

## Administrator

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### Department Overview

The County Administrator's Office was created by the Gallatin County Commissioners in October of 2003 with the intent to bolster the efficiency of internal and external functions and allow the Commissioners more time to maximize their elected roles. The County Administrator is responsible to the County Commission for all departments assigned to the position including Compliance, Court Services, Dispatch-911, Facilities/Procurement, Finance, Human Resources, Information Technology Services, Conservation and Parks, Planning and Community Development, Rest Home, Road/Bridge, Weed Board, Local Water Quality District, Hebgen Solid Waste Management District, Gallatin Solid Waste District, DUI Task Force, and the Fairgrounds. Funding for these offices comes from taxes assessed within the County General Fund and other sources. Services are also provided by the Administrator's Office to all other County Offices including those managed by elected officials. By facilitating a diverse range of operations, the County Administrator provides support and enhances the effectiveness of County Government.

### Department Goals

- Foster excellence, efficiency, and continuous improvement in County government.
- Enhance the organizational climate of Gallatin County government by building stronger interdepartmental relations.
- Align County operational practices with Commission and public goals to ensure high quality customer service and responsiveness.
- Promote employee retention, professional development, and other human resource strategies.
- Identify potential operational efficiencies that produce savings for taxpayers.
- Serve as a liaison within County government as well as externally with various boards and cities to promote intergovernmental relations.
- Facilitate effective communication within County government and ensure congruence between the policy and operational levels.
- Provide capable executive leadership within Gallatin County government.
- Minimize risk by promoting fiscal prudence, ethics, health, and safety.

### Recent Accomplishments

- Worked with the City of Bozeman to hire architects and contractors to design a new Law and Justice Center.
- Coordinated with County Offices and City Departments as well as external stakeholders to finalize schematic design of Law and Justice Center and begin to build public support for the project.
- Continued to refine and expand the role of County Administrator.
- Oversaw various projects at Gallatin County Airport at Pogreba Field including design of a runway extension.
- Negotiated various County contracts including for BAHA at the Fairgrounds and Collective Bargaining Agreements.
- Retained oversight of County Motor Pool program.
- Performed representational/ceremonial functions as needed.
- Provided regular assistance to departments and boards on personnel issues.
- Investigated citizen concerns and complaints as necessary.

# GENERAL GOVERNMENT

## Administrator

### Department Budget

Object of Expenditure	Actual FY 2015	Budget FY 2016	Actual FY 2016	Request FY 2017	Preliminary FY 2017	Final FY 2017
Personnel	\$ 182,529	\$ 189,418	\$ 189,080	\$ 195,381	\$ 195,381	\$ 195,381
Operations	12,993	33,334	30,604	220,167	46,553	40,095
Debt Service	-	-	-	-	-	-
Capital Outlay	-	18,500	-	18,962	18,962	25,000
Transfers Out	-	-	-	-	-	-
<b>Total</b>	<b>\$ 195,522</b>	<b>\$ 241,252</b>	<b>\$ 219,684</b>	<b>\$ 434,510</b>	<b>\$ 260,896</b>	<b>\$ 260,476</b>

#### Budget by Fund Group

General Fund	\$ 195,522	\$ 207,886	\$ 219,684	\$ 386,969	\$ 213,355	\$ 212,935
Special Revenue Funds	-	-	-	-	-	-
Debt Service Funds	-	-	-	-	-	-
Capital Project Funds	-	-	-	-	-	-
Enterprise Funds	-	-	-	-	-	-
Internal Service Funds	-	33,366	14,866	47,541	47,541	47,541
Trust & Agency Funds	-	-	-	-	-	-
<b>Total</b>	<b>\$ 195,522</b>	<b>\$ 241,252</b>	<b>\$ 234,550</b>	<b>\$ 434,510</b>	<b>\$ 260,896</b>	<b>\$ 260,476</b>

#### Funding Sources

Tax Revenues	\$ 103,239	\$ 97,344	\$ 103,239	\$ 97,933	\$ 96,710	\$ 97,130
Non-Tax Revenues	66,656	94,945	66,656	79,045	59,913	80,377
Cash Reappropriated	25,627	48,964	64,655	257,532	104,273	82,969
<b>Total</b>	<b>\$ 195,522</b>	<b>\$ 241,252</b>	<b>\$ 234,550</b>	<b>\$ 434,510</b>	<b>\$ 260,896</b>	<b>\$ 260,476</b>

### Department Personnel

No. of Positions	FT/PT	Title	FTE 2015	FTE 2016	FTE 2017
1	Full-Time	County Administrator	1.00	1.00	1.00
1	Full-Time	Executive Assistant	1.00	1.00	1.00
<b>Total Program</b>			<b>2.00</b>	<b>2.00</b>	<b>2.00</b>