

Administration Department

| Operational Budget Summary | | | | |
|-----------------------------------|---------------------------|---|--------------------------|--------------------------|
| 1150 - Administration | | *Information Technology budget was broken out from Admin in FY19* | | |
| Category | FY2018 Actuals | FY2019 Budget | FY2020 Budget | FY2021 Budget |
| Labor | 2,683,914 | 1,420,700 | 1,454,700 | 1,534,800 |
| Supplies | 740,511 | 142,250 | 114,700 | 117,900 |
| Training/Travel/Safety | 68,553 | 28,900 | 30,300 | 30,400 |
| Insurance/Awards | 266,526 | 489,000 | 487,000 | 492,500 |
| Maint/Repair | 903,842 | 301,300 | 233,100 | 284,100 |
| Equipment | 1,136,030 | - | - | - |
| Contracts | 340,126 | 86,500 | 78,500 | 78,500 |
| Total | 6,139,502 | 2,468,650 | 2,398,300 | 2,538,200 |
| FTE | 28 | 14 | 14 | 14 |

Table 13

Information Technology Department

| Operational Budget Summary | | | | |
|--------------------------------------|---------------------------|---|--------------------------|--------------------------|
| 1155 - Information Technology | | *Information Technology budget was broken out from Admin in FY19* | | |
| Category | FY2018 Actuals | FY2019 Budget | FY2020 Budget | FY2021 Budget |
| Labor | - | 1,561,225 | 1,703,300 | 1,902,900 |
| Supplies | - | 1,173,250 | 1,071,700 | 1,013,700 |
| Training/Travel/Safety | - | 93,200 | 34,000 | 36,000 |
| Maint/Repair | - | 525,900 | 647,800 | 710,400 |
| Equipment | - | 562,000 | 30,000 | 20,000 |
| Contracts | - | 483,400 | 237,400 | 131,400 |
| Total | - | 4,398,975 | 3,724,200 | 3,814,400 |
| FTE | 0 | 16 | 17 | 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

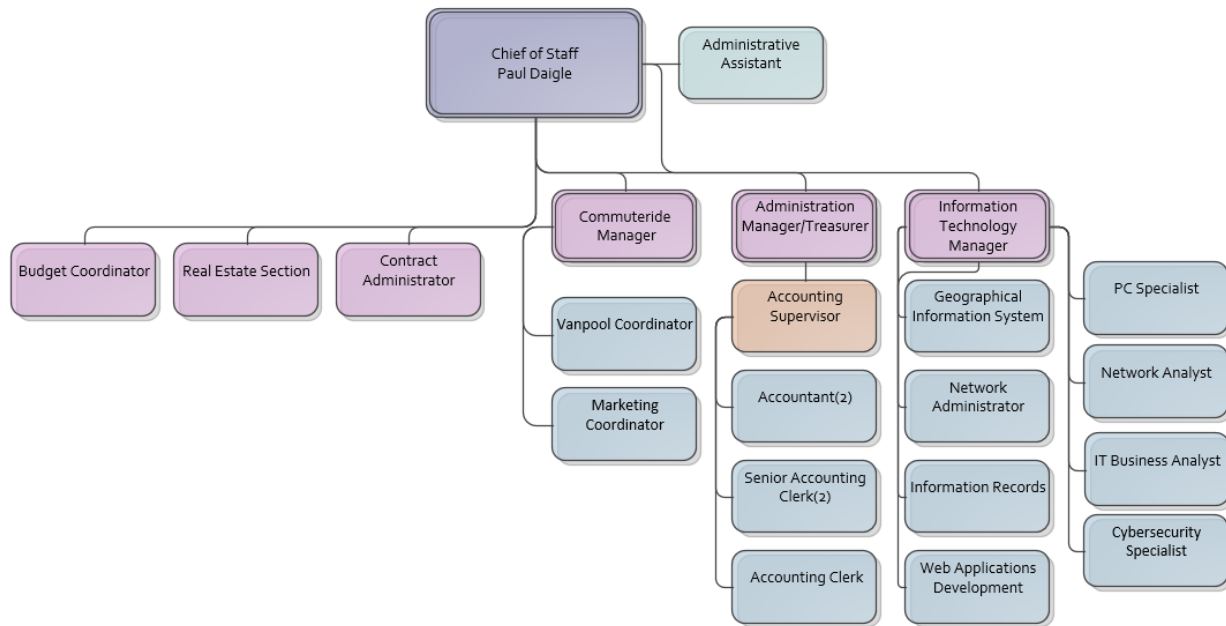


Figure 7

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 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 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.
 - 2019 Status
 - Improved fiscal transparency and accountability by publishing ACHD's five most current audited annual financial statements on the ACHD website.
 - Implemented the move to a new payroll cycle for Commissioners from biweekly to twice monthly on the 1st and 15th of month.

- Modified the accounting of Sidewalks and curbs and gutters infrastructure from the Township/Range classification to individual segments. This completes a three-year project on improving infrastructure asset identification, recordkeeping and reporting.
- Implemented the separation of the Information Technology department from the Administration department for improved reporting and accountability.
- Implemented an improved processing and tracking of stop payments and void checks with the use of Laserfiche Forms.
- 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 FY19, 45% of all vendor payments were processed through EFT compared to 38% in the prior year.
- 2020 Objective
 - Continue with the comprehensive cross-training program within Accounting.
 - Coordinate with the Information Technology department in the conversion of the Accounting software to a Cloud-based computing environment.
 - Expand the use of Spreadsheet Server software to continue enhancements to other financial reports.
 - Implement the use of ABBYY software for document capture and optical character recognition to expedite the processing of invoices in Accounts Payable.
 - Publish the Accounting Policy and Procedures manual and distribute to internal customers.

Budget

- Will continue to improve the budget tracking and preparing process
 - 2019 Status
 - Implemented new budgeting software in combination with IFYWP
 - Integrated new software into Project Initiation Form process (with IT)
 - 2020 Objective
 - Work to continue to automate/streamline reporting.
 - Increase utilization of new software

Procurement and Contracting Office (PCO)

- Maximize stewardship of public funds through digitization, competition, and performance visibility:
 - 2019 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.
 - 2020 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:
 - 2019 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.
 - 2020 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.

Real Estate

- Will continue to efficiently manage ACHD's inventory of real property.
 - 2019 Status
 - Prepared and took 7 properties through the public hearing/public auction process.
 - Sold 15 properties for \$1.19M
 - Completed 3 demolitions.
 - Brought on 3 new properties.
 - 2020 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.
 - 2019 Status
 - Complete Laserfiche integration project.
 - Completed migration to Microsoft Office 365.
 - Continued 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 email services, including filtering and archiving, to a cloud-based system.
 - Added several controls to improve overall security of ACHD network infrastructure.
 - 2020 Objectives
 - Complete Laserfiche integration project by second quarter
 - Review ACHD network configuration and possible single points of failure.
 - Continue to add security controls based on risk and vulnerability analysis of ACHD network.
 - Continue upgrade of the District's GIS systems and services.
 - Continued storm drain mapping of pipes, structures, and outfalls as required for NPDES compliance.
 - Obtain and deploy an alerting system to improve the safety of ACHD personnel.
 - Standardize equipment in each of ACHD's conference rooms to simplify procedures and improve IT support.
 - Upgrade 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.

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Budget Report

For Fiscal Years 2020 and 2021

Total FTE's - 14

| Account | FY18 Actuals | FY19 Budget | FY20 Budget | FY21 Budget |
|--|------------------|----------------|----------------|----------------|
| Administration Salaries & Benefits | | | | |
| 00100.1150.01. Administration Wages | | | | |
| 00100 - Administration Wages | 1,764,142 | 946,400 | 958,000 | 993,000 |
| Total 00100.1150.01. Administration Wages | 1,764,142 | 946,400 | 958,000 | 993,000 |
| 00110.1150.01. FICA Taxes | | | | |
| 00110 - FICA Taxes | 128,063 | 72,200 | 73,200 | 76,000 |
| Total 00110.1150.01. FICA Taxes | 128,063 | 72,200 | 73,200 | 76,000 |
| 00120.1150.01. State Retirement | | | | |
| 00120 - State Retirement | 200,668 | 107,000 | 114,500 | 118,400 |
| Total 00120.1150.01. State Retirement | 200,668 | 107,000 | 114,500 | 118,400 |
| 00130.1150.01. Insurances | | | | |
| 00130 - Insurances | 515,656 | 254,600 | 285,000 | 323,300 |
| Total 00130.1150.01. Insurances | 515,656 | 254,600 | 285,000 | 323,300 |
| 00140.1150.01. Worker's Compensation | | | | |
| 00140 - Worker's Compensation | 10,770 | 6,000 | 6,500 | 6,600 |
| Total 00140.1150.01. Worker's Compensation | 10,770 | 6,000 | 6,500 | 6,600 |
| 00150.1150.01. Unemployment Insurance | | | | |
| 00150 - Unemployment Insurance | 10,296 | 15,000 | 15,000 | 15,000 |
| Total 00150.1150.01. Unemployment Insurance | 10,296 | 15,000 | 15,000 | 15,000 |
| 00160.1150.01. Temporaries | | | | |
| 00160 - Temporaries | 45,994 | 15,000 | | |
| Total 00160.1150.01. Temporaries | 45,994 | 15,000 | | |
| 00170.1150.01. Overtime Pay | | | | |
| 00170 - Overtime Pay | 8,325 | 4,500 | 2,500 | 2,500 |
| Total 00170.1150.01. Overtime Pay | 8,325 | 4,500 | 2,500 | 2,500 |
| Total Administration Salaries & Benefits | 2,683,914 | 1,420,700 | 1,454,700 | 1,534,800 |
| | | | | |
| Administration Other Expenses | | | | |
| 00200.1150.01. Postage | | | | |
| 00200 - Postage | 8,216 | 18,000 | 10,000 | 10,000 |
| Total 00200.1150.01. Postage | 8,216 | 18,000 | 10,000 | 10,000 |
| 00210.1150.01. Printing | | | | |
| 00210 - Printing | 38,544 | 43,000 | | |
| ACCTG - forms, envelopes, budget books | | | 4,000 | 4,000 |

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Budget Report

For Fiscal Years 2020 and 2021

Total FTE's - 14

| Account | FY18 Actuals | FY19 Budget | FY20 Budget | FY21 Budget |
|--|----------------|---------------|---------------|---------------|
| CP - procurement documents | | | 26,300 | 27,000 |
| Total 00210.1150.01. Printing | 38,544 | 43,000 | 30,300 | 31,000 |
| 00225.1150.01. Util Trash & Sewer | | | | |
| 00225 - Util Trash & Sewer | 202 | | | |
| Total 00225.1150.01. Util Trash & Sewer | 202 | | | |
| 00226.1150.01. Util Telephone | | | | |
| 00226 - Util Telephone | 168,135 | | | |
| Total 00226.1150.01. Util Telephone | 168,135 | | | |
| 00230.1150.01. Advertising | | | | |
| 00230 - Advertising | 24,492 | 26,000 | | |
| ACCTG - legal notices for Commission meetings, financial reports, vacations of real property | | | 3,000 | 3,000 |
| CP - IPPA reverse vendor tradeshow | | | 1,000 | 1,000 |
| CP - legal notices for invitations to bid, RFPs, RFQs | | | 11,000 | 11,000 |
| RE - legal notices for auctions, rentals, surplus properties | | | 3,000 | 3,000 |
| Total 00230.1150.01. Advertising | 24,492 | 26,000 | 18,000 | 18,000 |
| 00240.1150.01. Books, Dues, Subscriptions | | | | |
| 00240 - Books, Dues, Subscriptions | 8,690 | 7,000 | | |
| ACCTG - AGA, GFOA, ATI | | | 2,000 | 2,000 |
| ACCTG - professional certification | | | 1,000 | 1,000 |
| 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 |
| RE - NAR, IAR, BRR IMLS, IRWA | | | 1,800 | 1,800 |
| Total 00240.1150.01. Books, Dues, Subscriptions | 8,690 | 7,000 | 7,900 | 7,900 |
| 00261.1150.01. Supplies - Office | | | | |
| 00261 - Supplies - Office | 35,696 | 45,000 | 40,000 | 42,000 |
| Total 00261.1150.01. Supplies - Office | 35,696 | 45,000 | 40,000 | 42,000 |
| 00265.1150.01. Supplies - Clothing | | | | |
| 00265 - Supplies - Clothing | 1,445 | 750 | 1,000 | 1,000 |
| Total 00265.1150.01. Supplies - Clothing | 1,445 | 750 | 1,000 | 1,000 |
| 00270.1150.01. Supplies - Computer | | | | |

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Budget Report

For Fiscal Years 2020 and 2021

Total FTE's - 14

| Account | FY18 Actuals | FY19 Budget | FY20 Budget | FY21 Budget |
|---|----------------|----------------|----------------|----------------|
| 00270 - Supplies - Computer | 337,533 | | | |
| CP - CD burner | | | 500 | 500 |
| Total 00270.1150.01. Supplies - Computer | 337,533 | | 500 | 500 |
| 00291.1150.01. Leases and Rentals | | | | |
| 00291 - Leases and Rentals | 117,558 | 2,500 | | |
| ACCTG - postage meters | | | 2,000 | 2,000 |
| ACCTG - water coolers and RO systems | | | 5,000 | 5,500 |
| Total 00291.1150.01. Leases and Rentals | 117,558 | 2,500 | 7,000 | 7,500 |
| 00300.1150.01. Travel and Meetings | | | | |
| 00300 - Travel and Meetings | 32,482 | 13,000 | | |
| ACCTG - professional development | | | 6,000 | 6,000 |
| ACCTG - Viewpoint Conference | | | 1,500 | 1,500 |
| BUDG - professional development | | | 2,000 | 2,000 |
| CP - professional development | | | 1,000 | 1,000 |
| RE - professional development | | | 1,000 | 1,000 |
| TREAS - professional development | | | 2,000 | 2,000 |
| Total 00300.1150.01. Travel and Meetings | 32,482 | 13,000 | 13,500 | 13,500 |
| 00310.1150.01. Auto Mileage | | | | |
| 00310 - Auto Mileage | 138 | 500 | 500 | 500 |
| Total 00310.1150.01. Auto Mileage | 138 | 500 | 500 | 500 |
| 00320.1150.01. Employee Training | | | | |
| 00320 - Employee Training | 35,933 | 15,400 | | |
| ACCTG - professional development | | | 6,000 | 6,000 |
| ACCTG - Viewpoint Conference | | | 1,300 | 1,400 |
| BUDG - professional development | | | 1,700 | 1,700 |
| CP - professional development | | | 4,300 | 4,300 |
| RE - professional development | | | 1,000 | 1,000 |
| TREAS - professional development | | | 2,000 | 2,000 |
| Total 00320.1150.01. Employee Training | 35,933 | 15,400 | 16,300 | 16,400 |
| 00340.1150.01. Insurance and Bonds | | | | |
| 00340 - Insurance and Bonds | 169,667 | 175,000 | 175,000 | 180,000 |
| Total 00340.1150.01. Insurance and Bonds | 169,667 | 175,000 | 175,000 | 180,000 |
| 00341.1150.01. Self-Insurance Claims | | | | |
| 00341 - Self-Insurance Claims | 32,310 | 300,000 | 300,000 | 300,000 |

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Budget Report

For Fiscal Years 2020 and 2021

Total FTE's - 14

| Account | FY18 Actuals | FY19 Budget | FY20 Budget | FY21 Budget |
|--|--------------|-------------|-------------|-------------|
| Total 00341.1150.01. Self-Insurance Claims | 32,310 | 300,000 | 300,000 | 300,000 |
| 00350.1150.01. Interest Expense | | | | |
| 00350 - Interest Expense | 52,192 | | | |
| Total 00350.1150.01. Interest Expense | 52,192 | | | |
| 00370.1150.01. Taxes (Irrig & Drainage) | | | | |
| 00370 - Taxes (Irrig & Drainage) | 12,357 | 14,000 | 12,000 | 12,500 |
| Total 00370.1150.01. Taxes (Irrig & Drainage) | 12,357 | 14,000 | 12,000 | 12,500 |
| 00430.1150.01. Commuteride Support | | | | |
| 00430 - Commuteride Support | 275,000 | 250,000 | 200,000 | 250,000 |
| Total 00430.1150.01. Commuteride Support | 275,000 | 250,000 | 200,000 | 250,000 |
| 00460.1150.01. Miscellaneous Expense | | | | |
| 00460 - Miscellaneous Expense | 726 | 500 | 500 | 500 |
| Total 00460.1150.01. Miscellaneous Expense | 726 | 500 | 500 | 500 |
| 00461.1150.01. Bank Fees | | | | |
| 00461 - Bank Fees | 34,444 | 8,000 | 10,000 | 11,000 |
| Total 00461.1150.01. Bank Fees | 34,444 | 8,000 | 10,000 | 11,000 |
| 00491.1150.01. Maint/Repair Property Rentals | | | | |
| 00491 - Maint/Repair Property Rentals | 25,680 | 40,000 | 20,000 | 20,000 |
| Total 00491.1150.01. Maint/Repair Property Rentals | 25,680 | 40,000 | 20,000 | 20,000 |
| 00492.1150.01. Maint / Repair - Equip | | | | |
| 00492 - Maint / Repair - Equip | 563,386 | | | |
| Total 00492.1150.01. Maint / Repair - Equip | 563,386 | | | |
| 00495.1150.01. Discretionary Account For Mgrs | | | | |
| 00495 - Discretionary Account For Mgrs | 4,606 | 2,800 | | |
| CHIEF | | | 1,500 | 1,500 |
| TREAS | | | 1,100 | 1,100 |
| Total 00495.1150.01. Discretionary Account For Mgrs | 4,606 | 2,800 | 2,600 | 2,600 |
| 00640.1150.01. Office Machines | | | | |
| 00640 - Office Machines | 1,136,030 | | | |
| Total 00640.1150.01. Office Machines | 1,136,030 | | | |
| 00701.1150.01. Title Search | | | | |
| 00701 - Title Search | 300 | 500 | 500 | 500 |
| Total 00701.1150.01. Title Search | 300 | 500 | 500 | 500 |

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Budget Report

For Fiscal Years 2020 and 2021

Total FTE's - 14

| Account | FY18 Actuals | FY19 Budget | FY20 Budget | FY21 Budget |
|---|----------------|---------------|---------------|---------------|
| 00702.1150.01. Appraisals | | | | |
| 00702 - Appraisals | 12,325 | 17,000 | 10,000 | 10,000 |
| Total 00702.1150.01. Appraisals | 12,325 | 17,000 | 10,000 | 10,000 |
| 00705.1150.01. Professional Services | | | | |
| 00705 - Professional Services | 327,501 | 54,000 | | |
| ACCTG - ADA interpreter services | | | 1,000 | 1,000 |
| ACCTG - Audit services | | | 50,000 | 50,000 |
| TREAS - Consulting services | | | 2,000 | 2,000 |
| Total 00705.1150.01. Professional Services | 327,501 | 54,000 | 53,000 | 53,000 |
| 00740.1150.01. Contractual Services | | | | |
| 00740 - Contractual Services | | 15,000 | 15,000 | 15,000 |
| Total 00740.1150.01. Contractual Services | | 15,000 | 15,000 | 15,000 |
| Total Administration Other Expenses | 3,455,588 | 1,047,950 | 943,600 | 1,003,400 |
| | | | | |
| Total Administration Expenditures | 6,139,502 | 2,468,650 | 2,398,300 | 2,538,200 |