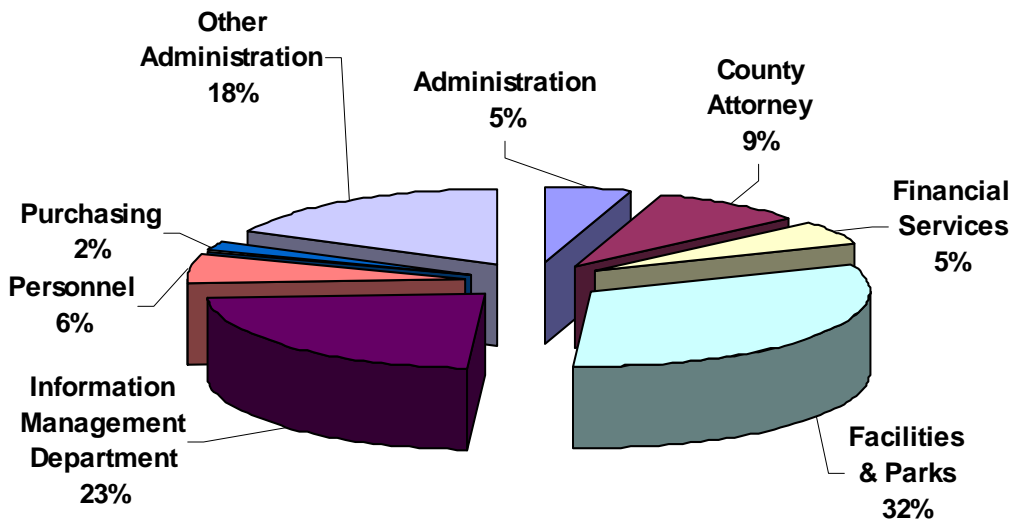


ADMINISTRATION & SUPPORT SERVICES

2005 Expenditures

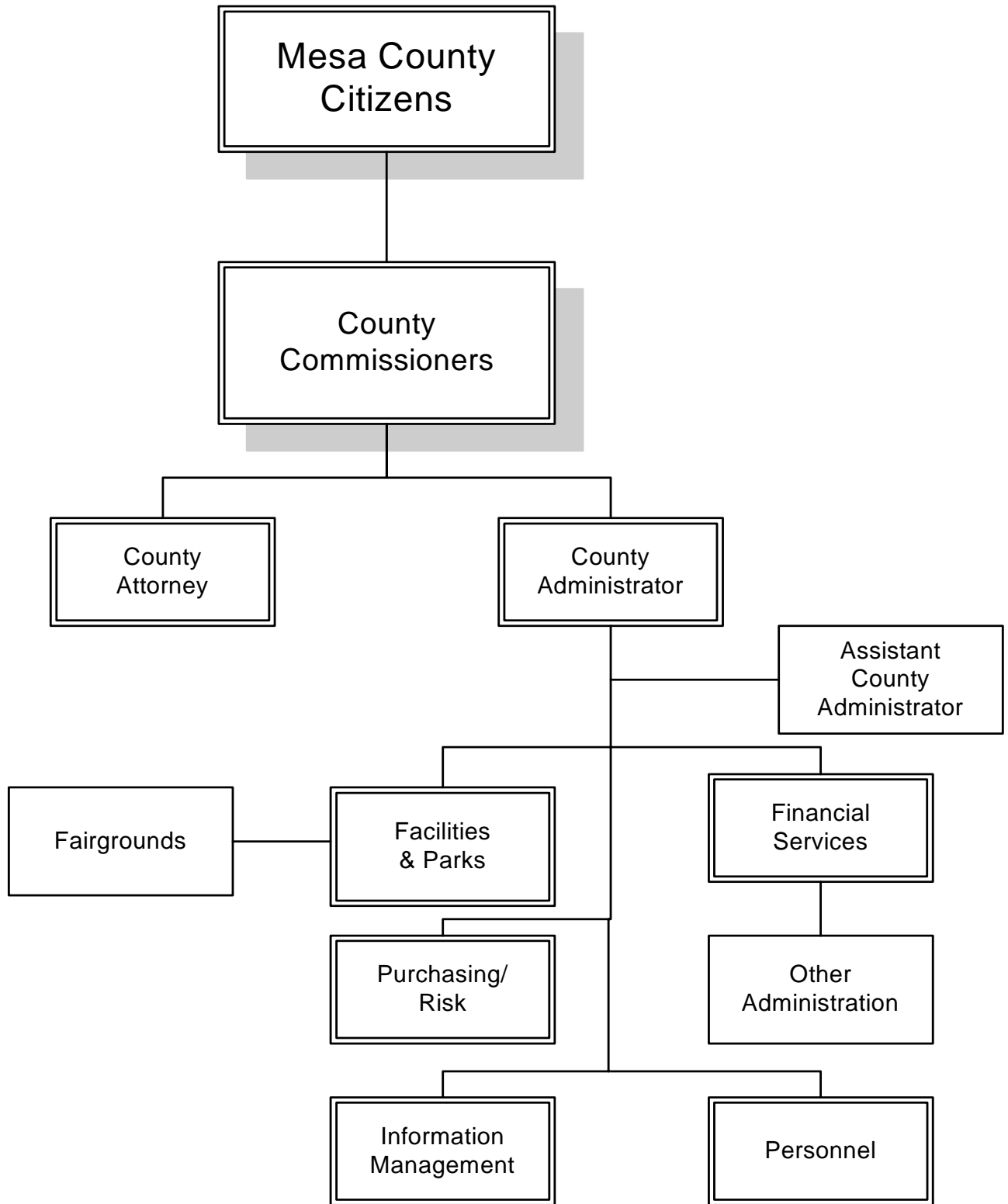


Functions

- Administration
- County Attorney
- Financial Services
- Facilities & Parks
- Information Management
- Personnel
- Purchasing
- Risk
- Other Administration
- Contingency Fund

COST PER CITIZEN: 24 CENTS PER DAY

ADMINISTRATION & SUPPORT SERVICES



ADMINISTRATION & SUPPORT SERVICES

	Actual Audited			Projected 2004	Budget 2005
	2001	2002	2003		
<u>Revenues</u>					
Department Generated	\$324,745	\$360,732	\$462,020	\$365,373	\$343,254
General Support Required *	\$6,317,216	\$6,898,473	\$8,087,686	\$8,752,631	\$10,825,921
Total Revenues	\$6,641,961	\$7,259,205	\$8,549,706	\$9,118,004	\$11,169,175
* Taxes, Transfers or Fund Balance					
<u>Expenditures</u>					
Personnel	\$3,610,419	\$3,728,101	\$4,520,192	\$4,561,668	\$5,018,051
Operating	\$2,921,041	\$3,283,139	\$3,635,701	\$4,162,993	\$5,788,964
Capital Outlay	\$110,501	\$247,965	\$393,813	\$393,343	\$362,160
Total Expenditures	\$6,641,961	\$7,259,205	\$8,549,706	\$9,118,004	\$11,169,175
Authorized Personnel (FTE's)	63.00	64.50	72.00	72.00	75.00

Administration & Support Services

Expenditure Summary

	Actual Audited			Projected 2004	Budget 2005
	2001	2002	2003		
Administration	\$449,631	\$480,039	\$548,201	\$527,163	\$564,725
County Attorney	\$623,705	\$682,869	\$876,179	\$880,473	\$997,233
Financial Services	\$373,677	\$396,790	\$465,544	\$476,852	\$578,637
Facilities & Parks	\$2,289,474	\$2,553,048	\$2,921,434	\$3,369,236	\$3,574,726
Information Management Department	1,510,639	1,836,152	2,112,410	2,276,658	2,561,837
Personnel	488,539	530,735	590,593	606,233	683,823
Purchasing	184,904	172,739	198,371	206,013	214,699
Other Administration	\$721,392	\$606,833	\$836,974	\$775,376	\$1,993,495
Total	\$6,641,961	\$7,259,205	\$8,549,706	\$9,118,004	\$11,169,175

ADMINISTRATION

~Our Mission~

To assist the Board of County Commissioners in formulating policies and goals, and to administer the daily operations of the County in order to implement Board policies and achieve County goals.

Organizational Functions

The Administration Department assists the Board of County Commissioners (BOCC) in formulating policies and goals and supervises the daily operations of the County in order to implement the BOCC directives and achieve County goals. General tasks for Administration include; consistent application of policies and procedures, assist in monitoring the strategic plan, facilitate communication between departments and encourage teamwork, and provide information to departments, citizens and BOCC.

2004 Accomplishments

- The County led the effort with the cities and development community to develop and implement a transportation impact fee. The cities have adopted fees based on the County's model.
- The County's Emergency Manager now serves as the Coordinator (under an incident command system) for all local governments in the County,
- The County organized an Economic Development Forum. Two main priorities emerged from this meeting: (1) Pull agencies together under a structure that improves public/private partnerships; and (2) Better link job training with business needs. Considerable progress has been made towards these goals and the County has emerged as a leader in economic development efforts.
- Many partnerships have been formed or continued. Efforts include the Regional Transportation Committee, the Flood Control and Water Quality Steering Committee and cooperation to promote affordable housing.
- A County-wide team selected the first County-wide comprehensive financial system.
- A County-wide Communication Team has been formed and its recommendations are being implemented. Actions include better coordination of Department public information efforts in areas such as West Nile Virus; standardizing County brochures, expanding the use of Channel 12 and the broadcast of "Inside Mesa County" on Channel.
- Two public improvement districts were added, Mesa County Lower Valley PID (Mack) and South-west Mesa County Rural Services PID (Gateway).

ADMINISTRATION

2004 Accomplishments

- The Planning Department made changes in procedures designed to streamline and make more user friendly its activities.
- The 30 Road underpass was completed.
- Construction began on the 29 Road Bridge over the Colorado River.
- A parking garage was constructed.
- Construction began on Long's Family Park.

Performance Measures

Objective One: Update and implement strategic plan. Encourage intergovernmental and private partnerships to help achieve the County mission.

Performance Measurements: Track completion of objectives in the County Strategic Plan. Ensure broad agreement with updates to the County Strategic Plan.

Goal: 1) Seventy-five percent of the objectives in the County Strategic Plan are achieved by the stated deadline.

2) Board of County Commissioners approves all updates to the Strategic Plan.

Objective Two: Meet the changing expectations of county government held by its many constituents.

Performance Measurements: Conduct a biennial Citizens Attitude Survey.

Goal: Survey should indicate that over 70% of citizens rate the quality of life in Mesa County as good or excellent. The survey should further indicate the majority of Mesa County citizens agree or strongly agree with the following statements:

1. Mesa County employees are courteous and helpful.
2. Services provided by the County are completed quickly and efficiently.
3. Mesa County employees respond quickly to questions and concerns.
4. Mesa County employees seem well informed and skilled in their service areas.
5. Mesa County services are easy to locate and convenient to use.
6. Mesa County government and the other governments in the county do a good job of working together to get things done.

Objective Three: Day to day operations of the county government will be done in an effective and efficient manner, maintaining the County's fiscal stability.

Performance Measurements: Monitor the bond rating for the county as established by Fitch and Standard and Poors.

Goal: Existing bond ratings will stay where they are or improve AA (Fitch Ratings) or A+ for Standard and Poors.

ADMINISTRATION MANAGING DEPARTMENT: BOARD OF COUNTY COMMISSIONERS

Revenues

Department Generated
General Support Required *

Total Revenues

* Taxes, Transfers or Fund Balance

Expenditures

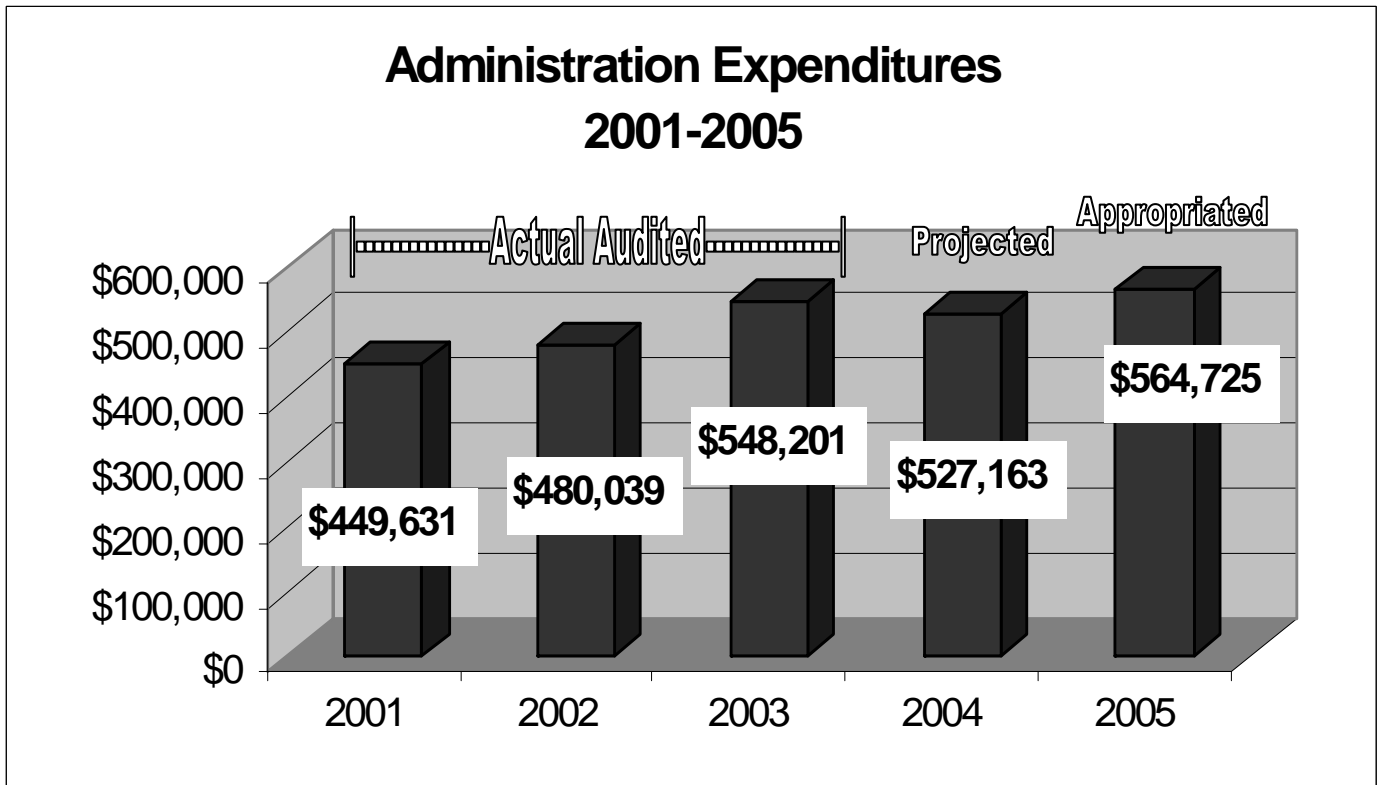
Personnel
Operating
Capital Outlay

Total Expenditures

	Actual Audited			Projected	Budget
	2001	2002	2003	2004	2005
Department Generated	\$1,000		16,950		
General Support Required *	\$448,631	\$480,039	\$531,251	\$527,163	\$564,725
Total Revenues	\$449,631	\$480,039	\$548,201	\$527,163	\$564,725
Personnel	\$358,375	\$365,055	409,920	400,000	426,402
Operating	\$91,256	\$114,984	138,281	127,163	138,323
Capital Outlay	\$0	\$0			
Total Expenditures	\$449,631	\$480,039	\$548,201	\$527,163	\$564,725

Authorized Personnel (FTE's)

6.00 7.00 6.00 6.00 6.00



COUNTY ATTORNEY

~Our Mission~

To provide comprehensive legal support to the Board of County Commissioners and all other appointed and elected officials of Mesa County and to prosecute dependency and neglect, mental health, and alcohol cases for the people of the State of Colorado in the best interests of children, citizens, and resources of the county.

Organizational Function

The office of the County Attorney provides comprehensive legal support to the Board of County Commissioners (BOCC) and all other appointed and elected officials. The department also has the responsibility to prosecute dependency and neglect, mental health commitments and alcohol, developmental disability and drug abuses impositions of the people of the State of Colorado in the best interests of children, citizens and resources of the County. Additional duties include representing the BOCC, its officers and all elected officials in civil matters and drafting or reviewing County contracts.

2004 Goals

- ◆ Provided effective legal assistance and guidance to the Board on the issues of AFT Density Criteria.
- ◆ Adopted a new policy regarding Code Enforcement of junk, which will be effective March 1, 2005.
- ◆ Kept abreast of and provide opinions and guidance to the Board on effective and economical implementation of the Federal Help America Vote Act (HAVA) within the statutorily required time.
- ◆ Reached an agreement with the City of Grand Junction on a concept of watershed protection.
- ◆ Continued to provide effective legal assistance and guidance regarding implementation and administration of the Persigo Agreement, including the possible integration of the Clifton Sanitation District #2 into the Persigo System.
- ◆ Monitored and implemented the major changes to the mental health and alcohol commitment and treatment systems currently anticipated by the reduction in service by the State and the increase in service by local entities, including Colorado West Mental Health Services, Hilltop, and MCDHS.
- ◆ Continued to inform the Board of and provide assistance to the Board on internal and external issues of importance to the Board and the County. It is expected that the County Attorney's Office will continue to anticipate problems and/or issues and react and/or bring such matters to the Board in a preemptive manner.
- ◆ Continued to carry out and fulfill all statutory duties applicable to the County Attorney and the County's Office and all assignments from the Board.
- ◆ Continued to develop and maintain an effective, high quality staff and to provide effective legal assistance and opinions to the Board on all matters which are assigned, or which may come before the Board.

COUNTY ATTORNEY

Performance Measures

Objective One: Provide effective legal assistance to the Board of County Commissioners and all appointed and elected Mesa County officials.

Performance Measurement: Develop an annual survey for Mesa County Commissioners and Department Heads to gain feed back on the effectiveness of legal assistance provided by the County Attorney's Office.

Goal: Develop and administer the survey during the 2005 fiscal year. Use the data to establish a baseline for establishing goals in future years.

Objective Two: Provide effective, timely review of all agenda items that appear before the Board of County Commissioners.

Performance Measurement: Track the time it takes to review all agenda items and contracts submitted to the County Attorney's Office for review. Note all potential legal difficulties identified and recommended changes made by the Attorney's Office.

- Goals:**
- 1) All initial reviews of agenda items and contracts are completed by the requested date.
 - 2) No unforeseen legal entanglements arise from agenda items and contracts reviewed by the County Attorney's Office.

Objective Three: Prosecute termination of parental rights cases brought to the County Attorney's Office by the Mesa County Department of Human Services.

Performance Measurement: Track the desired outcomes sought by the Department of Human Services in all parental termination cases prosecuted by the County Attorney's Office. Also track whether the court's decision supports the desired outcome of the Department of Human Services.

- Goals:**
- 1) Ninety percent of all decisions made by the court support the desired outcomes of the Department of Human Services.
 - 2) One hundred percent of appeals made on termination cases are resolved to the satisfaction of the Department of Human Services.

COUNTY ATTORNEY MANAGING DEPARTMENT: BOARD OF COUNTY COMMISSIONERS

Revenues

Department Generated
General Support Required *

Total Revenues

* Taxes, Transfers or Fund Balance

Expenditures

Personnel
Operating
Capital Outlay

Total Expenditures

	Actual Audited			Projected	Budget
	2001	2002	2003	2004	2005
Department Generated	\$122,178	\$156,698	243,705	240,247	207,260
General Support Required *	\$501,527	\$526,171	\$632,474	\$640,226	\$789,973
Total Revenues	\$623,705	\$682,869	\$876,179	\$880,473	\$997,233
Personnel	\$530,379	\$603,871	748,534	765,000	857,202
Operating	\$93,201	\$77,850	127,645	115,473	140,031
Capital Outlay	\$125	\$1,148			
Total Expenditures	\$623,705	\$682,869	\$876,179	\$880,473	\$997,233

Authorized Personnel (FTE's)

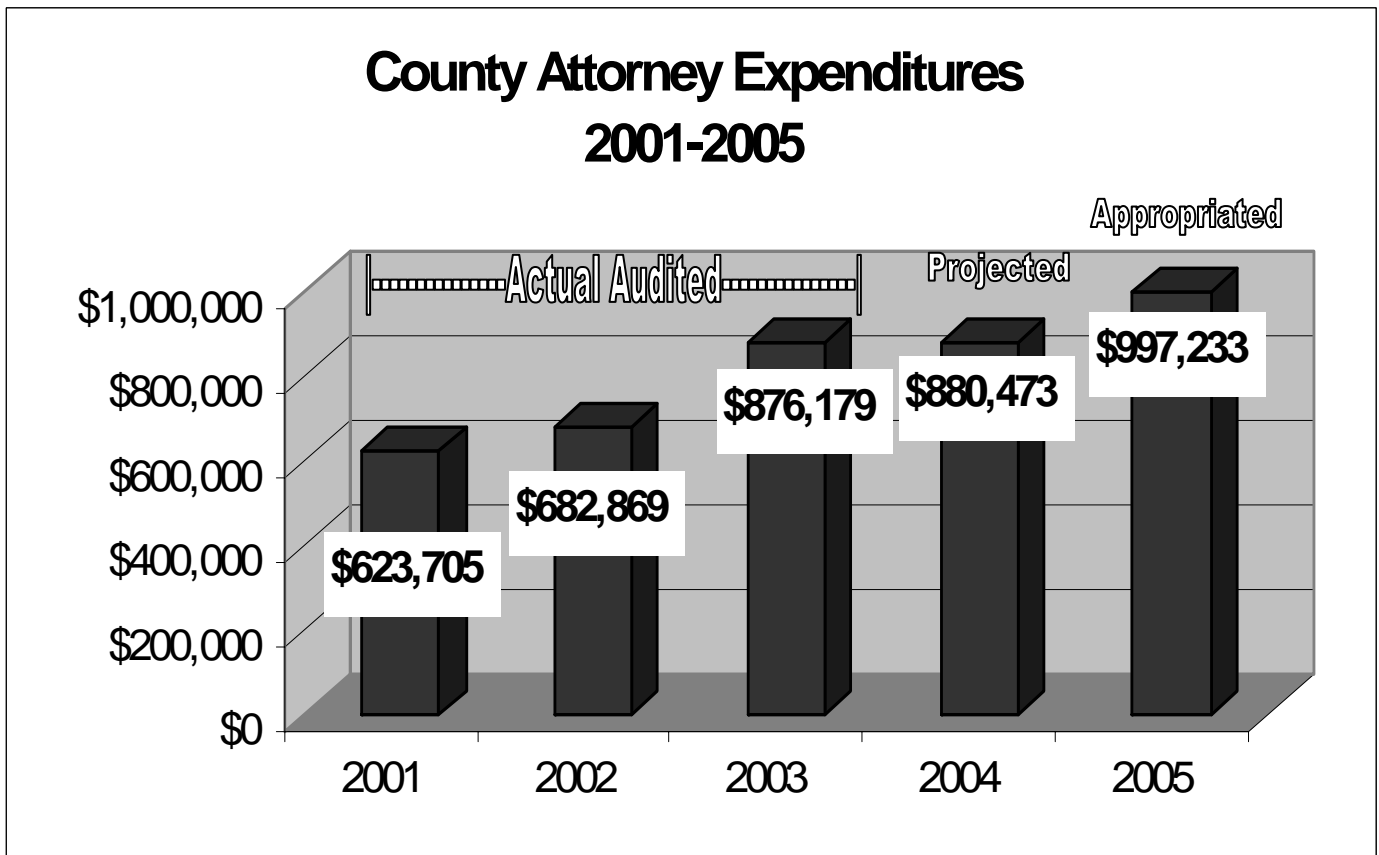
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9.50

12.00

13.00

13.00



FINANCIAL SERVICES

~Our Mission~

To maintain a governmental accounting and financial reporting system which provides accurate, useful and timely financial information to both external users and internal management and to maintain an adequate system of internal controls to protect the County's assets and to monitor the receipt and disbursement of public funds in compliance with statutory requirements.

Organizational Function

The budget element develops an annual financial plan that depicts anticipated revenues and expenditures, which supports the strategic plan and provides services to the public. Analysis and recommendations on policies, goals and operations, presenting supplemental budget appropriations and examining significant budget variances are part of the daily operations. The finance component manages internal control systems for protecting assets, coordinates debt and financing of projects, monitors cash flow and investments, administers payroll and accounts payable function, provides analysis and recommendations on strategic financial policies or goals, monitors the receipt and disbursement of public funds and maintains an accounting and financial reporting system to provide accurate, useful and timely financial information.

2004 Accomplishments

- Awarded the Government Finance Officer's Associations' Certificate of Achievement for Excellence in Financial Reporting
- Earned the Government Finance Officer's Associations' Distinguished Budget Presentation Award
- Selected Eden Inform Gold software solution to replace our current legacy system.
- Refunded the Taxable Sales Tax Revenue Refunding Bonds Series 1998 with an estimated savings of \$2.2 million. Received new ratings from Fitch of AA and an upgrade from Standard and Poor's from an A to an A+.
- Initiated the development of Performance Measures.

FINANCIAL SERVICES

Performance Measures

Objective One: Select and implement a new finance system.

Performance Measurement: Develop a survey to be given annually to Department Heads to determine the success of the new finance system in achieving its desired goals. Survey should focus on providing data on the following questions:

1. Does the new finance system meet the needs identified by Department Heads?
2. Does the new finance system reduce the time it takes to run financial reports?
3. Are department personnel better educated in the use of data provided by financial reports produced by the new financial system?
4. Are department personnel becoming more reliant on the new financial system for record keeping and information?
5. Is training in the new system effectively put to use by department personnel?

Goal: Data collected in the first year will be used to establish a benchmark and to initiate improvements to the system. Expectation over time is to see development of trends showing increasing levels of satisfaction, reliance and understanding of the benefits of the new finance system.

Objective Two: Develop and implement performance measurements for all county departments.

Performance Measurement: Develop an initial set of performance measurements for all departments in Mesa County Government. During the 2006 budget process track the number of times the data provided from the county's performance measurements are used to make decisions on the budget. Survey department heads to determine if data provided from performance measurements is being used in the management of the department.

Goal: Performance measurements are identified for all departments of county government for fiscal year 2005. Fiscal year 2005 will provide benchmark data on the use of performance measurements for both budgeting and management decisions. Trends over time should indicate increasing reliance on performance measurements for budgeting and management decisions.

Objective Three: Provision of timely and accurate financial reports to internal and external users

Performance Measurement: 1) Track the on-time success rate for producing monthly and quarterly financial reports. 2) Initiate personnel projection reports. 3) Initiate payroll projection reports within the financial reporting system. Survey Department Heads annually on their use of the new personnel and payroll projection reports.

Goal: After the new financial system is selected and implemented, there should be a marked improvement in producing monthly and quarterly financial reports on time. Survey of Department Heads should indicate increasing utilization of data provided by the personnel and payroll projection.

FINANCIAL SERVICES MANAGING DEPARTMENT: ADMINISTRATION

Revenues

Department Generated
General Support Required *

Total Revenues

* Taxes, Transfers or Fund Balance

Expenditures

Personnel
Operating
Capital Outlay

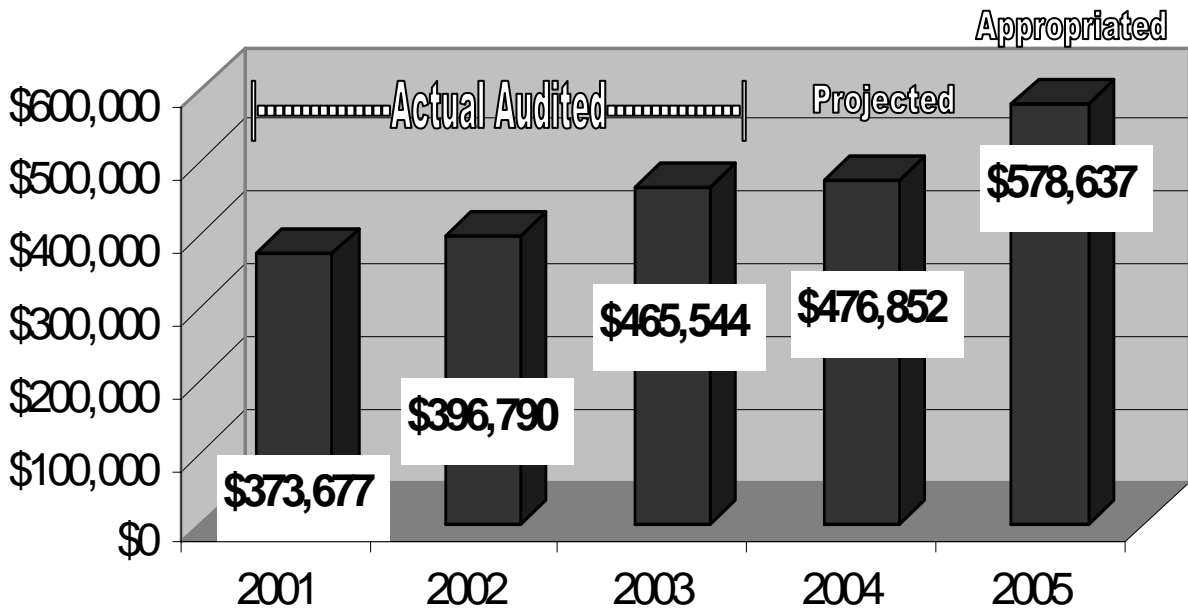
Total Expenditures

	Actual Audited			Projected	Budget
	2001	2002	2003	2004	2005
Department Generated	\$3,898	\$3,581	3,018	2,315	55,577
General Support Required *	\$369,779	\$393,209	\$462,526	\$474,537	\$523,060
Total Revenues	\$373,677	\$396,790	\$465,544	\$476,852	\$578,637
Personnel	\$298,709	\$298,743	338,645	350,000	443,682
Operating	\$74,787	\$98,047	126,899	126,852	134,955
Capital Outlay	\$181	\$0			
Total Expenditures	\$373,677	\$396,790	\$465,544	\$476,852	\$578,637

Authorized Personnel (FTE's)

6.00 6.00 6.00 6.00 7.00

Financial Services Expenditures 2001-2005



FACILITIES & PARKS

~Our Mission~

To provide, protect and maintain Mesa County's physical assets such as buildings, properties, equipment to ensure a safe working environment in a cost-effective manner for its employees and citizens.

Organizational Function

The Facilities and Parks Division protects and maintains buildings, properties and equipment, administers janitorial and other third party contractors for general services, directs maintenance of outlying parks and grounds, provides major construction oversight and minor construction services, executes leases and partners with local entities in planning and providing recreational opportunities with parks, trails and public sites.

2004 Accomplishments

- ◆ In partnership with the City of Grand Junction, constructed and opened a 202 vehicle Parking Garage located at 550 White Avenue for use by County and City employees.
- ◆ Celebrated ground breaking in early September, 2004 and entered into contract with W.D. Yards for first phase construction of Long Family Memorial Park, the County's first regional park. This phase includes infrastructure, six multi-purpose fields and walking paths. Awarded \$200,000 Local Government GOCO grant.
- ◆ Of the approximate 132 **major** capital projects (not routine maintenance) undertaken by Facilities and Parks in 2004, all but 24 projects were completed and closed out by year's end with another 17 completed as of early January 05 or awaiting final billing.

FACILITIES & PARKS

Performance Measures

Objective One: Maintain and improve existing facilities.

Performance Measurement: Track the percentage of items on the Project List that are completed on an annual basis.

Goal: Use this data as a benchmark for developing future goals for management of the annual project list.

Objective Two: Develop an effective Parks/Grounds unit.

Performance Measurement One: Track the time required for the maintenance of existing parks/grounds.

Goal: Establish a benchmark for determining future goals.

Performance Measurement Two: Identify ratios of employee/acreage and compare with other applicable public entities.

Goal: Determine the resources (manpower/equipment) needed to maintain county parks/grounds.

Performance Measurement Three: Track progress made on construction of Long Family Memorial Park with the agreed upon timeline and budget.

Goal: Keep the project on time and at or below cost.

Objective Three: Reduce repetitive, on going building maintenance problems.

Performance Measurement: Identify and track the number of repetitive corrective work orders received.

Goal: Use data collected in FY05 to establish a benchmark for determining future goals.

FACILITIES & PARKS MANAGING DEPARTMENT: ADMINISTRATION

Revenues

Department Generated
General Support Required *

Total Revenues

* Taxes, Transfers or Fund Balance

Expenditures

Personnel
Operating
Capital Outlay

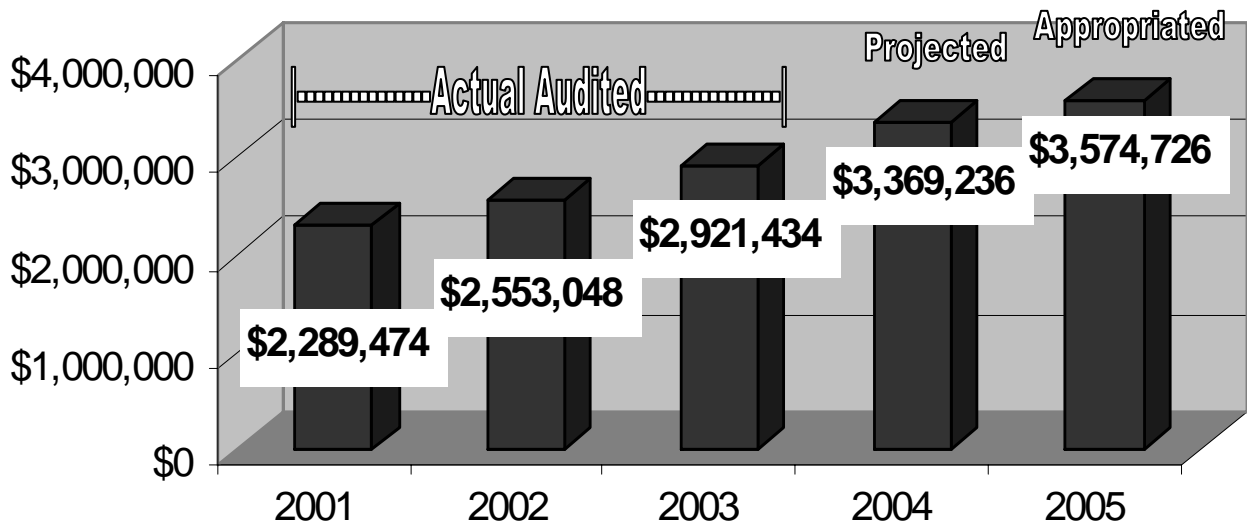
Total Expenditures

	Actual Audited			Projected	Budget
	2001	2002	2003	2004	2005
Department Generated	\$88,891	\$98,822	133,535	70,633	17,917
General Support Required *	\$2,200,583	\$2,454,226	\$2,787,899	\$3,298,603	\$3,556,809
Total Revenues	\$2,289,474	\$2,553,048	\$2,921,434	\$3,369,236	\$3,574,726
Personnel	\$749,772	\$844,006	912,467	990,332	1,066,712
Operating	\$1,430,353	\$1,476,560	1,630,755	2,105,593	2,288,854
Capital Outlay	\$109,349	\$232,482	378,212	273,311	219,160
Total Expenditures	\$2,289,474	\$2,553,048	\$2,921,434	\$3,369,236	\$3,574,726

Authorized Personnel (FTE's)

15.00 15.00 16.00 16.00 18.00

Facilities & Parks Expenditures 2001-2005



INFORMATION MANAGEMENT DEPARTMENT

~Our Mission~

To work as a team to provide leadership, service, and support to County users in telecommunications, system analysis, and records management to increase the efficiency and/or effectiveness of County services.

Organizational Function

The department develops, analyzes and recommends computer hardware or software for various applications, implements networks, provides technical support, training and manages automated information and telecommunications systems.

2004 Accomplishments

- ◆ Finance System has been selected and implementation is under way
- ◆ Justice Center and Sheriff's Office switches have been upgraded
- ◆ Spillman has been upgraded
- ◆ Sheriff's Office has been re-cabled

INFORMATION MANAGEMENT DEPARTMENT

Performance Measures

Objective One: Improve the timeliness of tax payments through use of credit cards as a method of payment.

Performance Measurement: Determine the percentage of property taxes that are delinquent for the year prior to initiating acceptance of credit cards as a method of payment. This becomes the base year for comparison with future years. On an annual basis, determine the percentage of property taxes that are delinquent and compare it to the base year data.

Goal: As use of the credit card payment system becomes familiar to the public, the percentage of property taxes that are delinquent should decrease.

Objective Two: Improve the reliability of information systems

Performance Measurement: Determine the annual number of days of downtime for the old IBM Risk 600 hardware platform. Determine annual number of days downtime for the new P630 IBM redundant server platform and compare with the old system.

Goal: After the first year of use, the number of days downtime should be lower than the old system. Eventually there should be zero days of downtime with the new system.

Objective Three: Improve reliance on information management systems for collecting, housing and distributing information

Performance Measurement: Survey each county department to determine use of information management systems. Include questions about frequency of use and new functions that are being utilized.

Goal: Establish a benchmark for use in FY05. Future years should show an increase in reliance as new management systems are introduced and staff becomes familiar with them.

Objective Four: Provide training on new technology

Performance Measurement: Provide pre-tests, post-tests and follow-up testing for classes on new technology.

Goal: Employees should do poorly on the pre-test, well on the post-test and should do well on follow-up testing if they are using the information they learned in the training class.

Objective Five: Increase the ease for citizens to interact with their county government.

Performance Measurement: On an annual basis, report the number of transactions citizens make through e-government with the county.

Goal: Use data collected in FY05 to establish a benchmark for determining goals in future years.

Objective Six:: Increase the use of Geographical Information System.

Performance Measurement: Track the number of internal and external hits on Mesa County's Geographical Information System.

Goal: Use data collected in FY05 as a base year for establishing goals in future years.

INFORMATION MANAGEMENT DEPARTMENT MANAGING DEPARTMENT: ADMINISTRATION

Revenues

Department Generated
General Support Required *

Total Revenues

* Taxes, Transfers or Fund Balance

Expenditures

Personnel
Operating
Capital Outlay

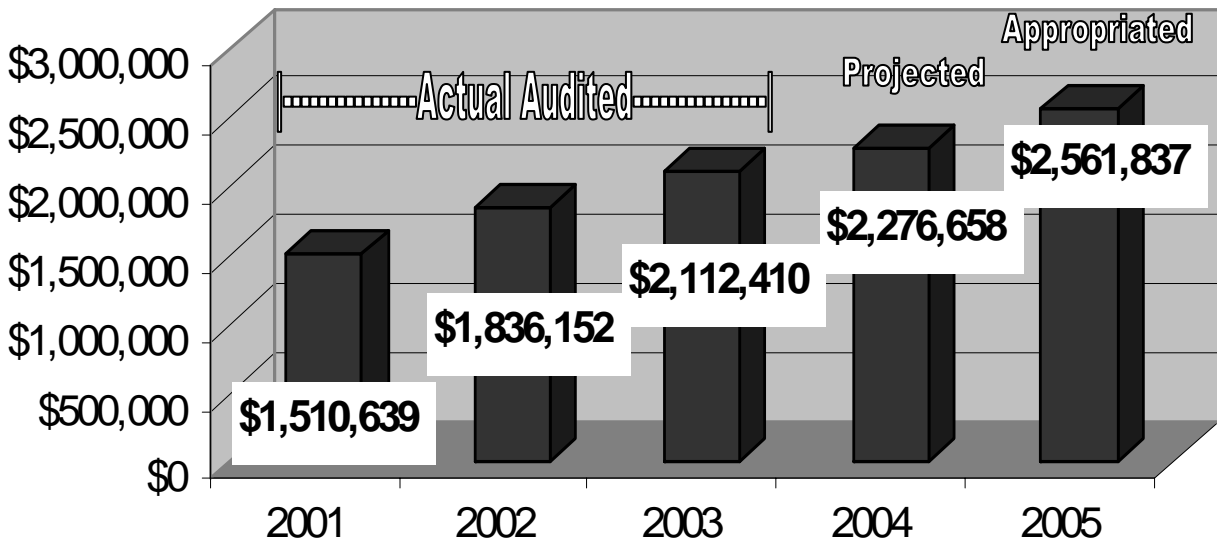
Total Expenditures

	Actual Audited			Projected	Budget
	2001	2002	2003	2004	2005
Department Generated	\$5,737	\$42,636	64,229	52,178	62,500
General Support Required *	\$1,504,902	\$1,793,516	\$2,048,181	\$2,224,480	\$2,499,337
Total Revenues	\$1,510,639	\$1,836,152	\$2,112,410	\$2,276,658	\$2,561,837
Personnel	\$1,056,694	\$1,144,179	1,346,671	1,326,626	1,477,804
Operating	\$453,543	\$677,638	750,138	830,000	941,033
Capital Outlay	\$402	\$14,335	15,601	120,032	143,000
Total Expenditures	\$1,510,639	\$1,836,152	\$2,112,410	\$2,276,658	\$2,561,837

Authorized Personnel (FTE's)

16.00 16.00 18.00 19.00 19.00

Information Management Department Expenditures 2001-2005



HUMAN RESOURCES/PERSONNEL

~Our Mission~

To provide human resource services to employees, public and private entities and all other citizens in order that the County's workplace is free from any discriminatory practices and all personnel actions are fair and equitable and to provide staff assistance to management to assure successful administration and execution of personnel policies, procedures, and programs.

Organizational Function

The Human Resources/Personnel Department provides services to employees to assure workplace practices are free from any discriminatory practices and all personnel transactions are fair and equitable. Additional duties include administration policies, procedures, benefits and merit appraisal system, maintaining files and records and conducting recruiting, training and recognition programs.

2004 Accomplishments

- ◆ Changed the Department's name to Human Resources/Personnel
- ◆ Staged the first County-sponsored health fair for county employees
- ◆ Developed health insurance plan design changes with a 2.9% reduction in premiums
- ◆ Instituted county-wide pager duty policy
- ◆ Participated in selecting new software for county financials and HR/Payroll systems
- ◆ Conducted market study resulting in bringing county jobs within 2.9% of market
- ◆ Coordinated efforts with the County's employees association in staging an evening employee recognition and awards function.

HUMAN RESOURCES/PERSONNEL

Performance Measures

Objective One: Maintain low turnover rate.

Performance Measurement: Track the county's overall annual turnover rate as well as the turnover rates for key departments in the county. Compare the overall turnover rate to the national county average.

Goal: The county's overall turnover rate should be at or below the national average county wide turnover rate. .

Objective Two: Ensure timely submittal of performance evaluations rewarding employees with merit pay increases.

Performance Measurement: Track the number of retroactive merit pay adjustments required due to late submission of performance evaluations.

Goal: Use data collected in 2005 to establish a benchmark for determining future goals.

Objective Three: Ensure that new county employees understand applicable policies and statutes that pertain to the following:

- Drug and alcohol abuse
- Workplace violence
- Sexual harassment
- Privacy
- Family Medical Leave Act
- Americans with Disabilities Act
- Pay for Performance
- Discrimination

Performance Measurement: Provide pre-test and post-test to determine if county employees know the appropriate policies.

Goal: Employees should know more about stated policies and law after training is completed.

Objective Four: Ensure a helpful recruitment process that results in management satisfaction with the process.

Performance Measurement: Send a recruitment survey to appropriate department management after the completion of a new hire process.

Goal: Achieve a 90% customer satisfaction rating annually.

HUMAN RESOURCES/PERSONNEL MANAGING DEPARTMENT: ADMINISTRATION

Revenues

Department Generated
General Support Required *

Total Revenues

* Taxes, Transfers or Fund Balance

Expenditures

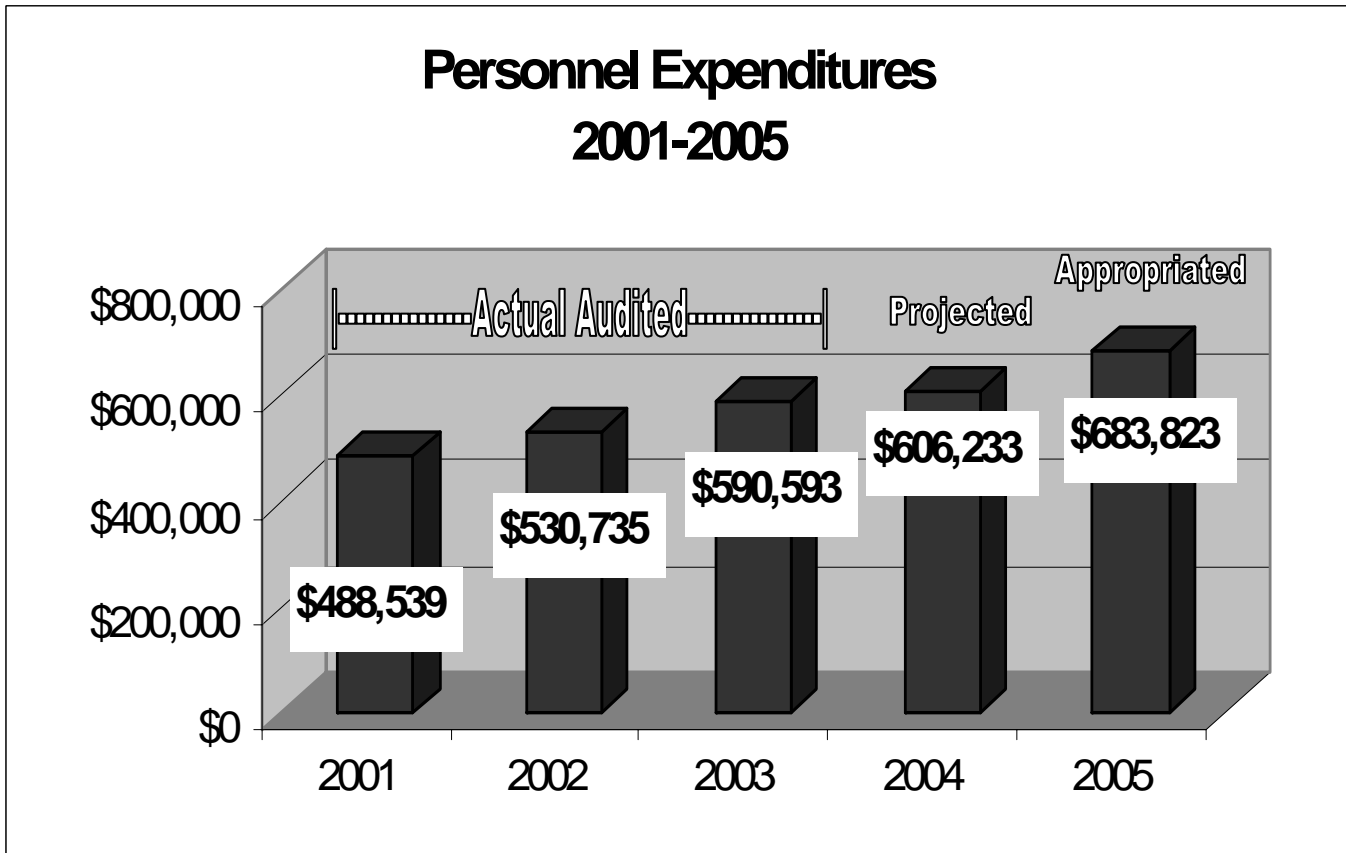
Personnel
Operating
Capital Outlay

Total Expenditures

	Actual Audited			Projected	Budget
	2001	2002	2003	2004	2005
Department Generated	\$53,505	\$58,985	0	0	0
General Support Required *	\$435,034	\$471,750	\$590,593	\$606,233	\$683,823
Total Revenues	\$488,539	\$530,735	\$590,593	\$606,233	\$683,823
Personnel	\$334,854	\$358,131	423,567	434,110	457,361
Operating	\$153,241	\$172,604	167,026	172,123	226,462
Capital Outlay	\$444	\$0	0	0	0
Total Expenditures	\$488,539	\$530,735	\$590,593	\$606,233	\$683,823

Authorized Personnel (FTE's)

6.00 6.00 8.00 8.00 8.00



PURCHASING

~Our Mission~

We are responsible for the acquisition of high quality goods and services to assure that all County departments receive the best value for their budgeted funding in an open and fair bidding environment which encourages the greatest number of vendors to compete for County contract opportunities.

Organizational Function

Purchasing functions involve acquiring goods and services for all departments to assure fair and open bidding is achieved to provide the best value for each dollar expended, managing an inventory of supplies, mail services, travel services contracts and a portfolio of pre-qualified service providers and preparing and issuing formal bid documents.

2004 Accomplishments

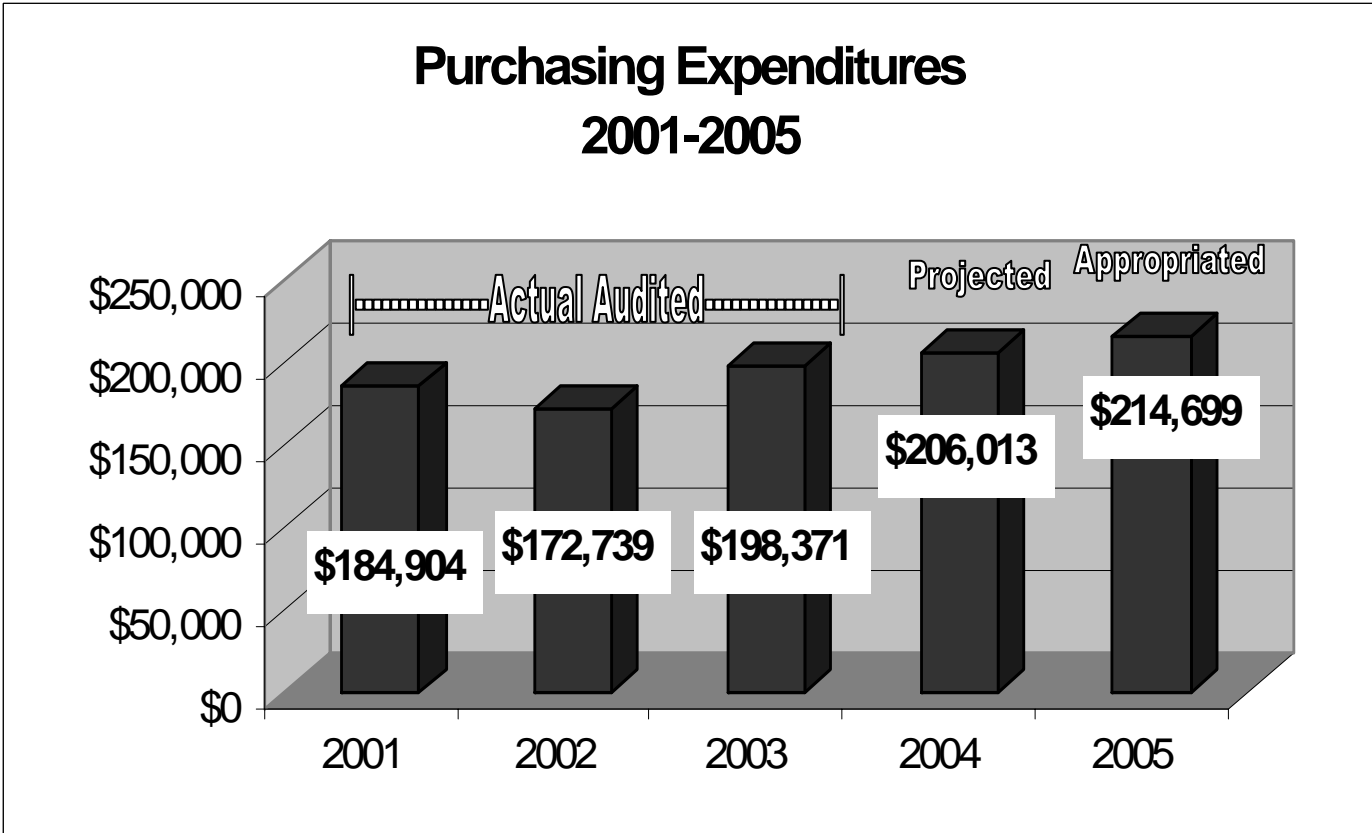
- ◆ Carried out and implemented new policies and procedures that were approved by the Board of County Commissioners (BOCC) in September 2003.
- ◆ Developed a system to actively audit purchases prior to receipt.
- ◆ Worked extensively with County staff to select a software vendor for a new integrated Finance Software System.

2005 Goals

- ◆ Follow through on the implementation of the new Finance Software System.
- ◆ Develop processes for posting bids/quotes on a "web-based" format.

PURCHASING MANAGING DEPARTMENT: ADMINISTRATION

	Actual Audited			Projected 2004	Budget 2005
	2001	2002	2003		
Revenues					
Department Generated	\$22	\$10	583	0	0
General Support Required *	\$184,882	\$172,729	\$197,788	\$206,013	\$214,699
Total Revenues	\$184,904	\$172,739	\$198,371	\$206,013	\$214,699
<small>* Taxes, Transfers or Fund Balance</small>					
Expenditures					
Personnel	\$171,111	\$160,344	184,492	190,000	198,888
Operating	\$13,793	\$12,395	13,879	16,013	15,811
Capital Outlay	\$0	\$0			0
Total Expenditures	\$184,904	\$172,739	\$198,371	\$206,013	\$214,699
Authorized Personnel (FTE's)	3.00	3.00	4.00	4.00	4.00



OTHER ADMINISTRATION

Organizational Function

This cost center contains several expenditures times that are for the benefit of the entire County. Expenditures in this cost center include insurance, mail services, postage and contingencies for the General Fund. In addition, it contains expenditures for TABOR refund and contingencies for the County.

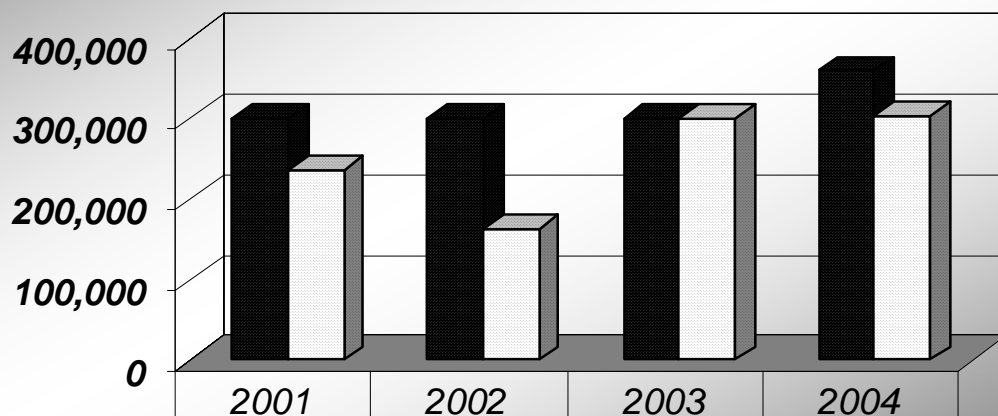
2005 Goals/Objectives

- ◆ To accurately allocate and maintain a ready reserve or contingency fund in the event of a County financial emergency

Budget Highlights

- ◆ Personnel contingency is recommended to cover potential costs of benefits, cash bonuses, market studies, and when conditions warrant, additional contingency for departments. The County budgets \$40,000.
- ◆ Operating contingency is for other unanticipated expenditures. The County normally budgets \$300,000. However, for 2005 the County budgeted \$603,000; \$300,000 for the normal contingency, \$100,000 for newly elected officials (Two commissioners and a District Attorney) , \$100,000 for any expenditures related to a new junk ordinance and \$103,000 for legal costs relating to clean-up.

General Fund Contingency Account Budget Compared to Expended

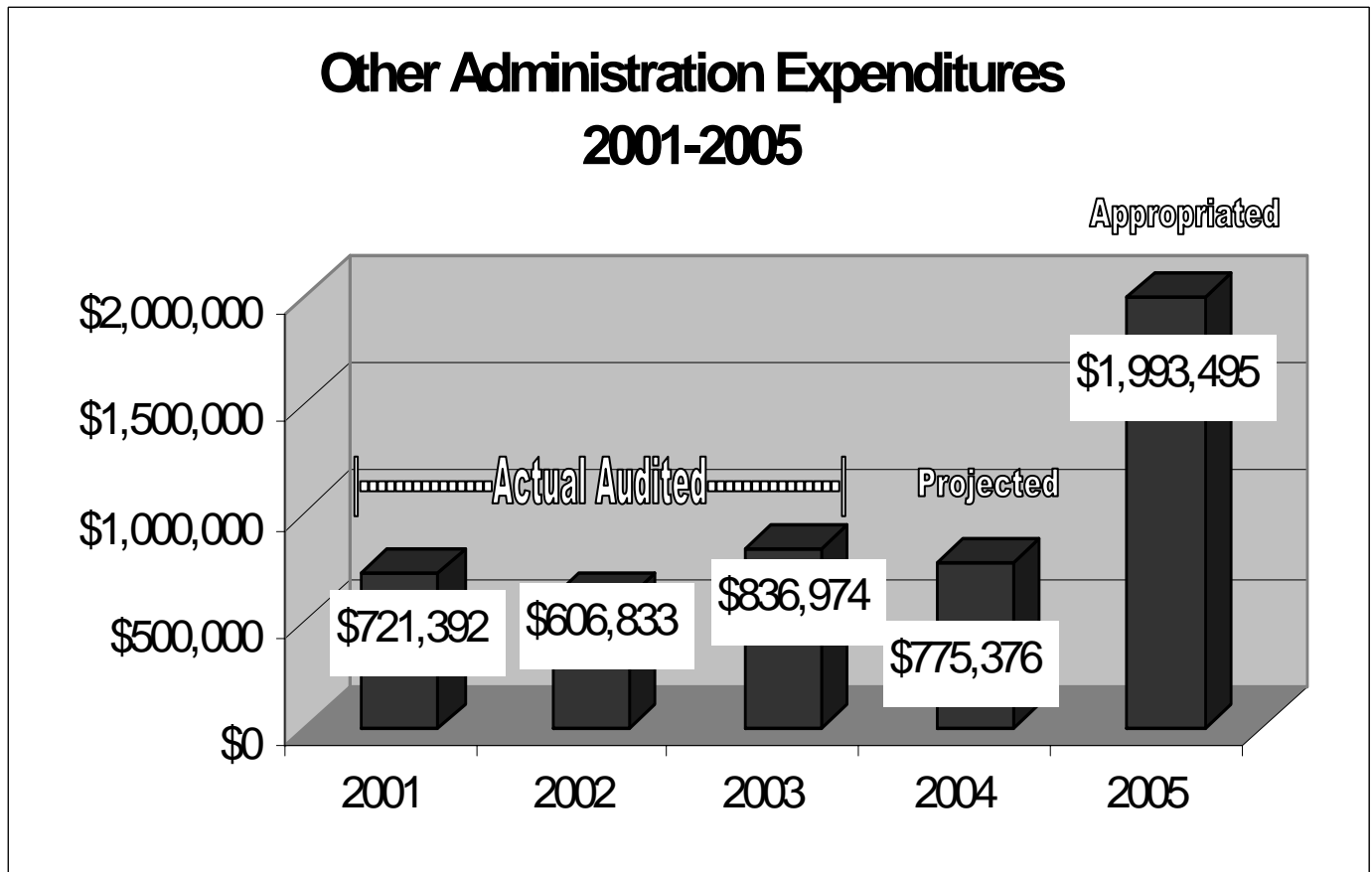


■ <i>Adopted Budget</i>	300,000	300,000	300,000	360,000
□ <i>Amt Expended</i>	237,557	163,652	300,000	304,739

OTHER ADMINISTRATION MANAGING DEPARTMENT: FINANCIAL SERVICES

<u>Revenues</u>	←	Actual Audited			→	Projected	Budget
	2001	2002	2003		2004	2005	
Department Generated	\$49,514				\$0	\$0	
General Support Required *	\$671,878	\$606,833	\$836,974		\$775,376	\$1,993,495	
Total Revenues	\$721,392	\$606,833	\$836,974		\$775,376	\$1,993,495	
* Taxes, Transfers or Fund Balance							
<u>Expenditures</u>							
Personnel	\$110,525	(\$46,228)	155,896		\$105,600	\$90,000	
Operating	\$610,867	\$653,061	681,078		\$669,776	\$1,903,495	
Capital Outlay							
Total Expenditures	\$721,392	\$606,833	\$836,974		\$775,376	\$1,993,495	

Authorized Personnel (FTE's)	2.00	2.00	2.00	0.00	0.00
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