### **Self-Insured Health Insurance**

#### **Department Number 6000**

#### **Mission**

This budget was established to account for the operations of the County's self-insured health plan for county employees. The fund is operated as an internal service fund under the supervision of the Self-Health Trust Committee.

The Self-Insured Health & Dental Trust Committee administers this budget.

#### **Budget Highlights**

The budget reflects no increase in county-paid premiums for employees. In addition, there is no increase in employee-paid premiums for dependent coverage. There are no other significant changes to this budget.

#### **Annual Budget**

	<u>-</u>							
6000 I	HEALTH INS ADMINISTRATION							
600 5	SELF INSURED HEALTH PLAN							%CHG
			2008		2009	2009	2009	FROM
3 CCF	DEGGD I DET ON	2007	BUDGET +	2008	CORE	SUPPLMENTAL	ADOPTED	PY
ACCT	DESCRIPTION CHARGES FOR SERVICES	ACTUAL	REVISIONS	PROJECTED	REQUEST	REQUEST	BUDGET	BUD
2520	INTERNAL SERVICE CHG	1,930,481	1,938,000	1,915,000	1,938,000	0	1,943,145	0
	DEPENDENT INSURANCE PREMIUMS	333,488	355,000	357,500	363,168	0	363,168	2
	RETIREE/COBRA INSUR. PREMIUMS	16,748	0 0	20,500	0 0	0	0 0	0
3332	METINES, COSIGI TINGGIL TIMENTONIO	107,10	· ·	20,000	Ü	· ·	· ·	Ü
	SUBTOTAL ***********	2,280,718	2,293,000	2,293,000	2,301,168	0	2,306,313	0
	INTEREST							
3711	INT-OVERNIGHT	7,699	8,990	1,950	1,950	0	1,950	78-
3712	INT-LONG TERM INVEST	35,351	27,850	27,075	27,075	0	27,075	2-
3798	INC/DEC IN FV OF INVESTMENTS	101,602	118,930	33,400	33,400	0	33,400	71-
	SUBTOTAL *************	144,654	155,770	62,425	62,425	0	62,425	59-
	MISCELLANEOUS							
3891	DIVIDENDS/REBATES	13,212	10,000	10,518	10,000	0	10,000	0
	SUBTOTAL ***************	13,212	10,000	10,518	10,000	0	10,000	
	TOTAL REVENUES ********	2,438,585	2,458,770	2,365,943	2,373,593	0	2,378,738	3-
	GOVERN GENEVAL GENEVAGE							
71050	CONTRACTUAL SERVICES INSURANCE CLAIMS	1,353,170	1,402,000	1,330,000	1,635,175	0	1,635,175	16
	PRESCRIPTION DRUG CLAIMS	446,549	450,000	580,000	580,000	0	580,000	28
	EXCESS LOSS/COVERAGE POLICY	113,093	143,000	137,100	162,400	0	162,400	13
	PROFESSIONAL SERVICES	29,400	36,900	33,400	29,400	0	29,400	20-
	ADMINISTRATIVE SERVICES	120,246	139,000	134,100	149,700	0	149,700	7
	PRESCRIP CARD ADMIN FEES	3,425	3,640	310	1,000	0	1,000	72-
	SUBTOTAL ************	2,065,885	2,174,540	2,214,910	2,557,675	0	2,557,675	17
	OTHER							
86850	CONTINGENCY	0	263,000	0	423,800	0	423,800	61
	SUBTOTAL *************	0	263,000	0	423,800	0	423,800	61
	TOTAL EXPENDITURES ******	2,065,885	2,437,540	2,214,910	2,981,475	0	2,981,475	22

## **Self-Insured Dental Insurance**

#### **Department Number 6010**

#### **Mission**

This budget was established to account for the operations of the County's self-insured dental plan for county employees. The fund is operated as an internal service fund under the supervision of the Self-Health Trust Committee.

The Self-Insured Health & Dental Trust Committee administers this budget.

#### **Budget Highlights**

The budget reflects no increases in either employer-paid premiums for employee coverage or employee-paid dependent premiums.

#### **Annual Budget**

	DENTAL INS ADMINISTRATION SELF INSURED DENTAL PLAN							%CHG
001	SELF INSURED DENIAL FLAN		2008		2009	2009	2009	FROM
		2007	BUDGET +	2008	CORE	SUPPLMENTAL	ADOPTED	PY
ACCT	DESCRIPTION	ACTUAL	REVISIONS	PROJECTED	REQUEST	REQUEST	BUDGET	BUD
11001	CHARGES FOR SERVICES	710101111	TELVIDIOND	INCOLCIED	REQUEST	REQUEST	DODOBI	DOD
3530	INTERNAL SERVICE CHG	144,683	145,200	143,500	145,200	0	145,633	0
	DEPENDENT INSURANCE PREMIUMS	44,035	44,700	46,200	46,200	0	46,200	3
	RETIREE/COBRA INSUR. PREMIUMS	419	11,700	769	0	0	0	0
3332	RETIRED/CODICT INDOR. TREMITOR	117	· ·	703	· ·	· ·	Ü	Ü
	SUBTOTAL **********	189,137	189,900	190,469	191,400	0	191,833	1
	INTEREST							
3711	INT-OVERNIGHT	394	410	85	85	0	85	79-
3712	INT-LONG TERM INVEST	1,775	1,530	1,180	1,180	0	1,180	22-
3798	INC/DEC IN FV OF INVESTMENTS	5,209	6,220	1,460	1,460	0	1,460	76-
	SUBTOTAL *************	7,379	8,160	2,725	2,725	0	2,725	66-
	MISCELLANEOUS							
	SUBTOTAL *************	0	0	0		0	0	0
	TOTAL REVENUES ********	196,517	198,060	193,194	194,125	0	194,558	1-
	CONTRACTUAL SERVICES							
71050	INSURANCE CLAIMS	167,323	195,000	166,420	195,000	0	195,000	0
	ADMINISTRATIVE SERVICES	14,356	15,200	14,500	15,200	0	15,200	Ö
		,	,	,				
	SUBTOTAL ***********	181,680	210,200	180,920	210,200	0	210,200	0
	TOTAL EXPENDITURES ******	181,680	210,200	180,920	210,200	0	210,200	0

## **Self-Insured Workers' Comp**

#### **Department Number 6020**

#### **Mission**

This budget was established to account for the operations of the County's self-insured workers' compensation plan. The self-insured plan was established by the County Commission mid-year 2005 and is operated as an internal service fund, subject to the rules and regulations established by the Missouri State Division of Workers Compensation.

The County Commission appointed a Self-Insured Workers' Compensation Advisory Committee to provide oversight and make policy recommendations to the County Commission. The County Clerk administers this fund.

#### **Budget Highlights**

There are no significant changes to this budget.

### **Self-Insured Workers' Comp**

#### **Annual Budget**

	WORKERS COMP ADMINISTRATION							0 0110
602	SELF INSURED WORKERS COMP		2008		2000	0000	2000	%CHG
		0007		2000	2009	2009	2009	FROM
		2007	BUDGET +	2008	CORE	SUPPLMENTAL	ADOPTED	PY
ACCT	DESCRIPTION	ACTUAL	REVISIONS	PROJECTED	REQUEST	REQUEST	BUDGET	BUD
	CHARGES FOR SERVICES							
3530	INTERNAL SERVICE CHG	529,135	556,240	549,400	542,609	0	538,579	3-
	SUBTOTAL ************	529,135	556,240	549,400	542,609	0	538,579	3-
	INTEREST							
2710	INTEREST	5,196	0	4,868	4,000	0	4,000	0
	INT-OVERNIGHT	2,425		600	600	0	600	75-
3/11	INT-LONG TERM INVEST	2,425	2,420 7,060					
		10,825		7,800	3,560	0	3,560	49-
3798	INC/DEC IN FV OF INVESTMENTS	32,446	31,000	11,900	9,640	0	9,640	68-
	SUBTOTAL *************	50,893	40,480	25,168	17,800	0	17,800	56-
	MISCELLANEOUS							
3826	PRIOR YEAR COST REPAYMENT	11	0	845	0	0	0	0
	DIVIDENDS/REBATES	7,308		0 19	0		0	0
3091	DIVIDENDS/REBATES	7,300	0	0	Ü	U	U	U
	SUBTOTAL **********	7,320	0	845	0	0	0	0
	TOTAL REVENUES ********	587,348	596,720	575,413	560,409	0	556,379	6-
	PERSONAL SERVICES							
10100	SALARIES & WAGES	0	12,324	1,000	12,324	0	12,324	0
						0		
	FICA	0	942	77	942		942	0
10400	WORKERS COMP	52	52	0	41	0	0	0
	SUBTOTAL *************	52	13,318	1,077	13,307	0	13,266	0
	CONTRACTUAL SERVICES							
71050	INSURANCE CLAIMS	243,463	152,900	90,000	100,000	0	100,000	34-
							100,000	34-
	PRESCRIPTION DRUG CLAIMS	0	2,200	450	1,000	0	1,000	54-
	CLAIMS EXPENSE - LEGAL	0	9,520	13,300	15,000	0	15,000	
71057	CLAIMS EXPENSE - INDEMNITY	0	59,230	234,700	243,700 50,000 32,000	0	243,700	
71058	CLAIMS EXPENSE - OTHER	0	51,150 40,000	49,600 29,300	50,000	0	50,000 32,000	2-
71060	EXCESS LOSS/COVERAGE POLICY	31,266	40,000	29,300	32,000	0	32,000	20-
71061	WC - SECOND INJURY FUND TAX	33,999	36,100	20,000	30,000	0	30,000	16-
	WC - ADMINISTRATION SURCHARGE	0	2,650	0	0	0	0	0
	WC - ADMINISTRATION TAX	0	2,650	5,400	5,400	0	5,400	103
						0	0,400	103
	INCREASE/DECREASE IN RESERVES	•	0	50,000	0	0	0	-
	OUTSIDE SERVICES	19,902		0	0	•	•	0
	PROFESSIONAL SERVICES	80	5,000	100	5,000		5,000	0
71104	ADMINISTRATIVE SERVICES	21,388	20,000	13,200	15,000	0	15,000	25-
	SUBTOTAL *************	500,399	381,400	506,050	497,100	0	497,100	30
	OTHER							
02000			F0 000	F0 000	F0 000	^	F0 000	0
	OTO: TO INTERNAL SERVICE FUND	0	50,000	50,000	50,000		50,000	0
84100	INTEREST EXPENSE	59	0	0	0	0	0	0
	SUBTOTAL *************	59	50,000	50,000	50,000	0	50,000	
	TOTAL EXPENDITURES ******	500,510	444,718	557,127	560,407	0	560,366	26

## Self-Insured Workers' Comp Loss Control

#### **Department Number 6030**

#### **Mission**

This budget accounts for the County's worker's compensation loss control activities, which are accounted for within the Workers' Compensation Loss Control Fund. The fund is operated as an internal service fund under the oversight of the Workers' Compensation Advisory Committee and the County Commission, with day-to-day administration provided through the County Clerk's Office.

#### **Budget Highlights**

Revenues are derived from a transfer from the self-insured workers' compensation fund. Loss control programs include immunizations and TB tests (Public Works, Sheriff, Corrections); fitness for duty physicals (Sheriff and Corrections); and physical training (Sheriff and Corrections).

#### **Annual Budget**

	WORKER'S COMP LOSS CONTROL WORKER'S COMP LOSS CONTROL	2007	2008 BUDGET +	2008	2009 CORE	2009 SUPPLMENTAL	2009 ADOPTED	%CHG FROM PY
ACCT	DESCRIPTION INTEREST	ACTUAL	REVISIONS	PROJECTED	REQUEST	REQUEST	BUDGET	BUD
3711	INT-OVERNIGHT	0	0	35	30	0	30	0
3712	INT-LONG TERM INVEST	0	0	390	235	0	235	0
	INC/DEC IN FV OF INVESTMENTS	0	0	275	140	0	140	0
	SUBTOTAL ************	0	0	700	405	0	405	0
3911	OTHER FINANCING SOURCES OTI:INTERNAL SERVICE FUND	0	50,000	50,000	50,000	0	50,000	0
	SUBTOTAL **********	0	50,000	50,000	50,000	0	50,000	0
	TOTAL REVENUES ********	0	50,000	50,700	50,405	0	50,405	0
37210	DUES TRAVEL & TRAINING TRAINING/SCHOOLS	0	1,000	0	700	0	700	30-
	SUBTOTAL **********	0	1,000	0	700	0	700	30-
	CONTRACTUAL SERVICES							
	OUTSIDE SERVICES	0	12,000	5,000	4,800	0	4,800	60-
	PROFESSIONAL SERVICES	0	37,000	35,631	45,675	0	45,675	23
71106	CONTRACTUAL STUDY	0	0	0	0	0	9,000	0
	SUBTOTAL ***********	0	49,000	40,631	50,475	0	59,475	21
	TOTAL EXPENDITURES ******	0	50,000	40,631	51,175	0	60,175	20

#### **Department Number 6100**

#### **Mission**

Facilities and Grounds Maintenance is one of two departments financed through the Building and Grounds internal service fund. The other department is Housekeeping. This department provides maintenance services for all county owned facilities. Departmental responsibilities include the following:

- Administer all repair and maintenance contracts for county buildings and equipment integral to the buildings.
- Schedule and deliver preventive maintenance services.
- Provide emergency repair service as needed.
- Identify and implement procedures designed to enhance energy efficiency in county buildings.
- Develop and implement equipment replacement cycle in order to maintain optimum operating capacity in all county facilities.

#### **Budget Highlights**

There are no significant changes to this budget.

#### **Goals and Objectives**

#### **Budget Year Objectives**

- Replace deteriorated asphalt parking lot at Jail with concrete surface.
- Replace deteriorated concrete parking lot a Juvenile Justice Center with new concrete parking lot.
- Recaulk all windows, doors, and expansion joints (all caulk joints) on exterior of Government Center.
- Complete professional study on Courthouse Chiller to determine life expectancy of unit.
- Complete professional roof assessment for all county buildings.
- Repair and seal all downtown parking lots.
- Evaluate all county buildings for energy efficiency through multiple methods.

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

■ Upgrade Heating Ventilation and Air Conditioning (HVAC) control software in the government center.

**Response:** Currently under construction.

■ Complete roof assessments for all buildings.

**Response:** Deferred to 2009 budget.

■ Replace jail door for security.

**Response:** Construction to start in September.

■ Paint jail cells and day rooms.

**Response:** Deferred to 2009 budget.

■ Replace floor covering in foyer and chambers of government center.

**Response:** Deferred until renovation.

■ Replace Uninterrupted Power Supply (UPS) for each pod at the jail.

Response: Completed with Corsair Project.

■ Replace tractor at the jail.

**Response:** Repairs were made to current tractor.

■ Replace truck #1804.

**Response:** Used truck found within Boone County inventory.

■ Complete all data entry in new Maintenance software.

Response: Data entry almost complete, but still a fluid item.

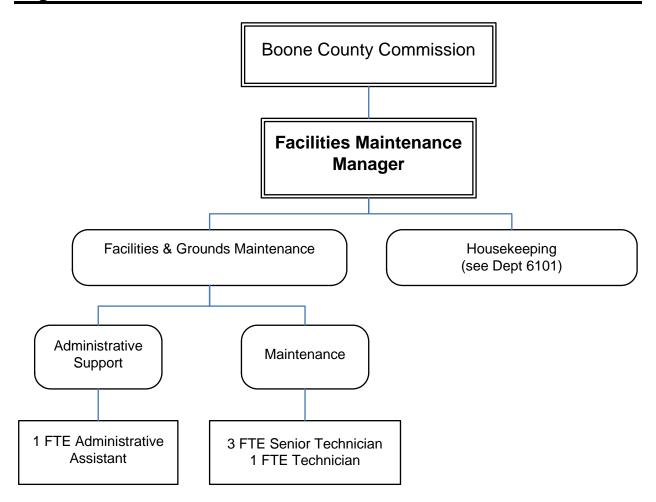
#### **Performance Measures**

Performance Measure	2007 Actual	2008 Estimated	2009 Projected
Number of Buildings Maintained	9	13	14
Number of Parking Lots Maintained	9	10	14
Number of Parks Maintained	2	2	2

#### **Personnel Detail**

Position Title	2007 Full-time	2008 Full-time	2009 Full-time	2008-2009	
	Equivalent	Equivalent	Equivalent	Change	
Facilities Maintenance Manager	1.00	1.00	1.00	-	
Senior Technician	3.00	3.00	3.00	-	
Technician	1.00	1.00	1.00	-	
Administrative Assistant	1.00	1.00	1.00		
Total FTEs	6.00	6.00	6.00		
Overtime	\$ 11,000	\$ 11,000	\$ 11,000	\$ -	

#### **Organizational Chart**



#### **Annual Budget**

	FACILITIES & GROUNDS MTCE FACILITIES & GROUNDS		2008 BUDGET +		2009	2009	2009	%CHG FROM
	DESCRIPTION	ACTUAL	REVISIONS	PROJECTED	REQUEST	SUPPLMENTAL REQUEST	ADOPTED BUDGET	PY BUD
3528 3530	REIMB PERSONNEL/PROJECTS INTERNAL SERVICE CHG	0 640,076	6,000 669,159	4,321 669,159	0 669,159	0	0 669,159	0
	SUBTOTAL **************	640,076	675,159	673,480	669,159	0	669,159	0
	INTEREST	1 115	985	270	225	0	225	67-
3711	INT-OVERNIGHT INT-LONG TERM INVEST INC/DEC IN FV OF INVESTMENTS	5,582	3,320	4,900	1,920	0	1,920	42-
3798	INC/DEC IN FV OF INVESTMENTS	14,564	13,440	5,540	4,490	0 0 0	4,490	66-
	SUBTOTAL **************	21,262	17,745	10,810	6,735	0	6,735	62-
	MISCELLANEOUS							
	PRIOR YEAR COST REPAYMENT SALE OF COUNTY FIXED ASSET	0	0	0 5	0		0	0
	SUBTOTAL **************	50	0	5		0		
	TOTAL REVENUES ********	661,388	692,904	684,295	675,894	0	675,894	2-
	PERSONAL SERVICES							
10100	SALARIES & WAGES	244,381	248,659	250,325	239,990	74,183	239,990	3-
10110	OVERTIME	9,022	11,000	11,000	11,000	0	11,000	0
10200	FICA	18,553	19,272	19,405	19,277	5,676	19,277	0
10300	HEALTH INSURANCE	28,500	28,500	28,500	28,500	14,250	28,500	0
10325	DISABILITY INSURANCE	900	923	923	932	276	932	0
10350 10375	DENTAL INSURANCE	2.136	2.136	2.136	2.136	1.068	2.136	0
10400	WORKERS COMP	9,921	10,124	10,124	8,454	1,762	8,454	16
L0500 L0510	PERSONAL SERVICES SALARIES & WAGES OVERTIME HOLIDAY WORKED FICA HEALTH INSURANCE DISABILITY INSURANCE LIFE INSURANCE DENTAL INSURANCE WORKERS COMP 401(A) MATCH PLAN CERF-EMPLOYER PD CONTRIBUTION	1,690 1,212	3,510 1,220	1,690 1,220	3,510 0	1,950 0	3,510 1,500	0 22
	SUBTOTAL ***********	317,696	326,662	326,641	315,117	99,324	316,617	3
	MATERIALS & SUPPLIES							
23000	OFFICE SUPPLIES	1,198	750	750	750	0	750	0
23035 23050	OTHER SUPPLIES	5,500	750 6,000 9,600	9,600	9.600	0	9.600	0
23300	OFFICE SUPPLIES MAINTENANCE SUPPLIES OTHER SUPPLIES UNIFORMS	853	900	750 6,000 9,600 900 1,700	900	95	750 6,000 9,600 900 1,500	0
23850	MINOR EQUIP & TOOLS (<\$1000)	2,042	2,650	1,700	1,500	500	1,500	43
23855 26100	FURNITURE/FIXTURE <\$1000	0 251	500	300	500	1,700	0 500	U
26300	MATERIAL & CHEMICAL SUPP.	11,108	8,500	9,000	7,300	0	7,300	
26600	OTHER SUPPLIES UNIFORMS MINOR EQUIP & TOOLS (<\$1000) FURNITURE/FIXTURE <\$1000 PIPE & LUMBER MATERIAL & CHEMICAL SUPP. STRT/TRAFFIC/CONST SIGNS	1,433	750	750	750	0	750	0
	SUBTOTAL *************	27,826	29,650	29,000	27,300	2,295	27,300	7
37000	DUES TRAVEL & TRAINING DUES	140	150	140	150	0	150	0
	TRAINING/SCHOOLS	140 0	1,500	140 129	1,500	0 0	1,500	0
	SUBTOTAL ************	140	1,650	269	1,650	0	1,650	0
48000	UTILITIES TELEPHONES	3,143	3,204	3,204	3,204	300	3,204	0
	CELLULAR TELEPHONES	2,049	2,988	2,508	2,988		2,988	0
	NATURAL GAS	3,275	4,608	5,400	4,608		4,608	0
	ELECTRICITY WATER	1,563 229	1,608 240	1,608 240	1,608 240		1,608 240	0
	SOLID WASTE	74-	624	0	624		624	0
	SUBTOTAL **************	10,187	13,272	12,960	13,272	435	13,272	0
59000	VEHICLE EXPENSE MOTORFUEL/GASOLINE	7,154	7,320	9,300	9,324	1,600	9,324	27
	VEHICLE REPAIRS	4,066	10,996	4,996	4,996	0	4,996	54
59105	TIRES	1,032	520	1,040	560	0	560	7
	SUBTOTAL ***********	12,253	18,836	15,336	14,880	1,600	14,880	21
60050	EQUIP & BLDG MAINTENANCE EQUIP SERVICE CONTRACT	23,971	25,879	25,900	26,986	0	26,986	4
60100	BLDG REPAIRS/MAINTENANCE	60,732	115,017	70,000	114,917	51,500	127,917	11
	EQUIP REPAIRS/MAINTENANCE	86,490	63,440	63,440	48,440		63,440	1 5
)U4UU	GROUNDS MAINTENANCE	23,703	33,658	33,658	38,799	0	38,799	15
	SUBTOTAL **********	194,898	237,994	192,998	229,142	66,500	257,142	8

6100 FACILITIES & GROUNDS MTCE 610 FACILITIES & GROUNDS

610	FACILITIES & GROUNDS							%CHG
			2008		2009	2009	2009	FROM
		2007	BUDGET +	2008	CORE	SUPPLMENTAL	ADOPTED	PY
ACCT	DESCRIPTION	ACTUAL	REVISIONS	PROJECTED	REQUEST	REQUEST	BUDGET	BUD
	CONTRACTUAL SERVICES							
70050	SOFTWARE SERVICE CONTRACT	3,376	2,697	2,697	2,697	0	2,697	0
71100	OUTSIDE SERVICES	13,272	18,120	18,120	22,225	0	22,225	22
71101	PROFESSIONAL SERVICES	420	5,000	5,000	5,000	22,000	10,000	100
71500	BUILDING USE/RENT CHARGE	4,602	4,602	4,602	2,862	0	2,862	37-
71600	EQUIP LEASES & METER CHRG	349	720	720	720	0	720	0
71700	EQUIPMENT RENTALS	3,632	1,000	1,000	1,000	0	1,000	0
	SUBTOTAL ************	25,652	32,139	32,139	34,504	22,000	39,504	22
	OTHER							
86800	EMERGENCY	0	12,025	0	15,000	0	15,000	24
	SUBTOTAL ************	0	12,025	0	15,000	0	15,000	24
	FIXED ASSET ADDITIONS							
91300	MACHINERY & EQUIPMENT	0	3,975	3,975	0	0	0	0
91301	COMPUTER HARDWARE	0	0	0	0	3,550	0	0
91302	COMPUTER SOFTWARE	0	0	0	0	1,222	0	0
91400	AUTO/TRUCKS	0	0	0	0	28,240	0	0
	REPLCMENT MACH & EQUIP	7,800	0	0	0	0	0	0
92301	REPLC COMPUTER HDWR	936	0	0	0	0	0	0
92302	REPLC COMPUTER SOFTWARE	24,580	0	0	0	0	0	0
	SUBTOTAL ***********	33,316	3,975	3,975	0	33,012	0	0
	TOTAL EXPENDITURES ******	621,971	676,203	613,318	650,865	225,166	685,365	1

## Facilities and Grounds Housekeeping

#### **Department Number 6101**

#### **Mission**

Housekeeping is one of two departments within the Building and Grounds internal service fund. This department provides housekeeping services to all County-owned facilities except the Juvenile Justice Center (JJC). The JJC budget provides for separate housekeeping services.

#### **Budget Highlights**

Increased square footage has resulted from the two additional floors at the Courthouse and the acquisition of the Alternative Sentencing Center. However, due to the economic downturn and limited revenues, the County is unable to increase staff at this time. As a result, the department is reviewing duties, schedules, service levels, and staff assignments in order to accommodate the increased square footage. There are no significant changes to this budget.

#### **Goals and Objectives**

#### **Budget Year Objectives**

■ Reorganize assignments to maximize efforts of each employee.

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

- Reorganize custodial work assignments and areas to improve efficiency. **Response:** Reorganization continues through construction.
- Add a lead custodian to improve night supervision and service to customers. **Response:** Open Custodian position was changed to Lead Custodian.
- Add a custodian to allow for adequate coverage. **Response:** Funds are not available for an additional custodian at this time.

#### **Performance Measures**

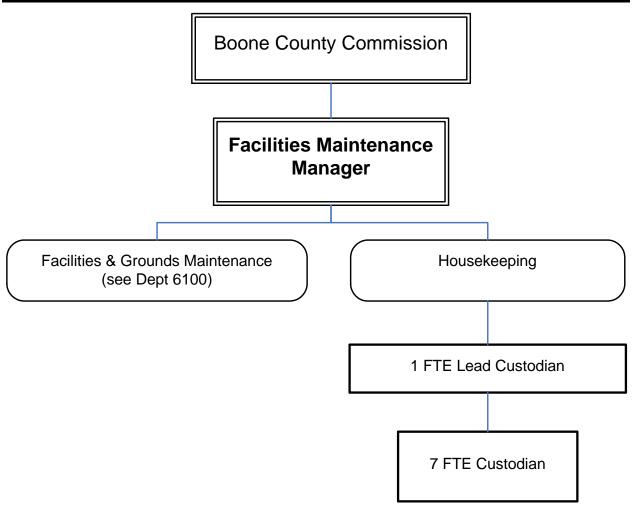
Performance Measure	2007	2008	2009
	Actual	<b>Estimated</b>	<b>Projected</b>
Number of Buildings Serviced	6	9	9

## **Facilities and Grounds Housekeeping**

#### **Personnel Detail**

Position Title		Full	007 -time valent	Ful	2008 Full-time Equivalent		2009 Full-time Equivalent		2009 nge
Lead Custodian Custodian			8.00		1.00 7.00		1.00 7.00		<u>-</u>
	Total FTEs		8.00		8.00		8.00		
Overtime		\$	1,000	\$	1,000	\$	1,000	\$	-

#### **Organizational Chart**



### Facilities and Grounds Housekeeping

**Annual Budget** 

610								0 0110
	FACILITIES & GROUNDS		2008		2009	2009	2009	%CHG FROM
асст	DESCRIPTION	2007 ACTUAL	BUDGET + REVISIONS	2008 PROJECTED	CORE REQUEST	SUPPLMENTAL REQUEST	ADOPTED BUDGET	PY BUD
	CHARGES FOR SERVICES					-		
	INTERNAL SERVICE CHG OTHER FEES	302,908 1,200	311,776 7,200	311,776 7,200	311,775 7,200	0	311,775 7,200	0
	SUBTOTAL *************	304,108	318,976	318,976	318,975	0	318,975	0
	MISCELLANEOUS							
	SUBTOTAL ************	0	0	0	0	0	0	0
	TOTAL REVENUES ********	304,108	318,976	318,976	318,975	0	318,975	0
0100	PERSONAL SERVICES SALARIES & WAGES	182,755	187,649	182,240	187,803	41,684	187,803	0
	OVERTIME	521	1,000	1,000	1,000	0	1,000	0
	SHIFT DIFFERENTIAL	5,592	6,656	6,656	6,656	1,664	6,656	0
	HOLIDAY WORKED FICA	79 13,976	100 14,951	100 13,855	100 14,960	0 3,188	100 14,960	0
	HEALTH INSURANCE	38,000	38,000	38,000	38,000	9,500	38,000	0
	DISABILITY INSURANCE	694	717	717	723	156	723	0
0350	LIFE INSURANCE	422	424	424	424	106	424	0
	DENTAL INSURANCE	2,848	2,848	2,848	2,848	712	2,848	0
	WORKERS COMP 401(A) MATCH PLAN	8,535 2,875	9,002 4,680	9,002 2,600	7,529 4,680	1,938 1,300	7,529 4,680	16 0
	SUBTOTAL *************	256,300	266,027	257,442	264,723	60,248	264,723	0
	MATERIALS & SUPPLIES							
	OFFICE SUPPLIES	0	0	13	0	0	0	C
	OTHER SUPPLIES UNIFORMS	17,409 879	23,794 1,000	23,794 1,000	26,000 1,000	0 190	26,000 1,000	9
	MINOR EQUIP & TOOLS (<\$1000)	1,337	2,300	2,300	2,300	1,550	2,300	C
	SUBTOTAL ************	19,627	27,094	27,107	29,300	1,740	29,300	8
	DUES TRAVEL & TRAINING							
	TRAINING/SCHOOLS TRAVEL (AIRFARE, MILEAGE, ETC)	0	500 50	500 0	500 0	0	500 0	0
	SUBTOTAL ************	0	550	500	500	0	500	9
0000	UTILITIES TELEPHONES	66	135	80	80	0	80	40
.0000	SUBTOTAL ************************************	66	135	80			80	40
		00	135	80	80	Ü	80	40
	VEHICLE EXPENSE MOTORFUEL/GASOLINE	61	108	108	108	0	108	O
	VEHICLE REPAIRS	0	50	50	50	0	50	0
9200	LOCAL MILEAGE	2,342	2,560	2,560	2,560		2,560	
	SUBTOTAL ************	2,403	2,718	2,718	2,718	0	2,718	C
0125	EQUIP & BLDG MAINTENANCE CUSTODIAL/JANITORIAL SERV	25,747	30,726	30,726	34,204	0	34,204	11
	PEST CONTROL	2,750	3,905	3,905	4,055		4,055	3
0200	EQUIP REPAIRS/MAINTENANCE	426	500	600	500	0	500	(
	SUBTOTAL ***********	28,924	35,131	35,231	38,759	0	38,759	10
1600	CONTRACTUAL SERVICES EQUIP LEASES & METER CHRG	178	260	206	260	0	260	(
	SUBTOTAL ************	178	260	206	260	0	260	0
	OTHER	_				_		
6800	EMERGENCY —	0	3,500		3,500	0	3,500	
	SUBTOTAL **********	0	3,500	0	3,500	0	3,500	0
	FIXED ASSET ADDITIONS							
	SUBTOTAL ***********	0	0	0	0	0	0	0

## **Capital Repairs and Replacements**

#### **Department Number 6200**

#### **Mission**

This Capital Repairs and Replacements Fund provides a mechanism for the County to identify and segregate monies over a period of time to be used to pay for major building and parking lot repairs. Resources are accumulated through an annual internal service charge assessed to the various departmental operating budgets. In order to be funded through this budget, the cost of repairs or replacements must be \$20,000 or greater and have a life expectancy of at least 10 years. Repairs and maintenance falling below these thresholds are included in the annual operating budget for Facilities Maintenance (see Department # 6100). These thresholds are subject to periodic review through the annual budget process.

Long range planning is achieved through the development and periodic review of the Long-range Capital Repairs and Replacements Plan developed by Facilities Maintenance. Expenditures from the fund must be approved by the Commission through the annual budget process.

The Capital Repairs and Replacements Fund does NOT cover:

- The cost of routine maintenance and repair items; these are funded through the Facilities Maintenance annual operating budget.
- The cost associated with the correction of defects attributable to design, manufacture, initial construction, or installation. These costs should be charged to the same funding source as used for initial acquisition. Costs associated with the results of use over time or aging would be appropriately charged to this fund, subject to the established threshold.
- The cost associated with periodic maintenance for items such as painting, caulking, striping, power-washing, etc.; these are funded through the Facilities Maintenance annual operating budget.
- The cost of replacing equipment used in the day-to-day operations of a given department (vehicles, tools, equipment, etc.).
- The cost of small-scale carpet replacements such as specific and isolated rooms or hallways which fall below the established cost threshold. The cost of such replacement is funded through the Facilities Maintenance annual operating budget.
- The cost of repair and replacement associated with the Public Works production facilities (i.e., salt storage facility, sign shop, etc.); these are funded through the Public Works annual budget.
- The cost associated with new facility construction.
- The cost associated with improvement and/or expansion of existing facilities.
- The cost associated with total replacement and/or renovation of existing facilities
- Inter-fund borrowing from the Capital Repairs and Replacements Fund.

#### **Budget Highlights**

The budget includes funding to re-caulk windows, doors, and expansion joints in the Government Center; roof replacement (east portion of the IV office); and reconstruction of the Juvenile Justice Center (JJC) parking lot.

### **Capital Repairs and Replacements**

#### **Annual Budget**

	CAPITAL REPAIRS & REPLACEMENTS BLDG/GRND CAPITAL R & R		2008		2009	2009	2009	%CHG FROM
ACCT	DESCRIPTION INTERGOVERNMENTAL REVENUE	2007 ACTUAL	BUDGET + REVISIONS	2008 PROJECTED	CORE REQUEST	SUPPLMENTAL REQUEST	ADOPTED BUDGET	PY BUD
	SUBTOTAL *************	0	0	0	0	0	0	0
3530	CHARGES FOR SERVICES INTERNAL SERVICE CHG	184,374	182,769	182,769	229,306	0	229,306	25
	SUBTOTAL **********	184,374	182,769	182,769	229,306	0	229,306	25
3712	INTEREST INT-OVERNIGHT INT-LONG TERM INVEST INC/DEC IN FV OF INVESTMENTS	3,106 13,541 41,652	3,000 12,000 41,400	425 5,415 6,100	750 4,385 10,235	0 0 0	750 4,385 10,235	75- 63- 75-
	SUBTOTAL *************	58,299	56,400	11,940	15,370		15,370	72-
3945	OTHER FINANCING SOURCES INSURANCE RECOVERIES/PROCEEDS	1,212,262	0	0	0	0	0	0
	SUBTOTAL *************	1,212,262	0	0	0	0	0	0
	TOTAL REVENUES ********	1,454,935	239,169	194,709	244,676	0	244,676	2
	EQUIP & BLDG MAINTENANCE BLDG REPAIRS/MAINTENANCE MAJOR BLDG REPAIRS/REPL	1,563,896 342,747	0 75,582	335 75,572	0	0 52,000	0 52,000	0 31-
	SUBTOTAL **********	1,906,643	75,582	75,907	0	52,000	52,000	31-
71101	CONTRACTUAL SERVICES PROFESSIONAL SERVICES	46,400	0	0	0	58,000	22,000	0
	SUBTOTAL **********	46,400	0	0	0	58,000	22,000	0
86910	OTHER PY ENCUMBRANCES NOT USED	0	0	100,286-	0	0	0	0
	SUBTOTAL ************	0	0	100,286-	0	0	0	0
92700	FIXED ASSET ADDITIONS REPLC GROUNDS IMPROVEMENT	0	0	0	0	618,000	203,000	0
	SUBTOTAL **********	0	0	0	0	618,000	203,000	0
Decim	TOTAL EXPENDITURES ****** al values have been truncated.	1,953,043	75,582	24,379-	0	728,000	277,000	266

## **Building Utilities**

#### Department Numbers 6210, 6211, 6212, 6213

#### **Mission**

The Building Utilities Fund accounts for building utilities for the Government Center, the Courthouse, the Johnson Building, and the county-operated space within the Centralia Clinic. Revenues are derived from internal service fees. Utility costs for all other county facilities are accounted for within each respective operating budget.

#### **Budget Highlights**

The increase in Courthouse utilities is the result of the additional two floors constructed in 2008. There are no other significant changes to this budget.

#### **Annual Budget**

	UTILITIES - GOVT CTR							
621	BUILDING UTILITIES							%CHG
			2008		2009	2009	2009	FROM
		2007	BUDGET +	2008	CORE	SUPPLMENTAL	ADOPTED	PY
ACCT	DESCRIPTION	ACTUAL	REVISIONS	PROJECTED	REQUEST	REQUEST	BUDGET	BUD
	CHARGES FOR SERVICES							
3530	INTERNAL SERVICE CHG	116,751	116,751	116,751	116,750	0	116,750	0
	SUBTOTAL **********	116,751	116,751	116,751	116,750	0	116,750	0
	INTEREST							
3711	INT-OVERNIGHT	683	740	155	120	0	120	83-
3712	INT-LONG TERM INVEST	3,200	2,030	2,240	1,725	0	1,725	15-
3798	INC/DEC IN FV OF INVESTMENTS	8,822	8,090	2,810	2,160	0	2,160	73-
	SUBTOTAL ************	12,707	10,860	5,205	4,005	0	4,005	63-
	TOTAL REVENUES ********	129,458	127,611	121,956	120,755	0	120,755	5-
	UTILITIES							
48100	NATURAL GAS	24,903	27,100	28,415	35,000	0	35,000	29
48200	ELECTRICITY	80,382	89,000	85,975	90,300	0	90,300	1
48300	WATER	5,083	7,100	2,000	2,100	0	2,100	70-
48400	SOLID WASTE	2,688	2,700	0	2,700	0	2,700	0
48600	SEWER USE	2,567	3,200	1,300	1,500	0	1,500	53-
	SUBTOTAL *************	115,624	129,100	117,690	131,600	0	131,600	1
	TOTAL EXPENDITURES ******	115,624	129,100	117,690	131,600	0	131,600	1

Decimal values have been truncated.

#### **Annual Budget**

6211 UTILITIES - COURTHOUSE 621 BUILDING UTILITIES							%CHG
		2008		2009	2009	2009	FROM
	2007	BUDGET +	2008	CORE	SUPPLMENTAL	ADOPTED	PY
ACCT DESCRIPTION	ACTUAL	REVISIONS	PROJECTED	REQUEST	REQUEST	BUDGET	BUD
CHARGES FOR SERVICES							
3530 INTERNAL SERVICE CHG	209,148	209,148	209,148	292,970	0	292,970	40
SUBTOTAL ********	****** 209,148	209,148	209,148	292,970	0	292,970	40
TOTAL REVENUES ****	****** 209,148	209,148	209,148	292,970	0	292,970	40
UTILITIES							
48100 NATURAL GAS	62,457	62,100	80,210	111,410	0	111,410	79
48200 ELECTRICITY	137,120	146,000	162,150	172,950	0	172,950	18
48300 WATER	3,019	3,600	2,800	3,000	0	3,000	16-
48400 SOLID WASTE	4,056	1,600	4,056	4,100	0	4,100	156
48600 SEWER USE	1,477	460	1,815	2,100	0	2,100	356
SUBTOTAL ********	****** 208,131	213,760	251,031	293,560	0	293,560	37
TOTAL EXPENDITURES	****** 208,131	213,760	251,031	293,560	0	293,560	37

### **Building Utilities**

Dept. Nos. 6210, 6211, 6212, 6213

#### **Annual Budget**

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Decimal values have been truncated.

#### **Annual Budget**

	UTILITIES - CENTRALIA CLINIC BUILDING UTILITIES	2007	2008 BUDGET +	2008	2009 CORE	2009 SUPPLMENTAL	2009 ADOPTED	%CHG FROM PY
ACCT	DESCRIPTION CHARGES FOR SERVICES	ACTUAL	REVISIONS	PROJECTED	REQUEST	REQUEST	BUDGET	BUD
3530		1,856	3,400	3,400	3,400	0	3,400	0
	SUBTOTAL **************	1,856	3,400	3,400	3,400	0	3,400	0
	TOTAL REVENUES ********	1,856	3,400	3,400	3,400	0	3,400	0
	UTILITIES							
48100	NATURAL GAS	571	810	625	800	0	800	1-
48200	ELECTRICITY	1,674	1,900	1,610	1,900	0	1,900	0
48300	WATER	311	420	510	420	0	420	0
48400	SOLID WASTE	134	160	135	160	0	160	0
48600	SEWER USE	86	110	127	110	0	110	0
	SUBTOTAL ***************	2,778	3,400	3,007	3,390	0	3,390	0
	TOTAL EXPENDITURES ******	2,778	3,400	3,007	3,390	0	3,390	0

# Capital Repairs & Replacements Family Health Center

#### **Department Number 6220**

#### **Mission**

The County and the City of Columbia jointly own the facility which houses the operations of the City/County Health Department and the Family Health Center (FHC). The County is one-half owner of the portion of the building which houses the City/County Health Department and is sole owner of the FHC portion. The County leases the space to the FHC pursuant to a 2003 lease agreement.

The County and the City administer their joint ownership through a condo association; the condo board collects assessments from the owners (the City and the County) to cover costs of routine operations and repairs of the common areas. However, certain types of maintenance and repairs are the responsibility of each owner individually rather than the responsibility of the condo association. This budget was established to account for such owner costs for which the County is responsible.

#### **Budget Highlights**

No funds have been appropriated for FY 2009. However, should an unforeseen need arise during the year, the County Commission would amend the budget as needed.

#### **Annual Budget**

6220 CAPITAL R & R- FA 622 CAPITAL R & R-FAM	ILY HLTH CTR	007	2008 BUDGET +	2008	2009 CORE	2009 SUPPLMENTAL	2009 ADOPTED	%CHG FROM PY
ACCT DESCRIPTION		TUAL	REVISIONS	PROJECTED	REQUEST	REQUEST	BUDGET	BUD
INTEREST					~ -	~ -		
3711 INT-OVERNIGHT		0	0	9	25	0	25	0
3712 INT-LONG TERM IN	VEST	0	0	95	290	0	290	0
3798 INC/DEC IN FV OF	INVESTMENTS	0	0	170	520	0	520	0
SUBTOTAL *****	*****	0	0	274	835	0	835	0
MISCELLANEOUS 3826 PRIOR YEAR COST	REPAYMENT	0	0	39,323	0	0	0	0
SUBTOTAL ******	*****	0	0	39,323	0	0	0	0
TOTAL REVENUES	*****	0	0	39,597	835	0	835	0

## Capital Repairs and Replacements Health Department

#### **Department Number 6230**

#### **Mission**

The County and the City of Columbia jointly own the facility which houses the operations of the City/County Health Department and the Family Health Center (FHC). The County is one-half owner of the portion of the building which houses the City/County Health Department and is sole owner of the FHC portion. The County leases the space to the FHC pursuant to a 2003 lease agreement.

The County and the City administer their joint ownership through a condo association; the condo board collects assessments from the owners (the City and the County) to cover costs of routine operations and repairs of the common areas. However, certain types of maintenance and repairs are the responsibility of each owner individually rather than the responsibility of the condo association. This budget was established to account for such owner costs for which the County is responsible.

#### **Budget Highlights**

No funds have been appropriated for FY 2009. However, should an unforeseen need arise during the year, the County Commission would amend the budget as needed.

#### **Annual Budget**

6230 CAPITAL R & R - BC			2008		2009	2009	2009	%CHG FROM
		2007	BUDGET +	2008	CORE	SUPPLMENTAL	ADOPTED	PY
ACCT DESCRIPTION INTEREST		ACTUAL	REVISIONS	PROJECTED	REQUEST	REQUEST	BUDGET	BUD
3711 INT-OVERNIGHT		0	0	7	20	0	20	0
3712 INT-LONG TERM INV	EST	0	0	75	235	0	235	0
3798 INC/DEC IN FV OF	INVESTMENTS	0	0	140	430	0	430	0
SUBTOTAL ******	*****	0	0	222	685	0	685	0
MISCELLANEOUS								
3826 PRIOR YEAR COST R	EPAYMENT	0	0	32,300	0	0	0	0
SUBTOTAL ******	******	0	0	32,300	0	0	0	0
TOTAL REVENUES	*****	0	0	32,522	685	0	685	0

