

# Agency Summary And Certification

FY 2023 Request

Agency: Department of Administration

200

In accordance with 67-3502 Idaho Code, I certify the included budget properly states the receipts and expenditures of the departments (agency, office, or institution) for the fiscal years indicated.

Signature of Department  
Director:

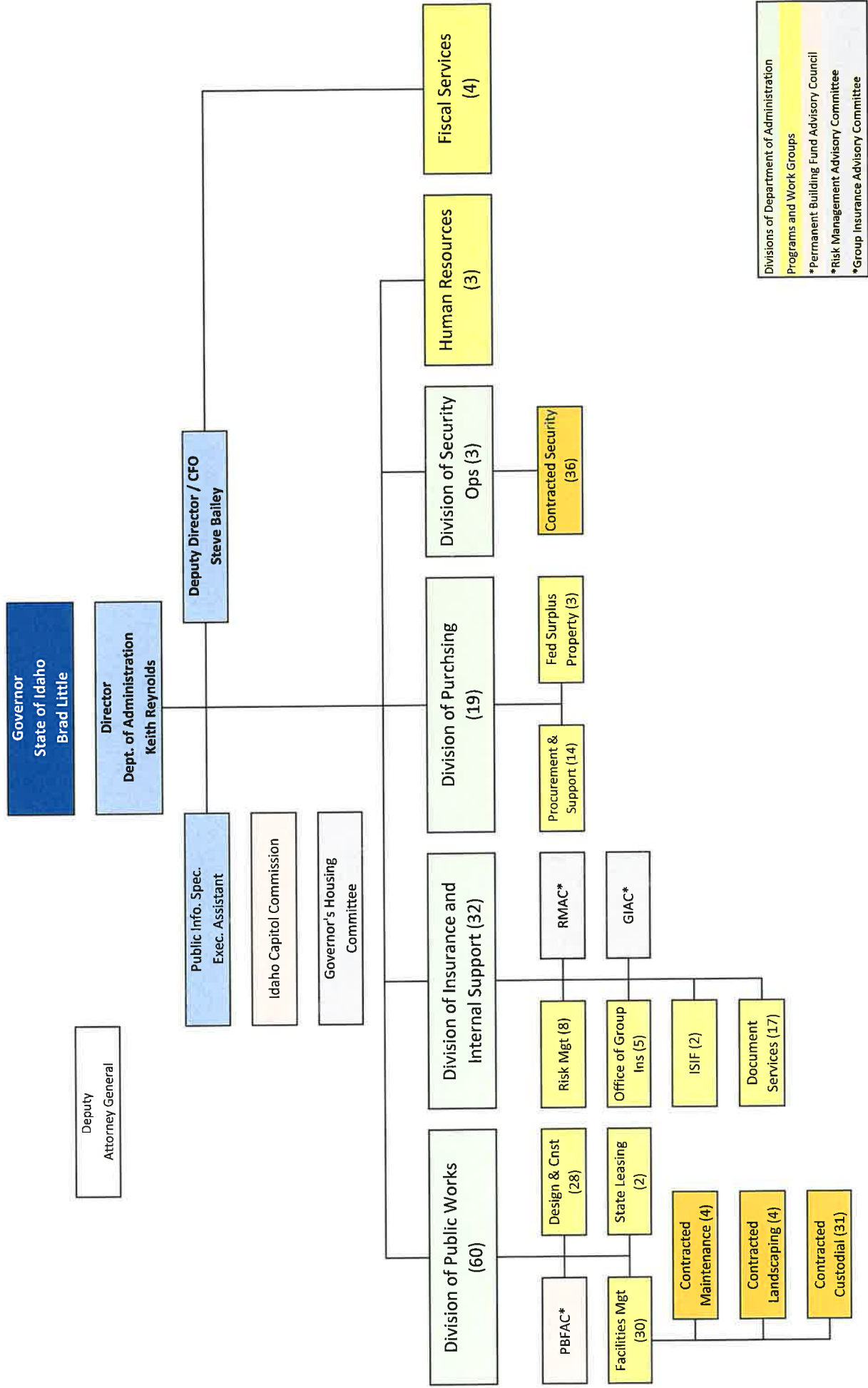
Keith Reynolds

Date: 08/25/2021

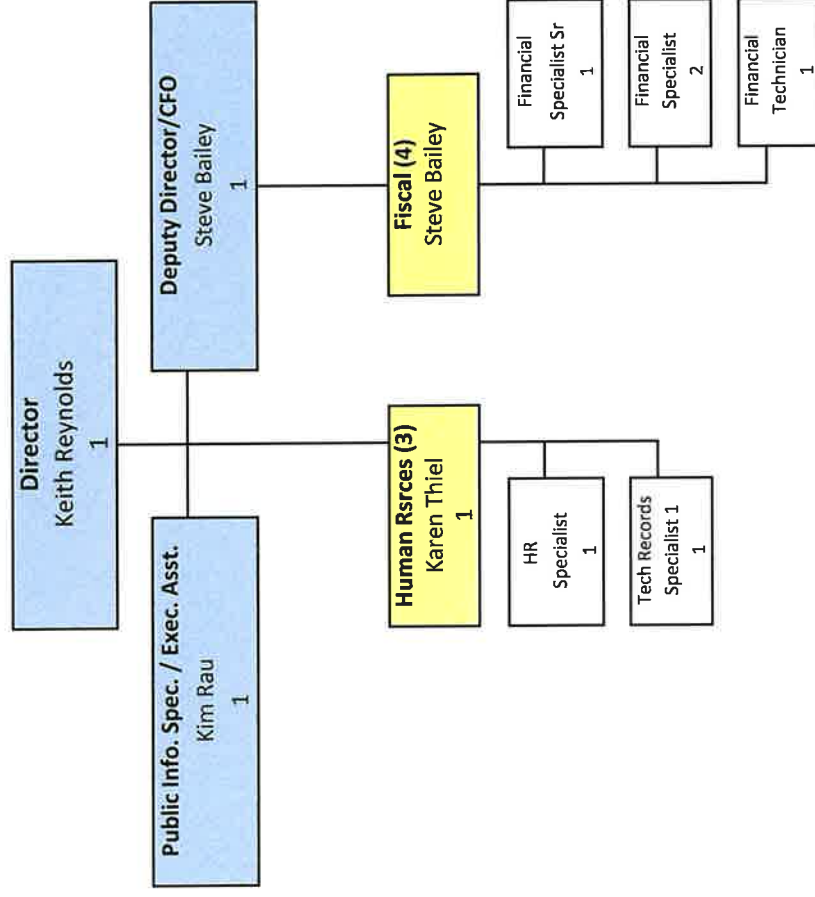
			FY 2021 Total Appropriation	FY 2021 Total Expenditures	FY 2022 Original Appropriation	FY 2022 Estimated Expenditures	FY 2023 Total Request
<b>Appropriation Unit</b>							
Management Services			1,494,700	1,225,800	1,233,200	1,233,200	1,238,602
Public Works			16,747,400	16,042,700	17,102,900	17,102,900	17,596,737
Purchasing			4,167,700	3,992,900	2,505,500	2,580,500	2,516,265
Office of Insurance Management			2,403,800	1,755,600	2,073,900	2,073,900	2,080,733
Document Services			0	0	1,597,900	1,522,900	1,724,233
Capital Commission			2,398,000	2,342,000	2,342,000	4,005,700	4,005,700
Bond Payment Program			19,777,000	19,061,100	19,363,000	19,363,000	19,213,000
<b>Total</b>			<b>46,988,600</b>	<b>44,420,100</b>	<b>46,218,400</b>	<b>47,882,100</b>	<b>48,375,270</b>
<b>By Fund Source</b>							
G	10000	General	6,227,600	6,156,800	6,364,200	6,364,200	6,492,392
F	34400	Federal	0	0	0	0	0
D	36500	Dedicated	18,150,200	17,251,500	17,951,400	17,951,400	18,158,732
D	45000	Dedicated	16,895,900	16,193,400	16,701,400	16,701,400	16,725,609
D	45051	Dedicated	0	0	0	0	125,000
D	45600	Dedicated	626,100	509,500	629,600	629,600	630,527
D	46100	Dedicated	1,329,200	953,900	936,900	936,900	939,375
D	46200	Dedicated	1,020,300	802,400	962,200	962,200	966,195
D	48109	Dedicated	198,000	142,000	142,000	212,000	212,000
D	48279	Dedicated	2,200,000	2,200,000	2,200,000	3,793,700	3,793,700
D	51900	Dedicated	341,300	210,600	330,700	330,700	331,740
<b>Total</b>			<b>46,988,600</b>	<b>44,420,100</b>	<b>46,218,400</b>	<b>47,882,100</b>	<b>48,375,270</b>
<b>By Account Category</b>							
Operating Expense			25,812,800	21,646,700	24,950,800	26,614,500	26,598,000
Capital Outlay			11,378,100	14,057,700	11,225,800	11,225,800	11,543,300
Personnel Cost			9,797,700	8,715,700	10,041,800	10,041,800	10,233,970
<b>Total</b>			<b>46,988,600</b>	<b>44,420,100</b>	<b>46,218,400</b>	<b>47,882,100</b>	<b>48,375,270</b>
FTP Positions			124.00	124.00	124.00	124.00	126.00
<b>Total</b>			<b>124.00</b>	<b>124.00</b>	<b>124.00</b>	<b>124.00</b>	<b>126.00</b>

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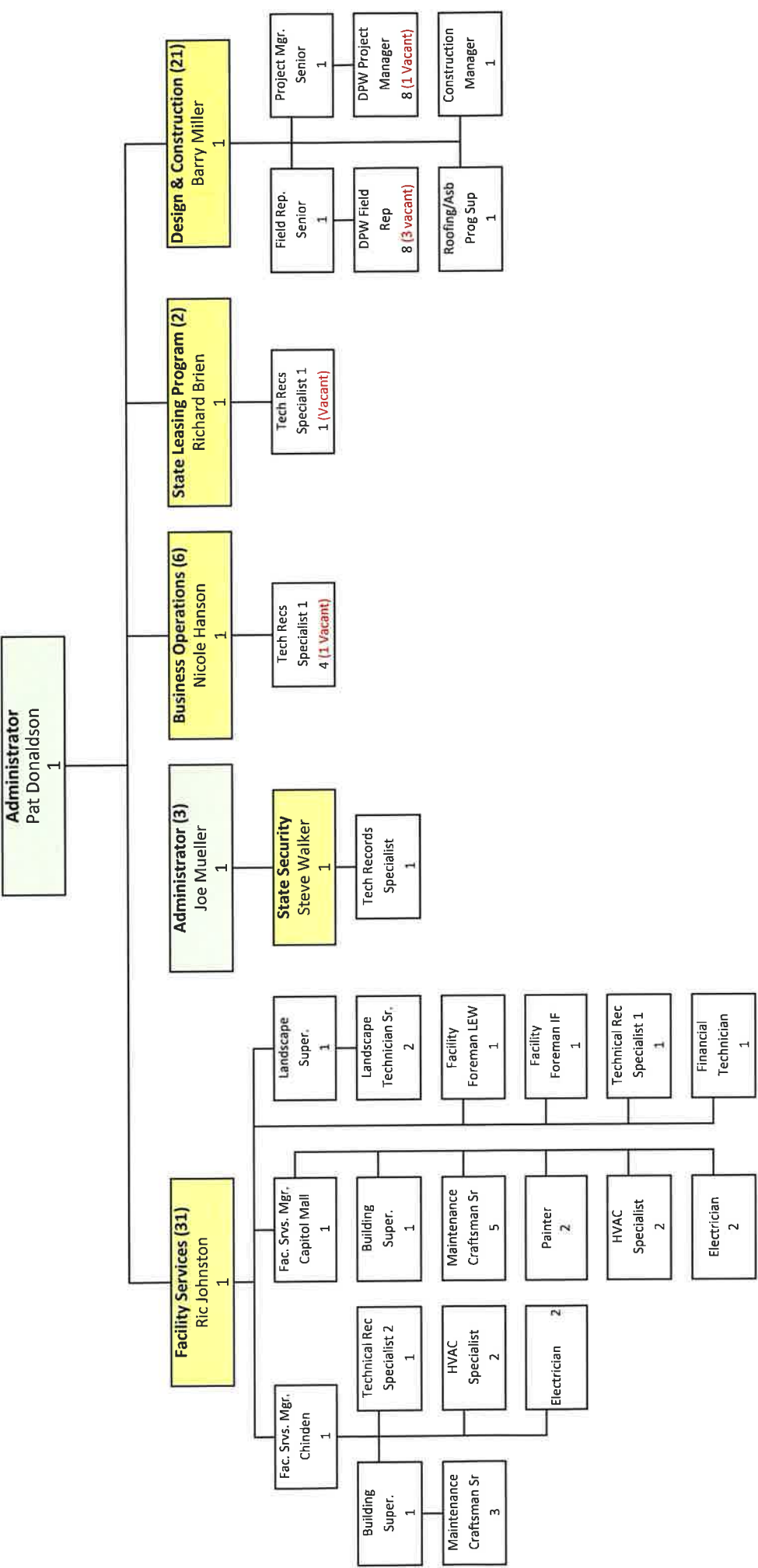
## Department of Administration (124 FTP)



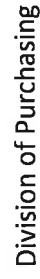
**DEPARTMENT OF ADMINISTRATION**  
**Budgeted Program - Management Services**  
**Authorized FTP - 10**  
**Vacant FTP 8/23/21 - 0**



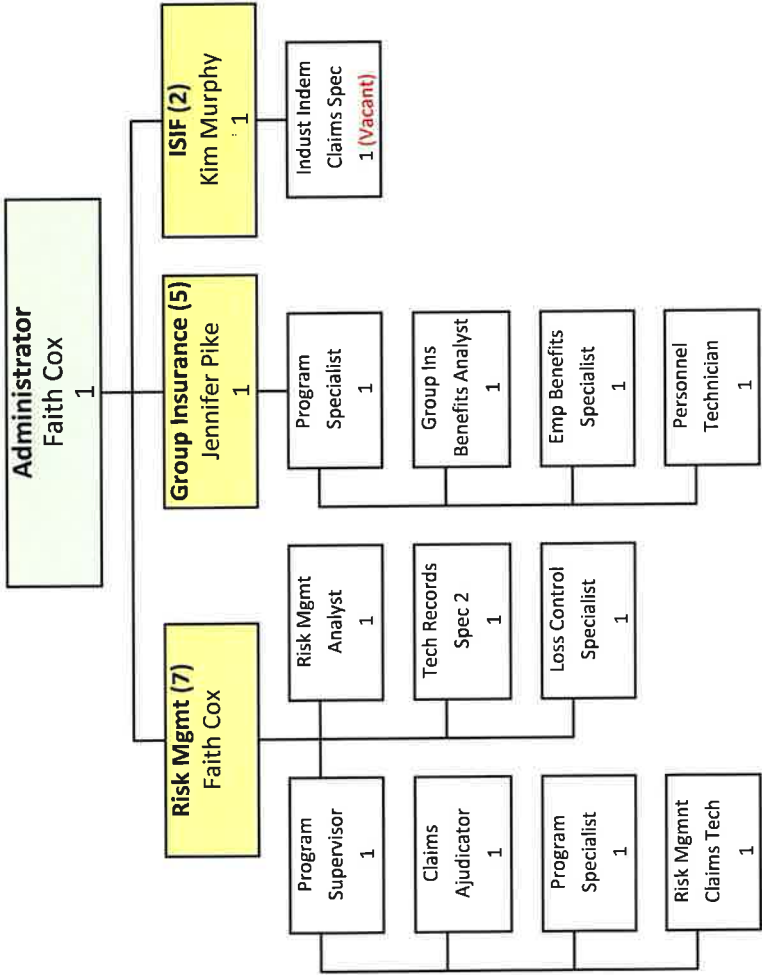
**DEPARTMENT OF ADMINISTRATION**  
**Division of Public Works (DPW)**  
**Authorized FTP - 63**  
**Vacant FTP 8/23/21 - 6**



**Vacant FTP 8/23/21 - 3**



**DEPARTMENT OF ADMINISTRATION**  
**Division of Insurance and Internal Support**  
**Authorized FTP - 15**  
**Vacant FTP 8/23/21 - 1**

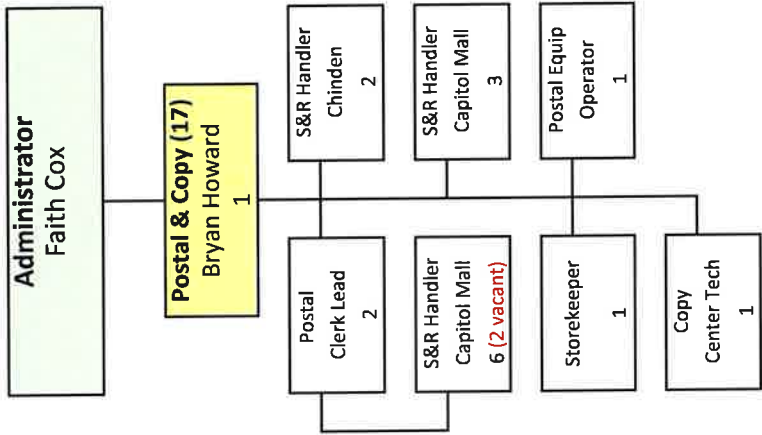


DEPARTMENT OF ADMINISTRATION

Document Services

Authorized FTP - 17

Vacant FTP 8/23/21 - 2



# Agency Revenues

Request for Fiscal Year: 2023

Agency: Department of Administration

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		FY 19 Actuals	FY 20 Actuals	FY 21 Actuals	FY 22 Estimated Revenue	FY 23 Estimated Revenue	Significant Assumptions
<b>Fund</b>	12005 Miscellaneous General Fund: Idaho Education Network						
	450 Fed Grants & Contributions	(74,900)	0	0	0	0	
	460 Interest	400	0	0	0	0	
	<b>Miscellaneous General Fund: Idaho Education Network Total</b>	<b>(74,500)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Fund</b>	36600 Governor'S Residence Fund						
	460 Interest	10,500	8,038	5,152	8,000	8,000	
	467 Other Investment Income	2,900	0	4,537	0	0	
	<b>Governor'S Residence Fund Total</b>	<b>13,400</b>	<b>8,038</b>	<b>9,689</b>	<b>8,000</b>	<b>8,000</b>	
<b>Fund</b>	36601 Governor'S Residence Fund: Idaho Community Foundation						
	460 Interest	4,000	3,851	3,030	3,900	3,900	
	470 Other Revenue	7,900	0	0	0	0	
	<b>Governor'S Residence Fund: Idaho Community Foundation Total</b>	<b>11,900</b>	<b>3,851</b>	<b>3,030</b>	<b>3,900</b>	<b>3,900</b>	
<b>Fund</b>	45002 Admin Acct Svcs Appd&Cont Isf: State Network-Cont						
	435 Sale of Services	(55,000)	0	0	0	0	
	460 Interest	500	0	0	0	0	
	<b>Admin Acct Svcs Appd&amp;Cont Isf: State Network-Cont Total</b>	<b>(54,500)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Fund</b>	45004 Admin Acct Svcs Appd&Cont Isf: State Network						
	435 Sale of Services	(6,700)	0	0	0	0	
	460 Interest	(300)	0	0	0	0	
	<b>Admin Acct Svcs Appd&amp;Cont Isf: State Network Total</b>	<b>(7,000)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	



## Agency Revenues

Request for Fiscal Year: 2023

**Fund 45014** Admin Acct Svcs Appd&Cont Isf: Small Agency Business Mgmt

435	Sale of Services	194,000	88,243	23,387	110,390	110,390
460	Interest	3,900	5,239	1,147	3,900	3,900
470	Other Revenue	0	1	2	0	0

<b>Admin Acct Svcs Appd&amp;Cont Isf: Small Agency Business Mgmt Total</b>		<b>197,900</b>	<b>93,483</b>	<b>24,536</b>	<b>114,290</b>	<b>114,290</b>
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**Fund 45018** Admin Acct Svcs Appd&Cont Isf: Enterprise It Support Svcs

435	Sale of Services	0	0	0	0	0
460	Interest	0	0	0	0	0

<b>Admin Acct Svcs Appd&amp;Cont Isf: Enterprise It Support Svcs Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
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**Fund 45021** Admin Acct Svcs Appd&Cont Isf: Idaho Geospatial

435	Sale of Services	0	0	0	0	0
460	Interest	0	0	0	0	0

<b>Admin Acct Svcs Appd&amp;Cont Isf: Idaho Geospatial Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
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**Fund 45022** Admin Acct Svcs Appd&Cont Isf: Telephone

435	Sale of Services	(8,700)	6,257	0	0	0
460	Interest	600	0	0	0	0

<b>Admin Acct Svcs Appd&amp;Cont Isf: Telephone Total</b>		<b>(8,100)</b>	<b>6,257</b>	<b>0</b>	<b>0</b>	<b>0</b>
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**Fund 45026** Admin Acct Svcs Appd&Cont Isf: Facilities Services

435	Sale of Services	25,000	41,374	21,618	41,400	41,400
441	Sales of Goods	0	15	21,451	0	0
445	Sale of Land, Buildings & Equipment	3,800	0	(655)	0	0
460	Interest	149,000	107,644	33,309	107,600	107,600
463	Rent And Lease Income	18,555,000	18,998,806	16,993,817	18,092,700	18,000,000
470	Other Revenue	(109,000)	74,310	104,628	0	0

<b>Admin Acct Svcs Appd&amp;Cont Isf: Facilities Services Total</b>		<b>18,623,800</b>	<b>19,222,149</b>	<b>17,174,168</b>	<b>18,241,700</b>	<b>18,149,000</b>
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## Agency Revenues

Request for Fiscal Year: 2023

### Fund 45027 Admin Acct Svcs Appd&Cont Isf: Purchasing

435	Sale of Services	1,732,800	1,865,333	2,237,174	1,356,000	1,356,000
450	Fed Grants & Contributions	0	0	784	0	0
460	Interest	81,200	64,961	12,246	5,000	5,000
470	Other Revenue	8,400	16,022	3,549	8,400	8,400

<b>Admin Acct Svcs Appd&amp;Cont Isf: Purchasing Total</b>	<b>1,822,400</b>	<b>1,946,316</b>	<b>2,253,753</b>	<b>1,369,400</b>	<b>1,369,400</b>
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### Fund 45032 Admin Acct Svcs Appd&Cont Isf: Cio Telephone Services-Cont

435	Sale of Services	(34,800)	0	0	0	0
460	Interest	0	0	0	0	0

<b>Admin Acct Svcs Appd&amp;Cont Isf: Cio Telephone Services-Cont Total</b>	<b>(34,800)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
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### Fund 45035 Admin Acct Svcs Appd&Cont Isf: IT Resource Mgmt Council

435	Sale of Services	0	0	0	0	0
460	Interest	0	0	0	0	0
470	Other Revenue	0	0	0	0	0

<b>Admin Acct Svcs Appd&amp;Cont Isf: IT Resource Mgmt Council Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
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### Fund 45051 Admin Acct Svcs Appd&Cont Isf: Document Services-Ded

435	Sale of Services	4,955,400	5,224,713	5,625,460	6,250,600	6,250,600
441	Sales of Goods	213,000	157,718	175,050	190,300	190,300
460	Interest	19,600	18,079	4,232	10,000	10,000
470	Other Revenue	0	11,070	5,776	8,550	8,550

<b>Admin Acct Svcs Appd&amp;Cont Isf: Document Services-Ded Total</b>	<b>5,188,000</b>	<b>5,411,580</b>	<b>5,810,518</b>	<b>6,459,450</b>	<b>6,459,450</b>
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### Fund 45600 Surplus Property Revolving Fund

441	Sales of Goods	319,700	353,501	420,440	353,500	353,500
450	Fed Grants & Contributions	212,800	109,605	337,351	109,600	109,600
460	Interest	6,100	5,650	1,306	5,700	5,700
470	Other Revenue	0	59	7	0	0

<b>Surplus Property Revolving Fund Total</b>	<b>538,600</b>	<b>468,815</b>	<b>759,104</b>	<b>468,800</b>	<b>468,800</b>
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## Agency Revenues

Request for Fiscal Year: 2023

### Fund 46152 Group Ins Acct Appd&Cont Isf,: Group Ins-Admin

435	Sale of Services	777,900	766,530	1,205,621	776,500	776,500
460	Interest	6,600	4,918	2,011	4,900	4,900
470	Other Revenue	0	7	54	0	0

<b>Group Ins Acct Appd&amp;Cont Isf,: Group Ins-Admin Total</b>		<b>784,500</b>	<b>771,455</b>	<b>1,207,686</b>	<b>781,400</b>	<b>781,400</b>
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### Fund 46299 Retained Risk Account: Risk Management Administration

435	Sale of Services	1,013,100	839,659	803,247	807,600	807,600
460	Interest	17,000	14,092	3,319	10,000	10,000
470	Other Revenue	0	0	111	0	0

<b>Retained Risk Account: Risk Management Administration Total</b>		<b>1,030,100</b>	<b>853,751</b>	<b>806,677</b>	<b>817,600</b>	<b>817,600</b>
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### Fund 47505 Professional Services: Administrative Code Fund

441	Sales of Goods	0	0	0	0	0
460	Interest	9,500	706	0	0	0

<b>Professional Services: Administrative Code Fund Total</b>		<b>9,500</b>	<b>706</b>	<b>0</b>	<b>0</b>	<b>0</b>
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### Fund 48109 Income Funds: Capitol Commission Operating Fund

460	Interest	6,800	9,478	1,651	2,000	2,000
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<b>Income Funds: Capitol Commission Operating Fund Total</b>		<b>6,800</b>	<b>9,478</b>	<b>1,651</b>	<b>2,000</b>	<b>2,000</b>
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### Fund 48279 Endowment Earnings Reserve Funds: Capitol Maintenance

460	Interest	500	465	2,289	100	100
470	Other Revenue	0	325,000	2,450,000	0	0

<b>Endowment Earnings Reserve Funds: Capitol Maintenance Total</b>		<b>500</b>	<b>325,465</b>	<b>2,452,289</b>	<b>100</b>	<b>100</b>
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### Fund 51900 Industrial Special Indemnity Fund

460	Interest	137,600	109,372	88,685	109,400	109,400
467	Other Investment Income	0	42,280	0	42,300	42,300
470	Other Revenue	27,800	27,475	54,921	27,500	27,500

<b>Industrial Special Indemnity Fund Total</b>		<b>165,400</b>	<b>179,127</b>	<b>143,606</b>	<b>179,200</b>	<b>179,200</b>
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<b>Agency Name Total</b>		<b>28,213,900</b>	<b>29,300,471</b>	<b>30,646,707</b>	<b>28,445,840</b>	<b>28,353,140</b>
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# Appropriation Unit Revenues

Request for Fiscal Year: 2023

Agency: Department of Administration

200

Appropriation Unit: No Appropriation Unit Entered, Please Use Agency Revenue Report

			FY 19 Actuals	FY 20 Actuals	FY 21 Actuals	FY 22 Estimated Revenue	FY 23 Estimated Revenue	Significant Assumptions
<b>Fund</b>	1200 5	Miscellaneous General Fund: Idaho Education Network						
	450	Fed Grants & Contributions	(74,900)	0	0	0	0	
	460	Interest	400	0	0	0	0	
		Miscellaneous General Fund: Idaho Education Network Total	<b>(74,500)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Fund</b>	3660 0	Governor'S Residence Fund						
	460	Interest	10,500	8,038	5,152	8,000	8,000	
	467	Other Investment Income	2,900	0	4,537	0	0	
		Governor'S Residence Fund Total	<b>13,400</b>	<b>8,038</b>	<b>9,689</b>	<b>8,000</b>	<b>8,000</b>	
<b>Fund</b>	3660 1	Governor'S Residence Fund: Idaho Community Foundation						
	460	Interest	4,000	3,851	3,030	3,900	3,900	
	470	Other Revenue	7,900	0	0	0	0	
		Governor'S Residence Fund: Idaho Community Foundation Total	<b>11,900</b>	<b>3,851</b>	<b>3,030</b>	<b>3,900</b>	<b>3,900</b>	
<b>Fund</b>	4500 2	Admin Acct Svcs Appd&Cont Isf: State Network-Cont						
	435	Sale of Services	(55,000)	0	0	0	0	
	460	Interest	500	0	0	0	0	
		Admin Acct Svcs Appd&Cont Isf: State Network-Cont Total	<b>(54,500)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Fund</b>	4500 4	Admin Acct Svcs Appd&Cont Isf: State Network						
	435	Sale of Services	(6,700)	0	0	0	0	
	460	Interest	(300)	0	0	0	0	
		Admin Acct Svcs Appd&Cont Isf: State Network Total	<b>(7,000)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

# Appropriation Unit Revenues

Request for Fiscal Year: 2023

<b>Fund</b>	4501	Admin Acct Svcs Appd&Cont Isf: Small Agency					
	4	Business Mgmt					
	435	Sale of Services	194,000	88,243	23,387	110,390	110,390
	460	Interest	3,900	5,239	1,147	3,900	3,900
	470	Other Revenue	0	1	2	0	0
		Admin Acct Svcs Appd&Cont Isf: Small Agency Business Mgmt Total	<b>197,900</b>	<b>93,483</b>	<b>24,536</b>	<b>114,290</b>	<b>114,290</b>
<b>Fund</b>	4501	Admin Acct Svcs Appd&Cont Isf: Enterprise It Support					
	8	Svcs					
	435	Sale of Services	0	0	0	0	0
	460	Interest	0	0	0	0	0
		Admin Acct Svcs Appd&Cont Isf: Enterprise It Support Svcs Total	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Fund</b>	4502	Admin Acct Svcs Appd&Cont Isf: Idaho Geospatial					
	1						
	435	Sale of Services	0	0	0	0	0
	460	Interest	0	0	0	0	0
		Admin Acct Svcs Appd&Cont Isf: Idaho Geospatial Total	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Fund</b>	4502	Admin Acct Svcs Appd&Cont Isf: Telephone					
	2						
	435	Sale of Services	(8,700)	6,257	0	0	0
	460	Interest	600	0	0	0	0
		Admin Acct Svcs Appd&Cont Isf: Telephone Total	<b>(8,100)</b>	<b>6,257</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Fund</b>	4502	Admin Acct Svcs Appd&Cont Isf: Facilities Services					
	6						
	435	Sale of Services	25,000	41,374	21,618	41,400	41,400
	441	Sales of Goods	0	15	21,451	0	0
	445	Sale of Land, Buildings & Equipment	3,800	0	(655)	0	0
	460	Interest	149,000	107,644	33,309	107,600	107,600
	463	Rent And Lease Income	18,555,000	18,998,806	16,993,817	18,092,700	18,000,000
	470	Other Revenue	(109,000)	74,310	104,628	0	0
		Admin Acct Svcs Appd&Cont Isf: Facilities Services Total	<b>18,623,800</b>	<b>19,222,149</b>	<b>17,174,168</b>	<b>18,241,700</b>	<b>18,149,000</b>

# Appropriation Unit Revenues

Request for Fiscal Year: 2023

## Fund 4502 Admin Acct Svcs Appd&Cont Isf: Purchasing 7

435	Sale of Services	1,732,800	1,865,333	2,237,174	1,356,000	1,356,000
450	Fed Grants & Contributions	0	0	784	0	0
460	Interest	81,200	64,961	12,246	5,000	5,000
470	Other Revenue	8,400	16,022	3,549	8,400	8,400
Admin Acct Svcs Appd&Cont Isf: Purchasing Total		<b>1,822,400</b>	<b>1,946,316</b>	<b>2,253,753</b>	<b>1,369,400</b>	<b>1,369,400</b>

## Fund 4503 Admin Acct Svcs Appd&Cont Isf: Cio Telephone 2 Services-Cont

435	Sale of Services	(34,800)	0	0	0	0
460	Interest	0	0	0	0	0
Admin Acct Svcs Appd&Cont Isf: Cio Telephone Services-Cont Total		<b>(34,800)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## Fund 4503 Admin Acct Svcs Appd&Cont Isf: IT Resource Mgmt 5 Council

435	Sale of Services	0	0	0	0	0
460	Interest	0	0	0	0	0
470	Other Revenue	0	0	0	0	0
Admin Acct Svcs Appd&Cont Isf: IT Resource Mgmt Council Total		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## Fund 4505 Admin Acct Svcs Appd&Cont Isf: Document Services- 1 Ded

435	Sale of Services	4,955,400	5,224,713	5,625,460	6,250,600	6,250,600
441	Sales of Goods	213,000	157,718	175,050	190,300	190,300
460	Interest	19,600	18,079	4,232	10,000	10,000
470	Other Revenue	0	11,070	5,776	8,550	8,550
Admin Acct Svcs Appd&Cont Isf: Document Services- Ded Total		<b>5,188,000</b>	<b>5,411,580</b>	<b>5,810,518</b>	<b>6,459,450</b>	<b>6,459,450</b>

## Fund 4560 Surplus Property Revolving Fund 0

441	Sales of Goods	319,700	353,501	420,440	353,500	353,500
450	Fed Grants & Contributions	212,800	109,605	337,351	109,600	109,600
460	Interest	6,100	5,650	1,306	5,700	5,700
470	Other Revenue	0	59	7	0	0
Surplus Property Revolving Fund Total		<b>538,600</b>	<b>468,815</b>	<b>759,104</b>	<b>468,800</b>	<b>468,800</b>

# Appropriation Unit Revenues

Request for Fiscal Year: 2023

## Fund 4615 Group Ins Acct Appd&Cont Isf,: Group Ins-Admin 2

435	Sale of Services	777,900	766,530	1,205,621	776,500	776,500
460	Interest	6,600	4,918	2,011	4,900	4,900
470	Other Revenue	0	7	54	0	0

Group Ins Acct Appd&Cont Isf,: Group Ins-Admin Total	<b>784,500</b>	<b>771,455</b>	<b>1,207,686</b>	<b>781,400</b>	<b>781,400</b>
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## Fund 4629 Retained Risk Account: Risk Management 9 Administration

435	Sale of Services	1,013,100	839,659	803,247	807,600	807,600
460	Interest	17,000	14,092	3,319	10,000	10,000
470	Other Revenue	0	0	111	0	0

Retained Risk Account: Risk Management Administration Total	<b>1,030,100</b>	<b>853,751</b>	<b>806,677</b>	<b>817,600</b>	<b>817,600</b>
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## Fund 4750 Professional Services: Administrative Code Fund 5

441	Sales of Goods	0	0	0	0	0
460	Interest	9,500	706	0	0	0

Professional Services: Administrative Code Fund Total	<b>9,500</b>	<b>706</b>	<b>0</b>	<b>0</b>	<b>0</b>
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## Fund 4810 Income Funds: Capitol Commission Operating Fund 9

460	Interest	6,800	9,478	1,651	2,000	2,000
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Income Funds: Capitol Commission Operating Fund Total	<b>6,800</b>	<b>9,478</b>	<b>1,651</b>	<b>2,000</b>	<b>2,000</b>
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## Fund 4827 Endowment Earnings Reserve Funds: Capitol 9 Maintenance

460	Interest	500	465	2,289	100	100
470	Other Revenue	0	325,000	2,450,000	0	0

Endowment Earnings Reserve Funds: Capitol Maintenance Total	<b>500</b>	<b>325,465</b>	<b>2,452,289</b>	<b>100</b>	<b>100</b>
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## Fund 5190 Industrial Special Indemnity Fund 0

460	Interest	137,600	109,372	88,685	109,400	109,400
467	Other Investment Income	0	42,280	0	42,300	42,300
470	Other Revenue	27,800	27,475	54,921	27,500	27,500

Industrial Special Indemnity Fund Total	<b>165,400</b>	<b>179,127</b>	<b>143,606</b>	<b>179,200</b>	<b>179,200</b>
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Department of Administration Total	<b>28,213,900</b>	<b>29,300,471</b>	<b>30,646,707</b>	<b>28,445,840</b>	<b>28,353,140</b>
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## Analysis of Fund Balances

Request for Fiscal Year: 2023

Agency: Department of Administration

200

Fund: Permanent Building Fund

36500

## Sources and Uses:

Seven statutory sources of revenue are dedicated to the Permanent Building Fund:

1) Every person and corporation required to file a tax return a return pays a tax of ten dollars, which is credited to the Permanent Building Fund (Sections 57-1110 and 63- All moneys in the Permanent Building Fund for building needed structures, renovations, repairs to and remodeling of existing structures at state institutions and agencies (Section 57-1108, Idaho Code). The Department of Administration's Division of Publi

	FY 19 Actuals	FY 20 Actuals	FY 21 Actuals	FY 22 Estimate	FY 23 Estimate
<b>01. Beginning Free Fund Balance</b>	<b>14,276,200</b>	<b>32,789,400</b>	<b>(121,160,330)</b>	<b>(31,274,226)</b>	<b>(21,166,810)</b>
02. Encumbrances as of July 1	91,900	52,600	0	0	70,000
02a. Reappropriation (Legislative Carryover)	87,256,600	0	128,074,565	81,273,616	0
<b>03. Beginning Cash Balance</b>	<b>101,624,700</b>	<b>32,842,000</b>	<b>6,914,235</b>	<b>49,999,390</b>	<b>(21,096,810)</b>
04. Revenues (from Form B-11)	(22,741,600)	10,777,351	4,812,038	8,000,000	8,000,000
05. Non-Revenue Receipts and Other Adjustments	33,816,700	0	34,412,715	0	0
06. Statutory Transfers In	64,176,700	44,004,800	112,330,000	75,000	90,000
07. Operating Transfers In	19,612,100	19,489,572	21,738,286	2,828,800	2,981,300
<b>08. Total Available for Year</b>	<b>196,488,600</b>	<b>107,113,723</b>	<b>180,207,274</b>	<b>60,903,190</b>	<b>(10,025,510)</b>
09. Statutory Transfers Out	1,737,500	10,537,500	1,737,500	5,000,000	6,000,000
10. Operating Transfers Out	6,843,800	6,793,070	6,710,194	6,500,000	6,500,000
11. Non-Expenditure Distributions and Other Adjustments	119,689,100	0	457,654	0	0
12. Cash Expenditures for Prior Year Encumbrances	72,900	72,900	69,303	70,000	70,000
13. Original Appropriation	80,608,900	88,470,400	64,679,000	70,500,000	85,800,000
14. Prior Year Reappropriations, Supplementals, Recessions	87,256,600	131,295,484	219,876,073	0	0
15. Non-cogs, Receipts to Appropriations, etc.	1,200	1,200	2,750	0	0
16. Reversions and Continuous Appropriations	(101,700)	(8,896,501)	(82,050,974)	0	0
17. Current Year Reappropriation	(132,531,000)	(128,074,565)	(81,273,616)	0	0
18. Reserve for Current Year Encumbrances	69,300	0	0	(70,000)	(140,000)
<b>19. Current Year Cash Expenditures</b>	<b>35,303,300</b>	<b>82,796,018</b>	<b>121,233,233</b>	<b>70,430,000</b>	<b>85,660,000</b>
<b>19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)</b>	<b>35,234,000</b>	<b>82,796,018</b>	<b>121,233,233</b>	<b>70,500,000</b>	<b>85,800,000</b>
<b>20. Ending Cash Balance</b>	<b>32,842,000</b>	<b>6,914,235</b>	<b>49,999,390</b>	<b>(21,096,810)</b>	<b>(108,255,510)</b>
21. Prior Year Encumbrances as of June 30	0	0	0	0	0
22. Current Year Encumbrances as of June 30	(69,300)	0	0	70,000	140,000
22a. Current Year Reappropriation	132,531,000	128,074,565	81,273,616	0	0
23. Borrowing Limit	0	0	0	0	0
<b>24. Ending Free Fund Balance</b>	<b>32,911,300</b>	<b>6,914,235</b>	<b>49,999,390</b>	<b>(21,166,810)</b>	<b>(108,395,510)</b>
<b>24a. Investments Direct by Agency (GL 1203)</b>	<b>103,329,100</b>	<b>136,309,679</b>	<b>148,171,218</b>	<b>126,000,000</b>	<b>126,000,000</b>
<b>24b. Ending Free Fund Balance Including Direct Investments</b>	<b>136,240,400</b>	<b>143,223,914</b>	<b>198,170,608</b>	<b>104,833,190</b>	<b>17,604,490</b>
<b>26. Outstanding Loans (if this fund is part of a loan program)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Note:



## Analysis of Fund Balances

Request for Fiscal Year: 2023

Agency: Department of Administration

200

Fund: Admin Acct Svcs Appd&amp;Cont Isf: Small Agency Business Mgmt

45014

## Sources and Uses:

Sources and Uses: Idaho Code 67-3516 allows the department to bill for goods and services provided to the public and political entities. The department bills agencies for annual support services such as accounting, personnel, and other functions Fiscal and Human Resources provide to smaller agencies.

	FY 19 Actuals	FY 20 Actuals	FY 21 Actuals	FY 22 Estimate	FY 23 Estimate
<b>01. Beginning Free Fund Balance</b>	<b>149,500</b>	<b>634,483</b>	<b>736,775</b>	<b>742,280</b>	<b>859,832</b>
02. Encumbrances as of July 1	0	0	0	7,462	0
02a. Reappropriation (Legislative Carryover)	0	0	0	0	0
<b>03. Beginning Cash Balance</b>	<b>149,500</b>	<b>634,483</b>	<b>736,775</b>	<b>749,742</b>	<b>859,832</b>
04. Revenues (from Form B-11)	197,900	93,482	24,536	114,290	114,290
05. Non-Revenue Receipts and Other Adjustments	(1,500)	1,500	0	0	0
06. Statutory Transfers In	0	0	0	0	0
07. Operating Transfers In	428,600	581,700	658,972	635,000	635,000
<b>08. Total Available for Year</b>	<b>774,500</b>	<b>1,311,165</b>	<b>1,420,283</b>	<b>1,499,032</b>	<b>1,609,122</b>
09. Statutory Transfers Out	0	0	0	0	0
10. Operating Transfers Out	(3,100)	(965)	0	0	0
11. Non-Expenditure Distributions and Other Adjustments	0	0	0	0	0
12. Cash Expenditures for Prior Year Encumbrances	0	0	0	0	0
13. Original Appropriation	676,300	623,900	807,400	639,200	639,200
14. Prior Year Reappropriations, Supplementals, Recessions	(483,183)	(1,000)	0	0	0
15. Non-cogs, Receipts to Appropriations, etc.	(50,000)	0	0	0	0
16. Reversions and Continuous Appropriations	0	(47,545)	(129,397)	0	0
17. Current Year Reappropriation	0	0	0	0	0
18. Reserve for Current Year Encumbrances	0	0	(7,462)	0	0
<b>19. Current Year Cash Expenditures</b>	<b>143,117</b>	<b>575,355</b>	<b>670,541</b>	<b>639,200</b>	<b>639,200</b>
<b>19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)</b>	<b>143,117</b>	<b>575,355</b>	<b>678,003</b>	<b>639,200</b>	<b>639,200</b>
<b>20. Ending Cash Balance</b>	<b>634,483</b>	<b>736,775</b>	<b>749,742</b>	<b>859,832</b>	<b>969,922</b>
21. Prior Year Encumbrances as of June 30	0	0	0	0	0
22. Current Year Encumbrances as of June 30	0	0	7,462	0	0
22a. Current Year Reappropriation	0	0	0	0	0
23. Borrowing Limit	0	0	0	0	0
<b>24. Ending Free Fund Balance</b>	<b>634,483</b>	<b>736,775</b>	<b>742,280</b>	<b>859,832</b>	<b>969,922</b>
<b>24a. Investments Direct by Agency (GL 1203)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>24b. Ending Free Fund Balance Including Direct Investments</b>	<b>634,483</b>	<b>736,775</b>	<b>742,280</b>	<b>859,832</b>	<b>969,922</b>
<b>26. Outstanding Loans (if this fund is part of a loan program)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Note:

# Analysis of Fund Balances

Request for Fiscal Year: 2023

Agency: Department of Administration

200

Fund: Admin Acct Svcs Appd&Cont Isf: Facilities Services

45026

## Sources and Uses:

Idaho Code 67-3516 allows the department to bill for goods and services provided to the public and political entities. The department bills agencies for office space for maintenance and repair of the capitol mall and Chinden campus.

	FY 19 Actuals	FY 20 Actuals	FY 21 Actuals	FY 22 Estimate	FY 23 Estimate
<b>01. Beginning Free Fund Balance</b>	<b>4,173,000</b>	<b>9,064,355</b>	<b>8,298,838</b>	<b>7,387,069</b>	<b>7,420,569</b>
02. Encumbrances as of July 1	0	0	0	0	0
02a. Reappropriation (Legislative Carryover)	0	0	0	0	0
<b>03. Beginning Cash Balance</b>	<b>4,173,000</b>	<b>9,064,355</b>	<b>8,298,838</b>	<b>7,387,069</b>	<b>7,420,569</b>
04. Revenues (from Form B-11)	18,623,800	19,222,150	17,174,168	18,550,000	18,550,000
05. Non-Revenue Receipts and Other Adjustments	615,400	(447,603)	1,055,317	750,000	750,000
06. Statutory Transfers In	1,737,500	1,737,500	1,737,500	1,737,500	1,737,500
07. Operating Transfers In	0	0	0	0	0
<b>08. Total Available for Year</b>	<b>25,149,700</b>	<b>29,576,402</b>	<b>28,265,823</b>	<b>28,424,569</b>	<b>28,458,069</b>
09. Statutory Transfers Out	3,973,000	8,864,426	8,000,034	8,000,000	8,000,000
10. Operating Transfers Out	470,400	422,899	500,170	475,000	475,000
11. Non-Expenditure Distributions and Other Adjustments	0	0	392,196	0	0
12. Cash Expenditures for Prior Year Encumbrances	0	0	0	0	0
13. Original Appropriation	12,119,600	12,287,500	12,445,100	12,529,000	12,529,000
14. Prior Year Reappropriations, Supplementals, Recessions	0	61,800	0	0	0
15. Non-cogs, Receipts to Appropriations, etc.	25,000	5,572	2,750	0	0
16. Reversions and Continuous Appropriations	(502,655)	(364,633)	(461,496)	0	0
17. Current Year Reappropriation	0	0	0	0	0
18. Reserve for Current Year Encumbrances	0	0	0	0	0
<b>19. Current Year Cash Expenditures</b>	<b>11,641,945</b>	<b>11,990,239</b>	<b>11,986,354</b>	<b>12,529,000</b>	<b>12,529,000</b>
<b>19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)</b>	<b>11,641,945</b>	<b>11,990,239</b>	<b>11,986,354</b>	<b>12,529,000</b>	<b>12,529,000</b>
<b>20. Ending Cash Balance</b>	<b>9,064,355</b>	<b>8,298,838</b>	<b>7,387,069</b>	<b>7,420,569</b>	<b>7,454,069</b>
21. Prior Year Encumbrances as of June 30	0	0	0	0	0
22. Current Year Encumbrances as of June 30	0	0	0	0	0
22a. Current Year Reappropriation	0	0	0	0	0
23. Borrowing Limit	0	0	0	0	0
<b>24. Ending Free Fund Balance</b>	<b>9,064,355</b>	<b>8,298,838</b>	<b>7,387,069</b>	<b>7,420,569</b>	<b>7,454,069</b>
<b>24a. Investments Direct by Agency (GL 1203)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>24b. Ending Free Fund Balance Including Direct Investments</b>	<b>9,064,355</b>	<b>8,298,838</b>	<b>7,387,069</b>	<b>7,420,569</b>	<b>7,454,069</b>
<b>26. Outstanding Loans (if this fund is part of a loan program)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Note:

# Analysis of Fund Balances

Request for Fiscal Year: 2023

Agency: Department of Administration

200

Fund: Admin Acct Svcs Appd&Cont Isf: Purchasing

45027

## Sources and Uses:

Idaho Code 67-3516 allows the department to bill for goods and services provided to the public and political entities. The department includes an administrative fee when state-wide contracts are issued to vendors. These fees are used to cover personnel and operating costs for the Division of Purchasing.

	FY 19 Actuals	FY 20 Actuals	FY 21 Actuals	FY 22 Estimate	FY 23 Estimate
<b>01. Beginning Free Fund Balance</b>	<b>3,695,000</b>	<b>2,537,762</b>	<b>877,831</b>	<b>168,792</b>	<b>459,806</b>
02. Encumbrances as of July 1	162,300	15,000	0	156,714	0
02a. Reappropriation (Legislative Carryover)	0	0	0	0	0
<b>03. Beginning Cash Balance</b>	<b>3,857,300</b>	<b>2,552,762</b>	<b>877,831</b>	<b>325,506</b>	<b>459,806</b>
04. Revenues (from Form B-11)	1,822,400	1,946,316	2,253,753	2,150,500	2,150,500
05. Non-Revenue Receipts and Other Adjustments	1,138,600	15,003	836,096	850,600	850,600
06. Statutory Transfers In	0	0	0	0	0
07. Operating Transfers In	0	0	0	0	0
<b>08. Total Available for Year</b>	<b>6,818,300</b>	<b>4,514,081</b>	<b>3,967,680</b>	<b>3,326,606</b>	<b>3,460,906</b>
09. Statutory Transfers Out	0	0	0	0	0
10. Operating Transfers Out	654,400	0	75,014	0	0
11. Non-Expenditure Distributions and Other Adjustments	1,138,600	1,094,726	836,036	970,500	970,500
12. Cash Expenditures for Prior Year Encumbrances	89,300	15,000	0	0	0
13. Original Appropriation	2,418,900	2,702,100	2,970,400	1,896,300	1,550,000
14. Prior Year Reappropriations, Supplementals, Recessions	87,800	(3,000)	0	0	0
15. Non-cogs, Receipts to Appropriations, etc.	25,000	0	0	0	0
16. Reversions and Continuous Appropriations	(133,462)	(172,576)	(82,562)	0	0
17. Current Year Reappropriation	0	0	0	0	0
18. Reserve for Current Year Encumbrances	(15,000)	0	(156,714)	0	0
<b>19. Current Year Cash Expenditures</b>	<b>2,383,238</b>	<b>2,526,524</b>	<b>2,731,124</b>	<b>1,896,300</b>	<b>1,550,000</b>
<b>19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)</b>	<b>2,398,238</b>	<b>2,526,524</b>	<b>2,887,838</b>	<b>1,896,300</b>	<b>1,550,000</b>
<b>20. Ending Cash Balance</b>	<b>2,552,762</b>	<b>877,831</b>	<b>325,506</b>	<b>459,806</b>	<b>940,406</b>
21. Prior Year Encumbrances as of June 30	0	0	0	0	0
22. Current Year Encumbrances as of June 30	15,000	0	156,714	0	0
22a. Current Year Reappropriation	0	0	0	0	0
23. Borrowing Limit	0	0	0	0	0
<b>24. Ending Free Fund Balance</b>	<b>2,537,762</b>	<b>877,831</b>	<b>168,792</b>	<b>459,806</b>	<b>940,406</b>
<b>24a. Investments Direct by Agency (GL 1203)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>24b. Ending Free Fund Balance Including Direct Investments</b>	<b>2,537,762</b>	<b>877,831</b>	<b>168,792</b>	<b>459,806</b>	<b>940,406</b>
<b>26. Outstanding Loans (if this fund is part of a loan program)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Note:

## Analysis of Fund Balances

Request for Fiscal Year: 2023

Agency: Department of Administration

200

Fund: Admin Acct Svcs Appd&amp;Cont Isf: Document Services-Ded

45051

## Sources and Uses:

Idaho Code 67-3516 allows the department to bill for goods and services provided to the public and political entities. Funds are used to provide postal and copy center services.

	FY 19 Actuals	FY 20 Actuals	FY 21 Actuals	FY 22 Estimate	FY 23 Estimate
<b>01. Beginning Free Fund Balance</b>	<b>251,500</b>	<b>761,600</b>	<b>920,863</b>	<b>5,822,982</b>	<b>10,731,146</b>
02. Encumbrances as of July 1	36,000	0	0	156,714	0
02a. Reappropriation (Legislative Carryover)	0	0	28,100	0	0
<b>03. Beginning Cash Balance</b>	<b>287,500</b>	<b>761,600</b>	<b>948,963</b>	<b>5,979,696</b>	<b>10,731,146</b>
04. Revenues (from Form B-11)	5,188,000	5,411,400	5,810,518	5,750,350	5,500,000
05. Non-Revenue Receipts and Other Adjustments	(26,800)	(24,547)	2,684	0	0
06. Statutory Transfers In	0	0	0	0	0
07. Operating Transfers In	0	0	0	0	0
<b>08. Total Available for Year</b>	<b>5,448,700</b>	<b>6,148,453</b>	<b>6,762,165</b>	<b>11,730,046</b>	<b>16,231,146</b>
09. Statutory Transfers Out	0	0	0	0	0
10. Operating Transfers Out	41,500	0	83,788	0	0
11. Non-Expenditure Distributions and Other Adjustments	100	88,691	23,108	35,000	0
12. Cash Expenditures for Prior Year Encumbrances	35,800	0	0	0	0
13. Original Appropriation	657,700	750,330	832,287	963,900	950,000
14. Prior Year Reappropriations, Supplementals, Recessions	87,800	0	0	0	0
15. Non-cogs, Receipts to Appropriations, etc.	0	0	0	0	0
16. Reversions and Continuous Appropriations	3,864,200	4,388,569	0	0	0
17. Current Year Reappropriation	0	(28,100)	0	0	0
18. Reserve for Current Year Encumbrances	0	0	(156,714)	0	0
<b>19. Current Year Cash Expenditures</b>	<b>4,609,700</b>	<b>5,110,799</b>	<b>675,573</b>	<b>963,900</b>	<b>950,000</b>
<b>19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)</b>	<b>4,609,700</b>	<b>5,110,799</b>	<b>832,287</b>	<b>963,900</b>	<b>950,000</b>
<b>20. Ending Cash Balance</b>	<b>761,600</b>	<b>948,963</b>	<b>5,979,696</b>	<b>10,731,146</b>	<b>15,281,146</b>
21. Prior Year Encumbrances as of June 30	0	0	0	0	0
22. Current Year Encumbrances as of June 30	0	0	156,714	0	0
22a. Current Year Reappropriation	0	28,100	0	0	0
23. Borrowing Limit	0	0	0	0	0
<b>24. Ending Free Fund Balance</b>	<b>761,600</b>	<b>948,963</b>	<b>5,822,982</b>	<b>10,731,146</b>	<b>15,281,146</b>
<b>24a. Investments Direct by Agency (GL 1203)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>24b. Ending Free Fund Balance Including Direct Investments</b>	<b>761,600</b>	<b>948,963</b>	<b>5,822,982</b>	<b>10,731,146</b>	<b>15,281,146</b>
<b>26. Outstanding Loans (if this fund is part of a loan program)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Note:

# Analysis of Fund Balances

Request for Fiscal Year: 2023

Agency: Department of Administration

200

Fund: Surplus Property Revolving Fund

45600

## Sources and Uses:

The administrator of the Division of Purchasing is authorized to make charges or assess fees from any recipient of federal surplus property which is acquired and distributed under the Federal Surplus Property Act. The charges are for the acquisition, war The money from this fund is used to pay the cost of administering the federal surplus property program including payment of the actual expenses of current operations, the purchase of necessary equipment, and the acquisition and maintenance of working capi

	FY 19 Actuals	FY 20 Actuals	FY 21 Actuals	FY 22 Estimate	FY 23 Estimate
<b>01. Beginning Free Fund Balance</b>	<b>349,300</b>	<b>304,430</b>	<b>323,335</b>	<b>274,442</b>	<b>189,592</b>
02. Encumbrances as of July 1	0	0	0	0	0
02a. Reappropriation (Legislative Carryover)	0	0	0	0	0
<b>03. Beginning Cash Balance</b>	<b>349,300</b>	<b>304,430</b>	<b>323,335</b>	<b>274,442</b>	<b>189,592</b>
04. Revenues (from Form B-11)	538,600	468,800	759,104	625,350	625,350
05. Non-Revenue Receipts and Other Adjustments	215,400	243,467	94,895	125,000	125,000
06. Statutory Transfers In	0	0	0	0	0
07. Operating Transfers In	19,100	13,700	14,500	12,000	12,000
<b>08. Total Available for Year</b>	<b>1,122,400</b>	<b>1,030,397</b>	<b>1,191,834</b>	<b>1,036,792</b>	<b>951,942</b>
09. Statutory Transfers Out	0	0	0	0	0
10. Operating Transfers Out	19,100	13,700	14,500	13,000	13,000
11. Non-Expenditure Distributions and Other Adjustments	221,300	235,700	121,206	225,000	225,000
12. Cash Expenditures for Prior Year Encumbrances	0	0	0	0	0
13. Original Appropriation	612,900	604,000	606,200	609,200	610,000
14. Prior Year Reappropriations, Supplementals, Recessions	0	(300)	0	0	0
15. Non-cogs, Receipts to Appropriations, etc.	0	0	286,218	0	0
16. Reversions and Continuous Appropriations	(35,330)	(146,038)	(110,732)	0	0
17. Current Year Reappropriation	0	0	0	0	0
18. Reserve for Current Year Encumbrances	0	0	0	0	0
<b>19. Current Year Cash Expenditures</b>	<b>577,570</b>	<b>457,662</b>	<b>781,686</b>	<b>609,200</b>	<b>610,000</b>
<b>19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)</b>	<b>577,570</b>	<b>457,662</b>	<b>781,686</b>	<b>609,200</b>	<b>610,000</b>
<b>20. Ending Cash Balance</b>	<b>304,430</b>	<b>323,335</b>	<b>274,442</b>	<b>189,592</b>	<b>103,942</b>
21. Prior Year Encumbrances as of June 30	0	0	0	0	0
22. Current Year Encumbrances as of June 30	0	0	0	0	0
22a. Current Year Reappropriation	0	0	0	0	0
23. Borrowing Limit	0	0	0	0	0
<b>24. Ending Free Fund Balance</b>	<b>304,430</b>	<b>323,335</b>	<b>274,442</b>	<b>189,592</b>	<b>103,942</b>
<b>24a. Investments Direct by Agency (GL 1203)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>24b. Ending Free Fund Balance Including Direct Investments</b>	<b>304,430</b>	<b>323,335</b>	<b>274,442</b>	<b>189,592</b>	<b>103,942</b>
<b>26. Outstanding Loans (if this fund is part of a loan program)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Note:

# Analysis of Fund Balances

Request for Fiscal Year: 2023

Agency: Department of Administration

200

Fund: Group Ins Acct Appd&Cont Isf.; Group Ins-Admin

46152

## Sources and Uses:

A monthly per employee payment of transfer is made by each agency to the Department of Administration to fund the Group Insurance Program. The fund contains all contributions collected pursuant to the Group Insurance Act and all interest earned is retained in the account (67-5771). Contributions are paid by state agencies, employees and retirees. These funds are used to administer the Group Insurance Act by providing health insurance to all state employees and optional coverage for dependents and retirees. It also provides life insurance, short and long-term disability, disability premium coverage, and managed mental health.

	FY 19 Actuals	FY 20 Actuals	FY 21 Actuals	FY 22 Estimate	FY 23 Estimate
<b>01. Beginning Free Fund Balance</b>	<b>277,200</b>	<b>219,025</b>	<b>283,331</b>	<b>394,811</b>	<b>449,161</b>
02. Encumbrances as of July 1	0	0	0	0	0
02a. Reappropriation (Legislative Carryover)	0	0	0	0	0
<b>03. Beginning Cash Balance</b>	<b>277,200</b>	<b>219,025</b>	<b>283,331</b>	<b>394,811</b>	<b>449,161</b>
04. Revenues (from Form B-11)	784,500	771,454	1,207,686	985,350	985,350
05. Non-Revenue Receipts and Other Adjustments	0	(9,300)	0	0	0
06. Statutory Transfers In	0	0	0	0	0
07. Operating Transfers In	0	0	0	0	0
<b>08. Total Available for Year</b>	<b>1,061,700</b>	<b>981,179</b>	<b>1,491,017</b>	<b>1,380,161</b>	<b>1,434,511</b>
09. Statutory Transfers Out	0	0	0	0	0
10. Operating Transfers Out	75,900	3,200	78,200	70,000	70,000
11. Non-Expenditure Distributions and Other Adjustments	0	0	0	0	0
12. Cash Expenditures for Prior Year Encumbrances	0	0	0	0	0
13. Original Appropriation	847,100	852,000	1,202,600	861,000	875,000
14. Prior Year Reappropriations, Supplementals, Recessions	0	(800)	0	0	0
15. Non-cogs, Receipts to Appropriations, etc.	0	0	0	0	0
16. Reversions and Continuous Appropriations	(80,325)	(156,552)	(184,594)	0	0
17. Current Year Reappropriation	0	0	0	0	0
18. Reserve for Current Year Encumbrances	0	0	0	0	0
<b>19. Current Year Cash Expenditures</b>	<b>766,775</b>	<b>694,648</b>	<b>1,018,006</b>	<b>861,000</b>	<b>875,000</b>
<b>19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)</b>	<b>766,775</b>	<b>694,648</b>	<b>1,018,006</b>	<b>861,000</b>	<b>875,000</b>
<b>20. Ending Cash Balance</b>	<b>219,025</b>	<b>283,331</b>	<b>394,811</b>	<b>449,161</b>	<b>489,511</b>
21. Prior Year Encumbrances as of June 30	0	0	0	0	0
22. Current Year Encumbrances as of June 30	0	0	0	0	0
22a. Current Year Reappropriation	0	0	0	0	0
23. Borrowing Limit	0	0	0	0	0
<b>24. Ending Free Fund Balance</b>	<b>219,025</b>	<b>283,331</b>	<b>394,811</b>	<b>449,161</b>	<b>489,511</b>
<b>24a. Investments Direct by Agency (GL 1203)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>24b. Ending Free Fund Balance Including Direct Investments</b>	<b>219,025</b>	<b>283,331</b>	<b>394,811</b>	<b>449,161</b>	<b>489,511</b>
<b>26. Outstanding Loans (if this fund is part of a loan program)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Note:

## Analysis of Fund Balances

Request for Fiscal Year: 2023

Agency: Department of Administration

200

Fund: Retained Risk Account: Risk Management Administration

46299

## Sources and Uses:

Idaho Code 67-5777 allows the agency to collect premiums and surcharges for insurance coverage. The fund also receives dollars via subrogation, refunds from insurance policies canceled before expiration, refunds or returns under experience rating arrangements with insurers, net proceeds from the sale of salvage resulting from losses paid out, and interest earnings from invested fund balances. This fund is used solely for payment of premiums, costs of maintaining operations for the Office of Insurance Management, or upon losses not otherwise insured and suffered by the state as to property and risks which at the time of loss were eligible for such payment under regulations issued by the Department Director (67-5775).

	FY 19 Actuals	FY 20 Actuals	FY 21 Actuals	FY 22 Estimate	FY 23 Estimate
<b>01. Beginning Free Fund Balance</b>	<b>195,100</b>	<b>209,594</b>	<b>348,975</b>	<b>412,136</b>	<b>330,636</b>
02. Encumbrances as of July 1	0	275,000	131,704	0	0
02a. Reappropriation (Legislative Carryover)	0	0	0	0	0
<b>03. Beginning Cash Balance</b>	<b>195,100</b>	<b>484,594</b>	<b>480,679</b>	<b>412,136</b>	<b>330,636</b>
04. Revenues (from Form B-11)	1,030,100	853,750	806,677	825,500	825,500
05. Non-Revenue Receipts and Other Adjustments	0	0	(29)	0	0
06. Statutory Transfers In	0	0	0	0	0
07. Operating Transfers In	0	0	31,120	0	0
<b>08. Total Available for Year</b>	<b>1,225,200</b>	<b>1,338,344</b>	<b>1,318,447</b>	<b>1,237,636</b>	<b>1,156,136</b>
09. Statutory Transfers Out	0	0	0	0	0
10. Operating Transfers Out	56,500	0	60,000	0	0
11. Non-Expenditure Distributions and Other Adjustments	0	0	0	0	0
12. Cash Expenditures for Prior Year Encumbrances	0	167,648	131,705	0	0
13. Original Appropriation	1,003,100	790,100	899,200	907,000	907,000
14. Prior Year Reappropriations, Supplementals, Recessions	0	(1,200)	0	0	0
15. Non-cogs, Receipts to Appropriations, etc.	0	0	0	0	0
16. Reversions and Continuous Appropriations	(43,994)	(74,530)	(184,594)	0	0
17. Current Year Reappropriation	0	0	0	0	0
18. Reserve for Current Year Encumbrances	(275,000)	(24,353)	0	0	0
<b>19. Current Year Cash Expenditures</b>	<b>684,106</b>	<b>690,017</b>	<b>714,606</b>	<b>907,000</b>	<b>907,000</b>
<b>19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)</b>	<b>959,106</b>	<b>714,370</b>	<b>714,606</b>	<b>907,000</b>	<b>907,000</b>
<b>20. Ending Cash Balance</b>	<b>484,594</b>	<b>480,679</b>	<b>412,136</b>	<b>330,636</b>	<b>249,136</b>
21. Prior Year Encumbrances as of June 30	0	107,351	0	0	0
22. Current Year Encumbrances as of June 30	275,000	24,353	0	0	0
22a. Current Year Reappropriation	0	0	0	0	0
23. Borrowing Limit	0	0	0	0	0
<b>24. Ending Free Fund Balance</b>	<b>209,594</b>	<b>348,975</b>	<b>412,136</b>	<b>330,636</b>	<b>249,136</b>
<b>24a. Investments Direct by Agency (GL 1203)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>24b. Ending Free Fund Balance Including Direct Investments</b>	<b>209,594</b>	<b>348,975</b>	<b>412,136</b>	<b>330,636</b>	<b>249,136</b>
<b>26. Outstanding Loans (if this fund is part of a loan program)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Note:

# Analysis of Fund Balances

Request for Fiscal Year: 2023

Agency: Department of Administration

200

Fund: Income Funds: Capitol Commission Operating Fund

48109

## Sources and Uses:

The Capitol Commission Operating fund receives moneys from: 1) transfers from the Capitol Permanent Endowment fund based on the Capitol Commission's approval, 2) all interest earned on the capitol commission operating fund, and 3) all other proceeds either The Capitol Commission Operating Fund pays for the general operating expenses of the Capitol Commission, including administrative support that is provided by the Department of Administration. All expenditures from the Capitol Commission Operating fund sh

	FY 19 Actuals	FY 20 Actuals	FY 21 Actuals	FY 22 Estimate	FY 23 Estimate
<b>01. Beginning Free Fund Balance</b>	<b>58,427</b>	<b>59,263</b>	<b>(184,126)</b>	<b>(74,476)</b>	<b>105,987</b>
02. Encumbrances as of July 1	0	0	0	0	0
02a. Reappropriation (Legislative Carryover)	0	0	56,005	69,963	0
<b>03. Beginning Cash Balance</b>	<b>58,427</b>	<b>59,263</b>	<b>(128,121)</b>	<b>(4,513)</b>	<b>105,987</b>
04. Revenues (from Form B-11)	6,830	9,412	1,651	2,500	2,500
05. Non-Revenue Receipts and Other Adjustments	0	0	(1)	0	0
06. Statutory Transfers In	250,000	250,000	250,000	250,000	250,000
07. Operating Transfers In	0	0	0	0	0
<b>08. Total Available for Year</b>	<b>315,257</b>	<b>318,675</b>	<b>123,529</b>	<b>247,987</b>	<b>358,487</b>
09. Statutory Transfers Out	122,500	124,300	0	0	0
10. Operating Transfers Out	66,747	161,248	0	0	0
11. Non-Expenditure Distributions and Other Adjustments	0	0	0	0	0
12. Cash Expenditures for Prior Year Encumbrances	0	0	0	0	0
13. Original Appropriation	142,000	142,000	142,000	142,000	142,000
14. Prior Year Reappropriations, Supplementals, Recessions	0	75,253	56,005	0	0
15. Non-cogs, Receipts to Appropriations, etc.	0	0	0	0	0
16. Reversions and Continuous Appropriations	0	0	0	0	0
17. Current Year Reappropriation	(75,253)	(56,005)	(69,963)	0	0
18. Reserve for Current Year Encumbrances	0	0	0	0	0
<b>19. Current Year Cash Expenditures</b>	<b>66,747</b>	<b>161,248</b>	<b>128,042</b>	<b>142,000</b>	<b>142,000</b>
<b>19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)</b>	<b>66,747</b>	<b>161,248</b>	<b>128,042</b>	<b>142,000</b>	<b>142,000</b>
<b>20. Ending Cash Balance</b>	<b>59,263</b>	<b>(128,121)</b>	<b>(4,513)</b>	<b>105,987</b>	<b>216,487</b>
21. Prior Year Encumbrances as of June 30	0	0	0	0	0
22. Current Year Encumbrances as of June 30	0	0	0	0	0
22a. Current Year Reappropriation	75,253	56,005	69,963	0	0
23. Borrowing Limit	0	0	0	0	0
<b>24. Ending Free Fund Balance</b>	<b>59,263</b>	<b>(128,121)</b>	<b>(4,513)</b>	<b>105,987</b>	<b>216,487</b>
<b>24a. Investments Direct by Agency (GL 1203)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>24b. Ending Free Fund Balance Including Direct Investments</b>	<b>59,263</b>	<b>(128,121)</b>	<b>(4,513)</b>	<b>105,987</b>	<b>216,487</b>
<b>26. Outstanding Loans (if this fund is part of a loan program)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Note:



# Analysis of Fund Balances

Request for Fiscal Year: 2023

Agency: Department of Administration

200

Fund: Endowment Earnings Reserve Funds: Capitol Maintenance

48279

## Sources and Uses:

Ongoing funding and maintenance for the Capitol is paid for from Capitol endowment lands and investments that are deposited into a permanent fund called the Capitol Permanent Endowment Income Fund (Permanent Endowment). This fund receives income from the Capitol Maintenance Reserve Fund pays for maintenance projects at the State Capitol and its grounds, as authorized by the Capitol Commission. All moneys in this fund shall be used exclusively by the Capitol Commission to address repairs, maintenance

	FY 19 Actuals	FY 20 Actuals	FY 21 Actuals	FY 22 Estimate	FY 23 Estimate
<b>01. Beginning Free Fund Balance</b>	<b>27,411</b>	<b>27,923</b>	<b>(2,195,362)</b>	<b>2,108,177</b>	<b>2,501,908</b>
02. Encumbrances as of July 1	0	0	0	0	0
02a. Reappropriation (Legislative Carryover)	0	0	4,301,250	1,593,731	0
<b>03. Beginning Cash Balance</b>	<b>27,411</b>	<b>27,923</b>	<b>2,105,888</b>	<b>3,701,908</b>	<b>2,501,908</b>
04. Revenues (from Form B-11)	512	465	2,452,289	1,250,000	1,250,000
05. Non-Revenue Receipts and Other Adjustments	0	0	0	0	0
06. Statutory Transfers In	0	0	0	0	0
07. Operating Transfers In	250,000	325,000	0	0	0
<b>08. Total Available for Year</b>	<b>277,923</b>	<b>353,388</b>	<b>4,558,177</b>	<b>4,951,908</b>	<b>3,751,908</b>
09. Statutory Transfers Out	250,000	250,000	250,000	250,000	250,000
10. Operating Transfers Out	0	98,750	0	0	0
11. Non-Expenditure Distributions and Other Adjustments	0	0	0	0	0
12. Cash Expenditures for Prior Year Encumbrances	0	0	0	0	0
13. Original Appropriation	2,200,000	2,200,000	2,200,000	2,200,000	2,200,000
14. Prior Year Reappropriations, Supplementals, Recessions	0	0	0	0	0
15. Non-cogs, Receipts to Appropriations, etc.	0	0	0	0	0
16. Reversions and Continuous Appropriations	0	0	0	0	0
17. Current Year Reappropriation	(2,200,000)	(4,301,250)	(1,593,731)	0	0
18. Reserve for Current Year Encumbrances	0	0	0	0	0
<b>19. Current Year Cash Expenditures</b>	<b>0</b>	<b>(2,101,250)</b>	<b>606,269</b>	<b>2,200,000</b>	<b>2,200,000</b>
<b>19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)</b>	<b>0</b>	<b>(2,101,250)</b>	<b>606,269</b>	<b>2,200,000</b>	<b>2,200,000</b>
<b>20. Ending Cash Balance</b>	<b>27,923</b>	<b>2,105,888</b>	<b>3,701,908</b>	<b>2,501,908</b>	<b>1,301,908</b>
21. Prior Year Encumbrances as of June 30	0	0	0	0	0
22. Current Year Encumbrances as of June 30	0	0	0	0	0
22a. Current Year Reappropriation	2,200,000	4,301,250	1,593,731	0	0
23. Borrowing Limit	0	0	0	0	0
<b>24. Ending Free Fund Balance</b>	<b>27,923</b>	<b>2,105,888</b>	<b>5,295,639</b>	<b>2,501,908</b>	<b>1,301,908</b>
<b>24a. Investments Direct by Agency (GL 1203)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>24b. Ending Free Fund Balance Including Direct Investments</b>	<b>27,923</b>	<b>2,105,888</b>	<b>5,295,639</b>	<b>2,501,908</b>	<b>1,301,908</b>
<b>26. Outstanding Loans (if this fund is part of a loan program)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Note:

# Analysis of Fund Balances

Request for Fiscal Year: 2023

Agency: Department of Administration

200

Fund: Industrial Special Indemnity Fund

51900

## Sources and Uses:

The Industrial Special Indemnity Fund (ISIF) is funded by an annual assessment which equals two times the amount of ISIF's expenses incurred during the previous fiscal year less the existing cash balance of the fund at the end of the fiscal year. The tot The moneys from this fund are used exclusively for the purposes of paying the administrative costs of operating the fund and making payments to claimants who have suffered an industrial injury subsequent to either a pre-existing physical impairment or con

	FY 19 Actuals	FY 20 Actuals	FY 21 Actuals	FY 22 Estimate	FY 23 Estimate
<b>01. Beginning Free Fund Balance</b>	<b>2,054,200</b>	<b>4,370,756</b>	<b>9,651,802</b>	<b>14,590,771</b>	<b>14,509,871</b>
02. Encumbrances as of July 1	0	50,000	0	0	0
02a. Reappropriation (Legislative Carryover)	0	0	0	0	0
<b>03. Beginning Cash Balance</b>	<b>2,054,200</b>	<b>4,420,756</b>	<b>9,651,802</b>	<b>14,590,771</b>	<b>14,509,871</b>
04. Revenues (from Form B-11)	165,400	179,200	143,606	150,000	150,000
05. Non-Revenue Receipts and Other Adjustments	(89,900)	5,319,481	919,924	0	0
06. Statutory Transfers In	0	0	0	0	0
07. Operating Transfers In	3,553,800	0	4,098,765	0	0
<b>08. Total Available for Year</b>	<b>5,683,500</b>	<b>9,919,437</b>	<b>14,814,097</b>	<b>14,740,771</b>	<b>14,659,871</b>
09. Statutory Transfers Out	0	0	0	0	0
10. Operating Transfers Out	23,100	0	52,020	0	0
11. Non-Expenditure Distributions and Other Adjustments	1,002,100	22,600	0	0	0
12. Cash Expenditures for Prior Year Encumbrances	0	0	0	0	0
13. Original Appropriation	300,400	299,800	302,000	305,900	905,900
14. Prior Year Reappropriations, Supplementals, Recessions	0	400	0	0	0
15. Non-cogs, Receipts to Appropriations, etc.	0	0	0	0	0
16. Reversions and Continuous Appropriations	(12,856)	(55,165)	(130,694)	(75,000)	(75,000)
17. Current Year Reappropriation	0	0	0	0	0
18. Reserve for Current Year Encumbrances	(50,000)	0	0	0	0
<b>19. Current Year Cash Expenditures</b>	<b>237,544</b>	<b>245,035</b>	<b>171,306</b>	<b>230,900</b>	<b>830,900</b>
<b>19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)</b>	<b>287,544</b>	<b>245,035</b>	<b>171,306</b>	<b>230,900</b>	<b>830,900</b>
<b>20. Ending Cash Balance</b>	<b>4,420,756</b>	<b>9,651,802</b>	<b>14,590,771</b>	<b>14,509,871</b>	<b>13,828,971</b>
21. Prior Year Encumbrances as of June 30	0	0	0	0	0
22. Current Year Encumbrances as of June 30	50,000	0	0	0	0
22a. Current Year Reappropriation	0	0	0	0	0
23. Borrowing Limit	0	0	0	0	0
<b>24. Ending Free Fund Balance</b>	<b>4,370,756</b>	<b>9,651,802</b>	<b>14,590,771</b>	<b>14,509,871</b>	<b>13,828,971</b>
<b>24a. Investments Direct by Agency (GL 1203)</b>	<b>5,163,000</b>	<b>3,295,082</b>	<b>2,375,164</b>	<b>0</b>	<b>0</b>
<b>24b. Ending Free Fund Balance Including Direct Investments</b>	<b>9,533,756</b>	<b>12,946,884</b>	<b>16,965,935</b>	<b>14,509,871</b>	<b>13,828,971</b>
<b>26. Outstanding Loans (if this fund is part of a loan program)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Note:

**Contract Inflation**

Request for Fiscal Year: 2023  
200  
ADAC

Agency: Department of Administration  
Public Works  
Appropriation Unit:

	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	FY 2022 Estimated Expenditures	Contract Dates	FY 2023 Contractual % Change	FY 2023 Total
<b>Contract</b>								
Projectmates contract inflation increase	0	0	0	7,200	7,500		4	7,800
Total	0	0	0	7,200	7,500			7,800
<b>Fund Source</b>								
Dedicated	0	0	0	7,200	7,500			7,800
Total	0	0	0	7,200	7,500			7,800

# PCF Detail Report

Request for Fiscal Year: 2023

Agency: Department of Administration

200

Appropriation Unit: Management Services

ADAA

Fund: General Fund

10000

PCN	Class	Description	FTP	Salary	Health	Variable Benefits	Total
<b>Totals from Personnel Cost Forecast (PCF)</b>							
		Permanent Positions	1.51	122,856	17,591	27,295	167,742
		Total from PCF	1.51	122,856	17,591	27,295	167,742
		<b>FY 2022 ORIGINAL APPROPRIATION</b>	<b>1.58</b>	<b>132,830</b>	<b>18,831</b>	<b>29,339</b>	<b>181,000</b>
		<b>Unadjusted Over or (Under) Funded:</b>	<b>.07</b>	<b>9,974</b>	<b>1,240</b>	<b>2,044</b>	<b>13,258</b>
<b>Estimated Salary Needs</b>							
		Permanent Positions	1.51	122,856	17,591	27,295	167,742
		<b>Estimated Salary and Benefits</b>	<b>1.51</b>	<b>122,856</b>	<b>17,591</b>	<b>27,295</b>	<b>167,742</b>
<b>Adjusted Over or (Under) Funding</b>							
		<b>Original Appropriation</b>	<b>.07</b>	<b>9,974</b>	<b>1,240</b>	<b>2,044</b>	<b>13,258</b>
		<b>Estimated Expenditures</b>	<b>.07</b>	<b>9,974</b>	<b>1,240</b>	<b>2,044</b>	<b>13,258</b>
		<b>Base</b>	<b>.07</b>	<b>9,974</b>	<b>1,240</b>	<b>2,044</b>	<b>13,258</b>

# PCF Detail Report

Request for Fiscal Year: 2023

Agency: Department of Administration

200

Appropriation Unit: Management Services

ADAA

Fund: Permanent Building Fund

36500

PCN	Class	Description	FTP	Salary	Health	Variable Benefits	Total
<b>Totals from Personnel Cost Forecast (PCF)</b>							
		Permanent Positions	1.34	82,623	15,609	18,508	116,740
		Total from PCF	1.34	82,623	15,609	18,508	116,740
		<b>FY 2022 ORIGINAL APPROPRIATION</b>	<b>1.90</b>	<b>106,173</b>	<b>20,761</b>	<b>23,566</b>	<b>150,500</b>
		<b>Unadjusted Over or (Under) Funded:</b>	<b>.56</b>	<b>23,550</b>	<b>5,152</b>	<b>5,058</b>	<b>33,760</b>
<b>Estimated Salary Needs</b>							
		Permanent Positions	1.34	82,623	15,609	18,508	116,740
		<b>Estimated Salary and Benefits</b>	<b>1.34</b>	<b>82,623</b>	<b>15,609</b>	<b>18,508</b>	<b>116,740</b>
<b>Adjusted Over or (Under) Funding</b>							
		<b>Original Appropriation</b>	<b>.56</b>	<b>23,550</b>	<b>5,152</b>	<b>5,058</b>	<b>33,760</b>
		<b>Estimated Expenditures</b>	<b>.56</b>	<b>23,550</b>	<b>5,152</b>	<b>5,058</b>	<b>33,760</b>
		<b>Base</b>	<b>.56</b>	<b>23,550</b>	<b>5,152</b>	<b>5,058</b>	<b>33,760</b>

# PCF Detail Report

Request for Fiscal Year: 2023

Agency: Department of Administration

200

Appropriation Unit: Management Services

ADAA

Fund: Admin Acct Svcs Appd&Cont Isf

45000

PCN	Class	Description	FTP	Salary	Health	Variable Benefits	Total
<b>Totals from Personnel Cost Forecast (PCF)</b>							
		Permanent Positions	4.56	322,574	53,122	71,841	447,537
		Total from PCF	4.56	322,574	53,122	71,841	447,537
		<b>FY 2022 ORIGINAL APPROPRIATION</b>	<b>5.10</b>	<b>393,954</b>	<b>66,561</b>	<b>87,085</b>	<b>547,600</b>
		<b>Unadjusted Over or (Under) Funded:</b>	<b>.54</b>	<b>71,380</b>	<b>13,439</b>	<b>15,244</b>	<b>100,063</b>
<b>Estimated Salary Needs</b>							
		Permanent Positions	4.56	322,574	53,122	71,841	447,537
		<b>Estimated Salary and Benefits</b>	<b>4.56</b>	<b>322,574</b>	<b>53,122</b>	<b>71,841</b>	<b>447,537</b>
<b>Adjusted Over or (Under) Funding</b>							
		<b>Original Appropriation</b>	<b>.54</b>	<b>71,380</b>	<b>13,439</b>	<b>15,244</b>	<b>100,063</b>
		<b>Estimated Expenditures</b>	<b>.54</b>	<b>71,380</b>	<b>13,439</b>	<b>15,244</b>	<b>100,063</b>
		<b>Base</b>	<b>.54</b>	<b>71,380</b>	<b>13,439</b>	<b>15,244</b>	<b>100,063</b>

# PCF Detail Report

Request for Fiscal Year: 2023

Agency: Department of Administration

200

Appropriation Unit: Management Services

ADAA

Fund: Surplus Property Revolving Fund

45600

PCN	Class	Description	FTP	Salary	Health	Variable Benefits	Total
<b>Totals from Personnel Cost Forecast (PCF)</b>							
		Permanent Positions	.20	10,372	2,330	2,334	15,036
		Total from PCF	.20	10,372	2,330	2,334	15,036
		<b>FY 2022 ORIGINAL APPROPRIATION</b>	<b>.25</b>	<b>14,120</b>	<b>3,140</b>	<b>3,140</b>	<b>20,400</b>
		<b>Unadjusted Over or (Under) Funded:</b>	<b>.05</b>	<b>3,748</b>	<b>810</b>	<b>806</b>	<b>5,364</b>
<b>Estimated Salary Needs</b>							
		Permanent Positions	.20	10,372	2,330	2,334	15,036
		<b>Estimated Salary and Benefits</b>	<b>.20</b>	<b>10,372</b>	<b>2,330</b>	<b>2,334</b>	<b>15,036</b>
<b>Adjusted Over or (Under) Funding</b>							
		<b>Original Appropriation</b>	<b>.05</b>	<b>3,748</b>	<b>810</b>	<b>806</b>	<b>5,364</b>
		<b>Estimated Expenditures</b>	<b>.05</b>	<b>3,748</b>	<b>810</b>	<b>806</b>	<b>5,364</b>
		<b>Base</b>	<b>.05</b>	<b>3,748</b>	<b>810</b>	<b>806</b>	<b>5,364</b>

# PCF Detail Report

Request for Fiscal Year: 2023

Agency: Department of Administration

200

Appropriation Unit: Management Services

ADAA

Fund: Group Ins Acct Appd&Cont Isf,

46100

PCN	Class	Description	FTP	Salary	Health	Variable Benefits	Total
<b>Totals from Personnel Cost Forecast (PCF)</b>							
		Permanent Positions	.61	36,277	7,105	8,108	51,490
		Total from PCF	.61	36,277	7,105	8,108	51,490
		<b>FY 2022 ORIGINAL APPROPRIATION</b>	<b>.66</b>	<b>53,425</b>	<b>10,521</b>	<b>11,854</b>	<b>75,800</b>
		<b>Unadjusted Over or (Under) Funded:</b>	<b>.05</b>	<b>17,148</b>	<b>3,416</b>	<b>3,746</b>	<b>24,310</b>
<b>Estimated Salary Needs</b>							
		Permanent Positions	.61	36,277	7,105	8,108	51,490
		<b>Estimated Salary and Benefits</b>	<b>.61</b>	<b>36,277</b>	<b>7,105</b>	<b>8,108</b>	<b>51,490</b>
<b>Adjusted Over or (Under) Funding</b>							
		<b>Original Appropriation</b>	<b>.05</b>	<b>17,148</b>	<b>3,416</b>	<b>3,746</b>	<b>24,310</b>
		<b>Estimated Expenditures</b>	<b>.05</b>	<b>17,148</b>	<b>3,416</b>	<b>3,746</b>	<b>24,310</b>
		<b>Base</b>	<b>.05</b>	<b>17,148</b>	<b>3,416</b>	<b>3,746</b>	<b>24,310</b>



# PCF Detail Report

Request for Fiscal Year: 202  
3

Agency: Department of Administration

200

Appropriation Unit: Management Services

ADAA

Fund: Retained Risk Account

46200

PCN	Class	Description	FTP	Salary	Health	Variable Benefits	Total
<b>Totals from Personnel Cost Forecast (PCF)</b>							
		Permanent Positions	.48	34,549	5,590	7,755	47,894
		Total from PCF	.48	34,549	5,590	7,755	47,894
		<b>FY 2022 ORIGINAL APPROPRIATION</b>	<b>.51</b>	<b>39,785</b>	<b>6,585</b>	<b>8,830</b>	<b>55,200</b>
		<b>Unadjusted Over or (Under) Funded:</b>	<b>.03</b>	<b>5,236</b>	<b>995</b>	<b>1,075</b>	<b>7,306</b>
<b>Estimated Salary Needs</b>							
		Permanent Positions	.48	34,549	5,590	7,755	47,894
		<b>Estimated Salary and Benefits</b>	<b>.48</b>	<b>34,549</b>	<b>5,590</b>	<b>7,755</b>	<b>47,894</b>
<b>Adjusted Over or (Under) Funding</b>							
		<b>Original Appropriation</b>	<b>.03</b>	<b>5,236</b>	<b>995</b>	<b>1,075</b>	<b>7,306</b>
		<b>Estimated Expenditures</b>	<b>.03</b>	<b>5,236</b>	<b>995</b>	<b>1,075</b>	<b>7,306</b>
		<b>Base</b>	<b>.03</b>	<b>5,236</b>	<b>995</b>	<b>1,075</b>	<b>7,306</b>

# PCF Detail Report

Request for Fiscal Year: 2023

Agency: Department of Administration

200

Appropriation Unit: Management Services

ADAA

Fund: Industrial Special Indemnity Fund

51900

PCN	Class	Description	FTP	Salary	Health	Variable Benefits	Total
<b>Totals from Personnel Cost Forecast (PCF)</b>							
		Permanent Positions	.15	8,695	1,746	1,935	12,376
		Total from PCF	.15	8,695	1,746	1,935	12,376
		<b>FY 2022 ORIGINAL APPROPRIATION</b>	<b>.20</b>	<b>17,340</b>	<b>3,612</b>	<b>3,848</b>	<b>24,800</b>
		<b>Unadjusted Over or (Under) Funded:</b>	<b>.05</b>	<b>8,645</b>	<b>1,866</b>	<b>1,913</b>	<b>12,424</b>
<b>Estimated Salary Needs</b>							
		Permanent Positions	.15	8,695	1,746	1,935	12,376
		<b>Estimated Salary and Benefits</b>	<b>.15</b>	<b>8,695</b>	<b>1,746</b>	<b>1,935</b>	<b>12,376</b>
<b>Adjusted Over or (Under) Funding</b>							
		<b>Original Appropriation</b>	<b>.05</b>	<b>8,645</b>	<b>1,866</b>	<b>1,913</b>	<b>12,424</b>
		<b>Estimated Expenditures</b>	<b>.05</b>	<b>8,645</b>	<b>1,866</b>	<b>1,913</b>	<b>12,424</b>
		<b>Base</b>	<b>.05</b>	<b>8,645</b>	<b>1,866</b>	<b>1,913</b>	<b>12,424</b>

# PCF Detail Report

Request for Fiscal Year: 2023

Agency: Department of Administration

200

Appropriation Unit: Public Works

ADAC

Fund: Permanent Building Fund

36500

PCN	Class	Description	FTP	Salary	Health	Variable Benefits	Total
<b>Totals from Personnel Cost Forecast (PCF)</b>							
		Permanent Positions	24.90	1,511,962	290,085	339,939	2,141,986
		Total from PCF	24.90	1,511,962	290,085	339,939	2,141,986
		<b>FY 2022 ORIGINAL APPROPRIATION</b>	<b>26.50</b>	<b>1,637,879</b>	<b>314,530</b>	<b>363,891</b>	<b>2,316,300</b>
		<b>Unadjusted Over or (Under) Funded:</b>	<b>1.60</b>	<b>125,917</b>	<b>24,445</b>	<b>23,952</b>	<b>174,314</b>
<b>Estimated Salary Needs</b>							
		Permanent Positions	24.90	1,511,962	290,085	339,939	2,141,986
		<b>Estimated Salary and Benefits</b>	<b>24.90</b>	<b>1,511,962</b>	<b>290,085</b>	<b>339,939</b>	<b>2,141,986</b>
<b>Adjusted Over or (Under) Funding</b>							
		<b>Original Appropriation</b>	<b>1.60</b>	<b>125,917</b>	<b>24,445</b>	<b>23,952</b>	<b>174,314</b>
		<b>Estimated Expenditures</b>	<b>1.60</b>	<b>125,917</b>	<b>24,445</b>	<b>23,952</b>	<b>174,314</b>
		<b>Base</b>	<b>1.60</b>	<b>125,917</b>	<b>24,445</b>	<b>23,952</b>	<b>174,314</b>

# PCF Detail Report

Request for Fiscal Year: 202  
3

Agency: Department of Administration

200

Appropriation Unit: Public Works

ADAC

Fund: Admin Acct Svcs Appd&Cont Isf

45000

PCN	Class	Description	FTP	Salary	Health	Variable Benefits	Total
<b>Totals from Personnel Cost Forecast (PCF)</b>							
		Permanent Positions	34.10	1,677,367	397,265	376,921	2,451,553
		Total from PCF	34.10	1,677,367	397,265	376,921	2,451,553
		<b>FY 2022 ORIGINAL APPROPRIATION</b>	<b>36.50</b>	<b>1,893,401</b>	<b>449,126</b>	<b>420,473</b>	<b>2,763,000</b>
		<b>Unadjusted Over or (Under) Funded:</b>	<b>2.40</b>	<b>216,034</b>	<b>51,861</b>	<b>43,552</b>	<b>311,447</b>
<b>Estimated Salary Needs</b>							
		Permanent Positions	34.10	1,677,367	397,265	376,921	2,451,553
		<b>Estimated Salary and Benefits</b>	<b>34.10</b>	<b>1,677,367</b>	<b>397,265</b>	<b>376,921</b>	<b>2,451,553</b>
<b>Adjusted Over or (Under) Funding</b>							
		<b>Original Appropriation</b>	<b>2.40</b>	<b>216,034</b>	<b>51,861</b>	<b>43,552</b>	<b>311,447</b>
		<b>Estimated Expenditures</b>	<b>2.40</b>	<b>216,034</b>	<b>51,861</b>	<b>43,552</b>	<b>311,447</b>
		<b>Base</b>	<b>2.40</b>	<b>216,034</b>	<b>51,861</b>	<b>43,552</b>	<b>311,447</b>

# PCF Detail Report

Request for Fiscal Year: 202  
3

Agency: Department of Administration

200

Appropriation Unit: Purchasing

ADAD

Fund: General Fund

10000

PCN	Class	Description	FTP	Salary	Health	Variable Benefits	Total
<b>Totals from Personnel Cost Forecast (PCF)</b>							
		Permanent Positions	10.92	368,220	127,218	82,839	578,277
		Total from PCF	<b>10.92</b>	<b>368,220</b>	<b>127,218</b>	<b>82,839</b>	<b>578,277</b>
		<b>Unadjusted Over or (Under) Funded:</b>	<b>(10.92)</b>	<b>(368,220)</b>	<b>(127,218)</b>	<b>(82,839)</b>	<b>(578,277)</b>
<b>Estimated Salary Needs</b>							
		Permanent Positions	10.92	368,220	127,218	82,839	578,277
		<b>Estimated Salary and Benefits</b>	<b>10.92</b>	<b>368,220</b>	<b>127,218</b>	<b>82,839</b>	<b>578,277</b>
<b>Adjusted Over or (Under) Funding</b>							
		<b>Original Appropriation</b>	<b>(10.92)</b>	<b>(368,220)</b>	<b>(127,218)</b>	<b>(82,839)</b>	<b>(578,277)</b>
		<b>Estimated Expenditures</b>	<b>(10.92)</b>	<b>(368,220)</b>	<b>(127,218)</b>	<b>(82,839)</b>	<b>(578,277)</b>
		<b>Base</b>	<b>(10.92)</b>	<b>(368,220)</b>	<b>(127,218)</b>	<b>(82,839)</b>	<b>(578,277)</b>

# PCF Detail Report

Request for Fiscal Year: 202  
3

Agency: Department of Administration

200

Appropriation Unit: Purchasing

ADAD

Fund: Admin Acct Svcs Appd&Cont Isf

45000

PCN	Class	Description	FTP	Salary	Health	Variable Benefits	Total
<b>Totals from Personnel Cost Forecast (PCF)</b>							
		Permanent Positions	13.00	810,555	151,450	182,046	1,144,051
		Total from PCF	13.00	810,555	151,450	182,046	1,144,051
		<b>FY 2022 ORIGINAL APPROPRIATION</b>	<b>16.00</b>	<b>944,159</b>	<b>179,449</b>	<b>209,592</b>	<b>1,333,200</b>
		<b>Unadjusted Over or (Under) Funded:</b>	<b>3.00</b>	<b>133,604</b>	<b>27,999</b>	<b>27,546</b>	<b>189,149</b>
<b>Estimated Salary Needs</b>							
		Permanent Positions	13.00	810,555	151,450	182,046	1,144,051
		<b>Estimated Salary and Benefits</b>	<b>13.00</b>	<b>810,555</b>	<b>151,450</b>	<b>182,046</b>	<b>1,144,051</b>
<b>Adjusted Over or (Under) Funding</b>							
		<b>Original Appropriation</b>	<b>3.00</b>	<b>133,604</b>	<b>27,999</b>	<b>27,546</b>	<b>189,149</b>
		<b>Estimated Expenditures</b>	<b>3.00</b>	<b>208,604</b>	<b>27,999</b>	<b>27,546</b>	<b>264,149</b>
		<b>Base</b>	<b>3.00</b>	<b>133,604</b>	<b>27,999</b>	<b>27,546</b>	<b>189,149</b>

# PCF Detail Report

Request for Fiscal Year: 2023

Agency: Department of Administration

200

Appropriation Unit: Purchasing

ADAD

Fund: Surplus Property Revolving Fund

45600

PCN	Class	Description	FTP	Salary	Health	Variable Benefits	Total
<b>Totals from Personnel Cost Forecast (PCF)</b>							
		Permanent Positions	2.00	84,552	23,300	19,021	126,873
		Total from PCF	2.00	84,552	23,300	19,021	126,873
		<b>FY 2022 ORIGINAL APPROPRIATION</b>	<b>3.08</b>	<b>128,310</b>	<b>38,064</b>	<b>28,526</b>	<b>194,900</b>
		<b>Unadjusted Over or (Under) Funded:</b>	<b>1.08</b>	<b>43,758</b>	<b>14,764</b>	<b>9,505</b>	<b>68,027</b>
<b>Estimated Salary Needs</b>							
		Permanent Positions	2.00	84,552	23,300	19,021	126,873
		<b>Estimated Salary and Benefits</b>	<b>2.00</b>	<b>84,552</b>	<b>23,300</b>	<b>19,021</b>	<b>126,873</b>
<b>Adjusted Over or (Under) Funding</b>							
		<b>Original Appropriation</b>	<b>1.08</b>	<b>43,758</b>	<b>14,764</b>	<b>9,505</b>	<b>68,027</b>
		<b>Estimated Expenditures</b>	<b>1.08</b>	<b>43,758</b>	<b>14,764</b>	<b>9,505</b>	<b>68,027</b>
		<b>Base</b>	<b>1.08</b>	<b>43,758</b>	<b>14,764</b>	<b>9,505</b>	<b>68,027</b>

# PCF Detail Report

Request for Fiscal Year: 2023

Agency: Department of Administration

200

Appropriation Unit: Office of Insurance Management

ADAK

Fund: Group Ins Acct Appd&Cont Isf,

46100

PCN	Class	Description	FTP	Salary	Health	Variable Benefits	Total
<b>Totals from Personnel Cost Forecast (PCF)</b>							
		Permanent Positions	5.05	291,469	58,832	65,519	415,820
		Total from PCF	5.05	291,469	58,832	65,519	415,820
		<b>FY 2022 ORIGINAL APPROPRIATION</b>	<b>5.05</b>	<b>318,123</b>	<b>63,576</b>	<b>70,701</b>	<b>452,400</b>
		<b>Unadjusted Over or (Under) Funded:</b>	<b>.00</b>	<b>26,654</b>	<b>4,744</b>	<b>5,182</b>	<b>36,580</b>
<b>Estimated Salary Needs</b>							
		Permanent Positions	5.05	291,469	58,832	65,519	415,820
		<b>Estimated Salary and Benefits</b>	<b>5.05</b>	<b>291,469</b>	<b>58,832</b>	<b>65,519</b>	<b>415,820</b>
<b>Adjusted Over or (Under) Funding</b>							
		<b>Original Appropriation</b>	<b>.00</b>	<b>26,654</b>	<b>4,744</b>	<b>5,182</b>	<b>36,580</b>
		<b>Estimated Expenditures</b>	<b>.00</b>	<b>26,654</b>	<b>4,744</b>	<b>5,182</b>	<b>36,580</b>
		<b>Base</b>	<b>.00</b>	<b>26,654</b>	<b>4,744</b>	<b>5,182</b>	<b>36,580</b>



# PCF Detail Report

Request for Fiscal Year: 2023

Agency: Department of Administration

200

Appropriation Unit: Office of Insurance Management

ADAK

Fund: Retained Risk Account

46200

PCN	Class	Description	FTP	Salary	Health	Variable Benefits	Total
<b>Totals from Personnel Cost Forecast (PCF)</b>							
		Permanent Positions	7.10	454,478	82,715	101,808	639,001
		Total from PCF	7.10	454,478	82,715	101,808	639,001
		<b>FY 2022 ORIGINAL APPROPRIATION</b>	<b>8.15</b>	<b>505,997</b>	<b>94,195</b>	<b>112,108</b>	<b>712,300</b>
		<b>Unadjusted Over or (Under) Funded:</b>	<b>1.05</b>	<b>51,519</b>	<b>11,480</b>	<b>10,300</b>	<b>73,299</b>
<b>Estimated Salary Needs</b>							
		Permanent Positions	7.10	454,478	82,715	101,808	639,001
		<b>Estimated Salary and Benefits</b>	<b>7.10</b>	<b>454,478</b>	<b>82,715</b>	<b>101,808</b>	<b>639,001</b>
<b>Adjusted Over or (Under) Funding</b>							
		<b>Original Appropriation</b>	<b>1.05</b>	<b>51,519</b>	<b>11,480</b>	<b>10,300</b>	<b>73,299</b>
		<b>Estimated Expenditures</b>	<b>1.05</b>	<b>51,519</b>	<b>11,480</b>	<b>10,300</b>	<b>73,299</b>
		<b>Base</b>	<b>1.05</b>	<b>51,519</b>	<b>11,480</b>	<b>10,300</b>	<b>73,299</b>

# PCF Detail Report

Request for Fiscal Year: 2023

Agency: Department of Administration

200

Appropriation Unit: Office of Insurance Management

ADAK

Fund: Industrial Special Indemnity Fund

51900

PCN	Class	Description	FTP	Salary	Health	Variable Benefits	Total
<b>Totals from Personnel Cost Forecast (PCF)</b>							
		Permanent Positions	1.00	76,440	11,650	16,963	105,053
		Total from PCF	1.00	76,440	11,650	16,963	105,053
		<b>FY 2022 ORIGINAL APPROPRIATION</b>	<b>2.00</b>	<b>146,418</b>	<b>25,999</b>	<b>32,283</b>	<b>204,700</b>
		<b>Unadjusted Over or (Under) Funded:</b>	<b>1.00</b>	<b>69,978</b>	<b>14,349</b>	<b>15,320</b>	<b>99,647</b>
<b>Estimated Salary Needs</b>							
		Permanent Positions	1.00	76,440	11,650	16,963	105,053
		<b>Estimated Salary and Benefits</b>	<b>1.00</b>	<b>76,440</b>	<b>11,650</b>	<b>16,963</b>	<b>105,053</b>
<b>Adjusted Over or (Under) Funding</b>							
		<b>Original Appropriation</b>	<b>1.00</b>	<b>69,978</b>	<b>14,349</b>	<b>15,320</b>	<b>99,647</b>
		<b>Estimated Expenditures</b>	<b>1.00</b>	<b>69,978</b>	<b>14,349</b>	<b>15,320</b>	<b>99,647</b>
		<b>Base</b>	<b>1.00</b>	<b>69,978</b>	<b>14,349</b>	<b>15,320</b>	<b>99,647</b>

# PCF Detail Report

Request for Fiscal Year: 202  
3

Agency: Department of Administration

200

Appropriation Unit: Document Services

ADAM

Fund: General Fund

10000

PCN	Class	Description	FTP	Salary	Health	Variable Benefits	Total
		FY 2022 ORIGINAL APPROPRIATION	12.00	634,000	0	0	634,000
		Unadjusted Over or (Under) Funded:	12.00	634,000	0	0	634,000
		Adjusted Over or (Under) Funding					
		Original Appropriation	12.00	634,000	0	0	634,000
		Estimated Expenditures	12.00	634,000	0	0	634,000
		Base	12.00	634,000	0	0	634,000

# PCF Detail Report

Request for Fiscal Year: 2023

Agency: Department of Administration

200

Appropriation Unit: Document Services

ADAM

Fund: Admin Acct Svcs Appd&Cont Isf

45000

PCN	Class	Description	FTP	Salary	Health	Variable Benefits	Total
<b>Totals from Personnel Cost Forecast (PCF)</b>							
		Permanent Positions	5.08	177,113	59,182	39,848	276,143
		Total from PCF	5.08	177,113	59,182	39,848	276,143
		<b>FY 2022 ORIGINAL APPROPRIATION</b>	<b>4.52</b>	<b>241,244</b>	<b>80,802</b>	<b>53,654</b>	<b>375,700</b>
		<b>Unadjusted Over or (Under) Funded:</b>	<b>(.56)</b>	<b>64,131</b>	<b>21,620</b>	<b>13,806</b>	<b>99,557</b>
<b>Estimated Salary Needs</b>							
		Permanent Positions	5.08	177,113	59,182	39,848	276,143
		<b>Estimated Salary and Benefits</b>	<b>5.08</b>	<b>177,113</b>	<b>59,182</b>	<b>39,848</b>	<b>276,143</b>
<b>Adjusted Over or (Under) Funding</b>							
		<b>Original Appropriation</b>	<b>(.56)</b>	<b>64,131</b>	<b>21,620</b>	<b>13,806</b>	<b>99,557</b>
		<b>Estimated Expenditures</b>	<b>(.56)</b>	<b>(10,869)</b>	<b>21,620</b>	<b>13,806</b>	<b>24,557</b>
		<b>Base</b>	<b>(.56)</b>	<b>64,131</b>	<b>21,620</b>	<b>13,806</b>	<b>99,557</b>

**PCF Summary Report**Request for Fiscal Year: 202  
3

Agency: Department of Administration

200

Appropriation Unit: Management Services

ADAA

Fund: General Fund

10000

DU		FTP	Salary	Health	Variable Benefits	Total
3.00	FY 2022 ORIGINAL APPROPRIATION	1.58	132,830	18,831	29,339	181,000
5.00	FY 2022 TOTAL APPROPRIATION	1.58	132,830	18,831	29,339	181,000
7.00	FY 2022 ESTIMATED EXPENDITURES	1.58	132,830	18,831	29,339	181,000
9.00	FY 2023 BASE	1.58	132,830	18,831	29,339	181,000
10.12	Change in Variable Benefit Costs	0.00	0	0	(436)	(436)
10.61	Salary Multiplier - Regular Employees	0.00	1,229	0	271	1,500
11.00	FY 2023 PROGRAM MAINTENANCE	1.58	134,059	18,831	29,174	182,064
13.00	FY 2023 TOTAL REQUEST	1.58	134,059	18,831	29,174	182,064

**PCF Summary Report**Request for Fiscal Year: 202  
3

Agency: Department of Administration

200

Appropriation Unit: Management Services

ADAA

Fund: Permanent Building Fund

36500

DU		FTP	Salary	Health	Variable Benefits	Total
3.00	FY 2022 ORIGINAL APPROPRIATION	1.90	106,173	20,761	23,566	150,500
5.00	FY 2022 TOTAL APPROPRIATION	1.90	106,173	20,761	23,566	150,500
7.00	FY 2022 ESTIMATED EXPENDITURES	1.90	106,173	20,761	23,566	150,500
9.00	FY 2023 BASE	1.90	106,173	20,761	23,566	150,500
10.12	Change in Variable Benefit Costs	0.00	0	0	(440)	(440)
10.61	Salary Multiplier - Regular Employees	0.00	973	0	216	1,189
11.00	FY 2023 PROGRAM MAINTENANCE	1.90	107,146	20,761	23,342	151,249
13.00	FY 2023 TOTAL REQUEST	1.90	107,146	20,761	23,342	151,249

**PCF Summary Report**Request for Fiscal Year: 202  
3**Agency:** Department of Administration

200

**Appropriation Unit:** Management Services

ADAA

**Fund:** Admin Acct Svcs Appd&Cont Isf

45000

DU	FTP	Salary	Health	Variable Benefits	Total
3.00 FY 2022 ORIGINAL APPROPRIATION	5.10	393,954	66,561	87,085	547,600
5.00 FY 2022 TOTAL APPROPRIATION	5.10	393,954	66,561	87,085	547,600
7.00 FY 2022 ESTIMATED EXPENDITURES	5.10	393,954	66,561	87,085	547,600
9.00 FY 2023 BASE	5.10	393,954	66,561	87,085	547,600
10.12 Change in Variable Benefit Costs	0.00	0	0	(1,416)	(1,416)
10.61 Salary Multiplier - Regular Employees	0.00	3,482	0	770	4,252
11.00 FY 2023 PROGRAM MAINTENANCE	5.10	397,436	66,561	86,439	550,436
13.00 FY 2023 TOTAL REQUEST	5.10	397,436	66,561	86,439	550,436

**PCF Summary Report**Request for Fiscal Year: 202  
3**Agency:** Department of Administration

200

**Appropriation Unit:** Management Services

ADAA

**Fund:** Surplus Property Revolving Fund

45600

DU		FTP	Salary	Health	Variable Benefits	Total
3.00	FY 2022 ORIGINAL APPROPRIATION	0.25	14,120	3,140	3,140	20,400
5.00	FY 2022 TOTAL APPROPRIATION	0.25	14,120	3,140	3,140	20,400
7.00	FY 2022 ESTIMATED EXPENDITURES	0.25	14,120	3,140	3,140	20,400
9.00	FY 2023 BASE	0.25	14,120	3,140	3,140	20,400
10.12	Change in Variable Benefit Costs	0.00	0	0	(51)	(51)
10.61	Salary Multiplier - Regular Employees	0.00	104	0	23	127
11.00	FY 2023 PROGRAM MAINTENANCE	0.25	14,224	3,140	3,112	20,476
13.00	FY 2023 TOTAL REQUEST	0.25	14,224	3,140	3,112	20,476



**PCF Summary Report**Request for Fiscal Year: 202  
3

Agency: Department of Administration

200

Appropriation Unit: Management Services

ADAA

Fund: Group Ins Acct Appd&amp;Cont Isf,

46100

DU	FTP	Salary	Health	Variable Benefits	Total
3.00 FY 2022 ORIGINAL APPROPRIATION	0.66	53,425	10,521	11,854	75,800
5.00 FY 2022 TOTAL APPROPRIATION	0.66	53,425	10,521	11,854	75,800
7.00 FY 2022 ESTIMATED EXPENDITURES	0.66	53,425	10,521	11,854	75,800
9.00 FY 2023 BASE	0.66	53,425	10,521	11,854	75,800
10.12 Change in Variable Benefit Costs	0.00	0	0	(158)	(158)
10.61 Salary Multiplier - Regular Employees	0.00	386	0	86	472
11.00 FY 2023 PROGRAM MAINTENANCE	0.66	53,811	10,521	11,782	76,114
13.00 FY 2023 TOTAL REQUEST	0.66	53,811	10,521	11,782	76,114

**PCF Summary Report**Request for Fiscal Year: 202  
3

Agency: Department of Administration

200

Appropriation Unit: Management Services

ADAA

Fund: Retained Risk Account

46200

DU		FTP	Salary	Health	Variable Benefits	Total
3.00	FY 2022 ORIGINAL APPROPRIATION	0.51	39,785	6,585	8,830	55,200
5.00	FY 2022 TOTAL APPROPRIATION	0.51	39,785	6,585	8,830	55,200
7.00	FY 2022 ESTIMATED EXPENDITURES	0.51	39,785	6,585	8,830	55,200
9.00	FY 2023 BASE	0.51	39,785	6,585	8,830	55,200
10.12	Change in Variable Benefit Costs	0.00	0	0	(182)	(182)
10.61	Salary Multiplier - Regular Employees	0.00	369	0	82	451
11.00	FY 2023 PROGRAM MAINTENANCE	0.51	40,154	6,585	8,730	55,469
13.00	FY 2023 TOTAL REQUEST	0.51	40,154	6,585	8,730	55,469

**PCF Summary Report**Request for Fiscal Year: 202  
3

Agency: Department of Administration

200

Appropriation Unit: Management Services

ADAA

Fund: Industrial Special Indemnity Fund

51900

DU	FTP	Salary	Health	Variable Benefits	Total
3.00 FY 2022 ORIGINAL APPROPRIATION	0.20	17,340	3,612	3,848	24,800
5.00 FY 2022 TOTAL APPROPRIATION	0.20	17,340	3,612	3,848	24,800
7.00 FY 2022 ESTIMATED EXPENDITURES	0.20	17,340	3,612	3,848	24,800
9.00 FY 2023 BASE	0.20	17,340	3,612	3,848	24,800
10.12 Change in Variable Benefit Costs	0.00	0	0	(42)	(42)
10.61 Salary Multiplier - Regular Employees	0.00	111	0	25	136
11.00 FY 2023 PROGRAM MAINTENANCE	0.20	17,451	3,612	3,831	24,894
13.00 FY 2023 TOTAL REQUEST	0.20	17,451	3,612	3,831	24,894

# PCF Summary Report

Request for Fiscal Year: 202  
3

Agency: Department of Administration

200

Appropriation Unit: Public Works

ADAC

Fund: Permanent Building Fund

36500

DU	FTP	Salary	Health	Variable Benefits	Total
3.00 FY 2022 ORIGINAL APPROPRIATION	26.50	1,637,879	314,530	363,891	2,316,300
5.00 FY 2022 TOTAL APPROPRIATION	26.50	1,637,879	314,530	363,891	2,316,300
7.00 FY 2022 ESTIMATED EXPENDITURES	26.50	1,637,879	314,530	363,891	2,316,300
9.00 FY 2023 BASE	26.50	1,637,879	314,530	363,891	2,316,300
10.12 Change in Variable Benefit Costs	0.00	0	0	(7,834)	(7,834)
10.61 Salary Multiplier - Regular Employees	0.00	15,917	0	3,536	19,453
11.00 FY 2023 PROGRAM MAINTENANCE	26.50	1,653,796	314,530	359,593	2,327,919
12.02 DPW Project Manager	1.00	66,394	11,650	14,611	92,655
12.03 DPW - Technical Records Specialist	1.00	31,932	11,650	7,027	50,609
13.00 FY 2023 TOTAL REQUEST	28.50	1,752,122	337,830	381,231	2,471,183

**PCF Summary Report**Request for Fiscal Year: 202  
3**Agency:** Department of Administration

200

**Appropriation Unit:** Public Works

ADAC

**Fund:** Admin Acct Svcs Appd&Cont Isf

45000

DU		FTP	Salary	Health	Variable Benefits	Total
3.00	FY 2022 ORIGINAL APPROPRIATION	36.50	1,893,401	449,126	420,473	2,763,000
5.00	FY 2022 TOTAL APPROPRIATION	36.50	1,893,401	449,126	420,473	2,763,000
7.00	FY 2022 ESTIMATED EXPENDITURES	36.50	1,893,401	449,126	420,473	2,763,000
9.00	FY 2023 BASE	36.50	1,893,401	449,126	420,473	2,763,000
10.12	Change in Variable Benefit Costs	0.00	0	0	(8,736)	(8,736)
10.61	Salary Multiplier - Regular Employees	0.00	17,749	0	3,941	21,690
11.00	FY 2023 PROGRAM MAINTENANCE	36.50	1,911,150	449,126	415,678	2,775,954
13.00	FY 2023 TOTAL REQUEST	36.50	1,911,150	449,126	415,678	2,775,954

**PCF Summary Report**Request for Fiscal Year: 202  
3

Agency: Department of Administration

200

Appropriation Unit: Purchasing

ADAD

Fund: General Fund

10000

DU		FTP	Salary	Health	Variable Benefits	Total
10.12	Change in Variable Benefit Costs	0.00	0	0	(1,907)	(1,907)
10.61	Salary Multiplier - Regular Employees	0.00	3,874	0	861	4,735
11.00	<b>FY 2023 PROGRAM MAINTENANCE</b>	<b>0.00</b>	<b>3,874</b>	<b>0</b>	<b>(1,046)</b>	<b>2,828</b>
13.00	<b>FY 2023 TOTAL REQUEST</b>	<b>0.00</b>	<b>3,874</b>	<b>0</b>	<b>(1,046)</b>	<b>2,828</b>

# PCF Summary Report

Request for Fiscal Year: 202  
3

Agency: Department of Administration

200

Appropriation Unit: Purchasing

ADAD

Fund: Admin Acct Svcs Appd&Cont Isf

45000

DU	FTP	Salary	Health	Variable Benefits	Total
3.00 FY 2022 ORIGINAL APPROPRIATION	16.00	944,159	179,449	209,592	1,333,200
5.00 FY 2022 TOTAL APPROPRIATION	16.00	944,159	179,449	209,592	1,333,200
Doc Services to Purchasing Program Transfer	0.00	75,000	0	0	75,000
7.00 FY 2022 ESTIMATED EXPENDITURES	16.00	1,019,159	179,449	209,592	1,408,200
9.00 FY 2023 BASE	16.00	944,159	179,449	209,592	1,333,200
10.12 Change in Variable Benefit Costs	0.00	0	0	(4,779)	(4,779)
10.61 Salary Multiplier - Regular Employees	0.00	9,710	0	2,155	11,865
11.00 FY 2023 PROGRAM MAINTENANCE	16.00	953,869	179,449	206,968	1,340,286
13.00 FY 2023 TOTAL REQUEST	16.00	953,869	179,449	206,968	1,340,286

**PCF Summary Report**Request for Fiscal Year: 202  
3

Agency: Department of Administration

200

Appropriation Unit: Purchasing

ADAD

Fund: Surplus Property Revolving Fund

45600

DU		FTP	Salary	Health	Variable Benefits	Total
3.00	FY 2022 ORIGINAL APPROPRIATION	3.08	128,310	38,064	28,526	194,900
5.00	FY 2022 TOTAL APPROPRIATION	3.08	128,310	38,064	28,526	194,900
7.00	FY 2022 ESTIMATED EXPENDITURES	3.08	128,310	38,064	28,526	194,900
9.00	FY 2023 BASE	3.08	128,310	38,064	28,526	194,900
10.12	Change in Variable Benefit Costs	0.00	0	0	(574)	(574)
10.61	Salary Multiplier - Regular Employees	0.00	1,166	0	259	1,425
11.00	FY 2023 PROGRAM MAINTENANCE	3.08	129,476	38,064	28,211	195,751
13.00	FY 2023 TOTAL REQUEST	3.08	129,476	38,064	28,211	195,751



**PCF Summary Report**Request for Fiscal Year: 202  
3

Agency: Department of Administration

200

Appropriation Unit: Office of Insurance Management

ADAK

Fund: Group Ins Acct Appd&amp;Cont Isf,

46100

DU	FTP	Salary	Health	Variable Benefits	Total
3.00 FY 2022 ORIGINAL APPROPRIATION	5.05	318,123	63,576	70,701	452,400
5.00 FY 2022 TOTAL APPROPRIATION	5.05	318,123	63,576	70,701	452,400
7.00 FY 2022 ESTIMATED EXPENDITURES	5.05	318,123	63,576	70,701	452,400
9.00 FY 2023 BASE	5.05	318,123	63,576	70,701	452,400
10.12 Change in Variable Benefit Costs	0.00	0	0	(1,402)	(1,402)
10.61 Salary Multiplier - Regular Employees	0.00	2,915	0	648	3,563
11.00 FY 2023 PROGRAM MAINTENANCE	5.05	321,038	63,576	69,947	454,561
13.00 FY 2023 TOTAL REQUEST	5.05	321,038	63,576	69,947	454,561

**PCF Summary Report**Request for Fiscal Year: 202  
3

Agency: Department of Administration

200

Appropriation Unit: Office of Insurance Management

ADAK

Fund: Retained Risk Account

46200

DU	FTP	Salary	Health	Variable Benefits	Total
3.00 FY 2022 ORIGINAL APPROPRIATION	8.15	505,997	94,195	112,108	712,300
5.00 FY 2022 TOTAL APPROPRIATION	8.15	505,997	94,195	112,108	712,300
7.00 FY 2022 ESTIMATED EXPENDITURES	8.15	505,997	94,195	112,108	712,300
9.00 FY 2023 BASE	8.15	505,997	94,195	112,108	712,300
10.12 Change in Variable Benefit Costs	0.00	0	0	(2,405)	(2,405)
10.61 Salary Multiplier - Regular Employees	0.00	5,019	0	1,112	6,131
11.00 FY 2023 PROGRAM MAINTENANCE	8.15	511,016	94,195	110,815	716,026
13.00 FY 2023 TOTAL REQUEST	8.15	511,016	94,195	110,815	716,026

**PCF Summary Report**Request for Fiscal Year: 202  
3

Agency: Department of Administration

200

Appropriation Unit: Office of Insurance Management

ADAK

Fund: Industrial Special Indemnity Fund

51900

DU		FTP	Salary	Health	Variable Benefits	Total
3.00	FY 2022 ORIGINAL APPROPRIATION	2.00	146,418	25,999	32,283	204,700
5.00	FY 2022 TOTAL APPROPRIATION	2.00	146,418	25,999	32,283	204,700
7.00	FY 2022 ESTIMATED EXPENDITURES	2.00	146,418	25,999	32,283	204,700
9.00	FY 2023 BASE	2.00	146,418	25,999	32,283	204,700
10.12	Change in Variable Benefit Costs	0.00	0	0	(639)	(639)
10.61	Salary Multiplier - Regular Employees	0.00	1,299	0	286	1,585
11.00	FY 2023 PROGRAM MAINTENANCE	2.00	147,717	25,999	31,930	205,646
13.00	FY 2023 TOTAL REQUEST	2.00	147,717	25,999	31,930	205,646

**PCF Summary Report**Request for Fiscal Year: 202  
3

Agency: Department of Administration

200

Appropriation Unit: Document Services

ADAM

Fund: General Fund

10000

DU	FTP	Salary	Health	Variable Benefits	Total
3.00 FY 2022 ORIGINAL APPROPRIATION	12.00	634,000	0	0	634,000
5.00 FY 2022 TOTAL APPROPRIATION	12.00	634,000	0	0	634,000
7.00 FY 2022 ESTIMATED EXPENDITURES	12.00	634,000	0	0	634,000
9.00 FY 2023 BASE	12.00	634,000	0	0	634,000
11.00 FY 2023 PROGRAM MAINTENANCE	12.00	634,000	0	0	634,000
13.00 FY 2023 TOTAL REQUEST	12.00	634,000	0	0	634,000

**PCF Summary Report**Request for Fiscal Year: 202  
3

Agency: Department of Administration

200

Appropriation Unit: Document Services

ADAM

Fund: Admin Acct Svcs Appd&amp;Cont Isf

45000

DU	FTP	Salary	Health	Variable Benefits	Total
3.00 FY 2022 ORIGINAL APPROPRIATION	4.52	241,244	80,802	53,654	375,700
5.00 FY 2022 TOTAL APPROPRIATION	4.52	241,244	80,802	53,654	375,700
Doc Services to Purchasing Program Transfer	0.00	(75,000)	0	0	(75,000)
7.00 FY 2022 ESTIMATED EXPENDITURES	4.52	166,244	80,802	53,654	300,700
9.00 FY 2023 BASE	4.52	241,244	80,802	53,654	375,700
10.12 Change in Variable Benefit Costs	0.00	0	0	(898)	(898)
10.61 Salary Multiplier - Regular Employees	0.00	1,825	0	406	2,231
11.00 FY 2023 PROGRAM MAINTENANCE	4.52	243,069	80,802	53,162	377,033
13.00 FY 2023 TOTAL REQUEST	4.52	243,069	80,802	53,162	377,033

One-Time Operating & One-Time Capital Outlay Summary

Request for Fiscal Year: 2023

Agency: Department of Administration

200

Priority	Appropriation Unit	DU	Fund	Summary Object	Item Description	Current Mileage	Date Acquired	Quantity in Stock	Request Quantity Desired	Request Unit Cost	Request Total Cost
Detail											
1	ADAC	10.31	36500	740	DPW Laptop Computer Replacements	0	Various	0.00	10.00	2,400.00	24,000
1	ADAC	10.32	36500	755	Replacement of DPW passenger vehicle	85,896		0.00	1.00	37,200.00	37,200
1	ADAM	10.31	45051	789	Replacement X-ray machine for the Capitol Mall postal operations	0	FY23	0.00	1.00	85,000.00	85,000
2	ADAC	10.31	36500	625	DPW Flat Screen Computer Monitors	0	Various	0.00	5.00	280.00	1,400
Subtotal								0.00	17.00		147,600
Grand Total by Appropriation Unit											
ADAC											62,600
ADAM											85,000
Subtotal											147,600
Grand Total by Decision Unit											
10.31											110,400
10.32											37,200
Subtotal											147,600
Grand Total by Fund Source											
36500											62,600
45051											85,000
Subtotal											147,600
Grand Total by Summary Account											
625								0.00	5.00		1,400
740								0.00	10.00		24,000
755								0.00	1.00		37,200
789								0.00	1.00		85,000
Subtotal								0.00	17.00		147,600

		FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total	
<b>Agency:</b>	Department of Administration							200
<b>Division:</b>	Department of Administration							AD1
<b>Appropriation Unit:</b>	Management Services							ADAA

**FY 2021 Total Appropriation**

1.00	FY 2021 Total Appropriation							ADAA
	HB568							
	10000 General	1.58	168,300	64,700	0	0	233,000	
	36500 Dedicated	1.90	147,300	100	0	0	147,400	
	45000 Dedicated	5.10	536,300	89,000	0	0	625,300	
	45600 Dedicated	0.25	19,900	0	0	0	19,900	
	46100 Dedicated	0.66	74,300	100	0	0	74,400	
	46200 Dedicated	0.51	54,000	0	0	0	54,000	
	51900 Dedicated	0.20	24,300	0	0	0	24,300	
OT	45000 Dedicated	0.00	0	182,100	0	0	182,100	
OT	46100 Dedicated	0.00	0	52,200	0	0	52,200	
OT	46200 Dedicated	0.00	0	67,100	0	0	67,100	
OT	51900 Dedicated	0.00	0	15,000	0	0	15,000	
		<b>10.20</b>	<b>1,024,400</b>	<b>470,300</b>	<b>0</b>	<b>0</b>	<b>1,494,700</b>	

1.61	Reverted Appropriation Balances							ADAA
	10000 General	0.00	(700)	(800)	0	0	(1,500)	
	36500 Dedicated	0.00	(56,500)	0	0	0	(56,500)	
	45000 Dedicated	0.00	(78,300)	(51,100)	0	0	(129,400)	
	45600 Dedicated	0.00	(5,800)	0	0	0	(5,800)	
	46100 Dedicated	0.00	(21,800)	(20,600)	0	0	(42,400)	
	46200 Dedicated	0.00	(7,800)	(25,500)	0	0	(33,300)	
		<b>0.00</b>	<b>(170,900)</b>	<b>(98,000)</b>	<b>0</b>	<b>0</b>	<b>(268,900)</b>	

**FY 2021 Actual Expenditures**

2.00	FY 2021 Actual Expenditures							ADAA
	10000 General	1.58	167,600	63,900	0	0	231,500	
	36500 Dedicated	1.90	90,800	100	0	0	90,900	
	45000 Dedicated	5.10	458,000	37,900	0	0	495,900	
	45600 Dedicated	0.25	14,100	0	0	0	14,100	
	46100 Dedicated	0.66	52,500	(20,500)	0	0	32,000	
	46200 Dedicated	0.51	46,200	(25,500)	0	0	20,700	
	51900 Dedicated	0.20	24,300	0	0	0	24,300	
OT	45000 Dedicated	0.00	0	182,100	0	0	182,100	
OT	46100 Dedicated	0.00	0	52,200	0	0	52,200	
OT	46200 Dedicated	0.00	0	67,100	0	0	67,100	
OT	51900 Dedicated	0.00	0	15,000	0	0	15,000	
		<b>10.20</b>	<b>853,500</b>	<b>372,300</b>	<b>0</b>	<b>0</b>	<b>1,225,800</b>	

			FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
<b>FY 2022 Original Appropriation</b>								
3.00	FY 2022 Original Appropriation							ADAA
	S1155							
	10000	General	1.58	181,000	68,100	0	0	249,100
	36500	Dedicated	1.90	150,500	18,100	0	0	168,600
	45000	Dedicated	5.10	547,600	91,600	0	0	639,200
	45600	Dedicated	0.25	20,400	0	0	0	20,400
	46100	Dedicated	0.66	75,800	100	0	0	75,900
	46200	Dedicated	0.51	55,200	0	0	0	55,200
	51900	Dedicated	0.20	24,800	0	0	0	24,800
			<b>10.20</b>	<b>1,055,300</b>	<b>177,900</b>	<b>0</b>	<b>0</b>	<b>1,233,200</b>
<b>FY 2022 Total Appropriation</b>								
5.00	FY 2022 Total Appropriation							ADAA
	10000	General	1.58	181,000	68,100	0	0	249,100
	36500	Dedicated	1.90	150,500	18,100	0	0	168,600
	45000	Dedicated	5.10	547,600	91,600	0	0	639,200
	45600	Dedicated	0.25	20,400	0	0	0	20,400
	46100	Dedicated	0.66	75,800	100	0	0	75,900
	46200	Dedicated	0.51	55,200	0	0	0	55,200
	51900	Dedicated	0.20	24,800	0	0	0	24,800
			<b>10.20</b>	<b>1,055,300</b>	<b>177,900</b>	<b>0</b>	<b>0</b>	<b>1,233,200</b>
<b>FY 2022 Estimated Expenditures</b>								
7.00	FY 2022 Estimated Expenditures							ADAA
	10000	General	1.58	181,000	68,100	0	0	249,100
	36500	Dedicated	1.90	150,500	18,100	0	0	168,600
	45000	Dedicated	5.10	547,600	91,600	0	0	639,200
	45600	Dedicated	0.25	20,400	0	0	0	20,400
	46100	Dedicated	0.66	75,800	100	0	0	75,900
	46200	Dedicated	0.51	55,200	0	0	0	55,200
	51900	Dedicated	0.20	24,800	0	0	0	24,800
			<b>10.20</b>	<b>1,055,300</b>	<b>177,900</b>	<b>0</b>	<b>0</b>	<b>1,233,200</b>



			FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
FY 2023 Base								
9.00	FY 2023 Base		ADAA					
	10000	General	1.58	181,000	68,100	0	0	249,100
	36500	Dedicated	1.90	150,500	18,100	0	0	168,600
	45000	Dedicated	5.10	547,600	91,600	0	0	639,200
	45600	Dedicated	0.25	20,400	0	0	0	20,400
	46100	Dedicated	0.66	75,800	100	0	0	75,900
	46200	Dedicated	0.51	55,200	0	0	0	55,200
	51900	Dedicated	0.20	24,800	0	0	0	24,800
			10.20	1,055,300	177,900	0	0	1,233,200
Program Maintenance								
10.12	Change in Variable Benefit Costs		ADAA					
	Change in Variable Benefit Costs							
	10000	General	0.00	(436)	0	0	0	(436)
	36500	Dedicated	0.00	(440)	0	0	0	(440)
	45000	Dedicated	0.00	(1,416)	0	0	0	(1,416)
	45600	Dedicated	0.00	(51)	0	0	0	(51)
	46100	Dedicated	0.00	(158)	0	0	0	(158)
	46200	Dedicated	0.00	(182)	0	0	0	(182)
	51900	Dedicated	0.00	(42)	0	0	0	(42)
			0.00	(2,725)	0	0	0	(2,725)
10.61	Salary Multiplier - Regular Employees		ADAA					
	Salary Adjustments - Regular Employees							
	10000	General	0.00	1,500	0	0	0	1,500
	36500	Dedicated	0.00	1,189	0	0	0	1,189
	45000	Dedicated	0.00	4,252	0	0	0	4,252
	45600	Dedicated	0.00	127	0	0	0	127
	46100	Dedicated	0.00	472	0	0	0	472
	46200	Dedicated	0.00	451	0	0	0	451
	51900	Dedicated	0.00	136	0	0	0	136
			0.00	8,127	0	0	0	8,127

			FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
<b>FY 2023 Total Maintenance</b>								
11.00	FY 2023 Total Maintenance							ADAA
	10000	General	1.58	182,064	68,100	0	0	250,164
	36500	Dedicated	1.90	151,249	18,100	0	0	169,349
	45000	Dedicated	5.10	550,436	91,600	0	0	642,036
	45600	Dedicated	0.25	20,476	0	0	0	20,476
	46100	Dedicated	0.66	76,114	100	0	0	76,214
	46200	Dedicated	0.51	55,469	0	0	0	55,469
	51900	Dedicated	0.20	24,894	0	0	0	24,894
			<b>10.20</b>	<b>1,060,702</b>	<b>177,900</b>	<b>0</b>	<b>0</b>	<b>1,238,602</b>
<b>FY 2023 Total</b>								
13.00	FY 2023 Total							ADAA
	10000	General	1.58	182,064	68,100	0	0	250,164
	36500	Dedicated	1.90	151,249	18,100	0	0	169,349
	45000	Dedicated	5.10	550,436	91,600	0	0	642,036
	45600	Dedicated	0.25	20,476	0	0	0	20,476
	46100	Dedicated	0.66	76,114	100	0	0	76,214
	46200	Dedicated	0.51	55,469	0	0	0	55,469
	51900	Dedicated	0.20	24,894	0	0	0	24,894
			<b>10.20</b>	<b>1,060,702</b>	<b>177,900</b>	<b>0</b>	<b>0</b>	<b>1,238,602</b>

			FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total	
<b>Agency:</b> Department of Administration									200
<b>Division:</b> Department of Administration									AD1
<b>Appropriation Unit:</b> Public Works									ADAC
<b>FY 2021 Total Appropriation</b>									
1.00	FY 2021 Total Appropriation								ADAC
	10000	General	0.00	0	1,473,500	0	0	1,473,500	
	36500	Dedicated	26.50	2,267,400	555,500	0	0	2,822,900	
	45000	Dedicated	36.50	2,708,300	9,722,500	0	0	12,430,800	
OT	36500	Dedicated	0.00	0	5,900	0	0	5,900	
OT	45000	Dedicated	0.00	0	2,200	12,100	0	14,300	
			<b>63.00</b>	<b>4,975,700</b>	<b>11,759,600</b>	<b>12,100</b>	<b>0</b>	<b>16,747,400</b>	
1.61	Reverted Appropriation Balances								ADAC
	10000	General	0.00	100	0	0	0	100	
	36500	Dedicated	0.00	(226,300)	(16,900)	0	0	(243,200)	
	45000	Dedicated	0.00	(455,100)	(400)	(6,100)	0	(461,600)	
			<b>0.00</b>	<b>(681,300)</b>	<b>(17,300)</b>	<b>(6,100)</b>	<b>0</b>	<b>(704,700)</b>	
<b>FY 2021 Actual Expenditures</b>									
2.00	FY 2021 Actual Expenditures								ADAC
	10000	General	0.00	100	1,473,500	0	0	1,473,600	
	36500	Dedicated	26.50	2,041,100	538,600	0	0	2,579,700	
	45000	Dedicated	36.50	2,253,200	9,722,100	(6,100)	0	11,969,200	
OT	36500	Dedicated	0.00	0	5,900	0	0	5,900	
OT	45000	Dedicated	0.00	0	2,200	12,100	0	14,300	
			<b>63.00</b>	<b>4,294,400</b>	<b>11,742,300</b>	<b>6,000</b>	<b>0</b>	<b>16,042,700</b>	
<b>FY 2022 Original Appropriation</b>									
3.00	FY 2022 Original Appropriation								ADAC
	S1155								
	10000	General	0.00	0	1,551,100	0	0	1,551,100	
	36500	Dedicated	26.50	2,316,300	706,500	0	0	3,022,800	
	45000	Dedicated	36.50	2,763,000	9,766,000	0	0	12,529,000	
			<b>63.00</b>	<b>5,079,300</b>	<b>12,023,600</b>	<b>0</b>	<b>0</b>	<b>17,102,900</b>	

			FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
<b>FY 2022 Total Appropriation</b>								
5.00	FY 2022 Total Appropriation							ADAC
	10000	General	0.00	0	1,551,100	0	0	1,551,100
	36500	Dedicated	26.50	2,316,300	706,500	0	0	3,022,800
	45000	Dedicated	36.50	2,763,000	9,766,000	0	0	12,529,000
			<b>63.00</b>	<b>5,079,300</b>	<b>12,023,600</b>	<b>0</b>	<b>0</b>	<b>17,102,900</b>
<b>FY 2022 Estimated Expenditures</b>								
7.00	FY 2022 Estimated Expenditures							ADAC
	10000	General	0.00	0	1,551,100	0	0	1,551,100
	36500	Dedicated	26.50	2,316,300	706,500	0	0	3,022,800
	45000	Dedicated	36.50	2,763,000	9,766,000	0	0	12,529,000
			<b>63.00</b>	<b>5,079,300</b>	<b>12,023,600</b>	<b>0</b>	<b>0</b>	<b>17,102,900</b>
<b>FY 2023 Base</b>								
9.00	FY 2023 Base							ADAC
	10000	General	0.00	0	1,551,100	0	0	1,551,100
	36500	Dedicated	26.50	2,316,300	706,500	0	0	3,022,800
	45000	Dedicated	36.50	2,763,000	9,766,000	0	0	12,529,000
			<b>63.00</b>	<b>5,079,300</b>	<b>12,023,600</b>	<b>0</b>	<b>0</b>	<b>17,102,900</b>

			FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
<b>Program Maintenance</b>								
10.12	Change in Variable Benefit Costs							ADAC
	Change in Variable Benefit Costs							
	36500	Dedicated	0.00	(7,834)	0	0	0	(7,834)
	45000	Dedicated	0.00	(8,736)	0	0	0	(8,736)
			<b>0.00</b>	<b>(16,570)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(16,570)</b>
10.23	Contract Inflation Adjustments							ADAC
	Annual increase for DPW's Projectmates software contract.							
	36500	Dedicated	0.00	0	7,800	0	0	7,800
			<b>0.00</b>	<b>0</b>	<b>7,800</b>	<b>0</b>	<b>0</b>	<b>7,800</b>
10.31	Repair, Replacement Items/Alteration Req #1							ADAC
OT	36500	Dedicated	0.00	0	1,400	24,000	0	25,400
			<b>0.00</b>	<b>0</b>	<b>1,400</b>	<b>24,000</b>	<b>0</b>	<b>25,400</b>
10.32	Repair, Replacement Items/Alteration Req #2							ADAC
OT	36500	Dedicated	0.00	0	0	37,200	0	37,200
			<b>0.00</b>	<b>0</b>	<b>0</b>	<b>37,200</b>	<b>0</b>	<b>37,200</b>
10.61	Salary Multiplier - Regular Employees							ADAC
	Salary Adjustments - Regular Employees							
	36500	Dedicated	0.00	19,453	0	0	0	19,453
	45000	Dedicated	0.00	21,690	0	0	0	21,690
			<b>0.00</b>	<b>41,143</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>41,143</b>
<b>FY 2023 Total Maintenance</b>								
11.00	FY 2023 Total Maintenance							ADAC
	10000	General	0.00	0	1,551,100	0	0	1,551,100
	36500	Dedicated	26.50	2,327,919	714,300	0	0	3,042,219
	45000	Dedicated	36.50	2,775,954	9,766,000	0	0	12,541,954
OT	36500	Dedicated	0.00	0	1,400	61,200	0	62,600
			<b>63.00</b>	<b>5,103,873</b>	<b>12,032,800</b>	<b>61,200</b>	<b>0</b>	<b>17,197,873</b>

			FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total	
Line Items									
12.01	Elected Officials Rent								ADAC
General Fund increase to pay additional rent for LSO in the J.R. Williams building and the State Treasurer in the Borah Building									
10000	General		0.00	0	124,300	0	0	124,300	
			0.00	0	124,300	0	0	124,300	
12.02	DPW Project Manager								ADAC
The past few years have seen an increase in the number of construction projects and the complexity of those projects. The project count as of July 1, 2021 was 560 active projects with a combined value of over \$400 million. This workload is spread among 11 project managers and 3 project coordinators . Ideally, each project manager should be running 25 to 30 projects. The additional position will help to reduce the workload of each project manager, allowing us to better serve our client agencies and complete projects more timely and efficiently.									
36500	Dedicated		1.00	92,655	0	0	0	92,655	
			1.00	92,655	0	0	0	92,655	
12.03	DPW - Technical Records Specialist								ADAC
The past few years have seen an increase in the number of construction projects and the complexity of those projects. The project count as of July 1, 2021 was 560 active projects with a combined value of over \$400 million. This workload is spread among 11 project managers and 3 project coordinators .									
36500	Dedicated		1.00	50,609	0	0	0	50,609	
			1.00	50,609	0	0	0	50,609	
12.05	DPW - Facility Condition Software								ADAC
This software is needed to establish on-going facility condition assessments to state properties so maintenance needs can be evaluated and planned.									
36500	Dedicated		0.00	0	0	131,300	0	131,300	
			0.00	0	0	131,300	0	131,300	
FY 2023 Total									
13.00	FY 2023 Total								ADAC
10000	General		0.00	0	1,675,400	0	0	1,675,400	
36500	Dedicated		28.50	2,471,183	714,300	131,300	0	3,316,783	
45000	Dedicated		36.50	2,775,954	9,766,000	0	0	12,541,954	
OT	36500	Dedicated	0.00	0	1,400	61,200	0	62,600	
			65.00	5,247,137	12,157,100	192,500	0	17,596,737	

			FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total	
<b>Agency:</b> Department of Administration									200
<b>Division:</b> Department of Administration									AD1
<b>Appropriation Unit:</b> Purchasing									ADAD
<b>FY 2021 Total Appropriation</b>									
1.00	FY 2021 Total Appropriation								ADAD
	HB568								
	10000	General	12.00	591,100	0	0	0	591,100	
	45000	Dedicated	20.52	1,674,500	1,142,500	0	0	2,817,000	
	45600	Dedicated	3.08	191,100	414,300	0	0	605,400	
OT	45000	Dedicated	0.00	0	13,200	140,200	0	153,400	
OT	45600	Dedicated	0.00	0	800	0	0	800	
			<b>35.60</b>	<b>2,456,700</b>	<b>1,570,800</b>	<b>140,200</b>	<b>0</b>	<b>4,167,700</b>	
1.61	Reverted Appropriation Balances								ADAD
	10000	General	0.00	18,000	0	0	0	18,000	
	45000	Dedicated	0.00	(11,400)	(7,100)	(63,500)	0	(82,000)	
	45600	Dedicated	0.00	(23,900)	(86,900)	0	0	(110,800)	
			<b>0.00</b>	<b>(17,300)</b>	<b>(94,000)</b>	<b>(63,500)</b>	<b>0</b>	<b>(174,800)</b>	
<b>FY 2021 Actual Expenditures</b>									
2.00	FY 2021 Actual Expenditures								ADAD
	10000	General	12.00	609,100	0	0	0	609,100	
	45000	Dedicated	20.52	1,663,100	1,135,400	(63,500)	0	2,735,000	
	45600	Dedicated	3.08	167,200	327,400	0	0	494,600	
OT	45000	Dedicated	0.00	0	13,200	140,200	0	153,400	
OT	45600	Dedicated	0.00	0	800	0	0	800	
			<b>35.60</b>	<b>2,439,400</b>	<b>1,476,800</b>	<b>76,700</b>	<b>0</b>	<b>3,992,900</b>	
<b>FY 2022 Original Appropriation</b>									
3.00	FY 2022 Original Appropriation								ADAD
	S1155								
	45000	Dedicated	16.00	1,333,200	563,100	0	0	1,896,300	
	45600	Dedicated	3.08	194,900	414,300	0	0	609,200	
			<b>19.08</b>	<b>1,528,100</b>	<b>977,400</b>	<b>0</b>	<b>0</b>	<b>2,505,500</b>	
<b>FY 2022 Total Appropriation</b>									
5.00	FY 2022 Total Appropriation								ADAD
	45000	Dedicated	16.00	1,333,200	563,100	0	0	1,896,300	
	45600	Dedicated	3.08	194,900	414,300	0	0	609,200	
			<b>19.08</b>	<b>1,528,100</b>	<b>977,400</b>	<b>0</b>	<b>0</b>	<b>2,505,500</b>	

		FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total		
Appropriation Adjustments									
Doc Services to Purchasing Program Transfer								ADAD	
Transfer of \$75,000 PC from Document Services to Purchasing									
45000	Dedicated	0.00	75,000	0	0	0	75,000		
		0.00	75,000	0	0	0	75,000		
FY 2022 Estimated Expenditures									
7.00	FY 2022 Estimated Expenditures								ADAD
45000	Dedicated	16.00	1,408,200	563,100	0	0	1,971,300		
45600	Dedicated	3.08	194,900	414,300	0	0	609,200		
		19.08	1,603,100	977,400	0	0	2,580,500		
FY 2023 Base									
9.00	FY 2023 Base								ADAD
45000	Dedicated	16.00	1,333,200	563,100	0	0	1,896,300		
45600	Dedicated	3.08	194,900	414,300	0	0	609,200		
		19.08	1,528,100	977,400	0	0	2,505,500		
Program Maintenance									
10.12	Change in Variable Benefit Costs								ADAD
Change in Variable Benefit Costs									
10000	General	0.00	(1,907)	0	0	0	(1,907)		
45000	Dedicated	0.00	(4,779)	0	0	0	(4,779)		
45600	Dedicated	0.00	(574)	0	0	0	(574)		
		0.00	(7,260)	0	0	0	(7,260)		
10.61	Salary Multiplier - Regular Employees								ADAD
Salary Adjustments - Regular Employees									
10000	General	0.00	4,735	0	0	0	4,735		
45000	Dedicated	0.00	11,865	0	0	0	11,865		
45600	Dedicated	0.00	1,425	0	0	0	1,425		
		0.00	18,025	0	0	0	18,025		
FY 2023 Total Maintenance									
11.00	FY 2023 Total Maintenance								ADAD
10000	General	0.00	2,828	0	0	0	2,828		
45000	Dedicated	16.00	1,340,286	563,100	0	0	1,903,386		
45600	Dedicated	3.08	195,751	414,300	0	0	610,051		
		19.08	1,538,865	977,400	0	0	2,516,265		



			FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
<b>FY 2023 Total</b>								
13.00	FY 2023 Total							ADAD
10000	General		0.00	2,828	0	0	0	2,828
45000	Dedicated		16.00	1,340,286	563,100	0	0	1,903,386
45600	Dedicated		3.08	195,751	414,300	0	0	610,051
			<b>19.08</b>	<b>1,538,865</b>	<b>977,400</b>	<b>0</b>	<b>0</b>	<b>2,516,265</b>

	FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
<b>Agency:</b> Department of Administration						200
<b>Division:</b> Department of Administration						AD1
<b>Appropriation Unit:</b> Office of Insurance Management						ADAK

**FY 2021 Total Appropriation**

1.00	FY 2021 Total Appropriation						ADAK
	HB568						
	46100 Dedicated	5.05	443,300	408,600	0	0	851,900
	46200 Dedicated	8.15	697,300	194,700	0	0	892,000
	51900 Dedicated	2.00	200,300	101,200	0	0	301,500
OT	46100 Dedicated	0.00	0	350,700	0	0	350,700
OT	46200 Dedicated	0.00	0	7,200	0	0	7,200
OT	51900 Dedicated	0.00	0	500	0	0	500
		<b>15.20</b>	<b>1,340,900</b>	<b>1,062,900</b>	<b>0</b>	<b>0</b>	<b>2,403,800</b>

1.61	Reverted Appropriation Balances						ADAK
	46100 Dedicated	0.00	(46,200)	(286,700)	0	0	(332,900)
	46200 Dedicated	0.00	(102,900)	(81,700)	0	0	(184,600)
	51900 Dedicated	0.00	(63,400)	(67,300)	0	0	(130,700)
		<b>0.00</b>	<b>(212,500)</b>	<b>(435,700)</b>	<b>0</b>	<b>0</b>	<b>(648,200)</b>

**FY 2021 Actual Expenditures**

2.00	FY 2021 Actual Expenditures						ADAK
	46100 Dedicated	5.05	397,100	121,900	0	0	519,000
	46200 Dedicated	8.15	594,400	113,000	0	0	707,400
	51900 Dedicated	2.00	136,900	33,900	0	0	170,800
OT	46100 Dedicated	0.00	0	350,700	0	0	350,700
OT	46200 Dedicated	0.00	0	7,200	0	0	7,200
OT	51900 Dedicated	0.00	0	500	0	0	500
		<b>15.20</b>	<b>1,128,400</b>	<b>627,200</b>	<b>0</b>	<b>0</b>	<b>1,755,600</b>

**FY 2022 Original Appropriation**

3.00	FY 2022 Original Appropriation						ADAK
	S1155						
	46100 Dedicated	5.05	452,400	408,600	0	0	861,000
	46200 Dedicated	8.15	712,300	194,700	0	0	907,000
	51900 Dedicated	2.00	204,700	101,200	0	0	305,900
		<b>15.20</b>	<b>1,369,400</b>	<b>704,500</b>	<b>0</b>	<b>0</b>	<b>2,073,900</b>

			FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
<b>FY 2022 Total Appropriation</b>								
5.00	FY 2022 Total Appropriation							ADAK
	46100	Dedicated	5.05	452,400	408,600	0	0	861,000
	46200	Dedicated	8.15	712,300	194,700	0	0	907,000
	51900	Dedicated	2.00	204,700	101,200	0	0	305,900
			<b>15.20</b>	<b>1,369,400</b>	<b>704,500</b>	<b>0</b>	<b>0</b>	<b>2,073,900</b>
<b>FY 2022 Estimated Expenditures</b>								
7.00	FY 2022 Estimated Expenditures							ADAK
	46100	Dedicated	5.05	452,400	408,600	0	0	861,000
	46200	Dedicated	8.15	712,300	194,700	0	0	907,000
	51900	Dedicated	2.00	204,700	101,200	0	0	305,900
			<b>15.20</b>	<b>1,369,400</b>	<b>704,500</b>	<b>0</b>	<b>0</b>	<b>2,073,900</b>
<b>FY 2023 Base</b>								
9.00	FY 2023 Base							ADAK
	46100	Dedicated	5.05	452,400	408,600	0	0	861,000
	46200	Dedicated	8.15	712,300	194,700	0	0	907,000
	51900	Dedicated	2.00	204,700	101,200	0	0	305,900
			<b>15.20</b>	<b>1,369,400</b>	<b>704,500</b>	<b>0</b>	<b>0</b>	<b>2,073,900</b>
<b>Program Maintenance</b>								
10.12	Change in Variable Benefit Costs							ADAK
	Change in Variable Benefit Costs							
	46100	Dedicated	0.00	(1,402)	0	0	0	(1,402)
	46200	Dedicated	0.00	(2,405)	0	0	0	(2,405)
	51900	Dedicated	0.00	(639)	0	0	0	(639)
			<b>0.00</b>	<b>(4,446)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(4,446)</b>
10.61	Salary Multiplier - Regular Employees							ADAK
	Salary Adjustments - Regular Employees							
	46100	Dedicated	0.00	3,563	0	0	0	3,563
	46200	Dedicated	0.00	6,131	0	0	0	6,131
	51900	Dedicated	0.00	1,585	0	0	0	1,585
			<b>0.00</b>	<b>11,279</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>11,279</b>

			FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
<b>FY 2023 Total Maintenance</b>								
11.00	FY 2023 Total Maintenance							ADAK
	46100	Dedicated	5.05	454,561	408,600	0	0	863,161
	46200	Dedicated	8.15	716,026	194,700	0	0	910,726
	51900	Dedicated	2.00	205,646	101,200	0	0	306,846
			<b>15.20</b>	<b>1,376,233</b>	<b>704,500</b>	<b>0</b>	<b>0</b>	<b>2,080,733</b>

**Line Items**

12.51	ARPA State Fiscal Recovery Fund							ADAK
	The agency is working with the Governor's Office on a potential recommendation from the ARPA State Fiscal Recovery Fund for eligible state health insurance cost recovery. At the time of submission, the U.S. Treasury has not issued final guidance on the use of the funds, and thus the recommended programs and amounts will be finalized at a later date.							
	34400	Federal	0.00	0	0	0	0	0
			<b>0.00</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**FY 2023 Total**

13.00	FY 2023 Total							ADAK
	34400	Federal	0.00	0	0	0	0	0
	46100	Dedicated	5.05	454,561	408,600	0	0	863,161
	46200	Dedicated	8.15	716,026	194,700	0	0	910,726
	51900	Dedicated	2.00	205,646	101,200	0	0	306,846
			<b>15.20</b>	<b>1,376,233</b>	<b>704,500</b>	<b>0</b>	<b>0</b>	<b>2,080,733</b>

	FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
<b>Agency:</b> Department of Administration						200
<b>Division:</b> Department of Administration						AD1
<b>Appropriation Unit:</b> Document Services						ADAM

**FY 2022 Original Appropriation**

3.00	FY 2022 Original Appropriation						ADAM
	S1155						

10000	General	12.00	634,000	0	0	0	634,000
45000	Dedicated	4.52	375,700	588,200	0	0	963,900
		<b>16.52</b>	<b>1,009,700</b>	<b>588,200</b>	<b>0</b>	<b>0</b>	<b>1,597,900</b>

**FY 2022 Total Appropriation**

5.00	FY 2022 Total Appropriation						ADAM
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10000	General	12.00	634,000	0	0	0	634,000
45000	Dedicated	4.52	375,700	588,200	0	0	963,900
		<b>16.52</b>	<b>1,009,700</b>	<b>588,200</b>	<b>0</b>	<b>0</b>	<b>1,597,900</b>

**Appropriation Adjustments**

	Doc Services to Purchasing Program Transfer						ADAM
	Transfer of \$75,000 PC from Document Services to Purchasing						
45000	Dedicated	0.00	(75,000)	0	0	0	(75,000)
		<b>0.00</b>	<b>(75,000)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(75,000)</b>

**FY 2022 Estimated Expenditures**

7.00	FY 2022 Estimated Expenditures						ADAM
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10000	General	12.00	634,000	0	0	0	634,000
45000	Dedicated	4.52	300,700	588,200	0	0	888,900
		<b>16.52</b>	<b>934,700</b>	<b>588,200</b>	<b>0</b>	<b>0</b>	<b>1,522,900</b>

**FY 2023 Base**

9.00	FY 2023 Base						ADAM
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10000	General	12.00	634,000	0	0	0	634,000
45000	Dedicated	4.52	375,700	588,200	0	0	963,900
		<b>16.52</b>	<b>1,009,700</b>	<b>588,200</b>	<b>0</b>	<b>0</b>	<b>1,597,900</b>

			FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
<b>Program Maintenance</b>								
10.12	Change in Variable Benefit Costs							ADAM
	Change in Variable Benefit Costs							
	45000	Dedicated	0.00	(898)	0	0	0	(898)
			<b>0.00</b>	<b>(898)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(898)</b>
10.31	Repair, Replacement Items/Alteration Req #1							ADAM
OT	45051	Dedicated	0.00	0	0	85,000	0	85,000
			<b>0.00</b>	<b>0</b>	<b>0</b>	<b>85,000</b>	<b>0</b>	<b>85,000</b>
10.61	Salary Multiplier - Regular Employees							ADAM
	Salary Adjustments - Regular Employees							
	45000	Dedicated	0.00	2,231	0	0	0	2,231
			<b>0.00</b>	<b>2,231</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,231</b>
<b>FY 2023 Total Maintenance</b>								
11.00	FY 2023 Total Maintenance							ADAM
	10000	General	12.00	634,000	0	0	0	634,000
	45000	Dedicated	4.52	377,033	588,200	0	0	965,233
OT	45051	Dedicated	0.00	0	0	85,000	0	85,000
			<b>16.52</b>	<b>1,011,033</b>	<b>588,200</b>	<b>85,000</b>	<b>0</b>	<b>1,684,233</b>
<b>Line Items</b>								
12.04	DS - Van							ADAM
	Postal fleet are currently requiring frequent and high dollar maintenance costs. The current van is a 2006 model year with over 100,000 miles. It has required \$2,500 in repairs this fiscal year and will need additional repairs over the course of the next fiscal year. We have been warned by the repair shop that additional repairs will need to be done based on the age of the vehicle. This is being submitted as a line item because we are upgrading the van to one that is more appropriate for the function. Please see attachment for upgrade details.							
	45051	Dedicated	0.00	0	0	40,000	0	40,000
			<b>0.00</b>	<b>0</b>	<b>0</b>	<b>40,000</b>	<b>0</b>	<b>40,000</b>
<b>FY 2023 Total</b>								
13.00	FY 2023 Total							ADAM
	10000	General	12.00	634,000	0	0	0	634,000
	45000	Dedicated	4.52	377,033	588,200	0	0	965,233
	45051	Dedicated	0.00	0	0	40,000	0	40,000
OT	45051	Dedicated	0.00	0	0	85,000	0	85,000
			<b>16.52</b>	<b>1,011,033</b>	<b>588,200</b>	<b>125,000</b>	<b>0</b>	<b>1,724,233</b>

			FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
<b>Agency:</b> Department of Administration								200
<b>Division:</b> Capitol Commission								AD2
<b>Appropriation Unit:</b> Capital Commission								ADAO
<b>FY 2021 Total Appropriation</b>								
1.00	FY 2021 Total Appropriation							ADAO
	HB571							
	48109	Dedicated	0.00	0	142,000	0	0	142,000
	48279	Dedicated	0.00	0	0	2,200,000	0	2,200,000
OT	48109	Dedicated	0.00	0	56,000	0	0	56,000
			<b>0.00</b>	<b>0</b>	<b>198,000</b>	<b>2,200,000</b>	<b>0</b>	<b>2,398,000</b>
1.61	Reverted Appropriation Balances							ADAO
	48109	Dedicated	0.00	0	(56,000)	0	0	(56,000)
			<b>0.00</b>	<b>0</b>	<b>(56,000)</b>	<b>0</b>	<b>0</b>	<b>(56,000)</b>
<b>FY 2021 Actual Expenditures</b>								
2.00	FY 2021 Actual Expenditures							ADAO
	48109	Dedicated	0.00	0	86,000	0	0	86,000
	48279	Dedicated	0.00	0	0	2,200,000	0	2,200,000
OT	48109	Dedicated	0.00	0	56,000	0	0	56,000
			<b>0.00</b>	<b>0</b>	<b>142,000</b>	<b>2,200,000</b>	<b>0</b>	<b>2,342,000</b>
<b>FY 2022 Original Appropriation</b>								
3.00	FY 2022 Original Appropriation							ADAO
	S1157							
	48109	Dedicated	0.00	0	142,000	0	0	142,000
	48279	Dedicated	0.00	0	0	2,200,000	0	2,200,000
			<b>0.00</b>	<b>0</b>	<b>142,000</b>	<b>2,200,000</b>	<b>0</b>	<b>2,342,000</b>
<b>Appropriation Adjustment</b>								
4.11	Legislative Reappropriation							ADAO
	48109	Dedicated	0.00	0	70,000	0	0	70,000
	48279	Dedicated	0.00	0	1,593,700	0	0	1,593,700
			<b>0.00</b>	<b>0</b>	<b>1,663,700</b>	<b>0</b>	<b>0</b>	<b>1,663,700</b>
<b>FY 2022 Total Appropriation</b>								
5.00	FY 2022 Total Appropriation							ADAO
	48109	Dedicated	0.00	0	212,000	0	0	212,000
	48279	Dedicated	0.00	0	1,593,700	2,200,000	0	3,793,700
			<b>0.00</b>	<b>0</b>	<b>1,805,700</b>	<b>2,200,000</b>	<b>0</b>	<b>4,005,700</b>

			FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total	
<b>FY 2022 Estimated Expenditures</b>									
7.00	FY 2022 Estimated Expenditures								ADAO
	48109	Dedicated	0.00	0	212,000	0	0	212,000	
	48279	Dedicated	0.00	0	1,593,700	2,200,000	0	3,793,700	
			<b>0.00</b>	<b>0</b>	<b>1,805,700</b>	<b>2,200,000</b>	<b>0</b>	<b>4,005,700</b>	
<b>FY 2023 Base</b>									
9.00	FY 2023 Base								ADAO
	48109	Dedicated	0.00	0	212,000	0	0	212,000	
	48279	Dedicated	0.00	0	1,593,700	2,200,000	0	3,793,700	
			<b>0.00</b>	<b>0</b>	<b>1,805,700</b>	<b>2,200,000</b>	<b>0</b>	<b>4,005,700</b>	
<b>FY 2023 Total Maintenance</b>									
11.00	FY 2023 Total Maintenance								ADAO
	48109	Dedicated	0.00	0	212,000	0	0	212,000	
	48279	Dedicated	0.00	0	1,593,700	2,200,000	0	3,793,700	
			<b>0.00</b>	<b>0</b>	<b>1,805,700</b>	<b>2,200,000</b>	<b>0</b>	<b>4,005,700</b>	
<b>FY 2023 Total</b>									
13.00	FY 2023 Total								ADAO
	48109	Dedicated	0.00	0	212,000	0	0	212,000	
	48279	Dedicated	0.00	0	1,593,700	2,200,000	0	3,793,700	
			<b>0.00</b>	<b>0</b>	<b>1,805,700</b>	<b>2,200,000</b>	<b>0</b>	<b>4,005,700</b>	



		FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total	
<b>Agency:</b> Department of Administration								200
<b>Division:</b> Bond Payments								AD3
<b>Appropriation Unit:</b> Bond Payment Program								ADAP
<b>FY 2021 Total Appropriation</b>								
1.00	FY 2021 Total Appropriation							ADAP
	HB570							
	10000 General	0.00	0	2,075,000	1,855,000	0	3,930,000	
	36500 Dedicated	0.00	0	8,383,200	6,790,800	0	15,174,000	
	45000 Dedicated	0.00	0	293,000	380,000	0	673,000	
		<b>0.00</b>	<b>0</b>	<b>10,751,200</b>	<b>9,025,800</b>	<b>0</b>	<b>19,777,000</b>	
1.21	Account Transfers							ADAP
	10000 General	0.00	0	(1,045,000)	1,045,000	0	0	
	36500 Dedicated	0.00	0	(1,569,200)	1,569,200	0	0	
	45000 Dedicated	0.00	0	(135,000)	135,000	0	0	
		<b>0.00</b>	<b>0</b>	<b>(2,749,200)</b>	<b>2,749,200</b>	<b>0</b>	<b>0</b>	
1.61	Reverted Appropriation Balances							ADAP
	10000 General	0.00	0	(87,400)	0	0	(87,400)	
	36500 Dedicated	0.00	0	(599,000)	0	0	(599,000)	
	45000 Dedicated	0.00	0	(29,500)	0	0	(29,500)	
		<b>0.00</b>	<b>0</b>	<b>(715,900)</b>	<b>0</b>	<b>0</b>	<b>(715,900)</b>	
<b>FY 2021 Actual Expenditures</b>								
2.00	FY 2021 Actual Expenditures							ADAP
	10000 General	0.00	0	942,600	2,900,000	0	3,842,600	
	36500 Dedicated	0.00	0	6,215,000	8,360,000	0	14,575,000	
	45000 Dedicated	0.00	0	128,500	515,000	0	643,500	
		<b>0.00</b>	<b>0</b>	<b>7,286,100</b>	<b>11,775,000</b>	<b>0</b>	<b>19,061,100</b>	
<b>FY 2022 Original Appropriation</b>								
3.00	FY 2022 Original Appropriation							ADAP
	S1156							
	10000 General	0.00	0	2,075,000	1,855,000	0	3,930,000	
	36500 Dedicated	0.00	0	7,969,200	6,790,800	0	14,760,000	
	45000 Dedicated	0.00	0	293,000	380,000	0	673,000	
		<b>0.00</b>	<b>0</b>	<b>10,337,200</b>	<b>9,025,800</b>	<b>0</b>	<b>19,363,000</b>	

			FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
<b>FY 2022 Total Appropriation</b>								
5.00	FY 2022 Total Appropriation							ADAP
	10000	General	0.00	0	2,075,000	1,855,000	0	3,930,000
	36500	Dedicated	0.00	0	7,969,200	6,790,800	0	14,760,000
	45000	Dedicated	0.00	0	293,000	380,000	0	673,000
			<b>0.00</b>	<b>0</b>	<b>10,337,200</b>	<b>9,025,800</b>	<b>0</b>	<b>19,363,000</b>
<b>FY 2022 Estimated Expenditures</b>								
7.00	FY 2022 Estimated Expenditures							ADAP
	10000	General	0.00	0	2,075,000	1,855,000	0	3,930,000
	36500	Dedicated	0.00	0	7,969,200	6,790,800	0	14,760,000
	45000	Dedicated	0.00	0	293,000	380,000	0	673,000
			<b>0.00</b>	<b>0</b>	<b>10,337,200</b>	<b>9,025,800</b>	<b>0</b>	<b>19,363,000</b>
<b>Base Adjustments</b>								
8.51	Base Reductions							ADAP
	Reducing bond payment due to final payment being made on the Parks and Recreation headquarter building							
	36500	Dedicated	0.00	0	(150,000)	0	0	(150,000)
			<b>0.00</b>	<b>0</b>	<b>(150,000)</b>	<b>0</b>	<b>0</b>	<b>(150,000)</b>
<b>FY 2023 Base</b>								
9.00	FY 2023 Base							ADAP
	10000	General	0.00	0	2,075,000	1,855,000	0	3,930,000
	36500	Dedicated	0.00	0	7,819,200	6,790,800	0	14,610,000
	45000	Dedicated	0.00	0	293,000	380,000	0	673,000
			<b>0.00</b>	<b>0</b>	<b>10,187,200</b>	<b>9,025,800</b>	<b>0</b>	<b>19,213,000</b>
<b>FY 2023 Total Maintenance</b>								
11.00	FY 2023 Total Maintenance							ADAP
	10000	General	0.00	0	2,075,000	1,855,000	0	3,930,000
	36500	Dedicated	0.00	0	7,819,200	6,790,800	0	14,610,000
	45000	Dedicated	0.00	0	293,000	380,000	0	673,000
			<b>0.00</b>	<b>0</b>	<b>10,187,200</b>	<b>9,025,800</b>	<b>0</b>	<b>19,213,000</b>
<b>FY 2023 Total</b>								
13.00	FY 2023 Total							ADAP
	10000	General	0.00	0	2,075,000	1,855,000	0	3,930,000
	36500	Dedicated	0.00	0	7,819,200	6,790,800	0	14,610,000
	45000	Dedicated	0.00	0	293,000	380,000	0	673,000
			<b>0.00</b>	<b>0</b>	<b>10,187,200</b>	<b>9,025,800</b>	<b>0</b>	<b>19,213,000</b>

FIVE-YEAR FACILITY NEEDS PLAN, pursuant to IC 67-5708B						
AGENCY INFORMATION						
AGENCY NAME:	Idaho Department of Administration					
Division/Bureau:						
Prepared By:	Steve Bailey	E-mail Address:	<a href="mailto:steven.bailey@adm.idaho.gov">steven.bailey@adm.idaho.gov</a>			
Telephone Number:	208-332-1852	Fax Number:	208-334-2307			
DFM Analyst:	David Hahn	LSO/BPA Analyst:	Frances Lippitt			
Date Prepared:	8/14/2021	For Fiscal Year:	<b>2023</b>			
FACILITY INFORMATION (please list each facility separately by city and street address)						
Facility Name:	Len B. Jordan Building					
City:	Boise	County:	Ada			
Street Address:	650 W. State Street				Zip Code:	
Facility Ownership: (could be private or state-owned, use "X" to mark one):	Private Lease (use "X" to mark):		State Owned (use "X" to mark):	X	Lease Expires:	
<b>FUNCTION/USE OF FACILITY:</b> Could be administrative use, client counseling, hearing rooms, field offices, etc. Address any specialized needs which require additional square feet. Administrative Office space for the Department of Administration - Director's office, Internal Support, Fiscal, and Purchasing.						
<b>COMMENTS:</b> Address reasons for expanding or relocating; amount of space leased to other state agencies, federal agencies, etc. & the amount of rent they pay for the use of your facility; or other comments which might be helpful. Purchasing and Group Insurance moved into Room 100 in FY21						
<b>SURPLUS PROPERTY:</b> Facilities to be disposed of and funds re-utilized for building replacement or renovation of facilities. This could also include leased facilities if the leased facility is to be vacated prior to the expiration date of the lease.						
FISCAL YR:	ACTUAL 2021	ESTIMATE 2022	REQUEST 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026
Use "X" to mark the year facility would be surplus.						
<b>WORK AREAS:</b> Work areas are areas occupied by full-time employees, contractors, seasonal employees, auditors, etc. (3 people working in one building would be 3 work areas)						
FISCAL YR:	ACTUAL 2021	ESTIMATE 2022	REQUEST 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026
Total Number of Work Areas:	48	48	48	48	48	48
Full-Time Equivalent Positions:	39	39	39	39	39	39
Temp. Employees, Contractors, Auditors, etc.:	0	0	0	0	0	0
<b>SQUARE FEET:</b> Use "net rentable" sq ft if in a facility leased from a private party; use "usable" sq ft if in a State-owned facility. Typically, this will be the figure shown in the Lease Agreement if leased from a private party or in the MOU if state-owned.						
FISCAL YR:	ACTUAL 2021	ESTIMATE 2022	REQUEST 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026
Square Feet:	10,159	10,159	10,159	10,159	10,159	10,159
<b>FACILITY COST:</b> Include annual rent, plus any facility-related costs, such as utilities, janitorial service, property taxes or building maintenance which are not included in rent payment made to your Landlord. If improvements will need to be made to the facility and will be paid by the agency, this should be included as well. If the lease will be expiring and the future rent is not specified in the lease agreement, increase rent by 3%/yr. Increase all other facility-related costs by 3%/yr as well. Use "Calculation Sheet" tab below if necessary. Do not include telephone costs or rent discounts. If you anticipate moving to a new facility, you need to take into account any increase in sq ft leased and estimate a new market rate for the new facility. Do NOT use your old rate per sq ft – it may not be a realistic figure.						
FISCAL YR:	ACTUAL 2021	ESTIMATE 2022	REQUEST 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026
Total Facility Cost/Yr:	\$127,632.00	\$127,632.00	\$127,632.00	\$127,632.00	\$127,632.00	\$127,632.00
<b>IMPORTANT NOTES:</b>						
1. Please fill in the white sections only! If you have any questions, please call Melissa Broome @ 208-332-1933.						
2. Upon completion, please send to Melissa Broome at the Division of Public Works via email to <a href="mailto:Melissa.Broome@adm.idaho.gov">Melissa.Broome@adm.idaho.gov</a> .						
3. If you have five or more locations, please summarize the information on the Facility Information Summary Sheet and include this summary sheet with your submittal.						
4. Attach a hardcopy of this submittal, as well as the Facility Information Summary Sheet, if applicable, with your budget request.						
<b>AGENCY NOTES:</b>						

**FIVE-YEAR FACILITY NEEDS PLAN, pursuant to IC 67-5708B****AGENCY INFORMATION**

AGENCY NAME:	Idaho Department of Administration		
Division/Bureau:			
Prepared By:	Steve Bailey	E-mail Address:	<a href="mailto:steven.bailey@adm.idaho.gov">steven.bailey@adm.idaho.gov</a>
Telephone Number:	208-332-1852	Fax Number:	208-334-2307
DFM Analyst:	David Hahn	LSO/BPA Analyst:	Frances Lippitt
Date Prepared:	6/30/2019	For Fiscal Year:	<b>2023</b>

**FACILITY INFORMATION (please list each facility separately by city and street address)**

Facility Name:	University of Idaho Facility Services Building		
City:	Moscow	County:	Latah
Street Address:	875 Perimeter Drive	Zip Code:	83844
Facility Ownership: (could be private or state-owned, use "X" to mark one):	Private Lease (use "X" to mark):	State Owned (use "X" to mark):	X
		Lease Expires:	

**FUNCTION/USE OF FACILITY:** Could be administrative use, client counseling, hearing rooms, field offices, etc. Address any specialized needs which require additional square feet.

DPW Field Office

**COMMENTS:** Address reasons for expanding or relocating; amount of space leased to other state agencies, federal agencies, etc. & the amount of rent they pay for the use of your facility; or other comments which might be helpful.

University of Idaho provides this space for no charge.

**SURPLUS PROPERTY:** Facilities to be disposed of and funds re-utilized for building replacement or renovation of facilities. This could also include leased facilities if the leased facility is to be vacated prior to the expiration date of the lease.

FISCAL YR:	ACTUAL 2021	ESTIMATE 2022	REQUEST 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026
Use "X" to mark the year facility would be surplus.						

**WORK AREAS:** Work areas are areas occupied by full-time employees, contractors, seasonal employees, auditors, etc. (3 people working in one building would be 3 work areas)

FISCAL YR:	ACTUAL 2021	ESTIMATE 2022	REQUEST 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026
Total Number of Work Areas:	1	1	1	1	1	1
Full-Time Equivalent Positions:	1	1	1	1	1	1
Temp. Employees, Contractors, Auditors, etc.:	0	0	0	0	0	0

**SQUARE FEET:** Use "net rentable" sq ft if in a facility leased from a private party; use "usable" sq ft if in a State-owned facility. Typically, this will be the figure shown in the Lease Agreement if leased from a private party or in the MOU if state-owned.

FISCAL YR:	ACTUAL 2021	ESTIMATE 2022	REQUEST 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026
Square Feet:	350	350	350	350	350	350

**FACILITY COST:** Include annual rent, plus any facility-related costs, such as utilities, janitorial service, property taxes or building maintenance which are not included in rent payment made to your Landlord. If improvements will need to be made to the facility and will be paid by the agency, this should be included as well. If the lease will be expiring and the future rent is not specified in the lease agreement, increase rent by 3%/yr. Increase all other facility-related costs by 3%/yr as well. Use "Calculation Sheet" tab below if necessary. Do not include telephone costs or rent discounts. If you anticipate moving to a new facility, you need to take into account any increase in sq ft leased and estimate a new market rate for the new facility. Do NOT use your old rate per sq ft – it may not be a realistic figure.

FISCAL YR:	ACTUAL 2021	ESTIMATE 2022	REQUEST 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026
Total Facility Cost/Yr:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

**IMPORTANT NOTES:**

1. Please fill in the white sections only! If you have any questions, please call Melissa Broome @ 208-332-1933.
2. Upon completion, please send to Melissa Broome at the Division of Public Works via email to [Melissa.Broome@adm.idaho.gov](mailto:Melissa.Broome@adm.idaho.gov).
3. If you have five or more locations, please summarize the information on the Facility Information Summary Sheet and include this summary sheet with your submittal.
4. Attach a hardcopy of this submittal, as well as the Facility Information Summary Sheet, if applicable, with your budget request.

**AGENCY NOTES:**

**FIVE-YEAR FACILITY NEEDS PLAN, pursuant to IC 67-5708B****AGENCY INFORMATION**

AGENCY NAME:	Idaho Department of Administration		
Division/Bureau:			
Prepared By:	Steve Bailey	E-mail Address:	<a href="mailto:steven.bailey@adm.idaho.gov">steven.bailey@adm.idaho.gov</a>
Telephone Number:	208-332-1852	Fax Number:	208-334-2307
DFM Analyst:	David Hahn	LSO/BPA Analyst:	Frances Lippitt
Date Prepared:	6/30/2019	For Fiscal Year:	<b>2023</b>

**FACILITY INFORMATION (please list each facility separately by city and street address)**

Facility Name:	Pocatello Field Office		
City:	Pocatello Field Office	County:	Bannock
Street Address:	611 Wilson Street, Suite 1		Zip Code:
Facility Ownership: (could be private or state-owned, use "X" to mark one):	Private Lease (use "X" to mark):	X	State Owned (use "X" to mark):
			Lease Expires:

**FUNCTION/USE OF FACILITY:** Could be administrative use, client counseling, hearing rooms, field offices, etc. Address any specialized needs which require additional square feet.

DPW Pocatello Field Office

**COMMENTS:** Address reasons for expanding or relocating; amount of space leased to other state agencies, federal agencies, etc. & the amount of rent they pay for the use of your facility; or other comments which might be helpful.

Estimating a 5% increase when lease renewed in FY22

**SURPLUS PROPERTY:** Facilities to be disposed of and funds re-utilized for building replacement or renovation of facilities. This could also include leased facilities if the leased facility is to be vacated prior to the expiration date of the lease.

FISCAL YR:	ACTUAL 2021	ESTIMATE 2022	REQUEST 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026
Use "X" to mark the year facility would be surplus.						

**WORK AREAS:** Work areas are areas occupied by full-time employees, contractors, seasonal employees, auditors, etc. (3 people working in one building would be 3 work areas)

FISCAL YR:	ACTUAL 2021	ESTIMATE 2022	REQUEST 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026
Total Number of Work Areas:	2	2	2	2	2	2
Full-Time Equivalent Positions:	2	2	2	2	2	2
Temp. Employees, Contractors, Auditors, etc.:	0	0	0	0	0	0

**SQUARE FEET:** Use "net rentable" sq ft if in a facility leased from a private party; use "usable" sq ft if in a State-owned facility. Typically, this will be the figure shown in the Lease Agreement if leased from a private party or in the MOU if state-owned.

FISCAL YR:	ACTUAL 2021	ESTIMATE 2022	REQUEST 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026
Square Feet:	884	884	884	884	884	884

**FACILITY COST:** Include annual rent, plus any facility-related costs, such as utilities, janitorial service, property taxes or building maintenance which are not included in rent payment made to your Landlord. If improvements will need to be made to the facility and will be paid by the agency, this should be included as well. If the lease will be expiring and the future rent is not specified in the lease agreement, increase rent by 3%/yr. Increase all other facility-related costs by 3%/yr as well. Use "Calculation Sheet" tab below if necessary. Do not include telephone costs or rent discounts. If you anticipate moving to a new facility, you need to take into account any increase in sq ft leased and estimate a new market rate for the new facility. Do NOT use your old rate per sq ft – it may not be a realistic figure.

FISCAL YR:	ACTUAL 2021	ESTIMATE 2022	REQUEST 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026
Total Facility Cost/Yr:	\$8,574.80	\$8,574.80	\$9,003.00	\$9,003.00	\$9,003.00	\$9,003.00

**IMPORTANT NOTES:**

1. Please fill in the white sections only! If you have any questions, please call Melissa Broome @ 208-332-1933.
2. Upon completion, please send to Melissa Broome at the Division of Public Works via email to [Melissa.Broome@adm.idaho.gov](mailto:Melissa.Broome@adm.idaho.gov).
3. If you have five or more locations, please summarize the information on the Facility Information Summary Sheet and include this summary sheet with your submittal.
4. Attach a hardcopy of this submittal, as well as the Facility Information Summary Sheet, if applicable, with your budget request.

**AGENCY NOTES:**

**FIVE-YEAR FACILITY NEEDS PLAN, pursuant to IC 67-5708B****AGENCY INFORMATION**

AGENCY NAME:	Idaho Department of Administration		
Division/Bureau:			
Prepared By:	Steve Bailey	E-mail Address:	<a href="mailto:steven.bailey@adm.idaho.gov">steven.bailey@adm.idaho.gov</a>
Telephone Number:	208-332-1852	Fax Number:	208-334-2307
DFM Analyst:	David Hahn	LSO/BPA Analyst:	Frances Lippitt
Date Prepared:	6/30/2019	For Fiscal Year:	<b>2023</b>

**FACILITY INFORMATION (please list each facility separately by city and street address)**

Facility Name:	Public Works Building				
City:	Boise	County:	Ada		
Street Address:	502 N 4th Street			Zip Code:	
Facility Ownership: (could be private or state-owned, use "X" to mark one):	Private Lease (use "X" to mark):		State Owned (use "X" to mark):	X	Lease Expires:

**FUNCTION/USE OF FACILITY:** Could be administrative use, client counseling, hearing rooms, field offices, etc. Address any specialized needs which require additional square feet.

Regional Office - Nampa

**COMMENTS:** Address reasons for expanding or relocating; amount of space leased to other state agencies, federal agencies, etc. & the amount of rent they pay for the use of your facility; or other comments which might be helpful.

**SURPLUS PROPERTY:** Facilities to be disposed of and funds re-utilized for building replacement or renovation of facilities. This could also include leased facilities if the leased facility is to be vacated prior to the expiration date of the lease.

FISCAL YR:	ACTUAL 2021	ESTIMATE 2022	REQUEST 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026
Use "X" to mark the year facility would be surplus.						

**WORK AREAS:** Work areas are areas occupied by full-time employees, contractors, seasonal employees, auditors, etc. (3 people working in one building would be 3 work areas)

FISCAL YR:	ACTUAL 2021	ESTIMATE 2022	REQUEST 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026
Total Number of Work Areas:	24	25	25	25	25	25
Full-Time Equivalent Positions:	24	25	25	25	25	25
Temp. Employees, Contractors, Auditors, etc.:	0	0	0	0	0	0

**SQUARE FEET:** Use "net rentable" sq ft if in a facility leased from a private party; use "usable" sq ft if in a State-owned facility. Typically, this will be the figure shown in the Lease Agreement if leased from a private party or in the MOU if state-owned.

FISCAL YR:	ACTUAL 2021	ESTIMATE 2022	REQUEST 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026
Square Feet:	8,393	8,393	8,393	8,393	8,393	8,393

**FACILITY COST:** Include annual rent, plus any facility-related costs, such as utilities, janitorial service, property taxes or building maintenance which are not included in rent payment made to your Landlord. If improvements will need to be made to the facility and will be paid by the agency, this should be included as well. If the lease will be expiring and the future rent is not specified in the lease agreement, increase rent by 3%/yr. Increase all other facility-related costs by 3%/yr as well. Use "Calculation Sheet" tab below if necessary. Do not include telephone costs or rent discounts. If you anticipate moving to a new facility, you need to take into account any increase in sq ft leased and estimate a new market rate for the new facility. Do NOT use your old rate per sq ft – it may not be a realistic figure.

FISCAL YR:	ACTUAL 2021	ESTIMATE 2022	REQUEST 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026
Total Facility Cost/Yr:	\$97,269.34	\$97,269.34	\$97,269.34	\$97,269.34	\$97,269.34	\$97,269.34

**IMPORTANT NOTES:**

1. Please fill in the white sections only! If you have any questions, please call Melissa Broome @ 208-332-1933.
2. Upon completion, please send to Melissa Broome at the Division of Public Works via email to [Melissa.Broome@adm.idaho.gov](mailto:Melissa.Broome@adm.idaho.gov).
3. If you have five or more locations, please summarize the information on the Facility Information Summary Sheet and include this summary sheet with your submittal.
4. Attach a hardcopy of this submittal, as well as the Facility Information Summary Sheet, if applicable, with your budget request.

**AGENCY NOTES:**

**FIVE-YEAR FACILITY NEEDS PLAN, pursuant to IC 67-5708B****AGENCY INFORMATION**

AGENCY NAME:	Idaho Department of Administration		
Division/Bureau:			
Prepared By:	Steve Bailey	E-mail Address:	<a href="mailto:steven.bailey@adm.idaho.gov">steven.bailey@adm.idaho.gov</a>
Telephone Number:	208-332-1852	Fax Number:	208-334-2307
DFM Analyst:	David Hahn	LSO/BPA Analyst:	Frances Lippitt
Date Prepared:	6/30/2019	For Fiscal Year:	<b>2023</b>

**FACILITY INFORMATION (please list each facility separately by city and street address)**

Facility Name:	Federal Surplus Program Warehouse and Yard				
City:	Caldwell	County:	Canyon		
Street Address:	16 S. 43rd Street, Suite 5			Zip Code:	
Facility Ownership: (could be private or state-owned, use "X" to mark one):	Private Lease (use "X" to mark):	X	State Owned (use "X" to mark):	Lease Expires:	6/30/2022

**FUNCTION/USE OF FACILITY:** Could be administrative use, client counseling, hearing rooms, field offices, etc. Address any specialized needs which require additional square feet.

The Federal Surplus Program uses a 19,700 square foot warehouse and a 78,000 square foot enclosed yard to store inventory that is provided by the Federal Government and will be donated to various programs throughout the state.

**COMMENTS:** Address reasons for expanding or relocating; amount of space leased to other state agencies, federal agencies, etc. & the amount of rent they pay for the use of your facility; or other comments which might be helpful.

**SURPLUS PROPERTY:** Facilities to be disposed of and funds re-utilized for building replacement or renovation of facilities. This could also include leased facilities if the leased facility is to be vacated prior to the expiration date of the lease.

FISCAL YR:	ACTUAL 2021	ESTIMATE 2022	REQUEST 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026
Use "X" to mark the year facility would be surplus.						

**WORK AREAS:** Work areas are areas occupied by full-time employees, contractors, seasonal employees, auditors, etc. (3 people working in one building would be 3 work areas)

FISCAL YR:	ACTUAL 2021	ESTIMATE 2022	REQUEST 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026
Total Number of Work Areas:	3	3	3	3	3	3
Full-Time Equivalent Positions:	3	3	3	3	3	3
Temp. Employees, Contractors, Auditors, etc.:	0	0	0	0	0	0

**SQUARE FEET:** Use "net rentable" sq ft if in a facility leased from a private party; use "usable" sq ft if in a State-owned facility. Typically, this will be the figure shown in the Lease Agreement if leased from a private party or in the MOU if state-owned.

FISCAL YR:	ACTUAL 2021	ESTIMATE 2022	REQUEST 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026
Square Feet:	19,700	19,700	19,700	19,700	19,700	19,700

**FACILITY COST:** Include annual rent, plus any facility-related costs, such as utilities, janitorial service, property taxes or building maintenance which are not included in rent payment made to your Landlord. If improvements will need to be made to the facility and will be paid by the agency, this should be included as well. If the lease will be expiring and the future rent is not specified in the lease agreement, increase rent by 3%/yr. Increase all other facility-related costs by 3%/yr as well. Use "Calculation Sheet" tab below if necessary. Do not include telephone costs or rent discounts. If you anticipate moving to a new facility, you need to take into account any increase in sq ft leased and estimate a new market rate for the new facility. Do NOT use your old rate per sq ft – it may not be a realistic figure.

FISCAL YR:	ACTUAL 2021	ESTIMATE 2022	REQUEST 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026
Total Facility Cost/Yr:	\$111,180.00	\$111,180.00	\$111,180.00	\$111,180.00	\$111,180.00	\$111,180.00

**IMPORTANT NOTES:**

1. Please fill in the white sections only! If you have any questions, please call Melissa Broome @ 208-332-1933.
2. Upon completion, please send to Melissa Broome at the Division of Public Works via email to [Melissa.Broome@adm.idaho.gov](mailto:Melissa.Broome@adm.idaho.gov).
3. If you have five or more locations, please summarize the information on the Facility Information Summary Sheet and include this summary sheet with your submittal.
4. Attach a hardcopy of this submittal, as well as the Facility Information Summary Sheet, if applicable, with your budget request.

**AGENCY NOTES:**

**FIVE-YEAR FACILITY NEEDS PLAN, pursuant to IC 67-5708B****AGENCY INFORMATION**

AGENCY NAME:	Idaho Department of Administration		
Division/Bureau:			
Prepared By:	Steve Bailey	E-mail Address:	<a href="mailto:steven.bailey@adm.idaho.gov">steven.bailey@adm.idaho.gov</a>
Telephone Number:	208-332-1852	Fax Number:	208-334-2307
DFM Analyst:	David Hahn	LSO/BPA Analyst:	Frances Lippitt
Date Prepared:	6/30/2019	For Fiscal Year:	<b>2023</b>

**FACILITY INFORMATION (please list each facility separately by city and street address)**

Facility Name:	Parking Garage #1				
City:	Boise	County:	Ada		
Street Address:	550 W. State Street			Zip Code:	
Facility Ownership: (could be private or state-owned, use "X" to mark one):	Private Lease (use "X" to mark):		State Owned (use "X" to mark):	X	Lease Expires:

**FUNCTION/USE OF FACILITY:** Could be administrative use, client counseling, hearing rooms, field offices, etc. Address any specialized needs which require additional square feet.

State copy center, and central postal services are both located in the basement of the parking structure.

**COMMENTS:** Address reasons for expanding or relocating; amount of space leased to other state agencies, federal agencies, etc. & the amount of rent they pay for the use of your facility; or other comments which might be helpful.

**SURPLUS PROPERTY:** Facilities to be disposed of and funds re-utilized for building replacement or renovation of facilities. This could also include leased facilities if the leased facility is to be vacated prior to the expiration date of the lease.

FISCAL YR:	ACTUAL 2021	ESTIMATE 2022	REQUEST 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026
Use "X" to mark the year facility would be surplus.						

**WORK AREAS:** Work areas are areas occupied by full-time employees, contractors, seasonal employees, auditors, etc. (3 people working in one building would be 3 work areas)

FISCAL YR:	ACTUAL 2021	ESTIMATE 2022	REQUEST 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026
Total Number of Work Areas:	15	16	16	16	16	16
Full-Time Equivalent Positions:	15	16	16	16	16	16
Temp. Employees, Contractors, Auditors, etc.:	1	1	1	1	1	1

**SQUARE FEET:** Use "net rentable" sq ft if in a facility leased from a private party; use "usable" sq ft if in a State-owned facility. Typically, this will be the figure shown in the Lease Agreement if leased from a private party or in the MOU if state-owned.

FISCAL YR:	ACTUAL 2021	ESTIMATE 2022	REQUEST 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026
Square Feet:	9,447	9,447	9,447	9,447	9,447	9,447

**FACILITY COST:** Include annual rent, plus any facility-related costs, such as utilities, janitorial service, property taxes or building maintenance which are not included in rent payment made to your Landlord. If improvements will need to be made to the facility and will be paid by the agency, this should be included as well. If the lease will be expiring and the future rent is not specified in the lease agreement, increase rent by 3%/yr. Increase all other facility-related costs by 3%/yr as well. Use "Calculation Sheet" tab below if necessary. Do not include telephone costs or rent discounts. If you anticipate moving to a new facility, you need to take into account any increase in sq ft leased and estimate a new market rate for the new facility. Do NOT use your old rate per sq ft – it may not be a realistic figure.

FISCAL YR:	ACTUAL 2021	ESTIMATE 2022	REQUEST 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026
Total Facility Cost/Yr:	\$88,751.30	\$88,751.30	\$88,751.30	\$88,751.30	\$88,751.30	\$88,751.30

**IMPORTANT NOTES:**

1. Please fill in the white sections only! If you have any questions, please call Melissa Broome @ 208-332-1933.
2. Upon completion, please send to Melissa Broome at the Division of Public Works via email to [Melissa.Broome@adm.idaho.gov](mailto:Melissa.Broome@adm.idaho.gov).
3. If you have five or more locations, please summarize the information on the Facility Information Summary Sheet and include this summary sheet with your submittal.
4. Attach a hardcopy of this submittal, as well as the Facility Information Summary Sheet, if applicable, with your budget request.

**AGENCY NOTES:**



**FIVE-YEAR FACILITY NEEDS PLAN, pursuant to IC 67-5708B****AGENCY INFORMATION**

AGENCY NAME:	Idaho Department of Administration		
Division/Bureau:			
Prepared By:	Steve Bailey	E-mail Address:	<a href="mailto:steven.bailey@adm.idaho.gov">steven.bailey@adm.idaho.gov</a>
Telephone Number:	208-332-1852	Fax Number:	208-334-2307
DFM Analyst:	David Hahn	LSO/BPA Analyst:	Frances Lippitt
Date Prepared:	6/30/2019	For Fiscal Year:	<b>2023</b>

**FACILITY INFORMATION (please list each facility separately by city and street address)**

Facility Name:	Chinden Campus, Building 6				
City:	Boise	County:	Ada		
Street Address:	11361 W. Chinden Blvd., Building 6			Zip Code:	
Facility Ownership: (could be private or state-owned, use "X" to mark one):	Private Lease (use "X" to mark):		State Owned (use "X" to mark):	x	Lease Expires:

**FUNCTION/USE OF FACILITY:** Could be administrative use, client counseling, hearing rooms, field offices, etc. Address any specialized needs which require additional square feet.

Central postal services are located in this building

**COMMENTS:** Address reasons for expanding or relocating; amount of space leased to other state agencies, federal agencies, etc. & the amount of rent they pay for the use of your facility; or other comments which might be helpful.

**SURPLUS PROPERTY:** Facilities to be disposed of and funds re-utilized for building replacement or renovation of facilities. This could also include leased facilities if the leased facility is to be vacated prior to the expiration date of the lease.

FISCAL YR:	ACTUAL 2021	ESTIMATE 2022	REQUEST 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026
Use "X" to mark the year facility would be surplus.						

**WORK AREAS:** Work areas are areas occupied by full-time employees, contractors, seasonal employees, auditors, etc. (3 people working in one building would be 3 work areas)

FISCAL YR:	ACTUAL 2021	ESTIMATE 2022	REQUEST 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026
Total Number of Work Areas:	2	2	2	2	2	2
Full-Time Equivalent Positions:	2	2	2	2	2	2
Temp. Employees, Contractors, Auditors, etc.:	1	1	1	1	1	1

**SQUARE FEET:** Use "net rentable" sq ft if in a facility leased from a private party; use "usable" sq ft if in a State-owned facility. Typically, this will be the figure shown in the Lease Agreement if leased from a private party or in the MOU if state-owned.

FISCAL YR:	ACTUAL 2021	ESTIMATE 2022	REQUEST 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026
Square Feet:	1,421	1,421	1,421	1,421	1,421	1,421

**FACILITY COST:** Include annual rent, plus any facility-related costs, such as utilities, janitorial service, property taxes or building maintenance which are not included in rent payment made to your Landlord. If improvements will need to be made to the facility and will be paid by the agency, this should be included as well. If the lease will be expiring and the future rent is not specified in the lease agreement, increase rent by 3%/yr. Increase all other facility-related costs by 3%/yr as well. Use "Calculation Sheet" tab below if necessary. Do not include telephone costs or rent discounts. If you anticipate moving to a new facility, you need to take into account any increase in sq ft leased and estimate a new market rate for the new facility. Do NOT use your old rate per sq ft – it may not be a realistic figure.

FISCAL YR:	ACTUAL 2021	ESTIMATE 2022	REQUEST 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026
Total Facility Cost/Yr:	\$14,394.73	\$14,394.73	\$14,394.73	\$14,394.73	\$14,394.73	\$14,394.73

**IMPORTANT NOTES:**

1. Please fill in the white sections only! If you have any questions, please call Melissa Broome @ 208-332-1933.
2. Upon completion, please send to Melissa Broome at the Division of Public Works via email to [Melissa.Broome@adm.idaho.gov](mailto:Melissa.Broome@adm.idaho.gov).
3. If you have five or more locations, please summarize the information on the Facility Information Summary Sheet and include this summary sheet with your submittal.
4. Attach a hardcopy of this submittal, as well as the Facility Information Summary Sheet, if applicable, with your budget request.

**AGENCY NOTES:**



# Department of Administration

## **FY2022 – FY2025 Strategic Plan**

*“Providing Business Solutions for Idaho  
State Government”*

July 1, 2021

**BRAD LITTLE, GOVERNOR**

**Department of Administration**  
Keith Reynolds, Director

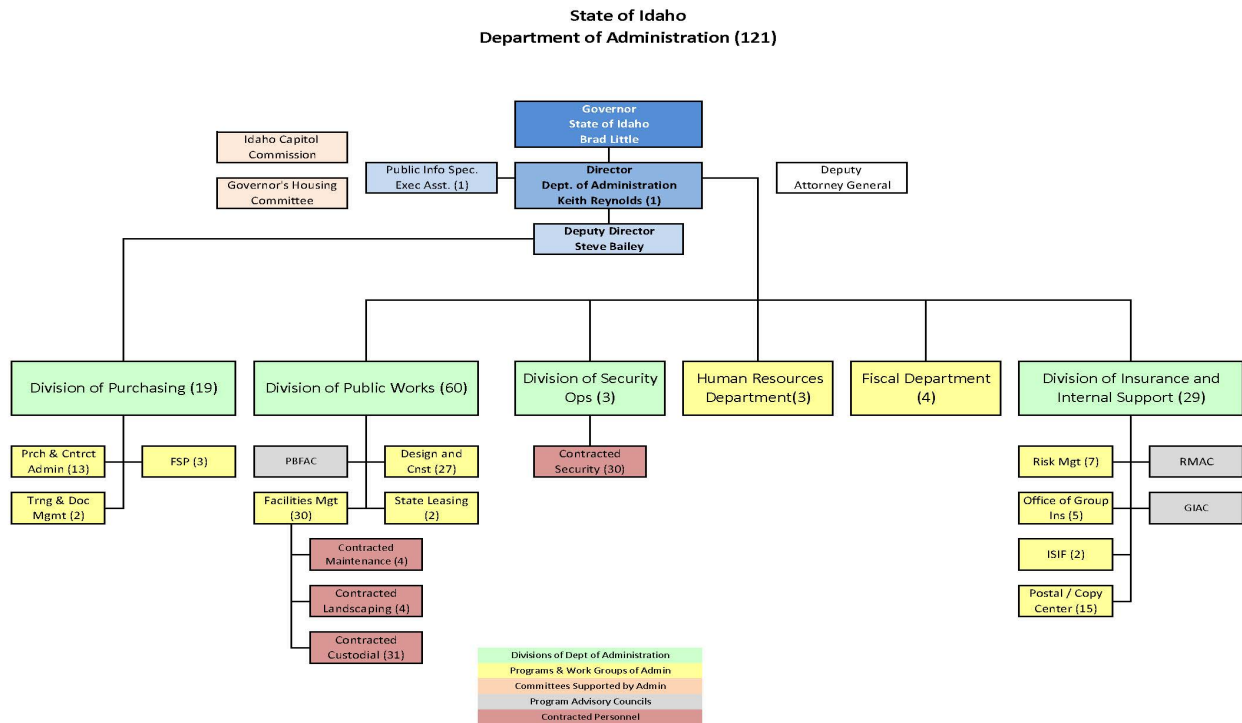
650 W. State Street  
P.O. Box 83720  
Boise, Idaho 83720-0024  
(208) 332-1824

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## Department Overview

Core functions of the Department of Administration are outlined in Idaho Code Title 67, Chapters 57 and 92. The department is composed of four unique divisions committed to providing leadership, expertise, and value-added services for its customers.



**Office of the Director:** Maps the strategic direction of the department.

Provides internal financial support, controls/auditing services, human resources, and payroll to all programs, supported committees, as well as the Idaho Commission on Hispanic Affairs.

The director serves as an ex-officio member for the following two entities:

**The Idaho State Capitol Commission:** Composed of 9 members—6 public members and 3 ex-officio voting members including the Executive Director of the Idaho State Historical Society, Director of the Legislative Services Office, and the Director of the Department of Administration, who serves as Commission Secretary. The commission is charged with the ongoing oversight of the capitol including overseeing all restoration work and additions to the building; approving all displays, artwork, and furnishings within the capitol; and, promoting interest in the history of the capitol building. Department support for this commission includes accounting, clerical, and facility planning/management services. (Idaho Code Section 67-16)

**The Governor's Housing Committee:** Composed of two members of the State Senate, two members of the House of Representatives, and the Director of the Department of Administration; oversees the Governor's Residence Fund created to provide a governor's housing allowance and/or the acquisition, construction, remodel, furnishing, equipping, and maintenance of a governor's residence. Department support for this committee includes accounting, clerical, and facility planning/management services. (Idaho Code Section 67-455)

**Division of Insurance and Internal Support (DIIS):** The *Risk Management* program serves as the state's property and liability insurance manager and adjudicates claims made against the state. The *Office of Group Insurance* contracts and administers medical, dental, life, flexible spending account, and disability benefit contracts for state employees and retirees. The *Industrial Special Indemnity Fund* manages a portion of the workers' compensation system commonly referred to as the "Second Injury Fund," which provides lifetime benefits to workers who become totally and permanently disabled from a work injury. Finally, the division provides reproduction services through the *Copy Center* and mailing services through *Central Postal* for state agencies located in Ada County. (Idaho Code Sections 67-5202; 67-5746; 67-5749-5750; 67-5760-5778; 72-323-334 and 409)

**Division of Public Works (DPW):** Administers the construction, alteration, and repair of public buildings for Idaho's state agencies. The division is also charged, through its Facilities Services, with the management (operations and maintenance) and space allocation of all facilities on the Capitol Mall, Chinden Campus and the state office buildings in Lewiston and Idaho Falls. Additionally, it is tasked with negotiating, approving, and making contractual lease agreements with the private sector for office space to be used by various state departments, agencies, and institutions. DPW coordinates activities of the Permanent Building Fund Advisory Council, comprised of five members, that oversees the state's ongoing revenue source for state facility construction—the Permanent Building Fund. (Idaho Code Sections 67-5705-5713)

**Division of Purchasing (DOP):** Manages purchasing policy and implementation for property acquisitions (goods and services) for state executive agencies, including solicitation, issuance, and administration of contracts and training for professional purchasing staff; and, serves as clearinghouse for the federal government's surplus properties through its *Federal Surplus Properties* Program. (Idaho Code Sections 67-9201 et seq.; 67-5744)

**Division of Security Operations (DOSO):** This division was added to the department in January 2020 with the chief responsibility of administering the physical security program for state-owned buildings managed by the Department of Administration. Working closely with the Idaho State Police, the Idaho Legislature and executive leadership throughout state government, this division continually evaluates, develops, and implements effective physical security policies, procedures, and methods to mitigate risk to state assets, employees, and citizens seeking services. (Idaho Code Sections 67-5708, 5709)

## **Program Support of FY2021 Strategic Plan Goals**

### **Office of Risk Management (ORM)**

*Goal 1: Reduce 5-year rolling property claim payments by 20% by end of FY 2023.*

In FY21, property claim payments were not reduced by 10% over claim payments made in FY19 (from \$971,419 to \$874,277). FY21 property claim payments are not fully realized due to several large open property claim files. Current trends show the property results will continue to deteriorate over the next 12 months due to a large wildfire and a large water loss that occurred in FY21. In FY21, the State secured better property rate pricing than in prior years. Risk added a new loss control program manager and recently added loss control services that will eventually provide recommended cost benefit analysis that forecasts loss estimates. This will allow Risk Management to prioritize recommended actions and reduce exposures. The ability to prioritize needed actions and repairs will help the state identify loss reduction areas in the future.

### **Division of Public Works (DPW)**

*Goal 2: Reduce the average length of time between project bid date and issuing a Notice to Proceed, authorizing construction.*

DPW has been working to reduce the average length of time between project bid date and issuing a “Notice to Proceed”, authorizing construction. The average time for the two-year period, FY15 and FY16, was determined to be 44.6 days. Over the next three fiscal years the time frame was steadily decreased to an average of 36.4 days in FY20. In FY 21 that time jumped up to 48.8 days. That time included an increase for an agency to provide authorization from 13.4 days to 16.2 days and an increase in receiving signed contracts from contractors from 12.2 days to 13.2 days.

Reviewing the trends indicated that the avg. time for DPW staff to generate and review contracts rose from an average of 11 days to 14.1 days in FY21. One third of the increased time was seen in the generation of the contracts where a shift in personnel assignments resulted in one less project coordinator working in that area. More significantly two thirds of the increase in review time most likely resulted from inefficiencies in personnel working remotely.

Pandemic related staffing shortages and inefficiencies may well have accounted in the increased turnaround time for the Agencies and Contractors. DPW anticipates that FY21 will be a onetime increase in the numbers that will return to pre-pandemic turnaround time as the staffing shortages return to normal.

*Goal 3: Reduce the back log of deferred maintenance and repair items for the Capitol Mall (including the Idaho Falls and Lewiston State Office Buildings) and the Chinden Campus.*

DPW received a FY21 appropriation to perform a Master Plan and Facilities Condition Assessment. Project No. 21006 has been set up and a contract was recently executed to perform a facility condition assessment (FCA) for the Capitol Mall, Chinden Campus, and the Idaho Falls and Lewiston State Office Buildings during FY22. Once the project is complete, the FCA will provide a prioritized list to be used to address deficiencies. The FCA report will provide cost projections and a guide to performing immediate repairs, and ADA/CODE and reserve replacements, which will be used to develop the 20-year plan. Facilities funding is currently provided through two sources; an Alterations and Repair fee included in rents, and through requests to the Permanent Building Fund.

## **Postal Services and Copy Center**

***Goal 4:** Increase the pieces processed by the state's Postal Services at the Chinden Campus which will reduce the amount of time spent delivering mail to state agencies.*

Central Postal has grown the Postal Annex at the Chinden Campus, 8 agencies, with more to move on campus this year. This location serves as the Shipping/Receiving location for all agencies on campus and is staffed by 2 full time employees.

***Goal 5:** Decrease the number of days to perform Copy Center jobs for state agencies which increasing number of jobs printed during non-business hours.*

The joint-document management system is scheduled to roll out this year. This system will allow agency users to perform a wide variety of services on their own. They will have the ability to upload their address lists and document templates to the system, create a document template, merge documents, and cleanse addresses for accuracy. They will also have the option to email the document, have the document printed and mailed, or both. This system can apply 2D bar code placement on the printed pages that will allow the inserting machines in Central Postal to track the inserting jobs, ensure that the correct pages are inserted into the envelopes, and provide closed-loop verification of mailing in real time for the customer. Customers will be able to view every step in the process in real time, from creating the document, printing the document, inserting the document, as well as the entire flow through the mail stream in the USPS system including delivery to the recipient's door.

Over the last year, Central Postal saved agencies an estimated \$382,000 in postage by providing interoffice mail services.

By processing First-Class typed letters using the postal bar code sorter, agencies have saved a combined total of \$924,000 in FY21 in USPS discounts versus sending out all letters at the individual First-Class rate. This figure does not include the package discounts, flat discounts, and postage meter leasing charges. As more agencies utilize Central Postal Services for ALL of their mailing needs, additional savings will be

### **Division of Purchasing (DOP)**

***Goal 6:** Increase the number of qualifying entities utilizing the Federal Surplus Property (FSP) program to maximize the value of existing resources and reduce overall costs to state and other public agencies.*

FSP has realized an increase of qualifying entities utilizing the Federal Surplus Property program by 8.7%. In FY21 a total of 138 organizations utilized FSP. A quantitative and qualitative annual survey was sent out to the FSP donee base. We received 33 responses that helped provide information to FSP of our donees needs. The Growth/Marketing plan was also finalized and implemented. With the continued use of these tools, Federal Surplus anticipates a continued increase of the organizations utilizing the program.

***Goal 7:** Implement an in-state purchasing certification program.*

DOP is continuing to develop a comprehensive certification program for state employees involved in the procurement function. Prior to the COVID19 pandemic, DOP had planned to continue offering live courses as a primary mode of training in support of the certification. As DOP began offering virtual trainings as an alternative when in-person gatherings were challenging, it became clear that offering on-demand, online training would make the certifications more accessible to state employees. DOP is currently in the process

of converting all of its courses to shorter, on-demand courses based on adult learning theory and the need to update training regularly in response to changing laws, rules, and policies.

The first state purchasing certification is expected to be fully available to state employees late in 2021. DOP has an objective to include the percentage of solicitations issued under Delegated Purchasing Authority by 5% by the end of FY22 Q2, an objective that relies heavily on the successful implementation of this certification program.

Following full implementation of the certification (for Request for Quotes), DOP plans to continue to develop course content and to introduce additional levels of certification for other solicitation types, including Invitations to Bid and Requests for Proposal.

### **Office of Group Insurance (OGI)**

*Goal 8: Examine the State's Group Insurance Program administration costs to establish a benchmark and minimize annual variability.*

The Office of Group Insurance (OGI) was able to minimize the administrative fee increase from FY20 to FY21 due to cash management and staff turnover.

OGI did not have any significant, unexpected expenditures in FY21. Additional appropriation was granted by the Legislature for projects including a review of the current funding model and remodel of the Department of Administration offices. Staffing level has been consistent for several years, which resulted in a fairly consistent administrative fee for several years. Even with some turnover in FY21, OGI was able to maintain a static base appropriation. In FY21, OGI continued efforts to increase operational efficiency with new and existing staff to provide opportunities for better analysis in plan performance and strategy in administration of all programs, and to enhance outreach and communication to HR offices. The full effects of these efforts will continue to be realized in FY22.

### **Industrial Special Indemnity Fund (ISIF)**

*Goal 9: Enhance awareness of role, function, and processes of the Industrial Special Indemnity Fund for workers compensation practitioners and specialists.*

Given the potential monetary ramifications of an injured worker being awarded lifetime benefits, the ISIF thoroughly evaluates all claims. The ISIF further analyzes which claims to fully defend up to and through a hearing before the Industrial Commission. In FY21, the ISIF fully defended 15 cases. The ISIF prevailed at hearing on 3 of these claims and another 10 were dismissed prior to hearing.

Presentations were made to members of the Advisory Committee of the Industrial Commission and other work comp specialists. Case filings, costs, trends, and projected assessments for the coming year were discussed. Individual meetings have been difficult due to the COVID-19 virus and the saturation level of ISIF information at previous seminars and work comp conferences.

Fiscal year 2021 and Calendar year 2020 annual reports were prepared and shared with the Governor's office, Industrial Commission, and Idaho State Insurance Fund. The opportunity for individual meetings with those groups was extended but not set-up. The reports were also provided to the Advisory Committee, attendees and the ISIF website.



Additionally, FY21 1st, 2nd and 3rd and 4<sup>th</sup> Quarter financial information was prepared and sent to the Industrial Commission and to the Idaho State Treasurer.

Additionally, FY19, and then 1st, 2nd and 3rd Quarter financial information was prepared and sent to the Industrial Commission and to the Idaho State Treasurer.

Individual meetings have been difficult due to the COVID-19 virus and the saturation level of ISIF information at previous seminars and work comp conferences.

### **Division of Security Operations (DOSO)**

This division was created during FY20. A goal and objectives were set forth upon its creation.

The immediate goal was to “Determine most effective improvements for Security operations.”, as measured by:

1. Completion of the Evaluation Phase of the published *Security Operations Strategy* by April 1, 2020
2. Completion of the Execution Phase of the published *Security Operations Strategy* by September 1, 2020

Both objectives were met:

- Execution Phase – Gap closures and Process Improvement
  - Deep organization of Security procedures to simplify security processes
  - Implement measurements and report on security activities
  - Develop scheduled communication and info sessions for employees
  - Establish a schedule for review of documents and operation plans
- Sustaining Phase – Maintenance and Monitoring
  - Inclusion of Targets and Objectives ensure programs are effective
  - Scheduled training for staff ensures creation of additional programs are successful
  - Staff development creates multiple points of contact for internal stakeholders for issues, support, awareness presentations, etc.

## Strategic Planning FY2022 – FY2025

A few of our department goals have been in place for several years illustrating progression over time. They were established to promote the enhancement of quality and/or cost efficiencies in the delivery of services representing each of Administration's programs.

The purpose of the measurable plan is designed to illustrate continuous improvement in productivity and quality of department operations, supporting Governor Little's vision to instill citizen confidence in Idaho state government, and his statewide priorities and initiatives. Our mission statement, vision, and guiding values lay the foundation for the department's strategic initiatives.

The success of Administration's strategic goals and objectives are not only to be gauged by achievement of their timelines and performance measures, but also by how well our department employees understand and participate in their implementation.

### *Governor's Statewide Priorities*

- Strong Public Education System
- Robust Economy
- Confidence in State Government

### *Governor's Initiatives*

- Supporting Education
- Cutting Red Tape
- Promoting Trade
- Improving Broadband
- Fighting Opioid Misuse
- Forest Health through Shared Stewardship
- Restoring Salmon
- Regional Government Efficiency
- 2020 Census

### ***Mission Statement***

***"We serve Idaho by promoting responsible government through expert customer support."***

### ***Vision***

Bring appropriate, innovative, and efficient operating practices to Idaho government.

### ***Guiding Values***

- **Customer Service**  
Serve our customers to the fullest extent possible and treat them with respect and professionalism.
- **Integrity and Honesty**  
Be honest, dependable, fair, credible, and trustworthy. Acknowledge mistakes, seek to correct them and learn from them.
- **Innovation**  
Demonstrate initiative and flexibility in promoting and responding to challenges and changes.

- **Communication**  
Believe that open, positive, and honest communication is critical to our employees, our customers and the citizens of Idaho.

## **Goals**

### **1 Reduce 5-year rolling property claim payments by 20% by end of FY 2023.**

#### Objectives:

1. Study 10-year historic property loss data.
2. Use the historic loss data to identify top claim cause and large claim payouts.
3. Identify and provide training to reduce claims frequency and reduce claim severity.
4. Conduct targeted loss control visits to reduce preventable claims.

#### Performance Measure:

1. Reduce property claim costs by 5% annually through FY23.

Benchmark: FY23 shows reduced claim payments from FY19 benchmark by 20%.

Rationale for Benchmark: Reducing and controlling property claim costs will allow the state to obtain better property insurance renewal options and/or self-fund this line of coverage at some point in the future. This goal also aligns with our initiative to provide a more robust loss control program to our state agencies.

### **2 Reduce the average length of time between project bid date and issuing a Notice to Proceed, authorizing construction.**

#### Objectives:

1. Identify critical steps in the process that are causing delays. This may be caused by postponed receipt of agency authorization or incomplete submission of documents by the contractor (external influences).
2. Analyze internal processes that could be modified to reduce the time.
3. Educate agencies and contractors on the required process and submission of documents.

#### Performance Measure:

1. Reduce the average number of days between project bid date and issuing Notice to Proceed by **5% per year** each year until benchmark has been reached.

Benchmark: **“An average maximum of 30 days”** between project bid date and issuing a Notice to Proceed.

Rationale for Benchmark: Our client agencies have expressed concern about how long it takes to get construction actually started. Contractors have also voiced concern about price escalations and holding labor while contracts are put in place. DPW has reviewed its processes and determined this is an area where improvement is needed. The average maximum of 30 days is a reasonable expectation based on the efforts and time required to obtain bonds, secure subcontracts, arrange for insurance coverage, etc.

### **3 Reduce the back log of deferred maintenance and repair items for the Capitol Mall (including the Idaho Falls and Lewiston state office buildings) and the Chinden Campus.**

Objectives:

1. Update the Facilities Condition Assessments (FCA's) for both campuses. Establish the current Facility Cost Index (FCI) for each building.
2. Utilize FCA's to develop and prioritize a current list of deferred maintenance items.
3. Prepare 20-year plan outlining areas of work and funding proposals.

Performance Measure:

1. Reduce the total average Facility Cost Index by 5% per year for all facilities until the benchmark has been reached for each facility. Further refine the deferred maintenance component included in agency rent charges. This amount would need to be adjusted for cost escalation, inflation, etc. on a reoccurring basis.

Benchmark: The desired average FCI for facilities is **0.00 to 0.05**

Rationale for Benchmark: The FCI is a standard measure used throughout the facilities management industry to compare accumulated deferred maintenance to the current replacement value of a facility. The total value of needed repairs is divided by the building value, resulting in the FCI score. An FCI is considered GOOD at 0.00 to 0.05, FAIR at 0.05 to 0.10, POOR if greater than 0.10, and CRITICAL if greater than 0.30.

**4. Increase the number of pieces processed by the state's Postal Services at the Chinden Campus which will reduce the amount of time spent delivering mail to state agencies.**

Objectives:

1. Provide additional services on site at the Chinden Campus. This will reduce the amount of mail that travels back and forth from the Capitol Mall. This will also reduce the amount of processing time for mail and parcels.
2. Implement a new package processing platform. Our current Pitney Bowes SendSuite Live platform lease will expire soon, and options for a new platform are being reviewed.

Performance Measure:

1. Postal Services will reduce time spent on delivery by an average of 70 minutes per year (10 minutes per route) for the next four years.

Benchmark: At the end of four years, daily delivery times will be reduced to **under 28.5 hours per day**.

Rationale for Benchmark: Current mail delivery on routes take an average and combined 33 hours per day. As state agencies move to the Chinden Campus, the goal is to reduce the average amount of daily driving time spent on delivery routes by 10 minutes per route, or a total of 70 minutes per day, each of the four years. ( $70 \times 4 / 60 = 4.66$  hours)

**5. Decrease the number of days to perform Copy Center jobs for state agencies while increasing number of jobs printed during non-business hours.**

Objectives:

1. Increase marketing to departments statewide. Provide high level information to entities and more detailed information to certain departments that produce the largest volume.
2. Implement more technology-friendly platforms that will bridge the gap from paper to electronic.

Performance Measures:

3. Reduce the average processing time between order received and delivered by an average of four hours per year for three years.
4. Increase the number of jobs printed during non-business hours by 20% of all orders by FY2024. Baseline will be established in FY20 and increased 5% each year thereafter until benchmark is reached.

Benchmark:

1. Average of **one day to deliver jobs** by FY22.
2. **20% of all copy jobs** completed during non-business hours by 2024.

Rationale for Benchmark:

1. Average delivery time in FY19 to perform jobs is 2 ½ days. Implementing new copiers with enhanced technology, the goal is an average of one day to deliver jobs by end of FY2022. (4 hours x 3 years = 12 hours, or 1 ½ days)
2. Standard jobs can be done during non-business hours when no one is on the clock, freeing up staff to focus on more technical jobs during regular business hours.

**6 Increase the number of qualifying entities utilizing the Federal Surplus Properties program to maximize the value of existing resources and reduce overall costs to state and other public agencies.**

Objectives:

1. Learn more about our current and potential customer base through increased outreach and in-person meetings throughout the state to identify key personnel/decision makers as well as presentation opportunities through annual association meetings (Cities, Counties, Sheriffs, Fire Chiefs, School Board Officials, Parts Managers, etc.).
2. Develop targeted marketing materials based on identified Equipment and Supply needs.
3. Ensure that each month we conduct outreach to donee's that are nearing application expiration to renew their application.

Performance Measures:

1. Federal Surplus Properties increases the annual number of registered and/or active donees by 5% each year until benchmark is reached by FY23. Baseline established in FY19.

Benchmarks: By FY23, increase number of donees by 20%, without additional capital outlay or increased overhead expenses.

Rationale for Benchmarks: This benchmark has no scientific rationale other than it sets a goal to provide service on a broader base, which should result in some efficiencies/savings especially to some of the smaller agencies who are not currently utilizing our service.

**7 Implement an in-state purchasing certification program.**

Objective:

1. Increase the number of online purchasing courses so they can be efficiently completed throughout the state.

2. Increase the level of purchasing proficiency statewide through both on-line and classroom training opportunities and demonstrate this by increased state purchasing certification levels.
3. Develop marketing activities that position purchasing training and certification as an attractive and worthy endeavor to all who participate in or interface with Idaho public purchasing.

Performance Measures:

1. FY21 Baseline: All agencies that currently have DPA will have the number of employees certified needed to earn the RFQ certification and maintain their current level of DPA up to \$100k (~22 certifications)
2. Agencies with higher levels of DPA will be grandfathered in until the higher-level certifications are available
3. FY22 Baseline: All agencies that currently have DPA have will have enough employees certified needed to earn the higher-level certifications and maintain their current level of DPA (~6 additional)
4. Annual target: Each year beginning with FY22, increase the total number of state certifications earned by a pre-determined percentage over the annually established baseline.

Benchmark: 100% of all DPA agency employees deemed to have procurement responsibilities will be certified through the in-state program to the level of their agency's delegated authority by FY23.

Rationale for Benchmark: Certifying procurement employees from agencies with delegated purchasing authority will increase the effectiveness and integrity in the state's procurement practices and instill confidence by taxpayers in the expenditure of state funds.

**8 Examine the State's Group Insurance Program administration costs to establish a benchmark and minimize annual variability.**

Objectives:

1. Study historic program structure, program operating costs and full-time positions.
2. Identify external factors that impact quantifiable trends in the historical data.
3. Review trends in historic operating costs compared to full-time positions.
4. Provide updated communications and education to agency human resource staff and plan participants to promote informed consumership.

Performance Measure:

1. Program operating costs increase by **no more than 3% annually**.

Benchmark:

1. FY16 rate - \$4.08 per FTP per month.
2. FY17 rate - \$3.75 per FTP per month.
3. FY18 rate - \$3.50 per FTP per month.
4. FY19 rate - \$3.50 per FTP per month.
5. FY20 rate - \$3.58 per FTP per month.
6. FY21rate - \$3.60 per FTP per month base appropriate

Rationale for Benchmark: As a dedicated fund program, costs to support the OGI are shared amongst all agencies. The performance measure was established to compare year over year the cost per FTP to support the personnel and operation of OGI as statewide FTP counts increase, plan costs increase, and as personnel requirements and service delivery methods change.

**9 Enhance awareness of role, function, and processes of the Industrial Special Indemnity Fund for workers compensation practitioners and specialists.**

Objectives:

1. Identify target audiences for outreach and in-person meetings throughout the state to include presentation opportunities through association meetings (trial lawyers, compensation consultants, insurance adjusters, Industrial Commission Advisory Committee, etc.).
2. Develop targeted marketing materials:
  - Pamphlets
  - Worksheets
  - Letters
  - PowerPoint Presentations

Performance Measure:

1. On an annual basis, provide presentations to at least 2 workers compensation industry meetings, offer to meet face-to-face with the State Insurance Fund Manager, and identify at least 2 occasions to share information to individuals new to the industry.

Benchmark: Increase opportunities to attend meetings and/or conferences and identify any new players to share information to increase awareness of the ISIF. At least 2 annually.

Rationale for Benchmark: This benchmark has no scientific rationale other than it sets a precedent to move forward efforts to provide education about the ISIF.

**10 Improve the overall efficiency and effectiveness of the Security operation.**

Objectives:

1. Prioritize for evaluation security services and programs that have legal requirements.
2. Continue to improve data collection on security events to establish best known practice security mitigations.
3. Establish employee education program which describes security processes and activities.

Performance Measure:

1. Improve the overall efficiency and effectiveness of the Security operation by 15% each year until benchmark has been attained in FY23.

Benchmark: A Security program must deliver consistent, qualified, and managed protection services to the organization at 100% effectiveness.

Rationale for Benchmark: The Security Operations Division was established in January 2020. The first phase of the Security Strategy, the *Evaluation Phase*, was a review of all security practices, programs, and personnel to determine gaps and set priorities to be remedied in the *Execution Phase*. Using best known practices in asset protection as a guide, a score of 60% effectiveness was revealed at the end of the *Evaluation Phase*.

Security programs and services should consistently be designed with legal requirements and best-known practices as a deliberate foundation. Effectiveness is a cumulative set of information designed to characterize a defensible posture which protects the organization from liability. When qualified,

managed, and documented security programs are operating at high effectiveness, the people and assets of the organization are best protected.



## **Key External Factors**

A number of external factors influence the goals set by the Department of Administration. Federal and state legislation particularly with regard to health care, changes in technology, and budget constraints have all played a factor in the completion of established goals.

### **Coronavirus (COVID-19)**

On March 18<sup>th</sup>, 2020, Governor Little adopted the federal guidance to prevent coronavirus spread which included avoiding social gatherings of more than 10 people and working from home whenever possible. As the state moved through the four stages of Rebound Idaho, social distancing resulted in department public meetings, training, and travel to be cancelled which slowed projects and operations. Staff availability at first was hampered until working-from-home techniques could be implemented.

### **Federal / State Laws and Directive Changes**

Statutory changes often threaten business as usual. As a result, additional responsibilities can be placed on programs as well as increased expenditures. Increased scope of responsibilities can affect program goals, and increased costs to the program are often passed on to the agencies. Changes mandated in the Patient Protection and Affordable Care Act (PPACA) impacts the cost and design of the medical insurance plans available to state employees now and in the future.

### **Economic**

The Statewide Leasing Program continues to face challenges in retaining affordable facility costs for state agencies that are currently in leased facilities. Economic recovery and increased construction costs are forcing lease rates to new levels. The purchase of the Chinden Campus is providing opportunities to house state agencies in more affordable space.

The thriving economy is also affecting construction costs for projects undertaken by DPW. When work is plentiful, fewer contractors bid on the state projects. Costs rise due to the demand in the private sector. Adjustments may need to be made to the scope of some projects to meet budgetary constraints.

### **Seasonal Elements**

Weather conditions can influence whether the department successfully meets goals in a timely manner. For example, severe weather has a direct correlation to claims frequency in our Risk Management program. Weather is also a factor in the construction industry and can cause delays in the completion of our public works projects within construction timetables.

### **Personnel Changes**

One external influence that is an issue for all of state government is our aging workforce and the resulting retirements. Further, the upturn in the economy and the ability of the private sector to offer higher salaries can lead to difficulty filling vacant department positions. These factors will continue to result in the loss of knowledgeable and skilled employees and loss of tremendous institutional knowledge. As the economy continues to improve, not only is the department faced with the potential exit of key employees, but also the challenge of hiring qualified applicants to replace them.

To compound this problem, Administration currently has 24.2% of its workforce eligible to retire as of July 1,

### **Group Insurance Advisory Committee (GIAC)**

GIAC has been essential in the review of benefits currently offered through the Office of Group Insurance. It also provides consultation to the Director of the Department of Administration on possible changes to the current benefit package or benefit offerings that could improve access to healthcare for state employees. The committee has representation from the legislature, judicial branch, state agencies, and the retired community. It meets about three times annually; its authority and responsibilities can be found in I.C. 67-5761.

### **Risk Management Advisory Committee (RMAC)**

RMAC includes members of the legislature, higher education, Department of Correction, Idaho Transportation Department, and the Division of Human Resources. It meets about three times annually in an advisory capacity to provide consultation to the Director of the Department of Administration. The authority and responsibilities for the RMAC can be found in I.C. 67-5773.

### **Permanent Building Fund Advisory Council**

The administrator of the Division of Public Works and the responsible heads of the agencies for which appropriations for construction, renovations, remodelings, or repairs are made pursuant to chapter 11, title 57, Idaho Code, must consult, confer and advise with the Permanent Building Fund Advisory Council in connection with all decisions concerning the administration of these appropriations and the planning and construction or execution of work or works pursuant thereto. The approval of the permanent building fund advisory council is a condition precedent to the undertaking of planning or construction. The Council has representation from the legislature, business and construction community as well as the public at-large.

## **Addendum to Agency Strategic Plans: Adoption of the NIST Cybersecurity Framework and Implementation of CIS Critical Security Controls 1 – 5.**

As a technology customer of the Office of Information Technology Services (ITS) in the Governor's Office, we are using the cybersecurity systems and technical expertise in ITS to fulfill requirements related to Executive Order 2017-02. Staff from ITS were briefed on the NIST Core Framework, CIS Controls 1-5, and their plan for adoption of the NIST Cybersecurity Framework. We participate in DHR and ITS administered cybersecurity training, as awareness is a critical component of an effective cybersecurity program. As briefed by ITS staff, implementation of the CIS Controls 1-5 will be their responsibility for the systems they operate and, as technological tools applied to the computer systems, largely invisible to us as a customer. ITS, working through the multi-agency Incident Response Task Force, has developed an Incident Response Program in support of our agency.

## **Addendum to Agency Strategic Plans: Red Tape Reduction Act**

The Department of Administration will propose legislative changes next session to simplify existing law by removing existing statute that is duplicative and potentially confusing.

## Part I – Agency Profile

### Agency Overview

The **Department of Administration's** mission statement states that ***"We serve Idaho by promoting responsible government through expert customer support."***

Its **vision** is to bring appropriate, innovative, and efficient operating practices to Idaho government, and it endeavors to root these ideals in its culture.

The department updated its goals in FY21 to replace those that had been achieved. All support the Governor's vision to boost **"Confidence in State Government"**.

All four divisions within the Department of Administration are committed to providing leadership, expertise, and value-added services within the following management functions:

#### Division of Insurance and Internal Support

- Risk Management, Liability, and Property Insurance (staff of 8)
- Group Insurance/Employee Benefits Programs (staff of 5)
- Industrial Special Indemnity Fund (ISIF) (staff of 1)
- Internal, and Small Agency Support (Fiscal, Human Resources, Director's Office) (staff of 10)
- Postal Services (staff of 15)
- Printing Services (staff of 2)

#### Division of Purchasing

- State Purchasing (staff of 16)
- Federal Surplus Properties (SFP) (staff of 3)

#### Division of Public Works

- Design/Construction Management (staff of 28)
- Facilities Management – Capitol Mall and Chinden Campus (staff of 30)
- Statewide Leasing (staff of 2)

#### Division of Security Operations

- Security Operations for the Capitol Mall and Chinden Campus (staff of 2)
- Capitol Mall Parking (staff of 1)

Administration supports the Idaho Capitol Commission, the Governor's Housing Committee, the Group Insurance Advisory Committee (GIAC), Risk Management Advisory Committee (RMAC), and the Permanent Building Fund Advisory Council (PBFAC). An advisory committee to oversee the Division of Purchasing is currently being developed. Administration also provides financial and human resources functions for the Idaho Commission on Hispanic Affairs (ICHA).

In the Boise area, the Department is housed in the Len B. Jordan Building, Capitol Mall Parking Garage #1, Public Works Building, and the Chinden Campus. The Federal Surplus Program is stationed in Caldwell. Additionally, the Division of Public Works has satellite offices in Pocatello, Lewiston, and Moscow. Facilities Services manages the Capitol Mall, the Chinden Campus, and the Lewiston and Idaho Falls State Office Buildings.

### Core Functions/Idaho Code

**Office of the Director:** Strategically leads the department with guiding values of customer service, integrity, honesty, innovation, and communication. Provides financial support, internal controls/auditing services, human resources, and payroll services to all programs within the Department, supported advisory groups,

and Hispanic Commission. It supports the following statutory oversight groups. (Idaho Code Section 67-5701-5704)

**The Idaho State Capitol Commission:** Composed of nine members—six public members and three ex-officio voting members including the Executive Director of the Idaho State Historical Society, Director of the Legislative Services Office, and the Director of the Department of Administration, who serves as Commission Secretary. The Commission is charged with the ongoing oversight of the Capitol Building including overseeing all restoration work and additions to the building; approves all displays, artwork, and furnishings within the Capitol; and promotes interest in the history of the Capitol Building. Department support for this committee includes accounting, clerical, and facility planning/management services. (Idaho Code Section 67-16)

**The Governor's Housing Committee:** Composed of two members of the State Senate, two members of the House of Representatives, and the Director of the Department of Administration. It oversees the Governor's Residence Fund created to provide a governor's housing allowance and/or the acquisition, construction, remodel, furnishing, equipping, or maintaining a governor's residence. Department support for this committee includes accounting, clerical, and facility planning/management services. (Idaho Code Section 67-455)

**Division of Insurance and Internal Support (DIIS)** Conducts diligent dispersion of government documents through reproduction and mailing via **Postal Services** and **Printing Services**. The **Office of Risk Management** serves as the state's property and liability insurance manager and adjusts claims made against the state. The **Office of Group Insurance** (OGI) contracts and administers medical, dental, life, flexible spending account, and disability benefit contracts for state employees and retirees. Finally, the **Industrial Special Indemnity Fund** manages a portion of the workers' compensation system commonly referred to as the "Second Injury Fund," which provides lifetime benefits to workers who become totally and permanently disabled from a work injury. (Idaho Code Sections 67-5746; 67-5760–5778; 72-323–334 and 409)

**Division of Purchasing (DOP):** Administers purchasing policy and implementation for property acquisitions (goods and services) for state executive agencies, including solicitation, issuance, and administration of contracts and training for professional purchasing staff. It also serves as clearinghouse for the federal government's surplus properties through its **Federal Surplus Property** program. (Idaho Code Sections 67-9201 et seq.; 67-5744; 67-5749-5750)

**Division of Public Works (DPW):** Manages the construction, alteration, and repair of public buildings for Idaho's state agencies. Its **Facilities Services** group is charged with the management (operations and maintenance) and space allocation of all facilities on the Capitol Mall, Chinden Campus, and the Lewiston and the Idaho Falls State Office Buildings. Additionally, the division is tasked with negotiating, approving, and making contractual **lease agreements** for office space to be used by various state departments, agencies, and institutions. DPW also coordinates activities of the **Permanent Building Fund Advisory Council**. (Idaho Code Sections 67-5705-5713)

**Division of Security Operations (DSO):** Administers security operations for all facilities in the Capitol Mall, Chinden Campus, and the Lewiston and the Idaho Falls State Office Buildings. Provides **Parking Services** for the Capitol Mall. (Idaho Code Sections 67-5708-5709)

## Revenue and Expenditures

Revenue	FY 2018	FY 2019	FY 2020	FY 2021
General Fund	\$7,242,471	\$6,236,746	\$6,096,568	\$5,924,229
Idaho Education Network - 0120	\$1,066	\$0	\$0	\$0
Permanent Building Fund	\$122,573,984	\$131,884,214	\$165,031,374	\$177,048,917
Governor's Housing Fund	\$5,122	\$103,515	\$1,121	\$60,359
Admin. & Accounting Svcs.	\$29,058,762	\$29,321,452	\$30,240,982	\$5,924,229
Federal Surplus Property	\$750,607	\$551,932	\$490,283	\$747,293
Group Insurance	\$324,715,363	\$292,323,371	\$307,203,996	\$317,012,271

Risk Management	\$10,863,233	\$10,316,888	\$13,600,277	13,716,132
Administrative Code Fund	\$391,711	\$50,344	\$706	\$0
Capitol Income & Reserve Fund	\$381,266	\$506,476	\$623,032	\$2,703,940
Special Indemnity Fund	\$4,743,218	\$2,627,148	\$5,408,760	\$5,162,295
<b>Total</b>	<b>\$500,726,803</b>	<b>\$473,922,086</b>	<b>\$528,632,100</b>	<b>\$557,706,687</b>
<b>Expenditures</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>
Personnel Costs	\$10,411,597	\$8,243,394	\$8,701,062	\$8,519,657
Operating Expenditures	\$23,107,738	\$25,441,274	\$31,280,149	\$37,142,904
Capital Outlay	\$84,037,970	\$119,639,483	\$142,228,313	\$116,443,230
Trustee/Benefit Payments	\$307,466,059	\$297,881,348	\$317,941,173	\$323,456,307
<b>Total</b>	<b>\$425,023,364</b>	<b>\$451,205,499</b>	<b>\$500,150,697</b>	<b>\$485,562,098</b>

### Profile of Cases Managed and/or Key Services Provided

Cases Managed and/or Key Services Provided	FY 2018	FY 2019	FY 2020	FY 2021
<b>Insurance &amp; Internal Support Division:</b>				
# of FTP's supported through payroll & HR				
• Administration	140	114	121	124
• Hispanic Commission	3	3	3	3
• Information Technology Services	0	31	0	0
Value of property insured by Risk Management	\$8.5 Billion	\$8.8 Billion	\$9.2 Billion	\$9.8 Billion
# of vehicles insured for liability by Risk Mgmt (all vehicles insured for liability)	7,384	7,395	7,561	8,009
# of vehicles insured for physical damage (only vehicles scheduled for this coverage)	6,906	6,976	7,161	7,465
# of active employees enrolled in group ins	18,721	18,839	19,085	18,917
# of active employee dependents enrolled in state's group insurance	27,803	27,969	28,194	27,917
# of retirees enrolled in state's group insurance	699	675	638	627
# of retiree dependents enrolled in group ins	167	180	171	175
New ISIF New Claims	39	37	36	29
New ISIF Complaints	32	33	36	26
New ISIF annuitants added to monthly rolls	12	7	8	7
ISIF annuitant deaths	7	7	4	8
# of postage pieces mailed - external	9,747,286	11,267,356	12,561,875	14,095,842
# of postage pieces mailed - interoffice	741,058	735,107	738,697	749,810
\$ postal cost avoidance	\$1,008,805	\$1,206,676	\$1,242,116	\$1,344,000
# of impressions made – Printing Services	2,365,863	1,625,260	1,325,349	1,282,598
<b>Purchasing Division:</b>				
# of contracts issued/value	665 / \$624M	710 / \$374M	367 / \$861 M	624 / \$2B
# of purchasing personnel trained/man hours	519 / 168*	525 / 119	542 / 147	468 / 83***
# of P-card transactions	374,157	330,723	276,371	224,054

Cases Managed and/or Key Services Provided	FY 2018	FY 2019	FY 2020	FY 2021
\$ total value of P-card usage	\$80,914,930	\$81,839,812	\$68,073,266	\$56,188,426
\$ of Federal Surplus Property (FSP) items sold	\$430,439	\$505,858	\$462,882.89	\$406,228.60
FSP's Average cost savings to public entities	86.36% **	84.24% **	74.01%**	70.70%**
<b>Key Services Explanatory Notes:</b> *Historically, DOP has reported on the total number of personnel trained and the total number of contact hours (i.e., training hours X personnel trained). For FY18 and going forward, DOP will report instead on total number of personnel trained and the number of direct hours spent training by DOP personnel. It clearly expresses the time dedicated by DOP to training and is far easier to report on accurately. ** The Federal Surplus Property (FSP) average costs savings to public entities is calculated by comparing the market value of products sold to the price paid by the donee. *** The number of direct hours spent training by DOP personnel has decreased and will continue to decrease significantly as DOP converts most of its training to on-demand online training. This change allows more state employees to access DOP training and is a more efficient use of DOP's resources.				
<b>Public Works Division:</b>				
\$ appropriated for Public Works projects not including agency funds	\$71,425,700	\$77,522,000	\$45,221,400	\$133,738,900
\$ amount of all funding sources for projects under construction	\$242,752,152	*\$385,727,167	\$471,634,184	\$201,357,688
# of active Public Works projects	279	369	415	574
# of new Public Works projects	120	237	122	259
# of closed Public Works projects	116	*43	77	155
# sq. ft. office space leased statewide	1,321,949	1,557,206	1,455,153	1,448,495
# sq. ft. total space leased statewide	1,977,163	1,975,129	1,877,989	1,874,338
\$ amount of office space leased statewide	\$20,199,149	\$22,145,420	\$ 21,612,026	\$ 22,109,423
\$ amount of total space leased statewide	\$29,249,095	\$28,797,330	\$ 28,613,904	\$ 29,897,247
**# of demand maintenance work orders resolved in Capitol Mall (requests from tenants)	No Report	3,401	2,879	2,768
# of routine and scheduled preventive maintenance work orders – Capitol Mall	1,336	1,357	1,402	1,574
**# of demand maintenance work orders resolved at the Chinden Campus (requests from tenants)	No Report	***93	848	614
# of routine and scheduled preventive maintenance work orders – Chinden Campus	No Report	No Report	4,966	5,300
<b>Security Operations Division:</b>				
# of Capitol Mall parking passes issued	1,835	1,833	1,755	1,417
# of temporary parking passes issued	1,597	1,653	1,242	527
# of parking permits issued for meetings	7,586	6,715	5,662	587
<b>Key Services Explanatory Notes:</b> *Implementation of a new project management/fiscal system has drawn out and delayed closing of projects as data was transferred to the new system. This also affects the dollar value of funding from all sources, as projects that are virtually complete remain in the system. This will reduce as the transition is completed.				

Cases Managed and/or Key Services Provided	FY 2018	FY 2019	FY 2020	FY 2021
<p>***This is the number of orders that was submitted on-line by tenants and does not include demand work that was phoned in. No report data will be populated in future updates for on-demand work orders for maintenance, grounds, security, and janitorial.</p> <p>The number of work orders nor the frequency will be the same at each campus. The Capitol Mall has approximately 2400 ASSETS and the Chinden Campus approximately 6100. Chinden is also required to meet DEQ, DIG Line, and SPCC requirements so there are many additional tasks at that site. Assets are combined or separate and create a TASK. HPI is responsible for certain maintenance in Buildings 1,3,5,7, and Café on the Chinden Campus--1002 assets, approximately 45% of total tasks</p> <p>*** An on-line work order system for the Chinden Campus had not yet been set up at this point. This number represents work requested and completed since the form went live for Building 2. (5/6/2019 to 6/30/2019)</p>				

## FY 2021 Performance Highlights

### Division of Insurance and Internal Support

#### Office of Group Insurance (OGI)

- OGI continued to make efforts to remove barriers to care for participants in the state's health plan by providing an in-network vision benefit with reduced costs to members and updating the dental contract to allow for two cleanings per year opposed to one every six months. In the medical plan, a new Pharmacy Benefit Manager (PBM) was implemented as well as a Choice Docs program for the PPO plan members which will allow them to reduce their copays for primary and specialty providers when they choose to see a Choice Doc doctor.
- With additional funding from the Legislature, OGI retained a consultant to facilitate an evaluation of the medical and dental plan funding model. The consultant conducted several meetings with a team of industry professionals appointed by the Governor for this specific purpose. The final report was shared with the legislature, Group Insurance Advisory Committee, and other stakeholders.
- OGI continued to prioritize member engagement and education about the benefit plans by sharing monthly benefit highlight information via email and on the Office of Group Insurance website.

#### Office of Risk Management

- Despite the challenges associated with visiting locations during active Covid 19 suggested restrictions, Risk Management performed loss control visits to 16 major state buildings. Risk Management and its consultants created and prioritized 67 related property protection and life safety recommendations for risk improvement.
- Near the end of FY 2021, Risk Management filled the position of Loss Control Program Manager. This hire was delayed most of the fiscal year due to Covid 19 considerations. Over the next year, the Loss Control Program Manager will analyze past loss trends and current risk improvement recommendations to prioritize out-reach to the leadership of the agencies most likely to experience, and be able to reduce, the likelihood and impact of potential losses.
- Risk Management worked with universities to explain significant risks to personal safety of students and the public at large and to implement actions to reduce exposures.
- In FY 2021, Risk Management partnered with the Department of Human Resources and the Attorney General's Office to establish incentives for agencies to consider loss control measures when facing



employment practices liability (EPL) litigation. Risk Management now provides coverage for wage and benefits claims and Agencies retain the first \$25,000 of EPL claims.

- With the implementation of a new Risk Management Information System, we have had the opportunity to revisit the liability premium distribution model. Agencies showing a lower claims count, smaller losses and lower underwriting exposures will recognize decreased liability premium FY 2023.

### **Industrial Special Indemnity Fund**

Given the potential monetary ramifications of an injured worker being awarded lifetime benefits, the ISIF thoroughly evaluates all claims. The ISIF further analyzes which claims to fully defend up to and through a hearing before the Industrial Commission. In FY21, the ISIF fully defended 15 cases. The ISIF prevailed at hearing on 3 of these claims and another 10 were dismissed prior to hearing.

### **Postal Services / Printing Services**

- Over the last year, Central Postal saved agencies an estimated \$382,000 in postage by providing interoffice mail services.
- By processing First-Class typed letters using the postal bar code sorter, agencies have saved a combined total of \$924,000 in FY21 in USPS discounts versus sending out all letters at the individual First-Class rate. This figure does not include the package discounts, flat discounts, and postage meter leasing charges. As more agencies utilize Central Postal Services for ALL their mailing needs, additional savings will be obtained.
- Central Postal has grown the Postal Annex at the Chinden Campus, 8 agencies, with more to move on campus this year. This location serves as the Shipping/Receiving location for all agencies on campus and is staffed by 2 full time employees.
- The joint-document management system is scheduled to roll out this year. This system will allow agency users to perform a wide variety of services on their own. They will have the ability to upload their address lists and document templates to the system, create a document template, merge documents, and cleanse addresses for accuracy. They will also have the option to email the document, have the document printed and mailed, or both. This system can apply 2D bar code placement on the printed pages that will allow the inserting machines in Central Postal to track the inserting jobs, ensure that the correct pages are inserted into the envelopes, and provide closed-loop verification of mailing in real time for the customer. Customers will be able to view every step in the process in real time, from creating the document, printing the document, inserting the document, as well as the entire flow through the mail stream in the USPS system including delivery to the recipient's door.

### **Division of Security Operations**

- In partnership with Idaho State Police, created a formal Security OPplan for 2021 Legislative Session.
- Developed and delivered updated Emergency Response Guidebook for the Capitol Building.
- Renewed contract with **CBI Security Services**, beginning August 2021 for the Capitol Mall.
- Completed Access Control system installation in Postal Services, State Board of Education, and the Division of Career and Technical Education.
- Completed both the Evaluation Phase and the Execution Phase of the Security Strategic Plan.

**Division of Purchasing****State Purchasing**

- Purchasing completed a re-organization of its purchasing/contracting staff into two primary teams: a Procurement Team and a Contract Administration Team. New supervisors were onboarded into vacant positions for both teams in January 2021. The objective of the re-organization is to streamline the procurement process and dedicate more time to proactive contract administration activities.
- Purchasing has continued to work closely with the Luma implementation team, developing process improvements that will be incorporated into the procurement module of the Luma system.
- Purchasing continued to support agencies as they responded to new and changing needs related to the COVID 19 pandemic, including ongoing efforts to expand virtual capabilities.
- Purchasing issued many important contracts in FY21 including a new X-Ray scanning machine for Central Postal, Connection and Intervention Stations for IDOC, and Technology Integrator for IIC.
- Purchasing continues to develop its buyer certification program after a delay related to re-vamping existing training to accommodate more virtual training in response to the pandemic.
- Purchasing moved from the Borah Building to Room 100 in the LBJ Building, joining most of the Department of Administration.

**Federal Surplus Properties (FSP)**

- In FY21 FSP donated 7,950 items to 138 various public agencies, nonprofit organizations, and shelters. Approximate market value for all items was \$1,386,422 with FSP charging donees only \$406,229 to cover operating costs. This saved the agencies and political subdivisions about \$1 million for equipment, machinery, tools, furniture and many more items necessary for their operations. A great portion of the savings represented taxpayer dollars.
- This year FSP has seen a huge increase in the number of items donated to Boy/Girl Scout Troops within Idaho. In FY21 FSP donated 726 items to the Scouts. This equated to over a 300% increase in items donated compared to the year prior. The combined market value of the items the Scouts were able to receive was \$37,015. After the service and handling fees were paid the Scouts realized a savings of approximately 75% versus buying these items on the open market.
- During FY21, FSP has screened 64 fixed price vehicles (a 58% increase over last year) and was able to get 16 of those vehicles to public agencies. These vehicles are generally newer and fancier than the vehicles we are able to obtain through the surplus program and are in high demand by public agencies. By obtaining the vehicles through fixed price versus the open market, FSP is able to save each tax supported agency thousands of dollars in cost.
- FSP has been working diligently to create standard operating procedures for the separate work centers within Federal Surplus. This includes Bureau Chief, Office Administration, Property Management and Warehousing. Over the past year, FSP has created (from scratch), tested and implemented 27 SOP's. These SOPs are critical to the continuity of operations during absences of personnel and to ensure requirements are being met.

**Division of Public Works****Design and Construction**

- A tour was conducted of facilities in southwest Idaho in May and the Magic Valley in July and will be conducted in north Idaho in September with members of the Permanent Building Funding Advisory Council (PBFAC), and area legislators. Starting in April, and during the pandemic, PBFAC meetings were held virtually.
- Construction work progressed throughout the reporting period at the Chinden Campus. Current remodels in Building 4 will provide office space the Department of Finance and newly formed IDOPL, which is currently operating out of the swing space in Building 6. Additionally, a partial first floor remodel of Building 8 is under construction to provide space for OEM's Emergency Operations Center.
- DPW manages facilities construction for state agencies. The division administers a rotating list of projects with close to 540 active projects in various stages from pre-design to post-construction. The combined value of these projects currently exceeds \$500 million. The following list is a sample of some of the major projects that have recently been completed:

BSU: Material Sciences Research Building	\$48.3 million
IDOC: Community Reentry Center, Twin Falls	\$ 9.1 million
ISU: Renovate Davis Field, Pocatello	\$ 7.1 million
UI: Seed Potato Germplasm Facility, Moscow	\$ 5.2 million
DHW: Adolescent Psychiatric Treatment Center, Nampa	\$11.2 million
ITD: District 2 Administrative Building Remodel	\$ 2.3 million
ISHS: Historic Renovations, Stricker Ranch/Rock Creek	\$ 500,000

There are several more major projects under construction, including:

IDVS: New Veterans Home, Post Falls	\$ 7.2 million
AG: Pathology Lab and Office Space	\$ 9.9 million
IDOC: Facility Expansion, St. Anthony	\$ 7.9 million
MIL: Site Utilities, Jerome County Readiness Center	\$ 2.3 million
ISU: Cadaver Lab Expansion, Meridian	\$ 6.8 million

### Statewide Leasing Program

- The two-member staff is currently administering a leasing portfolio of 380 leases, consisting of 1,888,414 sq. ft. in 50 cities, for 58 different agencies and commissions.
- In the past fiscal year, the program negotiated 73 leases, consisting of 298,781 square feet representing a total contract value of \$12,578,396.
- The program continues to assist with moving agencies to the Chinden Campus, tracking, negotiating, and creating leases and co-location agreements for state agencies and commissions.

### Facilities Services

#### Capitol Mall

- Completed many small remodel projects, including abatement and flooring replacement projects, which included projects for DOA, Vo-Tech, and State Treasurer.
- PBF funded projects included completion of Family restrooms in JRW, the start of a complete water and restroom renovation project in LBJ, a family restroom project in the Library building, and the start of a major repair project in Parking Garage #1

- An energy savings project was performed for SCO. An \$11,000 Idaho Power rebate provided a majority of the funding.
- Throughout FY21, Facility Services continued enhanced cleaning and air filtration at all CM buildings. HVAC air filtration schedules have been decreased to assist with summer power consumption, however going forward filters used at all locations will be MERV-11 where possible.

#### Chinden Campus

- Many small remodel and projects were completed at the Chinden Campus, including the creation of a Conference Center in Building 6, which will accommodate approximately 450 people.
- A private lease was terminated and Building 4 was returned back to the State in December 2020. The building is currently being remodeled for use by Professional Licenses and Dept. of Finance.
- Professional Licenses relocated to swing space in Building 6 from the JRW building until their new space in Building 4 is completed.
- For the majority of FY21 FS continued enhanced cleaning and air filtration at all CC buildings. HVAC air filtration schedules have been decreased to assist with summer power consumption, however going forward filters used at all locations will be MERV-11 where possible

Note: All projects addressed are above and beyond the routine maintenance performed at the campuses.

## Part II – Performance Measures

Performance Measure		FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
Goal 1 – Division of Insurance and Internal Support; Office of Risk Management <b>Reduce 5-year rolling property claim payments by 20% by end of FY 2023.</b>						
1. Reduce property claim costs by 5% annually through FY23.	actual	-----	\$971,419.43	\$1,128,356 *	\$2,118,852 **	
	target	-----	-----	\$922,848	\$874,277	\$777,135.54
Goal 2 – Division of Public Works** <b>Reduce the average length of time between project bid date and issuing a Notice to Proceed, authorizing construction to an average of 30 days.</b>						
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	39 days	37 days	36.4	48.8	
	target	39 days	37.1 days	35.2 days	34.6 days	34.6 days
Goal 3 – Division of Public Works; Facilities Services <b>Reduce the back log of deferred maintenance and repair items for the Capitol Mall (including the Idaho Falls and Lewiston State Office Buildings) and the Chinden Campus.</b>						
3. Reduce the total average Facility Cost Index by 5% per year for all facilities until the benchmark has been reached for each facility. This amount would need to be adjusted for cost escalation, inflation, etc. each consecutive year.	actual	-----	-----	***		
	target	-----	-----	-----	N/A	N/A

Performance Measure		FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
<b>Goal 4 – Division of Insurance and Internal Support; Postal Services</b> <b>Increase the number of pieces processed by the state's Postal Services at the Chinden Campus which will reduce the amount of time spent delivering mail to state agencies.</b>						
4. Postal Services will reduce time spent on delivery by an average of 70 minutes per year (10 minutes per route) for the next four years. Baseline FY20.	actual	-----	-----	33 hours	32 hours *	
	target	-----	-----	-----	31 hr; 50 min	30 hr; 40 min
<b>Goal 5 – Division of Insurance and Internal Support; Copy Center</b> <b>Decrease the number of days to perform Copy Center jobs for state agencies while increasing number of jobs printed during non-business hours.</b>						
5. Reduce the average processing time between order received and delivered by an average of four hours per year for three years. Baseline FY20.	actual	-----	-----	2 days; 2 hrs	1 day; 14 hrs	
	target	-----	-----	-----	1 day; 22 hrs	1 day; 18 hours
6. Increase the number of jobs printed during non-business hours by 20% of all orders by FY24. Baseline will be established in FY20 and increased 5% each year thereafter until benchmark is reached.	actual	-----	-----	2%	5%	
	target	-----	-----	-----	7%	7%
<b>Goal 6 – Division of Purchasing; Federal Surplus Property</b> <b>Increase the number of qualifying entities utilizing the Federal Surplus Properties program to maximize the value of existing resources and reduce overall costs to state and other public agencies.</b>						
7. Federal Surplus Properties increases the annual number of registered and/or active donees by 5% each year until benchmark is reached by FY23. Baseline established in FY19.	actual	-----	141	129	138	
	target	-----	-----	148	155	163
New Performance Measure		FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
<b>Goal 7 – Division of Purchasing</b> <b>Implement an in-state purchasing certification program.</b>						
8. Increase number of in-state certifications for individuals with delegated authority each year beginning in FY20 until benchmark is reached in FY23. Baseline and annual measures will be established in FY20.	actual	-----	-----	****	0 ****	
	target	-----	-----	-----	35	40
<b>Goal 8 – Division of Insurance and Internal Support; Office of Group Insurance</b> <b>Examine the State's Group Insurance Program administration costs to establish a benchmark and minimize annual variability.</b>						
9. Program operating costs increase by no more than 3% annually.	actual	\$3.50	\$3.50	\$3.58	\$5.30 *****	
	target	<= \$3.86	<=\$3.61	<=3.61	<=3.69	<=3.71

Performance Measure		FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
Goal 9 – Division of Insurance and Internal Support; Second Injury Fund <b>Enhance awareness of role, function, and processes of the Industrial Special Indemnity Fund (ISIF) for workers compensation practitioners and specialists.</b>						
10. On an annual basis, attend at least 3 workers' compensation industry meetings or seminars, where there are opportunities to share information. Provide formal presentations as requested.	actual	7	3	3	3	
	target	>=2	>=2	>=2	>=2	>=3

### Performance Measure Explanatory Notes

\*In FY 19 there were no large property losses paid. In FY 20 there was 1 large water loss reported in the amount of \$589,000. If we remove the large loss to smooth the result, FY 20 ending would be \$539,356.

\*\*The actual amount for FY21 is not available at the time this report is due (8/27/21). There are still 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 FY21 total measure will be reported next year.

\*\*\*Not being able to meet the goal for delivery times was due to 2 agencies moving from downtown to other areas in town, requiring additional driving. (Art Commission and SILC).

\*\*\*\*Processing of Copy Center jobs was missed with the document management system still not being installed. Next year should be on target.

\*\*\*\*\* Certification of state employees through DOP's training program was delayed while DOP worked to convert live trainings into virtual trainings in response to the pandemic. The recorded live classes have been well received and DOP is continuing to move in the direction of on-demand online training to make trainings more accessible to state employees. DOP anticipates starting to certify employees in late 2021.

\*\*\*\*\* Our Admin fee for FY21 was \$5.30, but we need to break it down: Base Admin Fee \$3.60, additional appropriation received \$1.54 for Self-Insurance Study and \$0.23 for the office remodel.

#### For More Information Contact

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