

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

- Complete the GASB 34 implementation for infrastructure assets (retroactive reporting). The County is required to comply with these provisions by FY 2007.
- Provide budgetary oversight for the Courthouse expansion project and develop related operating budgets (construction to begin in FY 2007).

Progress on Prior Year Objectives

- Substantially complete the GASB 34 implementation for infrastructure assets (retroactive reporting). The County is required to comply with these provisions by FY 2007.
Response: Accomplished.
- Implement the pilot Procurement Card Program and develop the necessary administrative tools needed to support full roll-out of the program. This will entail modifying the Accounts Payable process, including design and development of programs required to support the program. Information Technology (IT) will provide the necessary programmer support.
Response: Accomplished. The Procurement Card program was implemented mid-year 2006.

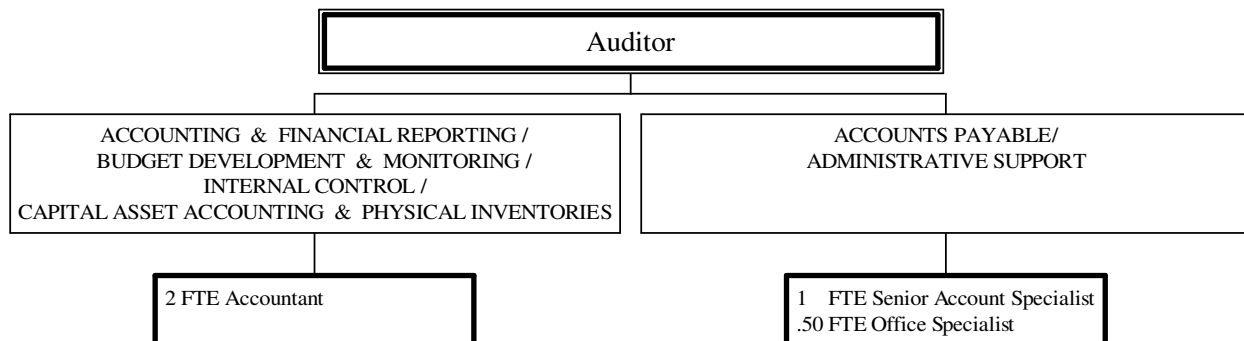
Performance Measures

Performance Measure	2005	2006	2007
	Actual	Estimated	Projected
Number of County Budgets Established and Monitored	129	132	130
Number of Budget Revisions/Amendments Processed	134	149	140
Number of Purchase Orders Processed	394	337	350
Number of Payment Requisitions Processed	9,507	9,530	9,600
Number of Detail Lines on Payment Requisitions	18,903	18,629	19,000
Number of Contracts Certified	228	237	240
Number of Departments Inventoried	0	0	30
Recorded Value of Inventoried Assets (Millions)	\$57.6	\$58.5	\$59.0
Number of Assets Inventoried	6,918	7,100	7,200
Number of Personnel Action Forms Processed	861	947	975
Number of Employee Positions Monitored	431	437	438
Number of Federal/State Grants Monitored	38	30	32
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	2005	2006	2007	2006-2007
	Full-time Equivalent	Full-time Equivalent	Full-time Equivalent	Change
Auditor (Elected)	1.00	1.00	1.00	-
Accountant	2.00	2.00	2.00	-
Senior Account Specialist	1.00	1.00	1.00	-
Office Specialist	0.50	0.50	0.50	-
Total FTEs	4.50	4.50	4.50	-
Overtime	\$ 5,590	\$ 7,400	\$ 7,600	\$ 200

Organizational Chart



County Auditor

Dept. No. 1110

Annual Budget

1110 AUDITOR 100 GENERAL FUND		2005	2006	2006	2007	2007	2007	%CHG
ACCT	DESCRIPTION	ACTUAL	BUDGET + REVISIONS	PROJECTED	CORE REQUEST	SUPPLEMENTAL REQUEST	ADOPTED BUDGET	FROM PY BUD
3510	CHARGES FOR SERVICES COPIES	5	0	0	0	0	0	0
	SUBTOTAL *****	5	0	0	0	0	0	0
	TOTAL REVENUES *****	5	0	0	0	0	0	0
PERSONAL SERVICES								
10100	SALARIES & WAGES	209,957	208,050	206,361	214,914	0	214,914	3
10110	OVERTIME	5,589	7,400	7,000	7,600	0	7,600	2
10120	HOLIDAY WORKED	440	750	300	750	0	750	0
10200	FICA	15,356	16,539	15,405	17,079	0	17,079	3
10300	HEALTH INSURANCE	22,095	23,750	23,750	23,750	0	23,750	0
10325	DISABILITY INSURANCE	900	1,058	1,069	809	0	809	23-
10350	LIFE INSURANCE	180	195	195	195	0	195	0
10375	DENTAL INSURANCE	1,575	1,625	1,625	1,780	0	1,780	9
10400	WORKERS COMP	884	910	919	940	0	940	3
10500	401(A) MATCH PLAN	2,175	2,925	1,938	2,925	0	2,925	0
	SUBTOTAL *****	259,153	263,202	258,562	270,742	0	270,742	2
MATERIALS & SUPPLIES								
22500	SUBSCRIPTIONS/PUBLICATIONS	501	900	750	930	0	930	3
23000	OFFICE SUPPLIES	1,267	1,800	2,150	1,900	0	1,900	5
23001	PRINTING	665	1,000	1,000	1,300	0	1,300	30
23050	OTHER SUPPLIES	0	100	0	100	0	100	0
23850	MINOR EQUIPMENT & TOOLS	65	200	100	200	0	200	0
	SUBTOTAL *****	2,500	4,000	4,000	4,430	0	4,430	10
DUES TRAVEL & TRAINING								
37000	DUES	575	680	550	700	0	700	2
37200	SEMINARS/CONFEREN/MEETING	684	2,090	800	1,400	0	1,400	33-
37210	TRAINING/SCHOOLS	0	0	362	0	0	0	0
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	678	1,050	1,100	1,050	0	1,050	0
37230	MEALS & LODGING-TRAINING	227	1,200	1,550	1,250	0	1,250	4
	SUBTOTAL *****	2,165	5,020	4,362	4,400	0	4,400	12-
UTILITIES								
48000	TELEPHONES	1,972	2,315	2,100	2,315	0	2,315	0
	SUBTOTAL *****	1,972	2,315	2,100	2,315	0	2,315	0
VEHICLE EXPENSE								
59200	LOCAL MILEAGE	16	180	100	180	0	180	0
	SUBTOTAL *****	16	180	100	180	0	180	0
EQUIP & BLDG MAINTENANCE								
60050	EQUIP SERVICE CONTRACT	329	520	350	550	0	550	5
60200	EQUIP REPAIRS/MAINTENANCE	0	50	0	150	0	150	200
	SUBTOTAL *****	329	570	350	700	0	700	22
CONTRACTUAL SERVICES								
71100	OUTSIDE SERVICES	860	865	865	955	0	955	10
71500	BUILDING USE/RENT CHARGE	14,385	15,092	15,092	15,909	0	15,909	5
	SUBTOTAL *****	15,245	15,957	15,957	16,864	0	16,864	5
FIXED ASSET ADDITIONS								
92000	REPLCMENT OFFICE EQUIP	0	0	0	0	7,500	7,500	0
	SUBTOTAL *****	0	0	0	0	7,500	7,500	0
	TOTAL EXPENDITURES *****	281,381	291,244	285,431	299,631	7,500	307,131	5

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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

Appropriations for employment advertising and employee flu shots have been increased. Otherwise, there are no significant changes in the budget.

Goals and Objectives

Budget Year Objectives

- Centralized Recruitment Activities: 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. Review and modify recruitment activities 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 proper placement in the County's Salary Plan. Research and report to County Commission. Monitor retention and recruitment trends; update/revise and create job descriptions as needed.
- Employee Retention Strategy: Develop an employee retention strategy; reduce turnover and associated training costs. Analyze exit questionnaires and recommend actions to reduce turnover and its associated costs.
- Affirmative Action Plan Update: Complete EEO-4 Report and update the Affirmative Action Plan as necessary.
- Centralized Training: 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 Employer's 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: 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. Review and modify recruitment activities to increase awareness of the County's job openings to attract a larger pool of well-qualified applicants.

Response: As of June 30, 2006, HR processed 918 applications in FY 2006. HR continues to work with Information Technology (IT) staff to improve automation of on-line applications.

- **Comprehensive Classification and Compensation Study:** Coordinate review of County positions to ensure proper placement in the County's Salary Plan. Research and report to County Commission. Monitor retention and recruitment trends; update/revise and create job descriptions as needed.
Response: Position reclassification requests were received in FY 2006 from various departments and were reviewed by the Job Classification Committee, with recommendations forwarded to the Commission in April 2006, and subsequently approved. Prepared a "Salary Comparison in Relation to Midpoint" report and submitted to the Commission in July 2006. Created, updated and revised job descriptions as necessary and currently reformatting job descriptions to be published on the County website.
- **Employee Retention Strategy:** Develop an employee retention strategy; reduce turnover and associated training costs. Analyze exit questionnaires and recommend actions to reduce turnover and its associated costs.
Response: Compiled turnover rate information for Boone County over the last five years. Exit questionnaires are completed by employees who are leaving county government and the HR Director interviews those employees to ascertain reason(s) for resignation.
- **Affirmative Action Plan Update:** Complete EEO-4 Report and update the Affirmative Action Plan as necessary.
Response: Completed.
- **Personnel Policy Manual Update:** Review and update the manual in order to ensure legal compliance and the desire of elected officials and department heads. Publish updates on an estimated semi-annual basis.
Response: The Personnel Policy Manual is in the process of being reformatted to be published on the County website. Currently, revised Personnel Policy Manual pages are distributed to all employees as needed.
- **Centralized Training:** Provide training to employees to better prepare them for their role in the workforce.
Response: HR staff coordinated a *Giving and Receiving Constructive Feedback* class and *New Employee Orientations*.
- **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: Participation is ongoing. The HR Director is serving as Board Vice-President for the Missouri Public Employer's Labor Relations Association.

Human Resources

Dept. No. 1115

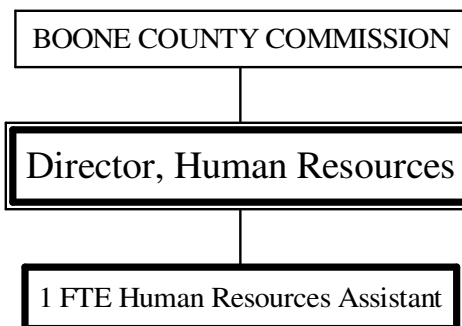
Performance Measures

Performance Measure	2005	2006	2007
	Actual	Estimated	Projected
Number of Applications Received/Processed	960	1,836	1,400
Number of Job Postings	46	53	50
Number of Typing Tests Administered	231	370	281
Number of Job Announcements Mailed/Emailed	3,634	4,346	4,100
Number of Phone Calls Received by HR Asst (Approx)	2,399	2,472	2,436
Number of Visitors /Cust Greeted by HR Asst (Approx)	1,836	2,340	2,088
Number of Interviews Scheduled Through HR Office	117	132	100
Number of Criminal Background Searches Initiated	63	60	46
Number of Driving Record Searches Initiated	39	48	36
Number of 'Random PW Drug Screens Coordinated	24	24	24
Number of Random PW Alcohol Screens Coordinated	12	12	12
Number of Pre-Employment PW Drug Screens Coordinated	15	12	9
Number of Training Committee Meetings Facilitated	4	6	6
Number of Personal Advisory Committee Mtgs Facilitated	5	5	5
Number of Job Classification Committee Mtgs Facilitated	8	8	8
Number of New Employee Orientations Facilitated	3	5	4
Number of Exit Interviews Performed	15	15	15
Number of Interns Trained/Supervised	1	2	2

Personnel Detail

Position Title	2005	2006	2007	2006-2007
	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	\$ 1,900	\$ 2,000	\$ 4,000	\$ 2,000

Organizational Chart



Human Resources

Dept. No. 1115

Annual Budget

1115 HUMAN RESOURCES
100 GENERAL FUND

ACCT	DESCRIPTION	2005 ACTUAL	2006 BUDGET + REVISIONS	2006 PROJECTED	2007 CORE REQUEST	2007 SUPPLEMENTAL REQUEST	2007 ADOPTED BUDGET	%CHG FROM PY BUD
	PERSONAL SERVICES							
10100	SALARIES & WAGES	91,202	99,297	93,768	100,461	0	100,461	1
10110	OVERTIME	1,779	2,000	2,929	4,000	0	4,000	100
10120	HOLIDAY WORKED	100	0	100	0	0	0	0
10200	FICA	7,056	7,749	7,362	7,991	0	7,991	3
10300	HEALTH INSURANCE	8,838	9,500	9,500	9,500	0	9,500	0
10325	DISABILITY INSURANCE	417	489	489	373	0	373	23-
10350	LIFE INSURANCE	72	78	78	78	0	78	0
10375	DENTAL INSURANCE	630	650	650	712	0	712	9
10400	WORKERS COMP	403	420	420	434	0	434	3
10500	401(A) MATCH PLAN	1,300	1,170	1,300	1,170	0	1,170	0
	SUBTOTAL *****	111,800	121,353	116,596	124,719	0	124,719	2
	MATERIALS & SUPPLIES							
22500	SUBSCRIPTIONS/PUBLICATIONS	1,477	1,660	1,660	1,660	0	1,660	0
23000	OFFICE SUPPLIES	591	1,400	1,400	1,400	0	1,400	0
23001	PRINTING	428	1,000	1,000	1,000	0	1,000	0
23050	OTHER SUPPLIES	604	950	950	950	0	950	0
	SUBTOTAL *****	3,101	5,010	5,010	5,010	0	5,010	0
	DUES TRAVEL & TRAINING							
37000	DUES	425	550	550	550	0	550	0
37200	SEMINARS/CONFEREN/MEETING	1,897	5,000	1,700	8,300	4,300	12,600	152
37210	TRAINING/SCHOOLS	565	1,305	828	800	0	800	38-
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	659	450	812	450	0	450	0
37230	MEALS & LODGING-TRAINING	1,257	1,185	1,300	1,185	0	1,185	0
	SUBTOTAL *****	4,804	8,490	5,190	11,285	4,300	15,585	83
	UTILITIES							
48000	TELEPHONES	925	1,050	1,050	1,050	0	1,050	0
48050	CELLULAR TELEPHONES	334	350	350	350	0	350	0
	SUBTOTAL *****	1,260	1,400	1,400	1,400	0	1,400	0
	VEHICLE EXPENSE							
59200	LOCAL MILEAGE	36	100	100	100	0	100	0
	SUBTOTAL *****	36	100	100	100	0	100	0
	EQUIP & BLDG MAINTENANCE							
60050	EQUIP SERVICE CONTRACT	1,060	645	603	500	0	500	22-
	SUBTOTAL *****	1,060	645	603	500	0	500	22-
	CONTRACTUAL SERVICES							
71100	OUTSIDE SERVICES	685	5,400	5,400	5,400	0	6,000	11
71500	BUILDING USE/RENT CHARGE	4,958	4,855	4,855	4,883	0	4,883	0
	SUBTOTAL *****	5,643	10,255	10,255	10,283	0	10,883	6
	OTHER							
83100	AWARDS	431	1,000	1,000	1,000	0	1,000	0
84010	RECEPTION/MEETINGS	219	500	500	500	0	500	0
84300	ADVERTISING	39,009	40,700	30,000	30,000	0	35,000	14-
	SUBTOTAL *****	39,661	42,200	31,500	31,500	0	36,500	13-
	FIXED ASSET ADDITIONS							
92100	REPLCMNT FURN & FIXTURES	496	0	0	0	0	0	0
	SUBTOTAL *****	496	0	0	0	0	0	0
	TOTAL EXPENDITURES *****	167,864	189,453	170,654	184,797	4,300	194,697	2

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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

Benefits have been added to the part-time position. Other than this, there are no significant changes to this budget.

Goals and Objectives

Budget Year Objectives

- Work with Information Technology (IT) to enhance the on-line purchasing system by enabling bids to be accepted electronically. Use of this process would be restricted to simple bids. Vendors would submit bids via the internet for which a bid tabulation spreadsheet would automatically be created.
- Work with IT adding a reverse auction feature to the on-line purchasing system.
- Add the Purchasing Policy Manual to the Purchasing section of the Boone County web site.

Progress on Prior Year Objectives

- Compare bid pricing received during the bid process to any available cooperative contract prior to award ensuring the most competitive price possible, as well as bringing the best value to and maximizing procurement effectiveness.
Response: Implemented and ongoing. The estimated cost savings by purchasing from the state bid for four tandem axle dump trucks was \$56,944.
- Improve term and supply contract information sharing among user departments.
Response: Currently, Purchasing Committee members receive term and supply contract award information via e-mail. Future plans include reviewing specific contracts awarded in a preceding quarter at each quarterly Purchasing Committee meeting.
- Implement the Procurement Card Pilot Program.
Response: Implemented.

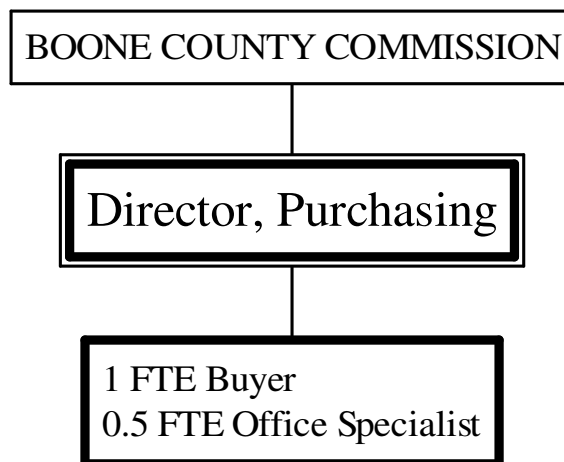
Performance Measures

Performance Measure	2005	2006	2007
	Actual	Estimated	Projected
Number of Bids Prepared	82	85	85
Number of Proposals Prepared	7	12	8
Number of Contracts Completed	99	100	100
Number of Term & Supply Contracts Issued	32	25	25
Number of Purchase Requisitions Processed (Includes fixed asset purchases not acquired through sealed bids)	53	55	55
Number of Contracts Renewed	90	80	80

Personnel Detail

Position Title	2005	2006	2007	2006-2007
	Full-time Equivalent	Full-time Equivalent	Full-time Equivalent	Change
Director, Purchasing	1.00	1.00	1.00	-
Buyer	1.00	1.00	1.00	-
Office Specialist	0.50	0.50	0.50	-
Total FTEs	2.50	2.50	2.50	-

Organizational Chart



Purchasing

Dept. No. 1118

Annual Budget

1118 PURCHASING
100 GENERAL FUND

ACCT	DESCRIPTION	2005 ACTUAL	2006 BUDGET + REVISIONS	2006 PROJECTED	2007 CORE REQUEST	2007 SUPPLEMENTAL REQUEST	2007 ADOPTED BUDGET	%CHG FROM PY BUD
	PERSONAL SERVICES							
10100	SALARIES & WAGES	107,287	120,489	116,843	121,924	0	121,924	1
10110	OVERTIME	0	1,500	586	1,500	0	1,500	0
10200	FICA	7,903	9,217	8,653	9,441	0	9,441	2
10300	HEALTH INSURANCE	8,838	9,500	9,500	14,250	0	14,250	50
10325	DISABILITY INSURANCE	434	514	514	441	0	441	14-
10350	LIFE INSURANCE	72	78	78	117	0	117	50
10375	DENTAL INSURANCE	630	650	650	1,068	0	1,068	64
10400	WORKERS COMP	460	500	500	512	0	512	2
10500	401(A) MATCH PLAN	1,300	1,170	1,300	1,755	0	1,755	50
	SUBTOTAL *****	126,925	143,618	138,624	151,008	0	151,008	5
	MATERIALS & SUPPLIES							
22500	SUBSCRIPTIONS/PUBLICATIONS	258	165	165	165	0	165	0
23000	OFFICE SUPPLIES	681	700	550	700	0	700	0
23001	PRINTING	180	300	300	300	0	300	0
23050	OTHER SUPPLIES	293	400	400	400	0	400	0
23850	MINOR EQUIPMENT & TOOLS	315	100	250	947	0	947	847
	SUBTOTAL *****	1,729	1,665	1,665	2,512	0	2,512	50
	DUES TRAVEL & TRAINING							
37000	DUES	405	430	585	610	0	610	41
37200	SEMINARS/CONFEREN/MEETING	940	980	980	980	0	980	0
37210	TRAINING/SCHOOLS	748	500	540	500	0	500	0
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	749	733	733	746	0	746	1
37230	MEALS & LODGING-TRAINING	1,758	1,760	1,265	2,160	0	2,160	22
	SUBTOTAL *****	4,602	4,403	4,103	4,996	0	4,996	13
	UTILITIES							
48000	TELEPHONES	1,527	1,629	1,629	1,629	0	1,629	0
	SUBTOTAL *****	1,527	1,629	1,629	1,629	0	1,629	0
	VEHICLE EXPENSE							
59200	LOCAL MILEAGE	877	1,159	1,159	1,159	0	1,159	0
	SUBTOTAL *****	877	1,159	1,159	1,159	0	1,159	0
	EQUIP & BLDG MAINTENANCE							
60050	EQUIP SERVICE CONTRACT	1,161	880	880	948	0	948	7
	SUBTOTAL *****	1,161	880	880	948	0	948	7
	CONTRACTUAL SERVICES							
71500	BUILDING USE/RENT CHARGE	7,298	7,148	7,148	7,190	0	7,190	0
	SUBTOTAL *****	7,298	7,148	7,148	7,190	0	7,190	0
	OTHER							
84010	RECEPTION/MEETINGS	0	0	0	0	300	300	0
84300	ADVERTISING	1,161	1,400	1,700	1,700	0	1,700	21
	SUBTOTAL *****	1,161	1,400	1,700	1,700	300	2,000	42
	FIXED ASSET ADDITIONS							
91300	MACHINERY & EQUIPMENT	387	0	0	0	0	0	0
92100	REPLCMNT FURN & FIXTURES	679	0	0	0	0	0	0
	SUBTOTAL *****	1,066	0	0	0	0	0	0
	TOTAL EXPENDITURES *****	146,349	161,902	156,908	171,142	300	171,442	5

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County Commission

Department Number 1121

Mission

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

Budget Highlights

There are no significant changes to this budget.

Goals and Objectives

Budget Year Objectives

- Capital Projects: Expansion and remodeling of the Boone County Courthouse and Annex, which began late in the year 2006. Time lines will establish other capital projects approved by the (1/5cent) capital improvement tax passed by the Boone County Voters in April 2006.
- Reauthorization of Public Works Funding Initiative (Road and Bridge Tax): The (1/2 cent) sales tax funding for Boone County roads and bridges expires in the year 2008. It is the intention of the Commission to present a renewal to the voters in 2007 to continue funding the Public Works Department. The Boone County Commission will appoint a citizen committee to examine future capital improvements of the Boone County road's infrastructure, and report back to the Boone County Commission with recommendations regarding priority and needs.
- Fairgrounds Management & Development: The County Commission will use consultant's data to develop a management strategy to maximize the potential uses for the Fairgrounds. Joint efforts by the City of Columbia and Boone County are on-going in the development of recreational baseball and softball fields on the Atkins tract. The plan is to perform all site and grading necessary for the development of the baseball/softball fields and construct two fields under the first phase of this project. Projected completion will be mid-summer of 2007.
- Storm Water Ordinances: The County Commission will adopt and implement a land disturbance ordinance to start the implementation of the Environmental Protection Agency (EPA) Phase II regulations. The Commission plans to identify funding sources for the implementation and ongoing maintenance of the required regulations and infrastructure in 2007.
- Comprehensive Master Plan Update: The Boone County Planning and Zoning Commission reviewed the comprehensive Master Plan in 2006. A list of areas needing revisions was submitted to the County Commission and planning staff.

The planning staff is evaluating the internal capacity needed to make the suggested revisions. Revised components outside the ability of current staff will be completed by an outside consultant.

Progress on Prior Year Objectives

- Capital Projects: Building and Space Needs – Plans are under development to complete renovation of the third floor of the Roger B. Wilson Boone County Government Center. Butler Rosenbury Architects are creating the architectural renderings for the Courthouse expansion project. The Commission plans to submit to voters in April 2006, a tax initiative to cover the first phase for expansion of the Boone County Courthouse.
Response: A three year tax initiative of (1/5 cent) was placed on the ballot to the voters of Boone County to cover the first phase for expansion of the Boone County Courthouse. Voters approved the three year tax initiative, which became effective October 1, 2006, and expires September 30, 2009. The first phase of the tax initiative will provide two new floors to the Courthouse Annex and a systematic planned refurbishing of the courthouse as well. A construction manager and an architect firm have been hired to implement plans the latter part of FY 2006.
- Management of the Fairgrounds – The County Commission is reviewing several options for the Boone County Fairgrounds. The plan is to develop a management strategy that provides opportunity for the fairgrounds to become a self-sustaining entity under direction of the County Commission.
Response: The County Commission has awarded a contract for a market assessment of the fairgrounds to be finalized in early 2007. The market assessment will assess the current and anticipated regional markets, recommend facility improvements to best capture the potential markets, assess the financial feasibility of the recommended facility improvements and recommend the best management and operating structure for the future.
- Intergovernmental – The Commission will make a concerted effort to work with the new Columbia City Manager, and new department heads to develop coordinated efforts relating to growth and infrastructure.
Response: The City Manager and Boone County Commissioners, along with new department heads, now hold monthly meetings open to the public. This has been a very successful venture with discussions ranging from road rights-of way to new visioning plans for the City of Columbia and Boone County.
- Storm Water – Implementation of the Environmental Protection Agency (EPA) Phase II regulations will continue with development of ordinances relating to a storm water utility and post-construction storm water controls.
Response: The joint city/county storm water task force developed a proposed land disturbance and stream buffer ordinance. These ordinances were submitted to the County Commission to review for adoption. The ordinances are currently under review by the County Counselor and planning staff.

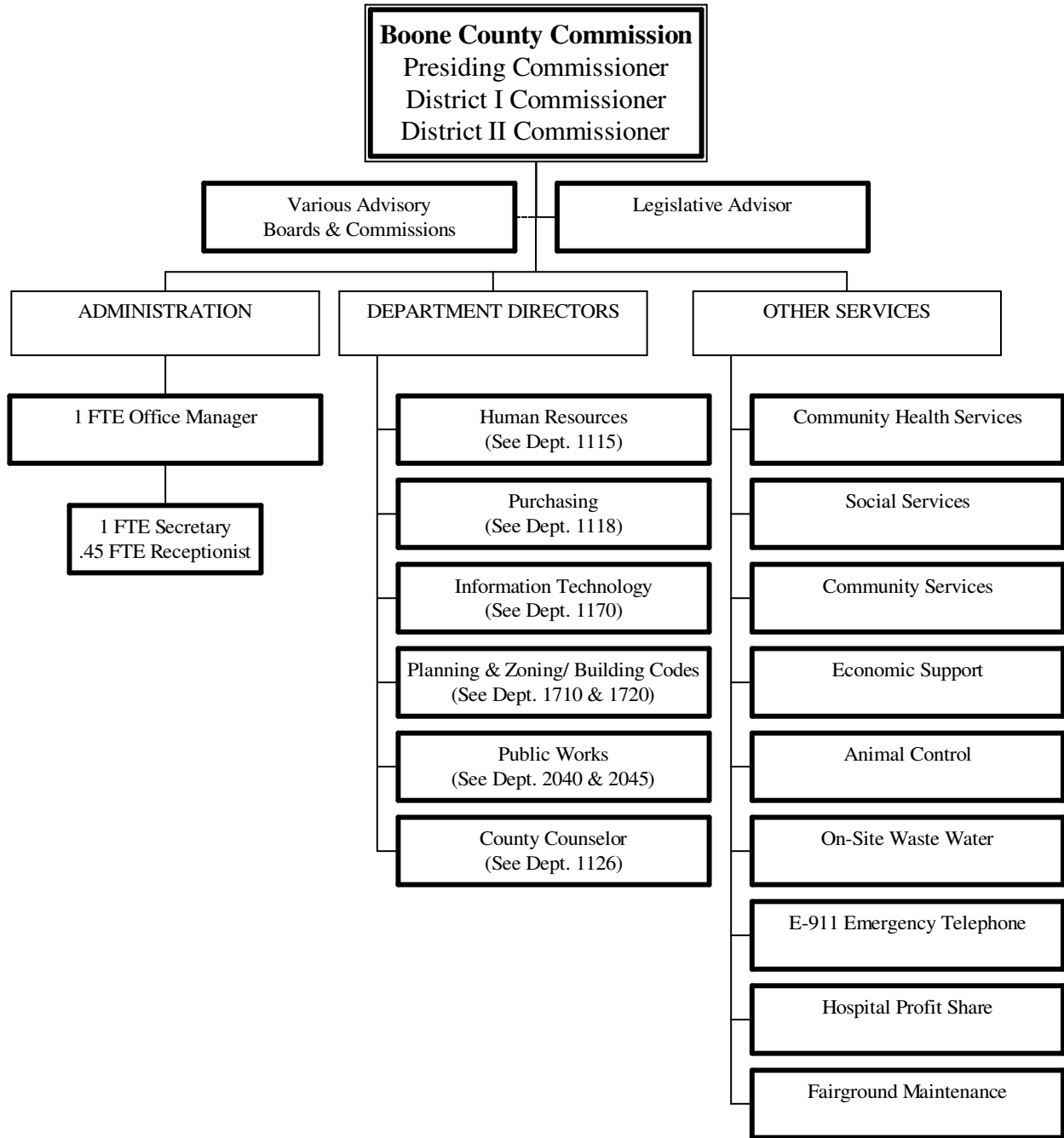
Performance Measures

Performance Measure	2005 Actual	2006 Estimated	2007 Projected
Unavailable			

Personnel Detail

Position Title	2005	2006	2007	2006-2007
	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	1.00	1.00	1.00	-
Receptionist	0.50	0.45	0.45	-
Total FTEs	5.50	5.45	5.45	-

Organizational Chart



County Commission

Dept. No. 1121

Annual Budget

1121 COUNTY COMMISSION
100 GENERAL FUND

ACCT	DESCRIPTION	2005 ACTUAL	2006 BUDGET + REVISIONS	2006 PROJECTED	2007 CORE REQUEST	2007 SUPPLEMENTAL REQUEST	2007 ADOPTED BUDGET	%CHG FROM PY BUD
PERSONAL SERVICES								
10100	SALARIES & WAGES	297,618	314,308	312,195	324,095	0	324,095	3
10200	FICA	23,210	25,028	24,352	25,866	0	25,866	3
10300	HEALTH INSURANCE	22,095	23,750	23,750	23,750	0	23,750	0
10325	DISABILITY INSURANCE	1,297	1,505	1,505	1,147	0	1,147	23-
10350	LIFE INSURANCE	180	195	195	195	0	195	0
10375	DENTAL INSURANCE	1,575	1,625	1,625	1,780	0	1,780	9
10400	WORKERS COMP	1,364	1,395	1,395	1,442	0	1,442	3
10500	401(A) MATCH PLAN	1,950	2,925	2,000	2,925	0	2,925	0
10850	VEHICLE ALLOWANCE	11,660	12,866	12,866	14,023	0	14,023	8
SUBTOTAL *****		360,951	383,597	379,883	395,223	0	395,223	3
MATERIALS & SUPPLIES								
22500	SUBSCRIPTIONS/PUBLICATIONS	316	480	480	514	0	514	7
23000	OFFICE SUPPLIES	925	850	650	850	0	850	0
23001	PRINTING	0	1,000	800	1,000	0	1,000	0
23050	OTHER SUPPLIES	0	100	100	100	0	100	0
23850	MINOR EQUIPMENT & TOOLS	0	750	650	750	0	750	0
SUBTOTAL *****		1,242	3,180	2,680	3,214	0	3,214	1
DUES TRAVEL & TRAINING								
37000	DUES	165	200	225	225	0	225	12
37200	SEMINARS/CONFERENCE/MEETING	1,297	2,400	2,400	2,400	0	2,400	0
37210	TRAINING/SCHOOLS	0	500	500	500	0	500	0
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	1,071	1,200	1,200	1,600	0	1,600	33
37230	MEALS & LODGING-TRAINING	1,144	2,000	1,400	2,500	0	2,500	25
37235	MEALS & LODGING - OTHER	11	0	0	0	0	0	0
SUBTOTAL *****		3,690	6,300	5,725	7,225	0	7,225	14
UTILITIES								
48000	TELEPHONES	3,849	3,660	3,660	3,660	0	3,660	0
48050	CELLULAR TELEPHONES	1,926	2,600	2,600	3,960	0	3,960	52
SUBTOTAL *****		5,776	6,260	6,260	7,620	0	7,620	21
VEHICLE EXPENSE								
59000	MOTORFUEL/GASOLINE	721	1,125	800	1,125	0	1,125	0
59100	VEHICLE REPAIRS	432	1,500	1,500	1,500	0	1,500	0
59200	LOCAL MILEAGE	1,063	1,000	1,000	1,400	0	1,400	40
SUBTOTAL *****		2,217	3,625	3,300	4,025	0	4,025	11
EQUIP & BLDG MAINTENANCE								
60050	EQUIP SERVICE CONTRACT	765	775	775	775	0	775	0
60200	EQUIP REPAIRS/MAINTENANCE	0	200	100	200	0	200	0
SUBTOTAL *****		765	975	875	975	0	975	0
CONTRACTUAL SERVICES								
71100	OUTSIDE SERVICES	180	200	200	200	0	200	0
71101	PROFESSIONAL SERVICES	24,500	25,235	25,235	25,995	0	25,995	3
71500	BUILDING USE/RENT CHARGE	23,189	24,330	24,330	25,651	0	25,651	5
SUBTOTAL *****		47,869	49,765	49,765	51,846	0	51,846	4
OTHER								
83100	AWARDS	300	350	250	350	0	350	0
84010	RECEPTION/MEETINGS	1,380	2,500	1,770	2,000	0	2,000	20-
84300	ADVERTISING	0	250	100	250	0	250	0
84400	PUBLIC NOTICES	0	250	250	250	0	250	0
SUBTOTAL *****		1,681	3,350	2,370	2,850	0	2,850	14-
TOTAL EXPENDITURES *****		424,194	457,052	450,858	472,978	0	472,978	3

Decimal values have been truncated.

County Association Dues

Department Number 1122

Mission

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

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

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

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

Budget Highlights

There are no significant changes to this budget.

Annual Budget

1122 COUNTY ASSOCIATION DUES								%CHG
100 GENERAL FUND								FROM
ACCT	DESCRIPTION	2005	2006	2006	2007	2007	2007	PY
		ACTUAL	BUDGET +	PROJECTED	CORE	SUPPLMENTAL	ADOPTED	BUD
			REVISIONS		REQUEST	REQUEST	BUDGET	
	DUES TRAVEL & TRAINING							
37000	DUES	26,249	27,000	27,046	28,000	0	28,000	3
37200	SEMINARS/CONFEREN/MEETING	983	3,400	2,290	3,595	0	3,595	5
37210	TRAINING/SCHOOLS	0	0	112	0	0	0	0
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	312	2,200	1,683	2,395	0	2,395	8
37230	MEALS & LODGING-TRAINING	824	6,802	3,900	7,327	0	7,327	7
	SUBTOTAL *****	28,369	39,402	35,031	41,317	0	41,317	4
	TOTAL EXPENDITURES *****	28,369	39,402	35,031	41,317	0	41,317	4

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 the statutorily-mandated emergency appropriation. The amount included for emergency is funded from accumulated resources (i.e., fund balance) rather than from current revenues.

The budget also includes contingency funds for various potential needs including funding for a pilot mobile office project for Building Inspection and county election costs related to renewal of the one-half cent sales tax for the road and bridge operations.

Annual Budget

1123 EMERGENCY & CONTINGENCY								%CHG
100 GENERAL FUND								FROM
ACCT	DESCRIPTION	2005 ACTUAL	2006 BUDGET + REVISIONS	2006 PROJECTED	2007 CORE REQUEST	2007 SUPPLMENTAL REQUEST	2007 ADOPTED BUDGET	PY BUD
	DUES TRAVEL & TRAINING							
	SUBTOTAL *****	0	0	0	0	0	0	0
	OTHER							
86800	EMERGENCY	0	516,883	0	725,000	0	725,000	40
86850	CONTINGENCY	0	151,686	0	107,000	0	165,500	9
	SUBTOTAL *****	0	668,569	0	832,000	0	890,500	33
	TOTAL EXPENDITURES *****	0	668,569	0	832,000	0	890,500	33

Decimal values have been truncated.

Centralia Office

Department Number 1125

Mission

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

Budget Highlights

There are no significant changes to this budget.

Annual Budget

1125 CENTRALIA OFFICE								%CHG
100 GENERAL FUND								FROM
ACCT	DESCRIPTION	2005	2006	2006	2007	2007	2007	PY
		ACTUAL	BUDGET +	PROJECTED	CORE	SUPPLEMENTAL	ADOPTED	BUD
			REVISIONS		REQUEST	REQUEST	BUDGET	
48000	UTILITIES							
	TELEPHONES	753	800	800	800	0	800	0
	SUBTOTAL *****	753	800	800	800	0	800	0
	EQUIP & BLDG MAINTENANCE							
	SUBTOTAL *****	0	0	0	0	0	0	0
71500	CONTRACTUAL SERVICES							
	BUILDING USE/RENT CHARGE	8,224	7,525	7,525	6,989	0	6,989	7-
	SUBTOTAL *****	8,224	7,525	7,525	6,989	0	6,989	7-
	TOTAL EXPENDITURES *****	8,977	8,325	8,325	7,789	0	7,789	6-

Decimal values have been truncated.

County Counselor

Department Number 1126

Mission

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

Budget Highlights

Budgeted hours for the part-time secretary position have been increased. Other than this, there are no significant changes to this budget.

Goals and Objectives

Budget Year Objectives

- Revise the Health Code to include Epidemic and Pandemic regulations and enforcement mechanisms.
- Implement Civil Administrative Fine Schedule and Administrative Appeal System for various County regulations enforcements.
- Continue, to the extent requested, to provide County officials and departments with legal review and analysis of internal operating policies and procedures for the purpose of preventing legal problems and claim avoidance.
- Continue to assist Planning & Building Inspection and Public Works departments with completion and codification of storm water control regulations.
- Continue to codify various land use regulations into a single code.
- Continue the conversion of paper file archive into an image file archive.

Progress on Prior Year Objectives

- Continue the conversion of a paper file archive into an image file archive. This project is ongoing from year to year.
Response: Ongoing.
- Continue, to the extent requested, to provide County officials and departments with summaries of statutes and case interpretation applicable to their duties and functions.
Response: Ongoing.
- 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: Ongoing.

County Counselor

Dept. No. 1126

- Continue to assist Planning & Building Inspection and Public Works departments with completion and codification of storm water control regulations.
Response: Ongoing.

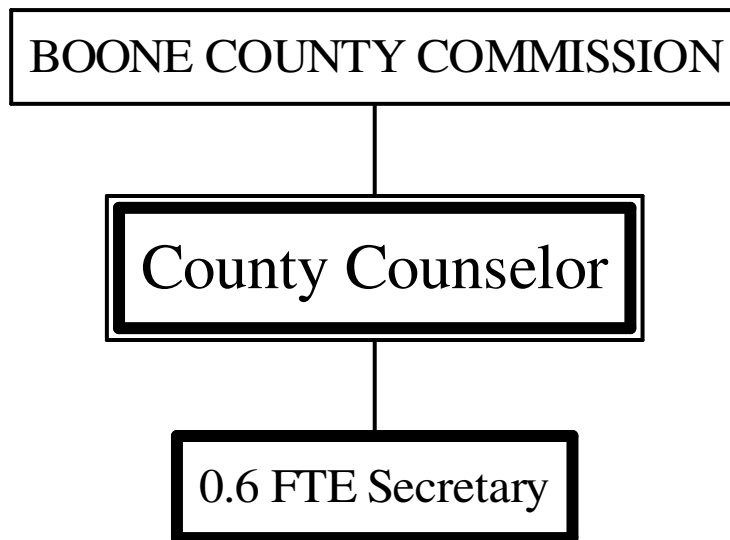
Performance Measures

Performance Measure	2005 Actual	2006 Estimated	2007 Projected
Unavailable			

Personnel Detail

Position Title	2005	2006	2007	2006-2007
	Full-time Equivalent	Full-time Equivalent	Full-time Equivalent	Change
County Counselor	1.00	1.00	1.00	-
Secretary	0.60	0.60	0.70	0.10
Total FTEs	1.60	1.60	1.70	0.10

Organizational Chart



County Counselor

Dept. No. 1126

Annual Budget

1126 COUNTY COUNSELOR OFFICE
100 GENERAL FUND

ACCT	DESCRIPTION	2005 ACTUAL	2006 BUDGET + REVISIONS	2006 PROJECTED	2007 CORE REQUEST	2007 SUPPLEMENTAL REQUEST	2007 ADOPTED BUDGET	%CHG FROM PY BUD
3528	CHARGES FOR SERVICES REIMB PERSONNEL/PROJECTS	15,665	23,000	23,000	15,000	0	15,000	34-
	SUBTOTAL *****	15,665	23,000	23,000	15,000	0	15,000	34-
	TOTAL REVENUES *****	15,665	23,000	23,000	15,000	0	15,000	34-
	PERSONAL SERVICES							
10100	SALARIES & WAGES	109,453	113,296	113,493	117,198	2,765	119,963	5
10200	FICA	8,148	8,667	8,648	8,965	212	9,177	5
10300	HEALTH INSURANCE	8,838	9,500	9,500	9,500	0	9,500	0
10325	DISABILITY INSURANCE	500	548	548	420	14	434	20-
10350	LIFE INSURANCE	72	78	78	78	0	78	0
10375	DENTAL INSURANCE	630	650	650	712	0	712	9
10400	WORKERS COMP	552	565	565	585	12	597	5
10500	401(A) MATCH PLAN	650	1,170	1,275	1,170	0	1,170	0
	SUBTOTAL *****	128,845	134,474	134,757	138,628	3,003	141,631	5
	MATERIALS & SUPPLIES							
22500	SUBSCRIPTIONS/PUBLICATIONS	4,251	4,223	4,223	4,350	0	4,350	3
23000	OFFICE SUPPLIES	420	750	750	750	0	750	0
23001	PRINTING	0	300	300	300	0	300	0
23850	MINOR EQUIPMENT & TOOLS	0	500	500	500	0	500	0
	SUBTOTAL *****	4,672	5,773	5,773	5,900	0	5,900	2
	DUES TRAVEL & TRAINING							
37000	DUES	25	223	223	223	0	223	0
37210	TRAINING/SCHOOLS	0	500	500	500	0	500	0
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	31	250	250	250	0	250	0
	SUBTOTAL *****	56	973	973	973	0	973	0
	UTILITIES							
48000	TELEPHONES	774	900	900	900	0	900	0
	SUBTOTAL *****	774	900	900	900	0	900	0
	EQUIP & BLDG MAINTENANCE							
60050	EQUIP SERVICE CONTRACT	67	115	61	100	0	100	13-
	SUBTOTAL *****	67	115	61	100	0	100	13-
	CONTRACTUAL SERVICES							
71101	PROFESSIONAL SERVICES	1,285	850	850	850	0	850	0
71105	LEGAL SERVICES	10,782	25,000	25,000	12,000	0	12,000	52-
71500	BUILDING USE/RENT CHARGE	5,041	4,936	4,936	4,964	0	4,964	0
	SUBTOTAL *****	17,108	30,786	30,786	17,814	0	17,814	42-
	OTHER							
84801	TRANSCRIPTS-CIVIL	217	250	250	250	0	250	0
	SUBTOTAL *****	217	250	250	250	0	250	0
	TOTAL EXPENDITURES *****	151,743	173,271	173,500	164,565	3,003	167,568	3-

Decimal values have been truncated.

County Clerk Summary

Department Numbers 1131, 1132, 2300

Description

The Boone County Clerk provides services that are primarily funded with appropriations from the General Fund and supplemented with additional revenues derived from a 5% election fee. These fees are accounted for in the Election Services Fund, a statutory special revenue fund. The General Fund appropriations are included in two separate budgets: County Clerk, 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	2005	2006	2007	2007	2007	2007
			Actual	Projected	Class 1 Personal Services	Classes 2-8 Other Services and Charges	Class 9 Capital Outlay	Total
100	1131	County Clerk	\$ 272,027	\$ 302,122	\$ 276,872	\$ 29,366	\$ -	\$ 306,238
100	1132	Election & Registration	290,876	1,093,949	351,830	220,694	13,100	585,624
230	2300	Election Services	19,381	9,258	-	84,800	-	84,800
231	2310	HAVA Requirements Pmts Grant	-	1,117,620	-	-	-	-
231	2311	Election Reform Payments Grant	-	9,905	-	-	-	-
231	2312	Voting Access for Disabilities Grant	-	4,917	-	-	-	-
Total			<u>\$ 582,284</u>	<u>\$ 2,537,771</u>	<u>\$ 628,702</u>	<u>\$ 334,860</u>	<u>\$ 13,100</u>	<u>\$ 976,662</u>

Personnel Summary

Fund	Dept	Department Name	2005	2006	2007
			Full-time Equivalent	Full-time Equivalent	Full-time Equivalent
100	1131	County Clerk	4.75	5.25	5.25
100	1132	Election & Registration	6.77	7.77	7.77
230	2300	Election Services	-	-	-
231	2310	HAVA Requirements Pmts Grant	-	-	-
231	2311	Election Reform Payments Grant	-	-	-
231	2312	Voting Access for Disabilities Grant	-	-	-
Total FTEs			<u>11.52</u>	<u>13.02</u>	<u>13.02</u>

County Clerk

Department Number 1131

Mission

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

Budget Highlights

There are no significant changes in this budget.

Goals and Objectives

Budget Year Objectives

- Unavailable.

Progress on Prior Year Objectives

- Unavailable.
Response: Unavailable.

County Clerk

Dept. No. 1131

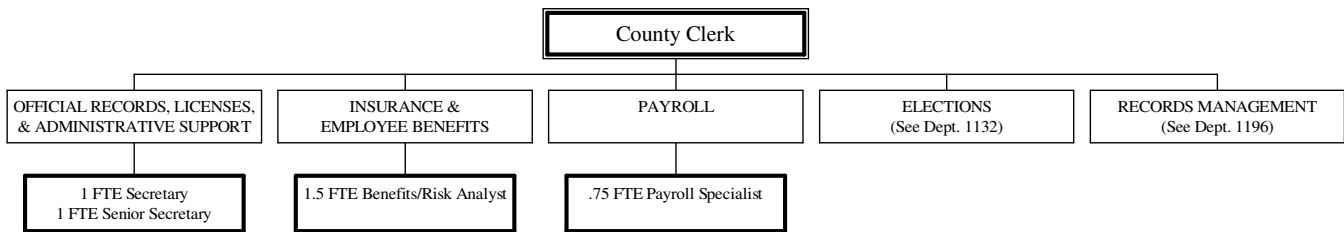
Performance Measures

Performance Measure	2005 Actual	2006 Estimated	2007 Projected
Unavailable			

Personnel Detail

Position Title	2005	2006	2007	2006-2007
	Full-time Equivalent	Full-time Equivalent	Full-time Equivalent	Change
County Clerk (Elected)	1.00	1.00	1.00	-
Benefits/Risk Analyst	1.00	1.50	1.50	-
Secretary	1.00	1.00	1.00	-
Payroll Specialist	0.75	0.75	0.75	-
Senior Secretary	1.00	1.00	1.00	-
Total FTEs	<u>4.75</u>	<u>5.25</u>	<u>5.25</u>	<u>-</u>

Organizational Chart



County Clerk

Dept. No. 1131

Annual Budget

1131 COUNTY CLERK
100 GENERAL FUND

ACCT	DESCRIPTION	2005 ACTUAL	2006 BUDGET + REVISIONS	2006 PROJECTED	2007 CORE REQUEST	2007 SUPPLEMENTAL REQUEST	2007 ADOPTED BUDGET	%CHG FROM PY BUD
3316	LICENSES AND PERMITS LICENSES OTHER	3,024	3,000	3,100	3,100	0	3,100	3
	SUBTOTAL *****	3,024	3,000	3,100	3,100	0	3,100	3
	CHARGES FOR SERVICES							
3510	COPIES	73	150	150	150	0	150	0
3569	OTHER FEES	2,708	2,600	2,700	2,700	0	2,700	3
3580	TAX SUPPLEMENT FEES	19,702	17,000	22,500	22,500	0	22,500	32
	SUBTOTAL *****	22,484	19,750	25,350	25,350	0	25,350	28
	MISCELLANEOUS							
	SUBTOTAL *****	0	0	0	0	0	0	0
	TOTAL REVENUES *****	25,508	22,750	28,450	28,450	0	28,450	25
	PERSONAL SERVICES							
10100	SALARIES & WAGES	199,332	216,665	218,299	223,632	0	223,632	3
10110	OVERTIME	1,263	0	3,715	0	0	0	0
10120	HOLIDAY WORKED	203	0	172	0	0	0	0
10200	FICA	14,432	16,574	16,082	17,107	0	17,107	3
10300	HEALTH INSURANCE	26,514	28,500	28,500	28,500	0	28,500	0
10325	DISABILITY INSURANCE	906	1,062	1,062	811	0	811	23-
10350	LIFE INSURANCE	216	234	234	234	0	234	0
10375	DENTAL INSURANCE	1,890	1,950	1,950	2,136	0	2,136	9
10400	WORKERS COMP	812	913	913	942	0	942	3
10500	401(A) MATCH PLAN	3,250	3,510	3,800	3,510	0	3,510	0
	SUBTOTAL *****	248,820	269,408	274,727	276,872	0	276,872	2
	MATERIALS & SUPPLIES							
22500	SUBSCRIPTIONS/PUBLICATIONS	609	1,100	600	1,100	0	1,100	0
23000	OFFICE SUPPLIES	3,258	3,600	3,000	3,600	0	3,600	0
23001	PRINTING	285	750	750	750	0	750	0
23050	OTHER SUPPLIES	352	500	900	500	0	500	0
	SUBTOTAL *****	4,504	5,950	5,250	5,950	0	5,950	0
	DUES TRAVEL & TRAINING							
37000	DUES	25	400	400	400	0	400	0
37200	SEMINARS/CONFERENCE/MEETING	712	1,200	500	1,200	0	1,200	0
37210	TRAINING/SCHOOLS	250	250	0	250	0	250	0
37230	MEALS & LODGING-TRAINING	795	0	0	0	0	0	0
	SUBTOTAL *****	1,783	1,850	900	1,850	0	1,850	0
	UTILITIES							
48000	TELEPHONES	2,074	2,700	2,100	2,700	0	2,700	0
	SUBTOTAL *****	2,074	2,700	2,100	2,700	0	2,700	0
	VEHICLE EXPENSE							
59200	LOCAL MILEAGE	0	700	400	700	0	700	0
	SUBTOTAL *****	0	700	400	700	0	700	0
	EQUIP & BLDG MAINTENANCE							
60050	EQUIP SERVICE CONTRACT	1,012	900	900	900	0	900	0
60200	EQUIP REPAIRS/MAINTENANCE	0	100	0	100	0	100	0
	SUBTOTAL *****	1,012	1,000	900	1,000	0	1,000	0
	CONTRACTUAL SERVICES							
71000	INSURANCE AND BONDS	50	50	50	50	0	50	0
71100	OUTSIDE SERVICES	0	2,500	2,500	1,000	0	1,000	60-
71500	BUILDING USE/RENT CHARGE	13,532	14,195	14,195	14,966	0	14,966	5
71600	EQUIP LEASES & METER CHR	91	150	100	150	0	150	0
	SUBTOTAL *****	13,673	16,895	16,845	16,166	0	16,166	4-
	OTHER							
84400	PUBLIC NOTICES	158	2,100	1,000	1,000	0	1,000	52-
	SUBTOTAL *****	158	2,100	1,000	1,000	0	1,000	52-
	TOTAL EXPENDITURES *****	272,027	300,603	302,122	306,238	0	306,238	1

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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

This budget reflects increases approved in FY 2006 for staffing increases and warehouse storage space for election equipment. These costs, totaling approximately \$130,000 in FY 2007, will continue into the foreseeable future.

Goals and Objectives

Budget Year Objectives

- Unavailable.

Progress on Prior Year Objectives

- Unavailable.
Response: Unavailable.

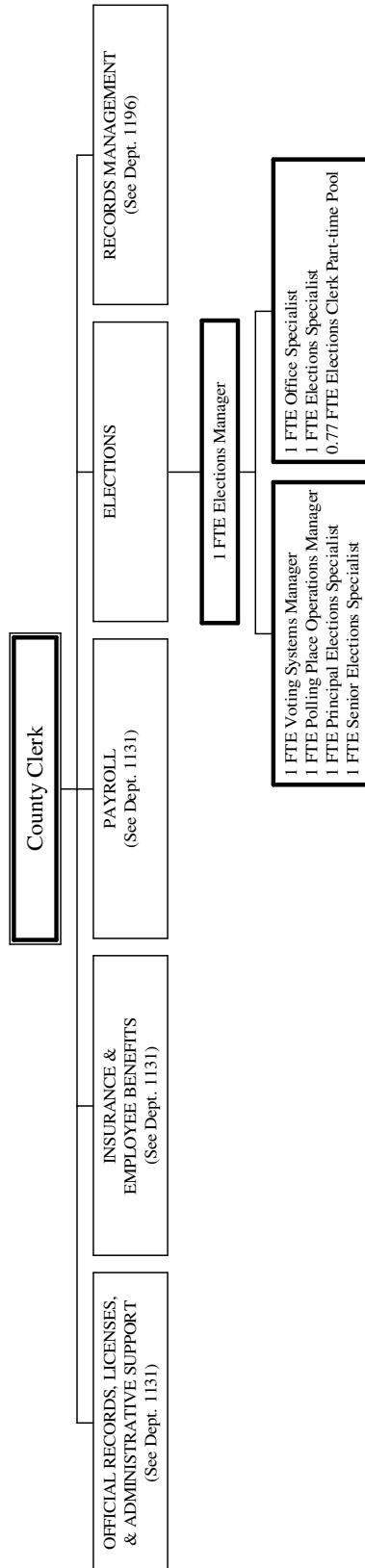
Performance Measures

Performance Measure	2005 Actual	2006 Estimated	2007 Projected
Unavailable			

Personnel Detail

Position Title	2005	2006	2007	2006-2007
	Full-time Equivalent	Full-time Equivalent	Full-time Equivalent	Change
Elections Manager	1.00	1.00	1.00	-
Voting Systems Manager	-	1.00	1.00	-
Polling Place Operations Manager	-	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	1.00	1.00	-
Office Specialist	1.00	1.00	1.00	-
Elections Clerk Part-time Pool	0.77	0.77	0.77	-
Total FTEs	6.77	7.77	7.77	-

Organizational Chart



Elections and Registration

Dept. No. 1132

Annual Budget

1132 ELECTION & REGISTRATION
100 GENERAL FUND

ACCT	DESCRIPTION	2005 ACTUAL	2006 BUDGET + REVISIONS	2006 PROJECTED	2007 CORE REQUEST	2007 SUPPLEMENTAL REQUEST	2007 ADOPTED BUDGET	%CHG FROM PY BUD
INTERGOVERNMENTAL REVENUE								
3411	FEDERAL GRANT REIMBURSE	10,722	0	523-	0	0	0	0
3451	STATE REIMB-GRANT/PROGRAM/OTHR	2,603	0	0	0	0	0	0
	SUBTOTAL *****	13,326	0	523-	0	0	0	0
CHARGES FOR SERVICES								
3510	COPIES	103	50	200	90	0	90	80
3526	REIMBURSEMENT FOR ELECTION	13,776	22,000	28,000	9,000	0	9,000	59-
	SUBTOTAL *****	13,880	22,050	28,200	9,090	0	9,090	58-
MISCELLANEOUS								
3830	SALES	351	500	1,500	400	0	400	20-
3887	ADMIN & INDIRECT COST REIMB	1,578	7,000	7,000	700	0	700	90-
3890	MISCELLANEOUS	104	1,500	350	350	0	350	76-
	SUBTOTAL *****	2,033	9,000	8,850	1,450	0	1,450	83-
	TOTAL REVENUES *****	29,240	31,050	36,527	10,540	0	10,540	66-
PERSONAL SERVICES								
10100	SALARIES & WAGES	170,926	246,235	210,312	287,555	0	287,555	16
10110	OVERTIME	5	0	13,012	0	0	0	0
10200	FICA	11,344	18,837	15,915	21,997	0	21,997	16
10300	HEALTH INSURANCE	26,514	33,250	28,500	33,250	0	33,250	0
10325	DISABILITY INSURANCE	777	1,115	952	970	0	970	13-
10350	LIFE INSURANCE	195	273	234	273	0	273	0
10375	DENTAL INSURANCE	1,890	2,275	1,950	2,492	0	2,492	9
10400	WORKERS COMP	872	1,029	889	1,198	0	1,198	16
10500	401(A) MATCH PLAN	3,500	3,760	3,250	4,095	0	4,095	8
10600	UNEMPLOYMENT BENEFITS	2,820	0	0	0	0	0	0
	SUBTOTAL *****	218,845	306,774	275,014	351,830	0	351,830	14
MATERIALS & SUPPLIES								
22500	SUBSCRIPTIONS/PUBLICATIONS	512	0	500	0	0	0	0
23000	OFFICE SUPPLIES	1,718	9,800	7,000	10,500	0	10,500	7
23001	PRINTING	1,482	12,000	8,000	12,000	0	12,000	0
23005	ELECTION SUPPLIES	839	16,000	14,000	16,000	0	16,000	0
23050	OTHER SUPPLIES	0	1,500	1,200	1,500	0	1,500	0
	SUBTOTAL *****	4,552	39,300	30,700	40,000	0	40,000	1
DUES TRAVEL & TRAINING								
37000	DUES	1,280	1,200	1,200	1,200	0	1,200	0
37200	SEMINARS/CONFEREN/MEETING	287	2,000	2,000	2,000	2,000	2,000	0
37210	TRAINING/SCHOOLS	250	0	250	250	0	250	0
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	1,421	1,700	1,500	1,450	1,550	1,450	14-
37230	MEALS & LODGING-TRAINING	1,238	1,800	1,000	1,800	0	1,800	0
	SUBTOTAL *****	4,477	6,700	5,950	6,700	3,550	6,700	0
UTILITIES								
48000	TELEPHONES	5,685	9,000	5,200	6,000	0	6,000	33-
48050	CELLULAR TELEPHONES	2,025	2,000	2,200	2,000	0	2,000	0
	SUBTOTAL *****	7,710	11,000	7,400	8,000	0	8,000	27-
VEHICLE EXPENSE								
59200	LOCAL MILEAGE	105	850	400	850	0	850	0
	SUBTOTAL *****	105	850	400	850	0	850	0
EQUIP & BLDG MAINTENANCE								
60050	EQUIP SERVICE CONTRACT	1,162	700	1,100	1,100	0	1,700	142
60200	EQUIP REPAIRS/MAINTENANCE	0	250	100	250	0	250	0
	SUBTOTAL *****	1,162	950	1,200	1,350	0	1,950	105
CONTRACTUAL SERVICES								
71000	INSURANCE AND BONDS	50	0	0	0	0	0	0
71500	BUILDING USE/RENT CHARGE	50,777	52,645	52,645	44,894	0	44,894	14-
71505	BUILDING LEASE CHARGES	0	37,000	45,900	57,850	0	57,850	56
71525	STORAGE CHARGES	2,700	2,700	1,900	0	0	0	0
71600	EQUIP LEASES & METER CHR	171	200	200	200	0	200	0
71700	EQUIPMENT RENTALS	62	0	0	0	0	0	0
	SUBTOTAL *****	53,761	92,545	100,645	102,944	0	102,944	11

Elections and Registration

Dept. No. 1132

Annual Budget

1132 ELECTION & REGISTRATION
100 GENERAL FUND

ACCT	DESCRIPTION	2005 ACTUAL	2006 BUDGET + REVISIONS	2006 PROJECTED	2007 CORE REQUEST	2007 SUPPLMENTAL REQUEST	2007 ADOPTED BUDGET	%CHG FROM FY BUD
	OTHER							
84400	PUBLIC NOTICES	260	0	1,200	250	0	250	0
85900	COUNTY ELECTION EXPENSE	0	600,000	600,000	60,000	0	60,000	90-
	SUBTOTAL *****	260	600,000	601,200	60,250	0	60,250	89-
	FIXED ASSET ADDITIONS							
91000	OFFICE EQUIPMENT	0	0	0	0	0	13,100	0
91300	MACHINERY & EQUIPMENT	0	0	0	0	49,500	0	0
92300	REPLCMENT MACH & EQUIP	0	0	71,440	0	0	0	0
	SUBTOTAL *****	0	0	71,440	0	49,500	13,100	0
	TOTAL EXPENDITURES *****	290,876	1,058,119	1,093,949	571,924	53,050	585,624	44-

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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 expected, but the number of elections is unknown, so no budgetary amount was used. Appropriations are established for training, travel, and contingencies.

Annual Budget

2300 ELECTION SERVICES								
230 ELECTION SERVICES FUND								
ACCT	DESCRIPTION	2005 ACTUAL	2006 BUDGET + REVISIONS	2006 PROJECTED	2007 CORE REQUEST	2007 SUPPLEMENTAL REQUEST	2007 ADOPTED BUDGET	%CHG FROM PY BUD
3526	REIMBURSEMENT FOR ELECTION	9,703	12,000	33,000	0	0	0	0
	SUBTOTAL *****	9,703	12,000	33,000	0	0	0	0
	INTEREST							
3711	INT-OVERNIGHT	129	0	150	0	0	0	0
3712	INT-LONG TERM INVEST	856	0	650	0	0	0	0
3798	INC/DEC IN FV OF INVESTMENTS	881	0	0	0	0	0	0
	SUBTOTAL *****	1,867	0	800	0	0	0	0
	TOTAL REVENUES *****	11,571	12,000	33,800	0	0	0	0
	DUES TRAVEL & TRAINING							
37200	SEMINARS/CONFEREN/MEETING	3,124	3,000	0	6,000	0	6,000	100
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	5,722	2,000	0	4,000	0	4,000	100
37230	MEALS & LODGING-TRAINING	8,013	800	1,000	800	0	800	0
37235	MEALS & LODGING - OTHER	0	2,000	4,000	2,000	0	2,000	0
	SUBTOTAL *****	16,860	7,800	5,000	12,800	0	12,800	64
	UTILITIES							
48050	CELLULAR TELEPHONES	2,521	1,800	1,800	2,000	0	2,000	11
	SUBTOTAL *****	2,521	1,800	1,800	2,000	0	2,000	11
	OTHER							
86850	CONTINGENCY	0	36,942	0	70,000	0	70,000	89
	SUBTOTAL *****	0	36,942	0	70,000	0	70,000	89
	FIXED ASSET ADDITIONS							
91301	COMPUTER HARDWARE	0	2,458	2,458	0	0	0	0
	SUBTOTAL *****	0	2,458	2,458	0	0	0	0
	TOTAL EXPENDITURES *****	19,381	49,000	9,258	84,800	0	84,800	73

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Federal HAVA Election Project

Department Numbers 2310, 2311, 2312

Mission

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

Budget Highlights

There are no amounts appropriated in FY 2007.

Annual Budget

2310 HAVA REQUIREMENTS PAYMTS GRANT
231 FEDERAL HAVA ELECTION FUND

ACCT	DESCRIPTION	2005 ACTUAL	2006 BUDGET + REVISIONS	2006 PROJECTED	2007 CORE REQUEST	2007 SUPPLEMENTAL REQUEST	2007 ADOPTED BUDGET	%CHG FROM FY BUD
	INTERGOVERNMENTAL REVENUE							
3411	FEDERAL GRANT REIMBURSE	0	888,700	888,700	0	0	0	0
	SUBTOTAL *****	0	888,700	888,700	0	0	0	0
	INTEREST							
	SUBTOTAL *****	0	0	0	0	0	0	0
	OTHER FINANCING SOURCES							
3913	OTI: FROM GENERAL FUND	0	0	230,000	0	0	0	0
	SUBTOTAL *****	0	0	230,000	0	0	0	0
	TOTAL REVENUES *****	0	888,700	1,118,700	0	0	0	0
	FIXED ASSET ADDITIONS							
91300	MACHINERY & EQUIPMENT	0	888,700	1,107,800	0	0	0	0
91301	COMPUTER HARDWARE	0	0	8,896	0	0	0	0
91302	COMPUTER SOFTWARE	0	0	924	0	0	0	0
	SUBTOTAL *****	0	888,700	1,117,620	0	0	0	0
	TOTAL EXPENDITURES *****	0	888,700	1,117,620	0	0	0	0

Decimal values have been truncated.

Annual Budget

2311 ELECTION REFORM PAYMENTS GRANT
231 FEDERAL HAVA ELECTION FUND

ACCT	DESCRIPTION	2005 ACTUAL	2006 BUDGET + REVISIONS	2006 PROJECTED	2007 CORE REQUEST	2007 SUPPLMENTAL REQUEST	2007 ADOPTED BUDGET	%CHG FROM PY BUD
	INTERGOVERNMENTAL REVENUE							
3411	FEDERAL GRANT REIMBURSE	0	0	9,550	0	0	0	0
	SUBTOTAL *****	0	0	9,550	0	0	0	0
	INTEREST							
3711	INT-OVERNIGHT	0	0	27	0	0	0	0
3712	INT-LONG TERM INVEST	0	0	159	0	0	0	0
	SUBTOTAL *****	0	0	186	0	0	0	0
	TOTAL REVENUES *****	0	0	9,736	0	0	0	0
	FIXED ASSET ADDITIONS							
91300	MACHINERY & EQUIPMENT	0	0	9,905	0	0	0	0
	SUBTOTAL *****	0	0	9,905	0	0	0	0
	TOTAL EXPENDITURES *****	0	0	9,905	0	0	0	0

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Annual Budget

2312 VOTING ACCESS FOR DISABL GRANT
231 FEDERAL HAVA ELECTION FUND

ACCT	DESCRIPTION	2005 ACTUAL	2006 BUDGET + REVISIONS	2006 PROJECTED	2007 CORE REQUEST	2007 SUPPLMENTAL REQUEST	2007 ADOPTED BUDGET	%CHG FROM PY BUD
	INTERGOVERNMENTAL REVENUE							
3411	FEDERAL GRANT REIMBURSE	0	8,274	4,917	0	0	0	0
	SUBTOTAL *****	0	8,274	4,917	0	0	0	0
	INTEREST							
	SUBTOTAL *****	0	0	0	0	0	0	0
	TOTAL REVENUES *****	0	8,274	4,917	0	0	0	0
	MATERIALS & SUPPLIES							
23005	ELECTION SUPPLIES	0	8,372	4,917	0	0	0	0
	SUBTOTAL *****	0	8,372	4,917	0	0	0	0
	TOTAL EXPENDITURES *****	0	8,372	4,917	0	0	0	0

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County Treasurer

Department Number 1140

Mission

The County Treasurer is an elected official responsible for receiving, disbursing and investing all funds for the County and ensuring that monies are correctly segregated into separate funds as required by law. Electronic funds receipts and disbursements are handled by the County Treasurer. All general obligation bonds and revenue bonds for Boone County are issued by the County Treasurer. The County Treasurer is also responsible for disbursing tax dollars to various political subdivisions and tracking said information for audit purposes. The County Treasurer provides oversight for several non-financial projects including the Community Art Displays for public buildings.

Budget Highlights

Budgeted hours for a part-time position have been increased and benefits have been added. Other than this, there are no significant changes to this budget.

Goals and Objectives

Budget Year Objectives

- Unavailable.

Progress on Prior Year Objectives

- Continue working with Information Technology (IT) to clean up old programs and tweak new programs.
Response: Ongoing.
- Work with IT, the Collector, and the Neighborhood Improvement District (NID) project manager to automate the NID tracking process.
Response: This project is currently on hold due to new programming needed in the Collector's Office.
- Evaluate the Treasurer's Office participation in rewrite of payroll and finance system.
Response: This project is currently on hold.
- Continue participation in scheduling art exhibits for the Government Center and Johnson Building.
Response: The County continues to participate in the rotating art program with Columbia Art League.
- Participate in getting the Purchasing Card Program up and running.
Response: The Purchasing Card Program has been rolled out to all county offices and departments. The Treasurer's Office has assumed the task of Purchasing Card Administrator.
- Continue working with space needs in the Courthouse and Government Center.
Response: Task completed.

County Treasurer

Dept. No. 1140

- Work on a balancing system for Self-Insured Worker's Compensation Fund.
Response: Task completed.

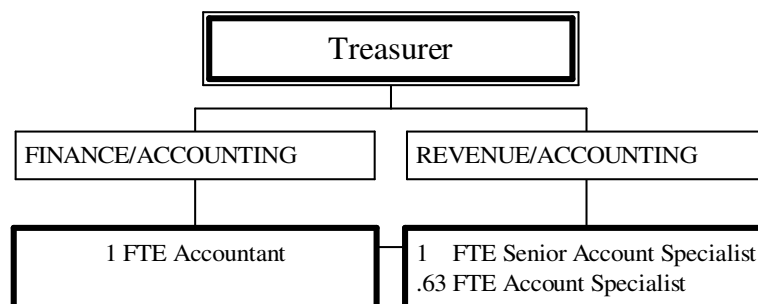
Performance Measures

Performance Measure	2005	2006	2007
	Actual	Estimated	Projected
Number of Receipts Issued	4,410	4,620	4,650
Number of Manual Non-Vendor Checks	181	130	135
Number of Manual Vendor Checks	525	450	480
Number of Prosecuting Attorney Bad Checks	2,451	2,200	2,250
Number of Criminal Cost Checks	6	6	6
Number of Out of County Cash Bonds	324	375	380
Number of Restitution Checks	33	41	50
Number of Worker's Compensation Checks	228	711	750
Number of Jury Service Checks	2,281	2,000	2,100
Number of Accounts Payable Checks	7,730	8,277	8,300
Number of Payroll Checks	10,749	11,000	11,200
Number of Funds	100	103	105
Interest Received (All Funds)	\$792,173	\$1,600,000	\$1,300,000
Number of General/Special Obligation Bonds	7	8	9
Number of Travel Credit Cards	25	3	3
Number of Purchasing Cards	N/A	58	60
Number of Active NIDS	15	13	14
Number of Employees-Fitness Program	29	35	35

Personnel Detail

Position Title	2005	2006	2007	2006-2007
	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	0.63	0.18
Total FTEs	3.45	3.45	3.63	0.18
Overtime	\$ 200	\$ 200	\$ 300	\$ 100

Organizational Chart



County Treasurer

Dept. No. 1140

Annual Budget

1140 TREASURER
100 GENERAL FUND

ACCT	DESCRIPTION	2005 ACTUAL	2006 BUDGET + REVISIONS	2006 PROJECTED	2007 CORE REQUEST	2007 SUPPLMENTAL REQUEST	2007 ADOPTED BUDGET	%CHG FROM PY BUD
3510	CHARGES FOR SERVICES COPIES	0	10	0	10	0	10	0
	SUBTOTAL *****	0	10	0	10	0	10	0
	INTEREST							
3710	INTEREST	339	0	6,458	6,000	0	6,000	0
3711	INT-OVERNIGHT	10,268	10,000	13,000	12,000	0	12,000	20
3712	INT-LONG TERM INVEST	66,935	85,000	58,332	52,500	0	52,500	38-
3723	INT - NIDS	5,435	1,000	3,847	1,000	0	1,000	0
3724	INT - OTHER ENTITIES	508	500	153	500	0	500	0
3798	INC/DEC IN FV OF INVESTMENTS	70,155	0	121,058	108,950	0	108,950	0
	SUBTOTAL *****	153,642	96,500	202,848	180,950	0	180,950	87
	TOTAL REVENUES *****	153,642	96,510	202,848	180,960	0	180,960	87
	PERSONAL SERVICES							
10100	SALARIES & WAGES	156,799	167,951	164,186	172,860	4,732	177,592	5
10110	OVERTIME	471	200	251	300	0	300	50
10200	FICA	11,627	12,863	11,784	13,246	367	13,613	5
10300	HEALTH INSURANCE	13,257	14,250	14,250	14,250	4,750	19,000	33
10325	DISABILITY INSURANCE	684	764	775	584	86	670	12-
10350	LIFE INSURANCE	108	117	117	117	39	156	33
10375	DENTAL INSURANCE	945	975	975	1,068	356	1,424	46
10400	WORKERS COMP	691	710	710	731	74	805	13
10500	401(A) MATCH PLAN	1,750	1,755	1,755	1,755	650	2,405	37
10600	UNEMPLOYMENT BENEFITS	1,405	0	0	0	0	0	0
	SUBTOTAL *****	187,738	199,585	194,803	204,911	11,054	215,965	8
	MATERIALS & SUPPLIES							
22500	SUBSCRIPTIONS/PUBLICATIONS	911	870	700	750	0	750	13-
23000	OFFICE SUPPLIES	369	350	300	300	0	300	14-
23001	PRINTING	1,886	2,600	2,000	2,000	0	2,000	23-
23050	OTHER SUPPLIES	687	1,200	1,200	1,200	0	1,200	0
23850	MINOR EQUIPMENT & TOOLS	948	150	100	150	0	150	0
	SUBTOTAL *****	4,802	5,170	4,300	4,400	0	4,400	14-
	DUES TRAVEL & TRAINING							
37000	DUES	420	480	550	500	0	500	4
37200	SEMINARS/CONFEREN/MEETING	1,184	1,000	700	800	0	800	20-
37210	TRAINING/SCHOOLS	0	100	50	100	0	100	0
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	709	1,100	1,100	1,100	0	1,100	0
37230	MEALS & LODGING-TRAINING	791	900	1,300	1,000	0	1,000	11
	SUBTOTAL *****	3,105	3,580	3,700	3,500	0	3,500	2-
	UTILITIES							
48000	TELEPHONES	1,428	2,000	1,500	2,000	0	2,000	0
	SUBTOTAL *****	1,428	2,000	1,500	2,000	0	2,000	0
	VEHICLE EXPENSE							
59200	LOCAL MILEAGE	0	50	0	50	0	50	0
	SUBTOTAL *****	0	50	0	50	0	50	0
	EQUIP & BLDG MAINTENANCE							
60050	EQUIP SERVICE CONTRACT	498	535	499	625	0	625	16
60200	EQUIP REPAIRS/MAINTENANCE	0	100	100	100	0	100	0
	SUBTOTAL *****	498	635	599	725	0	725	14

County Treasurer

Dept. No. 1140

Annual Budget

1140 TREASURER							%CHG	
100 GENERAL FUND							FROM	
ACCT	DESCRIPTION	2005	2006	2006	2007	2007	2007	PY
		ACTUAL	BUDGET +	PROJECTED	CORE	SUPPLMENTAL	ADOPTED	BUD
			REVISIONS		REQUEST	REQUEST	BUDGET	
CONTRACTUAL SERVICES								
70050	SOFTWARE SERVICE CONTRACT	5,980	6,400	6,400	6,600	0	6,600	3
71107	BANK/CREDIT CARD SERVICE FEES	35,296	35,100	37,000	37,500	0	37,500	6
71108	CHECK PRINTING CHARGES	1,922	2,400	2,100	2,400	0	2,400	0
71500	BUILDING USE/RENT CHARGE	13,687	14,359	14,359	15,140	0	15,140	5
	SUBTOTAL *****	56,886	58,259	59,859	61,640	0	61,640	5
FIXED ASSET ADDITIONS								
91100	FURNITURE AND FIXTURES	0	10,000	0	0	0	0	0
92000	REPLCMNT OFFICE EQUIP	0	2,500	2,307	0	0	0	0
	SUBTOTAL *****	0	12,500	2,307	0	0	0	0
	TOTAL EXPENDITURES *****	254,458	281,779	267,068	277,226	11,054	288,280	2

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Collector of Revenue Summary

Department Numbers 1150 and 2110

Description

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

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

Budget Summary

Fund	Dept	Department Name	2005	2006	2007	2007	2007	2007
			Actual	Projected	Class 1 Personal Services	Classes 2-8 Other Services and Charges	Class 9 Capital Outlay	Total
100	1150	Collector	\$ 369,692	\$ 389,849	\$ 391,458	\$ 61,951	\$ -	\$ 453,409
211	2110	Tax Maintenance	83,105	146,639	1,959	134,148	-	136,107
Total			<u>\$ 452,797</u>	<u>\$ 536,488</u>	<u>\$ 393,417</u>	<u>\$ 196,099</u>	<u>\$ -</u>	<u>\$ 589,516</u>

Personnel Summary

Fund	Dept	Department Name	2005	2006	2007
			Full-time Equivalent	Full-time Equivalent	Full-time Equivalent
100	1150	Collector	7.25	8.25	8.25
211	2110	Tax Maintenance	- a	0.08 a	0.08 a
Total FTEs			<u>7.25</u>	<u>8.33</u>	<u>8.33</u>

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

Collector of Revenue

Department Number 1150

Mission

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

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

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

Budget Highlights

An additional position, Lead Deputy Collector, was added to the office mid-year 2006, the cost of which was reimbursed from the Tax Maintenance Fund. This position was approved in the FY 2007 budget, with funding provided by the General Fund (i.e., there will be no reimbursement from the Tax Maintenance Fund). Other than this, there are no significant changes in this budget.

Goals and Objectives

Budget Year Objectives

- Automate the posting of monthly installment payments for those taxpayers who enrolled to have the payment automatically withdrawn (ACH) from their bank account each month. Currently all monthly ACH payments are manually entered in to the installment plan file by office staff. It is hopeful that payment information supplied by the bank and Treasurer's Office can be captured by the AS400 and posted to the corresponding installment plans. There are currently over 600 parcels enrolled in the plan, of which approximately two-thirds are signed up for ACH debits. By automating this process, the amount of time needed by staff to process and reconcile payments will be reduced.

- Create a form that will allow taxpayers to enroll in the real estate installment plan via the internet/e-mail. Taxpayers wishing to sign up could input the required information into a form available online. Once the information is entered into the appropriate fields, the taxpayer would click submit, and the Collector's Office would receive an e-mail notification of the enrollment with the data. When the installment plan data is processed, a confirmation of enrollment e-mail can be sent back to the taxpayers. This may reduce some of the paper and postage costs associated with administering the plan. Certain security measures will have to be in place since the data being transmitted would contain taxpayers' bank information.
- Create procedures for handling Chapter 100 qualified taxpayers. The procedures for the billing, collection, and distribution of taxes for companies that are granted tax breaks, or incentives under Chapter 100 will need to be established. FY 2006 will be the first year the program will be used for a Boone County taxpayer. It can be assumed that most of the processes will be handled manually the first year. Hopefully, automation of many of the procedures can be developed once an understanding of the needs of the Chapter 100 program is gained.
- Automate the homestead preservation process. FY 2006 is the first year for processing the Homestead Preservation Credit. One staff member will be processing all of the credits in 2006. With automation, more staff members will be able to process the credits resulting in better efficiency and coverage in case of absences.
- Enhance the merchant's license receipt process by upgrading the receipt generation process to print in real time rather than overnight. This will minimize the time now spent on tracking which businesses received the hand stamped receipt when paid in person and which businesses must be mailed the generated receipt.

Progress on Prior Year Objectives

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

Response: Programming updates have successfully been made regarding this goal. Confirmation letters for re-enrollment in the installment plan are now automatically printed for those taxpayers wishing to continue with the plan from year to year. This is a mass printing and mailing process. New enrollments that have been received and processed prior to this printing are also automated. Letters pertaining to initial sign-ups after the creation of the mass letters are still handled manually by collector staff. All balance due letters are printed automatically with data captured by the AS400. This allows the letters to be mailed with the tax bills pertaining to the installment plan. The automation of these processes has dramatically cut down on the time to create and mail

correspondence relating to the installment plan. However, the creation of monthly payment coupons by automation has not been addressed at this time.

- Organize AS400 queries and files frequently used by the Collector's Office. AS400 queries and files are currently spread out among several different libraries, and many are not labeled properly. Many queries and files may be deleted or replaced with current versions as well. Combining the queries and files into one central library will aid in responding to public requests, outside auditor inquiries, taxing entity requests, and the Collector's annual settlement, among other things. Many of the most frequently used queries may potentially be added as an item under the reports menu allowing generation by all office staff.

Response: Steps have been taken to organize the queries and files frequently used by the Collector's Office. Many of the files and queries are referenced in two or more separate libraries used by the Collector's Office. This issue, along with authority conflicts has slowed the process. However, it is expected that the organizing of the queries and files will be completed by the end of calendar year 2006.

- Train office staff on procedures relating to real estate installment plans. Placing the installment plan process on the AS400 platform has opened up the ability to train additional staff on the procedures relating to enrolling parcels on the plans, accepting monthly payments, and completing the necessary correspondences. Currently the duties relating to the monthly installment plans are handled by one staff member in the office. Training additional staff provides for the acceptance of payments in times of absences, and assistance to taxpayers with questions and concerns.

Response: This goal will be completed before the start of the 2006 tax season. Once AS400 authority has been granted, staff will be able to process installment payments at any workstation located in the office. However, installment payments must be kept separate from other daily collections processed at the collection windows. It is necessary to have other office staff trained on all procedures relating to the installment plan during the busy tax season and throughout the year in times of absences.

- Implement a more efficient and effective process for developing legal descriptions to be published in the annual tax certificate sale. The decision issued by the 13th Circuit Court and upheld by the Missouri Court of Appeals, Western District, requires that a more detailed legal description than contained on the property file records be published on properties subject to the annual delinquent tax certificate sale. Legal descriptions are currently obtained from the warranty deed and reformatted for the tax sale ad.

Response: This goal continues to be elusive, but ongoing.

Collector of Revenue

Dept. No. 1150

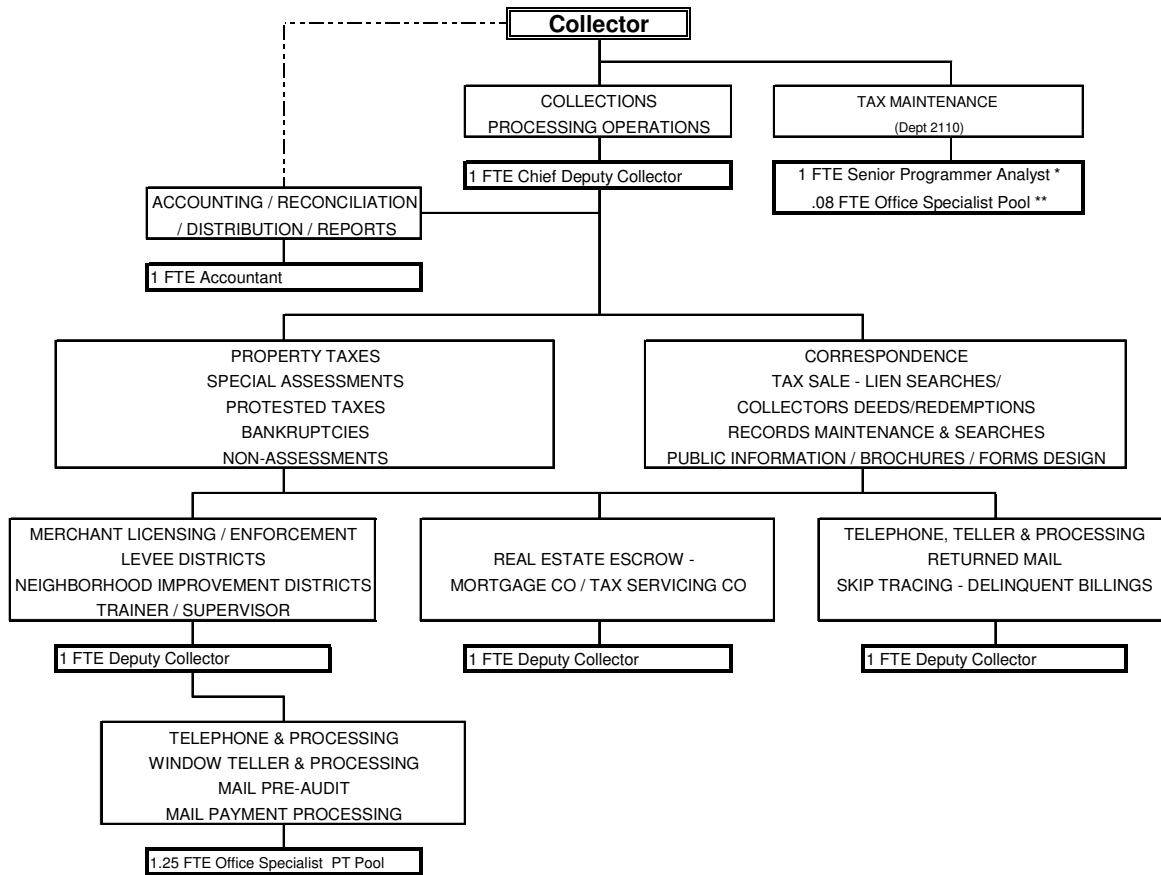
Performance Measures

Performance Measure	2005	2006	2007
	Actual	Estimated	Projected
Number of Real Estate Property Tax Bills Collected	56,323	57,450	58,600
Number of Real Estate Parcels on Installment Payments	458	625	750
Number of Delinquent Real Estate Prop. Tax Bills Mailed	10,146	10,322	10,571
Number of Personal Property Tax Bills Collected	59,186	60,075	60,975
Number of Merchant Licenses Collected	2,408	2,450	2,500
Number of Cash Drawers Balanced	1,795	1,947	2,100
Number of In-Person Customers	36,324	36,000	36,000
Number of Statements of Non-Assessment	10,458	10,727	10,900
Number of Bankruptcy Claims, Notices, Filings & Dischgs	1,424	1,470	1,470
Number of Telephone Calls	21,855	21,336	21,000
Number of Address Changes	12,008	12,092	13,075
Number of Rejection Notices Generated	1,243	1,214	1,231
Number of Properties Subject to Tax Sale/Number Sold	163/5	201/7	200/8
Number of Checks Generated	1,081	768	792
Number of Credit Card Transactions	1,791	1,970	2,165
Number of Returned Mail Records	1,462	952	1,000
Number of Returned Checks	85	75	70
Number of Duplicate Receipts Issued	10,278	10,766	11,200
Number of Bills Collected (All Types)	118,597	120,500	122,000
Number of Parcels With Homestead Preservation Credits	N/A	468	100
Number of M.O.R.E. Program Verifications	2,528	3,000	3,500
Number of Bills Collected by IVR (6 months only)	522	700	850
Number of Bills Paid Online	1,769	1,900	2,200
Total Collections By IVR	\$140,076	\$190,000	\$250,000
Total Collections Online	\$587,807	\$640,000	\$750,000
Total Collections (In Millions)	\$118.8	\$122.4	\$126.1

Personnel Detail

Position Title	2005	2006	2007	2006-2007
	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	-
Lead Deputy Collector	-	1.00	1.00	-
Deputy Collector	2.00	2.00	3.00	1.00
Account Specialist	1.00	1.00	-	(1.00)
Office Specialist Pool	0.83	1.25	1.25	-
Total FTEs	6.83	8.25	8.25	-
Overtime	\$ 3,825	\$ 3,825	\$ 3,825	\$ -

Organizational Chart



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

** .08 FTE Office Specialist Pool is funded from the Tax Maintenance Fund (department number 2110)

Collector of Revenue

Dept. No. 1150

Annual Budget

1150 COLLECTOR								%CHG
100 GENERAL FUND								FROM
ACCT	DESCRIPTION	2005 ACTUAL	2006 BUDGET + REVISIONS	2006 PROJECTED	2007 CORE REQUEST	2007 SUPPLEMENTAL REQUEST	2007 ADOPTED BUDGET	PY BUD
	LICENSES AND PERMITS							
3311	LIQUOR	90,559	95,720	95,444	97,830	0	97,830	2
3312	AUCTION	560	500	500	500	0	500	0
3313	MERCHANTS AND MANUFACTURE	12,040	11,625	12,280	12,525	0	12,525	7
	SUBTOTAL *****	103,159	107,845	108,224	110,855	0	110,855	2
	INTERGOVERNMENTAL REVENUE							
3493	FOREST CROPLAND PILT	418	420	420	420	0	420	0
	SUBTOTAL *****	418	420	420	420	0	420	0
	CHARGES FOR SERVICES							
3506	CERTIFICATE OF REDEMPTION FEE	6	1	1	2	0	2	100
3508	DUPLICATE TAX RECEIPT	8,970	8,000	9,270	9,690	0	9,690	21
3509	DEED FEE	9	15	12	15	0	15	0
3510	COPIES	164	250	250	250	0	250	0
3511	COST OF TAX SALE REIMBURS	9,648	13,500	12,313	13,500	0	13,500	0
3528	REIMB PERSONNEL/PROJECTS	0	31,264	31,264	0	40,257	0	0
3550	COMMISSIONS	1,240,433	1,243,850	1,280,475	1,325,292	0	1,325,292	6
3560	COLLECTION FEES	1,271	1,416	1,386	1,428	0	1,428	0
3577	COLL DEL FEES & COMM	120,706	120,000	122,300	124,745	0	124,745	3
	SUBTOTAL *****	1,381,211	1,418,296	1,457,271	1,474,922	40,257	1,474,922	3
	INTEREST							
3710	INTEREST	4,365	4,365	25,678	17,031	0	17,031	290
	SUBTOTAL *****	4,365	4,365	25,678	17,031	0	17,031	290
	MISCELLANEOUS							
3894	RETURNED CHECK PENALTY	2,100	2,500	2,500	2,500	0	2,500	0
	SUBTOTAL *****	2,100	2,500	2,500	2,500	0	2,500	0
	TOTAL REVENUES *****	1,491,254	1,533,426	1,594,093	1,605,728	40,257	1,605,728	4
	PERSONAL SERVICES							
10100	SALARIES & WAGES	260,014	307,585	263,095	286,896	31,720	318,616	3
10110	OVERTIME	2,786	3,825	3,753	3,825	0	3,825	0
10120	HOLIDAY WORKED	0	500	500	500	0	500	0
10200	FICA	19,667	23,861	19,622	22,278	2,427	24,705	3
10300	HEALTH INSURANCE	26,514	32,063	32,063	28,500	4,750	33,250	3
10325	DISABILITY INSURANCE	1,113	1,383	1,383	946	178	1,124	18-
10350	LIFE INSURANCE	216	273	273	234	39	273	0
10375	DENTAL INSURANCE	1,890	2,194	2,194	2,136	356	2,492	13
10400	WORKERS COMP	1,138	1,315	1,315	1,226	137	1,363	3
10500	401(A) MATCH PLAN	2,600	3,960	2,425	3,510	650	4,160	5
10510	CERF-EMPLOYER PD CONTRIBUTION	1,116	1,140	1,140	0	0	1,150	0
10600	UNEMPLOYMENT BENEFITS	777	3,815	3,815	0	0	0	0
	SUBTOTAL *****	317,832	381,914	331,578	350,051	40,257	391,458	2
	MATERIALS & SUPPLIES							
22500	SUBSCRIPTIONS/PUBLICATIONS	369	370	370	400	0	400	8
23000	OFFICE SUPPLIES	1,728	2,000	2,000	2,200	0	2,200	10
23001	PRINTING	9,527	14,030	14,029	13,650	0	13,650	2-
23850	MINOR EQUIPMENT & TOOLS	897	1,200	1,200	1,000	0	1,000	16-
	SUBTOTAL *****	12,522	17,600	17,599	17,250	0	17,250	1-
	DUES TRAVEL & TRAINING							
37200	SEMINARS/CONFEREN/MEETING	741	745	745	775	0	775	4
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	494	425	425	500	0	500	17
37230	MEALS & LODGING-TRAINING	339	570	570	570	0	570	0
	SUBTOTAL *****	1,574	1,740	1,740	1,845	0	1,845	6
	UTILITIES							
48000	TELEPHONES	3,107	3,160	3,500	3,500	0	3,500	10
	SUBTOTAL *****	3,107	3,160	3,500	3,500	0	3,500	10
	EQUIP & BLDG MAINTENANCE							
60050	EQUIP SERVICE CONTRACT	857	1,184	1,184	845	0	845	28-
60200	EQUIP REPAIRS/MAINTENANCE	146	200	200	500	0	500	150
	SUBTOTAL *****	1,004	1,384	1,384	1,345	0	1,345	2-

Collector of Revenue

Dept. No. 1150

1150 COLLECTOR
100 GENERAL FUND

ACCT	DESCRIPTION	2005 ACTUAL	2006 BUDGET + REVISIONS	2006 PROJECTED	2007 CORE REQUEST	2007 SUPPLMENTAL REQUEST	2007 ADOPTED BUDGET	%CHG FROM PY BUD
	CONTRACTUAL SERVICES							
71000	INSURANCE AND BONDS	90	255	255	100	0	100	60-
71100	OUTSIDE SERVICES	548	735	700	750	0	750	2
71500	BUILDING USE/RENT CHARGE	17,773	18,648	18,648	19,661	0	19,661	5
	SUBTOTAL *****	18,411	19,638	19,603	20,511	0	20,511	4
	OTHER							
84400	PUBLIC NOTICES	3,385	4,000	4,000	4,000	0	4,000	0
84500	TITLE SEARCH	8,351	10,470	10,445	13,500	0	13,500	28
86898	OVER AND SHORT	6-	0	0	0	0	0	0
	SUBTOTAL *****	11,731	14,470	14,445	17,500	0	17,500	20
	FIXED ASSET ADDITIONS							
92000	REPLCMENT OFFICE EQUIP	3,508	0	0	0	0	0	0
92100	REPLCMENT FURN & FIXTURES	0	0	0	0	3,200	0	0
	SUBTOTAL *****	3,508	0	0	0	3,200	0	0
	TOTAL EXPENDITURES *****	369,692	439,906	389,849	412,002	43,457	453,409	3

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Collector Tax Maintenance

Department Number 2110

Mission

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

Budget Highlights

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

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

Personnel Detail

Position Title	2005	2006	2007	2006-2007
	Full-time Equivalent	Full-time Equivalent	Full-time Equivalent	Change
Senior Programmer Analyst	- *	- *	- *	-
Office Specialist Pool	-	0.08	0.08	-
Total FTEs	-	0.08	0.08	-

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

Collector Tax Maintenance

Dept. No. 2110

Annual Budget

2110 COLLECTOR TAX MAINT ACTIVITY
211 COLLECTOR TAX MAINTENANCE FUND

ACCT	DESCRIPTION	2005 ACTUAL	2006 BUDGET + REVISIONS	2006 PROJECTED	2007 CORE REQUEST	2007 SUPPLEMENTAL REQUEST	2007 ADOPTED BUDGET	%CHG FROM PY BUD
3577	CHARGES FOR SERVICES COLL DEL FEES & COMM	120,692	120,000	122,271	124,700	0	124,700	3
	SUBTOTAL *****	120,692	120,000	122,271	124,700	0	124,700	3
	INTEREST							
3710	INTEREST	1,061	1,061	2,760	2,760	0	2,760	160
3711	INT-OVERNIGHT	305	230	366	366	0	366	59
3712	INT-LONG TERM INVEST	1,934	1,982	1,522	1,522	0	1,522	23-
3798	INC/DEC IN FV OF INVESTMENTS	2,090	0	5,766	4,000	0	4,000	0
	SUBTOTAL *****	5,392	3,273	10,414	8,648	0	8,648	164
	TOTAL REVENUES *****	126,084	123,273	132,685	133,348	0	133,348	8
	PERSONAL SERVICES							
10100	SALARIES & WAGES	886	2,644	2,643	1,814	0	1,814	31-
10200	FICA	67	203	202	138	0	138	32-
10400	WORKERS COMP	7	7	7	7	0	7	0
	SUBTOTAL *****	961	2,854	2,852	1,959	0	1,959	31-
	MATERIALS & SUPPLIES							
23000	OFFICE SUPPLIES	0	3,260	2,970	300	0	300	90-
23015	COMPUTER SUPPLIES	0	200	200	200	0	200	0
23050	OTHER SUPPLIES	142	200	200	200	0	200	0
23850	MINOR EQUIPMENT & TOOLS	0	200	200	200	0	200	0
	SUBTOTAL *****	142	3,860	3,570	900	0	900	76-
	DUES TRAVEL & TRAINING							
37000	DUES	175	250	250	250	0	250	0
37200	SEMINARS/CONFEREN/MEETING	1,735	750	750	750	0	750	0
37210	TRAINING/SCHOOLS	0	0	0	5,700	0	5,700	0
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	1,041	1,850	1,850	2,400	0	2,400	29
37230	MEALS & LODGING-TRAINING	2,492	2,100	2,614	4,000	0	4,000	90
37235	MEALS & LODGING - OTHER	0	200	670	200	0	200	0
37240	REGISTRATION/TUITION	595	1,750	1,395	1,000	0	1,000	42-
	SUBTOTAL *****	6,039	6,900	7,529	14,300	0	14,300	107
	CONTRACTUAL SERVICES							
71000	INSURANCE AND BONDS	0	25	25	25	0	25	0
71100	OUTSIDE SERVICES	1,948	1,800	12,387	1,920	0	1,920	6
71101	PROFESSIONAL SERVICES	60,522	93,264	90,080	67,718	40,257	67,718	27-
71105	LEGAL SERVICES	0	10,000	10,000	10,000	0	10,000	0
	SUBTOTAL *****	62,471	105,089	112,492	79,663	40,257	79,663	24-
	OTHER							
83917	OTO: TO GENERAL FUND	0	13,867	13,867	0	0	0	0
86850	CONTINGENCY	0	142	0	39,285	0	39,285	565
	SUBTOTAL *****	0	14,009	13,867	39,285	0	39,285	180
	FIXED ASSET ADDITIONS							
91000	OFFICE EQUIPMENT	1,338	0	0	0	0	0	0
91100	FURNITURE AND FIXTURES	5,254	4,297	4,297	0	0	0	0
91300	MACHINERY & EQUIPMENT	4,282	0	0	0	0	0	0
91301	COMPUTER HARDWARE	0	1,681	1,623	0	0	0	0
91302	COMPUTER SOFTWARE	0	409	409	0	0	0	0
92300	REPLCMNT MACH & EQUIP	2,615	0	0	0	0	0	0
	SUBTOTAL *****	13,490	6,387	6,329	0	0	0	0
	TOTAL EXPENDITURES *****	83,105	139,099	146,639	136,107	40,257	136,107	2-

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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	2005	2006	2007	2007	2007	2007
			Actual	Projected	Class 1 Personal Services	Classes 2-8 Other Services and Charges	Class 9 Capital Outlay	Total
100	1160	Recorder	\$ 496,876	\$ 526,648	\$ 428,055	\$ 121,925	\$ 8,900	\$ 558,880
280	2800	Storage & Preservation	131,426	154,149	-	360,910	119,500	480,410
Total			<u>\$ 628,302</u>	<u>\$ 680,797</u>	<u>\$ 428,055</u>	<u>\$ 482,835</u>	<u>\$ 128,400</u>	<u>\$ 1,039,290</u>

Personnel Summary

Fund	Dept	Department Name	2005	2006	2007
			Full-time Equivalent	Full-time Equivalent	Full-time Equivalent
100	1160	Recorder	9.00	9.00	9.00
280	2800	Storage & Preservation	-	-	-
Total FTEs			<u>9.00</u>	<u>9.00</u>	<u>9.00</u>

Recorder of Deeds

Department Number 1160

Mission

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

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

Budget Highlights

The budget includes appropriation for routine equipment and furniture replacement. Other than this, there are no significant changes in this budget.

Goals and Objectives

Budget Year Objectives

- Unavailable

Progress on Prior Year Objectives

- Unavailable
Response: Unavailable

Recorder of Deeds

Dept. No. 1160

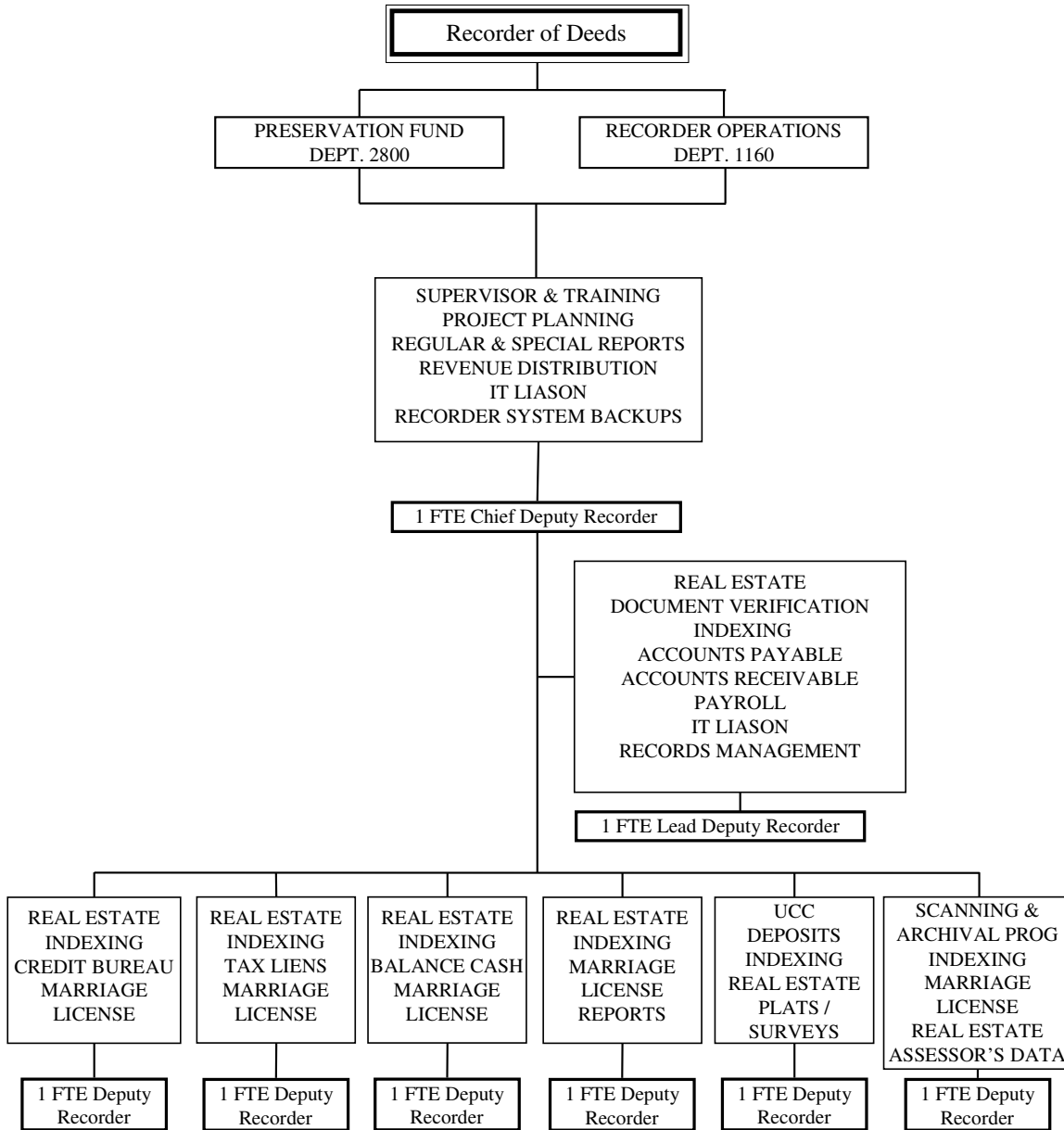
Performance Measures

Performance Measure	2005 Actual	2006 Estimated	2007 Projected
Unavailable			

Personnel Detail

Position Title	2005	2006	2007	2006-2007
	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	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>	<u>-</u>
Total FTEs	<u><u>9.00</u></u>	<u><u>9.00</u></u>	<u><u>9.00</u></u>	<u><u>-</u></u>
Overtime	\$ 2,500	\$ 2,500	\$ 2,500	\$ -

Organizational Chart



Recorder of Deeds

Dept. No. 1160

Annual Budget

1160 RECORDER
100 GENERAL FUND

ACCT	DESCRIPTION	2005 ACTUAL	2006 BUDGET + REVISIONS	2006 PROJECTED	2007 CORE REQUEST	2007 SUPPLEMENTAL REQUEST	2007 ADOPTED BUDGET	%CHG FROM PY BUD
3315	LICENSES AND PERMITS MARRIAGE	18,422	21,500	21,500	19,800	0	19,800	7-
	SUBTOTAL *****	18,422	21,500	21,500	19,800	0	19,800	7-
	CHARGES FOR SERVICES							
3510	COPIES	64,779	62,170	59,650	56,100	0	56,100	9-
3561	UCC FEES	180	200	100	100	0	100	50-
3562	REAL ESTATE FEES	817,131	816,400	789,712	742,480	0	742,480	9-
	SUBTOTAL *****	882,090	878,770	849,462	798,680	0	798,680	9-
	TOTAL REVENUES *****	900,512	900,270	870,962	818,480	0	818,480	9-
	PERSONAL SERVICES							
10100	SALARIES & WAGES	310,627	334,107	327,646	344,715	0	344,715	3
10110	OVERTIME	2,840	2,500	4,730	2,500	0	2,500	0
10120	HOLIDAY WORKED	335	0	341	0	0	0	0
10200	FICA	22,192	25,750	23,547	26,561	0	26,561	3
10300	HEALTH INSURANCE	39,771	42,750	42,750	42,750	0	42,750	0
10325	DISABILITY INSURANCE	1,410	1,640	1,833	1,253	0	1,253	23-
10350	LIFE INSURANCE	315	351	324	351	0	351	0
10375	DENTAL INSURANCE	2,835	2,925	2,925	3,204	0	3,204	9
10400	WORKERS COMP	1,383	1,411	1,411	1,456	0	1,456	3
10500	401(A) MATCH PLAN	5,070	5,265	5,050	5,265	0	5,265	0
	SUBTOTAL *****	386,781	416,699	410,557	428,055	0	428,055	2
	MATERIALS & SUPPLIES							
22500	SUBSCRIPTIONS/PUBLICATIONS	556	680	450	470	0	470	30-
23000	OFFICE SUPPLIES	11,947	13,450	10,500	12,250	0	12,250	8-
23001	PRINTING	1,863	1,500	1,500	1,500	0	1,500	0
	SUBTOTAL *****	14,367	15,630	12,450	14,220	0	14,220	9-
	DUES TRAVEL & TRAINING							
37000	DUES	535	350	440	350	0	350	0
37200	SEMINARS/CONFEREN/MEETING	825	650	2,360	650	0	650	0
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	1,415	1,600	1,350	1,200	0	1,200	25-
37230	MEALS & LODGING-TRAINING	3,300	2,800	2,300	2,200	0	2,200	21-
37240	REGISTRATION/TUITION	25	875	1,710	875	0	875	0
	SUBTOTAL *****	6,101	6,275	8,160	5,275	0	5,275	15-
	UTILITIES							
48000	TELEPHONES	4,436	5,100	4,600	4,800	0	4,800	5-
	SUBTOTAL *****	4,436	5,100	4,600	4,800	0	4,800	5-
	EQUIP & BLDG MAINTENANCE							
60050	EQUIP SERVICE CONTRACT	12,376	18,150	18,150	18,150	0	18,150	0
	SUBTOTAL *****	12,376	18,150	18,150	18,150	0	18,150	0
	CONTRACTUAL SERVICES							
71500	BUILDING USE/RENT CHARGE	57,114	59,925	59,925	63,180	0	63,180	5
71600	EQUIP LEASES & METER CHRG	15,004	16,300	13,500	16,300	0	16,300	0
	SUBTOTAL *****	72,118	76,225	73,425	79,480	0	79,480	4
	FIXED ASSET ADDITIONS							
92000	REPLCMENT OFFICE EQUIP	694	0	694-	0	3,500	3,500	0
92100	REPLCMENT FURN & FIXTURES	0	0	0	0	5,400	5,400	0
	SUBTOTAL *****	694	0	694-	0	8,900	8,900	0
	TOTAL EXPENDITURES *****	496,876	538,079	526,648	549,980	8,900	558,880	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 related to record storage and preservation including amounts for training and travel, annual maintenance and support of the Recorder's operating software, archival restoration, redaction software, conversion of microfilm records to imaged records, mobile shelving, and various new and replacement computer hardware. The budget from this special revenue fund provides supplemental funding to the budget for the Recorder of Deeds established by the County Commission in the General Fund (see department number 1160).

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

Record Preservation

Dept. No. 2800

Annual Budget

2800 STORAGE & PRESERVATION
280 RECORD PRESERVATION FUND

ACCT	DESCRIPTION	2005 ACTUAL	2006 BUDGET + REVISIONS	2006 PROJECTED	2007 CORE REQUEST	2007 SUPPLEMENTAL REQUEST	2007 ADOPTED BUDGET	%CHG FROM PY BUD
3569	CHARGES FOR SERVICES OTHER FEES	139,178	137,900	135,730	126,500	0	126,500	8-
	SUBTOTAL *****	139,178	137,900	135,730	126,500	0	126,500	8-
	INTEREST							
3711	INT-OVERNIGHT	764	300	700	700	0	700	133
3712	INT-LONG TERM INVEST	4,873	4,200	4,049	3,640	0	3,640	13-
3798	INC/DEC IN FV OF INVESTMENTS	5,181	0	8,077	0	0	7,260	0
	SUBTOTAL *****	10,819	4,500	12,826	4,340	0	11,600	157
	TOTAL REVENUES *****	149,997	142,400	148,556	130,840	0	138,100	3-
	PERSONAL SERVICES							
	SUBTOTAL *****	0	0	0	0	0	0	0
	MATERIALS & SUPPLIES							
22000	POSTAGE	210	0	0	0	0	0	0
23000	OFFICE SUPPLIES	8,794	10,500	10,300	10,500	0	10,500	0
23020	MICROFILM/FILM	669	1,400	1,400	1,400	0	1,400	0
	SUBTOTAL *****	9,674	11,900	11,700	11,900	0	11,900	0
	DUES TRAVEL & TRAINING							
37000	DUES	635	775	840	625	0	625	19-
37200	SEMINARS/CONFEREN/MEETING	3,400	800	400	800	0	800	0
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	2,339	3,100	3,100	4,400	0	4,400	41
37230	MEALS & LODGING-TRAINING	8,028	7,760	8,840	8,360	0	8,360	7
37240	REGISTRATION/TUITION	15	3,245	2,700	2,325	0	2,325	28-
	SUBTOTAL *****	14,418	15,680	15,880	16,510	0	16,510	5
	CONTRACTUAL SERVICES							
70050	SOFTWARE SERVICE CONTRACT	0	30,000	20,000	30,000	0	30,000	0
71100	OUTSIDE SERVICES	38,733	65,500	25,500	65,500	0	65,500	0
71101	PROFESSIONAL SERVICES	62,336	92,000	52,000	97,000	0	97,000	5
	SUBTOTAL *****	101,069	187,500	97,500	192,500	0	192,500	2
	OTHER							
86850	CONTINGENCY	0	239,600	0	270,000	0	140,000	41-
	SUBTOTAL *****	0	239,600	0	270,000	0	140,000	41-
	FIXED ASSET ADDITIONS							
91100	FURNITURE AND FIXTURES	0	0	0	0	27,000	27,000	0
91301	COMPUTER HARDWARE	2,275	2,500	0	0	3,200	3,200	28
91302	COMPUTER SOFTWARE	0	4,500	4,000	0	62,000	62,000	277
92301	REPLC COMPUTER HDWR	3,989	27,960	25,069	3,000	24,300	27,300	2-
	SUBTOTAL *****	6,264	34,960	29,069	3,000	116,500	119,500	241
	TOTAL EXPENDITURES *****	131,426	489,640	154,149	493,910	116,500	480,410	1-

Decimal values have been truncated.

Information Technology

Department Number 1170

Mission

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

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

Budget Highlights

The budget contains all appropriations necessary to accomplish the goals and objectives set forth below. This budget includes approximately \$248,000 for computer-related capital purchases and \$1.31 million for routine personnel and operations appropriations for a total budget of \$1.56 million. Additional funding for computer technology projects is provided through various special revenue funds such as the Assessment Fund, the Record Preservation Fund, and the Road and Bridge Fund.

Goals and Objectives

Budget Year Objectives

- Continue on-going core operations and technical support of all offices and departments throughout the County.
- Continue on-going core programming and programming maintenance for all offices and departments throughout the County.
- Add a new 48-port gigabit network core switch and increase capacity of current core switch.
- Add 8-port Keyboard-Video-Monitor (KVM) switches in the Information Technology and Sheriff's Department server rooms to consolidate monitors, keyboards and mice.
- Upgrade Geographic Information System (GIS) server to MS SQL 2005.
- Network the Prosecuting Attorney's office copier.
- Upgrade network intrusion detection and firewall security systems.
- Add disk drives in 2 servers for hot spares in RAID set.
- Add disk drives to current Storage Area Network (SAN) and add a new SAN unit.

- Replace 41 standard desktop Personal Computers (PCs) as part of the five year replacement plan.
- Replace 1 PC with RAID-protected PC.
- Replace 1 laptop, 4 printers, 2 servers and 2 scanners.
- Replace 14 standard desktop CRT monitors with LCD flat panel monitors.
- Replace 1 CRT monitor with LCD flat panel monitor for GIS editing.
- Install AS400 Advanced Job Scheduler.
- Purchase new laptop and projector for Johnson Building.
- Purchase OCR software for Johnson Building copier.
- Purchase KATS software to track canines at the Sheriff's Department.
- Provide JAVA training for AS400 programmers.
- Purchase and implement Change Management system for the AS400.
- Evaluate software for remote communications for Planning and Building.
- Finish and implement payroll system rewrite.
- Take a physical count of all computer equipment, and implement bar coding in the process.
- Evaluate and recommend future platform for website development.
- Continue to work with Facilities Maintenance to find a software replacement for Maximo.
- Help Public Works implement document imaging with RVI.
- Install and configure Guardian Save on Sheriff's Department AS400 partition.
- Finish installation of multimedia in chambers.
- Support upgrade of HTE software to Naviline for Sheriff's Department.
- Help implement hardware and HTE data interfaces for Karpel Case Management system for Prosecuting Attorney.

Progress on Prior Year Objectives

- Continue on-going core operations and technical support of all offices and departments throughout the County.
Response: On-going.

- Continue on-going core programming and programming maintenance for all offices and departments throughout the County.
Response: On-going.
- Consolidate old individual Uninterruptible Power Supply (UPS) units in the Government Center computer equipment room into one modular and expandable unit. FY 2006 will be year two of a three-year implementation plan.
Response: New UPS installed one year ahead of schedule. Will remove old UPS units in early FY 2007.
- Expand network at Sheriff's Department by adding a 48-port switch.
Response: Completed.
- Purchase master console switches, keyboards and fold-down LCD monitors in server racks for administration of growing server farm.
Response: Completed.
- Purchase second GroupWise server to separate GroupWise tasks for more independence and reliability as remote sites are integrated into the main server at the Government Center.
Response: Hardware purchased and installed. Application to be fully implemented in early FY 2007.
- Replace old Structured Query Language (SQL) server.
Response: Completed.
- Purchase server switch to separate network backup traffic from user traffic.
Response: Not funded.
- Add backup disk capacity to support AS400 and server normal growth.
Response: Completed.
- Replace old Mugshot server.
Response: Completed.
- Add SQL license to Mugshot server for serving mugshots to the Web and Mobile Data Terminals (MDTs).
Response: Completed.
- Add Logical Partitioning (LPAR) to the Government Center AS400 along with installation services and backup system hardware. This is to support migration of the Sheriff's Department AS400 applications from their AS400 to downtown. The Sheriff's Department AS400 will then be shut down, and on-going cost savings will result in eliminated AS400 hardware and operating system software.
Response: Completed by upgrading to a new model AS400 one year early.
- Complete the replacement of all old 3477 AS400 terminals with 3488 terminals. This will be year two of a two-year replacement plan.
Response: Completed.

- Complete the replacement of old terminal-only, hand-held scanners with Personal Computer (PC) compatible scanners. This will be year two of a two-year replacement plan.
Response: Completed.
- Replace three old laptop computers and purchase one new one.
Response: Completed.
- Replace old InfoPrint 40 production printer.
Response: Completed.
- Replace thirteen old black and white laser printers and purchase three new ones.
Response: Completed.
- Replace one black and white laser printer with a color laser.
Response: Completed.
- Replace forty-three old PCs and purchase two new ones.
Response: Completed.
- Replace four PCs with Geographic Information System (GIS) mapping workstations.
Response: Completed.
- Purchase and upgrade GIS software.
Response: Completed.
- Purchase critical modifications to the Sheriff's Department AS400 Howard Technical Enterprises (HTE) software.
Response: Two out of three completed. HTE agreed to do the third only in the new Naviline software, and not in our current version. Naviline upgrade scheduled for FY 2007.
- Purchase Sanction laptop software for the Prosecuting Attorney's Office.
Response: Completed.
- Replace an old fax machine in the Information Technology Department.
Response: Completed.
- Upgrade AS400 and backup software to support imaging at Public Works.
Response: Decided to re-budget in FY 2007.
- Purchase and test hardware prototype for Planning and Building remote connectivity.
Response: Prototype testing completed. Purchased software will be evaluated in FY 2007.
- Purchase a Global Positioning System (GPS) device and software for mapping GIS features in the field.
Response: Not funded.
- Continue development of a new payroll system.
Response: On-going.

Information Technology

Dept. No. 1170

- Fully implement the new AS400 change management system.
Response: Decided to re-budget in FY 2007.
- Continue participation in the Criminal Justice Information System (CJIS05) project.
Response: On-going.

Performance Measures

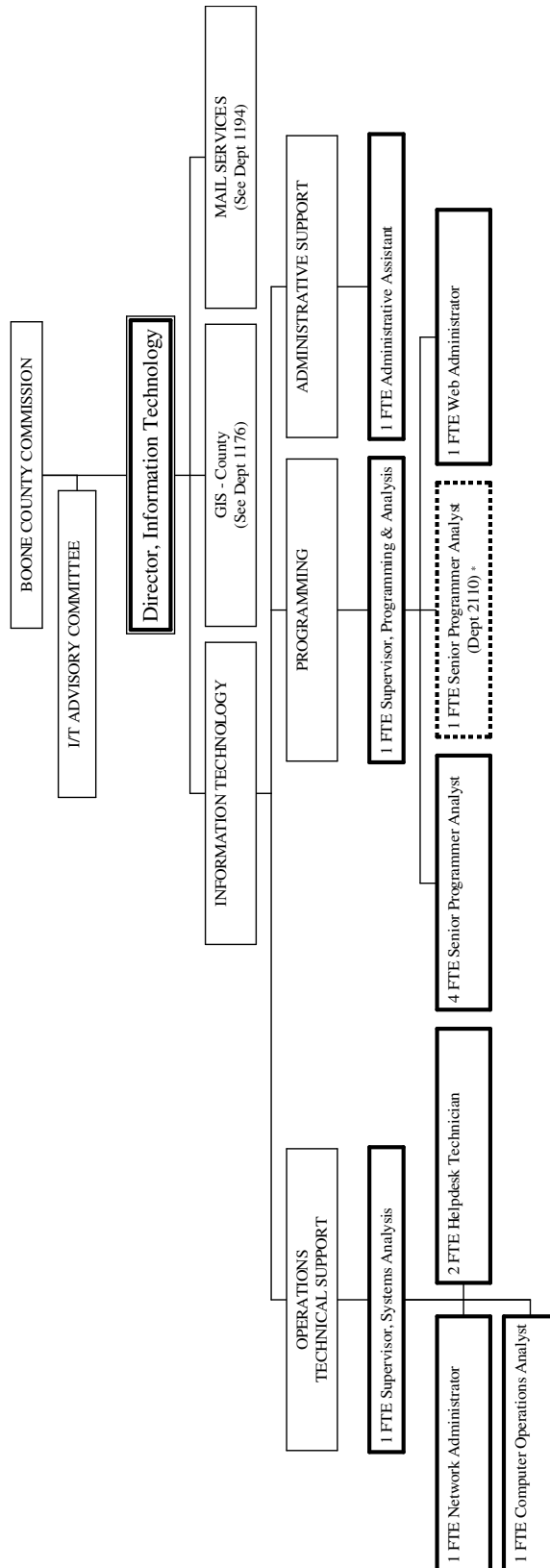
Performance Measure	2005	2006	2007
	Actual	Estimated	Projected
Number of Pieces of Email SPAM	623,132	1,731,878	2,000,000
Number of Email Viruses Stopped	22,299	3,727	4,000
Inbound Pieces of Email	761,081	925,664	1,200,000
Outbound Pieces of Email	204,635	220,010	230,000
Total Number of Email Attachments	312,586	395,091	420,000
Number of Times 0700 Report Viewed on Web	N/A	90,226	92,000
Number of Times Active Felony Warrants Viewed on Web	N/A	18,982	20,000
Number of Times Current Inmate Roster Viewed on Web	N/A	23,149	25,000
Number of Times Registered Offenders List Viewed on Web	N/A	24,739	26,000
Work Orders Completed–Helpdesk Emergencies	1,071	1,104	1,000
Work Orders Completed–Helpdesk Non-Emergencies	2,233	2,359	2,500
Work Orders Completed–Operations	792	123	130
Work Orders Completed–Programming Projects	509	434	450
Number of Personal Computers Supported	271	274	277

Personnel Detail

Position Title	2005	2006	2007	2006-2007
	Full-time Equivalent	Full-time Equivalent	Full-time Equivalent	Change
Director, Information Technology	1.00	1.00	1.00	-
Supervisor, Systems Analysis	1.00	1.00	1.00	-
Network Administrator	1.00	1.00	1.00	-
Supervisor, Programming & Analysis	1.00	1.00	1.00	-
Computer Operations Analyst	1.00	1.00	1.00	-
Senior Programmer Analyst	5.00 ^a	5.00 ^a	5.00 ^a	-
Web Administrator	1.00	1.00	1.00	-
Helpdesk Technician	2.00	2.00	2.00	-
Administrative Assistant	1.00	1.00	1.00	-
Total FTEs	14.00	14.00	14.00	-
Overtime	\$ 1,500	\$ 2,500	\$ 3,500	\$ 1,000

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

Organizational Chart



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

Information Technology

Dept. No. 1170

Annual Budget

1170 INFORMATION TECHNOLOGY
100 GENERAL FUND

ACCT	DESCRIPTION	2005 ACTUAL	2006 BUDGET + REVISIONS	2006 PROJECTED	2007 CORE REQUEST	2007 SUPPLEMENTAL REQUEST	2007 ADOPTED BUDGET	%CHG FROM PY BUD
	CHARGES FOR SERVICES							
3525	REIMB. SPECIAL PROJECTS	39	0	0	0	0	0	0
3528	REIMB PERSONNEL/PROJECTS	60,522	60,900	59,922	0	0	67,718	11
	SUBTOTAL *****	60,562	60,900	59,922	0	0	67,718	11
	MISCELLANEOUS							
3835	SALE OF COUNTY FIXED ASSET	0	0	53,257	0	0	0	0
	SUBTOTAL *****	0	0	53,257	0	0	0	0
	TOTAL REVENUES *****	60,562	60,900	113,179	0	0	67,718	11
	PERSONAL SERVICES							
10100	SALARIES & WAGES	701,980	764,958	758,127	788,964	0	788,964	3
10110	OVERTIME	2,551	2,500	2,150	3,500	0	3,500	40
10200	FICA	53,405	58,710	57,117	60,623	0	60,623	3
10300	HEALTH INSURANCE	66,285	66,500	66,500	66,500	0	66,500	0
10325	DISABILITY INSURANCE	3,175	3,706	3,930	2,844	0	2,844	23-
10350	LIFE INSURANCE	501	546	546	546	0	546	0
10375	DENTAL INSURANCE	4,725	4,550	4,550	4,984	0	4,984	9
10400	WORKERS COMP	3,188	3,187	3,187	3,306	0	3,306	3
10500	401(A) MATCH PLAN	5,240	8,190	6,120	8,190	0	8,190	0
10510	CERF-EMPLOYER PD CONTRIBUTION	3,129	3,485	3,739	0	0	3,778	8
	SUBTOTAL *****	844,181	916,332	905,966	939,457	0	943,235	2
	MATERIALS & SUPPLIES							
22500	SUBSCRIPTIONS/PUBLICATIONS	1,693	2,294	1,800	1,294	0	1,294	43-
23000	OFFICE SUPPLIES	1,893	3,000	2,500	2,500	0	2,500	16-
23001	PRINTING	165	300	100	200	0	200	33-
23015	COMPUTER SUPPLIES	1,702	3,000	5,107	4,000	0	4,000	33
23016	MAGNETIC MEDIA	5,791	8,560	6,200	8,720	0	8,720	1
23017	COMPUTER PAPER	1,881	4,500	3,000	3,000	0	3,000	33-
23018	PRINTER SUPPLIES	51,439	56,950	57,000	60,000	0	60,000	5
23050	OTHER SUPPLIES	1,231	2,000	4,800	4,000	0	4,000	100
23850	MINOR EQUIPMENT & TOOLS	2,898	2,000	1,733	1,000	0	1,000	50-
	SUBTOTAL *****	68,697	82,604	82,240	84,714	0	84,714	2
	DUES TRAVEL & TRAINING							
37000	DUES	11,865	925	12,175	975	0	975	5
37200	SEMINARS/CONFEREN/MEETING	5,170	7,499	7,000	6,103	0	6,103	18-
37210	TRAINING/SCHOOLS	6,121	7,500	7,500	14,385	8,100	22,485	199
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	3,203	6,051	3,400	5,425	825	6,250	3
37230	MEALS & LODGING-TRAINING	7,263	10,528	10,528	10,124	2,654	12,778	21
	SUBTOTAL *****	33,623	32,503	40,603	37,012	11,579	48,591	49
	UTILITIES							
48000	TELEPHONES	11,217	8,388	8,300	8,388	0	8,388	0
48002	DATA COMMUNICATIONS	0	11,105	11,000	14,289	0	14,289	28
	SUBTOTAL *****	11,217	19,493	19,300	22,677	0	22,677	16
	VEHICLE EXPENSE							
59000	MOTORFUEL/GASOLINE	0	0	15	0	0	0	0
59200	LOCAL MILEAGE	311	1,000	400	500	0	500	50-
	SUBTOTAL *****	311	1,000	415	500	0	500	50-
	EQUIP & BLDG MAINTENANCE							
60050	EQUIP SERVICE CONTRACT	50,615	58,052	65,000	57,787	0	57,787	0
60200	EQUIP REPAIRS/MAINTENANCE	365	5,000	3,000	2,000	0	2,000	60-
	SUBTOTAL *****	50,981	63,052	68,000	59,787	0	59,787	5-
	CONTRACTUAL SERVICES							
70050	SOFTWARE SERVICE CONTRACT	52,384	86,699	86,000	79,484	0	93,584	7
1170	INFORMATION TECHNOLOGY							
71100	OUTSIDE SERVICES	22,318	22,788	20,000	18,438	0	18,438	19-
71101	PROFESSIONAL SERVICES	23,895	20,800	15,000	5,000	0	5,000	75-
71500	BUILDING USE/RENT CHARGE	29,349	30,792	30,792	32,468	0	32,468	5
71600	EQUIP LEASES & METER CHR	1,047	1,344	1,300	1,248	0	1,248	7-
	SUBTOTAL *****	128,994	162,423	153,092	136,638	0	150,738	7-

Information Technology

Dept. No. 1170

1170 INFORMATION TECHNOLOGY
 100 GENERAL FUND

ACCT	DESCRIPTION	2005 ACTUAL	2006 BUDGET + REVISIONS	2006 PROJECTED	2007 CORE REQUEST	2007 SUPPLMENTAL REQUEST	2007 ADOPTED BUDGET	%CHG FROM PY BUD
	FIXED ASSET ADDITIONS							
91301	COMPUTER HARDWARE	73,309	149,224	146,324	0	29,441	26,941	81-
91302	COMPUTER SOFTWARE	2,925	51,509	9,148	0	5,894	45,844	10-
92301	REPLC COMPUTER HDWR	90,256	129,079	129,079	0	171,583	170,083	31
92302	REPLC COMPUTER SOFTWARE	0	4,615	4,748	0	44,000	5,000	8
	SUBTOTAL *****	<u>166,491</u>	<u>334,427</u>	<u>289,299</u>	<u>0</u>	<u>250,918</u>	<u>247,868</u>	<u>25-</u>
	TOTAL EXPENDITURES *****	1,304,499	1,611,834	1,558,915	1,280,785	262,497	1,558,110	3-

Decimal values have been truncated.

GIS – Consortium

Department Number 1175

Mission

The Geographic Information System (GIS) was the outgrowth of a multi-year research and development effort of a consortium comprised of Boone County, the City of Columbia, and Boone Electric Cooperative. All phases of the initial consortium project have been completed. The Consortium jointly funded the development of digital base maps which provide the foundational framework for a county-wide GIS system. The Boone County Information Technology Department serves as project manager and fiscal agent for the GIS project. The GIS Department's mission is to maintain the Consortium GIS server, maintain the "master" address database, and support Consortium members in their GIS efforts. Please refer to department number 1176 for a review of Boone County's budget pertaining to the development of GIS applications specific to Boone County offices.

Budget Highlights

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

Goals and Objectives

Budget Year Objectives

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

Progress on Prior Year Objectives

- Maintain continued access to Consortium shared data.
Response: A GIS Program Manager was needed to maintain the GIS Consortium server. Alternative methods were used to transfer GIS information to entities outside the Consortium. This included the creation of CD-ROMs and the use of an external hard drive.
- Develop and maintain standards for GIS data development and accuracy throughout the Consortium.
Response: The Boone County GIS Program Manager developed standards for GIS data development to ensure ease of use and accuracy for all Consortium members. The Boone County GIS Program Manger oversees these standards.
- Train and advise Consortium members on the use of GIS.
Response: Consortium members were trained on how to use the GIS data and how to create individual layers using GIS standards. The Boone County GIS Program Manager created maps and manuals to aid in the training process.

Performance Measures

Performance Measure	2005 Actual	2006 Estimated	2007 Projected
Work Orders Completed for Consortium Users	42	60	75
Number of Consortium Members Supported	29	40	45
Number of Consortium Server Dataset Updates	142	365	36

Annual Budget

1175 GIS - CONSORTIUM
100 GENERAL FUND

ACCT	DESCRIPTION	2005 ACTUAL	2006 BUDGET + REVISIONS	2006 PROJECTED	2007 CORE REQUEST	2007 SUPPLMENTAL REQUEST	2007 ADOPTED BUDGET	%CHG FROM PY BUD
3525	CHARGES FOR SERVICES REIMB. SPECIAL PROJECTS	10,588	0	0	0	0	0	0
	SUBTOTAL *****	10,588	0	0	0	0	0	0
	TOTAL REVENUES *****	10,588	0	0	0	0	0	0
23016	MATERIALS & SUPPLIES MAGNETIC MEDIA	0	1,728	0	929	0	929	46-
	SUBTOTAL *****	0	1,728	0	929	0	929	46-
60050	EQUIP & BLDG MAINTENANCE EQUIP SERVICE CONTRACT	0	3,000	798	3,000	0	3,000	0
	SUBTOTAL *****	0	3,000	798	3,000	0	3,000	0
71100	CONTRACTUAL SERVICES OUTSIDE SERVICES	0	4,000	0	4,000	0	4,000	0
	SUBTOTAL *****	0	4,000	0	4,000	0	4,000	0
92301	FIXED ASSET ADDITIONS REPLC COMPUTER HDWR	10,588	0	0	0	0	0	0
	SUBTOTAL *****	10,588	0	0	0	0	0	0
	TOTAL EXPENDITURES *****	10,588	8,728	798	7,929	0	7,929	9-

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GIS – County

Department Number 1176

Mission

The Geographic Information System (GIS) is the outgrowth of a multi-year research and development effort of Boone County, the City of Columbia, and Boone Electric Cooperative. Boone County's Information Technology Department serves as project manager and fiscal agent for the GIS project. (Please refer to department number 1175 for a review of the GIS-Consortium budget.) The GIS – County Department's mission is to create new GIS layers and develop applications to use in conjunction with the newly created layers. The GIS – County Department will provide continued support of the current and future GIS layers and will train the end users of the applications created.

Budget Highlights

There are no significant changes to this budget.

Goals and Objectives

Budget Year Objectives

- Develop new GIS layers according to a prioritized list.
- Coordinate spring flight to update county-wide digital orthophotos and import deliverables into the County GIS.
- Develop a Land Grade layer map to be used as a base agriculture land assessment.
- Continue development of GIS applications.
- Add additional ArcEditor licenses.
- Develop custom data entry forms for the Trimble GPS unit to streamline field data collection and ensure data integrity.
- Develop and maintain standards for GIS data development to ensure ease of use and accuracy.
- Train county employees on the use of GIS.
- Train county employees on use of the Trimble GPS unit to capture and attribute features in the field.

Progress on Prior Year Objectives

- Develop GIS layers according to a prioritized list.
Response: The development of GIS layers is ongoing. Development of a "Master" Address Database is underway and should be complete by the end of FY 2006, but this project is highly dependent upon other department and entity interaction. Development of a Land Grade layer (map) to be used as a base agriculture land assessment was postponed at the request of the Assessor. The development of a Zoning layer (map) was completed and a public mapping viewer

is currently being developed, but this project is highly dependent 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. All single seat licenses of ArcView have been upgraded to either ArcView or ArcEditor. Multiple custom data entry forms and projects have been developed for the Planning and Building Inspection Department and Public Works to streamline field data collection and ensure data integrity.
- Develop and maintain standards for GIS data development and accuracy throughout the County.
Response: The development of GIS standards is ongoing. This included continued development of Federal Geographic Data Committee metadata for all GIS datasets and maintenance of the custom Dataset Catalog for the GIS web site.
- Train county employees on the use of GIS.
Response: The training of county employees on how to use 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. Various mapping supplies are needed to help train Consortium members. All mapping supplies needed for training were purchased and used in training.

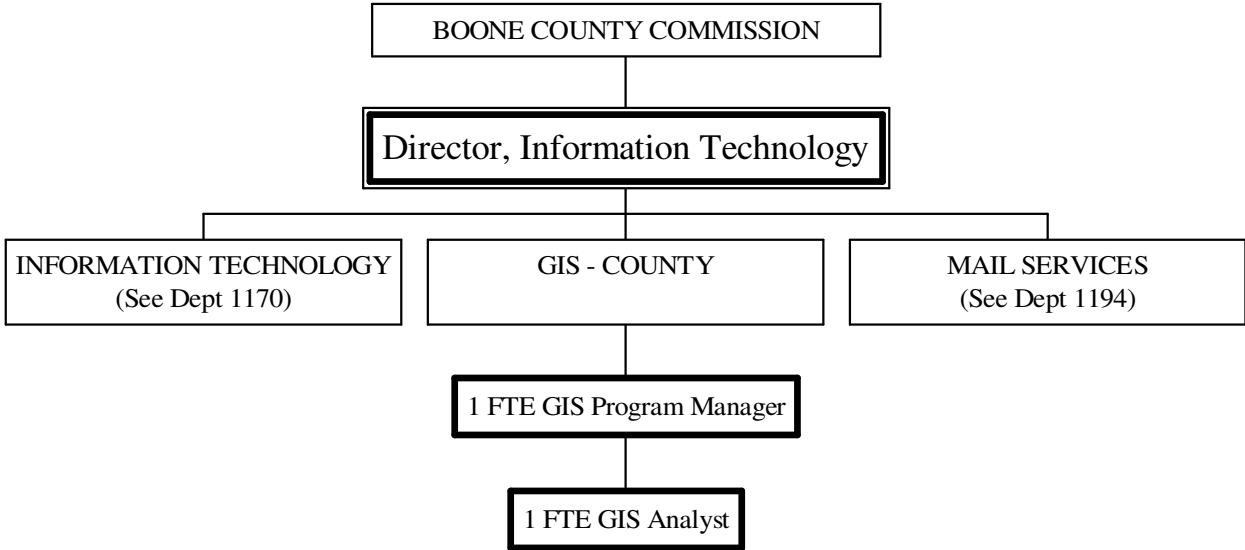
Performance Measures

Performance Measure	2005	2006	2007
	Actual	Estimated	Projected
Number of Internet Maps Served on the Web	1,480,838	1,871,700	1,747,800
Work Orders Completed–GIS Users	179	276	280
Word Orders Completed–Consortium Users	42	60	75
Word Orders Completed–Miscellaneous Users	33	36	40
Number of Desktop GIS Users Supported	17	21	28

Personnel Detail

Position Title	2005	2006	2007	2006-2007
	Full-time Equivalent	Full-time Equivalent	Full-time Equivalent	Change
GIS Program Manager	1.00	1.00	1.00	-
GIS Analyst	1.00	1.00	1.00	-
Total FTEs	2.00	2.00	2.00	-

Organizational Chart



Annual Budget

1176 GIS - COUNTY
100 GENERAL FUND

ACCT	DESCRIPTION	2005 ACTUAL	2006 BUDGET + REVISIONS	2006 PROJECTED	2007 CORE REQUEST	2007 SUPPLEMENTAL REQUEST	2007 ADOPTED BUDGET	%CHG FROM PY BUD
3569	CHARGES FOR SERVICES OTHER FEES	35	0	135	0	0	0	0
	SUBTOTAL *****	35	0	135	0	0	0	0
	TOTAL REVENUES *****	35	0	135	0	0	0	0
	PERSONAL SERVICES							
10100	SALARIES & WAGES	85,542	91,281	91,214	97,248	0	97,248	6
10200	FICA	6,304	6,983	6,611	7,439	0	7,439	6
10300	HEALTH INSURANCE	8,838	9,500	9,500	9,500	0	9,500	0
10325	DISABILITY INSURANCE	389	440	474	347	0	347	21-
10350	LIFE INSURANCE	72	78	78	78	0	78	0
10375	DENTAL INSURANCE	630	650	650	712	0	712	9
10400	WORKERS COMP	360	378	392	403	0	403	6
10500	401(A) MATCH PLAN	650	1,170	638	1,170	0	1,170	0
	SUBTOTAL *****	102,786	110,480	109,557	116,897	0	116,897	5
	MATERIALS & SUPPLIES							
23000	OFFICE SUPPLIES	26	200	491	200	0	200	0
23001	PRINTING	0	50	30	50	0	50	0
23016	MAGNETIC MEDIA	0	125	75	125	0	125	0
23017	COMPUTER PAPER	563	2,050	800	2,050	0	2,050	0
23018	PRINTER SUPPLIES	470	200	200	200	0	200	0
	SUBTOTAL *****	1,059	2,625	1,596	2,625	0	2,625	0
	DUES TRAVEL & TRAINING							
37000	DUES	0	150	0	150	0	150	0
37200	SEMINARS/CONFERENCE/MEETING	695	2,000	2,000	2,000	0	2,000	0
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	102	2,000	2,000	2,000	0	2,000	0
37230	MEALS & LODGING-TRAINING	214	1,500	2,601	1,500	0	1,500	0
	SUBTOTAL *****	1,012	5,650	6,601	5,650	0	5,650	0
	UTILITIES							
48000	TELEPHONES	622	632	632	632	0	632	0
	SUBTOTAL *****	622	632	632	632	0	632	0
	VEHICLE EXPENSE							
59200	LOCAL MILEAGE	22	50	0	50	0	50	0
	SUBTOTAL *****	22	50	0	50	0	50	0
	EQUIP & BLDG MAINTENANCE							
60050	EQUIP SERVICE CONTRACT	34	100	100	100	0	100	0
	SUBTOTAL *****	34	100	100	100	0	100	0
	CONTRACTUAL SERVICES							
70050	SOFTWARE SERVICE CONTRACT	12,935	14,400	14,400	14,500	2,000	21,500	49
71100	OUTSIDE SERVICES	0	1,000	0	1,000	0	1,000	0
71500	BUILDING USE/RENT CHARGE	3,649	3,828	3,828	4,035	0	4,035	5
71600	EQUIP LEASES & METER CHRG	132	175	175	175	0	175	0
	SUBTOTAL *****	16,716	19,403	18,403	19,710	2,000	26,710	37
	TOTAL EXPENDITURES *****	122,253	138,940	136,889	145,664	2,000	152,664	9

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Non-Departmental

Department Number 1190

Mission

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

Budget Highlights

The property tax rate for the General Fund was voluntarily reduced from \$0.13 per \$100 assessed valuation to \$0.12 per \$100 assessed valuation for fiscal year 2005. Property tax revenues assume no change in the tax levy. The budget assumes 4% growth in assessed valuation, resulting from new construction. Sales tax revenues grew at annual rates of 3.7%, 4.7%, and 6.9% during FY 2003, 2004 and 2005. Current year revenues are projected to grow at approximately 6% and the FY 2007 budget assumes a 4% growth rate applied to the current year projection.

In April 2001, the County Commission and the Boone Hospital Board of Trustees approved an operating lease for Boone Hospital Center. The terms of the lease were modified in December 2006. The annual lease payments paid to the County pursuant to the terms of the lease are included in this budget.

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

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

There are no significant changes to this budget.

Non-Departmental

Dept. No. 1190

Annual Budget

1190 NON-DEPARTMENTAL
100 GENERAL FUND

ACCT	DESCRIPTION	2005 ACTUAL	2006 BUDGET + REVISIONS	2006 PROJECTED	2007 CORE REQUEST	2007 SUPPLEMENTAL REQUEST	2007 ADOPTED BUDGET	%CHG FROM PY BUD
PROPERTY TAXES								
3001	REAL ESTATE CY	1,780,280	1,850,000	1,900,000	1,975,000	0	1,975,000	6
3002	PERSONAL PROPERTY CY	399,793	388,000	425,000	442,000	0	442,000	13
3003	RAILROAD AND UTILITY CY	81,072	84,000	81,000	81,000	0	81,000	3-
3004	REPLACEMENT SURTAX/GEN CY	172,895	160,000	175,000	175,000	0	175,000	9
3011	REAL ESTATE PY	33,537	34,000	34,000	34,000	0	34,000	0
3012	PERSONAL PROPERTY PY	37,646	37,000	37,000	37,000	0	37,000	0
	SUBTOTAL *****	2,505,226	2,553,000	2,652,000	2,744,000	0	2,744,000	7
SALES TAXES								
3110	SALES TAXES	11,012,073	11,200,000	11,670,000	12,137,000	0	12,137,000	8
	SUBTOTAL *****	11,012,073	11,200,000	11,670,000	12,137,000	0	12,137,000	8
FRANCHISE TAXES								
3210	MEDIACOM	94,171	94,000	100,800	104,000	0	104,000	10
3220	CHARTER COMMUNICATIONS	68,067	68,000	70,000	72,000	0	72,000	5
	SUBTOTAL *****	162,239	162,000	170,800	176,000	0	176,000	8
INTERGOVERNMENTAL REVENUE								
3445	FINANCIAL INSTITUTION TAX	5,105	4,500	5,000	5,000	0	5,000	11
3446	COUNTY STOCK INSURANCE	10,603	12,500	10,000	10,000	0	10,000	20-
3490	FISH & WILDLIFE PILT	2,413	500	1,864	1,000	0	1,000	100
3491	NATL FOREST PILT	4,965	4,000	5,000	5,000	0	5,000	25
3492	BUREAU OF LAND MGMT PILT	5,404	5,100	5,400	5,400	0	5,400	5
	SUBTOTAL *****	28,492	26,600	27,264	26,400	0	26,400	0
CHARGES FOR SERVICES								
3550	COMMISSIONS	6	0	8	10	0	10	0
3576	NEIGHBRHD IMPVMT DIST FEE	3,912	0	4,491	0	0	0	0
	SUBTOTAL *****	3,918	0	4,499	10	0	10	0
INTEREST								
3710	INTEREST	15,255	10,800	25,800	25,800	0	25,800	138
3718	INT-SALES TAX	16,384	12,500	20,000	20,000	0	20,000	60
3719	INT-FINANCIAL INST TAX	46	50	120	75	0	75	50
3724	INT - OTHER ENTITIES	19,140	16,240	16,240	13,161	0	13,161	18-
	SUBTOTAL *****	50,826	39,590	62,160	59,036	0	59,036	49
MISCELLANEOUS								
3820	LAND & BLDG RENT/LEASE	187,796	180,412	180,412	183,491	0	183,491	1
3821	BLDG RENT	43,340	32,000	28,893	33,570	0	33,570	4
3823	HOSPITAL LEASE	1,477,571	1,507,000	1,528,104	1,566,306	0	1,566,306	3
3835	SALE OF COUNTY FIXED ASSET	9,615	5,000	2,000	3,000	0	3,000	40-
3850	UNCLAIMED FEES	21,655	1,000	0	500	0	500	50-
3882	RESTITUTION REIMB	0	0	1,000	0	0	0	0
3887	ADMIN & INDIRECT COST REIMB	154,113	157,000	160,000	160,800	0	160,800	2
3890	MISCELLANEOUS	595	0	0	0	0	0	0
3891	DIVIDENDS/REBATES	0	0	150	200	0	200	0
	SUBTOTAL *****	1,894,687	1,882,412	1,900,559	1,947,867	0	1,947,867	3
OTHER FINANCING SOURCES								
3912	OTI: FROM DEBT SERVICE FUND	0	62,060	61,400	0	0	0	0
3917	OTI: FROM SPECIAL REVENUE FUND	0	13,867	13,867	0	0	0	0
3941	PROCEEDS OF SALE OF CAP ASSET	355,130	0	0	0	0	0	0
	SUBTOTAL *****	355,130	75,927	75,267	0	0	0	0
	TOTAL REVENUES *****	16,012,595	15,939,529	16,562,549	17,090,313	0	17,090,313	7
MATERIALS & SUPPLIES								
23050	OTHER SUPPLIES	300	750	0	750	0	750	0
	SUBTOTAL *****	300	750	0	750	0	750	0
UTILITIES								
48100	NATURAL GAS	1,240	0	300	1,900	0	1,900	0
48200	ELECTRICITY	1,158	0	600	3,800	0	3,800	0
48300	WATER	88	0	30	190	0	190	0
48400	SOLID WASTE	59	0	180	1,040	0	1,040	0
48600	SEWER USE	163	0	36	208	0	208	0
	SUBTOTAL *****	2,710	0	1,146	7,138	0	7,138	0

Non-Departmental

Dept. No. 1190

1190 NON-DEPARTMENTAL
100 GENERAL FUND

ACCT	DESCRIPTION	2005 ACTUAL	2006 BUDGET + REVISIONS	2006 PROJECTED	2007 CORE REQUEST	2007 SUPPLEMENTAL REQUEST	2007 ADOPTED BUDGET	%CHG FROM PY BUD
59300	VEHICLE EXPENSE PARKING	15,361	19,140	15,362	19,140	0	19,140	0
	SUBTOTAL *****	15,361	19,140	15,362	19,140	0	19,140	0
	CONTRACTUAL SERVICES							
71100	OUTSIDE SERVICES	520	750	750	750	0	750	0
71101	PROFESSIONAL SERVICES	99,456	106,900	98,920	127,500	0	127,500	19
71105	LEGAL SERVICES	5,616	5,000	0	5,000	0	5,000	0
71500	BUILDING USE/RENT CHARGE	31,098	48,534	48,000	60,561	0	60,561	24
	SUBTOTAL *****	136,690	161,184	147,670	193,811	0	193,811	20
	OTHER							
83919	OTO: TO CAPITAL PROJECT FUND	300,000	2,550,000	2,550,000	0	0	0	0
83920	OTO: TO DEBT SERVICE FUND	0	0	0	10,000	0	10,000	0
83922	OTO: TO SPECIAL REVENUE FUND	0	0	230,000	0	0	0	0
84050	DEBT RETIREMENT-PRINCIPLE	270,000	270,000	270,000	275,000	0	275,000	1
84100	INTEREST EXPENSE	150,315	144,915	144,915	139,465	0	139,465	3-
86897	FICA/FED W/H OVER AND SHORT	35	0	0	0	0	0	0
86898	OVER AND SHORT	24	100	50	100	0	100	0
86900	MISCELLANEOUS	3,628	3,500	3,628	4,000	0	4,000	14
86910	PY ENCUMBRANCES NOT USED	4,103-	0	1,000-	0	0	0	0
	SUBTOTAL *****	719,900	2,968,515	3,197,593	428,565	0	428,565	85-
	TOTAL EXPENDITURES *****	874,963	3,149,589	3,361,771	649,404	0	649,404	79-

Decimal values have been truncated.

Insurance and Safety

Department Number 1191

Mission

The County maintains broad form insurance coverage for property and casualty, general liability, public official's errors and omissions, law enforcement errors and omissions, and other insurance as necessary. Boone County is a member of the Mid America Regional Council Insurance Trust (MARCIT), a self-insured group of Missouri and Kansas governmental entities. Insurance policies are purchased for coverage not available through the trust.

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

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

Budget Highlights

There are no significant changes in this budget.

Insurance and Safety

Dept. No. 1191

Annual Budget

1191 INSURANCE & SAFETY
100 GENERAL FUND

ACCT	DESCRIPTION	2005 ACTUAL	2006 BUDGET + REVISIONS	2006 PROJECTED	2007 CORE REQUEST	2007 SUPPLEMENTAL REQUEST	2007 ADOPTED BUDGET	%CHG FROM PY BUD
	INTERGOVERNMENTAL REVENUE							
	SUBTOTAL *****	0	0	0	0	0	0	0
	MISCELLANEOUS							
3845	INSURANCE PROCEEDS	0	0	2,000	0	0	0	0
3891	DIVIDENDS/REBATES	25,000	9,000	10,500	0	0	13,900	54
	SUBTOTAL *****	25,000	9,000	12,500	0	0	13,900	54
	TOTAL REVENUES *****	25,000	9,000	12,500	0	0	13,900	54
	MATERIALS & SUPPLIES							
23050	OTHER SUPPLIES	888	900	900	900	0	900	0
23850	MINOR EQUIPMENT & TOOLS	6,331	14,600	14,600	5,600	0	5,600	61-
	SUBTOTAL *****	7,219	15,500	15,500	6,500	0	6,500	58-
	DUES TRAVEL & TRAINING							
37200	SEMINARS/CONFEREN/MEETING	344	600	0	600	0	600	0
37210	TRAINING/SCHOOLS	101	3,000	0	5,000	0	5,000	66
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	0	0	150	0	0	0	0
	SUBTOTAL *****	445	3,600	150	5,600	0	5,600	55
	CONTRACTUAL SERVICES							
71001	AUTO PHYSICAL DAMAGE INS	12,351	14,000	3,056	5,000	0	5,000	64-
71002	AUTO LIABILITY INS	23,159	23,200	36,395	38,000	0	38,000	63
71003	INLAND MARINE INS	3,165	3,600	239	1,000	0	1,000	72-
71004	PROPERTY INSURANCE	49,715	54,000	80,779	85,000	25,000	85,000	57
71006	ERRORS & OMISSIONS INS	60,214	65,000	56,519	61,000	0	61,000	6-
71007	LAW ENFORCEMENT INS	32,423	35,000	42,306	46,000	0	46,000	31
71008	GENERAL LIABILITY INS	85,082	88,000	196,713	206,000	0	206,000	134
71009	D.P. EQUIP-INSURANCE	3,705	4,000	6,032	6,000	0	6,000	50
71010	CRIME INSURANCE	1,621	2,000	8,762	9,100	0	9,100	355
71011	PUBLIC OFFICIALS BOND	5,950	5,500	5,900	7,500	0	7,500	36
71016	AUTO CLAIMS DEDUCTIBLE	31,828	15,000	0	0	0	0	0
71018	OTHER CLAIMS DEDUCTIBLE	35,364	25,000	0	0	0	0	0
71019	PA'S E&O POLICY	1,192	0	0	0	0	0	0
71020	UNINSURED CLAIMS	0	2,000	0	0	0	0	0
71100	OUTSIDE SERVICES	250	0	0	0	0	0	0
	SUBTOTAL *****	346,023	336,300	436,701	464,600	25,000	464,600	38
	TOTAL EXPENDITURES *****	353,689	355,400	452,351	476,700	25,000	476,700	34

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, (2) unemployment benefits, and (3) an Employee Assistance Plan (EAP). Boone County reimburses the State for the actual cost of the unemployment benefits it provides to former County employees. A lump sum is appropriated in this budget and is subsequently transferred to the applicable departmental budget as actual costs are incurred.

Budget Highlights

There are no significant changes to this budget.

Annual Budget

1192 EMPLOYEE BENEFITS								%CHG
100 GENERAL FUND								FROM
ACCT	DESCRIPTION	2005	2006	2006	2007	2007	2007	PY
		ACTUAL	BUDGET +	PROJECTED	CORE	SUPPLEMENTAL	ADOPTED	BUD
			REVISIONS		REQUEST	REQUEST	BUDGET	
3890	MISCELLANEOUS	10,361	0	0	0	0	0	0
	SUBTOTAL *****	10,361	0	0	0	0	0	0
	TOTAL REVENUES *****	10,361	0	0	0	0	0	0
PERSONAL SERVICES								
10600	UNEMPLOYMENT BENEFITS	110	97	6,500	0	0	20,000	518
	SUBTOTAL *****	110	97	6,500	0	0	20,000	518
CONTRACTUAL SERVICES								
71101	PROFESSIONAL SERVICES	0	12,000	10,479	12,000	0	12,000	0
71104	ADMINISTRATIVE SERVICES	8,354	9,200	8,400	8,700	0	8,700	5-
	SUBTOTAL *****	8,354	21,200	18,879	20,700	0	20,700	2-
OTHER								
86900	MISCELLANEOUS	2,749	0	0	0	0	0	0
	SUBTOTAL *****	2,749	0	0	0	0	0	0
	TOTAL EXPENDITURES *****	11,214	21,297	25,379	20,700	0	40,700	91

Decimal values have been truncated.

Mail Services

Department Number 1194

Mission

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

Budget Highlights

During FY 2006, a position was eliminated (in conjunction with a voluntary resignation) and mail services were contracted with a local provider. The FY 2007 budget reflects these changes.

Goals and Objectives

Budget Year Objectives

- Continue on-going mail services support of all offices and departments throughout the County.

Progress on Prior Year Objectives

- Continue on-going mail services support of all offices and departments throughout the County.
Response: On-going.
- Improve the integrity of bulk mailings by adding equipment to the inserter which will automate the detection of problems with the contents of envelopes. Use of this additional equipment will also involve programming changes to the documents which the equipment will scan.
Response: Not funded.

Performance Measures

Performance Measure	2005 Actual	2006 Estimated	2007 Projected
Number of Pieces of Out-Going Mail Processed	639,823	659,000	680,000

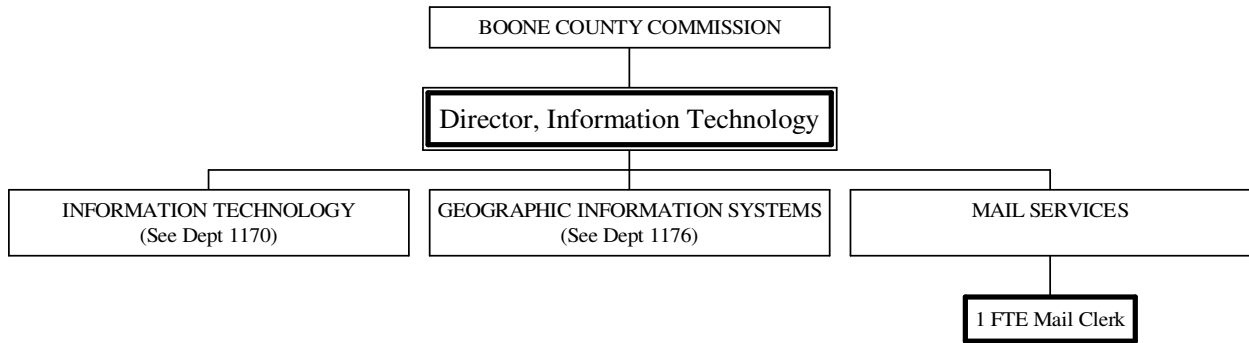
Mail Services

Dept. No. 1194

Personnel Detail

Position Title	2005	2006	2007	2006-2007
	Full-time Equivalent	Full-time Equivalent	Full-time Equivalent	Change
Mail Clerk	2.00	2.00	1.00	(1.00)
Total FTEs	<u>2.00</u>	<u>2.00</u>	<u>1.00</u>	<u>(1.00)</u>
Overtime	\$ -	\$ 500	\$ 200	\$ (300)

Organizational Chart



Mail Services

Dept. No. 1194

Annual Budget

1194 MAIL SERVICES
100 GENERAL FUND

ACCT	DESCRIPTION	2005 ACTUAL	2006 BUDGET + REVISIONS	2006 PROJECTED	2007 CORE REQUEST	2007 SUPPLEMENTAL REQUEST	2007 ADOPTED BUDGET	%CHG FROM PY BUD
	PERSONAL SERVICES							
10100	SALARIES & WAGES	43,848	46,752	28,402	24,083	0	24,083	48-
10110	OVERTIME	742	500	500	200	0	200	60-
10200	FICA	3,411	3,614	2,190	1,857	0	1,857	48-
10300	HEALTH INSURANCE	8,838	9,500	6,729	4,750	0	4,750	50-
10325	DISABILITY INSURANCE	190	228	151	86	0	86	62-
10350	LIFE INSURANCE	69	78	45	39	0	39	50-
10375	DENTAL INSURANCE	630	650	460	356	0	356	45-
10400	WORKERS COMP	908	1,102	781	1,020	0	1,020	7-
10500	401(A) MATCH PLAN	740	1,170	230	585	0	585	50-
10600	UNEMPLOYMENT BENEFITS	0	2,637	2,636	0	0	0	0
	SUBTOTAL *****	59,377	66,231	42,124	32,976	0	32,976	50-
	MATERIALS & SUPPLIES							
22000	POSTAGE	198,548	260,600	226,000	278,000	0	278,000	6
22500	SUBSCRIPTIONS/PUBLICATIONS	0	180	50	100	0	100	44-
23000	OFFICE SUPPLIES	460	400	480	400	0	400	0
23850	MINOR EQUIPMENT & TOOLS	156	0	100	400	0	400	0
	SUBTOTAL *****	199,166	261,180	226,630	278,900	0	278,900	6
	DUES TRAVEL & TRAINING							
37200	SEMINARS/CONFEREN/MEETING	0	1	0	0	0	0	0
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	0	400	0	0	0	0	0
37230	MEALS & LODGING-TRAINING	0	60	0	0	0	0	0
	SUBTOTAL *****	0	461	0	0	0	0	0
	UTILITIES							
48000	TELEPHONES	380	400	415	400	0	400	0
48050	CELLULAR TELEPHONES	28	50	50	50	0	50	0
	SUBTOTAL *****	409	450	465	450	0	450	0
	VEHICLE EXPENSE							
59000	MOTORFUEL/GASOLINE	1,548	2,350	2,110	2,500	0	2,500	6
59100	VEHICLE REPAIRS	632	600	600	600	0	600	0
59105	TIRES	376	600	600	0	0	0	0
	SUBTOTAL *****	2,556	3,550	3,310	3,100	0	3,100	12-
	EQUIP & BLDG MAINTENANCE							
60050	EQUIP SERVICE CONTRACT	17	19,620	0	0	0	0	0
	SUBTOTAL *****	17	19,620	0	0	0	0	0
	CONTRACTUAL SERVICES							
70050	SOFTWARE SERVICE CONTRACT	3,988	4,200	4,200	4,500	0	4,500	7
71100	OUTSIDE SERVICES	0	0	11,000	19,000	0	19,000	0
71500	BUILDING USE/RENT CHARGE	7,110	7,458	7,458	7,864	0	7,864	5
71600	EQUIP LEASES & METER CHRG	56,749	2,092	1,083	0	0	0	0
	SUBTOTAL *****	67,847	13,750	23,741	31,364	0	31,364	128
	FIXED ASSET ADDITIONS							
92301	REPLC COMPUTER HDWR	0	37,000	0	0	0	0	0
	SUBTOTAL *****	0	37,000	0	0	0	0	0
	TOTAL EXPENDITURES *****	329,373	402,242	296,270	346,790	0	346,790	13-

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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.

Previously, this budget included an appropriation for off-site storage. The off-site storage is currently used only by the Circuit Clerk's Office, therefore, the appropriation has been moved to that budget.

Goals and Objectives

Budget Year Objectives

- Unavailable.

Progress on Prior Year Objectives

- Unavailable.
Response: Unavailable.

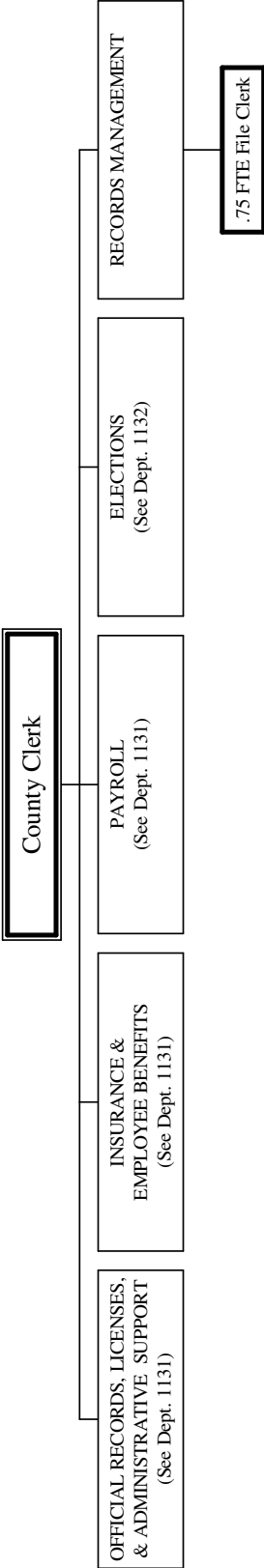
Performance Measures

Performance Measure	2005 Actual	2006 Estimated	2007 Projected
Unavailable			

Personnel Detail

Position Title	2005	2006	2007	2006-2007
	Full-time Equivalent	Full-time Equivalent	Full-time Equivalent	Change
File Clerk	<u>0.75</u>	<u>0.75</u>	<u>0.75</u>	<u>-</u>
Total FTEs	<u><u>0.75</u></u>	<u><u>0.75</u></u>	<u><u>0.75</u></u>	<u><u>-</u></u>

Organizational Chart



Records Management Services

Dept. No. 1196

Annual Budget

1196 RECORDS MANAGEMENT SERVICES
100 GENERAL FUND

ACCT	DESCRIPTION	2005 ACTUAL	2006 BUDGET + REVISIONS	2006 PROJECTED	2007 CORE REQUEST	2007 SUPPLEMENTAL REQUEST	2007 ADOPTED BUDGET	%CHG FROM PY BUD
	PERSONAL SERVICES							
10100	SALARIES & WAGES	11,098	17,438	15,802	17,438	0	17,438	0
10200	FICA	849	1,334	1,208	1,334	0	1,334	0
10300	HEALTH INSURANCE	0	4,750	2,375	4,750	0	4,750	0
10325	DISABILITY INSURANCE	0	84	33	62	0	62	26-
10350	LIFE INSURANCE	0	39	15	39	0	39	0
10375	DENTAL INSURANCE	0	325	163	356	0	356	9
10400	WORKERS COMP	70	72	72	72	0	72	0
10500	401(A) MATCH PLAN	0	585	0	585	0	585	0
	SUBTOTAL *****	12,017	24,627	19,668	24,636	0	24,636	0
	MATERIALS & SUPPLIES							
23000	OFFICE SUPPLIES	483	900	700	900	0	900	0
	SUBTOTAL *****	483	900	700	900	0	900	0
	UTILITIES							
48000	TELEPHONES	335	400	360	400	0	400	0
	SUBTOTAL *****	335	400	360	400	0	400	0
	EQUIP & BLDG MAINTENANCE							
60200	EQUIP REPAIRS/MAINTENANCE	0	200	100	200	0	200	0
	SUBTOTAL *****	0	200	100	200	0	200	0
	CONTRACTUAL SERVICES							
71500	BUILDING USE/RENT CHARGE	27,779	27,434	27,434	27,737	0	27,737	1
	SUBTOTAL *****	27,779	27,434	27,434	27,737	0	27,737	1
	OTHER							
83160	RECYCLING & DUMP FEES	1,025	5,000	4,500	5,000	0	5,000	0
	SUBTOTAL *****	1,025	5,000	4,500	5,000	0	5,000	0
	TOTAL EXPENDITURES *****	41,641	58,561	52,762	58,873	0	58,873	0

Decimal values have been truncated.

Special Projects

Citizen Contributions

Department Numbers 2000, 2001, 2002

Mission

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

Budget Highlights

During FY 2005, the County Commission amended the Courthouse Square-Miscellaneous Projects budget (department number 2002) to account for the expenses and revenue related to the additional sales of Blocks of Time. Completion of this project is expected by the end of FY 2007.

Annual Budget

2002 CH SQUARE-MISC. PROJECTS		200 SPEC BLDG PROJ CITIZEN CONTRIB						%CHG
ACCT	DESCRIPTION	2005 ACTUAL	2006 BUDGET + REVISIONS	2006 PROJECTED	2007 CORE REQUEST	2007 SUPPLEMENTAL REQUEST	2007 ADOPTED BUDGET	FROM PY BUD
	INTEREST							
3711	INT-OVERNIGHT	9	0	10	12	0	12	0
3712	INT-LONG TERM INVEST	65	0	45	50	0	50	0
3798	INC/DEC IN FV OF INVESTMENTS	67	0	0	0	0	0	0
	SUBTOTAL *****	142	0	55	62	0	62	0
	MISCELLANEOUS							
3830	SALES	445	0	0	0	0	0	0
	SUBTOTAL *****	445	0	0	0	0	0	0
	TOTAL REVENUES *****	587	0	55	62	0	62	0
	CONTRACTUAL SERVICES							
71100	OUTSIDE SERVICES	1,291	1,000	0	1,000	0	1,000	0
	SUBTOTAL *****	1,291	1,000	0	1,000	0	1,000	0
	TOTAL EXPENDITURES *****	1,291	1,000	0	1,000	0	1,000	0

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. Prior to 2002, the reimbursement rate was \$6.20 per parcel. It was reduced to \$5.50 during 2002 and further reduced to \$5.00 per parcel during 2003. In FY 2005, the rate was increased to \$5.90 per parcel and is set at \$5.95 per parcel for FY 2007. Additionally, the State Tax Commission approved an increase in the parcel count to 58,660, an increase of approximately 1,500 parcels.

The FY 2007 budget includes funding for rectified digital orthophotography (\$100,000) and replacement computer equipment.

Goals and Objectives

Budget Year Objectives

- Provide outstanding service in the most cost efficient manner possible.
- Update Digital Orthohotography.

Progress on Prior Year Objectives

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

Performance Measures

Performance Measure	2005 Actual	2006 Estimated	2007 Projected
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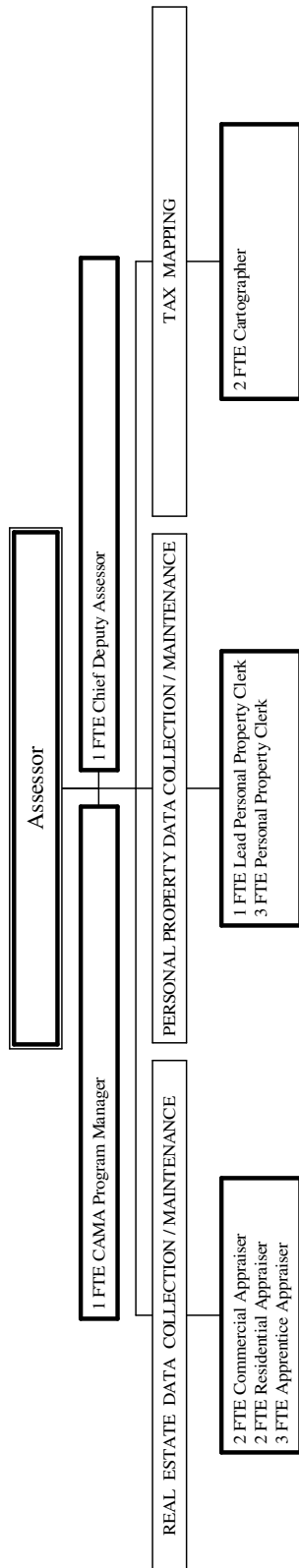
Unavailable

Personnel Detail

Position Title	2005	2006	2007	2006-2007
	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	3.00	3.00	-
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	3.00 ^a	3.00	-
Office Specialist	1.00	- ^a	-	-
Total FTEs	15.00	16.00	16.00	-
Overtime	\$ 20,000	\$ 25,000	\$ 30,000	\$ 5,000

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

Organizational Chart



County Assessor

Dept. No. 2010

Annual Budget

2010 ASSESSMENT								%CHG
201 ASSESSMENT FUND								FROM
ACCT	DESCRIPTION	2005 ACTUAL	2006 BUDGET + REVISIONS	2006 PROJECTED	2007 CORE REQUEST	2007 SUPPLMENTAL REQUEST	2007 ADOPTED BUDGET	PY BUD
3461	INTERGOVERNMENTAL REVENUE STATE REIMBURS-ASSESSMENT	337,155	337,155	337,155	349,027	0	349,027	3
	SUBTOTAL *****	337,155	337,155	337,155	349,027	0	349,027	3
3550	CHARGES FOR SERVICES COMMISSIONS	614,322	715,000	750,000	772,000	0	772,000	7
	SUBTOTAL *****	614,322	715,000	750,000	772,000	0	772,000	7
	INTEREST							
3710	INTEREST	671	0	1,800	1,500	0	1,500	0
3711	INT-OVERNIGHT	1,189	700	1,110	1,000	0	1,000	42
3712	INT-LONG TERM INVEST	8,012	5,000	6,810	6,130	0	6,130	22
3798	INC/DEC IN FV OF INVESTMENTS	7,677	0	15,740	14,150	0	14,150	0
	SUBTOTAL *****	17,551	5,700	25,460	22,780	0	22,780	299
	MISCELLANEOUS							
3830	SALES	13,380	8,000	11,000	10,000	0	10,000	25
3835	SALE OF COUNTY FIXED ASSET	1,127	0	0	0	0	0	0
	SUBTOTAL *****	14,508	8,000	11,000	10,000	0	10,000	25
	TOTAL REVENUES *****	983,537	1,065,855	1,123,615	1,153,807	0	1,153,807	8
	PERSONAL SERVICES							
10100	SALARIES & WAGES	545,575	617,423	563,348	636,143	0	636,143	3
10110	OVERTIME	21,285	25,000	25,000	30,000	0	30,000	20
10200	FICA	40,874	49,145	42,315	50,960	0	50,960	3
10300	HEALTH INSURANCE	66,285	71,250	66,500	71,250	0	71,250	0
10325	DISABILITY INSURANCE	2,441	3,120	2,920	2,397	0	2,397	23-
10350	LIFE INSURANCE	507	585	504	585	0	585	0
10375	DENTAL INSURANCE	4,725	4,875	4,550	5,340	0	5,340	9
10400	WORKERS COMP	14,926	18,079	16,257	18,735	0	18,735	3
10500	401(A) MATCH PLAN	8,225	8,775	8,313	8,775	0	8,775	0
10510	CERF-EMPLOYER PD CONTRIBUTION	1,267	1,300	1,357	0	0	1,412	8
	SUBTOTAL *****	706,112	799,552	731,064	824,185	0	825,597	3
	MATERIALS & SUPPLIES							
22000	POSTAGE	54,744	25,000	25,000	55,000	0	55,000	120
22500	SUBSCRIPTIONS/PUBLICATIONS	3,398	3,020	4,500	4,500	0	4,500	49
23000	OFFICE SUPPLIES	7,589	3,100	3,100	3,100	0	3,100	0
23001	PRINTING	6,147	9,000	9,000	9,000	0	9,000	0
23017	COMPUTER PAPER	1,290	5,000	5,000	5,000	0	5,000	0
23018	PRINTER SUPPLIES	3,002	3,600	3,600	3,600	0	3,600	0
23022	MAPPING SUPPLIES	1,607	3,500	3,500	3,500	0	3,500	0
23050	OTHER SUPPLIES	600	500	1,000	500	0	500	0
23850	MINOR EQUIPMENT & TOOLS	0	250	250	250	1,700	1,950	680
	SUBTOTAL *****	78,380	52,970	54,950	84,450	1,700	86,150	62
	DUES TRAVEL & TRAINING							
37000	DUES	235	2,800	2,800	2,800	0	2,800	0
37200	SEMINARS/CONFEREN/MEETING	315	4,285	4,285	4,285	0	4,285	0
37210	TRAINING/SCHOOLS	1,460	6,390	8,190	8,190	0	8,190	28
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	379	1,500	1,500	1,500	0	1,500	0
37230	MEALS & LODGING-TRAINING	893	4,000	3,000	4,000	0	4,000	0
	SUBTOTAL *****	3,282	18,975	19,775	20,775	0	20,775	9
	UTILITIES							
48000	TELEPHONES	5,081	5,800	5,800	5,800	0	5,800	0
48050	CELLULAR TELEPHONES	638	1,200	1,200	1,200	0	1,200	0
	SUBTOTAL *****	5,719	7,000	7,000	7,000	0	7,000	0
	VEHICLE EXPENSE							
59000	MOTORFUEL/GASOLINE	1,679	3,000	3,000	3,000	0	3,000	0
59100	VEHICLE REPAIRS	1,037	3,650	3,650	3,650	0	3,650	0
59200	LOCAL MILEAGE	270	1,750	1,750	1,750	0	1,750	0
	SUBTOTAL *****	2,987	8,400	8,400	8,400	0	8,400	0
	EQUIP & BLDG MAINTENANCE							
60050	EQUIP SERVICE CONTRACT	2,700	6,615	6,615	5,297	0	5,297	19-
60200	EQUIP REPAIRS/MAINTENANCE	780	3,320	3,320	3,320	0	3,320	0
	SUBTOTAL *****	3,481	9,935	9,935	8,617	0	8,617	13-

County Assessor

Dept. No. 2010

2010 ASSESSMENT
201 ASSESSMENT FUND

ACCT	DESCRIPTION	2005 ACTUAL	2006 BUDGET + REVISIONS	2006 PROJECTED	2007 CORE REQUEST	2007 SUPPLMENTAL REQUEST	2007 ADOPTED BUDGET	%CHG FROM PY BUD
CONTRACTUAL SERVICES								
70050	SOFTWARE SERVICE CONTRACT	3,735	16,893	10,497	10,497	0	10,497	37-
71000	INSURANCE AND BONDS	14,540	15,000	15,000	15,000	0	15,000	0
71100	OUTSIDE SERVICES	17,509	45,730	37,270	20,000	0	20,000	56-
71101	PROFESSIONAL SERVICES	9,500	100,000	100,000	80,000	150,000	180,000	80
71105	LEGAL SERVICES	0	8,000	8,000	8,000	0	8,000	0
71500	BUILDING USE/RENT CHARGE	41,709	43,760	43,760	46,137	0	46,137	5
71600	EQUIP LEASES & METER CHRG	0	60	60	60	0	60	0
SUBTOTAL *****		86,993	229,443	214,587	179,694	150,000	279,694	21
OTHER								
84400	PUBLIC NOTICES	1,506	3,193	2,000	3,200	0	3,200	0
86800	EMERGENCY	0	0	0	5,000	0	5,000	0
86850	CONTINGENCY	0	61,400	0	66,400	0	66,400	8
SUBTOTAL *****		1,506	64,593	2,000	74,600	0	74,600	15
FIXED ASSET ADDITIONS								
91000	OFFICE EQUIPMENT	0	1,800	0	0	1,800	0	0
91100	FURNITURE AND FIXTURES	0	4,000	4,000	0	600	600	85-
91300	MACHINERY & EQUIPMENT	249	0	0	0	0	0	0
91301	COMPUTER HARDWARE	44,859	23,270	22,577	0	5,600	5,600	75-
91302	COMPUTER SOFTWARE	0	0	0	0	9,700	9,700	0
92000	REPLCMENT OFFICE EQUIP	12,130	0	0	0	0	0	0
92100	REPLCMENT FURN & FIXTURES	14,358	0	0	0	1,500	1,500	0
92301	REPLC COMPUTER HDWR	31,552	13,800	13,800	0	34,700	34,700	151
92302	REPLC COMPUTER SOFTWARE	30,600	0	0	0	0	0	0
SUBTOTAL *****		133,750	42,870	40,377	0	53,900	52,100	21
TOTAL EXPENDITURES *****		1,022,215	1,233,738	1,088,088	1,207,721	205,600	1,362,933	10

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