



Fiscal Year 2019 Adopted Budget General (Current Expense) Fund **#001.34* – Department of General Administration**

(Responsible Elected Officials: County Commissioners)

The Department of General Administration was established to assist with overall county executive and administrative responsibilities. It is comprised of two divisions: administrative services and risk management. These divisions provide support for all county operations.

General Administration staff regularly assists the county commissioners and the clerk of the board with their daily functions. Staff also supports and assists various Board of County Commissioner-appointed boards and commissions, including the board of equalization, lodging tax advisory committee, fair board, and the central safety and accident review committees.

Functions incorporated within the administrative services division of general administration are: finance/budget administration, personnel administration, records management, support of appointed boards and commissions, website administration, county property management, and capital projects and improvements.

Grand Total FY2019 Adopted Budget Appropriations:	\$193,986.00
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General (Current Expense) Fund

#001.34* – Department of General Administration

Expenditure Overview By Budgeting, Accounting and Reporting System (BARS) Object Code

BARS Object Codes		FY2015 Actual Expenditures	FY2016 Actual Expenditures	FY2017 Actual Expenditures	Three-Year Average Expenditures (FY2015-2017)	FY2018 Revised Budget (including all amendments)	FY2018 Actual Expenditures Through 12-31-2018	FY2019 Target Expenditures	FY2019 Departmental Expenditure Request	FY2019 Adopted Budget Appropriations
#	Description									
10	Salaries and Wages	\$141,255.99	\$150,572.44	\$142,578.15	\$144,802.00	\$138,034.00	\$135,299.41	\$135,542.00	\$135,399.00	\$135,399.00
20	Personnel Benefits	\$58,910.32	\$66,001.25	\$59,806.22	\$61,573.00	\$47,491.00	\$46,550.16	\$45,907.00	\$46,621.00	\$46,621.00
30	Supplies	\$2,210.02	\$2,341.39	\$1,499.80	\$2,017.00	\$1,000.00	\$1,181.25	\$1,000.00	\$900.00	\$900.00
40	Services (see Non-Dept. 001.037.5**,**.46 for Risk Management Insurance)	\$9,873.16	\$7,387.86	\$6,768.11	\$8,010.00	\$6,620.00	\$3,779.05	\$6,740.00	\$11,066.00	\$11,066.00
50	Intergovernmental Services and Payments (see note below)	\$94.79	\$102.74	\$82.36	\$93.00	\$120.00	\$83.03			
60	Capital Outlays	-	\$2,664.00	-	\$888.00	-	-	-	-	-
Grand Total Departmental Expenditures (BARS #001.34*.5**,**.**))		\$212,344.28	\$229,069.68	\$210,734.64	\$217,383.00	\$193,265.00	\$186,892.90	\$189,189.00	\$193,986.00	\$193,986.00

Note Regarding Budgeting, Accounting and Reporting System (BARS) Object Code 50:

- Per the State Auditor's Office, BARS Object Code 50 (Intergovernmental Services and Payments) will be eliminated effective January 1, 2019.
See BARS Object Code 40 (Services) for all relevant fiscal year 2019 budget appropriations.



General (Current Expense) Fund
#001.34* – Department of General Administration

Expenditure Breakdown: BARS Object Codes 10 (Salaries and Wages) & 20 (Personnel Benefits)

Position	Fiscal Year 2019 Wage Breakdown at 1.0 Full-Time Equivalent (FTE) rounded to the nearest dollar										FY2019 Departmental Expenditure Request				FY2019 Adopted Budget Appropriations			
	Group	Grade	Step	Base Salary	Longevity	Total Salary	Number of Months at This Salary	TOTAL SALARY (ANNUAL)	FTE	Salary	Benefits	TOTAL Salary + Benefits	FTE	Salary	Benefits	TOTAL Salary + Benefits		
				(Monthly)	(Monthly)	(Monthly)				(Object 10)	(Object 20)			(Object 10)	(Object 20)		\$	\$
County Administrative Officer	Contract	-	-	\$8,403.00	-	-	\$8,403.00	x 12 =	\$100,836	0.21	\$21,175	\$5,673 26.8%	\$26,848	0.21	\$21,175	\$5,673 26.8%	\$26,848	
Clerk of the Board	Mgmt	14	8	= \$5,315.00	\$186.03	3.5%	\$5,501.03	x 12 =	\$66,013		-	-	-	-	-	-	-	
Mgmt & Fiscal Analyst	Mgmt	14	8	= \$5,315.00	\$132.88	2.5%	\$5,447.88	x 12 =	\$65,375	0.76	\$49,685	\$15,572 31.3%	\$65,257	0.76	\$49,685	\$15,572 31.3%	\$65,257	
Public Records Coord.	Mgmt	12	7	= \$4,474.00	-	-	\$4,474.00	x 6	= \$54,630	-	-	-	-	-	-	-	-	
		12	8	= \$4,631.00	-	-	\$4,631.00	x 6										
Confidential Secretary/ Assistant Risk Manager/ Deputy Clerk of the Board	Mgmt	10	8	= \$4,033.00	-	-	\$4,033.00	x 2	= \$49,001	0.44	\$21,560	\$7,693 35.7%	\$29,253	0.44	\$21,560	\$7,693 35.7%	\$29,253	
		10	8	= \$4,033.00	\$60.50	1.5%	\$4,093.50	x 10										
Administrative Assistant II	367-C	10	10	= \$3,880.00	\$232.80	6.0%	\$4,112.80	x 4	= \$49,976	0.80	\$39,981	\$16,364 40.9%	\$56,345	0.80	\$39,981	\$16,364 40.9%	\$56,345	
		10	10	= \$3,880.00	\$310.40	8.0%	\$4,190.40	x 8										
Out of Class Pay for Microsoft Access Database Design/Creation/Maintenance (96 hours at Grade 14/Step 8)										-	\$2,998	\$1,319 44.0%	\$4,317	-	\$2,998	\$1,319 44.0%	\$4,317	
Total Personnel Expenditures (BARS #001.34*.5**.1* and #001.34*.5**.2*)										2.21	\$135,399	\$46,621 34.4%	\$182,020	2.21	\$135,399	\$46,621 34.4%	\$182,020	

- General Administration staff may be apportioned between multiple funds:
 - General (Current Expense) Fund #001.301 – Board of County Commissioners
 - General (Current Expense) Fund #001.303 – Civil Service
 - General (Current Expense) Fund #001.34* – General Administration
 - Special Revenue Fund #105 – Veterans' Relief
 - Special Revenue Fund #106 – Tourism Development
 - Special Revenue Fund #179 – Homeless Housing and Assistance
 - Capital Improvements Fund #301 (125) – Capital Improvements
 - Internal Service Fund #531 – Risk Management



General (Current Expense) Fund
#001.34* – Department of General Administration
Expenditure Breakdown: BARS Object Code 30 (Supplies)

BARS Subobject Codes		FY2015 Actual Expenditures	FY2016 Actual Expenditures	FY2017 Actual Expenditures	Three-Year Average Expenditures (FY2015-2017)	FY2018 Revised Budget (including all amendments)	FY2018 Actual Expenditures Through 12-31-2018	FY2019 Target Expenditures	FY2019 Departmental Expenditure Request	FY2019 Adopted Budget Appropriations
#	Description									
31	Office & Operating Supplies	\$1,126.10	\$1,345.19	\$1,096.17	\$1,189.00	\$1,000.00	\$947.42	\$1,000.00	\$550.00	\$550.00
35	Small Tools & Minor Equip.	\$123.64	\$816.77	\$403.63	\$448.00	-	\$233.83	-	\$350.00	\$350.00
36	Equipment Less Than \$5,000	\$960.28	\$179.43	-	\$380.00	-	-	-	-	-
Total Supplies (BARS #001.34*.5**.**.3*)		\$2,210.02	\$2,341.39	\$1,499.80	\$2,017.00	\$1,000.00	\$1,181.25	\$1,000.00	\$900.00	\$900.00

Notes:

- Requests for Object #30 are in line with actual expenditures from July 1, 2017 through June 30, 2018; these requests also factor in projected needs for fiscal year 2019



General (Current Expense) Fund
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Expenditure Breakdown: BARS Object Code 40 (Services)

BARS Subobject Codes		FY2015 Actual Expenditures	FY2016 Actual Expenditures	FY2017 Actual Expenditures	Three-Year Average Expenditures (FY2015-2017)	FY2018 Revised Budget (including all amendments)	FY2018 Actual Expenditures Through 12-31-2018	FY2019 Target Expenditures	FY2019 Departmental Expenditure Request	FY2019 Adopted Budget Appropriations
#	Description									
41	Professional Services	\$5,083.54	\$4,689.18	\$3,320.00	\$4,364.00	\$3,200.00	\$791.60	\$3,320.00	\$8,000.00	\$8,000.00
42	Communication	\$1,356.50	\$1,071.75	\$1,021.75	\$1,150.00	\$1,100.00	\$995.18	\$1,100.00	\$1,050.00	\$1,050.00
43	Travel	\$880.02	\$334.03	\$752.07	\$655.00	\$500.00	\$943.11	\$500.00	\$900.00	\$900.00
45	Operating Rentals & Leases	\$1,119.40	\$114.00	\$116.00	\$450.00	\$120.00	\$116.00	\$120.00	\$116.00	\$116.00
46	Insurance [sans Risk Mgmt.]	-	\$50.00	-	\$17.00	-	-	-	-	-
48	Repairs & Maintenance	\$1,013.85	\$978.90	\$1,358.29	\$1,117.00	\$1,430.00	\$733.16	\$1,430.00	\$800.00	\$800.00
49	Miscellaneous Services	\$419.85	\$150.00	\$200.00	\$257.00	\$270.00	\$200.00	\$270.00	\$200.00	\$200.00
Total Services (BARS #001.34*.5**.4*)		\$9,873.16	\$7,387.86	\$6,768.11	\$8,010.00	\$6,620.00	\$3,779.05	\$6,740.00	\$11,066.00	\$11,066.00

Notes:

- Requests for Object #40 are in line with actual expenditures from July 1, 2017 through June 30, 2018; these requests also factor in projected needs for fiscal year 2019
- 41 (Professional Services): includes request of additional appropriations for Board of Equalization hearing examiner; also includes advertising and property management forest land assessment (previously coded to subobject #51)
- 43 (Travel): includes Board of Equalization travel costs
- 45 (Operating Rentals & Leases): annual rent fee
- 48 (Repairs & Maintenance): copy machine maintenance
- 49 (Miscellaneous Services): miscellaneous filing fees, auditor's copier charges, WFOA membership fees, and WCAA dues



General (Current Expense) Fund
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Expenditure Breakdown: BARS Object Code 50 (Intergovernmental Services and Payments)

BARS Subobject Codes		FY2015 Actual Expenditures	FY2016 Actual Expenditures	FY2017 Actual Expenditures	Three-Year Average Expenditures (FY2015-2017)	FY2018 Revised Budget (including all amendments)	FY2018 Actual Expenditures Through 12-31-2018	FY2019 Target Expenditures	FY2019 Departmental Expenditure Request	FY2019 Adopted Budget Appropriations
#	Description									
51	Intergovt Professional Service	\$94.79	\$102.74	\$82.36	\$93.00	\$120.00	\$83.03			
Total Intergovernmental Services and Payments (BARS #001.34*.5**,**.5*)		\$94.79	\$102.74	\$82.36	\$93.00	\$120.00	\$83.03			

NOTE

Per the State Auditor's Office, BARS Object Code 50 (Intergovernmental Services and Payments) will be eliminated effective January 1, 2019.
See BARS Object Code 40 (Services) for all relevant fiscal year 2019 budget appropriations.



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Revenue History By Budgeting, Accounting and Reporting System (BARS) Code

Revenue Source		FY2015 Actual Revenue	FY2016 Actual Revenue	FY2017 Actual Revenue	Three-Year Average Revenue (FY2015-2017)	FY2018 Budget Estimate (including all amendments)	FY2018 Actual Revenue Through 12-31-2018	FY2019 Baseline Revenue	FY2019 Departmental Revenue Estimate	FY2019 Adopted Revenue Estimates
Current BARS Code	Description									
001.341.341.44	General Administration Health Consulting	\$6,478.81	-	-	\$2,160.00	-	-	-	-	-
001.341.341.81.00	Executive Services Copy Charges	\$80.81	\$148.82	\$121.79	\$117.00	-	-	-	-	-
001.341.369.9*	Immaterial Miscellaneous Revenues	\$0.97	-	-	-	-	-	-	-	-
001.343.311.30.00	Sale of Tax-Title Property	\$5,657.50	-	-	\$1,886.00	\$1,000.00	\$34,089.57	\$1,000.00	\$1,000.00	\$1,000.00
Grand Total Departmental Revenue (BARS #001.34*.3*.**.*)		\$12,218.09	\$148.82	\$121.79	\$4,163.00	\$1,000.00	\$34,089.57	\$1,000.00	\$1,000.00	\$1,000.00