

Administration Department

Operational Budget Summary				
1150 - Administration	*Information Technology budget was broken out from Admin in FY19*			
Category	FY2019 Actuals	FY2020 Budget	FY2021 Budget	FY2022 Budget
Labor	1,317,729	1,454,700	1,379,400	1,443,300
Supplies	121,768	106,900	106,600	114,600
Training/Travel/Safety	12,182	15,500	29,400	29,400
Insurance/Awards	327,478	487,900	330,000	335,000
Maint/Repair	285,948	228,100	214,200	215,200
Buildings/Land/Office	-	4,763,200	-	-
Contracts	66,258	78,500	54,000	55,000
Total	2,131,363	7,134,800	2,113,600	2,192,500
FTE	28	14	13	13

Table 13

Information Technology Department

Operational Budget Summary				
1155 - Information Technology	*Information Technology budget was broken out from Admin in FY19*			
Category	FY2019 Actuals	FY2020 Budget	FY2021 Budget	FY2022 Budget
Labor	1,430,022	1,684,600	1,748,700	1,823,800
Supplies	1,098,706	1,437,100	1,517,400	1,554,900
Training/Travel/Safety	76,221	16,000	34,000	34,000
Buildings/Land/Office	473,390	294,800	20,000	30,000
Contracts	485,347	387,400	272,900	232,200
Maint/Repair	441,181	605,800	606,200	625,400
Total	4,004,867	4,425,700	4,199,200	4,300,300
FTE	16	17	17	17

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

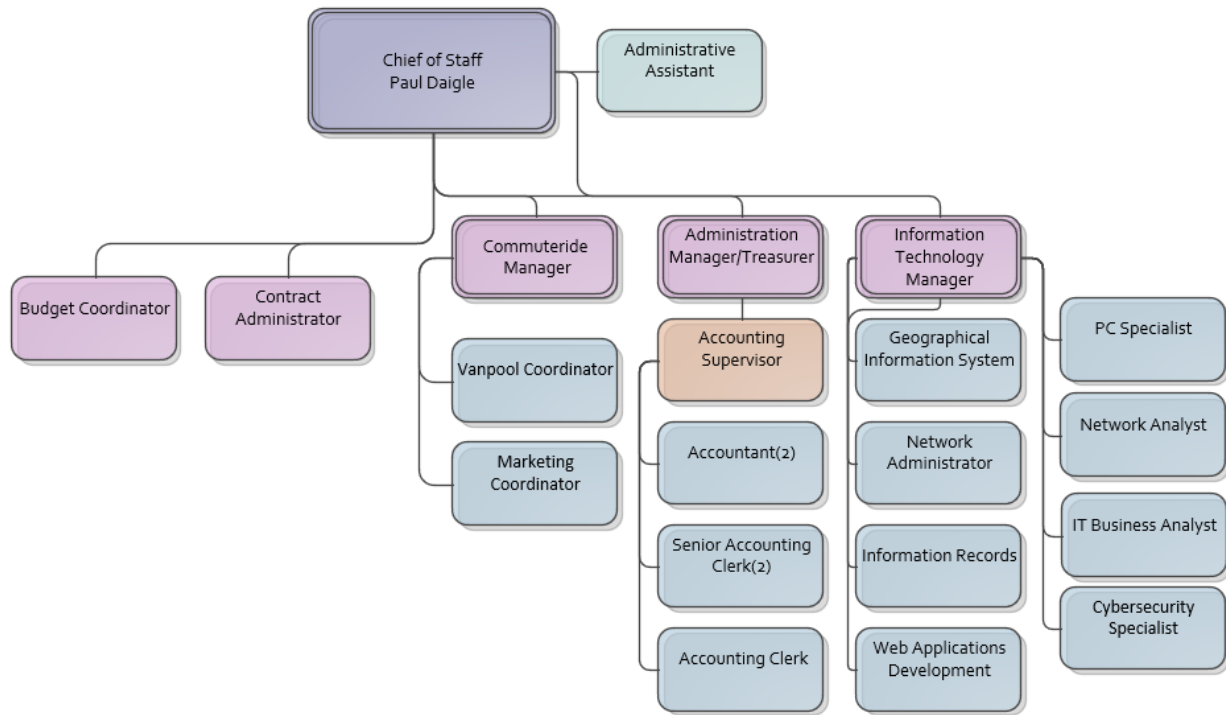


Figure 7

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, 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 District's annual Budget and future expenditures. They also prepare and monitor expenditures as well as revenue

received on a monthly basis – recommending adjustments as needed. They ensure that an annual budget conforming 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 taxpayer's 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 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.
 - 2020 Status
 - Effectively adjusted to modified working conditions due to the effects of the COVID-19 pandemic. Employee payroll and vendor payments continued to be processed without delays.
 - Produced new job cost profiles to track employee payroll hours and District-wide expenses related to the COVID-19 pandemic.
 - Coordinated with the Information Technology department, the Accounting software conversion to a Cloud-based computing environment.

- Expanded the use of Spreadsheet Server software to continue enhancements to other financial reports.
- Implemented the enhanced processing and tracking of manual checks and wire transfers through the Accounts Payable system.
- Established a new Department (Ustick Maintenance) and all necessary job cost profiles under the Maintenance Division effective with the start of the new fiscal year 2021.
- Moved the Real Estate section from the Administration Department back to the Right-of-Way Department of the Planning & Projects Division effective with the start of the new fiscal year 2021.
- Implemented an increase of \$5/day to our daily per diem rates.
- Established new job cost profiles to enable processing of payroll hours recorded under the new paid parental leave policy approved by the Commission this year.
- Succeeded in the ongoing effort to increase the number of ACH payments to vendors each year as ACH payments are more cost effective and secure than paper checks. In FY20, 47% of all vendor payments were processed through EFT compared to 45% in the prior year.
- 2021 Objective
 - Continue with the comprehensive cross-training program within Accounting.
 - Implement the use of ABBYY software for document capture and optical character recognition to expedite the processing of invoices in Accounts Payable.
 - Finalize the Accounting Desktop Procedures manual.
 - Publish the Accounting Policy and Procedures manual and distribute to internal customers.
 - Provide training to Administrative Assistants on processing Travel related forms as: Per Diem, Travel Expenses and Training Requests.
 - Integrate the Purchase Order module to the electronic processing of Account Payables on the Keystyle portal.
 - Implement a joint quarterly review alongside Capital Projects Managers to identify the status of ongoing projects and address unusual transactions promptly.
 - Provide a series of training sessions throughout the year to internal customers to introduce them to the Accounting functions and user interfaces.
 - Prepare for the implementation of GASB Statement No. 87 on Leases.

Budget

- Will continue to improve the budget tracking and preparing process
 - 2020 Status
 - Increased utilization of new software in combination with IFYWP
 - Integrated new software into Project Initiation Form process (with IT)
 - 2021 Objective
 - Work to continue to automate/streamline reporting.
 - Implement new requirements for Budget Book Award
 - Focus on ways to increase transparency to the public

Procurement and Contracting Office (PCO)

- Maximize stewardship of public funds through digitization, competition, and performance visibility:
 - 2020 Status
 - PCO received approval from the Ada County Highway District (ACHD) Executive Committee to transition procurements to an electronic bid proposal system. PCO has completely migrated Public Works procurements to the Bid Express system.
 - PCO has eliminated the distribution of compact discs for procurement documents and plans, switching to digital distribution through e-mail or Bid Express.
 - 2021 Objectives
 - PCO will continue towards complete integration of electronic bidding by migrating Goods and Services to Bid Express.
 - PCO will ensure fiscal responsibility by analyzing current networking and solicitation efforts to maximize competitive bidding.
 - PCO will increase tracking of all ACHD procurements (informal and formal), to provide the Director 100% fiscal-year-to-date (FYTD) visibility of estimated costs vs awarded costs.
 - The PCO will prepare and seek ACHD Commission approval of an ACHD Policy and Procedure: Part I, Procurement, and Part II, Contract Management

- Continue professional development training and certification progress:
 - 2020 Status
 - PCO maintained 100% enrollment in the National Institute of Government Purchasing (NIGP) and Idaho Public Purchasing Association (IPPA) professional organizations.
 - 100% of PCO staff either held certification for, or engaged in training paths towards, Certified Professional Public Buyer (CPPB)
 - PCO staff represented Ada County Highway District at the NIGP Regional Conference in Sun River, Oregon.
 - 2021 Objectives
 - PCO will maintain 100% staff enrollment in the NIGP and IPPA professional organizations, to include participation in continuing education courses
 - PCO will maintain 100% staff certification in, or pursuit of training towards, CPPB and CPPO (Certified Public Procurement Officer) credentials.
 - At a minimum, PCO staff will represent Ada County Highway District at one local and one regional conference.

Information Technology

- Upgrade information technology equipment to current standards and beyond.
 - 2020 Status
 - Review ACHD network configuration and possible single points of failure and took steps to mitigate interruptions.
 - Deployed RAVE Alert system to improve the safety of ACHD personnel.
 - Completed upgrade of the District's GIS systems and services.
 - Continued storm drain mapping of pipes, structures, and outfalls as required for NPDES compliance.
 - Migrated District accounting system, Vista by Viewpoint, to a cloud-based system.
 - Added several controls to improve overall security of ACHD network infrastructure, including a major upgrade to both network firewalls.
 - Completed the upgrade of District's domain controllers and upgrade of Active Directory Services.
 - Implemented work from home ability through the F5 appliance and Microsoft Teams and Zoom virtual meeting applications.
 - Standardize equipment in each of ACHD's conference rooms to simplify procedures and improve IT support.
 - 2021 Objectives
 - Complete Laserfiche migration to Transparent Records Management
 - Stand up a VPN to allow District personnel to log in remotely from District issued equipment.
 - Continue to add security controls based on risk and vulnerability analysis of ACHD network.
 - Continued storm drain mapping of pipes, structures, and outfalls as required for NPDES compliance.
 - Continue upgrade of desktop, laptop, and server operating systems in relation to Microsoft's schedule for retiring such software.
 - Develop a new employee assessment process and application.
 - Coordinate with HR and Legal regarding new policies related to issuing ACHD computer equipment to ACHD employees.
 - Customize and deploy new Contract Management application acquired from City of Meridian.
 - Coordinate installation of video surveillance systems at new Ustick Maintenance Yard.

1150 - Administration

Budget Report

For Fiscal Years 2021 and 2022

Total FTE's - 13

Account	FY19 Actuals	FY20 Budget	FY21 Budget	FY22 Budget
Administration Salaries & Benefits				
00100.1150.01. Administration Wages				
00100 - Administration Wages	913,727	958,000	907,000	940,000
Total 00100.1150.01. Administration Wages	913,727	958,000	907,000	940,000
00110.1150.01. FICA Taxes				
00110 - FICA Taxes	66,614	73,200	69,500	71,800
Total 00110.1150.01. FICA Taxes	66,614	73,200	69,500	71,800
00120.1150.01. State Retirement				
00120 - State Retirement	101,905	114,500	108,300	112,200
Total 00120.1150.01. State Retirement	101,905	114,500	108,300	112,200
00130.1150.01. Insurances				
00130 - Insurances	224,268	285,000	271,600	296,100
Total 00130.1150.01. Insurances	224,268	285,000	271,600	296,100
00140.1150.01. Worker's Compensation				
00140 - Worker's Compensation	7,209	6,500	5,500	5,700
Total 00140.1150.01. Worker's Compensation	7,209	6,500	5,500	5,700
00150.1150.01. Unemployment Insurance				
00150 - Unemployment Insurance		15,000	15,000	15,000
Total 00150.1150.01. Unemployment Insurance		15,000	15,000	15,000
00160.1150.01. Temporaries				
00160 - Temporaries	1,169			
Total 00160.1150.01. Temporaries	1,169			
00170.1150.01. Overtime Pay				
00170 - Overtime Pay	2,837	2,500	2,500	2,500
Total 00170.1150.01. Overtime Pay	2,837	2,500	2,500	2,500
Total Administration Salaries & Benefits	1,317,729	1,454,700	1,379,400	1,443,300
Administration Other Expenses				
00200.1150.01. Postage				
00200 - Postage	11,993	14,000	10,000	16,000
Total 00200.1150.01. Postage	11,993	14,000	10,000	16,000
00210.1150.01. Printing				
00210 - Printing	33,691	25,000		
ACCTG - forms, envelopes, budget books			6,000	6,500

1150 - Administration

Budget Report

For Fiscal Years 2021 and 2022

Total FTE's - 13

Account	FY19 Actuals	FY20 Budget	FY21 Budget	FY22 Budget
CP - procurement documents			21,000	20,000
Total 00210.1150.01. Printing	33,691	25,000	27,000	26,500
00230.1150.01. Advertising				
00230 - Advertising	22,975	18,000		
ACCTG - legal notices for Commission meetings, financial reports, vacations of real property			3,500	4,000
CP - IPPA reverse vendor tradeshow			1,000	1,000
CP - legal notices for invitations to bid, RFPs, RFQs			10,000	10,000
Total 00230.1150.01. Advertising	22,975	18,000	14,500	15,000
00240.1150.01. Books, Dues, Subscriptions				
00240 - Books, Dues, Subscriptions	7,459	7,900		
ACCTG - AGA, GFOA, ATI			2,000	2,000
ACCTG - professional certification			1,500	1,500
ACCTG - professional publications and reference materials			800	800
BUDG - GFOA			200	200
BUDG - GFOA budget award submission			600	600
CHIEF			500	500
CP - NIGP, IPPA			1,000	1,000
Total 00240.1150.01. Books, Dues, Subscriptions	7,459	7,900	6,600	6,600
00261.1150.01. Supplies - Office				
00261 - Supplies - Office	36,909	35,000	40,000	42,000
Total 00261.1150.01. Supplies - Office	36,909	35,000	40,000	42,000
00265.1150.01. Supplies - Clothing				
00265 - Supplies - Clothing	815	1,000	1,000	1,000
Total 00265.1150.01. Supplies - Clothing	815	1,000	1,000	1,000
00270.1150.01. Supplies - Computer				
00270 - Supplies - Computer	347			
Total 00270.1150.01. Supplies - Computer	347			
00291.1150.01. Leases and Rentals				
00291 - Leases and Rentals	7,579	6,000		
ACCTG - postage meters			2,000	2,000
ACCTG - water coolers and RO systems			5,500	5,500
Total 00291.1150.01. Leases and Rentals	7,579	6,000	7,500	7,500
00300.1150.01. Travel and Meetings				

1150 - Administration

Budget Report

For Fiscal Years 2021 and 2022

Total FTE's - 13

Account	FY19 Actuals	FY20 Budget	FY21 Budget	FY22 Budget
00300 - Travel and Meetings	5,823	6,000		
ACCTG - professional development			6,000	6,000
ACCTG - Viewpoint Conference			1,500	1,500
BUDG - professional development			2,000	2,000
CP - professional development			3,000	3,000
TREAS - professional development			2,000	2,000
Total 00300.1150.01. Travel and Meetings	5,823	6,000	14,500	14,500
00310.1150.01. Auto Mileage				
00310 - Auto Mileage	520	500	500	500
Total 00310.1150.01. Auto Mileage	520	500	500	500
00320.1150.01. Employee Training				
00320 - Employee Training	5,839	9,000		
ACCTG - professional development			6,000	6,000
ACCTG - Viewpoint Conference			1,400	1,400
BUDG - professional development			2,000	2,000
CP - professional development			3,000	3,000
TREAS - professional development			2,000	2,000
Total 00320.1150.01. Employee Training	5,839	9,000	14,400	14,400
00340.1150.01. Insurance and Bonds				
00340 - Insurance and Bonds	174,750	175,000	180,000	185,000
Total 00340.1150.01. Insurance and Bonds	174,750	175,000	180,000	185,000
00341.1150.01. Self-Insurance Claims				
00341 - Self-Insurance Claims	140,222	300,000	150,000	150,000
Total 00341.1150.01. Self-Insurance Claims	140,222	300,000	150,000	150,000
00370.1150.01. Taxes (Irrig & Drainage)				
00370 - Taxes (Irrig & Drainage)	12,506	12,900		
Total 00370.1150.01. Taxes (Irrig & Drainage)	12,506	12,900		
00430.1150.01. Commuteride Support				
00430 - Commuteride Support	252,000	200,000	200,000	200,000
Total 00430.1150.01. Commuteride Support	252,000	200,000	200,000	200,000
00460.1150.01. Miscellaneous Expense				
00460 - Miscellaneous Expense	7,113	500	500	500
Total 00460.1150.01. Miscellaneous Expense	7,113	500	500	500
00461.1150.01. Bank Fees				

1150 - Administration

Budget Report

For Fiscal Years 2021 and 2022

Total FTE's - 13

Account	FY19 Actuals	FY20 Budget	FY21 Budget	FY22 Budget
00461 - Bank Fees	9,375	10,000	11,000	12,000
Total 00461.1150.01. Bank Fees	9,375	10,000	11,000	12,000
00491.1150.01. Maint/Repair Property Rentals				
00491 - Maint/Repair Property Rentals	16,167	15,000		
Total 00491.1150.01. Maint/Repair Property Rentals	16,167	15,000		
00495.1150.01. Discretionary Account For Mgrs				
00495 - Discretionary Account For Mgrs	1,293	2,600		
CHIEF			1,500	1,500
TREAS			1,200	1,200
Total 00495.1150.01. Discretionary Account For Mgrs	1,293	2,600	2,700	2,700
00610.1150.01. Land				
00610 - Land		4,763,200		
Total 00610.1150.01. Land		4,763,200		
00701.1150.01. Title Search				
00701 - Title Search	250	500		
Total 00701.1150.01. Title Search	250	500		
00702.1150.01. Appraisals				
00702 - Appraisals	5,150	10,000		
Total 00702.1150.01. Appraisals	5,150	10,000		
00705.1150.01. Professional Services				
00705 - Professional Services	46,558	53,000		
ACCTG - ADA interpreter services			1,000	1,000
ACCTG - Audit services			51,000	52,000
TREAS - Consulting services			2,000	2,000
Total 00705.1150.01. Professional Services	46,558	53,000	54,000	55,000
00740.1150.01. Contractual Services				
00740 - Contractual Services	14,300	15,000		
Total 00740.1150.01. Contractual Services	14,300	15,000		
Total Administration Other Expenses	813,634	5,680,100	734,200	749,200
Total Administration Expenditures	2,131,363	7,134,800	2,113,600	2,192,500