

Department of Administration

Analyst: Smith

Historical Summary

OPERATING BUDGET	FY 2020 Total App	FY 2020 Actual	FY 2021 Approp	FY 2022 Request	FY 2022 Gov Rec
BY PROGRAM					
Management Services	1,194,600	1,086,800	1,507,000	1,238,700	1,233,200
Public Works	16,711,100	16,079,000	16,825,000	17,152,800	17,102,900
Purchasing	3,922,100	3,590,800	4,198,800	4,133,300	4,103,400
Insurance Management	1,939,500	1,653,300	2,403,800	2,084,900	2,073,900
Total:	23,767,300	22,409,900	24,934,600	24,609,700	24,513,400
BY FUND CATEGORY					
General	2,442,300	2,213,900	2,418,600	2,446,200	2,434,200
Dedicated	21,325,000	20,196,000	22,516,000	22,163,500	22,079,200
Total:	23,767,300	22,409,900	24,934,600	24,609,700	24,513,400
Percent Change:		(5.7%)	11.3%	(1.3%)	(1.7%)
BY OBJECT OF EXPENDITURE					
Personnel Costs	9,453,300	8,701,100	9,837,700	10,138,100	10,041,800
Operating Expenditures	14,314,000	13,708,800	14,944,600	14,471,600	14,471,600
Capital Outlay	0	0	152,300	0	0
Total:	23,767,300	22,409,900	24,934,600	24,609,700	24,513,400
Full-Time Positions (FTP)	121.00	121.00	124.00	124.00	124.00

Division Description

1) **MANAGEMENT SERVICES:** Provides administrative, fiscal, legal, and human resource services to the department.

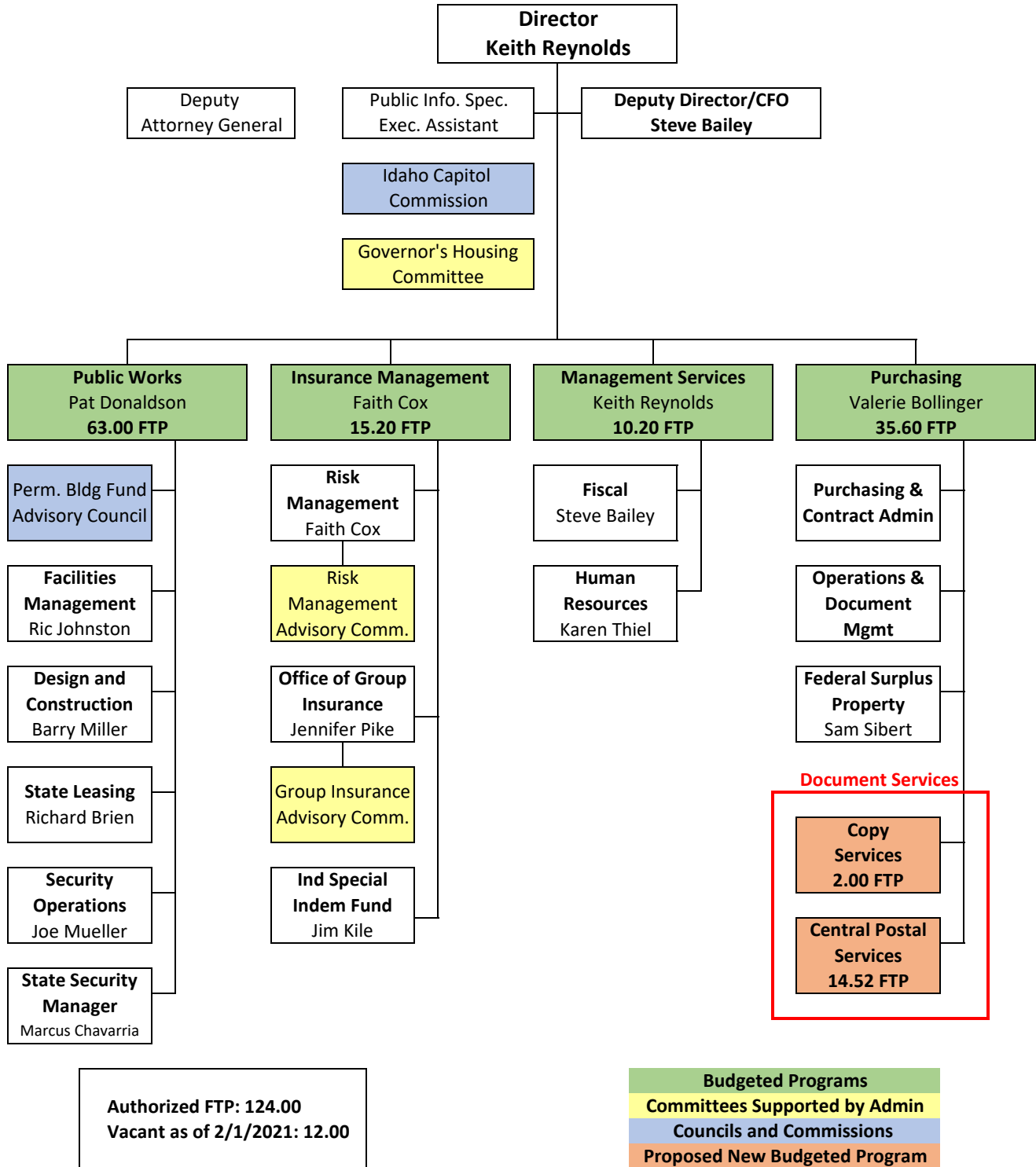
2) **PUBLIC WORKS:** Develops and oversees construction and renovation projects for state buildings, and manages leases for all state-leased office, retail, and warehouse space. Manages facilities at the Capitol Mall, Chinden Campus, and State Office Buildings in Idaho Falls and Lewiston.

3) **PURCHASING:** Acquires property for all state agencies through the competitive bidding process, assists in the donation of surplus federal property to state and local governments and eligible non-profits, and provides mail and copy center services to most state agencies.

4) **INSURANCE MANAGEMENT:** Negotiates and administers medical, dental, life, and disability insurance programs for state employees, and provides property and casualty insurance services to state government via insurance and self-insurance.

Department of Administration Organizational Chart

Analyst: Smith



Part II – Performance Measures

Performance Measure		FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Goal 1 – Division of Insurance and Internal Support; Office of Risk Management Reduce 5-year rolling property claim payments by 20% by end of FY 2023.						
1. Reduce property claim costs by 5% annually through FY23.	actual	-----	-----	\$971,419.43	*	
	target	-----	-----	-----	\$922,848	\$874,277
Goal 2 – Division of Public Works** Reduce the average length of time between project bid date and issuing a Notice to Proceed, authorizing construction to an average of 30 days.						
2. Reduce the average number of days between project bid date and issuing Notice to Proceed by 5% per year until benchmark has been reached.	actual	41 days	39 days	37 days	36.4	-----
	target	42.4 days	39 days	37.1 days	35.2 days	34.6 days

Performance Measure Explanatory Notes

* The actual amount for FY20 is not available at the time this report is due (8/30/20). There are still 21 open claims in process. It takes about 6 months after the end of the fiscal year to realize a fully mature claim payout on property. The FY20 measure will be reported next year.

** Of the current 36.4-day average, the time to receive an authorization letter from the agency increased to 14.3 days or 39% of the total time. DPW will need to work with the agencies and contractors on strategies to reduce the time required to process the required documents.

Administration, Department of

Analyst: Smith

FY 2020 Actual Expenditures by Division

		FTP	PC	OE	CO	T/B	LS	Total
0.30 FY 2020 Original Appropriation								
0001-00	Gen	13.85	801,500	1,666,900	0	0	0	2,468,400
0365-00	Ded	28.40	2,380,500	564,000	0	0	0	2,944,500
0450-00	Ded	59.65	4,641,600	10,972,900	0	0	0	15,614,500
0456-00	Ded	3.33	208,100	415,400	0	0	0	623,500
0461-00	Ded	5.71	510,200	415,200	0	0	0	925,400
0462-00	Ded	7.66	650,900	192,300	0	0	0	843,200
0475-05	Ded	0.20	0	0	0	0	0	0
0519-00	Ded	2.20	221,600	102,200	0	0	0	323,800
Totals:		121.00	9,414,400	14,328,900	0	0	0	23,743,300
0.43 Supplementals								
0450-00	Ded	0.00	63,000	3,500	0	0	0	66,500
Totals:		0.00	63,000	3,500	0	0	0	66,500
0.44 Rescissions								
0001-00	Gen	0.00	(1,400)	0	0	0	0	(1,400)
0365-00	Ded	0.00	(4,600)	0	0	0	0	(4,600)
0450-00	Ded	0.00	(8,700)	0	0	0	0	(8,700)
0456-00	Ded	0.00	(300)	0	0	0	0	(300)
0461-00	Ded	0.00	(1,000)	0	0	0	0	(1,000)
0462-00	Ded	0.00	(1,300)	0	0	0	0	(1,300)
0519-00	Ded	0.00	(500)	0	0	0	0	(500)
Totals:		0.00	(17,800)	0	0	0	0	(17,800)
0.45 Omnibus Decisions								
0001-00	Gen	0.00	(6,300)	(18,400)	0	0	0	(24,700)
Totals:		0.00	(6,300)	(18,400)	0	0	0	(24,700)
1.00 FY 2020 Total Appropriation								
0001-00	Gen	13.85	793,800	1,648,500	0	0	0	2,442,300
0365-00	Ded	28.40	2,375,900	564,000	0	0	0	2,939,900
0450-00	Ded	59.65	4,695,900	10,976,400	0	0	0	15,672,300
0456-00	Ded	3.33	207,800	415,400	0	0	0	623,200
0461-00	Ded	5.71	509,200	415,200	0	0	0	924,400
0462-00	Ded	7.66	649,600	192,300	0	0	0	841,900
0475-05	Ded	0.20	0	0	0	0	0	0
0519-00	Ded	2.20	221,100	102,200	0	0	0	323,300
Totals:		121.00	9,453,300	14,314,000	0	0	0	23,767,300
1.21 Net Object Transfer								
0365-00	Ded	0.00	(4,000)	4,000	0	0	0	0
0450-00	Ded	0.00	0	(18,900)	18,900	0	0	0
Totals:		0.00	(4,000)	(14,900)	18,900	0	0	0
1.41 Receipt to Appropriation								
0450-00	Ded	0.00	0	5,600	0	0	0	5,600
Totals:		0.00	0	5,600	0	0	0	5,600

Administration, Department of

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FY 2020 Actual Expenditures by Division

		FTP	PC	OE	CO	T/B	LS	Total
1.61	Reverted Appropriation							
0001-00	Gen	0.00	(17,500)	(210,900)	0	0	0	(228,400)
0365-00	Ded	0.00	(76,500)	(2,400)	0	0	0	(78,900)
0450-00	Ded	0.00	(548,000)	(25,700)	(30,000)	0	0	(603,700)
0456-00	Ded	0.00	(18,600)	(132,900)	0	0	0	(151,500)
0461-00	Ded	0.00	(47,100)	(123,400)	0	0	0	(170,500)
0462-00	Ded	0.00	(31,200)	(51,300)	0	0	0	(82,500)
0519-00	Ded	0.00	(9,300)	(49,300)	0	0	0	(58,600)
Totals:		0.00	(748,200)	(595,900)	(30,000)	0	0	(1,374,100)
1.91	Other Adjustment							
0450-00	Ded	0.00	0	0	11,100	0	0	11,100
Totals:		0.00	0	0	11,100	0	0	11,100
2.00	FY 2020 Actual Expenditures							
0001-00	Gen	13.85	776,300	1,437,600	0	0	0	2,213,900
	General		776,300	1,437,600	0	0	0	2,213,900
0365-00	Ded	28.40	2,295,400	565,600	0	0	0	2,861,000
	Permanent Building		2,295,400	565,600	0	0	0	2,861,000
0450-00	Ded	59.65	4,147,900	10,937,400	0	0	0	15,085,300
	Administration and Accounting Services		4,147,900	10,937,400	0	0	0	15,085,300
0456-00	Ded	3.33	189,200	282,500	0	0	0	471,700
	Federal Surplus Property Revolving		189,200	282,500	0	0	0	471,700
0461-00	Ded	5.71	462,100	291,800	0	0	0	753,900
	Employee Group Insurance		462,100	291,800	0	0	0	753,900
0462-00	Ded	7.66	618,400	141,000	0	0	0	759,400
	Retained Risk		618,400	141,000	0	0	0	759,400
0475-05	Ded	0.20	0	0	0	0	0	0
	Administrative Code		0	0	0	0	0	0
0519-00	Ded	2.20	211,800	52,900	0	0	0	264,700
	Industrial Special Indemnity		211,800	52,900	0	0	0	264,700
Totals:		121.00	8,701,100	13,708,800	0	0	0	22,409,900

Administration, Department of

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FY 2020 Actual Expenditures by Division

	FTP	PC	OE	CO	T/B	LS	Total
Difference: Actual Expenditures minus Total Appropriation							
0001-00	Gen	(17,500)	(210,900)	0	0	0	(228,400)
	General	(2.2%)	(12.8%)	N/A	N/A	N/A	(9.4%)
0365-00	Ded	(80,500)	1,600	0	0	0	(78,900)
	Permanent Building	(3.4%)	0.3%	N/A	N/A	N/A	(2.7%)
0450-00	Ded	(548,000)	(39,000)	0	0	0	(587,000)
	Administration and Accounting Services	(11.7%)	(0.4%)	N/A	N/A	N/A	(3.7%)
0456-00	Ded	(18,600)	(132,900)	0	0	0	(151,500)
	Federal Surplus Property Revolving	(9.0%)	(32.0%)	N/A	N/A	N/A	(24.3%)
0461-00	Ded	(47,100)	(123,400)	0	0	0	(170,500)
	Employee Group Insurance	(9.2%)	(29.7%)	N/A	N/A	N/A	(18.4%)
0462-00	Ded	(31,200)	(51,300)	0	0	0	(82,500)
	Retained Risk	(4.8%)	(26.7%)	N/A	N/A	N/A	(9.8%)
0475-05	Ded	0	0	0	0	0	0
	Administrative Code	N/A	N/A	N/A	N/A	N/A	N/A
0519-00	Ded	(9,300)	(49,300)	0	0	0	(58,600)
	Industrial Special Indemnity	(4.2%)	(48.2%)	N/A	N/A	N/A	(18.1%)
Difference From Total Approp		(752,200)	(605,200)	0	0	0	(1,357,400)
Percent Diff From Total Approp		(8.0%)	(4.2%)	N/A	N/A	N/A	(5.7%)

Department of Administration

Agency Profile

Analyst: Smith

Source and Use of Funds

	% of Total for FY 2020 Actual	FY 2020 Actual	FY 2021 Estimated Expenditures	FY 2022 Request
1. General Fund (0001-00)	10%	\$ 2,213,900	\$ 2,297,600	\$ 2,446,200
<p>Consists of moneys received into the treasury and not specifically appropriated to any other fund. Used to pay a portion of personnel and/or operating costs in the Management Services Program, Purchasing Program, Public Works Program, postal services operations, fiscal operations staff, and building bond payments for the Idaho State Correctional Center Prison Complex.</p>				
2. Permanent Building (0365-00)	13%	2,861,000	2,976,200	3,253,500
<p>Revenue comes from: (1) a \$10 tax paid by every person and corporation required to file an income tax return; (2) \$5 million per year from the Sales Tax Fund; (3) \$5 million per year from cigarette tax revenue; (4) 33% of the \$4.65 tax per barrel of 31 gallons of beer sold; (5) three-eighths of state lottery earnings; (6) interest earnings from the Permanent Building Fund; and (7) interest earnings from the Budget Stabilization Fund. Moneys are dedicated to building, renovating, or repairing existing structures. It also is used in support of certain Public Works activities and for most bond payments made through the Bond Payments Program.</p>				
3. Administration & Acct. Services (0450-00)	67%	15,085,300	16,222,900	16,036,200
<p>Revenue derived from billing for services including telephone, postal, building space, parking, and purchasing. It also includes funding for interagency services provided by the department. Building bond payments for the Idaho School and Hospital Bond come from this fund.</p>				
4. Surplus Property (0456-00)	2%	471,700	626,100	632,500
<p>Used to manage federal surplus personal property, available for donation to eligible health and educational institutions, units of state and local government, and to civil defense organizations. Funds are derived from charges assessed on any recipient of federal surplus property for the acquisition, warehousing, distribution or transfer of such property.</p>				
5. Employee Group Insurance (0461-00)	3%	753,900	1,329,200	940,900
<p>Funded by a per-eligible employee payment by each agency, to fund the Office of Group Insurance Program.</p>				
6. Retained Risk (0462-00)	3%	759,400	1,020,300	968,500
<p>Funds from all premiums and surcharges received according to Section 67-5777, Idaho Code. Used solely for personnel costs, operating expenditures, and capital outlay to manage the Risk Management Program.</p>				
7. Administrative Code (0475-05)	0%	0	0	0
<p>Fees charged to the agencies for providing services related to rule making, and fees charged to agencies and public for the printed rules material. In FY 2020, the Administrative Rules program was moved from the Department of Administration to the Division of Financial Management in the Office of the Governor.</p>				
8. Industrial Special Indemnity (0519-00)	1%	264,700	341,300	331,900
<p>Funded by an annual assessment paid by the State Insurance Fund, every authorized self-insurer, and every surety authorized to transact worker's compensation insurance in Idaho. Used to pay the administrative costs of operating the fund and making payments to claimants who have suffered an industrial injury rendering the claimant totally and permanently disabled (Sections 72-327, 72-331, and 72-332, Idaho Code).</p>				
Total	100%	\$ 22,409,900	\$ 24,813,600	\$ 24,609,700

Department of Administration

Analyst: Smith

Comparative Summary

Decision Unit	Agency Request			Governor's Rec		
	FTP	General	Total	FTP	General	Total
FY 2021 Original Appropriation	124.00	2,418,600	24,934,600	124.00	2,418,600	24,934,600
Executive Holdback	0.00	(121,000)	(121,000)	0.00	(121,000)	(121,000)
Noncognizable Funds and Transfers	0.00	0	580,000	0.00	0	580,000
FY 2021 Estimated Expenditures	124.00	2,297,600	25,393,600	124.00	2,297,600	25,393,600
Removal of Onetime Expenditures	0.00	0	(1,429,200)	0.00	0	(1,429,200)
Restore Rescissions	0.00	121,000	121,000	0.00	121,000	121,000
FY 2022 Base	124.00	2,418,600	24,085,400	124.00	2,418,600	24,085,400
Benefit Costs	0.00	21,200	216,700	0.00	2,800	38,100
Inflationary Adjustments	0.00	0	7,500	0.00	0	7,500
Statewide Cost Allocation	0.00	0	216,400	0.00	0	216,400
Change in Employee Compensation	0.00	6,400	83,700	0.00	12,800	166,000
FY 2022 Program Maintenance	124.00	2,446,200	24,609,700	124.00	2,434,200	24,513,400
1. Create Separate Document Svcs Program	0.00	0	0	0.00	0	0
2. Fund Shifts to the PBF	0.00	0	0	0.00	0	0
FY 2022 Total	124.00	2,446,200	24,609,700	124.00	2,434,200	24,513,400
Change from Original Appropriation	0.00	27,600	(324,900)	0.00	15,600	(421,200)
% Change from Original Appropriation		1.1%	(1.3%)		0.6%	(1.7%)

Department of Administration

Analyst: Smith

Budget by Decision Unit	FTP	General	Dedicated	Federal	Total
FY 2021 Original Appropriation					
The Legislature funded seven line items for FY 2021: These included \$350,000 to evaluate options to self-fund state employee health insurance; 1.00 FTP and \$125,000 for a shipping and receiving handler and associated equipment at the Chinden Campus; 1.00 FTP and \$101,300 for a loss control program manager; \$80,000 for a document management system for central printing; 1.00 FTP and \$43,900 for a shipping and receiving handler in the Capitol Mall; \$314,400 to remodel LBJ Room 100; and \$25,000 for Projectmates software licenses for the Division of Public Works.					
	124.00	2,418,600	22,516,000	0	24,934,600

Executive Holdback

This adjustment reflects a 5% temporary reduction in General Fund spending authority (holdback) for FY 2021 issued through Executive Order No. 2020-14. This reduction is restored as a base adjustment in FY 2022, below.

Agency Request	0.00	(121,000)	0	0	(121,000)
Governor's Recommendation	0.00	(121,000)	0	0	(121,000)

Noncognizable Funds and Transfers

Management Services

The department received \$580,000 in federal CARES Act funding, approved by the Coronavirus Financial Advisory Committee (CFAC) on October 2, 2020, and distributed through the noncognizable process. The funding will provide: 1) \$430,000 for audio and visual upgrades to enable remote conferencing in the JRW Building and Chinden Campus Building 6; 2) \$75,000 to replace a hydraulic lift in the Capitol Mall used to distribute PPE; and 3) \$75,000 to install touchless drinking fountains in Capitol Mall buildings.

Agency Request	0.00	0	0	580,000	580,000
Governor's Recommendation	0.00	0	0	580,000	580,000

FY 2021 Estimated Expenditures

Agency Request	124.00	2,297,600	22,516,000	580,000	25,393,600
Governor's Recommendation	124.00	2,297,600	22,516,000	580,000	25,393,600

Removal of Onetime Expenditures

The action removes amounts appropriated on a onetime basis in FY 2021 before calculating the FY 2022 Base. The amount removed also includes \$580,000 in onetime CARES Act funding.

Agency Request	0.00	0	(849,200)	(580,000)	(1,429,200)
Governor's Recommendation	0.00	0	(849,200)	(580,000)	(1,429,200)

Restore Rescissions

This adjustment restores the 5% General Fund holdback removed as a current year expenditure adjustment, above.

Agency Request	0.00	121,000	0	0	121,000
Governor's Recommendation	0.00	121,000	0	0	121,000

FY 2022 Base

Agency Request	124.00	2,418,600	21,666,800	0	24,085,400
Governor's Recommendation	124.00	2,418,600	21,666,800	0	24,085,400

Benefit Costs

Employer-paid benefit changes include an 11% increase (or \$1,280 per eligible FTP) for health insurance, bringing the total appropriation to \$12,930 per FTP. Also included is a restoration of the unemployment insurance rate, a partial restoration of the unused sick leave rate, and adjustments to workers' compensation that vary by agency.

Agency Request	0.00	21,200	195,500	0	216,700
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The Governor recommends no increase for health insurance due to fewer claims than expected and a one-year holiday for employers who contribute to the PERSI-managed sick leave plan.

Governor's Recommendation	0.00	2,800	35,300	0	38,100
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Department of Administration

Analyst: Smith

Budget by Decision Unit	FTP	General	Dedicated	Federal	Total
Inflationary Adjustments					Public Works
The Division of Public Works requests \$7,500 in operating expenditures from the Permanent Building Fund for a contractual increase of its Projectmates software subscription.					
Agency Request	0.00	0	7,500	0	7,500
<i>Governor's Recommendation</i>	<i>0.00</i>	<i>0</i>	<i>7,500</i>	<i>0</i>	<i>7,500</i>

Statewide Cost Allocation

This request includes adjustments to recover the cost of services provided by other agencies in accordance with federal and state guidelines on cost allocation. Attorney General fees will increase by \$8,800, risk management costs will increase by \$185,500, State Controller fees will increase by \$3,700, State Treasurer fees will increase by \$400, and Office of Information Technology Services billings will increase by \$18,000, for a net increase of \$216,400.

Agency Request	0.00	0	216,400	0	216,400
<i>Governor's Recommendation</i>	<i>0.00</i>	<i>0</i>	<i>216,400</i>	<i>0</i>	<i>216,400</i>

Change in Employee Compensation

For calculation purposes, agencies were directed to include the cost of a 1% salary increase for permanent and temporary employees.

Agency Request	0.00	6,400	77,300	0	83,700
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The Governor recommends a 2% increase in employee compensation, distributed on merit. He does not recommend a compensation increase for group and temporary positions.

<i>Governor's Recommendation</i>	<i>0.00</i>	<i>12,800</i>	<i>153,200</i>	<i>0</i>	<i>166,000</i>
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FY 2022 Program Maintenance

Agency Request	124.00	2,446,200	22,163,500	0	24,609,700
<i>Governor's Recommendation</i>	<i>124.00</i>	<i>2,434,200</i>	<i>22,079,200</i>	<i>0</i>	<i>24,513,400</i>

1. Create Separate Document Svcs Program

Purchasing

The department requests to shift a total of 16.52 FTP, \$1,024,600 in personnel costs, and \$588,200 in operating expenditures from the Purchasing Program and create a new Document Services Program within the Department of Administration through a net-zero program transfer. The purpose of creating the new budgeted program would be to increase transparency by separately accounting for the state's printing, mailing, and shipping costs. The shift would include 4.52 FTP, \$379,300 in personnel costs, and \$588,200 in operating expenditures from the Administration and Accounting Services Fund; and 12.00 FTP and \$645,300 in personnel costs from the General Fund. These amounts are based on actual expenditures from FY 2020 with adjustments for associated personnel costs and statewide cost allocation included for FY 2022.

Agency Request	0.00	0	0	0	0
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Recommended by the Governor with changes for benefits and compensation. The shift includes 4.52 FTP, \$375,700 in personnel costs, and \$588,200 in operating expenditures from the Administration and Accounting Services Fund; and 12.00 FTP and \$634,000 in personnel costs from the General Fund.

<i>Governor's Recommendation</i>	<i>0.00</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>
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Department of Administration

Analyst: Smith

Budget by Decision Unit	FTP	General	Dedicated	Federal	Total
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2. Fund Shifts to the PBF

Public Works

The department requests a net-zero fund shift totaling 0.50 FTP, \$39,800 in personnel costs, and \$50,000 in operating expenditures within the Division of Public Works from the Administration and Accounting Services Fund to the Permanent Building Fund. The personnel costs and operating expenditures represent two separate fund shifts. The first shift of 0.50 FTP and \$39,800 in personnel costs would transfer half of the state leasing manager's salary from the Administration and Accounting Services Fund to the Permanent Building Fund. The leasing manager's salary and benefit costs are currently divided evenly between the two funds and this shift would transfer the position's salary and benefit costs entirely onto the Permanent Building Fund. The agency asserts that the purpose of this shift is to ensure that revenue from rent collected from state agencies that flows into the Administration and Accounting Services Fund would not be used to fund the leasing manager. The second shift would transfer \$50,000 in operating expenditures from the Administration and Accounting Services Fund to the Permanent Building Fund to allocate costs for the Office of Information Technology Services. The agency states that this would correct an internal discrepancy in IT billing costs among the Department of Administration's programs so that the Division of Public Works is able to pay its share of IT costs from the Permanent Building Fund. The Permanent Building Fund represents 17% of the FY 2022 Base for the Division of Public Works, or \$2,822,900. The Permanent Building Fund is used by the division for personnel, operating, and capital outlay costs to oversee the building of needed structures, renovations, repairs to and remodeling of existing structures at state institutions and agencies pursuant to Section 57-1108, Idaho Code.

Analyst Note: These shifts were initially requested as base adjustments, but at LSO's discretion are included as line items.

Agency Request	0.00	0	0	0	0
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The Governor recommends the \$50,000 fund shift from the Administration and Accounting Services Fund to the Permanent Building Fund for Office of Information Technology Services billings. The Governor recommended this shift as a base adjustment, as it was requested by the agency.

Governor's Recommendation	0.00	0	0	0	0
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FY 2022 Total					
Agency Request	124.00	2,446,200	22,163,500	0	24,609,700
Governor's Recommendation	124.00	2,434,200	22,079,200	0	24,513,400

Agency Request					
Change from Original App	0.00	27,600	(352,500)	0	(324,900)
% Change from Original App	0.0%	1.1%	(1.6%)		(1.3%)
Governor's Recommendation					
Change from Original App	0.00	15,600	(436,800)	0	(421,200)
% Change from Original App	0.0%	0.6%	(1.9%)		(1.7%)