

Administration Department

| Operational Budget Summary | | | | |
|-----------------------------------|---|----------------------|----------------------|----------------------|
| 1150 - Administration | *Information Technology budget was broken out from Admin in FY19* | | | |
| Category | FY2017 Actual | FY2018 Budget | FY2019 Budget | FY2020 Budget |
| Labor | 2,541,059 | 2,731,700 | 1,464,200 | 1,544,000 |
| Contracts | 161,148 | 569,300 | 86,500 | 88,500 |
| Equipment | 202,810 | 867,250 | - | - |
| Insurance/Awards | 358,994 | 488,000 | 489,000 | 495,000 |
| Maint/Repair | 891,625 | 965,450 | 301,300 | 307,550 |
| Supplies | 806,338 | 1,033,100 | 143,000 | 148,500 |
| Training/Travel/Safety | 58,970 | 97,500 | 28,900 | 30,500 |
| Total | 5,020,944 | 6,752,300 | 2,512,900 | 2,614,050 |
| FTE | 28 | 28 | 14 | 14 |

Table 13

Information Technology Department

| Operational Budget Summary | | | | |
|--------------------------------------|--|----------------------|----------------------|----------------------|
| 1055 - Information Technology | *Budget was broken out from Admin in FY19* | | | |
| Category | FY2017 Actual | FY2018 Budget | FY2019 Budget | FY2020 Budget |
| Labor | - | - | 1,607,000 | 1,900,200 |
| Contracts | - | - | 446,900 | 336,900 |
| Equipment | - | - | 286,000 | 24,000 |
| Maint/Repair | - | - | 490,700 | 550,200 |
| Supplies | - | - | 1,072,000 | 1,070,400 |
| Training/Travel/Safety | - | - | 93,200 | 109,200 |
| Total | - | - | 3,995,800 | 3,990,900 |
| FTE | 0 | 0 | 16 | 18 |

Table 14

Department Mission

Support all departments in the performance of day-to-day operations and enhance the overall performance of the District.

Organizational Chart

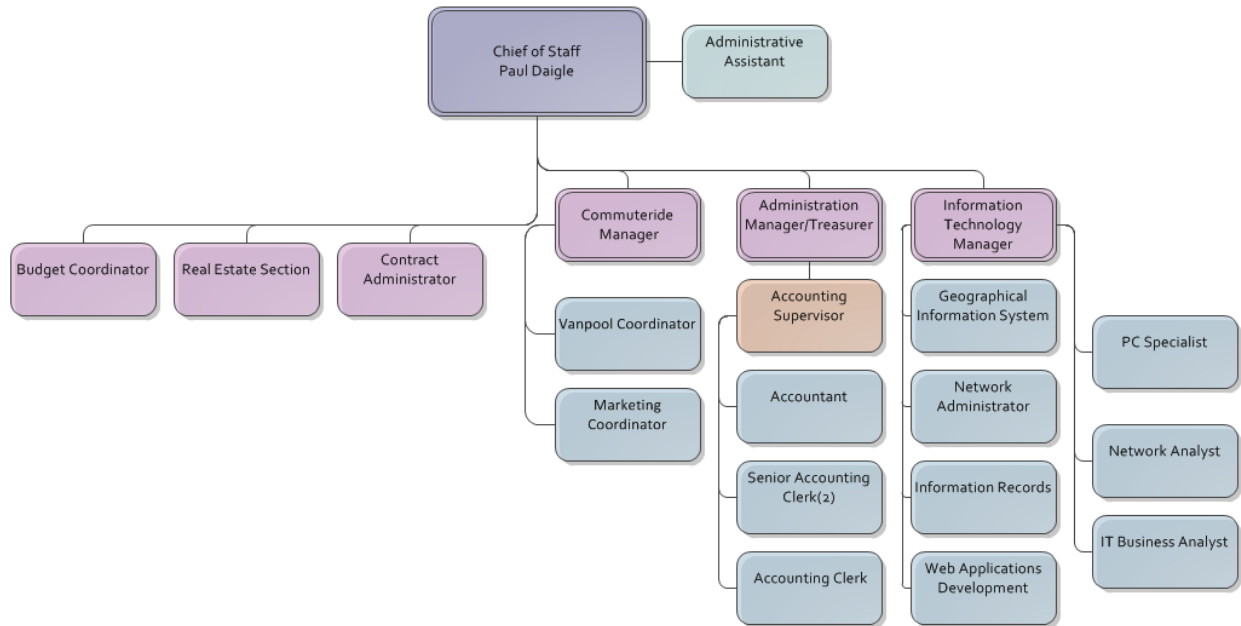


Figure 7

Department Services

The Administration Department is responsible for the day-to-day operations of the Highway District.

Administration Department

The Administration Manager oversees Accounting.

- Accounting follows Generally Accepted Accounting Principles (GAAP) and assures that sound internal controls are utilized in all phases of the accounting process that includes cash management, purchasing, accounts payable, account receivable, payroll, inventory control, financial analysis and reporting. Administration of the District's financial affairs, investment of excess funds until needed for operations, and preparation of cost accounting data to provide timely and accurate reports regarding expenditures.

The Chief of Staff oversees Budget, Contract Administration, Real Estate, and Information Technology (please note the financial/budget data for Information Technology has been separated out of the Administration Department's data – during the FY2019 budget process it was determined the necessity to break out IT to its own budgeted department).

- Budget is responsible for planning, reporting and monitoring the Districts annual Budget and future expenditures. They also prepare and monitor cash flow analysis on a monthly basis. They ensure that an annual budget confirming to Idaho Code is established and maintained.

- The Contract Administration Office (CAO) serves a mission critical function by providing compliant procurement and contracting services to both its internal and external customers. Competitive and efficient procurement ensures that the District is a good steward of taxpayers support through the effective use of budgetary resources in completing the overall agency mission. In keeping with this effort, the CAO ensures compliance with Idaho Code, ACHD Policies and Procedures, and best practices in the solicitation of a range of goods and services, public works construction, and professional services for ACHD.
- The Real Estate Section is responsible for maintaining and managing all ACHD's surplus real property, which includes the day-to-day management of ACHD rental properties, communicating, both internally and externally, real property status and concerns. They are also responsible for all aspects of declaring real property 'surplus' including maintaining, selling, demolishing, renting, public hearings, etc.
- The Information Technology (IT) section is comprised of Geographic Information Systems (GIS), Information Records, Network Services, and Web Development and Applications. Information Technology is responsible for the design, implementation, integration and maintenance of the District's computers, networks, cybersecurity, and telecommunication systems. Additional responsibilities include IT planning and strategy, the purchase and maintenance of computers and network equipment, software, telephones and networking peripherals such as printing, copying, faxing, and scanning systems.
 - GIS responsibilities include providing internal and external customers with a county-wide Geographical Information System by maintaining detailed, spatially accurate inventories of roadways and roadway assets such as signs, signals, sidewalks, storm drains, pavement, bridges, and rights-of-way.
 - Information Records is responsible for the Records Information Management of the District's documents, files and databases to ensure compliance with ACHD policy, state and federal record retention law.
 - Network Services include consistent delivery and operation of high-quality networking solutions, services, and support to internal and external customers.
 - The Web Development and Applications section responsibilities include the development and maintenance of the District's web applications, websites and databases.

Performance Measurement

These are the goals of the Administration Department.

Accounting

- Will continue to seek process improvements in all areas of Accounting and provide superior service to internal customers with their payroll and accounting needs.
 - 2018 Status
 - Completed the change in accounting for Bridge infrastructure from the Township/Range classification tracking to individual bridge identification.
 - Completed a thorough review of worker's compensation reporting with the assistance from Human Resources.

- Implemented use of Positive Pay to Commuteride Fund banking services.
- Expanded use of Cash Management accounts in the Vista accounting system by separating financial guarantee deposits from funds used for operations.
- Implemented the use of Laserfiche Forms for preparation, approval, and tracking of journal vouchers.
- Rolled out the new and improved Per Diem Request Form and the Travel/Mileage Reimbursement Form.
- Implemented merchant services provided by Access Idaho which reduced credit card processing costs.
- Rolled out new software called RITHM Dashboards which is a financial reporting tool used for quick visual comparative analysis of key performance indicator data.
- Implemented a new payroll deduction code for use with the new Standard optional life insurance available to employees.
- Modified the accounting of Road infrastructure from the Township/Range classification to individual road segments.
- Coordinated preparation of the Procurement and Contract Management Policy and Procedure Guide for Federally-Funded Purchases of Goods, Services and Construction Projects required by the U.S. Office of Management and Budget's Uniform Guidance for Federal Awards.
- Continued development of a new Accounting Policy and Procedures manual which will provide our customers with a better understanding of the services provided by Accounting.
- Continued a comprehensive cross-training program within Accounting which will enhance the services provided to all our customers and ensure the continuation of essential functions. The Accounts Receivable function has been trained to perform all Payroll functions and vice-versa.
- 2019 Objective
 - Continue adding content to the new Accounting Policy and Procedures manual and distribute to internal customers.
 - Continue with the comprehensive cross-training program within Accounting.
 - Continue to seek improvements in infrastructure asset identification, recordkeeping and reporting.
 - Expand the use of Spreadsheet Server software to continue enhancements to other financial reports.

Budget

- Will continue to improve the budget tracking and preparing process
 - 2018 Status
 - Worked with IT to get the Project Initiation Form into Laserfiche workflow.
 - 2019 Objective
 - Implement new budgeting software in combination with IFYWP.
 - Work to continue to automate/streamline reporting.

Contract Administration

- Will continue transition to electronic procurement and contracting.
- 2018 Status:
 - The Contract Administration Office (CAO) continued implementation of electronic bidding processes (EBP) for formally-bid Public Works Construction procurements as approved by the ACHD Executive Committee. The CAO collaborated with Capital Projects, Construction Services, and Information Technology Staff to ensure coordination and integration of EBP with the Engineers Estimate and Pay Estimate systems.
 - The CAO implemented 90-Day Bid Lists for Materials/Equipment and Services, and posted these to the ACHD Web Site.
 - The CAO prepared and sought ACHD Commission approval of a Federally-Funded Policy and Procedure: Part I, Procurement, and Part II, Contract Management.
- 2019 Objectives:
 - The CAO will seek approval from the ACHD Executive Committee to transition EBP to Requests for Proposals and Invitations to Bid for Goods and Services as well as informal Public Works Construction procurements.
 - The CAO will prepare and seek ACHD Commission approval of an ACHD Policy and Procedure: Part I, Procurement, and Part II, Contract Management.
 - Due to technological changes, the CAO will transition from compact disc media to USB Drive portable media for procurement documents and plans.

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Will continue professional development training and certification progress.

- 2018 Status:
 - All CAO Staff are members of the National Institute Government Purchasing (NIGP) and Idaho Public Purchasing Association (IPPA).
 - One additional CAO Staff achieved the training objectives and completed the *Certified Professional Public Buyer (CPPB)* testing. This brings two of three CAO Staff achieving professional certification.
 - CAO Staff representation on behalf of ACHD at NIGP Forum in Nashville, Tennessee, and NIGP Regional Conference in Pendleton, Oregon.
- 2019 Objectives:
 - Maintain CAO Staff membership in NIGP and IPPA.
 - The final CAO Staff pursues established training objectives on path to CPPB testing.
 - CAO Staff representation on behalf of ACHD at NIGP Forum in Austin, Texas, and NIGP Regional Conference in Sun River, Oregon.

Real Estate

- Will continue to efficiently manage ACHD's inventory of real property.
- 2018 Status
 - Prepared and took 10 properties through the public hearing/public auction process.
 - Sold 15 properties.

- Completed 9 demolitions.
- Brought on 6 new properties.
- 2019 Objective
 - Prepare and take at least 6 properties through the public hearing/public auction process phase of selling them.
 - Complete demolitions as needed.
 - Participate in continuing education to ensure ongoing professional property management.

Information Technology

- Upgrade information technology equipment to current standards and beyond.
 - 2018 Status
 - Upgraded the District's data storage environment to a faster, more secure system.
 - Began Laserfiche integration project throughout the District.
 - Completed a web-based application to replace the legacy Commuteride program.
 - Continued storm drain mapping of pipes, structures, and outfalls as required for NPDES compliance.
 - Began District-wide migration to Microsoft Office 365.
 - 2019 Objectives
 - Continue Laserfiche integration project.
 - Complete migration to Microsoft Office 365.
 - Begin an upgrade of the District's GIS systems and services.
 - Migration District email services, including filtering and archiving, to a cloud-based system.

1150 - Administrative Services

Budget Report

For Fiscal Years 2019 and 2020

Total FTE's - 14

| Account | FY17 Actuals | FY18 Budget | FY19 Budget | FY20 Budget |
|---|------------------|------------------|----------------|----------------|
| Administrative Services Salaries & Benefits | | | | |
| 00100.1150.01 Wages | | | | |
| 00100 WAGES | 1,695,675 | 1,776,100 | 947,000 | 980,000 |
| Total 00100.1150.01 Wages | 1,695,675 | 1,776,100 | 947,000 | 980,000 |
| 00110.1150.01 FICA Taxes | | | | |
| 00110 FICA TAXES | 121,295 | 135,900 | 72,200 | 74,700 |
| Total 00110.1150.01 FICA Taxes | 121,295 | 135,900 | 72,200 | 74,700 |
| 00120.1150.01 State Retirement | | | | |
| 00120 STATE RETIREMENT | 188,669 | 201,100 | 107,000 | 110,900 |
| Total 00120.1150.01 State Retirement | 188,669 | 201,100 | 107,000 | 110,900 |
| 00130.1150.01 Insurances | | | | |
| 00130 INSURANCES | 507,978 | 523,800 | 297,500 | 337,700 |
| Total 00130.1150.01 Insurances | 507,978 | 523,800 | 297,500 | 337,700 |
| 00140.1150.01 Worker's Compensation | | | | |
| 00140 WORKER'S COMPENSATION | 5,141 | 10,800 | 6,000 | 6,200 |
| Total 00140.1150.01 Worker's Compensation | 5,141 | 10,800 | 6,000 | 6,200 |
| 00150.1150.01 Unemployment Insurance | | | | |
| 00150 UNEMPLOYMENT INSURANCE | 1,861 | 15,000 | 15,000 | 15,000 |
| Total 00150.1150.01 Unemployment Insurance | 1,861 | 15,000 | 15,000 | 15,000 |
| 00160.1150.01 Temporaries | | | | |
| 00160 TEMPORARIES | 17,537 | 64,000 | | |
| Accounting Temp - 35 wks * 30hrs/wk | | | 18,000 | 18,000 |
| Total 00160 TEMPORARIES | | | 18,000 | 18,000 |
| Total 00160.1150.01 Temporaries | 17,537 | 64,000 | 18,000 | 18,000 |
| 00170.1150.01 Overtime Pay | | | | |
| 00170 OVERTIME PAY | 2,903 | 5,000 | | |
| Accounting Overtime | | | 1,000 | 1,000 |
| Procurement Overtime | | | 500 | 500 |
| Total 00170 OVERTIME PAY | | | 1,500 | 1,500 |
| Total 00170.1150.01 Overtime Pay | 2,903 | 5,000 | 1,500 | 1,500 |
| Total Administrative Services Salaries & Benefits | 2,541,059 | 2,731,700 | 1,464,200 | 1,544,000 |
| Administrative Services Other Expenses | | | | |
| 00200.1150.01 Postage | | | | |
| 00200 POSTAGE | 16,132 | 18,000 | 18,000 | 18,000 |
| Total 00200.1150.01 Postage | 16,132 | 18,000 | 18,000 | 18,000 |
| 00210.1150.01 Printing | | | | |
| 00210 PRINTING | 29,033 | 38,300 | | |
| ACCTG - forms, envelopes, budget books | | | 2,000 | 2,000 |

1150 - Administrative Services

Budget Report

For Fiscal Years 2019 and 2020

Total FTE's - 14

| Account | FY17 Actuals | FY18 Budget | FY19 Budget | FY20 Budget |
|---|--------------|-------------|-------------|-------------|
| CP - procurement documents | | | 41,000 | 41,000 |
| Total 00210 PRINTING | | | 43,000 | 43,000 |
| Total 00210.1150.01 Printing | 29,033 | 38,300 | 43,000 | 43,000 |
| 00226.1150.01 Utilities Telephone | | | | |
| 00226 UTIL TELEPHONE | 195,416 | 178,300 | | |
| Total 00226.1150.01 Utilities Telephone | 195,416 | 178,300 | | |
| 00230.1150.01 Advertising | | | | |
| 00230 ADVERTISING | 21,304 | 25,300 | | |
| ACCTG - legal notices for Commission meetings, financial reports, vacations of property | | | 3,000 | 3,500 |
| CP - legal notices for invitations to bid, RFPs, RFQ | | | 20,000 | 22,000 |
| RE - legal notices for auctions, rental, surplus properties | | | 3,000 | 3,500 |
| Total 00230 ADVERTISING | | | 26,000 | 29,000 |
| Total 00230.1150.01 Advertising | 21,304 | 25,300 | 26,000 | 29,000 |
| 00240.1150.01 Books/Dues/Subscriptions | | | | |
| 00240 BOOKS, DUES, SUBSCRIPTIONS | 6,302 | 19,250 | | |
| ACCTG - AGA, GFOA, ATI dues | | | 1,500 | 1,500 |
| ACCTG - professional certification | | | 500 | 500 |
| ACCTG - professional publications and reference materials | | | 750 | 750 |
| BUDG - GFOA budget award submission | | | 550 | 550 |
| BUDG - GFOA dues | | | 200 | 200 |
| CHIEF - books, dues, subscriptions | | | 500 | 500 |
| CP - NIGP and IPPA dues | | | 1,000 | 1,000 |
| RE - IRWA dues | | | 1,000 | 1,000 |
| TREAS - ID Statesman, Wall Street Journal, Kiplinger dues | | | 1,000 | 1,000 |
| Total 00240 BOOKS, DUES, SUBSCRIPTIO | | | 7,000 | 7,000 |
| Total 00240.1150.01 Books/Dues/Subscrip | 6,302 | 19,250 | 7,000 | 7,000 |
| 00261.1150.01 Supplies Office | | | | |
| 00261 SUPPLIES - OFFICE | 34,773 | 39,700 | 45,000 | 47,500 |
| Total 00261.1150.01 Supplies Office | 34,773 | 39,700 | 45,000 | 47,500 |
| 00265.1150.01 Supplies Clothing | | | | |
| 00265 SUPPLIES - CLOTHING | 1,044 | 1,500 | 1,500 | 1,500 |
| Total 00265.1150.01 Supplies Clothing | 1,044 | 1,500 | 1,500 | 1,500 |
| 00270.1150.01 Supplies Computer | | | | |

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Budget Report

For Fiscal Years 2019 and 2020

Total FTE's - 14

| Account | FY17 Actuals | FY18 Budget | FY19 Budget | FY20 Budget |
|--|--------------|-------------|-------------|-------------|
| 00270 SUPPLIES - COMPUTER | 371,546 | 589,250 | | |
| Total 00270.1150.01 Supplies Computer | 371,546 | 589,250 | | |
| 00291.1150.01 Leases & Rentals | | | | |
| 00291 LEASES AND RENTALS | 130,787 | 123,500 | | |
| ACCTG - postage meter | | | 1,000 | 1,000 |
| ACCTG - RO and water coolers | | | 1,500 | 1,500 |
| Total 00291 LEASES AND RENTALS | | | 2,500 | 2,500 |
| Total 00291.1150.01 Leases & Rentals | 130,787 | 123,500 | 2,500 | 2,500 |
| 00300.1150.01 Travel & Meetings | | | | |
| 00300 TRAVEL AND MEETINGS | 31,146 | 50,000 | | |
| ACCTG - professional development | | | 2,500 | 2,500 |
| ACCTG - Viewpoint conference | | | 1,500 | 1,500 |
| BUDG - budget training | | | 1,000 | 1,000 |
| CP - professional development | | | 6,000 | 6,000 |
| TREAS - GFOA conference | | | 2,000 | 2,000 |
| Total 00300 TRAVEL AND MEETINGS | | | 13,000 | 13,000 |
| Total 00300.1150.01 Travel & Meetings | 31,146 | 50,000 | 13,000 | 13,000 |
| 00310.1150.01 Mileage Reimbursement | | | | |
| 00310 AUTO MILEAGE | 547 | 500 | 500 | 500 |
| Total 00310.1150.01 Mileage Reimburseme | 547 | 500 | 500 | 500 |
| 00320.1150.01 Employee Training | | | | |
| 00320 EMPLOYEE TRAINING | 27,278 | 47,000 | | |
| ACCTG - professional development | | | 6,000 | 6,500 |
| ACCTG - Viewpoint conference | | | 1,200 | 1,300 |
| BUDG - professional development | | | 2,000 | 2,500 |
| CP - professional development | | | 4,200 | 4,200 |
| TREAS - professional development | | | 2,000 | 2,500 |
| Total 00320 EMPLOYEE TRAINING | | | 15,400 | 17,000 |
| Total 00320.1150.01 Employee Training | 27,278 | 47,000 | 15,400 | 17,000 |
| 00340.1150.01 Insurance & Bonds | | | | |
| 00340 INSURANCE AND BONDS | 165,650 | 175,000 | 175,000 | 180,000 |
| Total 00340.1150.01 Insurance & Bonds | 165,650 | 175,000 | 175,000 | 180,000 |
| 00341.1150.01 Self-Insurance Claims | | | | |
| 00341 INSURANCE | 84,220 | 300,000 | 300,000 | 300,000 |
| Total 00341.1150.01 Self-Insurance Claims | 84,220 | 300,000 | 300,000 | 300,000 |
| 00350.1150.01 Interest Expense | | | | |
| 00350 Interest Expense | 95,468 | | | |
| Total 00350.1150.01 Interest Expense | 95,468 | | | |
| 00370.1150.01 Taxes - Irrigation & Drainage | | | | |

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Budget Report

For Fiscal Years 2019 and 2020

Total FTE's - 14

| Account | FY17 Actuals | FY18 Budget | FY19 Budget | FY20 Budget |
|--|--------------|-------------|-------------|-------------|
| 00370 Taxes (Irrig & Drainage) | 13,656 | 13,000 | 14,000 | 15,000 |
| Total 00370.1150.01 Taxes - Irrigation & Drainage | 13,656 | 13,000 | 14,000 | 15,000 |
| 00430.1150.01 Commuteride Support | | | | |
| 00430 AGENCY SUPPORT | 275,000 | 280,000 | 250,000 | 250,000 |
| Total 00430.1150.01 Commuteride Support | 275,000 | 280,000 | 250,000 | 250,000 |
| 00460.1150.01 Miscellaneous Expense | | | | |
| 00460 Miscellaneous Expense | 781 | 500 | 500 | 750 |
| Total 00460.1150.01 Miscellaneous Expenses | 781 | 500 | 500 | 750 |
| 00461.1150.01 Bank Fees | | | | |
| 00461 BANKCARD CHARGES | 49,368 | 37,800 | 8,000 | 9,000 |
| Total 00461.1150.01 Bank Fees | 49,368 | 37,800 | 8,000 | 9,000 |
| 00491.1150.01 Maint/Repair Rental Properties | | | | |
| 00491 Maint/Repair Property Rentals | 39,179 | 30,000 | 40,000 | 45,000 |
| Total 00491.1150.01 Maint/Repair Rental Properties | 39,179 | 30,000 | 40,000 | 45,000 |
| 00492.1150.01 Maint/Repair Equipment | | | | |
| 00492 Maint / Repair - Equip | 524,489 | 613,150 | | |
| Total 00492.1150.01 Maint/Repair Equipment | 524,489 | 613,150 | | |
| 00495.1150.01 Discretionary Acct For Mgr. | | | | |
| 00495 Discretionary Account For Mgrs | 2,809 | 4,000 | | |
| CHIEF - discretionary | | | 1,500 | 1,500 |
| TREAS - discretionary | | | 1,300 | 1,300 |
| Total 00495 Discretionary Account For Mgrs | | | 2,800 | 2,800 |
| Total 00495.1150.01 Discretionary Acct For Mgrs | 2,809 | 4,000 | 2,800 | 2,800 |
| 00640.1150.01 Office Machines | | | | |
| 00640 OFFICE MACHINES | 202,810 | 867,250 | | |
| Total 00640.1150.01 Office Machines | 202,810 | 867,250 | | |
| 00701.1150.01 Title Searches | | | | |
| 00701 TITLE SEARCH | 200 | 300 | | |
| RE - title searches | | | 500 | 500 |
| Total 00701 TITLE SEARCH | | | 500 | 500 |
| Total 00701.1150.01 Title Searches | 200 | 300 | 500 | 500 |
| 00702.1150.01 Appraisals | | | | |
| 00702 APPRAISALS | 15,850 | 15,000 | 17,000 | 19,000 |
| Total 00702.1150.01 Appraisals | 15,850 | 15,000 | 17,000 | 19,000 |
| 00705.1150.01 Professional Services | | | | |
| 00705 PROFESSIONAL SERVICES | 134,398 | 544,000 | | |
| ACCTG - audit services | | | 50,000 | 50,000 |
| ACCTG - interpreter services for ADA patrons | | | 1,000 | 1,000 |
| CHIEF - consulting services | | | 1,000 | 1,000 |

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Total FTE's - 14

| Account | FY17 Actuals | FY18 Budget | FY19 Budget | FY20 Budget |
|---|------------------|------------------|------------------|------------------|
| TREAS - consulting services | | | 2,000 | 2,000 |
| Total 00705 PROFESSIONAL SERVICES | | | 54,000 | 54,000 |
| Total 00705.1150.01 Professional Services | 134,398 | 544,000 | 54,000 | 54,000 |
| 00740.1150.01 Contractual Services | | | | |
| 00740 CONTRACTUAL SERVICES | 10,700 | 10,000 | | |
| RE - demolition of properties | | | 15,000 | 15,000 |
| Total 00740 CONTRACTUAL SERVICES | | | 15,000 | 15,000 |
| Total 00740.1150.01 Contractual Services | 10,700 | 10,000 | 15,000 | 15,000 |
| Total Administrative Services Other Expenses | 2,479,886 | 4,020,600 | 1,048,700 | 1,070,050 |
| | | | | |
| Total Administrative Services Expenditures | 5,020,945 | 6,752,300 | 2,512,900 | 2,614,050 |