

Administration Department

Operational Budget Summary				
1150 - Administrative Services				
Category	FY2016 Actual	FY2017 Budget	FY2018 Budget	FY2019 Budget
Buildings & Grounds	32,275	41,500	50,000	50,000
Contracts	201,531	270,500	217,950	217,950
Equipment	623,799	1,112,700	1,123,750	976,750
Insurance	20,756	300,000	300,000	300,000
Insurance & Bonds	162,591	170,000	175,000	180,000
Labor	2,474,309	2,600,100	2,730,100	2,861,300
Materials & Supplies	349,139	388,000	497,850	363,550
Miscellaneous	685,708	643,900	703,950	654,050
Total	4,550,109	5,526,700	5,798,600	5,603,600
FTE	28	28	28	28

Table 13

Department Mission

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

Organizational Chart

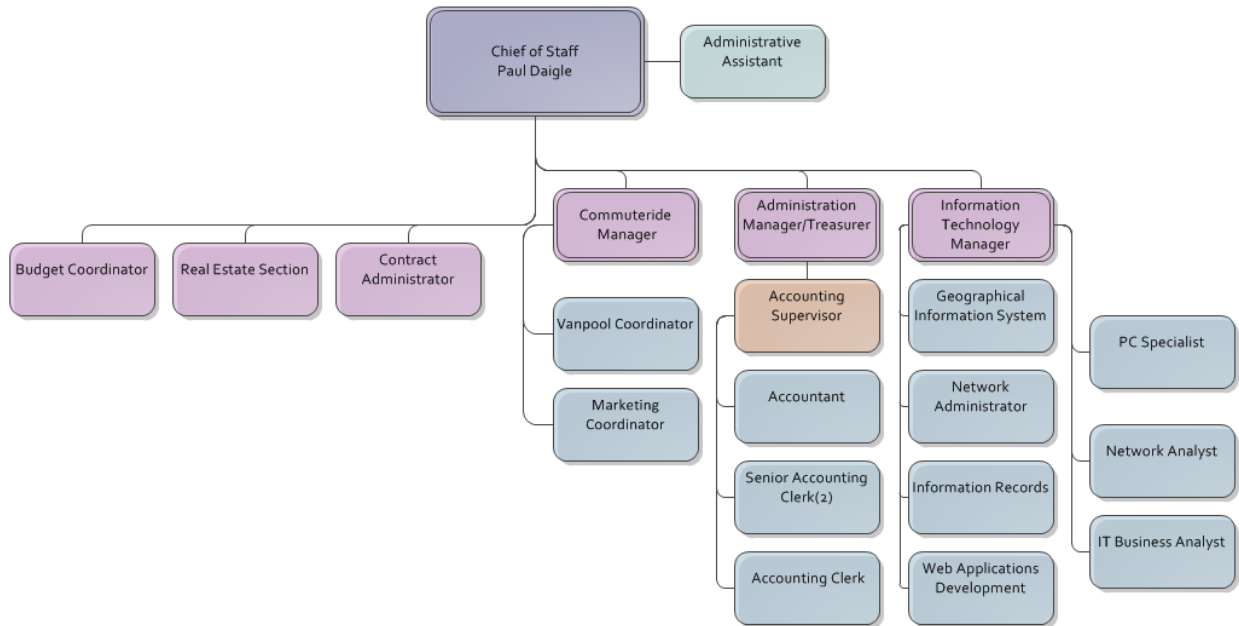


Figure 7

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.

- Budget is responsible for planning, reporting and monitoring the District's annual Budget and future expenditures. They also prepare and monitor cash flow analysis on a monthly basis. 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 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 Information Systems, Web Development and Applications, Information Records, and Geographic Information Services (GIS). Information Technology is responsible for the design, implementation, integration and maintenance of the District’s computers, network, software 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. The Web Development and Applications section responsibilities include the development and maintenance of the District’s web applications, websites and databases. The Information Records section 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. The GIS Section 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.

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.
 - 2017 Status
 - Implemented the integration of Viewpoint Document Management with Laserfiche for automatic document storage and management eliminating the double scanning and greatly improving the amount of time for documents to become available in Laserfiche.
 - Performed a comprehensive archive of accounting records available for all internal customers and substantially increased the types and amount of records available in Laserfiche.
 - Implemented Spreadsheet Server software which enhances the preparation of various financial reports with greater accuracy.
 - Implemented early tracking of infrastructure additions which will speed up and improve accuracy of financial reporting at fiscal year-end.

- Began preparation of a new Accounting Policy and Procedures manual which will provide our customers with a better understanding of the services provided by Accounting.
- Began 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.
- Implemented for the general fund banking services, Fraud Manager which adds protection to ACH debit transactions and Positive Pay which adds protection to ACHD issued physical checks.
- 2018 Objective
 - Work closely with Human Resources to improve worker's compensation reporting.
 - 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.
 - Implement use of Positive Pay to Commuteride fund banking services.

Budget

- Will continue to improve the budget tracking and preparing process
 - 2017 Status
 - Planned and held 2 Budget Open Houses for the public to come view and ask questions about the budget and the process to create the budget.
 - 2018 Objective
 - Work with IT to get the Project Initiation Form into Laserfiche workflow.
 - Implement new budgeting software in combination with IFYWP.
 - Work to automate/streamline reporting.

Contract Administration Office

- Will transition electronic procurement and contracting.
 - 2017 Status
 - The CAO has implemented the electronic bidding process (EBP) for Public Works Construction Procurement as directed by the ACHD Executive Committee to include coordination and integration with existing systems, especially the Engineers Estimate and Pay Estimate programs.
 - 2018 Objective
 - The CAO will implement the EBP for Requests for Proposals, Invitations to Bid for Goods, Services and Equipment as directed by the ACHD Executive Committee to include coordination and integration with existing systems.
 - The CAO will create and implement 90 day bid lists for Materials/Equipment and Services.

- Will continued professional development training and certification progress
 - 2017 Status
 - One Member of the CAO achieved the training objectives and completed the *Certified Professional Public Buyer (CPPB)* testing goals and is a certified professional. All CAO Staff are members of the National Institute Government Purchasing (NIGP) and Idaho Public Purchasing Association (IPPA).
 - 2018 Objective
 - The CAO staff to achieve training objectives and complete its *Certified Professional Public Buyer (CPPB)* testing goals.

Real Estate

- Will continue to efficiently manage ACHD's inventory of real property.
 - 2017 Status
 - Prepared and took 6 properties through the public hearing/public auction process.
 - Sold 4 properties.
 - Completed 10 demolitions.
 - Brought on 10 new properties.
 - 2018 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

- Will upgrade information technology equipment to current standards and beyond.
 - 2017 Status
 - Upgraded four core traffic network switches to 10GB for expanded video capability.
 - Continued scheduled replacement of 500 traffic network switches.
 - Continued migration of the District's telephony hardware and software to an IP-based system with the core PBX located at the dedicated data center.
 - Conducted an administrative compliance audit of ACHD documents and files.
 - Created a workflow process with Laserfiche Forms for the management of contracts and license Agreements with retention and expiration notifications.
 - Created a Laserfiche Forms portal for submission of public record requests.
 - Began development of a web-based application to replace the legacy Commuteride program.
 - Completed and deployed the redesigned ACHD public website.
 - Continued to plan for the upgrade of the District's SQL Server database servers.

- Continued storm drain mapping of pipes, structures, and outfalls as required for NPDES compliance.
- Developed and deployed a tablet-based GIS field data collection for the Maintenance and Traffic departments.
- Developed a GIS map portal site to be used with the ACHD public website.
- Selected a new asset management tool to capture information related to storm drains.
- Selected a new tool to provide text- or phone-based advisories to participating customers.
- Started trial versions of a variety of Microsoft products to prepare for their possible adoption by ACHD.
- Selected a new tool to support the Commission's agenda creation, maintenance, reporting, and interaction with the residents of Ada County.
- 2018 Objectives
 - Coordinate with internal and external departments to ensure that the traffic video feeds provided by ACHD are meeting expectations and needs.
 - Continue scheduled replacement of traffic network switches.
 - Continue the migration of the District's telephony system to an IP-based format.
 - Conduct an administrative compliance audit of ACHD documents and files.
 - Begin the deployment of the Laserfiche document management system throughout ACHD.
 - Begin the deployment of Capital Projects to a cloud-based system for project management and file sharing.
 - Continue to develop a web-based application to replace the legacy Commuteride program.
 - Continue to plan for the upgrade of the District's SQL Server database servers.
 - Continue storm drain mapping of pipes, structures, and outfalls as required for NPDES compliance.
 - Improve the District's data storage capabilities by introducing solid state drives.

1150 - Administrative Services

Budget Report

For Fiscal Years 2018 and 2019

Total FTE's - 28

Account	FY16 Actuals	FY17 Budget	FY18 Budget	FY19 Budget
Administrative Services Salaries & Benefits				
00100.1150.01 Wages				
00100 WAGES	1,640,194	1,707,900	1,776,100	1,820,800
Total 00100.1150.01 Wages	1,640,194	1,707,900	1,776,100	1,820,800
00110.1150.01 FICA Taxes				
00110 FICA TAXES	117,957	130,700	135,900	139,300
Total 00110.1150.01 FICA Taxes	117,957	130,700	135,900	139,300
00120.1150.01 State Retirement				
00120 STATE RETIREMENT	184,966	193,300	201,100	217,300
Total 00120.1150.01 State Retirement	184,966	193,300	201,100	217,300
00130.1150.01 Insurances				
00130 INSURANCES	485,639	504,300	523,800	597,500
Total 00130.1150.01 Insurances	485,639	504,300	523,800	597,500
00140.1150.01 Worker's Compensation				
00140 WORKER'S COMPENSATION	4,795	5,900	9,200	9,400
Total 00140.1150.01 Worker's Compensation	4,795	5,900	9,200	9,400
00150.1150.01 Unemployment Insurance				
00150 UNEMPLOYMENT INSURANCE	23,690	25,000	15,000	15,000
Total 00150.1150.01 Unemployment Insurance	23,690	25,000	15,000	15,000
00160.1150.01 Temporaries				
00160 TEMPORARIES	13,707	28,000		
IT - GIS Student Intern - 36wks*24hr/wk & 16wks*40hr/wk \$12.80			19,000	19,000
IT - Records Management Student Intern - 36wks*24hr/wk & 16wks*40hr/wk \$12.80			19,000	19,000
IT - Networking Student Intern - 36wks*24hr/wk & 16wks*40hr/wk \$12.80			19,000	19,000
CP - Temporary			7,000	
Total 00160 TEMPORARIES			64,000	57,000
Total 00160.1150.01 Temporaries	13,707	28,000	64,000	57,000
00170.1150.01 Overtime Pay				
00170 OVERTIME PAY	3,362	5,000	5,000	5,000
Total 00170.1150.01 Overtime Pay	3,362	5,000	5,000	5,000
Total Administrative Services Salaries & Benefits	2,474,310	2,600,100	2,730,100	2,861,300
Administrative Services Other Expenses				
00200.1150.01 Postage				
00200 POSTAGE	16,496	18,000	18,000	18,000
Total 00200.1150.01 Postage	16,496	18,000	18,000	18,000

1150 - Administrative Services

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Account	FY16 Actuals	FY17 Budget	FY18 Budget	FY19 Budget
00210.1150.01 Printing				
00210 PRINTING	40,812	40,000		
ACCTG - forms, envelopes, budget books			4,400	4,400
CP - procurement documents			25,000	25,000
IT - official map			900	900
Total 00210 PRINTING			30,300	30,300
Total 00210.1150.01 Printing	40,812	40,000	30,300	30,300
00226.1150.01 Utilities Telephone				
00226 UTIL TELEPHONE	157,908	167,000		
IT - ADA County VPN services			2,000	2,000
IT - Cell phones			125,000	130,000
IT - Internet connectivity			17,000	17,000
IT - Licensing replacement telephone sets (100)			6,800	
IT - Replacement telephone sets (100)			25,000	
IT - Telephone maint switchboard			32,500	32,500
Total 00226 UTIL TELEPHONE			208,300	181,500
Total 00226.1150.01 Utilities Telephone	157,908	167,000	208,300	181,500
00230.1150.01 Advertising				
00230 ADVERTISING	31,217	24,000		
ACCTG - Legal Notices for Commission Meetings			800	800
ACCTG - Legal Notices for Financial Reports			1,000	1,000
ACCTG - Legal Notices for Vacation of ACHD Owned Properties			8,000	8,000
CP - Legal Notices for Invitations to Bids, RFPs, RFQs			9,500	9,500
CP - Reverse Vendor Trade Show			1,000	1,000
RE - Legal Notices for Surplus Properties, Rentals, Auctions			3,000	3,000
Total 00230 ADVERTISING			23,300	23,300
Total 00230.1150.01 Advertising	31,217	24,000	23,300	23,300
00240.1150.01 Books/Dues/Subscriptions				
00240 BOOKS, DUES, SUBSCRIPTIONS	5,935	8,750		
ACCTG - AGA, GFOA, ATI dues			1,500	1,500
ACCTG - Professional certification			500	500
ACCTG - Professional publications and reference materials			600	600
BUDG - GFOA budget award submission			500	500

1150 - Administrative Services

Budget Report

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Account	FY16 Actuals	FY17 Budget	FY18 Budget	FY19 Budget
BUDG - GFOA membership			200	200
CHIEF - Books, Dues & Subscriptions			1,500	1,500
CP - CPPB textbooks, NIGP and IPPA dues			1,000	1,000
IT - NAGARA, ARMA, ISSA, NWGIS Dues			2,200	2,200
IT - Professional certifications			2,500	2,500
IT - Reference Materials			750	750
RE - IRWA dues			1,000	1,000
TREAS - ID Statesman, Wall Street Journal, Kiplinger, dues			1,000	1,000
Total 00240 BOOKS, DUES, SUBSCRIPTIO			13,250	13,250
Total 00240.1150.01 Books/Dues/Subscrip	5,935	8,750	13,250	13,250
00261.1150.01 Supplies Office				
00261 SUPPLIES - OFFICE	34,323	45,000	43,000	45,000
Total 00261.1150.01 Supplies Office	34,323	45,000	43,000	45,000
00265.1150.01 Supplies Clothing				
00265 SUPPLIES - CLOTHING	1,889	2,000	1,500	1,500
Total 00265.1150.01 Supplies Clothing	1,889	2,000	1,500	1,500
00270.1150.01 Supplies Computer				
00270 SUPPLIES - COMPUTER	312,927	341,000		
CP - CD burner/printer toner cartridges			1,000	1,000
GIS - ArcGIS/ESRI additional named users			5,000	5,000
IT - Cell Phone Data Transfer			2,000	
IT - Cisco UCS Adapter			4,000	
IT - Cisco UCS Blades			17,500	
IT - Computers for DSN software			12,000	
IT - CradlePoint installations			15,000	15,000
IT - General computer software and supplies			50,000	50,000
IT - Laserfiche licenses			50,000	50,000
IT - Tablets - 15			30,000	15,000
IT - Microsoft Surface Hub			10,000	10,000
IT - Network UPS Battery Replacement (Cloverdale/CRide)			3,000	
IT - Replacement computers - 200 @ 50/year			50,000	50,000
IT - Replacement laptops - 84 @ 21/year			42,000	42,000
IT - Replacement monitors - 200 @ 50/year			12,500	12,500
IT - Scanners for Laserfiche			5,000	2,500
IT - Varonis Data Governance Suite 350 users			57,500	
IT - Bluebeam Standard - 6 licenses			1,800	
IT - Dude Solutions Service and Support			22,050	22,050

1150 - Administrative Services

Budget Report

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Account	FY16 Actuals	FY17 Budget	FY18 Budget	FY19 Budget
IT - CodeRED App Service and Support			42,000	42,000
CM - Syncro Software Upgrade Version 10 (7)			21,000	
Total 00270 SUPPLIES - COMPUTER			453,350	317,050
Total 00270.1150.01 Supplies Computer	312,927	341,000	453,350	317,050
00291.1150.01 Leases & Rentals				
00291 LEASES AND RENTALS	124,529	123,500		
ACCTG - Credit card machines			2,000	2,000
ACCTG - Postage machine			1,000	1,000
ACCTG - RO and water cooler			500	500
IT - Copiers, printers, scanners			120,000	120,000
Total 00291 LEASES AND RENTALS			123,500	123,500
Total 00291.1150.01 Leases & Rentals	124,529	123,500	123,500	123,500
00300.1150.01 Travel & Meetings				
00300 TRAVEL AND MEETINGS	17,111	38,650		
ACCTG - Staff Professional Development			2,000	2,000
ACCTG - Viewpoint Conference (1)			1,500	1,500
BUDG - Budget training			1,000	1,000
CHIEF - Meetings			1,000	1,000
CP - Professional Development			3,000	3,000
GIS - ESRI Conference (2)			4,000	4,000
GIS - NW ESRI Conference (2)			3,000	3,000
GIS - SIG meetings			100	100
IT - ARMA Conference			3,000	3,000
IT - Cisco Training			3,000	3,000
IT - Dude University (2)			2,000	2,000
IT - Laserfiche Conference (4)			7,000	7,000
IT - Microsoft Ignite Conference			2,500	2,500
IT - SQL PASS Conference (2)			3,000	3,000
IT - SUGA (TRAKIT) Conference (2)			3,400	3,400
IT - Viewpoint Conference			1,500	1,500
MGR/TREAS - GFOA conference			2,000	2,000
Total 00300 TRAVEL AND MEETINGS			43,000	43,000
Total 00300.1150.01 Travel & Meetings	17,111	38,650	43,000	43,000
00310.1150.01 Mileage Reimbursement				
00310 AUTO MILEAGE	631	500	500	500
Total 00310.1150.01 Mileage Reimburseme	631	500	500	500
00320.1150.01 Employee Training				
00320 EMPLOYEE TRAINING	22,501	22,500		
ACCTG - Staff Training			5,500	5,500

1150 - Administrative Services

Budget Report

For Fiscal Years 2018 and 2019

Total FTE's - 28

Account	FY16 Actuals	FY17 Budget	FY18 Budget	FY19 Budget
ACCTG - Viewpoint Conference			1,000	1,000
BUDG - Training			2,500	2,500
CP - Staff training			3,000	3,000
GIS - Geocortex training			2,000	2,000
IT - ARMA Conference			2,000	2,000
IT - Cisco FirePower Training			4,000	4,000
IT - Dude University Conference			2,000	2,000
IT - Microsoft Ignite Conference			1,500	1,500
IT - SQL PASS Conference			3,500	3,500
IT - Staff Professional Training			4,000	4,000
IT - SUGA (TRAKIT) Conference			2,000	2,000
IT - Viewpoint Conference			1,000	1,000
MGR/TREAS - Training			2,000	2,000
RE - Training			1,000	1,000
Total 00320 EMPLOYEE TRAINING			37,000	37,000
Total 00320.1150.01 Employee Training	22,501	22,500	37,000	37,000
00340.1150.01 Insurance & Bonds				
00340 INSURANCE AND BONDS	162,591	170,000	175,000	180,000
Total 00340.1150.01 Insurance & Bonds	162,591	170,000	175,000	180,000
00341.1150.01 Self-Insurance Claims				
00341 INSURANCE	20,756	300,000	300,000	300,000
Total 00341.1150.01 Self-Insurance Claims	20,756	300,000	300,000	300,000
00350.1150.01 Interest Expense				
00350 Interest Expense	95,954			
Total 00350.1150.01 Interest Expense	95,954			
00370.1150.01 Taxes - Irrigation & Drainage				
00370 Taxes (Irrig & Drainage)	11,857	12,000	13,000	13,000
Total 00370.1150.01 Taxes - Irrigation & D	11,857	12,000	13,000	13,000
00430.1150.01 Commuteride Support				
00430 AGENCY SUPPORT	250,000	275,000	275,000	250,000
Total 00430.1150.01 Commuteride Support	250,000	275,000	275,000	250,000
00460.1150.01 Miscellaneous Expense				
00460 Miscellaneous Expense	(1,866)	1,000	500	500
Total 00460.1150.01 Miscellaneous Expens	(1,866)	1,000	500	500
00461.1150.01 Bankcard Charges				
00461 BANKCARD CHARGES	35,472	34,000	37,800	39,700
Total 00461.1150.01 Bankcard Charges	35,472	34,000	37,800	39,700
00491.1150.01 Maint/Repair Rental Properties				
00491 Maint/Repair Property Rentals	32,275	41,500		

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Account	FY16 Actuals	FY17 Budget	FY18 Budget	FY19 Budget
RE - Repairs and maintenance of property rentals			50,000	50,000
Total 00491 Maint/Repair Property Rentals			50,000	50,000
Total 00491.1150.01 Maint/Repair Rental P	32,275	41,500	50,000	50,000
00492.1150.01 Maint/Repair Equipment				
00492 Maint / Repair - Equip	319,920	644,200		
ACCTG - Viewpoint			45,000	45,000
BUDG - Budget Software Annual Maintenance				10,000
GIS - ArcGIS/ESRI			25,000	25,000
GIS - Bonneville widebed scanner			1,200	1,200
GIS - Geocortex			5,000	5,000
GIS - HP plotter			1,000	1,000
GIS - Trimble			500	500
IT - AutoCad - Civil 3D/Auto Turn, etc			25,000	25,000
IT - Barracuda Archiver			3,000	3,000
IT - Cisco FirePower Maintenance			500	500
IT - Cisco SmartNet			20,000	20,000
IT - Cisco UCS 3 year support			3,500	3,500
IT - Citrix Access			9,500	9,500
IT - GFI Mail Archive			1,200	
IT - Kaspersky Antivirus			8,100	8,100
IT - Laserfiche			30,000	30,000
IT - Microsoft Software Assurance			130,000	130,000
IT - NetApp 5 year support			27,500	
IT - NetApp SAN and backup device			7,200	7,200
IT - Quantum Scalar			1,300	1,300
IT - Script Logic Desktop Authority			6,000	6,000
IT - Sendio			12,000	12,000
IT - Solarwinds			10,000	10,000
IT - Varonis			1,000	1,000
IT - Veeam Server Backup			3,000	3,000
IT - VMWare			6,500	6,500
IT - VNX Storage Device			6,500	6,500
CAP PROJ - B2W Estimating Software Maintenance			8,500	8,500
CAP PROJ - MS Project Maintenance Contract			10,000	10,000
PLAN - Cube and Cube Ave Software Licensing Fee for Modeling			6,500	6,500

1150 - Administrative Services

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Total FTE's - 28

Account	FY16 Actuals	FY17 Budget	FY18 Budget	FY19 Budget
PLAN - Streetsaver License Fee and TA Pavement Mgmt			4,700	4,700
CM - Data Sight Maintenance and License Renewal			3,750	3,750
CM - Trafficware Annual Software Maint and Support			22,500	22,500
CM - OSP Fiber Inventory Software Maint and Support			2,500	2,500
CM - ONSSI TMC Video Wall Maint and Support			12,000	12,000
CM - IBI Group Annual Software Maint Contract			18,000	18,000
CM - Highway Capacity Software			250	250
CM - GTT Opticom CMS Software			3,000	3,000
CM - Daktronics Software			2,500	2,500
CM - Bluetooth Software			5,000	5,000
DSN - Retain Pro Software = 300 x 1 seat = 300			300	300
TE - SIDRA Annual Software Maint and Support			700	700
TE - VISSIM Annual Software Maint and Support			3,500	3,500
DV SVC - TRAKIT			40,000	40,000
DV SVC - Bridge software			15,000	15,000
FLEET - Asset Works			14,500	14,500
MAINT - Vaisala Maintenance			4,500	4,500
DSN/SUR - Multiworks-AutoCAD Plugin (MS50)			1,500	1,500
DSN/SUR - Infinity - Software for MS50 - yearly cost			1,500	1,500
SUR - Roads - Total Station Software - yearly cost			500	500
Traffic - Korterra Dig-Line			2,000	2,000
SW - DataSight Annual Maintenance			3,750	3,750
TO - Digline Software Upgrade			3,000	
Total 00492 Maint / Repair - Equip			579,450	557,750
Total 00492.1150.01 Maint/Repair Equipme	319,920	644,200	579,450	557,750
00495.1150.01 Discretionary Acct For Mgr.				
00495 Discretionary Account For Mgrs	1,681	2,500		
CHIEF - Discretionary			1,500	1,500
IT - Discretionary			1,000	1,000

1150 - Administrative Services

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Total FTE's - 28

Account	FY16 Actuals	FY17 Budget	FY18 Budget	FY19 Budget
TREAS - Discretionary			1,500	1,500
Total 00495 Discretionary Account For Mg			4,000	4,000
Total 00495.1150.01 Discretionary Acct For	1,681	2,500	4,000	4,000
00610.1150.01 Land				
00610 LAND				
Total 00610.1150.01 Land				
00620.1150.01 Buildings				
00620 BUILDINGS				
Total 00620.1150.01 Buildings				
00640.1150.01 Office Machines				
00640 OFFICE MACHINES	179,349	345,000		
IT - 1 GB traffic cabinet switches upgrade (50)			133,000	133,000
IT - Cisco FirePower License			5,300	
IT - NetApp SSD Storage			145,000	
IT - Network interface card for data center switch			20,000	20,000
IT - POE infrastructure network switch replacement			50,000	50,000
IT - UCS server blades for expansion			17,500	17,500
IFYWP Software				75,000
Budget Software			50,000	
Total 00640 OFFICE MACHINES			420,800	295,500
Total 00640.1150.01 Office Machines	179,349	345,000	420,800	295,500
00701.1150.01 Title Searches				
00701 TITLE SEARCH				
Total 00701.1150.01 Title Searches				
00702.1150.01 Appraisals				
00702 APPRAISALS	7,125	15,000	15,000	15,000
Total 00702.1150.01 Appraisals	7,125	15,000	15,000	15,000
00705.1150.01 Professional Services				
00705 PROFESSIONAL SERVICES	169,663	250,500		
ACCTG - Audit Services			50,000	50,000
ACCTG - Interpreter Services for ADA Patrons			1,000	1,000
CHIEF - Consulting services			2,000	2,000
GIS - Ada County Base Map agreement			2,400	2,400
GIS - GIS development			5,000	5,000
IT - Accounting Software Consulting/Report Writing			25,000	25,000
IT - Cisco FirePower services			4,000	4,000

1150 - Administrative Services

Budget Report

For Fiscal Years 2018 and 2019

Total FTE's - 28

Account	FY16 Actuals	FY17 Budget	FY18 Budget	FY19 Budget
IT - Cisco UCS services			2,100	2,100
IT - Colocation and webhosting			20,000	20,000
IT - Laserfiche development			20,000	20,000
IT - NetApp services			7,000	7,000
IT - Network technical support services			20,000	20,000
IT - Varonis services			6,950	6,950
IT - Web development			20,000	20,000
MGR/TREAS - Consulting services			2,500	2,500
Total 00705 PROFESSIONAL SERVICES			187,950	187,950
Total 00705.1150.01 Professional Services	169,663	250,500	187,950	187,950
00740.1150.01 Contractual Services				
00740 CONTRACTUAL SERVICES	24,743	5,000		
RE - Demolition of Properties			15,000	15,000
Total 00740 CONTRACTUAL SERVICES			15,000	15,000
Total 00740.1150.01 Contractual Services	24,743	5,000	15,000	15,000
Total Administrative Services Other Expenses	2,075,799	2,926,600	3,068,500	2,742,300
Total Administrative Services Expenditures	4,550,109	5,526,700	5,798,600	5,603,600