3
	UTILITIES							
48000	TELEPHONES	1,629	1,616	1,516	1,629	0	1,629	0
	SUBTOTAL *****	1,629	1,616	1,516	1,629	0	1,629	0
	VEHICLE EXPENSE							
59200	LOCAL MILEAGE	288	535	535	535	624	1,159	116
	SUBTOTAL *****	288	535	535	535	624	1,159	116
	EQUIP & BLDG MAINTENANCE							
60050	EQUIP SERVICE CONTRACT	984	1,109	1,109	1,141	0	1,141	2
	SUBTOTAL *****	984	1,109	1,109	1,141	0	1,141	2
	CONTRACTUAL SERVICES							
71500	BUILDING USE/RENT CHARGE	4,449	3,482	5,417	7,298	0	7,298	109
	SUBTOTAL *****	4,449	3,482	5,417	7,298	0	7,298	109
	OTHER							
84300	ADVERTISING	981	1,000	1,000	1,000	0	1,000	0
	SUBTOTAL *****	981	1,000	1,000	1,000	0	1,000	0
	FIXED ASSET ADDITIONS							
91100	FURNITURE AND FIXTURES	1,023	0	0	0	0	0	0
91200	BUILDINGS & IMPROVEMENTS	2,200	0	0	0	0	0	0
91300	MACHINERY & EQUIPMENT	0	0	0	0	399	399	0
92100	REPLCMENT FURN & FIXTURES	400	0	0	0	700	700	0
	SUBTOTAL *****	3,623	0	0	0	1,099	1,099	0
	TOTAL EXPENDITURES *****	126,158	137,205	139,140	147,023	4,939	148,746	8

Decimal values have been truncated.

County Commission

Department Number 1121

Mission

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

Budget Highlights

There are no significant changes to this budget.

Goals and Objectives

Budget Year Objectives

- Courthouse Space Needs – Boone County will finalize the space needs analysis of the Courts, Prosecutor, Juvenile Office, and Public Administrator by December 2004. This analysis will be in conjunction with results submitted from the Space Needs Committee appointed in September 2004, which was asked to explore all financing options as well as recommendations for space needs for these departments.
- Fairgrounds – Boone County and the City of Columbia jointly adopted a master plan for the development of the Fairgrounds/Atkins Tract. The County received approval for a \$84,500 Land and Water Conservation Fund (LWCF) Grant to assist in the development of two youth baseball and softball fields. The Commission will continue to work with the fair board in developing a plan to manage the day to day operations of the Fairgrounds.
- Roads, Systems, and Intergovernmental Agreements – The Commission will utilize 2005 to analyze and develop the intergovernmental road agreements with the City of Columbia, City of Ashland, etc. An intergovernmental effort is being made to develop a capital funding source for major joint projects. The County is involved with the City of Columbia's study of the impact of new development. The County will start working on developing a long range plan proposal for the continuation of Prop 2, which expires in 2007.
- Storm Water – The Boone County/City of Columbia joint task force charged with developing the components to be included in the plan to implement the Environmental Protection Agency Phase II regulations continues to work. The plan will include: Best Management Practices (BMP), proposed ordinances, etc. The first phase is to be implemented in FY 2005.

- Records Management – The Records Storage Department of County government will be going through a major reconstruction with the way future records will be handled. Today the hard copy records are stored in-house; however, the space currently used is being identified for a change of use in the capital plan. The records committee will evaluate all of the desired options needed to create an RFP for moving the hard copy records to a private vendor. The timeline for moving the records depends on capital plans.

Progress on Prior Year Objectives

- Wage and Salary Plan – Implement the final stage of the wage and salary plan. This has been a three year process with the goal to bring all County employees to the market rate for their particular job description. This year the County will also do an updated market study to gather the data needed to keep the market study current.

Response: The final stage of the wage and salary plan was implemented in 2004, and Public Sector Personnel Consultants was hired to do a market update study so the County stays current with the salary market.

- Construction in the Government Center – Adopt the final design for the 3rd floor of the Roger B. Wilson Boone County Government Center. The elected officials and department heads have been working with Simon and Associates during the design phase. Once the design is adopted, bids will be let and the contract will be managed for all construction changes.

Response: Simon Oswald and Associates was hired to complete the design phase and estimate the cost for bringing all administrative offices into the Roger B. Wilson Government Center. After their first report, they were asked to go back and provide a design phase and estimate the cost of moving the Prosecuting Attorney's Office to the third floor. This assignment has been completed. It has since been decided to form a Citizen's Advisory Committee to look at all space needs of the County and how these needs fit into the overall plan financially. This committee will provide a recommendation by January 2005. They will be reporting periodically to the Commission on their findings.

- Health Department – Complete construction at the combined City/County Health Department, known as the Sanford-Kimpton Center. This includes the County's portion that has been leased to the Family Health Center.

Response: The Sanford-Kimpton building was completed in 2004 with the Columbia/Boone County Health Department officially moving in on July 1, 2004. A grand opening is planned for October 18, 2004. The Family Health Center moved into their space approximately one month later.

- Records Storage – Develop and start implementing a permanent strategy for all types of records retention. This will include the long range plans for imaging of documents, microfilming permanent records from hard copy, or directly from the computer to microfilm of current documents and databases. There is also a need to contract for space to house the permanent hard copy records as the County has outgrown the records center at the Johnson Building.

Response: The timeline for determining the best long-term solution for records storage is tied to the overall capital improvement projects the

County is reviewing. At the present time, the third floor of the Government Center is being used to store overflow hard copy documents. Research on available technologies and facilities is under way.

- Storm Water – The Boone County/City of Columbia Task Force has been meeting for the past several months to develop a comprehensive storm water ordinance to present to the Columbia City Council and the County Commission for adoption. This is part of the implementation of the Environmental Protection Agency Phase II Storm Water regulations required by the Clean Water Act of 1996. As part of this overall plan, a stream buffer ordinance will be finalized and considered by the Planning and Zoning Commission, the Task Force, and ultimately the Commission.
Response: The task force is continuing its efforts to develop a comprehensive plan of storm water management for Boone County. At this time, nothing has been submitted to the Planning and Zoning Commission for review. The permit application to the Missouri Department of Natural Resources needed to comply with the Environmental Protection Agency was a five-year phased approach. The permit has been approved requiring the County to comply with Phase I in 2005.
- Juvenile Justice Center – Complete construction at the Juvenile Justice Center. This project expands the boy’s wing and adds much needed program space.
Response: The addition to the Robert L. Perry Juvenile Justice Center project will be completed within budget and ready for occupancy the middle of September 2004.
- Fairgrounds Management – Adopt a master plan this year to allow the Commission to move forward next year with a short term plan for managing the day to day operations of the current facilities. Develop a long-range strategy that will guide the future capital improvements on the grounds.
Response: Boone County and the City of Columbia jointly adopted a Master Plan for the development of the Fairgrounds /Atkins Tract. The County received approval for an \$84,500 Land and Water Conservation Fund (LWCF) grant to assist in the development of two youth baseball and softball fields. The County will again apply for a LWCF grant for FY 2005 to continue development of the Fairgrounds, and will continue to seek partners in the community to help in the development of the Fairgrounds. The County will be formulating a short-term plan for managing the day-to-day operations of the Fairgrounds.
- Courthouse Space Needs – Develop options to meet the needs for offices located in the Courthouse. The County has contracted with an architectural firm to study the current and future space needs This includes space for the Prosecuting Attorney, the Courts, the Juvenile Office and the Public Administrator.
Response: Boone County will be finalizing the space needs analysis in the Courthouse in order to meet the short and long-term space needs of the Courts, Prosecutor, Juvenile Office and Public Administrator. This analysis will be in conjunction with the space analysis study for the Roger B. Wilson Government Center and the Johnson Building. This analysis will include the exportation of all financing options to fund these projects.

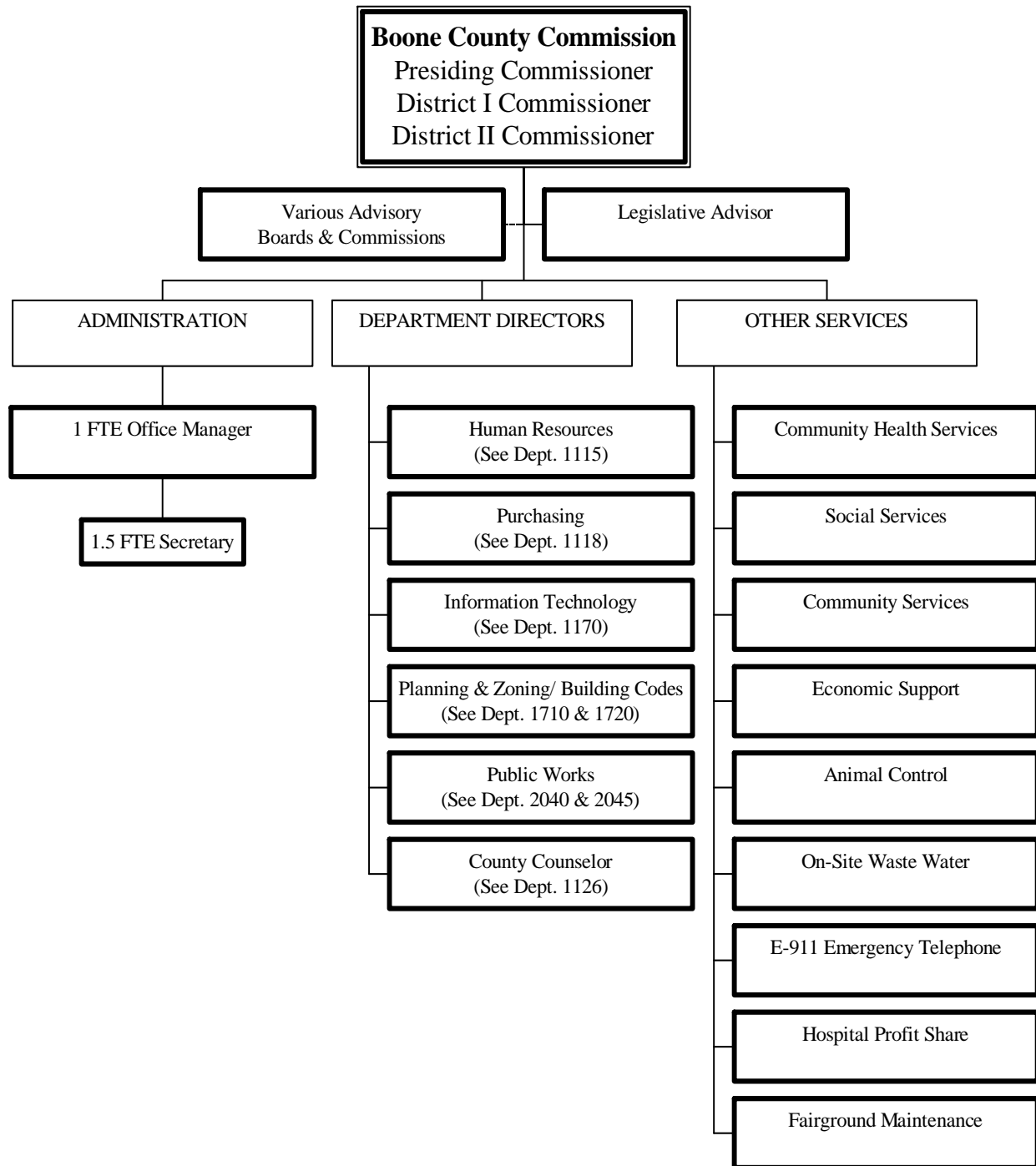
- Proposition L – Implement Proposition L initiative and provide on-going monitoring.

Response: Implementation continues this year with an internal advisory committee organized to coordinate the budget proposal of Prop L funds. The Sheriff’s two substations are moving forward. Fiber optic is being connected between the Courts, Prosecuting Attorney and Sheriff’s Office. This is just the first stage of implementing the information system. Implementation of the rest of the system will continue in 2005.

Personnel Detail

Position Title	2003	2004	2005	2004-2005
	Full-time Equivalent	Full-time Equivalent	Full-time Equivalent	Change
Presiding Commissioner (Elected)	1.00	1.00	1.00	-
Commissioner District I (Elected)	1.00	1.00	1.00	-
Commissioner District II (Elected)	1.00	1.00	1.00	-
Office Manager	1.00	1.00	1.00	-
Secretary	1.50	1.50	1.50	-
Total FTEs	<u>5.50</u>	<u>5.50</u>	<u>5.50</u>	<u>-</u>

Organizational Chart



Annual Budget

1121 COUNTY COMMISSION
100 GENERAL FUND

ACCT	DESCRIPTION	2003 ACTUAL	2004 BUDGET + REVISIONS	2004 PROJECTED	2005 CORE REQUEST	2005 SUPPLEMENTAL REQUEST	2005 ADOPTED BUDGET	%CHG FROM PY BUD
3510	CHARGES FOR SERVICES COPIES	5	0	200	0	0	0	0
	SUBTOTAL *****	5	0	200	0	0	0	0
	INTEREST							
	SUBTOTAL *****	0	0	0	0	0	0	0
	MISCELLANEOUS							
	SUBTOTAL *****	0	0	0	0	0	0	0
	TOTAL REVENUES *****	5	0	200	0	0	0	0
	PERSONAL SERVICES							
10100	SALARIES & WAGES	286,195	299,573	292,209	307,039	0	307,039	2
10200	FICA	22,100	23,746	22,518	24,384	0	24,384	2
10300	HEALTH INSURANCE	20,460	20,125	20,125	22,095	0	22,095	9
10325	DISABILITY INSURANCE	1,198	1,297	1,297	1,346	0	1,346	3
10350	LIFE INSURANCE	185	195	195	195	0	195	0
10375	DENTAL INSURANCE	1,650	1,575	1,575	1,575	0	1,575	0
10400	WORKERS COMP	1,118	1,190	1,190	1,364	0	1,364	14
10500	401(A) MATCH PLAN	2,305	2,925	2,075	2,925	0	2,925	0
10850	VEHICLE ALLOWANCE	10,552	10,842	10,842	11,710	0	11,710	8
	SUBTOTAL *****	345,766	361,468	352,026	372,633	0	372,633	3
	MATERIALS & SUPPLIES							
22500	SUBSCRIPTIONS/PUBLICATION	233	475	475	480	0	480	1
23000	OFFICE SUPPLIES	716	1,000	1,000	950	0	950	5-
23001	PRINTING	508	1,200	1,200	1,200	0	1,200	0
23050	OTHER SUPPLIES	161	250	250	150	0	150	40-
23850	MINOR EQUIPMENT & TOOLS	664	750	750	750	0	750	0
	SUBTOTAL *****	2,284	3,675	3,675	3,530	0	3,530	3-
	DUES TRAVEL & TRAINING							
37000	DUES	165	250	250	250	0	250	0
37200	SEMINARS/CONFEREN/MEETING	633	1,600	1,600	1,600	0	1,600	0
37210	TRAINING/SCHOOLS	498	0	500	500	0	500	0
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	293	750	150	750	0	750	0
37230	MEALS & LODGING-TRAINING	346	1,000	1,300	1,500	0	1,500	50
	SUBTOTAL *****	1,936	3,600	3,800	4,600	0	4,600	27
	UTILITIES							
48000	TELEPHONES	3,345	3,800	3,100	3,300	0	3,300	13-
48050	CELLULAR TELEPHONES	1,638	1,000	1,300	2,050	0	2,050	105
	SUBTOTAL *****	4,984	4,800	4,400	5,350	0	5,350	11
	VEHICLE EXPENSE							
59000	MOTORFUEL/GASOLINE	552	700	900	900	0	900	28
59100	VEHICLE REPAIRS	565	2,400	1,500	1,500	0	1,500	37-
59200	LOCAL MILEAGE	1,256	1,000	1,000	1,000	0	1,000	0
	SUBTOTAL *****	2,374	4,100	3,400	3,400	0	3,400	17-
	EQUIP & BLDG MAINTENANCE							
60050	EQUIP SERVICE CONTRACT	513	775	775	775	0	775	0
60200	EQUIP REPAIRS/MAINTENANCE	55	200	100	200	0	200	0
	SUBTOTAL *****	568	975	875	975	0	975	0
	CONTRACTUAL SERVICES							
71000	INSURANCE AND BONDS	0	100	100	0	0	0	0
71100	OUTSIDE SERVICES	58	600	100	100	0	100	83-
71101	PROFESSIONAL SERVICES	22,500	22,500	22,500	24,500	0	24,500	8
71500	BUILDING USE/RENT CHARGE	19,129	19,129	19,129	23,189	0	23,189	21
71600	EQUIP LEASES & METER CHR	71	200	150	250	0	250	25
	SUBTOTAL *****	41,758	42,529	41,979	48,039	0	48,039	12

County Commission

Dept. No. 1121

1121 COUNTY COMMISSION
100 GENERAL FUND

ACCT	DESCRIPTION	2003 ACTUAL	2004 BUDGET + REVISIONS	2004 PROJECTED	2005 CORE REQUEST	2005 SUPPLMENTAL REQUEST	2005 ADOPTED BUDGET	%CHG FROM PY BUD
83100	AWARDS OTHER	119	250	250	350	0	350	40
84010	RECEPTION/MEETINGS	665	1,800	1,500	2,000	0	2,000	11
84300	ADVERTISING	1,289	800	250	500	0	500	37-
84400	PUBLIC NOTICES	21	250	0	250	0	250	0
SUBTOTAL *****		2,095	3,100	2,000	3,100	0	3,100	0

1121 COUNTY COMMISSION
100 GENERAL FUND

ACCT	DESCRIPTION	2003 ACTUAL	2004 BUDGET + REVISIONS	2004 PROJECTED	2005 CORE REQUEST	2005 SUPPLMENTAL REQUEST	2005 ADOPTED BUDGET	%CHG FROM PY BUD
FIXED ASSET ADDITIONS								
91100	FURNITURE AND FIXTURES	0	5,435	5,433	0	0	0	0
91300	MACHINERY & EQUIPMENT	0	0	0	0	10,000	0	0
92000	REPLCMNT OFFICE EQUIP	8,829	0	0	0	0	0	0
SUBTOTAL *****		8,829	5,435	5,433	0	10,000	0	0
TOTAL EXPENDITURES *****		410,598	429,682	417,588	441,627	10,000	441,627	2

Decimal values have been truncated.

County Association Dues

Department Number 1122

Mission

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

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

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

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

Budget Highlights

There are no significant changes to this budget.

County Association Dues

Dept. No. 1122

Annual Budget

1122 COUNTY ASSOCIATION DUES
100 GENERAL FUND

ACCT	DESCRIPTION	2003 ACTUAL	2004 BUDGET + REVISIONS	2004 PROJECTED	2005 CORE REQUEST	2005 SUPPLMENTAL REQUEST	2005 ADOPTED BUDGET	%CHG FROM PY BUD
	DUES TRAVEL & TRAINING							
37000	DUES	23,530	26,660	26,660	26,985	0	26,985	1
37200	SEMINARS/CONFEREN/MEETING	3,460	2,800	2,400	2,920	0	2,920	4
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	1,121	2,100	2,100	4,380	0	4,380	108
37230	MEALS & LODGING-TRAINING	5,157	5,900	3,300	8,392	0	8,392	42
	SUBTOTAL *****	33,269	37,460	34,460	42,677	0	42,677	13
	OTHER							
	SUBTOTAL *****	0	0	0	0	0	0	0
	TOTAL EXPENDITURES *****	33,269	37,460	34,460	42,677	0	42,677	13

Decimal values have been truncated.

Emergency and Contingency

Department Number 1123

Mission

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

Budget Highlights

This budget includes \$675,000 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 includes \$100,000 in contingency funds for consulting services to be used, if necessary, to support programming improvements for the financial information system. The contingency appropriation also includes \$1,000 to be used to meet the local match requirement for a local records grant for microfilming commission minutes.

Emergency and Contingency

Dept. No. 1123

Annual Budget

1123 EMERGENCY & CONTINGENCY
 100 GENERAL FUND

ACCT	DESCRIPTION OTHER	2003 ACTUAL	2004 BUDGET + REVISIONS	2004 PROJECTED	2005 CORE REQUEST	2005 SUPPLEMENTAL REQUEST	2005 ADOPTED BUDGET	%CHG FROM PY BUD
86800	EMERGENCY	0	585,965	0	675,000	0	675,000	15
86850	CONTINGENCY	0	67,991	0	101,000	0	101,000	48
SUBTOTAL *****		0	653,956	0	776,000	0	776,000	18
TOTAL EXPENDITURES *****		0	653,956	0	776,000	0	776,000	18

Decimal values have been truncated.

Centralia Office

Department Number 1125

Mission

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

Budget Highlights

There are no significant changes to this budget.

Annual Budget

1125 CENTRALIA OFFICE
100 GENERAL FUND

ACCT	DESCRIPTION	2003 ACTUAL	2004 BUDGET + REVISIONS	2004 PROJECTED	2005 CORE REQUEST	2005 SUPPLMENTAL REQUEST	2005 ADOPTED BUDGET	%CHG FROM PY BUD
48000	UTILITIES TELEPHONES	371	710	650	800	0	800	12
	SUBTOTAL *****	371	710	650	800	0	800	12
	EQUIP & BLDG MAINTENANCE							
60150	PEST CONTROL	32	60	40	60	0	60	0
60200	EQUIP REPAIRS/MAINTENANCE	63	200	50	200	0	200	0
60400	GROUNDS MAINTENANCE	128	950	500	1,200	0	1,200	26
	SUBTOTAL *****	223	1,210	590	1,460	0	1,460	20
	CONTRACTUAL SERVICES							
71500	BUILDING USE/RENT CHARGE	8,302	8,302	8,302	8,224	0	8,224	0
	SUBTOTAL *****	8,302	8,302	8,302	8,224	0	8,224	0
	TOTAL EXPENDITURES *****	8,897	10,222	9,542	10,484	0	10,484	2

Decimal values have been truncated.

County Counselor

Department Number 1126

Mission

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

Budget Highlights

During FY 2004, a budget revision was approved which increased contractual legal services from \$2,000 to \$12,000. This increase is included in the 2005 appropriations as well. There are no other significant changes to this budget.

Goals and Objectives

Budget Year Objectives

- Codify various land use regulations into a single code.

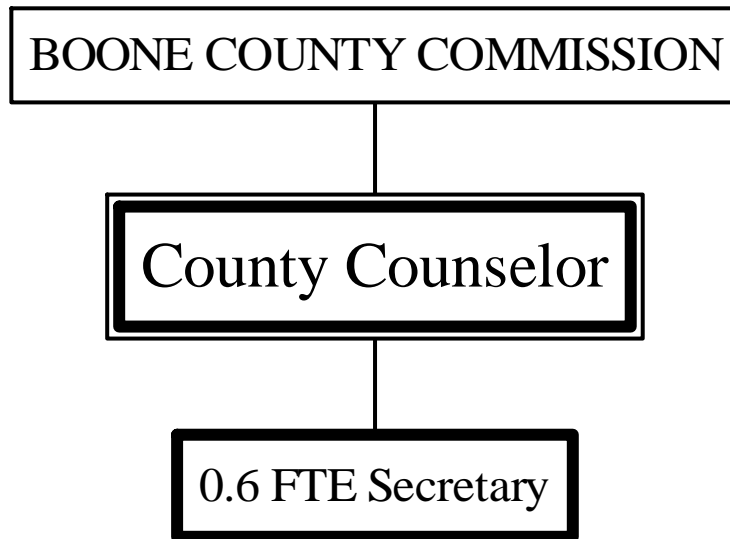
Progress on Prior Year Objectives

- Continue the conversion of paper file archive into an image file archive.
Response: This objective will continue throughout 2005 as work on this project is still being done.
- Continue, to the extent requested, to provide County officials and departments with summaries of statutes and case interpretation applicable to their duties and functions. As a long term goal, this would evolve into a basic reference manual on the legal duties and responsibilities of the various County officials.
Response: This process has been initiated, and will be performed on an ongoing basis.
- Continue, to the extent requested, to provide County officials and departments with legal review and analysis of internal operating policies and procedures for the purpose of preventing legal problems and claim avoidance.
Response: This is an ongoing objective with the same long-term goal.
- Assist Planning & Building Inspection and Public Works departments with completion and codification of storm water control regulations.
Response: This will be an ongoing objective for 2005.

Personnel Detail

Position Title	2003 Full-time Equivalent	2004 Full-time Equivalent	2005 Full-time Equivalent	2004-2005 Change
County Counselor	1.00	1.00	1.00	-
Secretary	0.50	0.60	0.60	-
Total FTEs	<u>1.50</u>	<u>1.60</u>	<u>1.60</u>	<u>-</u>

Organizational Chart



Annual Budget

1126 COUNTY COUNSELOR OFFICE
100 GENERAL FUND

ACCT	DESCRIPTION	2003 ACTUAL	2004 BUDGET + REVISIONS	2004 PROJECTED	2005 CORE REQUEST	2005 SUPPLEMENTAL REQUEST	2005 ADOPTED BUDGET	%CHG FROM PY BUD
3528	REIMB PERSONNEL/PROJECTS	15,212	15,000	15,000	15,000	0	15,000	0
	SUBTOTAL *****	15,212	15,000	15,000	15,000	0	15,000	0
	TOTAL REVENUES *****	15,212	15,000	15,000	15,000	0	15,000	0
	PERSONAL SERVICES							
10100	SALARIES & WAGES	101,705	105,670	105,670	108,971	0	108,971	3
10200	FICA	7,328	7,961	7,961	8,336	0	8,336	4
10300	HEALTH INSURANCE	6,820	8,050	8,050	8,838	0	8,838	9
10325	DISABILITY INSURANCE	439	470	470	493	0	493	4
10350	LIFE INSURANCE	68	78	78	78	0	78	0
10375	DENTAL INSURANCE	550	630	630	630	0	630	0
10400	WORKERS COMP	544	462	462	552	0	552	19
10500	401(A) MATCH PLAN	650	1,170	900	1,170	0	1,170	0
	SUBTOTAL *****	118,106	124,491	124,221	129,068	0	129,068	3
	MATERIALS & SUPPLIES							
22500	SUBSCRIPTIONS/PUBLICATION	4,202	4,110	4,110	4,223	0	4,223	2
23000	OFFICE SUPPLIES	340	750	750	750	0	750	0
23001	PRINTING	154	300	300	300	0	300	0
23850	MINOR EQUIPMENT & TOOLS	0	500	500	500	0	500	0
	SUBTOTAL *****	4,697	5,660	5,660	5,773	0	5,773	1
	DUES TRAVEL & TRAINING							
37000	DUES	50	223	223	223	0	223	0
37210	TRAINING/SCHOOLS	700	500	500	500	0	500	0
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	235	200	200	200	0	200	0
	SUBTOTAL *****	985	923	923	923	0	923	0
	UTILITIES							
48000	TELEPHONES	770	900	850	900	0	900	0
	SUBTOTAL *****	770	900	850	900	0	900	0
	EQUIP & BLDG MAINTENANCE							
60050	EQUIP SERVICE CONTRACT	0	0	50	50	0	50	0
	SUBTOTAL *****	0	0	50	50	0	50	0
	CONTRACTUAL SERVICES							
71000	INSURANCE AND BONDS	0	0	100	0	0	0	0
71105	LEGAL SERVICES	1,200	12,000	12,000	12,000	0	12,000	0
71500	BUILDING USE/RENT CHARGE	3,589	3,437	3,740	5,041	0	5,041	46
	SUBTOTAL *****	4,789	15,437	15,840	17,041	0	17,041	10
	FIXED ASSET ADDITIONS							
91000	OFFICE EQUIPMENT	274	0	0	0	0	0	0
	SUBTOTAL *****	274	0	0	0	0	0	0
	TOTAL EXPENDITURES *****	129,622	147,411	147,544	153,755	0	153,755	4

Decimal values have been truncated.

County Clerk Summary

Department Numbers 1131, 1132, 2300

Description

The Boone County Clerk provides services that are primarily funded with appropriations from the General Fund and supplemented with additional revenues derived from a 5% election fee. These fees are accounted for in the Election Services Fund, a statutory special revenue fund. The General Fund appropriations are included in two separate budgets: County Clerk, department number 1131, and Election and Registration, department number 1132. The Election Services Fund appropriations are included in the Election Services budget, department number 2300. Detailed information is presented for each of these budgets on the following pages.

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

Budget Summary

Fund	Dept	Department Name	2003	2004	2005	2005	2005	2005
			Actual	Projected	Class 1 Personal Services	Classes 2-8 Other Services and Charges	Class 9 Capital Outlay	Total
100	1131	County Clerk	\$ 256,381	\$ 257,947	\$ 239,255	\$ 27,582	\$ -	\$ 266,837
100	1132	Election & Registration	332,418	723,588	255,661	152,077	237,000	644,738
230	2300	Election Services	4,743	26,800	-	8,000	-	8,000
Total			\$ 337,161	\$ 750,388	\$ 255,661	\$ 160,077	\$ 237,000	\$ 652,738

Personnel Summary

Fund	Dept	Department Name	2003	2004	2005
			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	8.77	6.77
230	2300	Election Services	-	-	-
Total FTEs			11.52	13.52	11.52

County Clerk

Department Number 1131

Mission

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

Budget Highlights

There are no significant changes in this budget.

Goals and Objectives

Budget Year Objectives

- Unavailable.

Progress on Prior Year Objectives

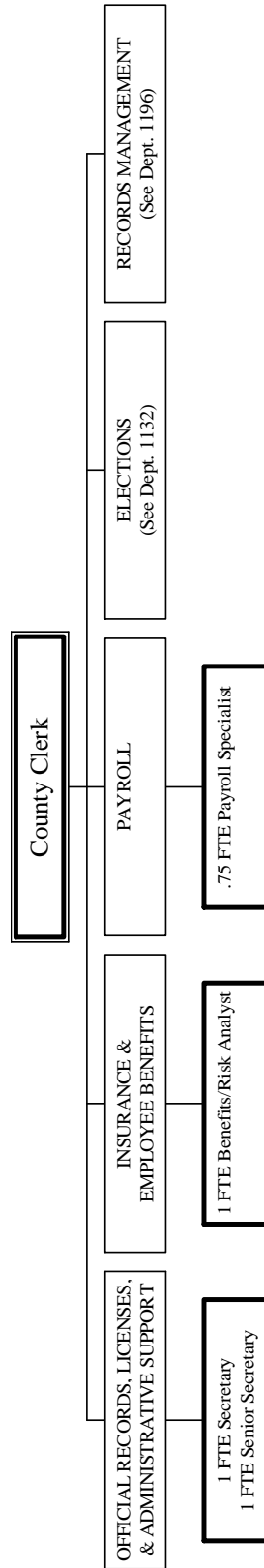
- Unavailable.

Response: Unavailable.

Personnel Detail

Position Title	2003	2004	2005	2004-2005
	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	-
Total FTEs	4.75	4.75	4.75	-

Organizational Chart



Annual Budget

1131 COUNTY CLERK
100 GENERAL FUND

ACCT	DESCRIPTION	2003 ACTUAL	2004 BUDGET + REVISIONS	2004 PROJECTED	2005 CORE REQUEST	2005 SUPPLMENTAL REQUEST	2005 ADOPTED BUDGET	%CHG FROM PY BUD
3316	LICENSES AND PERMITS LICENSES OTHER	3,111	2,900	2,900	2,900	0	2,900	0
	SUBTOTAL *****	3,111	2,900	2,900	2,900	0	2,900	0
	CHARGES FOR SERVICES							
3510	COPIES	190	150	150	150	0	150	0
3569	OTHER FEES	2,899	2,000	2,300	2,300	0	2,300	15
3580	TAX SUPPLEMENT FEES	16,865	8,800	12,000	12,000	0	12,000	36
	SUBTOTAL *****	19,954	10,950	14,450	14,450	0	14,450	31
	MISCELLANEOUS							
	SUBTOTAL *****	0	0	0	0	0	0	0
	TOTAL REVENUES *****	23,065	13,850	17,350	17,350	0	17,350	25
	PERSONAL SERVICES							
10100	SALARIES & WAGES	183,031	185,189	188,200	190,829	0	190,829	3
10110	OVERTIME	381	0	2,000	0	0	0	0
10120	HOLIDAY WORKED	203	0	50	0	0	0	0
10200	FICA	12,644	14,167	13,400	14,598	0	14,598	3
10300	HEALTH INSURANCE	20,460	24,150	24,150	26,514	0	26,514	9
10325	DISABILITY INSURANCE	799	837	837	868	0	868	3
10350	LIFE INSURANCE	212	234	234	234	0	234	0
10375	DENTAL INSURANCE	1,650	1,890	1,890	1,890	0	1,890	0
10400	WORKERS COMP	690	709	709	812	0	812	14
10500	401(A) MATCH PLAN	3,250	3,510	3,375	3,510	0	3,510	0
	SUBTOTAL *****	223,322	230,686	234,845	239,255	0	239,255	3
	MATERIALS & SUPPLIES							
22500	SUBSCRIPTIONS/PUBLICATION	514	1,100	800	1,100	0	1,100	0
23000	OFFICE SUPPLIES	3,595	3,300	3,500	3,600	0	3,600	9
23001	PRINTING	0	750	700	750	0	750	0
23050	OTHER SUPPLIES	41	500	400	500	0	500	0
	SUBTOTAL *****	4,151	5,650	5,400	5,950	0	5,950	5
	DUES TRAVEL & TRAINING							
37000	DUES	125	400	400	400	0	400	0
37200	SEMINARS/CONFEREN/MEETING	1,171	1,200	1,200	1,200	0	1,200	0
37210	TRAINING/SCHOOLS	250	250	250	250	0	250	0
37230	MEALS & LODGING-TRAINING	197	0	0	0	0	0	0
	SUBTOTAL *****	1,744	1,850	1,850	1,850	0	1,850	0
	UTILITIES							
48000	TELEPHONES	2,391	2,700	2,500	2,700	0	2,700	0
	SUBTOTAL *****	2,391	2,700	2,500	2,700	0	2,700	0
	VEHICLE EXPENSE							
59200	LOCAL MILEAGE	343	700	550	700	0	700	0
	SUBTOTAL *****	343	700	550	700	0	700	0
	EQUIP & BLDG MAINTENANCE							
60050	EQUIP SERVICE CONTRACT	357	850	400	500	0	500	41-
60200	EQUIP REPAIRS/MAINTENANCE	0	100	0	100	0	100	0
	SUBTOTAL *****	357	950	400	600	0	600	36-

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County Clerk

Dept. No. 1131

1131 COUNTY CLERK
100 GENERAL FUND

ACCT	DESCRIPTION	2003 ACTUAL	2004 BUDGET + REVISIONS	2004 PROJECTED	2005 CORE REQUEST	2005 SUPPLMENTAL REQUEST	2005 ADOPTED BUDGET	%CHG FROM PY BUD
	CONTRACTUAL SERVICES							
71000	INSURANCE AND BONDS	50	50	50	50	0	50	0
71100	OUTSIDE SERVICES	0	0	0	0	7,500	0	0
71500	BUILDING USE/RENT CHARGE	11,163	11,162	11,162	13,532	0	13,532	21
71600	EQUIP LEASES & METER CHRG	86	100	90	100	0	100	0
	SUBTOTAL *****	<u>11,299</u>	<u>11,312</u>	<u>11,302</u>	<u>13,682</u>	<u>7,500</u>	<u>13,682</u>	<u>20</u>
	OTHER							
84400	PUBLIC NOTICES	972	2,100	1,100	2,100	0	2,100	0
	SUBTOTAL *****	<u>972</u>	<u>2,100</u>	<u>1,100</u>	<u>2,100</u>	<u>0</u>	<u>2,100</u>	<u>0</u>
	FIXED ASSET ADDITIONS							
91100	FURNITURE AND FIXTURES	314	0	0	0	0	0	0
92000	REPLCMENT OFFICE EQUIP	11,484	0	0	0	0	0	0
	SUBTOTAL *****	<u>11,798</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	TOTAL EXPENDITURES *****	256,381	255,948	257,947	266,837	7,500	266,837	4

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Elections and Registration

Department Number 1132

Mission

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

Budget Highlights

The FY 2005 budget includes appropriations to purchase voting equipment pursuant to federal and state election reform requirements. Appropriations have been set at an amount equal to the expected reimbursement revenue.

Goals and Objectives

Budget Year Objectives

- Unavailable.

Progress on Prior Year Objectives

Unavailable.

Response: Unavailable.

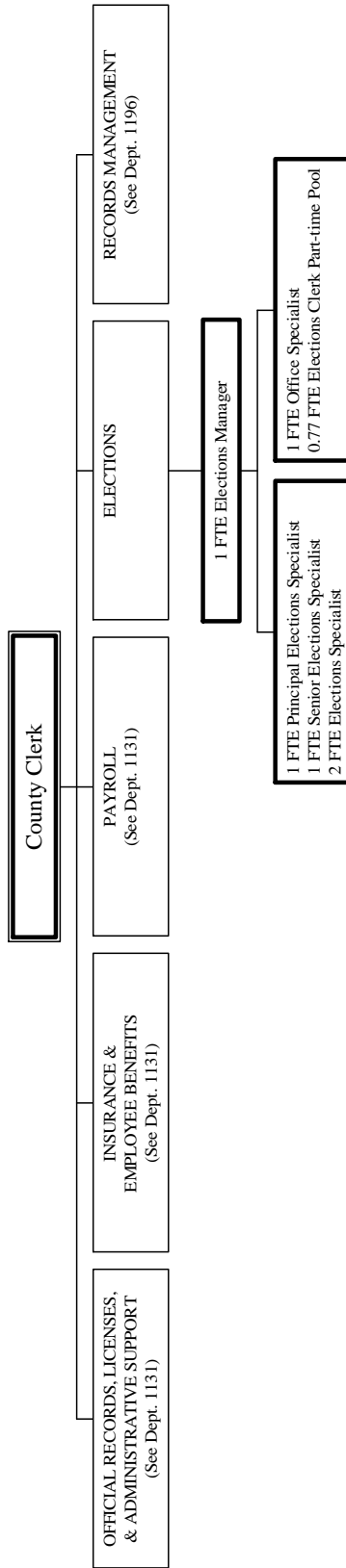
Performance Measures

Performance Measure	2003 Actual	2004 Estimated	2005 Projected
Unavailable			

Personnel Detail

Position Title	2003	2004	2005	2004-2005
	Full-time Equivalent	Full-time Equivalent	Full-time Equivalent	Change
Elections Manager	1.00	1.00	1.00	-
Senior Elections Specialist	1.00	1.00	1.00	-
Principal Elections Specialist	1.00	1.00	1.00	-
Elections Specialist	2.00	2.00	2.00	-
Office Specialist	1.00	1.00	1.00	-
Elections Clerk Part-time Pool	0.77	0.77	0.77	-
Elections Office Specialist Part-time Pool	-	2.00	-	(2.00)
Total FTEs	<u>6.77</u>	<u>8.77</u>	<u>6.77</u>	<u>(2.00)</u>

Organizational Chart



Annual Budget

1132 ELECTION & REGISTRATION
100 GENERAL FUND

ACCT	DESCRIPTION	2003 ACTUAL	2004 BUDGET + REVISIONS	2004 PROJECTED	2005 CORE REQUEST	2005 SUPPLEMENTAL REQUEST	2005 ADOPTED BUDGET	%CHG FROM PY BUD
INTERGOVERNMENTAL REVENUE								
3411	FEDERAL GRANT REIMBURSE	0	19,750	19,750	0	0	0	0
3451	STATE REIMB-GRANT/PROGRAM/OTHR	720	67,000	23,000	0	237,000	237,000	253
SUBTOTAL *****		720	86,750	42,750	0	237,000	237,000	173
CHARGES FOR SERVICES								
3510	COPIES	73	120	150	100	0	100	16-
3526	REIMBURSEMENT FOR ELECT	14,675	36,000	32,000	8,000	0	8,000	77-
SUBTOTAL *****		14,749	36,120	32,150	8,100	0	8,100	77-
MISCELLANEOUS								
3830	SALES	770	900	2,000	700	0	700	22-
3887	ADMIN & INDIRECT COST REIMB	2,612	6,000	6,000	2,500	0	2,500	58-
3890	MISCELLANEOUS	169	200	3,000	200	0	200	0
SUBTOTAL *****		3,552	7,100	11,000	3,400	0	3,400	52-
TOTAL REVENUES *****		19,021	129,970	85,900	11,500	237,000	248,500	91
PERSONAL SERVICES								
10100	SALARIES & WAGES	174,855	235,833	218,203	206,024	0	206,024	12-
10110	OVERTIME	16	0	0	0	0	0	0
10120	HOLIDAY WORKED	121	0	0	0	0	0	0
10200	FICA	11,671	18,041	16,574	15,760	0	15,760	12-
10300	HEALTH INSURANCE	20,460	24,150	24,150	26,514	0	26,514	9
10325	DISABILITY INSURANCE	772	836	836	857	0	857	2
10350	LIFE INSURANCE	212	234	234	234	0	234	0
10375	DENTAL INSURANCE	1,650	1,890	1,890	1,890	0	1,890	0
10400	WORKERS COMP	775	907	895	872	0	872	3-
10500	401(A) MATCH PLAN	3,640	3,510	3,970	3,510	0	3,510	0
SUBTOTAL *****		214,174	285,401	266,752	255,661	0	255,661	10-
MATERIALS & SUPPLIES								
22500	SUBSCRIPTIONS/PUBLICATION	511	500	600	500	0	500	0
23000	OFFICE SUPPLIES	2,697	6,848	3,500	7,000	0	7,000	2
23001	PRINTING	2,048	9,200	10,000	5,000	0	5,000	45-
23005	ELECTION SUPPLIES	11,775	8,000	10,000	8,000	0	8,000	0
23050	OTHER SUPPLIES	0	1,500	1,500	1,500	0	1,500	0
SUBTOTAL *****		17,033	26,048	25,600	22,000	0	22,000	15-
DUES TRAVEL & TRAINING								
37000	DUES	1,070	1,100	1,000	1,200	0	1,200	9
37200	SEMINARS/CONFEREN/MEETING	2,064	1,200	700	1,200	0	1,200	0
37210	TRAINING/SCHOOLS	664	1,500	600	0	5,000	0	0
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	1,198	1,200	1,900	1,200	3,000	1,200	0
37230	MEALS & LODGING-TRAINING	336	1,100	1,900	1,100	0	1,100	0
SUBTOTAL *****		5,333	6,100	6,100	4,700	8,000	4,700	22-
UTILITIES								
48000	TELEPHONES	4,915	6,000	5,500	6,000	0	6,000	0
48050	CELLULAR TELEPHONES	602	11,360	10,760	800	0	800	92-
SUBTOTAL *****		5,518	17,360	16,260	6,800	0	6,800	60-
VEHICLE EXPENSE								
59200	LOCAL MILEAGE	360	850	450	850	0	850	0
SUBTOTAL *****		360	850	450	850	0	850	0
EQUIP & BLDG MAINTENANCE								
60050	EQUIP SERVICE CONTRACT	357	300	450	3,800	0	3,800	166
60200	EQUIP REPAIRS/MAINTENANCE	0	402	100	250	0	250	37-
SUBTOTAL *****		357	702	550	4,050	0	4,050	476

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Elections and Registration

Dept. No. 1132

1132 ELECTION & REGISTRATION
100 GENERAL FUND

ACCT	DESCRIPTION	2003 ACTUAL	2004 BUDGET + REVISIONS	2004 PROJECTED	2005 CORE REQUEST	2005 SUPPLEMENTAL REQUEST	2005 ADOPTED BUDGET	%CHG FROM PY BUD
	CONTRACTUAL SERVICES							
71100	OUTSIDE SERVICES	0	18,000	0	0	0	0	0
71101	PROFESSIONAL SERVICES	0	18,000	13,000	0	0	0	0
71500	BUILDING USE/RENT CHARGE	45,798	45,786	45,786	50,777	0	50,777	10
71525	STORAGE CHARGES	1,845	2,340	2,700	2,700	3,500	2,700	15
71600	EQUIP LEASES & METER CHR	159	200	200	200	0	200	0
	SUBTOTAL *****	47,802	84,326	61,686	53,677	3,500	53,677	36-
	OTHER							
84300	ADVERTISING	0	2,000	1,000	0	0	0	0
84400	PUBLIC NOTICES	208	1,800	1,000	0	0	0	0
85900	COUNTY ELECTION EXPENSE	40,028	464,800	335,000	60,000	0	60,000	87-
	SUBTOTAL *****	40,236	468,600	337,000	60,000	0	60,000	87-
	FIXED ASSET ADDITIONS							
91100	FURNITURE AND FIXTURES	1,600	0	0	0	0	0	0
91300	MACHINERY & EQUIPMENT	0	71,310	6,310	0	1,225,000	237,000	232
91301	COMPUTER HARDWARE	0	2,880	2,880	0	0	0	0
	SUBTOTAL *****	1,600	74,190	9,190	0	1,225,000	237,000	219
	TOTAL EXPENDITURES *****	332,418	963,577	723,588	407,738	1,236,500	644,738	33-

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Election Services

Department Number 2300

Mission

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

The County Clerk administers this fund.

Budget Highlights

Transaction fee revenue paid by the State is subject to annual appropriation and the County does not expect to receive this revenue. Revenues from the 5% charge are estimated to be \$8.000 and a similar amount of appropriations have been established by the County Clerk.

Annual Budget

2300 ELECTION SERVICES
230 ELECTION SERVICES FUND

ACCT	DESCRIPTION	2003 ACTUAL	2004 BUDGET + REVISIONS	2004 PROJECTED	2005 CORE REQUEST	2005 SUPPLMENTAL REQUEST	2005 ADOPTED BUDGET	%CHG FROM PY BUD
3526	REIMBURSEMENT FOR ELECT	10,867	22,100	22,000	8,000	0	8,000	63-
	SUBTOTAL *****	10,867	22,100	22,000	8,000	0	8,000	63-
	INTEREST							
3711	INT-OVERNIGHT	37	30	40	0	0	0	0
3712	INT-LONG TERM INVEST	688	400	775	0	0	0	0
3798	INC/DEC IN FV OF INVESTMENTS	58	0	0	0	0	0	0
	SUBTOTAL *****	783	430	815	0	0	0	0
	TOTAL REVENUES *****	11,651	22,530	22,815	8,000	0	8,000	64-
	MATERIALS & SUPPLIES							
	SUBTOTAL *****	0	0	0	0	0	0	0
	DUES TRAVEL & TRAINING							
37200	SEMINARS/CONFEREN/MEETING	726	2,000	1,000	3,000	0	3,000	50
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	1,465	1,100	0	2,000	0	2,000	81
37230	MEALS & LODGING-TRAINING	801	0	0	800	0	800	0
37235	MEALS & LODGING - OTHER	850	2,000	0	2,000	0	2,000	0
	SUBTOTAL *****	3,843	5,100	1,000	7,800	0	7,800	52
	UTILITIES							
48050	CELLULAR TELEPHONES	0	2,000	400	200	0	200	90-
	SUBTOTAL *****	0	2,000	400	200	0	200	90-
	CONTRACTUAL SERVICES							
71100	OUTSIDE SERVICES	225	0	0	0	0	0	0
71101	PROFESSIONAL SERVICES	674	5,096	0	0	0	0	0
	SUBTOTAL *****	899	5,096	0	0	0	0	0
	FIXED ASSET ADDITIONS							
91000	OFFICE EQUIPMENT	0	3,000	500	0	0	0	0
91301	COMPUTER HARDWARE	0	22,404	24,900	0	0	0	0
	SUBTOTAL *****	0	25,404	25,400	0	0	0	0
	TOTAL EXPENDITURES *****	4,743	37,600	26,800	8,000	0	8,000	78-

Decimal values have been truncated.

County Treasurer

Department Number 1140

Mission

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

Budget Highlights

There are no significant changes to this budget.

Goals and Objectives

Budget Year Objectives

- Evaluate Jury Service check process. Jury checks are currently written in the Court Security Office. The Treasurer's Office helps balance this account with the County bank account each month. This process could possibly be done more efficiently, and booked directly to the General Ledger.
- Evaluate Electronic Funds Transfers (EFT), and work on a policy to facilitate this process.
- Evaluate Treasurer's Office participation in a new finance system.
- Address Neighborhood Improvement District Bond and GO Bond issues.

Progress on Prior Year Objectives

- Train new employee and catch up on backlog of work resulting from turnover in our accountant position twice in FY 2003.
Response: Training of the new accountant is complete as employee has gone through a full year of the accounting process in the Treasurer's Office.
- Comply with outside auditor recommendation to book cash and investments separate on the General Ledger with the purchase of two modules that complement the Sympro investment tracking system.
Response: The General Ledger Module, General Ledger Interface, and Earning Allocation Module were purchased, and the process of loading these modules on the AS400 is in progress. Some automated procedures have had to be done manually to test the exact entries needed to meet the outside audit recommendation. There have been several modifications to the software by Sympro. The modules are being tied to July 2004 General Ledger balances. The auditors approved the method being used to book Cash Investments, Change in Fair Value and Interest Earnings, and Receivables in the 2003 audit.

- Work with Information Technology (IT) to develop a check writing system for the Out of County cash bonds and Victim Restitution checks.
Response: Still pending.
- Work with IT to clean up old programs and perfect new programs.
Response: Partially accomplished. More work in this area is necessary.
- Work with the Collector’s office in tracking Mastercard, Visa and Discover payments.
Response: Accomplished along with adding partial payments of property tax.
- Work with the Recorder’s office on electronic filings and ACH revenues.
Response: Electronic payments for electronic filings in the Recorder’s Office are being received.

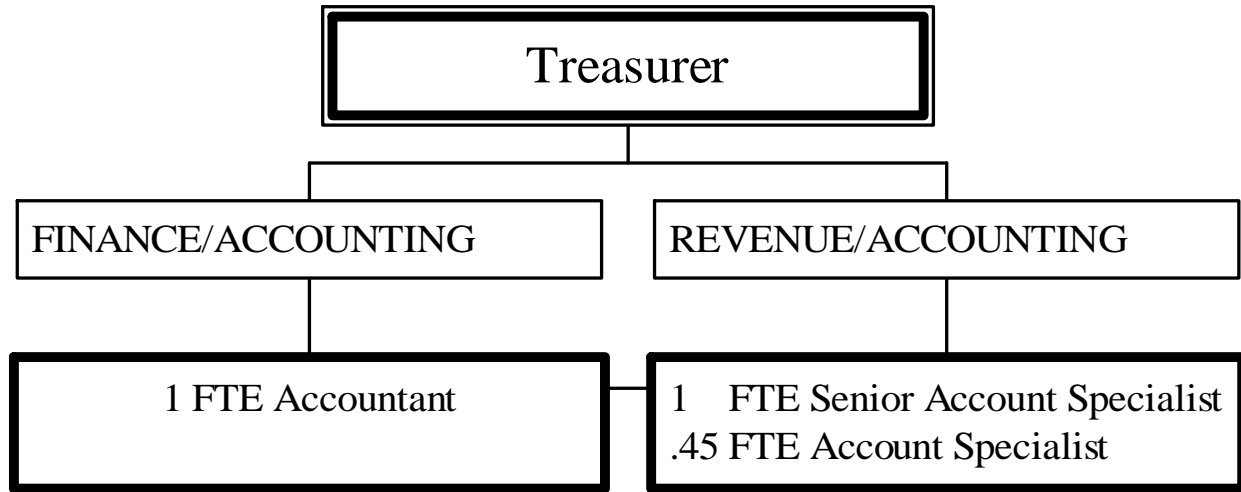
Performance Measures

Performance Measure	2003	2004	2005
	Actual	Estimated	Projected
Number of Receipts Issued	4,057	4,200	4,400
Number of Manual Checks	3,931	4,000	4,100
Number of Accounts Payable Checks	8,373	9,000	9,100
Number of Payroll Checks	3,193	3,027	3,010
Number of Direct Deposits	7,643	8,542	8,230
Number of Funds	94	98	99
Interest Earned (All Funds)	\$550,457	\$400,000	\$410,000
Number of General/Special Obligation Bonds	7	7	8
Out of County Cash Bonds	388	390	395
Number of Credit Cards	10	19	19
Number of ACH Items	8,225	10,000	11,000

Personnel Detail

Position Title	2003	2004	2005	2004-2005
	Full-time Equivalent	Full-time Equivalent	Full-time Equivalent	Change
Treasurer (Elected)	1.00	1.00	1.00	-
Accountant	1.00	1.00	1.00	-
Senior Account Specialist	1.00	1.00	1.00	-
Account Specialist	0.45	0.45	0.45	-
Total FTEs	3.45	3.45	3.45	-
Overtime	\$ 500	\$ 500	\$ 200	\$ (300)

Organizational Chart



Annual Budget

1140 TREASURER
100 GENERAL FUND

ACCT	DESCRIPTION	2003 ACTUAL	2004 BUDGET + REVISIONS	2004 PROJECTED	2005 CORE REQUEST	2005 SUPPLMENTAL REQUEST	2005 ADOPTED BUDGET	%CHG FROM PY BUD
3510	CHARGES FOR SERVICES COPIES	0	10	1	10	0	10	0
	SUBTOTAL *****	0	10	1	10	0	10	0
	INTEREST							
3709	INT-CRIMINAL COSTS	0	1	1	1	0	1	0
3711	INT-OVERNIGHT	4,113	5,000	3,500	4,000	0	4,000	20-
3712	INT-LONG TERM INVEST	57,910	90,000	76,000	80,000	0	80,000	11-
3716	INT-SPEC ELEC FUND	524	500	1	1	0	1	99-
3720	INT- UNCLAIMED FEES	332	2,500	386	600	0	0	0
3721	INTEREST FROM OTHER FUNDS	801	0	0	0	0	0	0
3723	INT - NIDS	112	50	2,000	1,000	0	1,000	900
3724	INT - OTHER ENTITIES	630	800	600	700	0	700	12-
3798	INC/DEC IN FV OF INVESTMENTS	5,080	0	20,000-	15,000-	0	15,000-	0
	SUBTOTAL *****	69,507	98,851	62,488	71,302	0	70,702	28-
	TOTAL REVENUES *****	69,507	98,861	62,489	71,312	0	70,712	28-
	PERSONAL SERVICES							
10100	SALARIES & WAGES	138,988	150,528	158,128	161,893	0	161,893	7
10110	OVERTIME	68	500	500	200	0	200	60-
10200	FICA	10,328	12,134	12,134	12,400	0	12,400	2
10300	HEALTH INSURANCE	10,230	12,075	12,075	13,257	0	13,257	9
10325	DISABILITY INSURANCE	552	663	663	684	0	684	3
10350	LIFE INSURANCE	100	117	117	117	0	117	0
10375	DENTAL INSURANCE	825	945	945	945	0	945	0
10400	WORKERS COMP	519	608	608	691	0	691	13
10500	401(A) MATCH PLAN	1,375	1,755	1,350	1,755	0	1,755	0
10600	UNEMPLOYMENT BENEFITS	5,363	0	0	0	0	0	0
	SUBTOTAL *****	168,350	179,325	186,520	191,942	0	191,942	7
	MATERIALS & SUPPLIES							
22500	SUBSCRIPTIONS/PUBLICATION	812	950	850	920	0	920	3-
23000	OFFICE SUPPLIES	334	400	400	400	0	400	0
23001	PRINTING	803	1,500	2,100	2,600	0	2,600	73
23050	OTHER SUPPLIES	615	1,000	1,100	1,200	0	1,200	20
23850	MINOR EQUIPMENT & TOOLS	0	300	150	150	0	150	50-
	SUBTOTAL *****	2,564	4,150	4,600	5,270	0	5,270	26
	DUES TRAVEL & TRAINING							
37000	DUES	392	900	450	500	0	500	44-
37200	SEMINARS/CONFEREN/MEETING	375	1,400	1,000	1,100	0	1,100	21-
37210	TRAINING/SCHOOLS	3,200	200	100	100	0	100	50-
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	987	1,500	1,000	1,500	0	1,500	0
37230	MEALS & LODGING-TRAINING	342	500	200	500	0	500	0
	SUBTOTAL *****	5,297	4,500	2,750	3,700	0	3,700	17-
	UTILITIES							
48000	TELEPHONES	1,774	1,800	1,800	2,000	0	2,000	11
	SUBTOTAL *****	1,774	1,800	1,800	2,000	0	2,000	11
	VEHICLE EXPENSE							
59200	LOCAL MILEAGE	0	50	30	50	0	50	0
	SUBTOTAL *****	0	50	30	50	0	50	0
	EQUIP & BLDG MAINTENANCE							
60050	EQUIP SERVICE CONTRACT	219	445	540	550	0	550	23
60200	EQUIP REPAIRS/MAINTENANCE	0	100	50	100	0	100	0
	SUBTOTAL *****	219	545	590	650	0	650	19
	CONTRACTUAL SERVICES							
70050	SOFTWARE SERVICE CONTRACT	4,000	5,980	5,980	5,980	0	5,980	0
71107	BANK/CREDIT CARD SERVICE FEES	32,338	35,200	32,700	34,700	0	34,700	1-
71108	CHECK PRINTING CHARGES	1,511	2,500	2,300	2,500	0	2,500	0
71500	BUILDING USE/RENT CHARGE	11,290	11,290	11,290	13,687	0	13,687	21
	SUBTOTAL *****	49,140	54,970	52,270	56,867	0	56,867	3

County Treasurer

Dept. No. 1140

1140 TREASURER
 100 GENERAL FUND

ACCT	DESCRIPTION	2003 ACTUAL	2004 BUDGET + REVISIONS	2004 PROJECTED	2005 CORE REQUEST	2005 SUPPLMENTAL REQUEST	2005 ADOPTED BUDGET	%CHG FROM PY BUD
91302	FIXED ASSET ADDITIONS COMPUTER SOFTWARE	0	14,400	14,000	0	0	0	0
	SUBTOTAL *****	<u>0</u>	<u>14,400</u>	<u>14,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	TOTAL EXPENDITURES *****	227,347	259,740	262,560	260,479	0	260,479	0

Decimal values have been truncated.

Collector of Revenue Summary

Department Numbers 1150 and 2110

Description

The Boone County Collector of Revenue provides services that are primarily funded with appropriations from the General Fund and supplemented with additional revenues derived from delinquent fees and commissions. These fees are accounted for in the Tax Maintenance Fund, a statutory special revenue fund. The General Fund appropriations are included in the Collector budget, department number 1150, and the Tax Maintenance Fund appropriations are included in the Tax Maintenance budget, department number 2110. Detailed information is presented for each of these budgets on the following pages.

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

Budget Summary

Fund	Dept	Department Name	2003	2004	2005	2005	2005	2005
			Actual	Projected	Class 1 Personal Services	Classes 2-8 Other Services and Charges	Class 9 Capital Outlay	Total
100	1150	Collector	\$ 334,185	\$ 346,643	\$ 331,975	\$ 54,218	\$ 2,711	\$ 388,904
211	2110	Tax Maintenance	58,703	96,469	-	129,426	-	129,426
Total			<u>\$ 392,888</u>	<u>\$ 443,112</u>	<u>\$ 331,975</u>	<u>\$ 183,644</u>	<u>\$ 2,711</u>	<u>\$ 518,330</u>

Personnel Summary

Fund	Dept	Department Name	2003	2004	2005
			Full-time Equivalent	Full-time Equivalent	Full-time Equivalent
100	1150	Collector	6.83	6.83	7.25
211	2110	Tax Maintenance	-	-	-
Total FTEs			<u>6.83</u>	<u>6.83</u>	<u>7.25</u>

Collector of Revenue

Department Number 1150

Mission

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

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

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

Budget Highlights

There are no significant changes in this budget.

Goals and Objectives

Budget Year Objectives

- Update and modify the bill entity records on-line on the AS400. New programming changes and layout design are needed for the on-line display of the bill entity file. Current programming and displaying of the records does not meet the desired needs and objectives of the office. By modifying these programs, it will provide much needed help in preparing the annual collector's settlement. In addition to this, it will provide faster response time and more accurate 'live' data to external inquiries of this data. It has yet to be determined whether this task will be a complete rewrite of the program, or if modifications to the existing program will be sufficient.

- Redesign the Monthly Statement of Collections reports for distribution. The monthly distribution reports are in need of being redesigned to provide more detail about the monthly collections and distributions to the taxing entities. Currently, only the net collections are displayed in two categories, current taxes and back taxes. The goal is to show monthly collections broken down by bill year and by bill type. Reporting the gross tax collected as well as the deductions taken to derive at net tax distributed is also planned. This will aid in providing more detailed reports to use internally and externally.
- Automate the real estate installment plan process. All installment plan payments are currently handled through a manual process using significant staff resources. Payments are receipted in and tracked using an Excel spreadsheet. Automation of this process so it can be handled on the AS400 is needed. This will provide a more stable and reliable method of tracking the payments and the plans. Also, by moving these records to the AS400 platform, this information will be kept more secure and safeguarded from possible data loss as opposed to being maintained on PC files. Since the number of parcels to be paid using the installment plan is expected to increase steadily, having these measures put in place is even more important.
- Redesign or relocate the microfilm area to hold additional cabinets for microfilm rolls. When the records on film relating to the Collector's Office moved from the Clerk's Office and a reader/printer was "borrowed" from the Sheriff's Department, two file cabinets and the reader/printer were packed into a small area holding the refrigerator and coat tree. Now, with completion of the microfilming project, and annual filming of records beginning, there is not enough space.

Progress on Prior Year Objectives

- Train additional office staff on using the AS400 to develop queries and reports. Currently, only one staff member has had AS400 training to develop reports and queries. It would be beneficial to the office for other personnel to have the ability to develop and run queries in case of absences or work load. **Response:** Although this goal has not yet been met, it remains a necessity for the office. Staff concerns, as well as security and sensitivity issues of files stored on the AS400 have prolonged the completion of this goal.
- Develop a process and system allowing the Collector's Office the ability to accept partial payments throughout the year on real estate taxes. The Collector's Office receives numerous requests and comments from taxpayers wanting to pay their taxes proportionately throughout the year. Taxpayer input suggests that paying real estate taxes at the end of the calendar year creates a financial burden for some. We believe the taxpayers of Boone County would utilize such a program if developed. A side benefit may be a reduction in the number of delinquent real estate bills. **Response:** Implementation and installment of a plan for taxpayers to pay their real estate taxes on a monthly basis in 2004 has been developed. Taxpayers have the option to either pay by sending in monthly payments or they may authorize the Collector's Office to automatically deduct the payments from their bank accounts. In the first year since its inception, over 280 parcels have been set up on the plan. Based on the positive responses

from taxpayers and the numerous inquiries about the plan, the number of taxpayers wishing to participate in the plan is expected to increase from year to year.

- Balance and reconcile the Collector's Tax Collection Fund 745. This has been an ongoing need for several years. Each month, when funds are distributed, there are slight discrepancies between what was collected, and what was distributed. These differences arise from the voids and subsequent payment transfers that occur during the month being distributed. The voids and transfers are not tracked with the daily collections, so they never hit the appropriate accounts, leaving the appearance of a cash shortfall in the collector fund once distribution occurs. A method to reconcile the differences has been established, and now we must track these differences several months back to balance the fund.

Response: This task should be completed by the end of 2004. The amount of the apparent shortfall has been determined, and steps are now in place to correct the monthly differences that arise. Program changes will also be completed so that much of the correcting and reconciling is automated. All changes and procedures should be in place before the 2004 tax season begins.

- Achieve increased collections in delinquent personal property taxes through the use of Accurant Locator services. Using this web based service, the Collector's Office can more efficiently find personal property tax payers owing back taxes, and establish the communication process necessary to collect the taxes due.

Response: Accurant has proven beneficial in tracking addresses, thus saving time locating updated addresses and resulting in an increase in the number of collection letters created and mailed.

- Increase the number of loan companies that transmit payment information by tape. By offering the tape process to larger mortgage companies currently using a manual process, errors will be reduced on payments remitted by those companies, and Boone County taxpayers using those companies to escrow real estate taxes will be better served.

Response: The number of tape companies increased to six in 2004, which includes the addition of one service company and the merger of two service companies during the year. The other addition is one of the larger mortgage companies. The Collector's Office will continue to work with IT developing a standard process to follow so it becomes easier for mortgage companies to participate in the payment by tape process.

- File bankruptcy claims electronically. Electronic filing should greatly reduce the amount of clerical time required to copy claims, summaries, etc. for attorneys and trustees.

Response: We have acquired a scanner that will allow us to file claims electronically.

- Develop a program to link between Excel spreadsheets and the collection system in the areas of: returned mail, merchant contacts, and NIDs paid. Immediately updating through a link will reduce work hours spent on manual data entry.

Response: This will be carried forward if not completed in 2004.

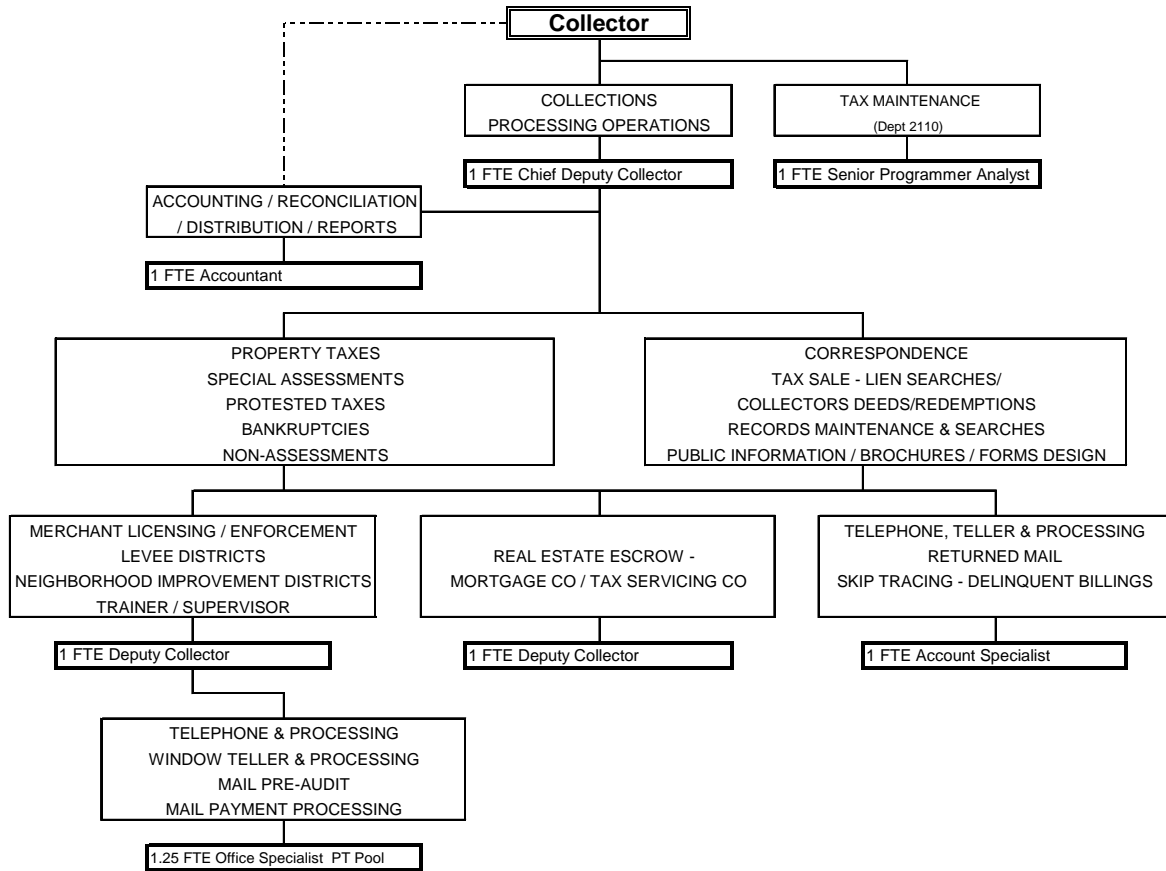
Performance Measures

Performance Measure	2003	2004	2005
	Actual	Estimated	Projected
Number of Real Estate Property Tax Bills Collected	53,069	54,000	55,000
Number of Real Estate Parcels on Installment Payments	n/a	286	350
Number of Delinquent Real Estate Prop. Tax Bills Mailed	11,119	10,185	11,000
Number of Personal Property Tax Bills Collected	57,325	58,500	59,500
Number of Merchant Licenses Collected	2,273	2,300	2,325
Number of Cash Drawers Balanced	1,418	1,425	1,500
Number of In-Person Customers	34,428	33,612	32,940
Number of Statements of Non-Assessment	10,336	10,600	10,750
Number of Bankruptcy Claims, Notices, Filings & Dischgs	992	950	900
Number of Telephone Calls	21,711	20,840	20,000
Number of Searches & Parcel Verifications	26,287	23,473	23,000
Number of Address Changes	12,389	12,500	12,750
Number of Rejection Notices Generated	1,725	911	1,000
Number of Properties Subject to Tax Sale/Number Sold	115/9	166/6	150/5
Number of Checks Generated	734	802	815
Number of Credit Card Transactions	1,504	1,800	2,000
Number of Returned Mail Records	842	900	950
Number of Returned Checks	126	110	120
Number of Duplicate Receipts Issued	8,999	9,300	9,000
Number of Bills Collected (All Types)	112,362	114,000	115,700
Number of M.O.R.E. Program Verifications	1082	1100	1,200
Total Collections (In Millions)	\$104.1	\$105.5	\$108.7

Personnel Detail

Position Title	2003	2004	2005	2004-2005
	Full-time Equivalent	Full-time Equivalent	Full-time Equivalent	Change
Collector (Elected)	1.00	1.00	1.00	-
Chief Deputy Collector	1.00	1.00	1.00	-
Accountant	1.00	1.00	1.00	-
Deputy Collector	2.00	2.00	2.00	-
Account Specialist	1.00	1.00	1.00	-
Office Specialist Pool	0.83	0.83	1.25	0.42
Total FTEs	6.83	6.83	6.83	0.42
Overtime	\$ 3,825	\$ 3,825	\$ 3,825	\$ -

Organizational Chart



Annual Budget

1150 COLLECTOR
100 GENERAL FUND

ACCT	DESCRIPTION	2003 ACTUAL	2004 BUDGET + REVISIONS	2004 PROJECTED	2005 CORE REQUEST	2005 SUPPLEMENTAL REQUEST	2005 ADOPTED BUDGET	%CHG FROM PY BUD
LICENSES AND PERMITS								
3311	LIQUOR	94,909	93,840	92,664	95,720	0	95,720	2
3312	AUCTION	450	500	569	500	0	500	0
3313	MERCHANTS AND MANUFACTURE	11,364	11,500	11,560	11,625	0	11,625	1
	SUBTOTAL *****	106,724	105,840	104,793	107,845	0	107,845	1
INTERGOVERNMENTAL REVENUE								
3493	FOREST CROPLAND PILT	419	420	420	420	0	420	0
	SUBTOTAL *****	419	420	420	420	0	420	0
CHARGES FOR SERVICES								
3506	CERTIFICATE OF REDEMPTION FEE	2,825-	1	1	1	0	1	0
3508	DUPLICATE TAX RECEIPT	7,430	7,000	8,100	8,000	0	8,000	14
3509	DEED FEE	3	11	9	17	0	17	54
3510	COPIES	110	250	275	250	0	250	0
3511	COST OF TAX SALE REIMBURS	6,360	8,000	9,218	9,000	0	9,000	12
3550	COMMISSIONS	1,095,322	1,047,000	1,148,000	1,211,100	0	1,211,100	15
3560	COLLECTION FEES	1,622	1,320	1,385	1,360	0	1,360	3
3577	COLL DEL FEES & COMM	114,374	125,800	118,900	125,800	0	125,800	0
	SUBTOTAL *****	1,222,398	1,189,382	1,285,888	1,355,528	0	1,355,528	13
INTEREST								
3710	INTEREST	1,871	5,000	3,730	3,730	0	3,730	25-
	SUBTOTAL *****	1,871	5,000	3,730	3,730	0	3,730	25-
MISCELLANEOUS								
3894	RETURNED CHECK PENALTY	2,950	2,500	2,700	2,500	0	2,500	0
	SUBTOTAL *****	2,950	2,500	2,700	2,500	0	2,500	0
	TOTAL REVENUES *****	1,334,363	1,303,142	1,397,531	1,470,023	0	1,470,023	12
PERSONAL SERVICES								
10100	SALARIES & WAGES	243,165	255,180	245,850	263,942	7,866	271,808	6
10110	OVERTIME	1,749	3,825	3,825	3,825	0	3,825	0
10200	FICA	18,162	19,813	18,653	20,484	0	20,484	3
10300	HEALTH INSURANCE	20,460	24,150	24,150	26,514	0	26,514	9
10325	DISABILITY INSURANCE	985	1,100	1,100	1,128	0	1,128	2
10350	LIFE INSURANCE	212	234	234	234	0	234	0
10375	DENTAL INSURANCE	1,650	1,890	1,890	1,890	0	1,890	0
10400	WORKERS COMP	940	994	994	1,138	0	1,138	14
10500	401(A) MATCH PLAN	2,600	3,510	2,675	3,510	0	3,510	0
10510	CERF-EMPLOYER PD CONTRIBUTION	1,065	1,048	1,444	0	0	1,444	37
10600	UNEMPLOYMENT BENEFITS	292	0	0	0	0	0	0
	SUBTOTAL *****	291,284	311,744	300,815	322,665	7,866	331,975	6
MATERIALS & SUPPLIES								
22500	SUBSCRIPTIONS/PUBLICATION	38	315	315	350	0	350	11
23000	OFFICE SUPPLIES	2,047	1,980	1,740	1,800	0	1,800	9-
23001	PRINTING	10,255	10,350	10,350	10,750	0	10,750	3
23850	MINOR EQUIPMENT & TOOLS	652	1,200	1,210	1,200	0	1,200	0
	SUBTOTAL *****	12,993	13,845	13,615	14,100	0	14,100	1
DUES TRAVEL & TRAINING								
37000	DUES	150	420	0	0	0	0	0
37200	SEMINARS/CONFEREN/MEETING	825	745	745	745	0	745	0
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	230	300	300	325	0	325	8
37230	MEALS & LODGING-TRAINING	276	570	570	570	0	570	0
	SUBTOTAL *****	1,482	2,035	1,615	1,640	0	1,640	19-
UTILITIES								
48000	TELEPHONES	3,071	3,375	3,150	3,500	0	3,500	3
	SUBTOTAL *****	3,071	3,375	3,150	3,500	0	3,500	3
EQUIP & BLDG MAINTENANCE								
60050	EQUIP SERVICE CONTRACT	460	859	820	905	0	905	5
60200	EQUIP REPAIRS/MAINTENANCE	88	200	200	200	0	200	0
	SUBTOTAL *****	549	1,059	1,020	1,105	0	1,105	4

Collector of Revenue

Dept. No. 1150

1150 COLLECTOR
100 GENERAL FUND

ACCT	DESCRIPTION	2003 ACTUAL	2004 BUDGET + REVISIONS	2004 PROJECTED	2005 CORE REQUEST	2005 SUPPLMENTAL REQUEST	2005 ADOPTED BUDGET	%CHG FROM PY BUD
CONTRACTUAL SERVICES								
71000	INSURANCE AND BONDS	20	100	100	100	0	100	0
71100	OUTSIDE SERVICES	205	500	500	500	0	500	0
71500	BUILDING USE/RENT CHARGE	14,661	14,662	14,662	17,773	0	17,773	21
SUBTOTAL *****		14,886	15,262	15,262	18,373	0	18,373	20
OTHER								
84400	PUBLIC NOTICES	2,803	3,100	3,100	3,500	0	3,500	12
84500	TITLE SEARCH	5,009	11,095	8,066	12,000	0	12,000	8
SUBTOTAL *****		7,813	14,195	11,166	15,500	0	15,500	9
FIXED ASSET ADDITIONS								
91000	OFFICE EQUIPMENT	424	0	0	0	0	0	0
91100	FURNITURE AND FIXTURES	0	0	0	0	5,050	0	0
92000	REPLCMENT OFFICE EQUIP	1,251	0	0	0	2,711	2,711	0
92300	REPLCMENT MACH & EQUIP	429	0	0	0	0	0	0
SUBTOTAL *****		2,104	0	0	0	7,761	2,711	0
TOTAL EXPENDITURES *****		334,185	361,515	346,643	376,883	15,627	388,904	7

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Collector Tax Maintenance

Department Number 2110

Mission

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

Budget Highlights

This budget includes reimbursement to the General Fund for the payroll and benefit costs pertaining to an additional programmer position in the Information Technology (IT) Department (department number 1170). The additional programmer position was added to the IT budget mid-year 2002, pursuant to a contract between the Collector and the County Commission. The budget includes appropriations for a variety of operating expenses as well.

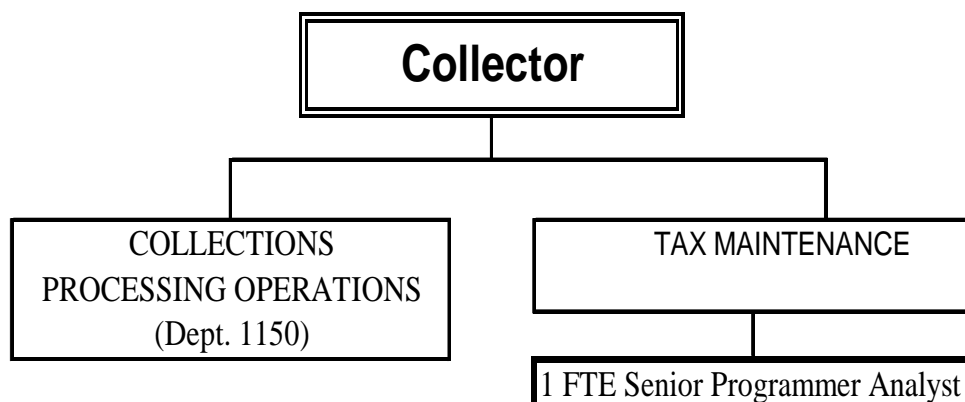
Goals and Objectives

- Refer to department number 1150.

Personnel Detail

Position Title	2003	2004	2005	2004-2005
	Full-time Equivalent	Full-time Equivalent	Full-time Equivalent	Change
Senior Programmer Analyst	1.00	1.00	1.00	-
Total FTEs	1.00	1.00	1.00	-

Organizational Chart



Collector Tax Maintenance

Dept. No. 2110

Annual Budget

2110 COLLECTOR TAX MAINT ACTIVITY
211 COLLECTOR TAX MAINTENANCE FUND

ACCT	DESCRIPTION	2003 ACTUAL	2004 BUDGET + REVISIONS	2004 PROJECTED	2005 CORE REQUEST	2005 SUPPLMENTAL REQUEST	2005 ADOPTED BUDGET	%CHG FROM PY BUD
3577	CHARGES FOR SERVICES COLL DEL FEES & COMM	116,026	125,000	117,700	125,000	0	125,000	0
	SUBTOTAL *****	116,026	125,000	117,700	125,000	0	125,000	0
	INTEREST							
3711	INT-OVERNIGHT	43	39	50	39	0	39	0
3712	INT-LONG TERM INVEST	1,066	1,230	1,366	1,230	0	1,230	0
3798	INC/DEC IN FV OF INVESTMENTS	66	0	486-	0	0	0	0
	SUBTOTAL *****	1,176	1,269	930	1,269	0	1,269	0
	TOTAL REVENUES *****	117,202	126,269	118,630	126,269	0	126,269	0
	MATERIALS & SUPPLIES							
23000	OFFICE SUPPLIES	285	300	300	300	0	300	0
23015	COMPUTER SUPPLIES	0	200	200	200	0	200	0
23050	OTHER SUPPLIES	0	200	200	200	0	200	0
23850	MINOR EQUIPMENT & TOOLS	108	200	200	200	0	200	0
	SUBTOTAL *****	393	900	900	900	0	900	0
	DUES TRAVEL & TRAINING							
37000	DUES	175	250	250	250	0	250	0
37200	SEMINARS/CONFEREN/MEETING	390	750	750	750	0	750	0
37210	TRAINING/SCHOOLS	0	0	0	2,100	0	2,100	0
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	1,795	1,100	1,100	1,850	0	1,850	68
37230	MEALS & LODGING-TRAINING	2,023	1,800	1,800	3,300	0	3,300	83
37235	MEALS & LODGING - OTHER	0	200	200	200	0	200	0
37240	REGISTRATION/TUITION	0	1,750	1,750	1,750	0	1,750	0
	SUBTOTAL *****	4,383	5,850	5,850	10,200	0	10,200	74
	CONTRACTUAL SERVICES							
71000	INSURANCE AND BONDS	0	25	25	25	0	25	0
71100	OUTSIDE SERVICES	4	26,525	26,525	1,625	0	1,625	93-
71101	PROFESSIONAL SERVICES	44,896	56,123	56,123	57,215	0	57,215	1
	SUBTOTAL *****	44,901	82,673	82,673	58,865	0	58,865	28-
	OTHER							
86850	CONTINGENCY	0	56,663	0	59,461	0	59,461	4
	SUBTOTAL *****	0	56,663	0	59,461	0	59,461	4
	FIXED ASSET ADDITIONS							
91100	FURNITURE AND FIXTURES	448	2,307	2,307	0	0	0	0
91301	COMPUTER HARDWARE	8,576	4,739	4,739	0	0	0	0
92100	REPLCMENT FURN & FIXTURES	0	1,120	0	0	0	0	0
	SUBTOTAL *****	9,024	8,166	7,046	0	0	0	0
	TOTAL EXPENDITURES *****	58,703	154,252	96,469	129,426	0	129,426	16-

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Recorder of Deeds Summary

Department Numbers 1160 and 2800

Description

The Boone County Recorder of Deeds provides services that are primarily funded with appropriations from the General Fund and supplemented with additional revenues derived from special fees authorized by statute. These fees are accounted for in the Record Preservation Fund, a statutory special revenue fund. The General Fund appropriations are included in the Recorder of Deeds budget, department number 1160, and the Record Preservation Fund appropriations are included in the Record Preservation budget, department number 2800. Detailed information is presented for each of these budgets on the following pages.

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

Budget Summary

Fund	Dept	Department Name	2003	2004	2005	2005	2005	2005
			Actual	Projected	Class 1 Personal Services	Classes 2-8 Other Services and Charges	Class 9 Capital Outlay	Total
100	1160	Recorder	\$ 481,355	\$ 496,591	\$ 401,913	\$ 116,584	\$ 5,000	\$ 523,497
280	2800	Storage & Preservation	208,541	197,914	-	401,380	10,000	411,380
Total			<u>\$ 689,896</u>	<u>\$ 694,505</u>	<u>\$ 401,913</u>	<u>\$ 517,964</u>	<u>\$ 15,000</u>	<u>\$ 934,877</u>

Personnel Summary

Fund	Dept	Department Name	2003	2004	2005
			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	-
Total FTEs			<u>10.00</u>	<u>10.00</u>	<u>9.00</u>

Recorder of Deeds

Department Number 1160

Mission

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

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

Budget Highlights

There are no significant changes in this budget.

Goals and Objectives

Budget Year Objectives

- Unavailable

Progress on Prior Year Objectives

- Unavailable
Response: Unavailable

Performance Measures

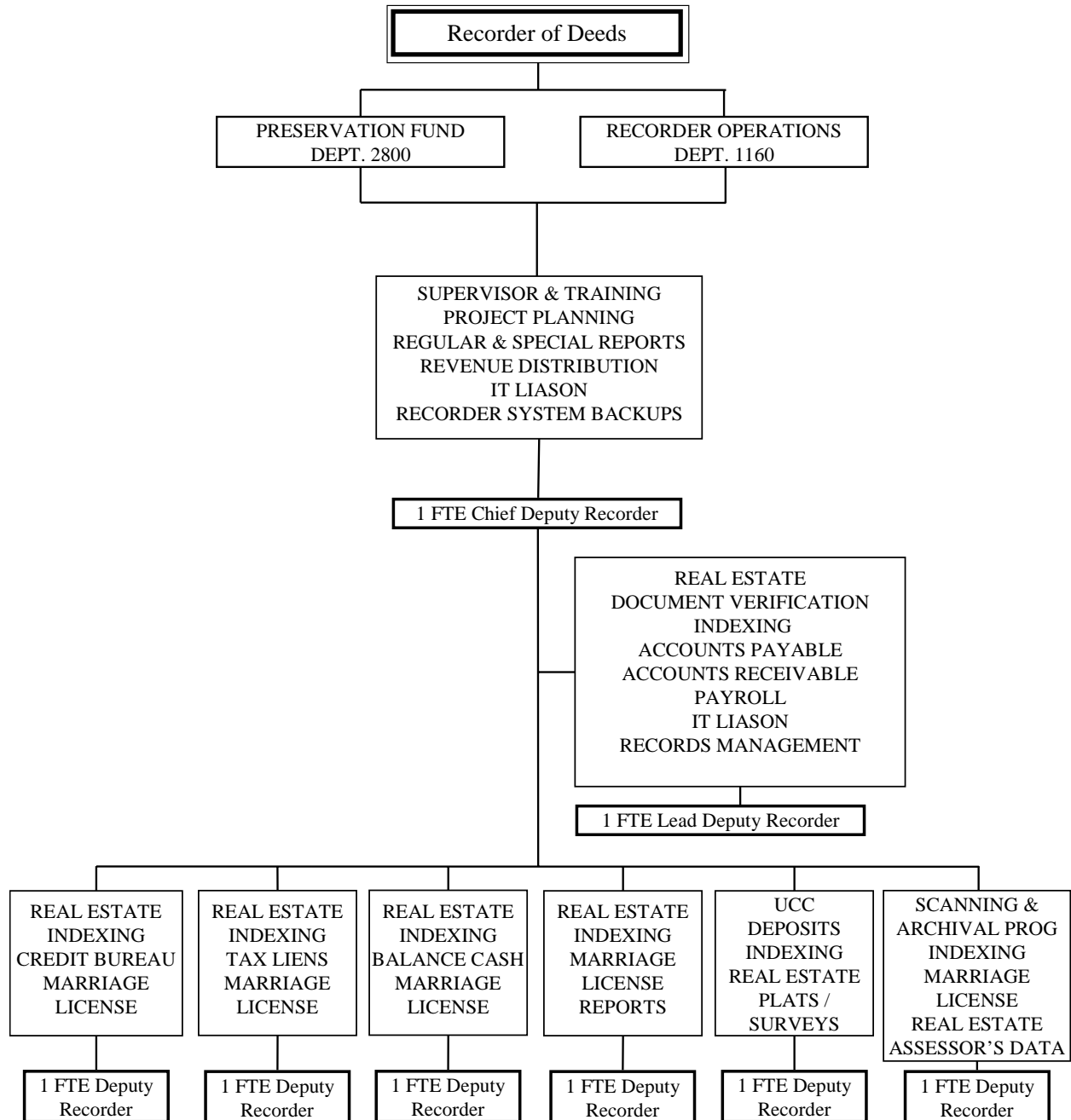
Performance Measure	2003 Actual	2004 Estimated	2005 Projected
Number of Real Estate Documents Recorded	51,003	42,350	36,600

Personnel Detail

Position Title	2003	2004	2005	2004-2005
	Full-time Equivalent	Full-time Equivalent	Full-time Equivalent	Change
Recorder (Elected)	1.00	1.00	1.00	-
Chief Deputy Recorder	1.00	1.00	1.00	-
Lead Deputy Recorder	1.00	1.00	1.00	-
Deputy Recorder	5.00	6.00	6.00	-
Office Specialist	1.00	- ^a	-	-
Total FTEs	<u>9.00</u>	<u>9.00</u>	<u>9.00</u>	<u>-</u>
Overtime	\$ 4,815	\$ 5,500	\$ 2,500	\$ (3,000)

a Office Specialist reclassified to Deputy Recorder

Organizational Chart



Annual Budget

1160 RECORDER
100 GENERAL FUND

ACCT	DESCRIPTION	2003 ACTUAL	2004 BUDGET + REVISIONS	2004 PROJECTED	2005 CORE REQUEST	2005 SUPPLEMENTAL REQUEST	2005 ADOPTED BUDGET	%CHG FROM PY BUD
3315	LICENSES AND PERMITS MARRIAGE	18,889	18,500	18,500	18,500	0	18,500	0
	SUBTOTAL *****	18,889	18,500	18,500	18,500	0	18,500	0
	CHARGES FOR SERVICES							
3510	COPIES	86,433	73,500	70,700	40,500	0	40,500	44-
3561	UCC FEES	446	500	300	300	0	300	40-
3562	REAL ESTATE FEES	1,174,031	1,046,767	791,160	732,000	0	732,000	30-
	SUBTOTAL *****	1,260,910	1,120,767	862,160	772,800	0	772,800	31-
	TOTAL REVENUES *****	1,279,799	1,139,267	880,660	791,300	0	791,300	30-
	PERSONAL SERVICES							
10100	SALARIES & WAGES	295,596	317,894	317,894	323,398	0	323,398	1
10110	OVERTIME	6,432	5,500	2,500	2,500	0	2,500	54-
10200	FICA	21,240	24,456	24,456	24,931	0	24,931	1
10300	HEALTH INSURANCE	30,690	36,225	36,225	39,771	0	39,771	9
10325	DISABILITY INSURANCE	1,283	1,449	1,449	1,479	0	1,479	2
10350	LIFE INSURANCE	321	351	351	351	0	351	0
10375	DENTAL INSURANCE	2,475	2,835	2,835	2,835	0	2,835	0
10400	WORKERS COMP	1,112	1,228	1,228	1,383	0	1,383	12
10500	401(A) MATCH PLAN	4,550	5,265	4,663	5,265	0	5,265	0
	SUBTOTAL *****	363,701	395,203	391,601	401,913	0	401,913	1
	MATERIALS & SUPPLIES							
22500	SUBSCRIPTIONS/PUBLICATION	517	565	565	640	0	640	13
23000	OFFICE SUPPLIES	16,433	17,640	13,500	13,450	0	13,450	23-
23001	PRINTING	1,420	1,700	1,500	1,500	0	1,500	11-
	SUBTOTAL *****	18,371	19,905	15,565	15,590	0	15,590	21-
	DUES TRAVEL & TRAINING							
37000	DUES	0	325	325	350	0	350	7
37200	SEMINARS/CONFERENCE/MEETING	985	650	680	650	0	650	0
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	1,259	1,400	830	1,800	0	1,800	28
37230	MEALS & LODGING-TRAINING	2,390	2,820	3,374	2,700	0	2,700	4-
37240	REGISTRATION/TUITION	0	835	750	835	0	835	0
	SUBTOTAL *****	4,634	6,030	5,959	6,335	0	6,335	5
	UTILITIES							
48000	TELEPHONES	4,844	5,100	5,100	5,100	0	5,100	0
	SUBTOTAL *****	4,844	5,100	5,100	5,100	0	5,100	0
	EQUIP & BLDG MAINTENANCE							
60050	EQUIP SERVICE CONTRACT	17,013	16,370	16,000	17,195	0	17,195	5
60200	EQUIP REPAIRS/MAINTENANCE	465	200	0	0	0	0	0
	SUBTOTAL *****	17,478	16,570	16,000	17,195	0	17,195	3
	CONTRACTUAL SERVICES							
71500	BUILDING USE/RENT CHARGE	47,116	47,116	47,116	57,114	0	57,114	21
71600	EQUIP LEASES & METER CHR	14,076	15,250	15,250	15,250	0	15,250	0
	SUBTOTAL *****	61,192	62,366	62,366	72,364	0	72,364	16
	OTHER							
	SUBTOTAL *****	0	0	0	0	0	0	0
	FIXED ASSET ADDITIONS							
92000	REPLCMENT OFFICE EQUIP	11,133	0	0	0	5,000	5,000	0
	SUBTOTAL *****	11,133	0	0	0	5,000	5,000	0
	TOTAL EXPENDITURES *****	481,355	505,174	496,591	518,497	5,000	523,497	3

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Record Preservation

Department Number 2800

Mission

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

Budget Highlights

This budget includes appropriations to complete the programming and installation of the new recorder's system, on-going maintenance for the new recorder's system, on-going maintenance for the electronic recording system, archival restoration, conversion of microfilm to digital images, and the conversion of digital images to microfilm. It also includes travel and training for the Recorder of Deeds. The budget from this special revenue fund provides supplemental funding to the budget for the Recorder of Deeds established by the County Commission in the General Fund (see department number 1160).

Goals and Objectives

- Unavailable

Progress on Prior Year Objectives

- Unavailable
Response: Unavailable

Personnel Detail

Position Title	2003	2004	2005	2004-2005
	Full-time Equivalent	Full-time Equivalent	Full-time Equivalent	Change
Office Specialist Pool	1.00	1.00	-	(1.00)
Senior Programmer Analyst	-	-	1.00	1.00
Total FTEs	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>-</u>

Organizational Chart

Refer to department number 1160.

Annual Budget

2800 STORAGE & PRESERVATION
 280 RECORD PRESERVATION FUND

ACCT	DESCRIPTION	2003 ACTUAL	2004 BUDGET + REVISIONS	2004 PROJECTED	2005 CORE REQUEST	2005 SUPPLEMENTAL REQUEST	2005 ADOPTED BUDGET	%CHG FROM PY BUD
3569	OTHER FEES	190,055	155,380	145,000	117,500	0	117,500	24-
	SUBTOTAL *****	190,055	155,380	145,000	117,500	0	117,500	24-
	INTEREST							
3711	INT-OVERNIGHT	299	280	225	100	0	100	64-
3712	INT-LONG TERM INVEST	4,264	2,840	4,665	2,200	0	2,200	22-
3798	INC/DEC IN FV OF INVESTMENTS	503	0	1,000-	0	0	0	0
	SUBTOTAL *****	5,066	3,120	3,890	2,300	0	2,300	26-
	TOTAL REVENUES *****	195,122	158,500	148,890	119,800	0	119,800	24-
	PERSONAL SERVICES							
10100	SALARIES & WAGES	0	47,939	0	0	0	0	0
10110	OVERTIME	590	0	0	0	0	0	0
10200	FICA	0	3,667	0	0	0	0	0
10300	HEALTH INSURANCE	0	4,025	0	0	0	0	0
10325	DISABILITY INSURANCE	0	216	0	0	0	0	0
10350	LIFE INSURANCE	0	39	0	0	0	0	0
10375	DENTAL INSURANCE	0	315	0	0	0	0	0
10400	WORKERS COMP	51	183	0	0	0	0	0
10500	401(A) MATCH PLAN	0	585	0	0	0	0	0
	SUBTOTAL *****	641	56,969	0	0	0	0	0
	MATERIALS & SUPPLIES							
23000	OFFICE SUPPLIES	10,500	13,500	11,400	10,500	0	10,500	22-
23020	MICROFILM/FILM	14	0	1,340	1,400	0	1,400	0
	SUBTOTAL *****	10,514	13,500	12,740	11,900	0	11,900	11-
	DUES TRAVEL & TRAINING							
37000	DUES	620	675	755	700	0	700	3
37200	SEMINARS/CONFEREN/MEETING	1,670	750	1,590	750	0	750	0
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	2,875	2,350	2,270	2,800	0	2,800	19
37230	MEALS & LODGING-TRAINING	5,633	5,380	4,539	5,380	0	5,380	0
37240	REGISTRATION/TUITION	0	1,125	1,125	2,350	0	2,350	108
	SUBTOTAL *****	10,798	10,280	10,279	11,980	0	11,980	16
	CONTRACTUAL SERVICES							
70050	SOFTWARE SERVICE CONTRACT	0	30,000	5,000	30,000	0	30,000	0
71100	OUTSIDE SERVICES	75,958	145,500	55,000	105,500	0	105,500	27-
71101	PROFESSIONAL SERVICES	92,446	52,000	86,000	77,000	0	77,000	48
	SUBTOTAL *****	168,404	227,500	146,000	212,500	0	212,500	6-
	OTHER							
86850	CONTINGENCY	0	124,600	0	165,000	0	165,000	32
86910	PY ENCUMBRANCES NOT USED	299-	0	0	0	0	0	0
	SUBTOTAL *****	299-	124,600	0	165,000	0	165,000	32
	FIXED ASSET ADDITIONS							
91100	FURNITURE AND FIXTURES	0	22,000	21,475	0	0	0	0
91301	COMPUTER HARDWARE	5,400	7,400	7,420	0	6,000	6,000	18-
91302	COMPUTER SOFTWARE	0	0	0	0	4,000	4,000	0
92301	REPLC COMPUTER HDWR	12,371	0	0	0	0	0	0
92302	REPLC COMPUTER SOFTWARE	709	0	0	0	0	0	0
	SUBTOTAL *****	18,481	29,400	28,895	0	10,000	10,000	65-
	TOTAL EXPENDITURES *****	208,540	462,249	197,914	401,380	10,000	411,380	11-

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Information Technology

Department Number 1170

Mission

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

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

Budget Highlights

The budget contains all appropriations necessary to accomplish the goals and objectives set forth below, totaling approximately \$135,000 in addition to routine personnel and operations appropriations. Additional funding for some of the projects identified below is provided through Homeland Security Funds (\$22,500) and through joint funding with the Assessment Fund (\$110,400 for imaging and \$45,000 for network storage).

Goals and Objectives

Budget Year Objectives

- Consolidate old individual Uninterruptible Power Supply (UPS) units in the Government Center computer equipment room into one modular and expandable unit.
- Replace the UPS for the Sheriff's Department AS/400.
- Upgrade the Demilitarized Zone (DMZ) switch.
- Establish funds for unanticipated hardware emergencies.
- Implement virus protection for the AS/400 (to be purchased with Federal Homeland Security Grant).
- Replace the Intrusion Detection System Module (IDSM) security server to enable a software upgrade (to be purchased with Federal Homeland Security Grant).
- Implement Backup Recovery and Media Services (BRMS) on the Government Center and Sheriff's Department AS/400s to handle backup and recovery (to be purchased with Federal Homeland Security Grant).

- Replace the current imaging system with Real Vision Imaging (RVI) on the AS/400 platform, including a Linear Tape Open (LTO) tape drive for faster and more reliable backups. (Costs to be shared with other funds.)
- Replace AS/400 terminals that are in poor condition.
- Purchase multi-media courses for Microsoft Office and Novell GroupWise to be used for county-wide training.
- Purchase critical Howard Technical Enterprises (HTE) software modifications for the Sheriff's Department.
- Purchase in-house training for the Sheriff's Department HTE system.
- Implement a Storage Area Network (SAN) to consolidate and integrate server storage on the network, including an LTO tape drive for faster and more reliable backups. (Costs to be shared with other funds.)
- Replace WEB application and Internet Information Services (IIS) servers.
- Purchase Geographic Information System (GIS) Arc Internet Map Server (IMS) and Arc Spatial Data Server (SDE) servers.
- Implement the first year of a five year Personal Computer (PC) replacement plan based on PC age.
- Replace printers that are maintenance problems.
- Purchase PC for a new planner in Planning and Building.
- Replace Voter Registration printer for high capacity card stock feeder capability.
- Purchase WEB tools for application development.
- Install Arc Editor GIS software for Planning and Building.
- Purchase network analysis tool for diagnosing network problems (to be purchased with Federal Homeland Security Grant).
- Purchase cable tester for network wiring.

Progress on Prior Year Objectives

Develop performance measures for FY 2005. This will include establishing the appropriate databases and documenting the reporting procedures to maintain year-to-year consistency.

Response: On-going.

Complete fiber installation between the Government Center and Public Works, and the Government Center and Child Support.

Response: Completion is planned for year-end; however, project completion is dependent upon the City's timeline.

Improve customer service at the Helpdesk and provide additional help for routine computer “operations” activities by adding a new FTE (Helpdesk Technician).

Response: The Helpdesk Technician FTE was held in a contingency fund until September, 2004. At that time, a budget revision from contingency to IT was approved by the Commission, and the position established. The position was filled in December.

Replace all remaining Tangent PCs that were accidentally missed last year.

Response: Completed.

Replace PCs that are maintenance problems and/or causing serious performance issues.

Response: Completed.

Replace printers that are maintenance problems.

Response: Completed.

Develop a hardware replacement schedule, and implement the first year of the plan in FY 2005.

Response: A five year PC replacement plan, based on age, has been approved and the first phase will be implemented in FY 2005. Printer, server and other hardware replacement will be evaluated on an as needed basis.

Upgrade the Government Center iSeries (AS/400) to enable logical positioning (LPAR) to separate computing environments into production and development.

Response: Completed.

Evaluate various change management systems.

Response: On-going.

Evaluate iSeries (AS/400) automatic documentation systems.

Response: On-going.

Install an Intranet.

Response: On-going.

Take a physical inventory into Track-It!

Response: A computer physical inventory was taken in the first quarter of 2004 and the IT asset database updated accordingly. Testing is on-going to set up Track-It! to automatically inventory PCs.

Evaluate impact of moving Sheriff Department iSeries (AS/400) applications to the Government Center iSeries (AS/400) for possible implementation in FY 2005.

Response: On-going. Because of legal delays with the fiber, this evaluation will be continued in FY 2005 with possible implementation in FY 2006.

Install CODE/400 to increase programmer productivity and provide training.

Response: Completed.

Establish a detailed training plan for IT staff.

Response: Completed.

Document all backup procedures. Evaluate a disaster recovery plan.

Response: Backup procedure documentation is on-going. Disaster recovery plan evaluations are on-going.

Develop an operations schedule in Microsoft Project.

Response: On-going.

Evaluate methods to improve imaging by making it more cost effective and available to more departments and offices.

Response: Evaluation completed. Current imaging system to be replaced by RVI on the AS/400 platform.

Establish a county-wide computer “technical” committee.

Response: ITAC will continue to serve as the County’s technical committee; therefore, a separate technical committee is not needed.

Evaluate county-wide network faxing options.

Response: Dropped. No interest at this time.

Perform a study to compare and evaluate the advantages and disadvantages of purchasing new iSeries (AS/400) payroll, human resources, and accounting software vs. rewriting current applications.

Response: On-going.

Help support the Voter Registration office in evaluating remote laptops in polling stations.

Response: Completed. Fifty-six laptops were purchased, configured and deployed for the national election in November, along with nine IT staff on standby for Helpdesk support beginning at 5:30 A.M. election day. The Helpdesk received over 200 calls election day.

Continue work on GASB34 system.

Response: The core system has been completed. Minor modifications and enhancements are on-going.

Review and group programming backlog and make recommendation. Determine impact of replacing/rewriting major applications.

Response: Review of programming backlog completed. Determining impact of replacing/rewriting major applications will be completed by the end of the year.

Evaluate Web-facing iSeries (AS/400) applications.

Response: On-going.

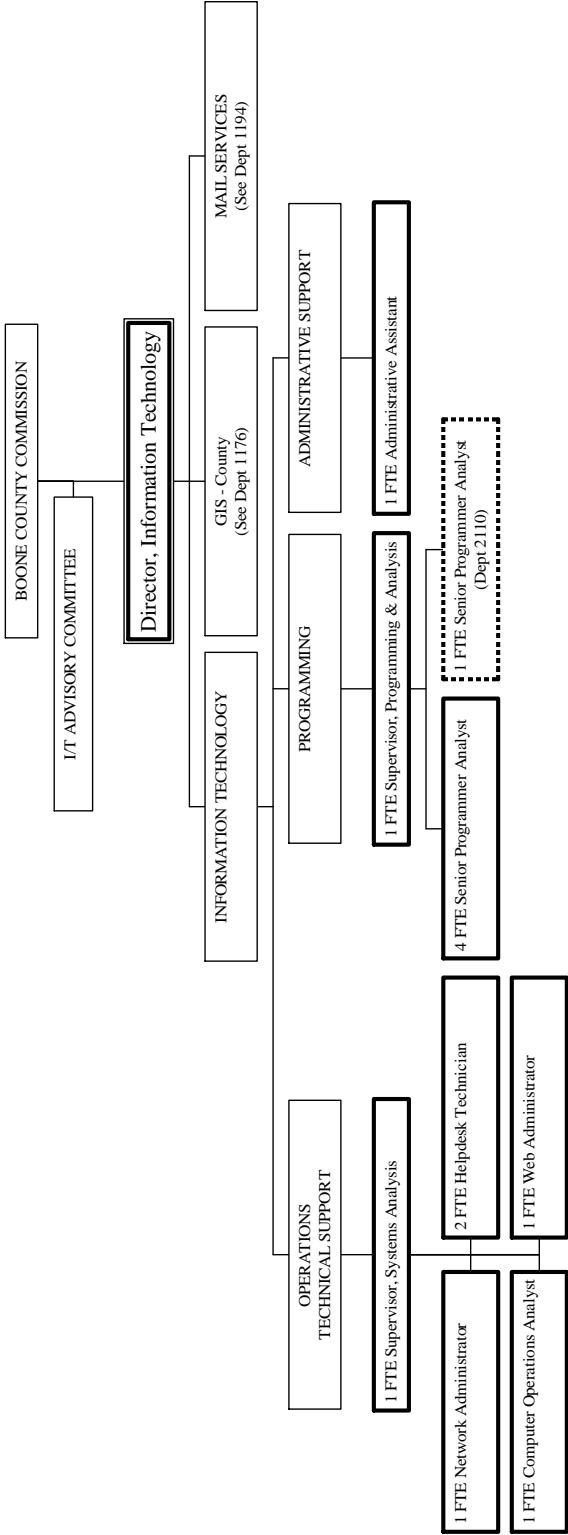
Performance Measures

Performance Measure	2003 Actual	2004 Estimated	2005 Projected
Under Development			

Personnel Detail

Position Title	2003 Full-time Equivalent	2004 Full-time Equivalent	2005 Full-time Equivalent	2004-2005 Change
Director, Information Technology	1.00	1.00	1.00	-
Supervisor, Systems Analysis	1.00	1.00	1.00	-
Network Administrator	1.00	1.00	1.00	-
Supervisor, Programming & Analysis	1.00	1.00	1.00	-
Computer Operations Analyst	1.00	1.00	1.00	-
Senior Programmer Analyst	4.00	4.00	4.00	-
Web Administrator	1.00	1.00	1.00	-
Helpdesk Technician	1.00	2.00	2.00	-
Administrative Assistant	1.00	1.00	1.00	-
Total FTEs	12.00	13.00	13.00	-
Overtime	\$ 4,000	\$ 4,500	\$ -	\$ (4,500)

Organizational Chart



Annual Budget

1170 INFORMATION TECHNOLOGY
100 GENERAL FUND

ACCT	DESCRIPTION	2003 ACTUAL	2004 BUDGET + REVISIONS	2004 PROJECTED	2005 CORE REQUEST	2005 SUPPLEMENTAL REQUEST	2005 ADOPTED BUDGET	%CHG FROM PY BUD
CHARGES FOR SERVICES								
3510	COPIES	37	0	35	0	0	0	0
3528	REIMB PERSONNEL/PROJECTS	44,896	56,123	57,340	56,123	0	56,123	0
3595	DIRECT DIAL ACCESS	1,421	0	45	0	0	0	0
	SUBTOTAL *****	46,355	56,123	57,420	56,123	0	56,123	0
MISCELLANEOUS								
	SUBTOTAL *****	0	0	0	0	0	0	0
	TOTAL REVENUES *****	46,355	56,123	57,420	56,123	0	56,123	0
PERSONAL SERVICES								
10100	SALARIES & WAGES	581,631	658,448	649,696	753,230	0	753,230	14
10110	OVERTIME	4,609	4,500	2,300	1,500	0	1,500	66-
10120	HOLIDAY WORKED	241	0	0	0	0	0	0
10200	FICA	43,565	50,767	50,046	57,736	0	57,736	13
10300	HEALTH INSURANCE	44,330	53,332	53,332	66,285	0	66,285	24
10325	DISABILITY INSURANCE	2,463	2,998	2,954	3,411	0	3,411	13
10350	LIFE INSURANCE	436	517	507	585	0	585	13
10375	DENTAL INSURANCE	3,575	4,174	4,815	4,725	0	4,725	13
10400	WORKERS COMP	2,426	2,536	2,505	3,188	0	3,188	25
10500	401(A) MATCH PLAN	4,700	7,793	6,185	8,775	0	8,775	12
10510	CERF-EMPLOYER PD CONTRIBUTION	4,514	6,184	3,455	0	0	3,630	41-
10600	UNEMPLOYMENT BENEFITS	12,142	1,750	1,750	0	0	0	0
	SUBTOTAL *****	704,634	792,999	777,545	899,435	0	903,065	13
MATERIALS & SUPPLIES								
22500	SUBSCRIPTIONS/PUBLICATION	2,407	3,820	4,517	5,565	0	5,565	45
23000	OFFICE SUPPLIES	1,679	3,000	3,000	3,000	0	3,000	0
23001	PRINTING	342	300	375	300	0	300	0
23015	COMPUTER SUPPLIES	4,046	4,100	4,100	3,000	0	3,000	26-
23016	MAGNETIC MEDIA	13,163	8,035	14,035	29,460	24,420-	5,040	37-
23017	COMPUTER PAPER	2,159	4,300	4,300	4,300	0	4,300	0
23018	PRINTER SUPPLIES	51,935	43,900	43,900	43,600	0	43,600	0
23050	OTHER SUPPLIES	3,687	6,000	6,000	6,000	0	6,000	0
23850	MINOR EQUIPMENT & TOOLS	2,875	2,500	1,500	1,000	1,000	2,000	20-
	SUBTOTAL *****	82,296	75,955	81,727	96,225	23,420-	72,805	4-
DUES TRAVEL & TRAINING								
37000	DUES	11,820	12,175	12,175	12,175	0	12,175	0
37200	SEMINARS/CONFERENCE/MEETING	4,192	5,190	5,500	7,536	0	7,536	45
37210	TRAINING/SCHOOLS	6,991	10,650	14,650	8,600	2	8,601	19-
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	1,754	4,900	5,590	5,401	0	5,401	10
37230	MEALS & LODGING-TRAINING	5,260	7,100	7,100	11,933	2	11,935	68
	SUBTOTAL *****	30,019	40,015	45,015	45,645	4	45,648	14
UTILITIES								
48000	TELEPHONES	23,466	27,113	20,000	14,871	0	14,871	45-
	SUBTOTAL *****	23,466	27,113	20,000	14,871	0	14,871	45-
VEHICLE EXPENSE								
59200	LOCAL MILEAGE	189	500	300	1,135	0	1,135	127
	SUBTOTAL *****	189	500	300	1,135	0	1,135	127
EQUIP & BLDG MAINTENANCE								
60050	EQUIP SERVICE CONTRACT	50,627	68,080	68,080	57,549	1,855-	55,694	18-
60200	EQUIP REPAIRS/MAINTENANCE	170	3,000	3,000	5,000	0	5,000	66
	SUBTOTAL *****	50,797	71,080	71,080	62,549	1,855-	60,694	14-
CONTRACTUAL SERVICES								
70050	SOFTWARE SERVICE CONTRACT	158,909	85,518	74,518	74,703	20,028-	56,673	33-
71100	OUTSIDE SERVICES	21,517	22,984	24,800	34,500	0	34,500	50
71101	PROFESSIONAL SERVICES	3,765	10,000	8,000	12,000	15,105	28,004	180
71500	BUILDING USE/RENT CHARGE	24,211	24,211	24,211	29,349	0	29,349	21
71600	EQUIP LEASES & METER CHRG	626	792	900	1,056	0	1,056	33
	SUBTOTAL *****	209,029	143,505	132,429	151,608	4,923-	149,582	4

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Information Technology

Dept. No. 1170

1170 INFORMATION TECHNOLOGY
100 GENERAL FUND

ACCT	DESCRIPTION	2003 ACTUAL	2004 BUDGET + REVISIONS	2004 PROJECTED	2005 CORE REQUEST	2005 SUPPLEMENTAL REQUEST	2005 ADOPTED BUDGET	%CHG FROM PY BUD
	FIXED ASSET ADDITIONS							
91100	FURNITURE AND FIXTURES	0	4,500	3,500	0	0	0	0
91301	COMPUTER HARDWARE	32,204	43,719	26,401	0	65,069	81,565	86
91302	COMPUTER SOFTWARE	9,419	5,286	5,282	0	3,006	3,004	43-
92301	REPLC COMPUTER HDWR	84,559	133,077	133,077	0	99,422	99,422	25-
92302	REPLC COMPUTER SOFTWARE	0	5,064	5,000	0	8,503	2	99-
	SUBTOTAL *****	126,182	191,646	173,260	0	176,000	183,993	3-
	TOTAL EXPENDITURES *****	1,226,616	1,342,813	1,301,356	1,271,468	145,806	1,431,793	6

Decimal values have been truncated.

GIS – Consortium

Department Number 1175

Mission

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

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

Budget Highlights

This budget includes funding to upgrade the fiber optic hardware located at each entity site. The budgetary impact is approximately \$15,000.

Goals and Objectives

Budget Year Objectives

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

Progress on Prior Year Objectives

- Maintain continued access to Consortium shared data. Access to GIS data for Consortium members is anticipated to increase through a Consortium shared, centralized server. Funds will be needed to maintain and upgrade the Consortium GIS server. Funds will possibly be needed to purchase ArcSDE software to increase the GIS server speed.
Response: A GIS Program Manager was needed to maintain the GIS Consortium server. Alternative methods were used to transfer GIS information to entities outside the Consortium. This included the creation of CD-ROMs and the use of an external hard drive.
- Develop and maintain standards for GIS data development and accuracy throughout the Consortium. The GIS Manager must insure that standards for GIS data development will be used in the creation of new GIS layers.
Response: The Boone County GIS Program Manager developed standards for GIS data development to insure ease of use and accuracy for all

Consortium members. The Boone County GIS Program Manager oversees these standards.

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

Response: Consortium members were trained on how to use the GIS data and how to create individual layers using GIS standards. The Boone County GIS Program Manager created maps and manuals to aid in the training process.

Personnel Detail

Position Title	2002 Full-time Equivalent	2003 Full-time Equivalent	2004 Full-time Equivalent	2003-2004 Change
GIS Program Manager	0.12 ^a	- ^b	-	-
Total FTEs	0.12	-	-	-

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

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

Annual Budget

1175 GIS - CONSORTIUM
 100 GENERAL FUND

ACCT	DESCRIPTION	2003 ACTUAL	2004 BUDGET + REVISIONS	2004 PROJECTED	2005 CORE REQUEST	2005 SUPPLEMENTAL REQUEST	2005 ADOPTED BUDGET	%CHG FROM PY BUD
3525	REIMB. SPECIAL PROJECTS	0	0	0	7,500	0	7,500	0
	SUBTOTAL *****	0	0	0	7,500	0	7,500	0
	TOTAL REVENUES *****	0	0	0	7,500	0	7,500	0
	PERSONAL SERVICES							
	SUBTOTAL *****	0	0	0	0	0	0	0
	MATERIALS & SUPPLIES							
23016	MAGNETIC MEDIA	0	3,000	0	1,000	0	1,000	66-
	SUBTOTAL *****	0	3,000	0	1,000	0	1,000	66-
	EQUIP & BLDG MAINTENANCE							
60050	EQUIP SERVICE CONTRACT	0	0	0	1,650	650	2,300	0
	SUBTOTAL *****	0	0	0	1,650	650	2,300	0
	CONTRACTUAL SERVICES							
71100	OUTSIDE SERVICES	4,400	1,522	0	1,051	0	1,051	30-
	SUBTOTAL *****	4,400	1,522	0	1,051	0	1,051	30-
	OTHER							
	SUBTOTAL *****	0	0	0	0	0	0	0
	FIXED ASSET ADDITIONS							
91302	COMPUTER SOFTWARE	0	7,000	100	0	0	0	0
92301	REPLC COMPUTER HDWR	0	15,000	14,571	0	15,000	15,000	0
	SUBTOTAL *****	0	22,000	14,671	0	15,000	15,000	31-
	TOTAL EXPENDITURES *****	4,400	26,522	14,671	3,701	15,650	19,351	27-

Decimal values have been truncated.

GIS – County

Department Number 1176

Mission

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

Budget Highlights

There are no significant changes to this budget.

Goals and Objectives

Budget Year Objectives

- Develop GIS layers as user departments identify needs.
- Develop applications to use in conjunction with the newly created GIS layers.
- Develop and maintain standards for GIS data development and accuracy throughout the County.
- Train county employees on the use of GIS.

Progress on Prior Year Objectives

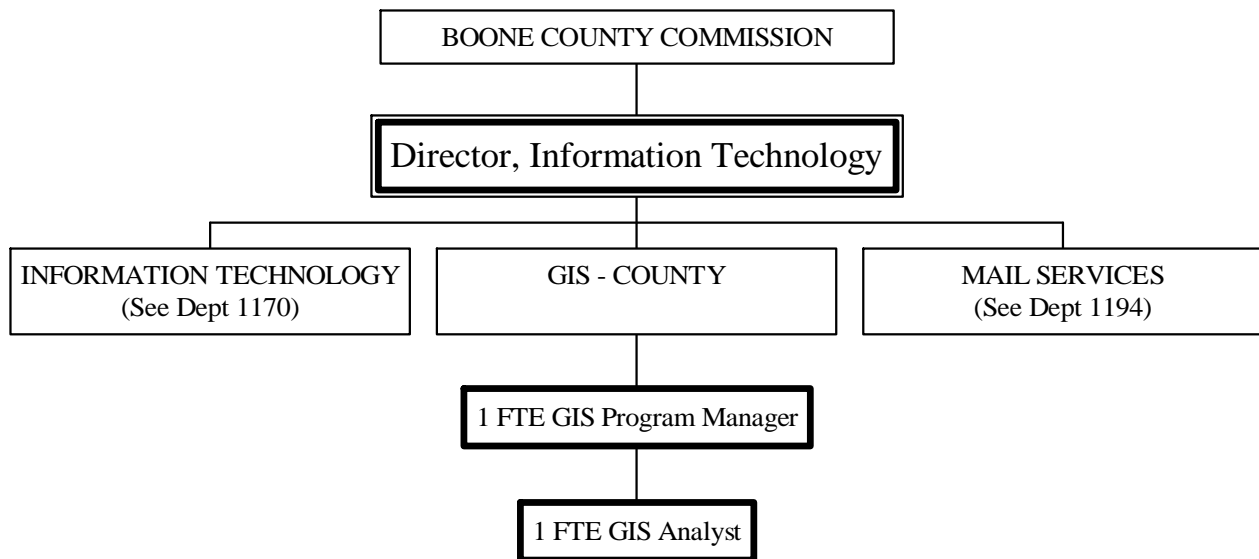
- Develop new GIS layers according to a prioritized list.
Response: The development of a "Master" Address Database is underway and will be complete by the end of the year 2005. The development of a Voter District map for the County Clerk's Office has been ongoing. These are the highest priorities for the GIS Department. The development of a Zoning layer (map) will be completed by the end of the year 2004, but this project is highly dependant upon Planning & Zoning interaction.
- Develop applications to use in conjunction with the newly created GIS layers.
Response: Research is ongoing on application development. Multiple Internet Mapping applications have been developed at this time. An ArcReader application with custom map projects has been developed to give end users access to GIS data. This is a free GIS viewer application that can be used as an alternative to the Intranet mapping.
- Develop and maintain standards for GIS data development and accuracy throughout the County.
Response: The development of GIS standards is still ongoing.

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

Personnel Detail

Position Title	2003 Full-time Equivalent	2004 Full-time Equivalent	2005 Full-time Equivalent	2004-2005 Change
GIS Program Manager	1.00	1.00	1.00	-
GIS Analyst	1.00	1.00	1.00	-
Total FTEs	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>-</u>

Organizational Chart



Annual Budget

1176 GIS - COUNTY
100 GENERAL FUND

ACCT	DESCRIPTION	2003 ACTUAL	2004 BUDGET + REVISIONS	2004 PROJECTED	2005 CORE REQUEST	2005 SUPPLEMENTAL REQUEST	2005 ADOPTED BUDGET	%CHG FROM PY BUD
3569	OTHER FEES	15	0	50	0	0	0	0
	SUBTOTAL *****	15	0	50	0	0	0	0
	TOTAL REVENUES *****	15	0	50	0	0	0	0
	PERSONAL SERVICES							
10100	SALARIES & WAGES	76,488	81,267	81,267	85,404	0	85,404	5
10200	FICA	5,743	6,217	6,217	6,533	0	6,533	5
10300	HEALTH INSURANCE	6,820	8,050	8,050	8,838	0	8,838	9
10325	DISABILITY INSURANCE	315	367	367	385	0	385	4
10350	LIFE INSURANCE	67	78	78	78	0	78	0
10375	DENTAL INSURANCE	550	630	630	630	0	630	0
10400	WORKERS COMP	298	311	311	360	0	360	15
10500	401(A) MATCH PLAN	1,100	1,170	663	1,170	0	1,170	0
	SUBTOTAL *****	91,382	98,090	97,583	103,398	0	103,398	5
	MATERIALS & SUPPLIES							
23000	OFFICE SUPPLIES	68	100	100	100	0	100	0
23001	PRINTING	137	50	50	50	0	50	0
23016	MAGNETIC MEDIA	85	125	100	125	0	125	0
23017	COMPUTER PAPER	0	2,050	1,000	2,050	0	2,050	0
23018	PRINTER SUPPLIES	0	200	200	200	0	200	0
	SUBTOTAL *****	291	2,525	1,450	2,525	0	2,525	0
	DUES TRAVEL & TRAINING							
37000	DUES	0	150	50	150	0	150	0
37200	SEMINARS/CONFEREN/MEETING	240	2,000	0	2,000	0	2,000	0
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	680	2,000	1,000	2,000	0	2,000	0
37230	MEALS & LODGING-TRAINING	923	1,000	1,500	1,500	0	1,500	50
	SUBTOTAL *****	1,844	5,150	2,550	5,650	0	5,650	9
	UTILITIES							
48000	TELEPHONES	621	632	632	632	0	632	0
	SUBTOTAL *****	621	632	632	632	0	632	0
	VEHICLE EXPENSE							
59200	LOCAL MILEAGE	41	50	50	50	0	50	0
	SUBTOTAL *****	41	50	50	50	0	50	0
	EQUIP & BLDG MAINTENANCE							
60050	EQUIP SERVICE CONTRACT	0	100	100	100	0	100	0
	SUBTOTAL *****	0	100	100	100	0	100	0
	CONTRACTUAL SERVICES							
70050	SOFTWARE SERVICE CONTRACT	8,372	14,600	14,600	14,300	0	14,300	2-
71100	OUTSIDE SERVICES	0	1,000	500	1,000	0	1,000	0
71500	BUILDING USE/RENT CHARGE	3,009	3,010	3,010	3,649	0	3,649	21
71600	EQUIP LEASES & METER CHR	14	0	132	132	0	132	0
	SUBTOTAL *****	11,396	18,610	18,242	19,081	0	19,081	2
	FIXED ASSET ADDITIONS							
91302	COMPUTER SOFTWARE	1,094	0	0	0	0	0	0
92301	REPLC COMPUTER HDWR	6,169	0	0	0	0	0	0
	SUBTOTAL *****	7,263	0	0	0	0	0	0
	TOTAL EXPENDITURES *****	112,841	125,157	120,607	131,436	0	131,436	5

Decimal values have been truncated.

Non-Departmental

Department Number 1190

Mission

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

Budget Highlights

Property tax revenues reflect no change in the tax levy of \$0.13/per \$100 assessed valuation for the General Fund. Assessed valuation is expected to increase due to new construction and reassessment, resulting in a budgetary estimate of 6.5% growth. Sales tax revenues have grown at approximately 4-5% during FY 2004, exceeding original budget estimates. However, the final annual growth rate will not be known for several months after adoption of this budget. The FY 2005 budget assumes a 4% growth rate over the current year projection, which translates into a 6.7% budgetary increase.

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

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

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

Non-Departmental

Department Number 1190

Annual Budget

1190 NON-DEPARTMENTAL
100 GENERAL FUND

ACCT	DESCRIPTION	2003 ACTUAL	2004 BUDGET + REVISIONS	2004 PROJECTED	2005 CORE REQUEST	2005 SUPPLMENTAL REQUEST	2005 ADOPTED BUDGET	%CHG FROM PY BUD
PROPERTY TAXES								
3001	REAL ESTATE CY	1,560,882	1,596,000	1,625,000	1,730,000	0	1,730,000	8
3002	PERSONAL PROPERTY CY	393,588	411,000	385,000	391,000	0	391,000	4-
3003	RAILROAD AND UTILITY CY	80,339	77,000	79,000	81,000	0	81,000	5
3004	REPLACEMENT SURTAX/GEN CY	142,998	140,000	143,000	143,000	0	143,000	2
3011	REAL ESTATE PY	41,284	30,000	42,000	42,000	0	42,000	40
3012	PERSONAL PROPERTY PY	37,515	30,000	37,000	37,000	0	37,000	23
3013	RAILROAD & UTILITY PY	1,103	0	400	0	0	0	0
	SUBTOTAL *****	2,257,713	2,284,000	2,311,400	2,424,000	0	2,424,000	6
SALES TAXES								
3110	SALES TAXES	9,834,025	9,920,000	10,178,000	10,585,000	0	10,585,000	6
	SUBTOTAL *****	9,834,025	9,920,000	10,178,000	10,585,000	0	10,585,000	6
FRANCHISE TAXES								
3210	MEDIACOM	94,731	95,200	94,000	94,000	0	94,000	1-
3220	CHARTER COMMUNICATIONS	42,474	45,200	41,900	41,900	0	41,900	7-
	SUBTOTAL *****	137,206	140,400	135,900	135,900	0	135,900	3-
INTERGOVERNMENTAL REVENUE								
3445	FINANCIAL INSTITUTION TAX	4,755	2,500	3,000	3,000	0	3,000	20
3446	COUNTY STOCK INSURANCE	12,579	12,000	12,000	12,000	0	12,000	0
3482	FED DISASTER	5,114	0	0	0	0	0	0
3490	FISH & WILDLIFE PILT	0	500	400	400	0	400	20-
3491	NATL FOREST PILT	2,955	3,600	3,000	3,000	0	3,000	16-
3492	BUREAU OF LAND MGMT PILT	4,949	5,000	5,169	5,000	0	5,000	0
	SUBTOTAL *****	30,354	23,600	23,569	23,400	0	23,400	0
CHARGES FOR SERVICES								
	SUBTOTAL *****	0	0	0	0	0	0	0
INTEREST								
3710	INTEREST	382	1,000	1,380	1,400	0	1,400	40
3718	INT-SALES TAX	3,845	4,200	3,000	3,000	0	3,000	28-
3719	INT-FINANCIAL INST TAX	33	50	35	35	0	35	30-
3724	INT - OTHER ENTITIES	0	21,899	21,899	19,140	0	19,140	12-
	SUBTOTAL *****	4,262	27,149	26,314	23,575	0	23,575	13-
MISCELLANEOUS								
3820	LAND & BLDG RENT/LEASE	60,030	149,350	141,850	191,082	0	191,082	27
3821	BLDG RENT	0	0	0	0	0	28,927	0
3823	HOSPITAL LEASE	1,404,518	1,418,500	1,430,923	1,452,000	0	1,452,000	2
3835	SALE OF COUNTY FIXED ASSET	12,092	1,000	13,000	1,000	0	1,000	0
3887	ADMIN & INDIRECT COST REIMB	157,102	158,000	158,000	158,000	0	158,000	0
3890	MISCELLANEOUS	40	0	744	0	0	0	0
3891	DIVIDENDS/REBATES	99,517	0	0	0	0	0	0
	SUBTOTAL *****	1,733,300	1,726,850	1,744,517	1,802,082	0	1,831,009	6
OTHER FINANCING SOURCES								
3912	OTI:DEBT SERVICE FUND	500	0	0	0	0	0	0
3925	PROCEEDS OF SPCL OBLG BND	1,898,932	0	0	0	0	0	0
	SUBTOTAL *****	1,899,432	0	0	0	0	0	0
	TOTAL REVENUES *****	15,896,294	14,121,999	14,419,700	14,993,957	0	15,022,884	6
MATERIALS & SUPPLIES								
23050	OTHER SUPPLIES	0	750	500	750	0	750	0
	SUBTOTAL *****	0	750	500	750	0	750	0
UTILITIES								
48100	NATURAL GAS	0	0	0	500	0	500	0
48200	ELECTRICITY	0	0	0	500	0	500	0
48300	WATER	0	0	0	100	0	100	0

Non-Departmental

Dept. No. 1190

48400 SOLID WASTE	0	0	0	1	0	1	0
48600 SEWER USE	0	0	0	75	0	75	0
SUBTOTAL *****	0	0	0	1,176	0	1,176	0

1190 NON-DEPARTMENTAL

100 GENERAL FUND

ACCT	DESCRIPTION	2003 ACTUAL	2004 BUDGET + REVISIONS	2004 PROJECTED	2005 CORE REQUEST	2005 SUPPLMENTAL REQUEST	2005 ADOPTED BUDGET	%CHG FROM PY BUD
59300	PARKING	17,640	19,140	18,000	19,140	0	19,140	0
SUBTOTAL *****		17,640	19,140	18,000	19,140	0	19,140	0
CONTRACTUAL SERVICES								
71100	OUTSIDE SERVICES	590	1,000	750	750	0	750	25-
71101	PROFESSIONAL SERVICES	79,810	107,640	98,000	101,600	0	101,600	5-
71105	LEGAL SERVICES	2,900	5,000	0	5,000	0	5,000	0
71500	BUILDING USE/RENT CHARGE	0	0	0	0	0	31,605	0
SUBTOTAL *****		83,300	113,640	98,750	107,350	0	138,955	22
OTHER								
83900	OTHR FIN USE-BOND REDEMPTION	1,898,932	0	0	0	0	0	0
84050	DEBT RETIREMENT-PRINCIPLE	315,000	310,000	310,000	270,000	0	270,000	12-
84100	INTEREST EXPENSE	76,740	156,115	182,650	150,315	0	150,315	3-
86897	FICA/FED W/H OVER AND SHORT	1,172	0	0	0	0	0	0
86898	OVER AND SHORT	133-	100	10	100	0	100	0
86900	MISCELLANEOUS	2,369	3,500	2,900	3,500	0	3,500	0
86910	PY ENCUMBRANCES NOT USED	22,130-	0	7,000-	0	0	0	0
SUBTOTAL *****		2,271,952	469,715	488,560	423,915	0	423,915	9-
FIXED ASSET ADDITIONS								
91200	BUILDINGS & IMPROVEMENTS	0	543,650	543,650	0	0	0	0
91800	LAND	0	390,000	390,000	0	0	0	0
SUBTOTAL *****		0	933,650	933,650	0	0	0	0
TOTAL EXPENDITURES *****		2,372,892	1,536,895	1,539,460	552,331	0	583,936	62-

Decimal values have been truncated.

Insurance and Safety

Department Number 1191

Mission

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

Budget Highlights

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

The County expects to earn the \$25,000 maximum rebate under MARCIT's loss control program. The program requires that at least 50% of the rebate must be re-invested in safety equipment, training, or programs. The budget includes appropriations equal to 50% of the rebate.

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).

Annual Budget

1191 INSURANCE & SAFETY
100 GENERAL FUND

ACCT	DESCRIPTION	2003 ACTUAL	2004 BUDGET + REVISIONS	2004 PROJECTED	2005 CORE REQUEST	2005 SUPPLEMENTAL REQUEST	2005 ADOPTED BUDGET	%CHG FROM PY BUD
3891	MISCELLANEOUS DIVIDENDS/REBATES	25,000	25,000	25,123	25,000	0	25,000	0
	SUBTOTAL *****	25,000	25,000	25,123	25,000	0	25,000	0
	TOTAL REVENUES *****	25,000	25,000	25,123	25,000	0	25,000	0
	MATERIALS & SUPPLIES							
23050	OTHER SUPPLIES	993	0	3,250	0	0	0	0
23850	MINOR EQUIPMENT & TOOLS	3,351	7,250	6,000	10,000	0	8,000	10
	SUBTOTAL *****	4,345	7,250	9,250	10,000	0	8,000	10
	DUES TRAVEL & TRAINING							
37200	SEMINARS/CONFEREN/MEETING	291	800	400	1,200	0	1,200	50
37210	TRAINING/SCHOOLS	5,375	1,221	1,200	6,000	0	4,500	268
	SUBTOTAL *****	5,667	2,021	1,600	7,200	0	5,700	182
	VEHICLE EXPENSE							
59200	LOCAL MILEAGE	0	200	50	0	0	0	0
	SUBTOTAL *****	0	200	50	0	0	0	0
	EQUIP & BLDG MAINTENANCE							
60200	EQUIP REPAIRS/MAINTENANCE	2,558	3,500	2,000	0	0	0	0
	SUBTOTAL *****	2,558	3,500	2,000	0	0	0	0
	CONTRACTUAL SERVICES							
71001	AUTO PHYSICAL DAMAGE INS	10,681	11,500	16,000	16,000	0	16,000	39
71002	AUTO LIABILITY INS	25,078	26,800	30,000	30,000	0	30,000	11
71003	INLAND MARINE INS	3,943	4,100	1,600	4,100	0	4,100	0
71004	PROPERTY INSURANCE	55,998	58,000	57,000	58,000	0	58,000	0
71005	BOILER & MACHINERY INS	6,183	6,400	0	6,400	0	6,400	0
71006	ERRORS & OMISSIONS INS	63,160	66,000	74,000	78,000	0	78,000	18
71007	LAW ENFORCEMENT INS	30,651	34,000	38,000	42,000	0	42,000	23
71008	GENERAL LIABILITY INS	81,651	93,810	112,000	95,000	0	105,000	11
71009	D.P. EQUIP-INSURANCE	4,551	4,800	3,500	4,800	0	4,800	0
71010	CRIME INSURANCE	1,671	1,900	2,200	2,100	0	2,100	10
71011	PUBLIC OFFICIALS BOND	9,879	6,164	5,500	5,500	0	5,500	10-
71016	AUTO CLAIMS DEDUCTIBLE	20,156	20,865	15,000	15,000	0	15,000	28-
71018	OTHER CLAIMS DEDUCTIBLE	34,619	50,000	24,510	50,000	0	50,000	0
71019	PA'S E&O POLICY	10,494	10,500	11,000	11,500	0	11,500	9
71020	UNINSURED CLAIMS	0	2,000	0	2,000	0	2,000	0
	SUBTOTAL *****	358,720	396,839	390,310	420,400	0	430,400	8
	OTHER							
	SUBTOTAL *****	0	0	0	0	0	0	0
	FIXED ASSET ADDITIONS							
91100	FURNITURE AND FIXTURES	9,900	1,500	1,436	0	0	0	0
	SUBTOTAL *****	9,900	1,500	1,436	0	0	0	0
	TOTAL EXPENDITURES *****	381,191	411,310	404,646	437,600	0	444,100	7

Decimal values have been truncated.

Employee Benefits

Department Number 1192

Mission

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

Budget Highlights

The budget amount for unemployment payments of \$15,000 reflects a substantial reduction over that of the last two years.

Employee Benefits

Dept. No. 1192

Annual Budget

1192 EMPLOYEE BENEFITS
100 GENERAL FUND

ACCT	DESCRIPTION	2003 ACTUAL	2004 BUDGET + REVISIONS	2004 PROJECTED	2005 CORE REQUEST	2005 SUPPLEMENTAL REQUEST	2005 ADOPTED BUDGET	%CHG FROM PY BUD
10600	PERSONAL SERVICES UNEMPLOYMENT BENEFITS	467	62,885	5,000	0	0	15,000	76-
	SUBTOTAL *****	467	62,885	5,000	0	0	15,000	76-
71104	CONTRACTUAL SERVICES ADMINISTRATIVE SERVICES	9,026	8,500	9,000	9,000	0	9,000	5
	SUBTOTAL *****	9,026	8,500	9,000	9,000	0	9,000	5
	TOTAL EXPENDITURES *****	9,493	71,385	14,000	9,000	0	24,000	66-

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Mail Services

Department Number 1194

Mission

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

Budget Highlights

There are no significant changes in this budget.

Goals and Objectives

Budget Year Objectives

- Collect detail information on actual postage costs by office. Consider charging postage usage back to the originating offices.
- Replace Paragon postage machine with machine capable of new requirements for digital technology.

Progress on Prior Year Objectives

- Develop Performance Measures for FY 2005. This will include establishing the appropriate databases and documenting the reporting procedures to maintain year-to-year consistency.
Response: On-going.
- Continue to evaluate ways to improve customer service and satisfaction.
Response: On-going.

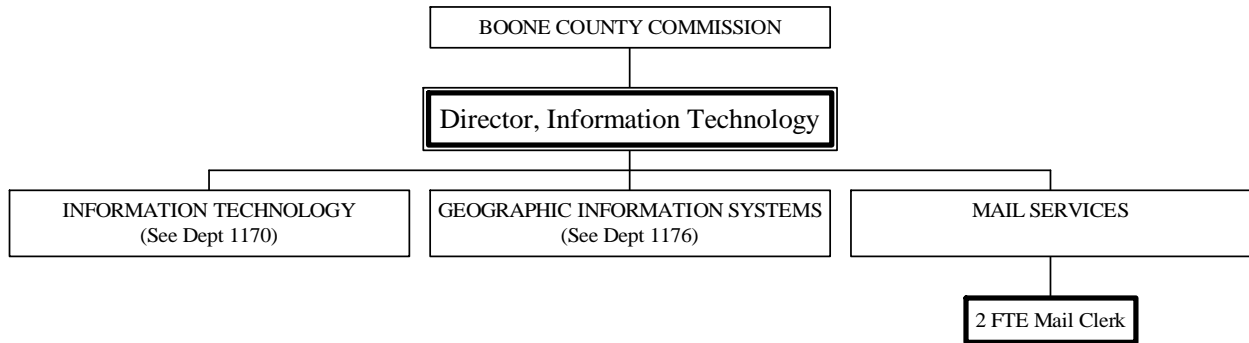
Performance Measures

Performance Measure	2003	2004	2005
	Actual	Estimated	Projected
Under Development			

Personnel Detail

	2003	2004	2005	2004-2005
Position Title	Full-time Equivalent	Full-time Equivalent	Full-time Equivalent	Change
Mail Clerk	2.00	2.00	2.00	-
Total FTEs	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>-</u>
Overtime	\$ 1,500	\$ 1,000	\$ 1,000	\$ -

Organizational Chart



Annual Budget

1194 MAIL SERVICES
100 GENERAL FUND

ACCT	DESCRIPTION	2003 ACTUAL	2004 BUDGET + REVISIONS	2004 PROJECTED	2005 CORE REQUEST	2005 SUPPLEMENTAL REQUEST	2005 ADOPTED BUDGET	%CHG FROM PY BUD
PERSONAL SERVICES								
10100	SALARIES & WAGES	36,035	43,492	43,492	44,595	0	44,595	2
10110	OVERTIME	455	1,000	500	0	0	0	0
10200	FICA	2,755	3,403	3,403	3,411	0	3,411	0
10300	HEALTH INSURANCE	6,820	8,050	8,050	8,838	0	8,838	9
10325	DISABILITY INSURANCE	146	201	201	201	0	201	0
10350	LIFE INSURANCE	65	78	78	78	0	78	0
10375	DENTAL INSURANCE	550	630	630	630	0	630	0
10400	WORKERS COMP	839	841	841	908	0	908	7
10500	401(A) MATCH PLAN	390	1,170	400	1,170	0	1,170	0
	SUBTOTAL *****	48,057	58,865	57,595	59,831	0	59,831	1
MATERIALS & SUPPLIES								
22000	POSTAGE	222,468	250,000	220,000	240,000	0	240,000	4-
22500	SUBSCRIPTIONS/PUBLICATION	98	180	180	180	0	180	0
23000	OFFICE SUPPLIES	433	850	400	400	0	400	52-
	SUBTOTAL *****	223,000	251,030	220,580	240,580	0	240,580	4-
DUES TRAVEL & TRAINING								
37200	SEMINARS/CONFERENCE/MEETING	0	200	200	200	0	200	0
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	0	150	150	150	0	150	0
37230	MEALS & LODGING-TRAINING	0	400	400	400	0	400	0
	SUBTOTAL *****	0	750	750	750	0	750	0
UTILITIES								
48000	TELEPHONES	297	300	300	300	0	300	0
48050	CELLULAR TELEPHONES	13	50	50	50	0	50	0
	SUBTOTAL *****	311	350	350	350	0	350	0
VEHICLE EXPENSE								
59000	MOTORFUEL/GASOLINE	1,386	1,500	1,500	1,500	0	1,500	0
59100	VEHICLE REPAIRS	544	600	600	600	0	600	0
59105	TIRES	27	600	600	600	0	600	0
	SUBTOTAL *****	1,958	2,700	2,700	2,700	0	2,700	0
EQUIP & BLDG MAINTENANCE								
	SUBTOTAL *****	0	0	0	0	0	0	0
CONTRACTUAL SERVICES								
70050	SOFTWARE SERVICE CONTRACT	1,950	3,800	3,800	4,500	0	4,500	18
71500	BUILDING USE/RENT CHARGE	5,864	5,864	5,864	7,110	0	7,110	21
71600	EQUIP LEASES & METER CHRG	57,251	56,985	56,985	56,985	1,513-	56,985	0
	SUBTOTAL *****	65,065	66,649	66,649	68,595	1,513-	68,595	2
FIXED ASSET ADDITIONS								
91100	FURNITURE AND FIXTURES	1,033	0	0	0	0	0	0
	SUBTOTAL *****	1,033	0	0	0	0	0	0
	TOTAL EXPENDITURES *****	339,427	380,344	348,624	372,806	1,513-	372,806	1-

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Records Management Services

Department Number 1196

Mission

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

Budget Highlights

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

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

Goals and Objectives

Budget Year Objectives

- Unavailable

Progress on Prior Year Objectives

- Unavailable

Response: Unavailable

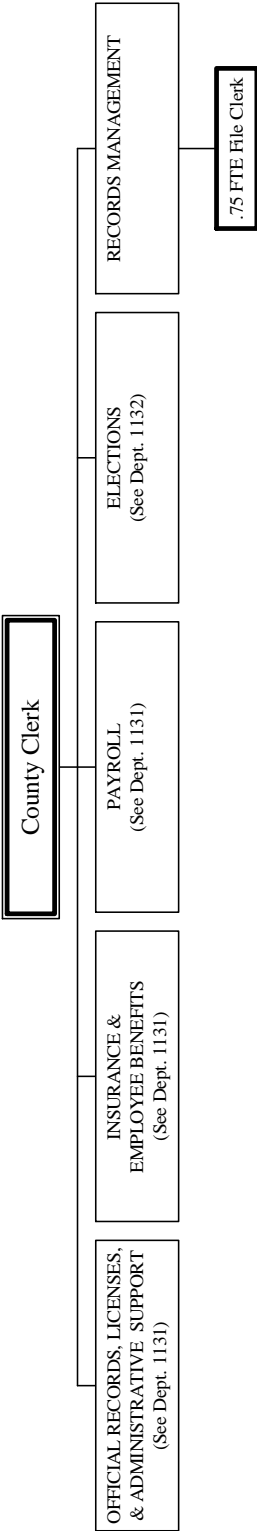
Performance Measures

Performance Measure	2003 Actual	2004 Estimated	2005 Projected
Unavailable			

Personnel Detail

Position Title	2003	2004	2005	2004-2005
	Full-time Equivalent	Full-time Equivalent	Full-time Equivalent	Change
File Clerk	0.75	0.75	0.75	-
Total FTEs	<u>0.75</u>	<u>0.75</u>	<u>0.75</u>	<u>-</u>

Organizational Chart



Annual Budget

1196 RECORDS MANAGEMENT SERVICES
100 GENERAL FUND

ACCT	DESCRIPTION	2003 ACTUAL	2004 BUDGET + REVISIONS	2004 PROJECTED	2005 CORE REQUEST	2005 SUPPLEMENTAL REQUEST	2005 ADOPTED BUDGET	%CHG FROM PY BUD
PERSONAL SERVICES								
10100	SALARIES & WAGES	12,732	16,310	8,300	16,723	0	16,723	2
10120	HOLIDAY WORKED	0	0	20	0	0	0	0
10200	FICA	974	1,247	650	1,279	0	1,279	2
10300	HEALTH INSURANCE	0	4,025	0	4,419	0	4,419	9
10325	DISABILITY INSURANCE	0	73	0	75	0	75	2
10350	LIFE INSURANCE	0	39	0	39	0	39	0
10375	DENTAL INSURANCE	0	315	0	315	0	315	0
10400	WORKERS COMP	52	62	61	70	0	70	12
10500	401(A) MATCH PLAN	0	585	0	585	0	585	0
	SUBTOTAL *****	13,759	22,656	9,031	23,505	0	23,505	3
MATERIALS & SUPPLIES								
23000	OFFICE SUPPLIES	88	705	500	1,000	0	1,000	41
23850	MINOR EQUIPMENT & TOOLS	39	0	0	0	0	0	0
	SUBTOTAL *****	128	705	500	1,000	0	1,000	41
UTILITIES								
48000	TELEPHONES	305	300	300	300	0	300	0
	SUBTOTAL *****	305	300	300	300	0	300	0
EQUIP & BLDG MAINTENANCE								
60200	EQUIP REPAIRS/MAINTENANCE	0	295	295	200	0	200	32-
	SUBTOTAL *****	0	295	295	200	0	200	32-
CONTRACTUAL SERVICES								
71500	BUILDING USE/RENT CHARGE	25,501	55,264	25,738	27,779	0	27,779	49-
71525	STORAGE CHARGES	0	0	0	5,000	0	5,000	0
	SUBTOTAL *****	25,501	55,264	25,738	32,779	0	32,779	40-
OTHER								
83160	RECYCLING & DUMP FEES	315	700	500	700	0	700	0
	SUBTOTAL *****	315	700	500	700	0	700	0
	TOTAL EXPENDITURES *****	40,009	79,920	36,364	58,484	0	58,484	26-

Decimal values have been truncated.

County Assessor

Department Number 2010

Mission

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

Budget Highlights

The State of Missouri has significantly reduced the reimbursement revenue to counties over the past few years; however, the FY 2005 budget reflects a slight improvement in state funding. Prior to 2002, the reimbursement rate was \$6.20 per parcel. It was reduced to \$5.50 during 2002 and further reduced to \$5.00 per parcel during 2003. In FY 2005, the rate is expected to increase to \$5.90 per parcel. Additionally, the State Tax Commission is expected to approve an increase in the parcel count to 57,145, an increase of approximately 3,000 parcels.

The appropriations reflect substantial increases over the previous year due to significant technology investments, including conversion to a new imaging platform and investment in a new network storage solution. Both of these projects are jointly funded between the Assessment Fund (this budget) and the General Fund (Information Technology Department, #1170). The budget also reflects a new annual fee of approximately \$18,000 for vehicle identification information in electronic format to be used for personal property assessment.

Goals and Objectives

Budget Year Objectives

- Attract and retain competent staff.
- Implement a third generation document management system (cost estimate \$70,000 to \$100,000) in an effort to continue minimizing personnel cost and enhancing efficiency of operation.
- Utilize Unreserved Fund Balance to upgrade technology (Real Vision Imaging Software) and defend a large commercial property tax appeal that will carry over into FY 2005.

Progress on Prior Year Objectives

- Place new digital rectified orthophotography on the Boone County web site.
Response: The City of Columbia, Boone Electric Cooperative, and the County of Boone entered into a cooperative five-year Geographic Information System (GIS) plan. GIS implementation was complete with on-line access for the public, February 6, 2004. Web access to assessment data and property

tax maps has enabled mappers to keep ownership and property lines current. Embracing technology has increased efficiency.

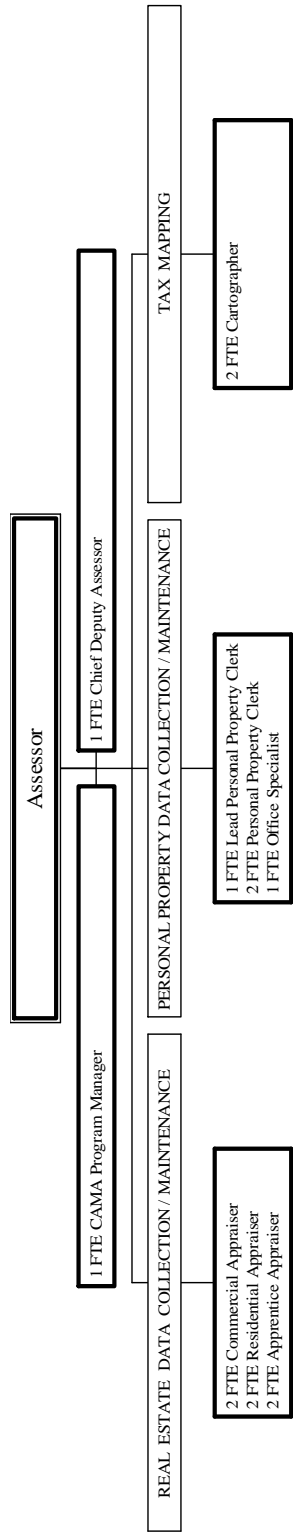
Performance Measures

Performance Measure	2003 Actual	2003 Actual
Amount of Total Assessed Value	\$841,792,264	\$1,626,462,881
Assessment Fund Balance	\$137,726	\$748,668

Personnel Detail

Position Title	2003	2004	2005	2004-2005
	Full-time Equivalent	Full-time Equivalent	Full-time Equivalent	Change
Assessor (Elected)	1.00	1.00	1.00	-
CAMA Program Manager	1.00	1.00	1.00	-
Appraiser/Commercial	2.00	2.00	2.00	-
Appraiser/Residential	2.00	2.00	2.00	-
Appraiser/Apprentice	2.00	2.00	2.00	-
Cartographer	2.00	2.00	2.00	-
Chief Deputy	1.00	1.00	1.00	-
Lead Personal Property Clerk	1.00	1.00	1.00	-
Personal Property Clerk	2.00	2.00	2.00	-
Office Specialist	1.00	1.00	1.00	-
Total FTEs	15.00	15.00	15.00	-
Overtime	\$ 20,000	\$ 20,000	\$ 20,000	\$ -

Organizational Chart



Annual Budget

2010 ASSESSMENT
201 ASSESSMENT FUND

ACCT	DESCRIPTION	2003 ACTUAL	2004 BUDGET + REVISIONS	2004 PROJECTED	2005 CORE REQUEST	2005 SUPPLEMENTAL REQUEST	2005 ADOPTED BUDGET	%CHG FROM PY BUD
INTERGOVERNMENTAL REVENUE								
3461	STATE REIMBURS-ASSESSMENT	270,795	270,795	299,250	332,429	0	332,429	22
	SUBTOTAL *****	270,795	270,795	299,250	332,429	0	332,429	22
CHARGES FOR SERVICES								
3550	COMMISSIONS	541,365	539,000	657,400	674,157	0	674,157	25
	SUBTOTAL *****	541,365	539,000	657,400	674,157	0	674,157	25
INTEREST								
3711	INT-OVERNIGHT	298	500	300	300	0	300	40-
3712	INT-LONG TERM INVEST	3,592	7,000	6,500	4,000	0	4,000	42-
3798	INC/DEC IN FV OF INVESTMENTS	451	0	1,470-	0	0	0	0
	SUBTOTAL *****	4,342	7,500	5,330	4,300	0	4,300	42-
MISCELLANEOUS								
3830	SALES	12,382	12,000	8,800	8,000	0	8,000	33-
3891	DIVIDENDS/REBATES	11,453	0	0	0	0	0	0
	SUBTOTAL *****	23,836	12,000	8,800	8,000	0	8,000	33-
	TOTAL REVENUES *****	840,339	829,295	970,780	1,018,886	0	1,018,886	22
PERSONAL SERVICES								
10100	SALARIES & WAGES	456,730	569,249	522,944	589,576	0	589,576	3
10110	OVERTIME	13,521	20,000	18,000	20,000	0	20,000	0
10200	FICA	33,205	45,077	38,609	46,632	0	46,632	3
10300	HEALTH INSURANCE	44,330	60,375	56,350	66,285	0	66,285	9
10325	DISABILITY INSURANCE	1,994	2,670	2,248	2,762	0	2,762	3
10350	LIFE INSURANCE	430	585	585	585	0	585	0
10375	DENTAL INSURANCE	3,575	4,725	4,410	4,725	0	4,725	0
10400	WORKERS COMP	14,046	13,567	13,567	14,926	0	14,926	10
10500	401(A) MATCH PLAN	7,150	8,775	9,050	8,775	0	8,775	0
10510	CERF-EMPLOYER PD CONTRIBUTION	1,011	896	896	0	0	0	0
	SUBTOTAL *****	575,995	725,919	666,659	754,266	0	754,266	3
MATERIALS & SUPPLIES								
22000	POSTAGE	25,839	35,000	30,000	36,000	0	36,000	2
22500	SUBSCRIPTIONS/PUBLICATION	2,643	21,020	3,000	3,020	0	3,020	85-
23000	OFFICE SUPPLIES	1,533	3,100	3,000	3,100	0	3,100	0
23001	PRINTING	5,605	9,000	9,000	9,000	0	9,000	0
23017	COMPUTER PAPER	1,044	5,000	5,000	5,000	0	5,000	0
23018	PRINTER SUPPLIES	204	3,600	3,600	3,600	0	3,600	0
23022	MAPPING SUPPLIES	1,524	3,500	4,200	3,500	0	3,500	0
23050	OTHER SUPPLIES	297	500	500	500	0	500	0
23850	MINOR EQUIPMENT & TOOLS	231	250	250	250	0	250	0
	SUBTOTAL *****	38,926	80,970	58,550	63,970	0	63,970	20-
DUES TRAVEL & TRAINING								
37000	DUES	675	2,000	3,000	2,000	0	2,000	0
37200	SEMINARS/CONFEREN/MEETING	1,404	4,285	4,285	4,285	0	4,285	0
37210	TRAINING/SCHOOLS	1,005	8,190	6,425	8,190	0	8,190	0
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	737	410	500	800	0	800	95
37230	MEALS & LODGING-TRAINING	3,643	525	1,200	1,500	0	1,500	185
	SUBTOTAL *****	7,465	15,410	15,410	16,775	0	16,775	8
UTILITIES								
48000	TELEPHONES	5,114	5,800	5,800	5,800	0	5,800	0
48050	CELLULAR TELEPHONES	305	1,200	1,200	1,200	0	1,200	0
	SUBTOTAL *****	5,419	7,000	7,000	7,000	0	7,000	0
VEHICLE EXPENSE								
59000	MOTORFUEL/GASOLINE	545	1,772	1,772	1,772	0	1,772	0
59100	VEHICLE REPAIRS	980	3,650	3,650	3,650	0	3,650	0
59200	LOCAL MILEAGE	469	1,750	1,750	1,750	0	1,750	0
	SUBTOTAL *****	1,995	7,172	7,172	7,172	0	7,172	0

County Assessor

Dept. No. 2010

2010 ASSESSMENT
201 ASSESSMENT FUND

ACCT	DESCRIPTION	2003 ACTUAL	2004 BUDGET + REVISIONS	2004 PROJECTED	2005 CORE REQUEST	2005 SUPPLMENTAL REQUEST	2005 ADOPTED BUDGET	%CHG FROM PY BUD
EQUIP & BLDG MAINTENANCE								
60050	EQUIP SERVICE CONTRACT	1,844	6,115	6,000	6,615	0	6,615	8
60200	EQUIP REPAIRS/MAINTENANCE	470	3,320	3,320	3,320	0	3,320	0
SUBTOTAL *****		2,314	9,435	9,320	9,935	0	9,935	5
CONTRACTUAL SERVICES								
70050	SOFTWARE SERVICE CONTRACT	7,283	16,893	16,800	16,893	0	16,893	0
71000	INSURANCE AND BONDS	12,655	14,000	14,000	15,000	0	15,000	7
71100	OUTSIDE SERVICES	60	0	18,070	18,000	57,500	75,500	0
71101	PROFESSIONAL SERVICES	0	40,000	0	50,000	0	90,000	125
71105	LEGAL SERVICES	0	8,000	8,000	8,000	0	8,000	0
71500	BUILDING USE/RENT CHARGE	34,406	34,406	34,406	41,709	0	41,709	21
71600	EQUIP LEASES & METER CHR	34	60	60	60	0	60	0
71700	EQUIPMENT RENTALS	0	0	750	0	0	0	0
SUBTOTAL *****		54,438	113,359	92,086	149,662	57,500	247,162	118
OTHER								
84400	PUBLIC NOTICES	1,051	3,193	1,500	3,193	0	3,193	0
86800	EMERGENCY	0	3,080	0	5,000	0	5,000	62
86850	CONTINGENCY	0	1,230	0	0	0	0	0
86910	PY ENCUMBRANCES NOT USED	2,826-	0	0	0	0	0	0
SUBTOTAL *****		1,774-	7,503	1,500	8,193	0	8,193	9
FIXED ASSET ADDITIONS								
91100	FURNITURE AND FIXTURES	0	400	395	0	0	0	0
91300	MACHINERY & EQUIPMENT	0	0	0	0	600	600	0
91301	COMPUTER HARDWARE	0	0	0	0	45,000	45,000	0
91302	COMPUTER SOFTWARE	8,502	0	0	0	0	0	0
92000	REPLCMENT OFFICE EQUIP	2,099	0	0	0	15,000	15,000	0
92100	REPLCMENT FURN & FIXTURES	0	0	0	0	18,500	18,500	0
92301	REPLC COMPUTER HDWR	6,014	11,815	11,810	0	40,850	40,850	245
92302	REPLC COMPUTER SOFTWARE	0	0	0	0	30,600	30,600	0
SUBTOTAL *****		16,615	12,215	12,205	0	150,550	150,550	132
TOTAL EXPENDITURES *****		701,397	978,983	869,902	1,016,973	208,050	1,265,023	29

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