

### Administrator

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#### Department Overview

The County Administrator's Office was created by the Gallatin County Commissioners in October of 2003 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 Court Services, Dispatch-911, Facilities/Procurement, Finance, Human Resources, Innovation and Technology, 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, Fairgrounds and in FY 20 Engineering. Funding for these offices comes from taxes assessed within various funds 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.

For FY 2020 the Deputy County Administrator has been employed effective July 1, 2019.

#### 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 Collective Bargaining Agreements.
- Moved County Motor Pool program to user departments where appropriate.
- 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 2018	Final FY 2019	Estimated		Request FY 2020	Preliminary FY 2020	Final FY 2020
			Year-End FY 2019	Start Up FY 2020			
Personnel	\$ 180,657	\$ 286,749	\$ 195,095	\$ 375,897	\$ 580,530	\$ 377,315	\$ 383,453
Operations	13,112	33,057	30,643	30,648	30,648	30,648	20,648
Debt Service	-	-	-	-	-	-	-
Capital Outlay	20,000	40,000	-	35,000	35,000	35,000	35,000
Transfers Out	-	-	-	-	-	-	-
<b>Total</b>	<b>\$ 213,769</b>	<b>\$ 359,806</b>	<b>\$ 225,738</b>	<b>\$ 441,545</b>	<b>\$ 646,178</b>	<b>\$ 442,963</b>	<b>\$ 439,101</b>

#### Budget by Fund Group

General Fund	\$ 213,769	\$ 309,806	\$ 215,738	\$ 396,545	\$ 601,178	\$ 397,963	\$ 404,101
Special Revenue Funds	-	-	-	-	-	-	-
Debt Service Funds	-	-	-	-	-	-	-
Capital Project Funds	-	25,000	-	35,000	35,000	35,000	25,000
Enterprise Funds	-	-	-	-	-	-	-
Internal Service Funds	4,071	25,000	10,000	10,000	10,000	10,000	10,000
Trust & Agency Funds	-	-	-	-	-	-	-
<b>Total</b>	<b>\$ 217,840</b>	<b>\$ 359,806</b>	<b>\$ 225,738</b>	<b>\$ 441,545</b>	<b>\$ 646,178</b>	<b>\$ 442,963</b>	<b>\$ 439,101</b>

#### Funding Sources

Tax Revenues	\$ 96,515	\$ 134,579	\$ 133,233	\$ 158,472	\$ 265,937	\$ 156,354	\$ 196,701
Non-Tax Revenues	58,515	103,963	100,844	134,157	193,101	110,359	124,598
Cash Reappropriated	62,810	121,264	(8,339)	148,916	187,141	176,250	117,802
<b>Total</b>	<b>\$ 217,840</b>	<b>\$ 359,806</b>	<b>\$ 225,738</b>	<b>\$ 441,545</b>	<b>\$ 646,178</b>	<b>\$ 442,963</b>	<b>\$ 439,101</b>

#### Department Personnel

No. of Positions	FT/PT	Title	FTE 2018	FTE 2019	FTE 2020
1	Full-Time	County Administrator	1.00	1.00	1.00
1	Full-Time	Deputy County Administrator	0.00	0.50	1.00
1	Full-Time	Communications Coordinator	0.00	0.75	1.00
0	Full-Time	Executive Assistant	1.00	0.00	0.00
0	Part-Time	Motor Pool	0.00	0.00	0.00
3		Total Program	2.00	2.50	3.00