

## Administration Department

Operational Budget Summary				
1150 - Administration				
<b>Category</b>	<b>FY2020 Actuals</b>	<b>FY2021 Budget</b>	<b>FY2022 Budget</b>	<b>FY2023 Budget</b>
Labor	1,402,790	1,429,029	1,522,000	1,582,900
Supplies	88,761	106,900	110,100	114,900
Support	200,000	200,000	200,000	200,000
Training/Travel/Safety	9,466	15,500	30,200	30,700
Maint/Repair	43,766	10,500	11,500	12,500
Contracts	61,030	78,500	53,000	54,000
Equip/Land	4,767,369	4,763,200	-	-
Insurance/Awards	254,936	477,600	334,700	335,700
<b>Total</b>	<b>6,828,117</b>	<b>7,081,229</b>	<b>2,261,500</b>	<b>2,330,700</b>

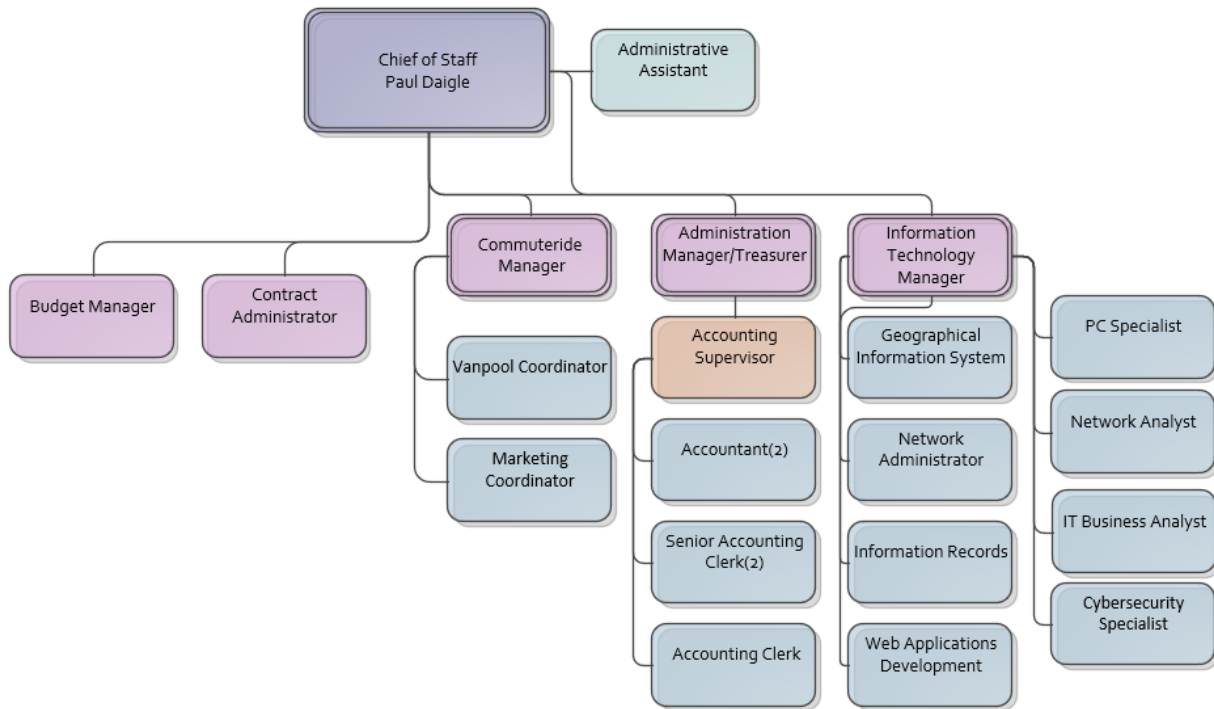
## Information Technology Department

Operational Budget Summary				
1155 - Information Technology				
<b>Category</b>	<b>FY2020 Actuals</b>	<b>FY2021 Budget</b>	<b>FY2022 Budget</b>	<b>FY2023 Budget</b>
Labor	1,632,210	1,684,600	1,891,300	2,004,200
Contracts	259,639	387,400	366,500	345,000
Equip/Land	147,214	294,800	104,000	55,000
Insurance/Awards	878	1,300	1,000	1,000
Maint/Repair	461,984	604,500	679,500	731,500
Supplies	995,602	1,437,100	1,836,200	1,412,300
Training/Travel/Safety	13,893	16,000	34,000	34,000
<b>Total</b>	<b>3,511,419</b>	<b>4,425,700</b>	<b>4,912,500</b>	<b>4,583,000</b>

### **Department Mission**

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

## Organizational Chart



### 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 Districts 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 confirming to Idaho Code is established and maintained.

- The Procurement and Contracting Office (PCO) 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 PCO 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.
- Information Technology (IT) is responsible for development, maintenance, and use of computer systems, software, network, and cyber security for the processing and distribution of data. The three major IT functions are IT governance, IT infrastructure, and IT functionality. The respective units within IT are Geographic Information Systems (GIS), Records Management, Web Application Development (WebDev), Network Operations (NetOps), and Service Desk.

## **Performance Measurement**

### Accounting

- 2021 Accomplishments
  - Due to the continued impact of the COVID-19 pandemic, staff worked on a modified schedule through the first 9 months of the fiscal year. Also, during this past fiscal year, there was a very high count in employee terminations and retirements and over 100 new employees were hired. Nevertheless, employee payroll and vendor payments continued to be processed without delays.
  - Established a new Department (Capital Facilities) to consolidate all development costs related to new operational facilities on West Ustick Road, West Franklin Road., and Apple Street.
  - Obtained and secured an informal bid for audit services related to the issuance of the annual financial statements.
  - Obtained and secured an informal bid for insurance brokerage services related to our insurance coverage needs on commercial property, commercial auto, inland marine, crime, and executive risk.
  - Performed a significant cleanup of the Accounting system's outstanding open Purchase Orders resulting in a 50% reduction.
  - Performed a significant cleanup of the Accounting system's active vendor list resulting in a 73% reduction. Vendors not used in the past three years were inactivated.
  - Worked with our insurance broker to increase the insurance policy coverage for rented equipment from \$50,000 per item to \$100,000 per item due to the increased requirement from current rental equipment vendors.
  - Specifically obtained flood insurance for the salt/sand shed located in the Adams maintenance yard.
  - With the District's efforts to address current and projected market conditions and to remain competitive in the employment process, there were many initiatives that were implemented this past year. Significant testing and review

of accounting operations were performed, and multiple accounting system profiles were modified and/or created to enable the processing of new initiatives including hiring incentives, retention incentives, longevity incentives, twelve week maternity and paternity leaves, supplemental day care costs, increased PTO accrual rates, PERSI 401k matching, and banking excess FTO to an employee's PERSI 401k account.

- Succeeded in the on-going 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 FY 21, 52% of all vendor payments were processed through Electronic Funds Transfer compared to 47% in the prior year.
  - Reached the goal of maintaining 95% of payroll payments made by Direct Deposit as opposed to physical payroll checks.
  - Continued with the on-going comprehensive cross-training program within Accounting staff. There are now two staff members that can backup both Accounts Payable and Payroll processing.
  - Continued on-going updates to the Accounting Desktop Procedures manual.
  - Provided multiple training sessions to Administrative Assistants on processing Travel related forms.
  - Conducted periodic reviews with Capital Project Managers to identify the status of ongoing projects and address unusual transactions.
  - Conducted three training sessions to internal customers to introduce them to the Accounting functions and user interfaces.
- 2022 Initiatives
    - Implement GASB Statement No. 87 on Leases.
    - Produce an RFP for Banking Services.
    - Continue to provide training sessions throughout the year to internal customers to introduce them to the Accounting functions and user interfaces.
    - Work with IT to implement single user sign-on for both the Vista Accounting system and the Employee Timecard portal.
    - Integrate the Purchase Order module to the electronic processing of the Accounts Payable on the Employee Timecard portal.
    - 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
  - 2021 Status
    - Increased utilization of new software in combination with IFYWP
    - Integrated new software into Project Initiation Form process (with IT)
  - 2022 Objective
    - Finalize implementation of new Budget Software-OpenGov and get a forward-facing database for the public

- 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, public transparency, and period assessment of performance:
  - 2021 Status
    - PCO implemented use of the Demandstar digital procurement system as a means of electronic bidding for Goods and Services procurements.
    - PCO drafted and conducted an RFP for a comprehensive cradle-grave Electronic Procurement (eProcurement) solution. Among other implications, an eProcurement solution was determined to be the most effective means of increasing the networking and solicitation efforts of ACHD and maximizing competitive bidding. This will also allow greater centralization of procurements under the PCO.
    - PCO drafted and published its first Strategic Plan. This 2-year document provides internal and external customers with transparency in understanding the framework under which the PCO operates and its goals for the coming FY.
  - 2022 Objectives
    - PCO will award and implement its eProcurement solution. PCO will continue to centralize district procurements under the PCO team, providing the Chief of Staff and Director with increased visibility of procurements being conducted and FYTD cost analysis.
    - The PCO will assess a host of metrics through the eProcurement system to report performance measures and trends in budgeting and utilization of public funds throughout the procurement process.
    - The PCO will update and publish its Strategic Plan for FY22-FY23.
- Continue professional development training and certification progress:
  - 2021 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 the Ada County Highway District at the IPPA Reverse Vendor Trade Show via Zoom in the fall of 2020.
  - 2022 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 CPP (Certified Public Professional) credentials.

- At a minimum, PCO staff will represent Ada County Highway District in at least one local or regional event.

## IT

- 2021 Accomplishments (top 5)
  - Standardized the ability for ACHD employees to work remotely by establishing/enhancing VPN network, policies, mobile equipment, and cyber security when working away from office.
  - Developed a new employee assessment process and application.
  - Implemented 300 new traffic switches for deployment.
  - Integrated new retention program policies in Viewpoint accounting systems, including 401k match and two COLA adjustments.
  - Developed new Traffic Camera Web Mapping application.
- 2022 Initiatives (top 5)
  - Become fully compliant with PCI Compliancy and requirements.
  - Upgrade/Replace some of IT's internal tracking systems to enhance IT productivities, efficiencies, and customer service.
    - Replace Ticket Tracking and Project Tracking system.
    - Implement an Asset Management system for tracking laptops, desktops, and other client devices.
    - Implement a standardized knowledge base system for searchable documentation and self-help library.
  - Maintain both end-client devices as well as enterprise software/hardware/network systems to ensure they are current and functioning optimally within industry standards.
  - Participate in new countywide aerial photo project in Spring 2022.
  - Upgrade/Replace ACHD public facing website.

**1150 - Administration**

Budget Report

For Fiscal Years 2022 and 2023

Total FTE's - 13

Account	FY20 Actuals	FY21 Budget	FY22 Budget	FY23 Budget
Administration Salaries & Benefits				
00100.1150.01. Administration Wages				
00100 - Administration Wages	943,819	907,000	996,000	1,050,000
<b>Total 00100.1150.01. Administration Wages</b>	<b>943,819</b>	<b>907,000</b>	<b>996,000</b>	<b>1,050,000</b>
00110.1150.01. FICA Taxes				
00110 - FICA Taxes	67,936	69,500	76,200	80,500
<b>Total 00110.1150.01. FICA Taxes</b>	<b>67,936</b>	<b>69,500</b>	<b>76,200</b>	<b>80,500</b>
00120.1150.01. State Retirement				
00120 - State Retirement	111,600	108,300	119,100	125,500
<b>Total 00120.1150.01. State Retirement</b>	<b>111,600</b>	<b>108,300</b>	<b>119,100</b>	<b>125,500</b>
00130.1150.01. Insurances				
00130 - Insurances	259,329	240,600	277,300	303,200
<b>Total 00130.1150.01. Insurances</b>	<b>259,329</b>	<b>240,600</b>	<b>277,300</b>	<b>303,200</b>
00140.1150.01. Worker's Compensation				
00140 - Worker's Compensation	5,421	3,000	5,900	6,200
<b>Total 00140.1150.01. Worker's Compensation</b>	<b>5,421</b>	<b>3,000</b>	<b>5,900</b>	<b>6,200</b>
00150.1150.01. Unemployment Insurance				
00150 - Unemployment Insurance	13,153	20,000	15,000	15,000
<b>Total 00150.1150.01. Unemployment Insurance</b>	<b>13,153</b>	<b>20,000</b>	<b>15,000</b>	<b>15,000</b>
00160.1150.01. Temporaries				
00160 - Temporaries				
Procurement - Temp			30,000	
<b>Total 00160.1150.01. Temporaries</b>			<b>30,000</b>	
00170.1150.01. Overtime Pay				
00170 - Overtime Pay	1,531	2,800	2,500	2,500
<b>Total 00170.1150.01. Overtime Pay</b>	<b>1,531</b>	<b>2,800</b>	<b>2,500</b>	<b>2,500</b>
Total Administration Salaries & Benefits	1,402,790	1,351,200	1,522,000	1,582,900
Administration Other Expenses				
00200.1150.01. Postage				
00200 - Postage	13,477	14,000	15,000	15,500
<b>Total 00200.1150.01. Postage</b>	<b>13,477</b>	<b>14,000</b>	<b>15,000</b>	<b>15,500</b>
00210.1150.01. Printing				
00210 - Printing	21,229	35,000		

**1150 - Administration**

Budget Report

For Fiscal Years 2022 and 2023

Total FTE's - 13

Account	FY20 Actuals	FY21 Budget	FY22 Budget	FY23 Budget
ACCTG - forms, envelopes, budget books			8,000	8,500
CP - procurement documents			23,000	24,000
<b>Total 00210.1150.01. Printing</b>	21,229	35,000	31,000	32,500
00230.1150.01. Advertising				
00230 - Advertising	18,863	24,500		
ACCTG - legal notices for Commission meetings, financial reports, vacations of real property			5,000	5,500
CP - IPPA reverse vendor tradeshow			1,000	1,000
CP - legal notices for invitations to bid, RFPs, RFQs			12,000	12,500
<b>Total 00230.1150.01. Advertising</b>	18,863	24,500	18,000	19,000
00240.1150.01. Books, Dues, Subscriptions				
00240 - Books, Dues, Subscriptions	4,385	6,600		
ACCTG - AGA, GFOA, ATI			2,000	2,500
ACCTG - professional certification			1,500	2,000
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			1,300	1,000
<b>Total 00240.1150.01. Books, Dues, Subscriptions</b>	4,385	6,600	6,900	7,600
00261.1150.01. Supplies - Office				
00261 - Supplies - Office	25,797	32,000	30,000	31,000
<b>Total 00261.1150.01. Supplies - Office</b>	25,797	32,000	30,000	31,000
00265.1150.01. Supplies - Clothing				
00265 - Supplies - Clothing	512	1,400	1,200	1,300
<b>Total 00265.1150.01. Supplies - Clothing</b>	512	1,400	1,200	1,300
00291.1150.01. Leases and Rentals				
00291 - Leases and Rentals	4,497	6,500		
ACCTG - postage meters			2,000	2,000
ACCTG - water coolers and RO systems			6,000	6,000
<b>Total 00291.1150.01. Leases and Rentals</b>	4,497	6,500	8,000	8,000
00300.1150.01. Travel and Meetings				
00300 - Travel and Meetings	2,617	2,600		
ACCTG - professional development			6,000	6,000



**1150 - Administration**

Budget Report

For Fiscal Years 2022 and 2023

Total FTE's - 13

Account	FY20 Actuals	FY21 Budget	FY22 Budget	FY23 Budget
ACCTG - Viewpoint Conference			1,500	1,500
BUDG - professional development			2,000	2,000
CP - professional development			4,000	4,500
TREAS - professional development			2,000	2,000
<b>Total 00300.1150.01. Travel and Meetings</b>	2,617	2,600	15,500	16,000
00310.1150.01. Auto Mileage				
00310 - Auto Mileage	138	200	300	300
<b>Total 00310.1150.01. Auto Mileage</b>	138	200	300	300
00320.1150.01. Employee Training				
00320 - Employee Training	6,710	7,000		
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
<b>Total 00320.1150.01. Employee Training</b>	6,710	7,000	14,400	14,400
00340.1150.01. Insurance and Bonds				
00340 - Insurance and Bonds	173,138	180,000	182,000	183,000
<b>Total 00340.1150.01. Insurance and Bonds</b>	173,138	180,000	182,000	183,000
00341.1150.01. Self-Insurance Claims				
00341 - Self-Insurance Claims	10,770	100,000	150,000	150,000
<b>Total 00341.1150.01. Self-Insurance Claims</b>	10,770	100,000	150,000	150,000
00350.1150.01. Interest Expense				
00350 - Interest Expense	56,849			
<b>Total 00350.1150.01. Interest Expense</b>	56,849			
00370.1150.01. Taxes (Irrig & Drainage)				
00370 - Taxes (Irrig & Drainage)	12,478			
<b>Total 00370.1150.01. Taxes (Irrig &amp; Drainage)</b>	12,478			
00430.1150.01. Commuteride Support				
00430 - Commuteride Support	200,000	207,000	200,000	200,000
<b>Total 00430.1150.01. Commuteride Support</b>	200,000	207,000	200,000	200,000
00460.1150.01. Miscellaneous Expense				
00460 - Miscellaneous Expense	5,054	500	500	500
<b>Total 00460.1150.01. Miscellaneous Expense</b>	5,054	500	500	500

**1150 - Administration**

Budget Report

For Fiscal Years 2022 and 2023

Total FTE's - 13

Account	FY20 Actuals	FY21 Budget	FY22 Budget	FY23 Budget
00461.1150.01. Bank Fees				
00461 - Bank Fees	8,716	8,000	11,000	12,000
<b>Total 00461.1150.01. Bank Fees</b>	<b>8,716</b>	<b>8,000</b>	<b>11,000</b>	<b>12,000</b>
00491.1150.01. Maint/Repair Property Rentals				
00491 - Maint/Repair Property Rentals	29,996			
<b>Total 00491.1150.01. Maint/Repair Property Rentals</b>	<b>29,996</b>			
00495.1150.01. Discretionary Account For Mgrs				
00495 - Discretionary Account For Mgrs	1,700	2,700		
CHIEF			1,500	1,500
TREAS			1,200	1,200
<b>Total 00495.1150.01. Discretionary Account For Mgrs</b>	<b>1,700</b>	<b>2,700</b>	<b>2,700</b>	<b>2,700</b>
00610.1150.01. Land				
00610 - Land	4,767,369			
<b>Total 00610.1150.01. Land</b>	<b>4,767,369</b>			
00640.1150.01. Office Machines				
00640 - Office Machines		30,000		
<b>Total 00640.1150.01. Office Machines</b>		<b>30,000</b>		
00701.1150.01. Title Search				
00701 - Title Search				
<b>Total 00701.1150.01. Title Search</b>				
00702.1150.01. Appraisals				
00702 - Appraisals	12,850			
<b>Total 00702.1150.01. Appraisals</b>	<b>12,850</b>			
00705.1150.01. Professional Services				
00705 - Professional Services	48,180	50,000		
ACCTG - ADA interpreter services			1,000	1,000
ACCTG - Audit services			50,000	51,000
TREAS - Consulting services			2,000	2,000
<b>Total 00705.1150.01. Professional Services</b>	<b>48,180</b>	<b>50,000</b>	<b>53,000</b>	<b>54,000</b>
00740.1150.01. Contractual Services				
00740 - Contractual Services				
<b>Total 00740.1150.01. Contractual Services</b>				
<b>Total Administration Other Expenses</b>	<b>5,425,328</b>	<b>708,000</b>	<b>739,500</b>	<b>747,800</b>

**1150 - Administration**

Budget Report

For Fiscal Years 2022 and 2023

Total FTE's - 13

Account	FY20 Actuals	FY21 Budget	FY22 Budget	FY23 Budget
Total Administration Expenditures	6,828,117	2,059,200	2,261,500	2,330,700