



# **Fiscal Year 2020 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 FY2020 Adopted Budget Appropriations:**

**\$238,047.00**



## General (Current Expense) Fund

### #001.34\* – Department of General Administration

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

BARS Object Codes		FY2016 Actual Expenditures	FY2017 Actual Expenditures	FY2018 Actual Expenditures	Three-Year Average Expenditures (FY2016-2018)	FY2019 Revised Budget  (including all amendments)	FY2019 Actual Expenditures  Through 10-31-2019	FY2020 Target Expenditures	FY2020 Departmental Expenditure Request	FY2020 Adopted Budget Appropriations
#	Description									
00	Depreciation, Amortization, Other Decreases in Fund Resources and Transfers-Out	-	-	-	-	-	-	-	-	-
10	Salaries and Wages	\$150,572.44	\$142,578.15	\$135,299.41	\$142,816.67	\$135,399.00	\$111,386.41	\$141,540.00	\$150,644.00	\$159,300.00
20	Personnel Benefits	\$66,001.25	\$59,806.22	\$46,550.16	\$57,452.54	\$47,086.00	\$38,750.09	\$50,800.00	\$53,547.00	\$58,277.00
30	Supplies for Consumption and Resale	\$2,341.39	\$1,499.80	\$1,181.25	\$1,674.15	\$900.00	\$167.87	\$1,068.00	\$2,150.00	\$2,150.00
40	Services and Pass-Through Payments	\$7,490.60	\$6,850.47	\$3,862.08	\$6,067.72	\$17,066.00	\$8,293.59	\$12,732.00	\$18,320.00	\$18,320.00
60	Capital Outlays	\$2,664.00	-	-	\$888.00	-	-	-	-	-
70	Debt Service – Principal	-	-	-	-	-	-	-	-	-
80	Debt Service – Interest and Issuance Costs	-	-	-	-	-	-	-	-	-
<b>Grand Total Departmental Expenditures</b> <i>(BARS #001.34*.5**.**.*)</i>		<b>\$229,069.68</b>	<b>\$210,734.64</b>	<b>\$186,892.90</b>	<b>\$208,899.07</b>	<b>\$200,451.00</b>	<b>\$158,597.96</b>	<b>\$206,140.00</b>	<b>\$224,661.00</b>	<b>\$238,047.00</b>



**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 2020 Wage Breakdown at 1.0 Full-Time Equivalent (FTE)										FY2020 Departmental Expenditure Request				FY2020 Adopted Budget Appropriations				
	Group	Grade	Step	Base Salary (Monthly)	Longevity (Monthly)		Total Salary (Monthly)	Number of Months at This Salary	TOTAL SALARY (ANNUAL) rounded to nearest \$	FTE	Salary (Object 10)  \$	Benefits (Object 20)		TOTAL Salary + Benefits	FTE	Salary (Object 10)  \$	Benefits (Object 20)		TOTAL Salary + Benefits
					percentage of base salary	base salary + longevity						\$	% of salary				\$	% of salary	
County Administrative Officer	Contract	CAO	6	= \$9,264.00	-	-	\$9,264.00	x 12	= \$111,168	0.21	\$21,175	\$6,096	28.79%	\$27,271	0.21	\$23,345	\$6,712	28.75%	\$30,057
Management & Fiscal Analyst	Mgmt	16	8	= \$6,404.00	\$160.10	2.50%	\$6,564.10	x 12	= \$78,770	0.76	\$57,014	\$19,001	33.33%	\$76,015	0.76	\$59,865	\$20,373	34.03%	\$80,238
Confidential Secretary/ Assistant Risk Manager/ Deputy Clerk of the Board	Mgmt	10	8	= \$4,235.00	\$63.53	1.50%	\$4,298.53	x 12	= \$51,583	0.42	\$20,631	\$7,762	37.62%	\$28,393	0.42	\$21,665	\$8,877	40.97%	\$30,542
Accountant/Board of Equalization Clerk	367-C	12	10	= \$4,666.00	\$373.28	8.00%	\$5,039.28	x 12	= \$60,472	0.90	\$51,824	\$20,688	39.92%	\$72,512	0.90	\$54,425	\$22,315	41.00%	\$76,740
Total (BARS #001.34*.51*.*.1* and #001.34*.51*.*.2*)										2.29	\$150,644	\$53,547	35.55%	\$204,191	2.29	\$159,300	\$58,277	36.58%	\$217,577

**Notes Regarding FY2020 Adopted Budget Appropriations:**

- General Administration staff listed on this page may be apportioned between multiple funds:
  - 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
- Effective January 1, 2020: regrade the salary of the Management & Fiscal Analyst position from Grade 14 to Grade 16
  - The purpose is to make the salary grade of the Management & Fiscal Analyst position equal to the salary grade of the other two countywide financial management positions, which are:  
Chief Treasury/Investment Officer in the Treasurer's Office and Chief Accountant in the Auditor's Office (both positions are paid at Management Grade 16)
- Effective January 1, 2020: fill Accountant/Board of Equalization Clerk position at 0.9 FTE
  - The Department of General Administration's sole union position (Administrative Assistant II) was split 80/20 between General Administration (80%) and the Public Health & Human Services Department (20%) in the original fy2019 budget; in fy2020, the Department of General Administration will fill this position at 90% in fund #001.341 with no split elsewhere



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

Expenditure Breakdown: BARS Object Code 30 (Supplies for Consumption and Resale)

BARS Subobject Codes		FY2016 Actual Expenditures	FY2017 Actual Expenditures	FY2018 Actual Expenditures	Three-Year Average Expenditures (FY2016-2018)	FY2019 Revised Budget  (including all amendments)	FY2019 Actual Expenditures  Through 10-31-2019	FY2020 Target Expenditures	FY2020 Departmental Expenditure Request	FY2020 Adopted Budget Appropriations
#	Description									
31	Items Purchased for Consumption	\$1,345.19	\$1,096.17	\$947.42	\$1,129.59	\$550.00	\$112.19	\$562.00	\$1,500.00	\$1,500.00
32	Fuel Used to Generate Power, Heating, and Operate Engines and Vehicles	-	-	-	-	-	-	-	-	-
33	Power, Gas, Water, and Waste Disposal Services for Resale Only	-	-	-	-	-	-	-	-	-
34	Items Purchased for Resale	-	-	-	-	-	-	-	-	-
35	Small Tools & Minor Equipment	\$996.20	\$403.63	\$233.83	\$544.55	\$350.00	\$55.68	\$506.00	\$650.00	\$650.00
<b>Total</b> <i>(BARS #001.34*.51*.*.3*)</i>		<b>\$2,341.39</b>	<b>\$1,499.80</b>	<b>\$1,181.25</b>	<b>\$1,674.15</b>	<b>\$900.00</b>	<b>\$167.87</b>	<b>\$1,068.00</b>	<b>\$2,150.00</b>	<b>\$2,150.00</b>

**Notes:**

- Requests for Object #30 are in line with actual expenditures from July 1, 2018 through June 30, 2019; these requests also factor in projected needs for fiscal year 2020
- The aggregate request for Object 30 is more than double the target, but still below fy2016 levels (during the past three years, the department purposely cut supply costs for budgetary reasons)



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

Expenditure Breakdown: BARS Object Code 40 (Services and Pass-Through Payments)

BARS Subobject Codes		FY2016 Actual Expenditures	FY2017 Actual Expenditures	FY2018 Actual Expenditures	Three-Year Average Expenditures (FY2016-2018)	FY2019 Revised Budget  (including all amendments)	FY2019 Actual Expenditures  Through 10-31-2019	FY2020 Target Expenditures	FY2020 Departmental Expenditure Request	FY2020 Adopted Budget Appropriations
#	Description									
41	Professional Services	\$4,791.92	\$3,402.36	\$874.63	\$3,022.97	\$8,000.00	\$6,006.92	\$9,600.00	\$15,000.00	\$15,000.00
42	Communication	\$1,071.75	\$1,021.75	\$995.18	\$1,029.56	\$1,050.00	\$842.80	\$1,072.00	\$1,000.00	\$1,000.00
43	Travel	\$334.03	\$752.07	\$943.11	\$676.40	\$900.00	\$1,031.78	\$919.00	\$1,000.00	\$1,000.00
44	Taxes and Operating Assessments	-	-	-	-	-	-	-	-	-
45	Operating Rentals & Leases	\$114.00	\$116.00	\$116.00	\$115.33	\$116.00	\$120.00	\$119.00	\$120.00	\$120.00
46	Insurance [sans Risk Management]	\$50.00	-	-	\$16.67	-	-	-	-	-
47	Utility Services	-	-	-	-	-	-	-	-	-
48	Contracted Repairs & Maintenance	\$978.90	\$1,358.29	\$733.16	\$1,023.45	\$800.00	\$117.09	\$817.00	\$1,000.00	\$1,000.00
49	Other	\$150.00	\$200.00	\$200.00	\$183.33	\$6,200.00	\$175.00	\$205.00	\$200.00	\$200.00
<b>Total</b> <i>(BARS #001.34*.51*.**,4*)</i>		<b>\$7,490.60</b>	<b>\$6,850.47</b>	<b>\$3,862.08</b>	<b>\$6,067.72</b>	<b>\$17,066.00</b>	<b>\$8,293.59</b>	<b>\$12,732.00</b>	<b>\$18,320.00</b>	<b>\$18,320.00</b>

**Notes:**

- Requests for Object #40 are in line with actual expenditures from July 1, 2018 through June 30, 2019; these requests also factor in projected needs for fiscal year 2020
- 41 (Professional Services): includes request of additional appropriations for Board of Equalization hearing examiner and associated costs; also includes advertising and property management forest land assessment
- 43 (Travel): includes Board of Equalization travel costs
- 45 (Operating Rentals & Leases): annual rent fee
- 48 (Contracted Repairs & Maintenance): copy machine maintenance
- 49 (Other): miscellaneous filing fees, county auditor's copier charges, Washington Finance Officers Association (WFOA) membership fees, and Washington County Administrative Association (WCAA) dues



**General (Current Expense) Fund**  
**#001.34\* – Department of General Administration**  
Expenditure Breakdown: BARS Object Code 60 (Capital Outlays)

BARS Object Codes		FY2016 Actual Expenditures	FY2017 Actual Expenditures	FY2018 Actual Expenditures	Three-Year Average Expenditures (FY2016-2018)	FY2019 Revised Budget  (including all amendments)	FY2019 Actual Expenditures  Through 10-31-2019	FY2020 Target Expenditures	FY2020 Departmental Expenditure Request	FY2020 Adopted Budget Appropriations
#	Description									
60	Capital Outlays	\$2,664.00	-	-	\$888.00	-	-	-	-	-
<b>Total</b> <i>(BARS #001.34*.594.1*.6*)</i>		<b>\$2,664.00</b>	-	-	<b>\$888.00</b>	-	-	-	-	-



**General (Current Expense) Fund**  
**#001.34\* – Department of General Administration**  
Revenue History By Budgeting, Accounting and Reporting System (BARS) Code

Revenue Source		FY2016 Actual Revenue	FY2017 Actual Revenue	FY2018 Actual Revenue	Three-Year Average Revenue (FY2016-2018)	FY2019 Budget Estimate  (including all amendments)	FY2019 Actual Revenue  Through 10-31-2019	FY2020 Baseline Revenue Estimate	FY2020 Departmental Revenue Estimate	FY2020 Adopted Revenue Estimates
Current BARS Code	Description									
001.341.341.81.00	Executive Services Copy Charges	\$148.82	\$121.79	-	\$90.20	-	-	-	-	-
001.343.311.30.00	Sale of Tax-Title Property	-	-	\$34,089.57	\$11,363.19	\$24,750.00	\$24,750.86	\$1,000.00	\$1,000.00	\$15,000.00
001.34*.397	Reconciliation of Personnel Benefits	-	-	-	-	\$465.00	-	-	-	-
<b>Grand Total Departmental Revenue</b> <i>(BARS #001.34*.3**.***)</i>		<b>\$148.82</b>	<b>\$121.79</b>	<b>\$34,089.57</b>	<b>\$11,453.39</b>	<b>\$25,215.00</b>	<b>\$24,750.86</b>	<b>\$1,000.00</b>	<b>\$1,000.00</b>	<b>\$15,000.00</b>