

Agency Summary And Certification

200 -- Administration, Department of

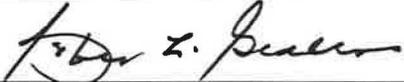
OCT 31 2016

Original Submission ___ or Rev No. 2

FY2018 Request

Page 1 of 147 Pages

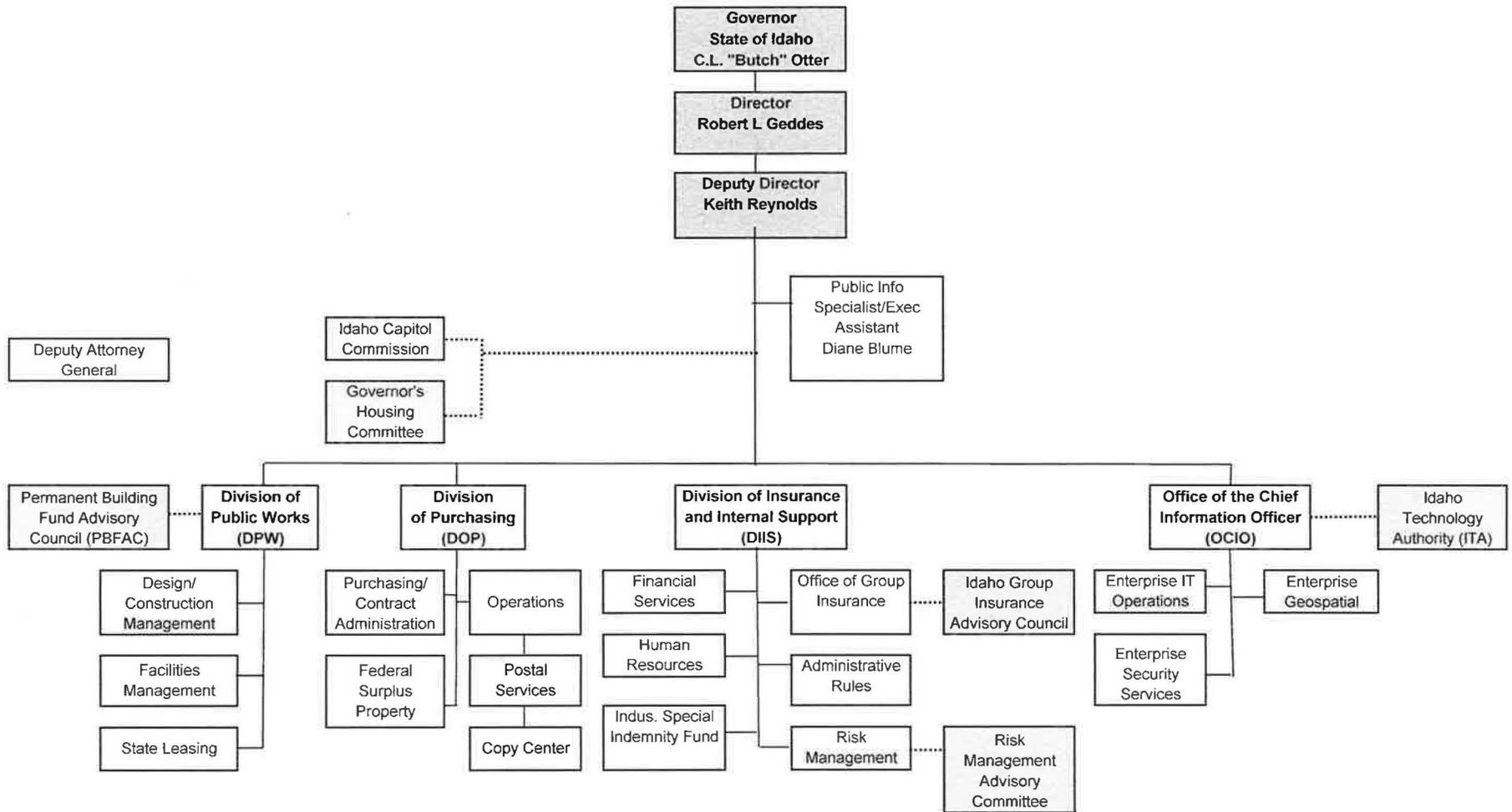
In accordance with 67-3503, Idaho Code, I certify the attached forms properly state the receipts and expenditures of the department (agency, office, or institution) for the fiscal years indicated. The summary of expenditures by major program, fund source, and standard class is indicated below.

Signature of Department Director :  Date: 10/31/16

Function/Activity	FY 2016 Total Appropriation	FY 2016 Total Expenditures	FY 2017 Original Appropriation	FY 2017 Estimated Expenditures	FY 2018 Total Request
Management Services	1,194,000	1,032,800	1,284,900	1,284,900	989,800
Administrative Rules	399,700	363,500	416,700	416,700	414,800
OCIO	3,924,100	3,811,900	3,598,300	4,195,900	4,399,300
Division of Public Works	9,993,600	9,494,800	10,217,800	10,217,800	10,162,700
Purchasing	4,343,500	3,728,900	3,324,000	3,324,000	4,506,300
Office of Insurance Management	1,410,400	1,347,600	1,433,000	1,433,000	1,792,900
Capitol Commission	2,732,900	267,800	2,342,000	2,490,800	2,342,000
Total	23,998,200	20,047,300	22,616,700	23,363,100	24,607,800
By Fund Source	Total Appropriation	Actual Expenditures	Original Appropriation	Estimated Expenditures	Total Request
G 0001-00 General Revenue Fund	4,594,700	4,551,400	3,335,700	3,862,300	3,832,600
D 0120-05 Idaho Education Network Fund	461,800	461,800	0	0	0
D 0365-00 Permanent Building Fund	2,805,000	2,577,000	2,731,200	2,731,200	2,711,600
D 0456-00 Federal Surplus Property	616,600	390,800	630,600	630,600	630,500
D 0461-00 Group Insurance	943,100	879,900	908,800	908,800	916,500
D 0462-00 Risk Management	637,500	613,800	705,200	705,200	770,400
D 0475-05 Administrative Code Fund	427,100	389,100	445,600	445,600	443,700
D 0481-09 Capitol Commission Operating Fund	232,900	84,100	142,000	290,800	142,000
D 0482-79 Capitol Maintenance Reserve Fund	2,500,000	183,700	2,200,000	2,200,000	2,200,000
D 0519-00 Special Indemnity Fund	295,600	222,500	319,100	319,100	319,400
O 0450-00 Administration and Accounting Services	10,483,900	9,693,200	11,198,500	11,269,500	12,641,100
Total	23,998,200	20,047,300	22,616,700	23,363,100	24,607,800

By Object	Total Appropriation	Actual Expenditures	Original Appropriation	Estimated Expenditures	Total Request
Personnel Costs	9,918,400	9,415,500	10,558,100	10,558,100	10,838,700
Operating Expenditures	11,608,500	10,047,000	9,751,400	10,227,800	10,235,500
Capital Outlay	2,471,300	584,800	2,307,200	2,577,200	3,535,400
Trustee And Benefit Payments	0	0	0	0	0
Lump Sum	0	0	0	0	0
Total	23,998,200	20,047,300	22,616,700	23,363,100	24,609,600
FTP Total	139.50	139.50	138.00	138.00	140.00

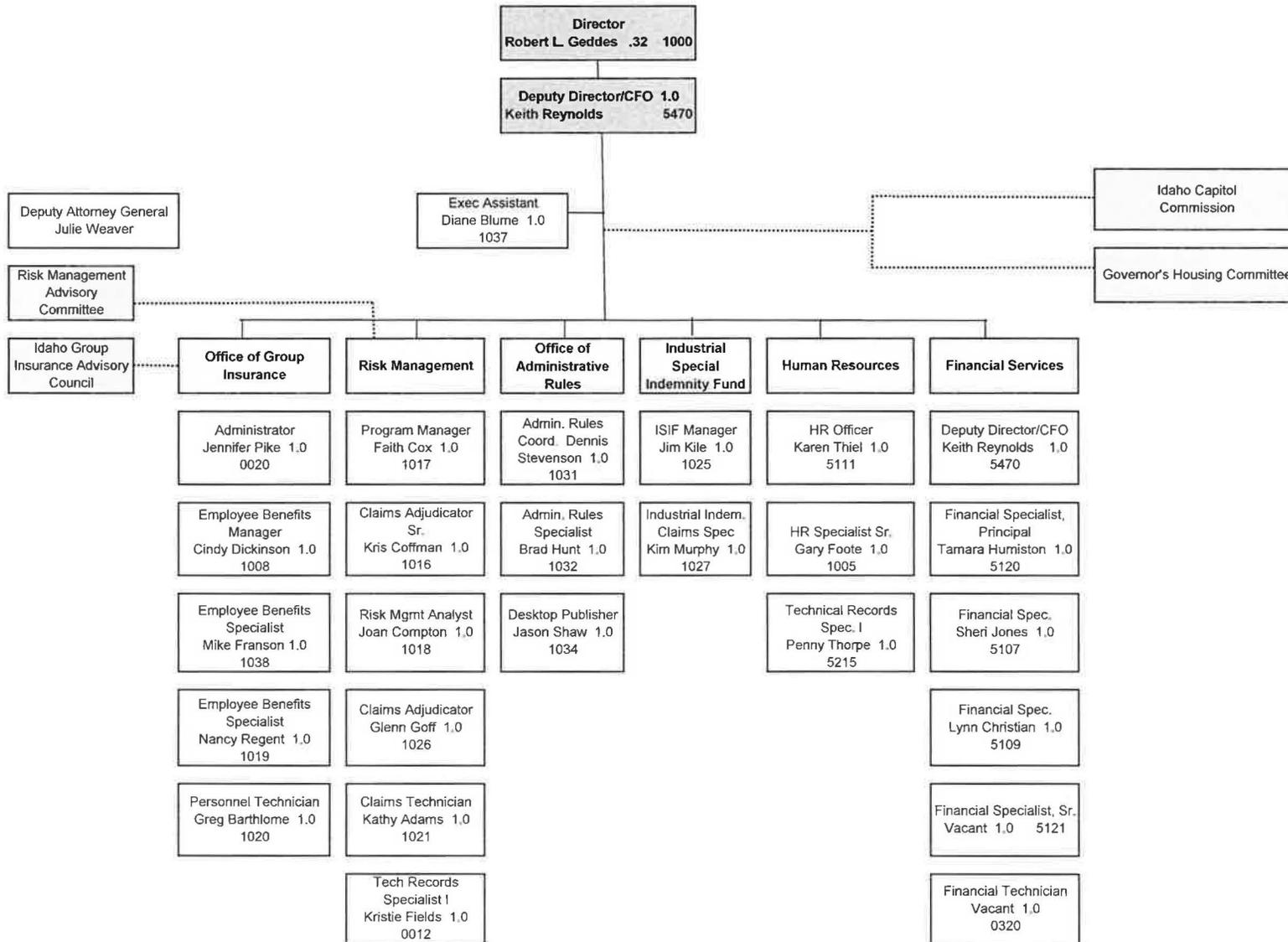
STATE OF IDAHO DEPARTMENT OF ADMINISTRATION



Divisions of Dept of Administration
 Programs & Work Groups of Admin
 Committees Supported by Admin
 Program Advisory Councils

FTP	
Authorized	138
Vacant (8/11)	13

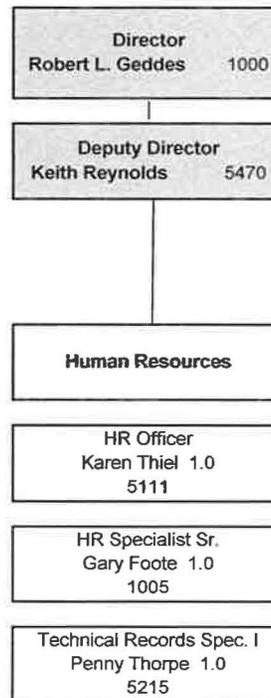
DEPARTMENT OF ADMINISTRATION Division of Insurance and Internal Support



FTP:

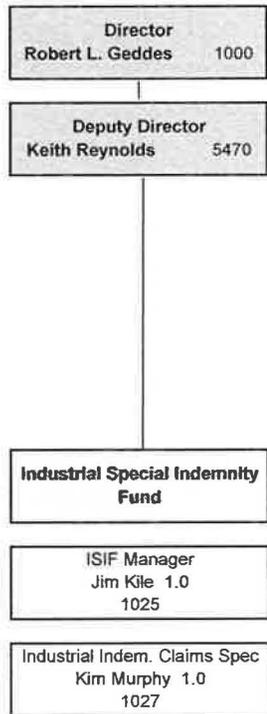
Group Insurance	5.10
Risk Management	6.10
Admin Rules	3.00

**DEPARTMENT OF ADMINISTRATION
Division of Insurance and Internal Support**



FTP:	
Authorized:	3.00
Vacant:	0.00

**DEPARTMENT OF ADMINISTRATION
Division of Insurance and Internal Support**



FTP:

Authorized:	2.00
Vacant:	0.00

DEPARTMENT OF ADMINISTRATION
Division of Insurance and Internal Support



FTP:

Authorized:	3.00
Vacant:	0.00

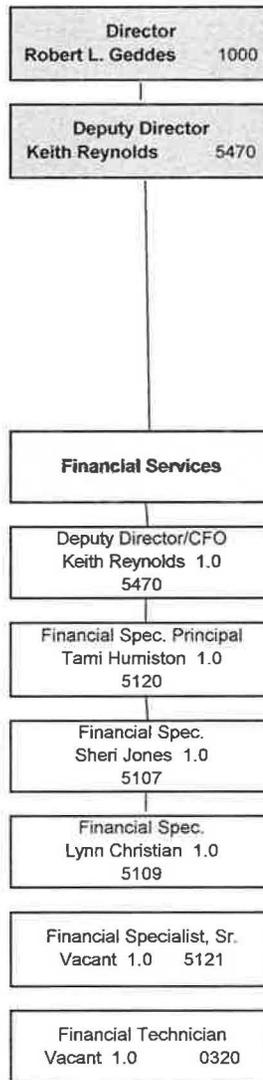
DEPARTMENT OF ADMINISTRATION
Division of Insurance and Internal Support



FTP:

Authorized:	6.15
Vacant:	0.00

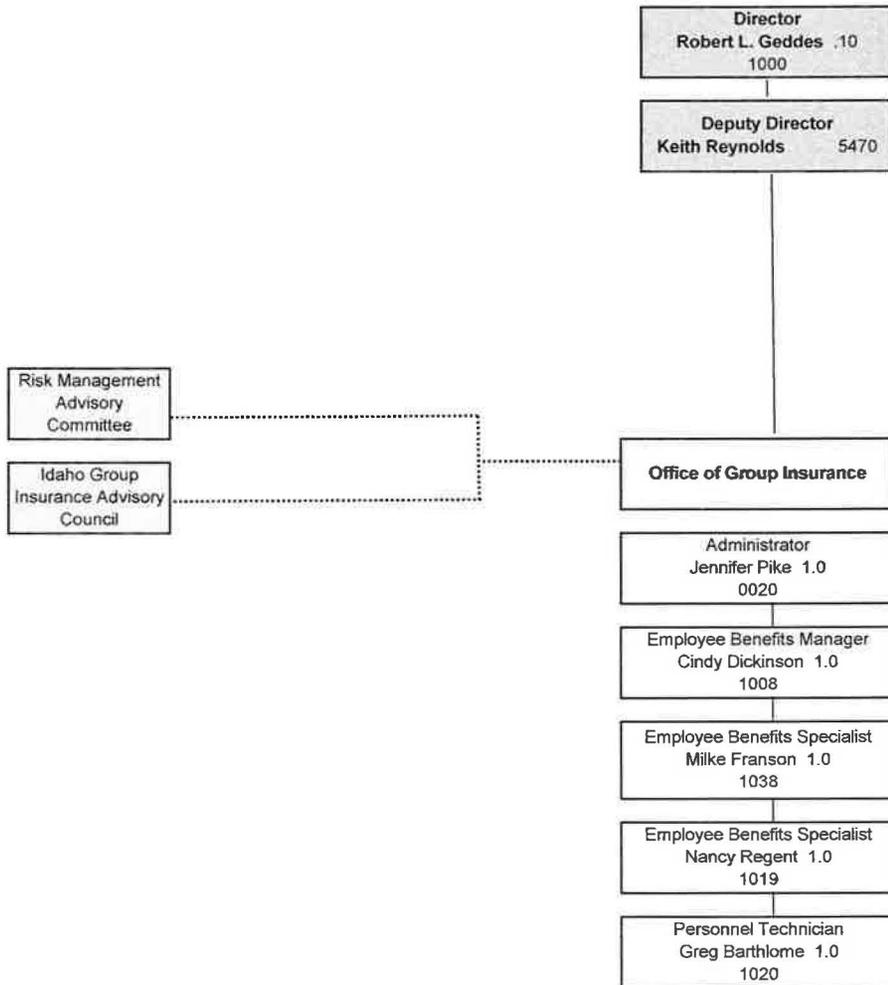
**DEPARTMENT OF ADMINISTRATION
Division of Insurance and Internal Support**



FTP:

Authorized:	6.00
Vacant:	2.00

**DEPARTMENT OF ADMINISTRATION
Division of Insurance and Internal Support**

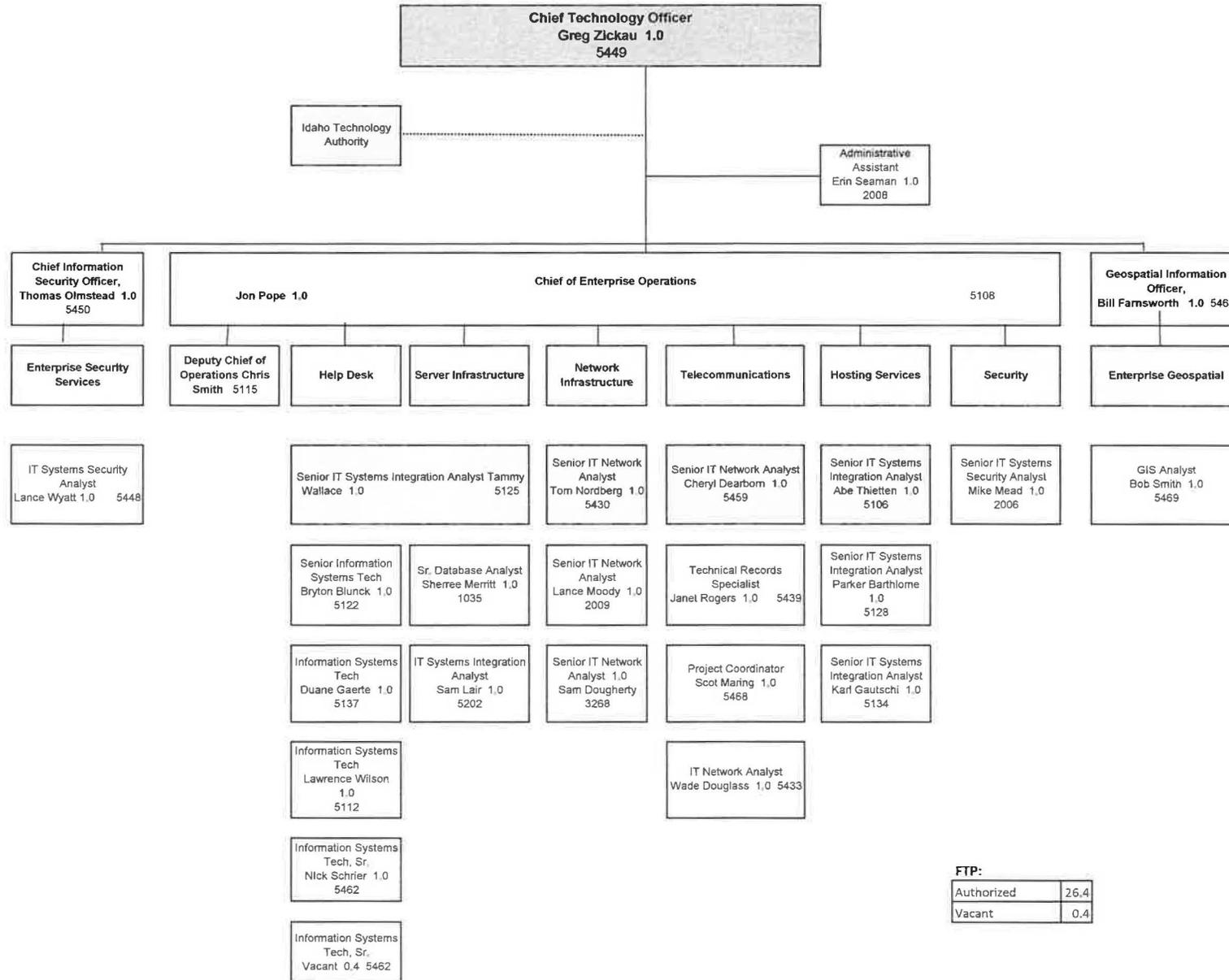


FTP:

Authorized:	5.05
Vacant:	0.00

DEPARTMENT OF ADMINISTRATION
Office of the Chief Information Officer

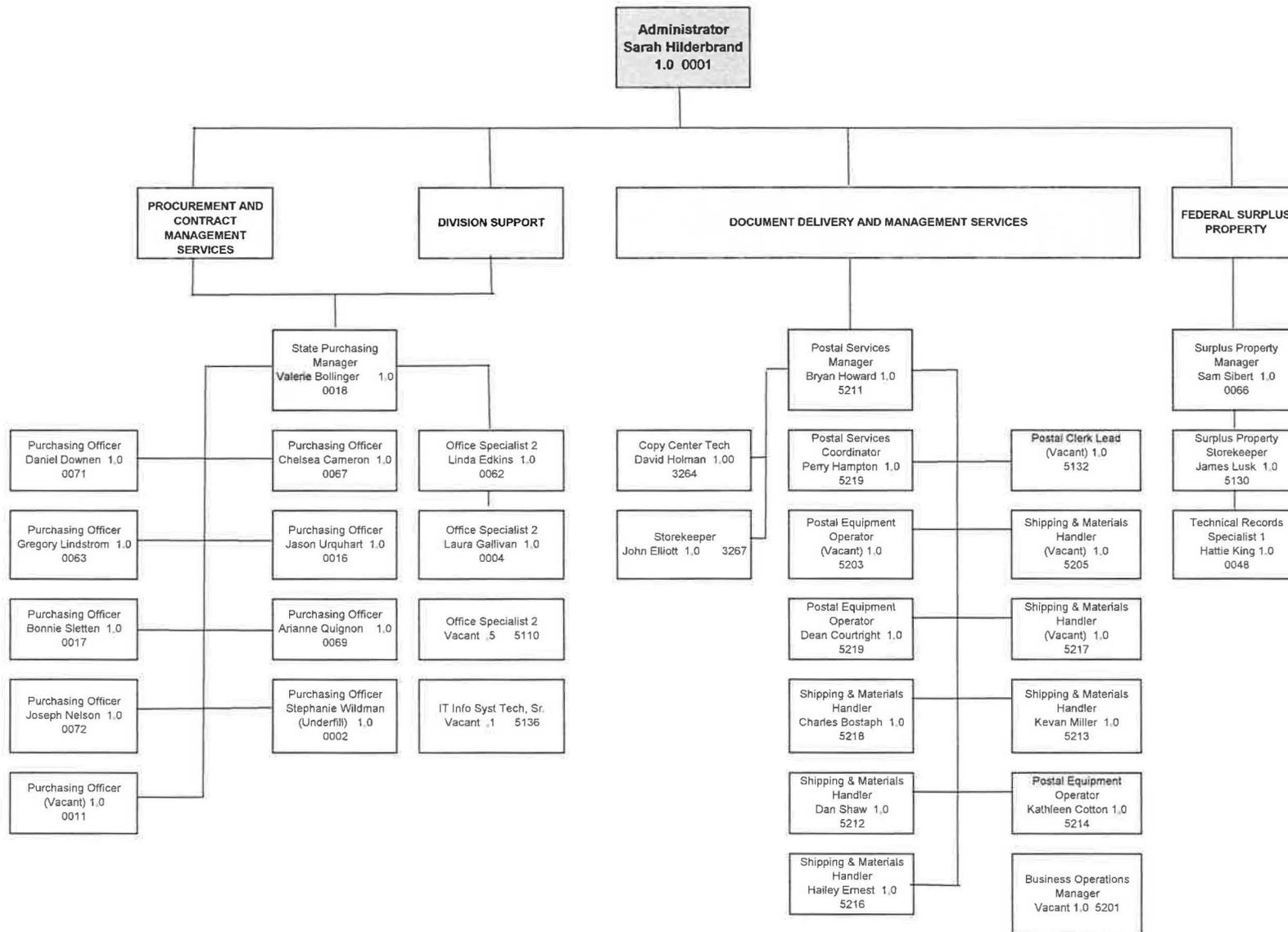
11 of 147



FTP:

Authorized	26.4
Vacant	0.4

DEPARTMENT OF ADMINISTRATION
Division of Purchasing



FTP:

Authorized	31.60
Vacant:	6.60

DEPARTMENT OF ADMINISTRATION
Division of Purchasing

Administrator
Sarah Hilderbrand
0001

FEDERAL SURPLUS
PROPERTY

Surplus Property
Manager
Sam Sibert 1.0
0066

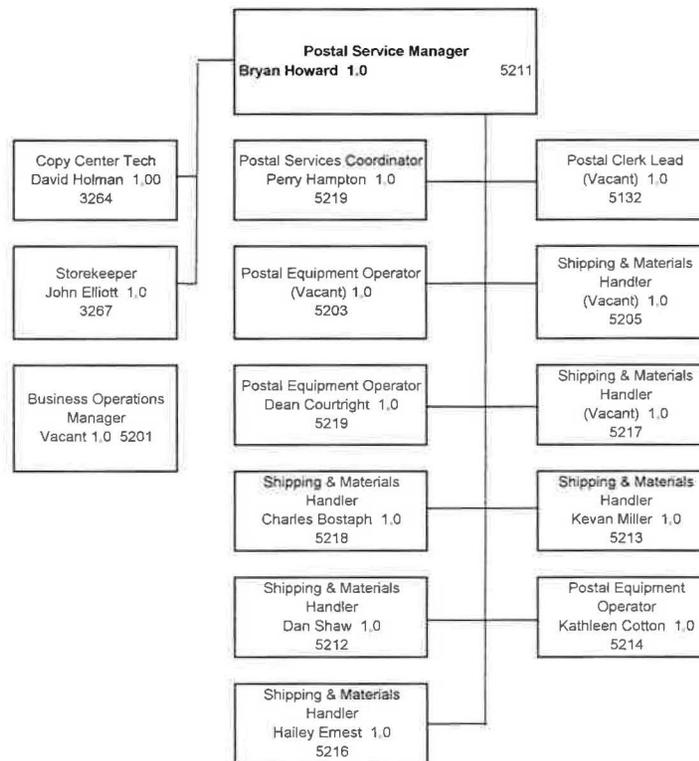
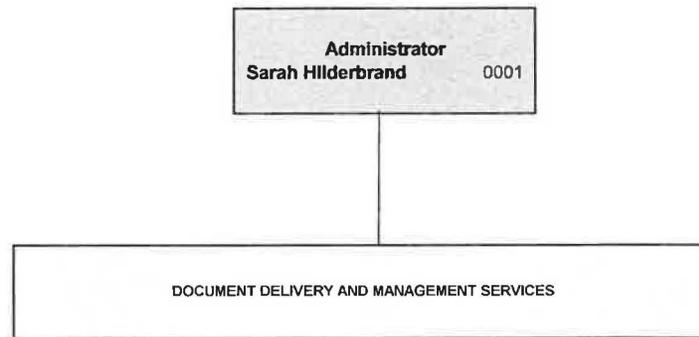
Surplus Property
Storekeeper
James Lusk 1.0
5130

Technical Records
Specialist 1
Hattie King 1.0
0048

FTP:

Authorized	3.00
Vacant:	0.00

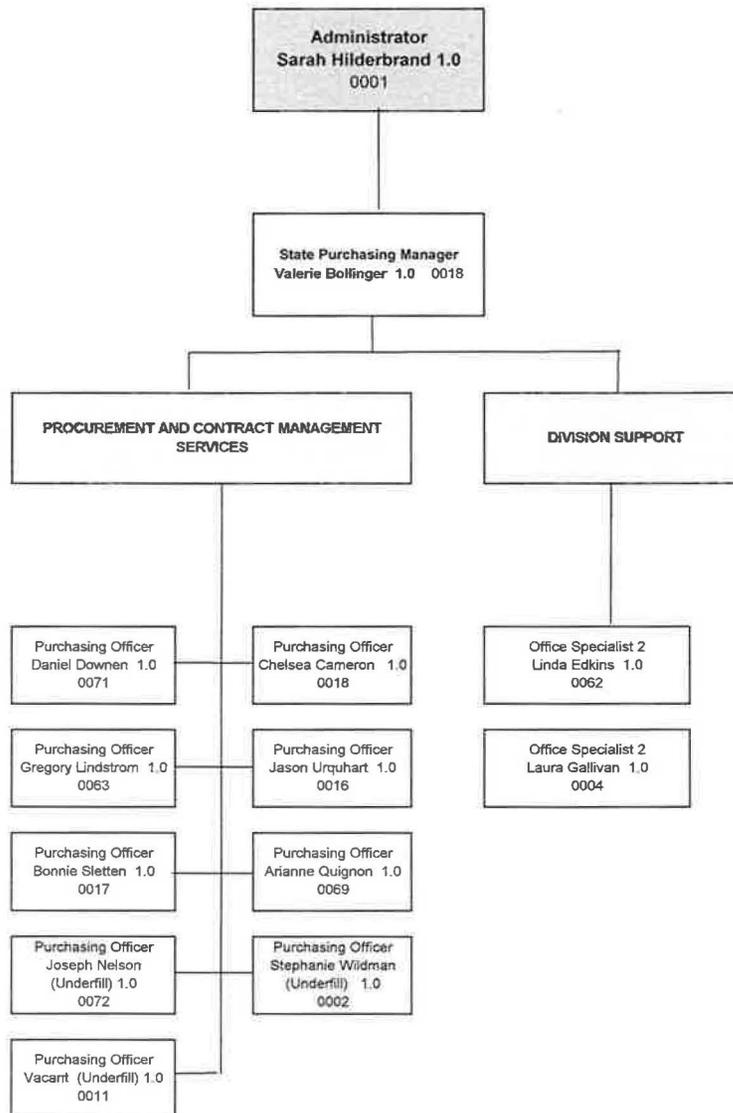
DEPARTMENT OF ADMINISTRATION
Division of Purchasing



FTP:

Authorized	15.00
Vacant:	5.00

**DEPARTMENT OF ADMINISTRATION
Division of Purchasing**



FTP:

Authorized	11.00
Vacant:	1.00

DEPARTMENT OF ADMINISTRATION
Division of Public Works (DPW)

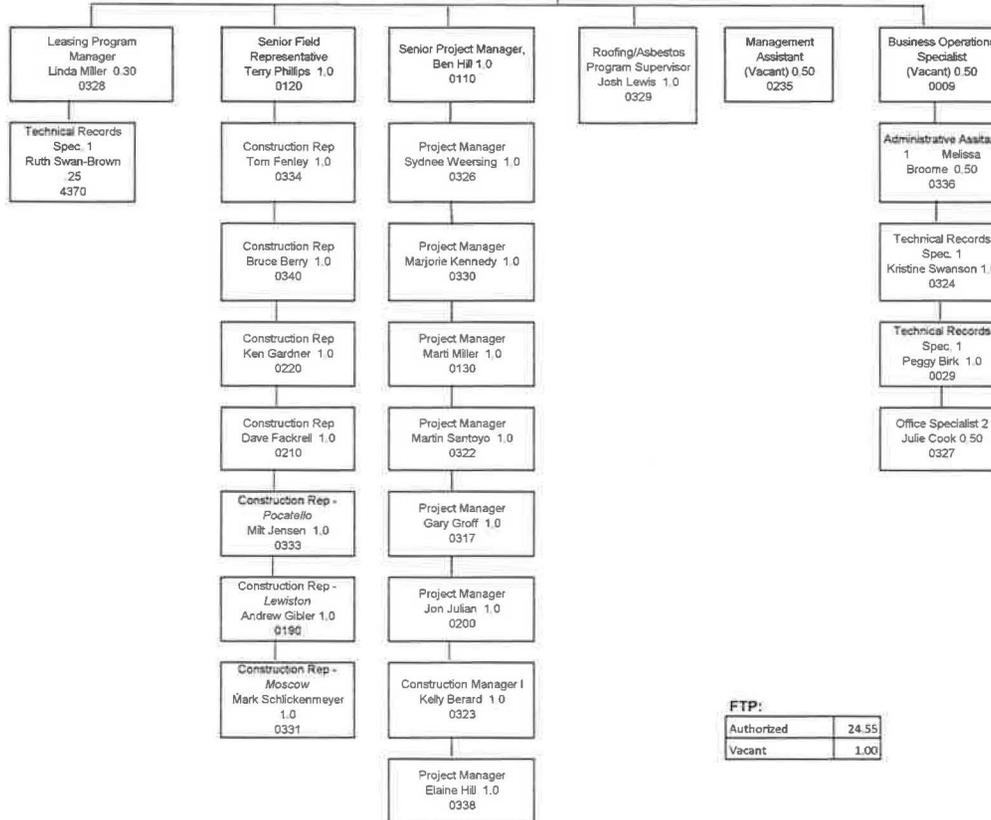
Permanent Building
Fund Advisory Council

ADMINISTRATOR
Jan Frew 0.50 0100

Governor's Housing
Committee

Idaho State Capitol
Commission

Deputy Administrator
Barry Miller 1.0 0321

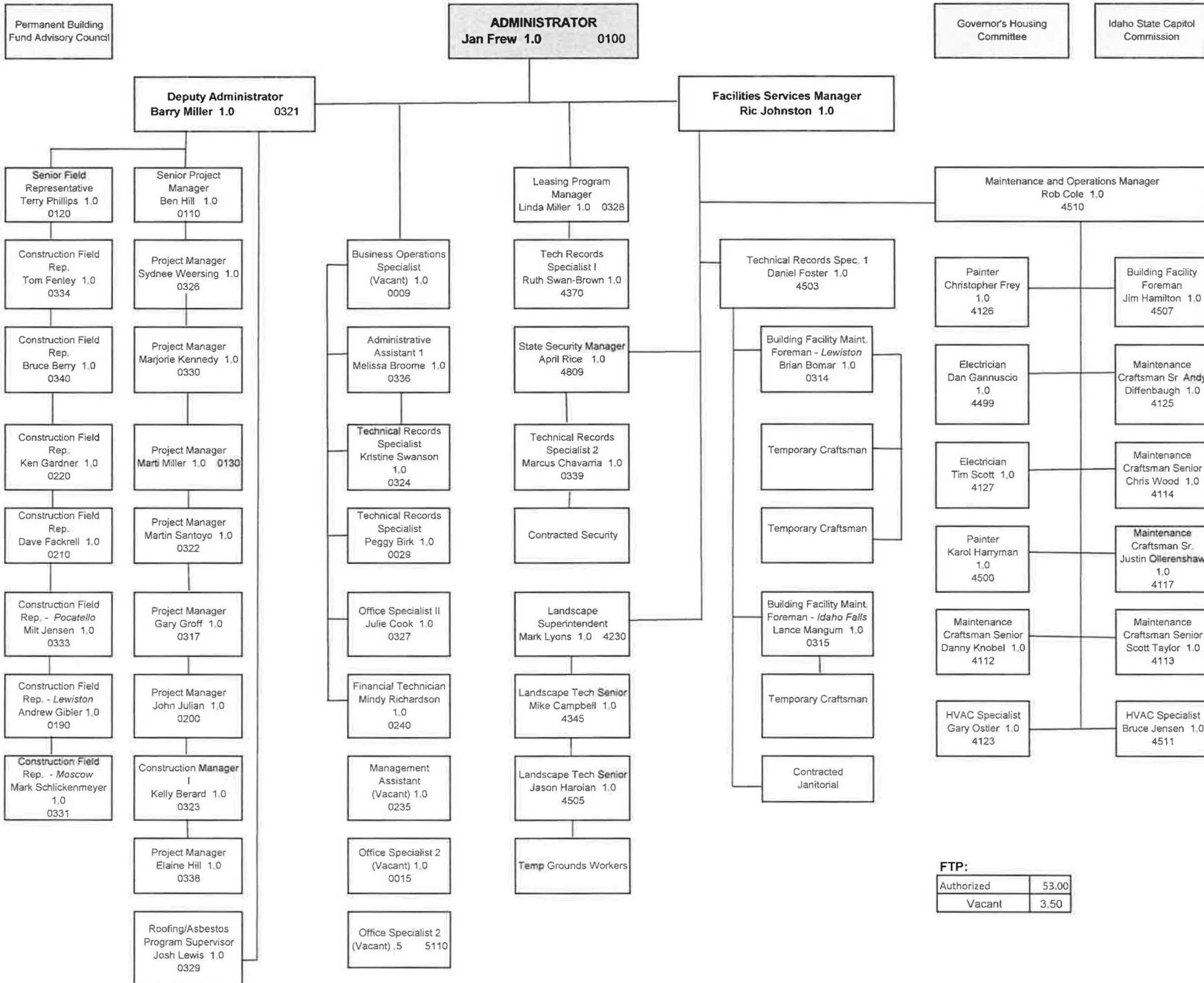


FTP:

Authorized	24.55
Vacant	1.00

DEPARTMENT OF ADMINISTRATION
Division of Public Works (DPW)

17 of 147



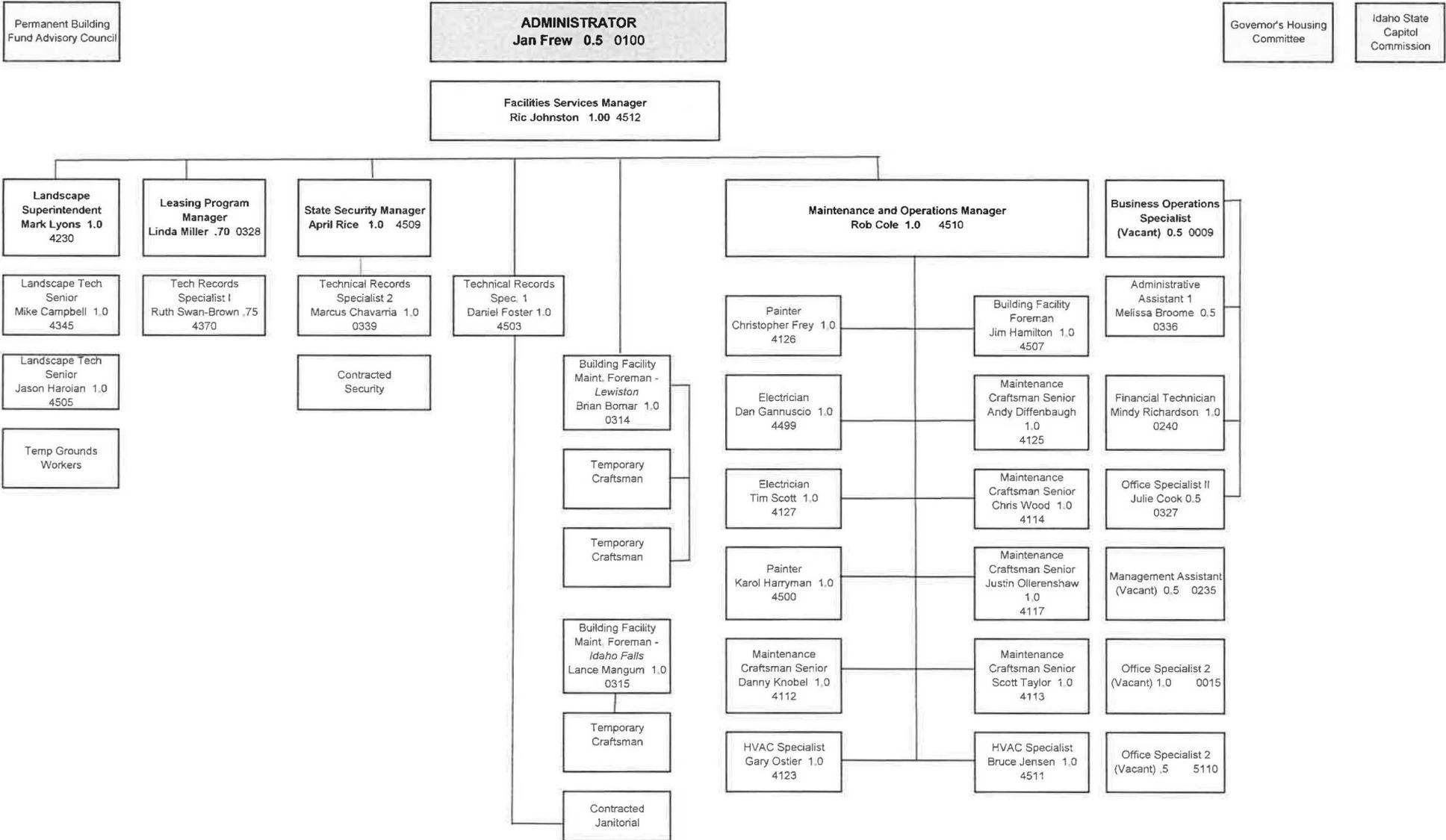
FTP:

Authorized	53.00
Vacant	3.50

DEPARTMENT OF ADMINISTRATION

Division of Public Works (DPW)

18 of 147



FTP:

Authorized	28.45
Vacant	2.50

FY 2018 Agency Budget - Request

Line Item Report

Agency: 200 Administration, Department of

Decision Unit	Priority	Agency Request		
		FTP	General	Total
OCIO				
12.01 Enterprise IT Security Analyst	4	0.00	0	77,300
12.02 Annual Licensing Email Security and Spam Filter	6	0.00	0	49,000
12.03 Licensing IT Systems Integration Analyst Sr	7	1.00	0	98,500
Division of Public Works				
12.01 Construction Field Representative	5	0.00	0	0
Purchasing				
12.01 State-Wide Training	1	0.00	0	220,000
12.02 Capitol Mall Office Space	2	0.00	0	1,000,000
Office of Insurance Management				
12.01 Claims Adjudicator	3	1.00	0	68,500
		2.00	0	1,513,300

FORM B11: REVENUE

Agency/Department: Administration
 Program (If applicable): _____

Request for Fiscal Year: 2018
 Agency Number: 200
 Budget Unit (If Applicable): _____
 Function/Activity Number (If Applicable): _____

Original Request Date: 9/1/16 Revision Request Date: _____

Page: 20 of 147

Fund No.	Fund Detail No.	Fund Name	Significant Assumption Number	Summary Object Code	Revenue Source Description -Summary Level	FY 2014 Actual Revenue	FY 2015 Actual Revenue	FY 2016 Actual Revenue	FY 2017 Estimated Revenue	FY 2018 Estimated Revenue
0120	05	Idaho Education Fund		1501	Sale of Services/Other	8,500				
				2039	Other Federal					
				2501	Interest	2,800	2,200	45	0	0
				3601	Miscellaneous Revenue	300				
0120	05	Idaho Education Fund		FUND TOTAL		\$11,600	\$2,200	\$45	\$0	\$0
0125	11	Indirect Cost Recovery - Admn	1	1501	Sales of Services	850,000	722,700	0	0	0
				3601	Misc. Revenue	100	700	0	0	0
0125	11	Indirect Cost Recovery - Admn		FUND TOTAL		\$850,100	\$723,400	\$0	\$0	\$0
0125	12	Indirect Cost Recovery - IT	1	1501	Sales of Services					
				3601	Misc. Revenue	515,800	368,200	0	0	0
							400	0	0	0
0125	12	Indirect Cost Recovery - IT		FUND TOTAL		\$515,800	\$368,600	\$0	\$0	\$0
0366	00	Governor's Resident		1501	Sale of Services / Rent	100	0	0	0	0
				2001	Fed Grants & Contributions	0	164,100	0	0	0
				2501	Interest	15,700	12,100	11,100	11,100	11,100
				2801	Investment Income	2,500	1,800	2,000	1,900	1,900
				3601	Misc. Revenue	0	0	0	0	0
0366	00	Governor's Resident		FUND TOTAL		\$18,300	\$178,000	\$13,100	\$13,000	\$13,000
0450	04	Administration & Accounting		1501	Sale of Services / Rent	3,098,900	2,727,300	3,810,500	3,700,000	3,700,000
				2501	Interest	400	1,700	(1,000)	1,800	1,800
				3601	Misc. Revenue	0	100	0	0	0
0450	04	Administration & Accounting		FUND TOTAL		\$3,099,300	\$2,729,100	\$3,809,500	\$3,701,800	\$3,701,800
0450	14	Small Agency Support		1501	Sale of Services	30,600	40,600	22,300	22,300	22,300
				2501	Interest	100	100	500	500	500
0450	14	Small Agency Support		FUND TOTAL		\$30,700	\$40,700	\$22,800	\$22,800	\$22,800
GRAND TOTAL						\$4,525,800	\$4,042,000	\$3,845,445	\$3,737,600	\$3,737,600

SIGNIFICANT ASSUMPTIONS

Fund Detail	Significant Assumption	FY 2018 Estimated

Fund No.	No.	Fund Name	Number	Provide Details for any Significant Assumptions Listed	Impact
0125	11/12	Indirect Cost Recovery	1	Cash balances transferred to general fund.	\$0
					\$0
					\$0
					\$0
					\$0
					\$0

FORM B11: REVENUE

Agency/Department: Administration
 Program (If applicable): _____

Request for Fiscal Year: 2018
 Agency Number: 200
 Budget Unit (If Applicable): _____
 Function/Activity Number (If Applicable): _____

Original Request Date: 9/1/16 Revision Request Date: _____

Page: 22 of 147

Fund No.	Fund Detail No.	Fund Name	Significant Assumption Number	Summary Object Code	Revenue Source Description -Summary Level	FY 2014 Actual Revenue	FY 2015 Actual Revenue	FY 2016 Actual Revenue	FY 2017 Estimated Revenue	FY 2018 Estimated Revenue
0450	18	Enterprise IT Security		1501	Sale of Services/Other	250,000	279,600	372,000	360,000	360,000
				2501	Interest	100	300	300	300	300
				3601	Miscellaneous Revenue	0	0	0	0	0
0450	18	Enterprise IT Security		FUND TOTAL		\$250,100	\$279,900	\$372,300	\$360,300	\$360,300
0450	21	Idaho Geospatial		1501	Sales of Services	0	59,800	64,600	64,600	64,600
				2501	Interest	200	0	0	0	0
				3601	Misc. Revenue					
0450	21	Idaho Geospatial		FUND TOTAL		\$200	\$59,800	\$64,600	\$64,600	\$64,600
0450	22	Telephone		1501	Sales of Services	2,046,300	2,031,900	2,041,300	2,020,000	2,020,000
				2501	Interest	(200)	200	800	500	500
				3601	Misc. Revenue					
0450	22	Telephone		FUND TOTAL		\$2,046,100	\$2,032,100	\$2,042,100	\$2,020,500	\$2,020,500
0450	26	Facility Services	2	1001	License Permit & Fees		100			
				1501	Sale of Services	132,800	43,700	45,700	45,700	45,700
				1701	Sale of Goods		6,900	2,300	2,300	2,300
				1901	Sale Land Bldg Equip		300			
				2001	Fed Grants & Contributions		3,000			
				2501	Interest	3,500	3,000	(900)		3,000
				2701	Rent & Lease	3,927,400	3,887,400	4,337,800	4,337,800	4,487,800
				3601	Misc. Revenue	16,300	14,600	8,700	10,000	10,000
0450	26	Facility Services		FUND TOTAL		\$4,080,000	\$3,959,000	\$4,393,600	\$4,395,800	\$4,548,800
0450	27	Purchasing		1501	Sale of Services / Goods	2,043,400	1,856,900	2,135,200	2,000,000	2,000,000
				1701	Sale of Goods	600	100	200	200	200
				2501	Interest	3,700	5,600	1,700	4,000	4,000
				3601	Misc. Revenue	0	600	0	0	0
0450	27	Purchasing		FUND TOTAL		\$2,047,700	\$1,863,200	\$2,137,100	\$2,004,200	\$2,004,200
0450	35	ITA		1501	Sale of Services	536,200	256,500	521,700	525,000	525,000
				2501	Interest	800	600	600	600	600
				3601	Misc. Revenue	100	200	0	0	0
0450	35	ITA		FUND TOTAL		\$537,100	\$257,300	\$522,300	\$525,600	\$525,600
GRAND TOTAL						\$8,961,200	\$8,451,300	\$9,532,000	\$9,371,000	\$9,524,000

SIGNIFICANT ASSUMPTIONS					
Fund No.	Fund Detail No.	Fund Name	Significant Assumption Number	Provide Details for any Significant Assumptions Listed	FY 2018 Estimated Impact
0450	26	Facility Services	2	FY18 budget request includes \$150,000 in rent increase	\$150,000
					\$0
					\$0
					\$0
					\$0
					\$0

FORM B11: REVENUE

Agency/Department: Administration
 Program (If applicable): _____

Request for Fiscal Year: 2018
 Agency Number: 200
 Budget Unit (If Applicable): _____
 Function/Activity Number (If Applicable): _____

Original Request Date: 9/1/16 Revision Request Date: _____

Page: 24 of 147

Fund No.	Fund Detail No.	Fund Name	Significant Assumption Number	Summary Object Code	Revenue Source Description -Summary Level	FY 2014 Actual Revenue	FY 2015 Actual Revenue	FY 2016 Actual Revenue	FY 2017 Estimated Revenue	FY 2018 Estimated Revenue
0450	36	Master License Agreement		1501	Sale of Services/Other	30,000	30,600	31,500	31,500	31,500
				2501	Interest	0	0	0		
				3601	Miscellaneous Revenue	0	0	0		
0450	36	Master License Agreement		FUND TOTAL		\$30,000	\$30,600	\$31,500	\$31,500	\$31,500
0450	38	Enterprise Services		1501	Sales of Services	356,600	349,900	214,500	300,000	300,000
				2501	Interest	300	300	0	0	0
				3601	Misc. Revenue	0	0	0		
0450	38	Enterprise Services		FUND TOTAL		\$356,900	\$350,200	\$214,500	\$300,000	\$300,000
0450	51	Document Services		1501	Sales of Services	3,377,800	3,363,600	3,053,200	3,053,200	3,053,200
				1701	Sale of Goods	331,800	260,500	269,900	260,500	260,500
				1901	Sale of Land Bldg Equipment	0	4,800	1,100	0	0
				2501	Interest	1,200	1,400	500	1,000	1,000
				3601	Misc. Revenue	0	1,400	800	0	0
0450	51	Document Services		FUND TOTAL		\$3,710,800	\$3,631,700	\$3,325,500	\$3,314,700	\$3,314,700
0456	00	Federal Surplus Property		1701	Sale of Goods	373,900	638,200	285,300	285,300	285,300
				1901	Sale Land Bldg Equip	0	7,000	0	0	0
				2001	Program Income	82,000	25,900	63,700	63,700	63,700
				2501	Interest	1,000	1,200	(300)	1,000	1,000
				3601	Misc. Revenue	0	200	200	0	0
0456	00	Federal Surplus Property		FUND TOTAL		\$456,900	\$672,500	\$348,900	\$350,000	\$350,000
0461	52	Group Insurance		1501	Sale of Services / Goods	920,700	1,095,000	902,600	902,600	902,600
				2501	Interest	0	300	(100)	500	500
				3601	Misc. Revenue		400	0	0	0
0461	52	Group Insurance		FUND TOTAL		\$920,700	\$1,095,700	\$902,500	\$903,100	\$903,100
0462	99	Retained Risk Account		1501	Sale of Services	590,300	627,200	641,900	641,900	641,900
				2501	Interest	700	800	800	800	800
				3601	Misc. Revenue	0	400	0	0	0
0462	99	Retained Risk Account		FUND TOTAL		\$591,000	\$628,400	\$642,700	\$642,700	\$642,700
GRAND TOTAL						\$6,066,300	\$6,409,100	\$5,465,600	\$5,542,000	\$5,542,000

SIGNIFICANT ASSUMPTIONS

FORM B11: REVENUE

Agency/Department: Administration
 Program (If applicable): _____

Request for Fiscal Year: 2018
 Agency Number: 200
 Budget Unit (If Applicable): _____
 Function/Activity Number (If Applicable): _____

Original Request Date: 9/1/16 Revision Request Date: _____

Page: 25 of 147

Fund No.	Fund Detail No.	Fund Name	Significant Assumption Number	Summary Object Code	Revenue Source Description -Summary Level	FY 2014 Actual Revenue	FY 2015 Actual Revenue	FY 2016 Actual Revenue	FY 2017 Estimated Revenue	FY 2018 Estimated Revenue
0475	05	Administrative Rules		1701	Sales of Services / Goods	373,800	492,700	821,800	600,000	60,000
				2501	Interest	300	700	700	700	700
				3601	Miscellaneous Revenue	0	0	0		
0475	05	Administrative Rules		FUND TOTAL		\$374,100	\$493,400	\$822,500	\$600,700	\$60,700
0481	09	Capitol Commission Op		2501	Interest	6,000	3,200	2,600	2,600	2,600
				2801	Investment Earnings	6,900	1,900	(1,900)	1,000	1,000
				3601	Misc. Revenue					
0481	09	Capitol Commission Op		FUND TOTAL		\$12,900	\$5,100	\$700	\$3,600	\$3,600
0482	79	Cap. Comm Earnings Res.		2501	Interest	0	0	100	100	100
				3601	Misc. Revenue	381,300	134,400	400,000	285,000	343,800
0482	79	Cap. Comm Earnings Res.		FUND TOTAL		\$381,300	\$134,400	\$400,100	\$285,100	\$343,900
0519	00	ISIF		2501	Interest	11,900	14,500	(4,100)	14,500	14,500
				3601	Misc. Revenue	22,000	28,100	30,300	30,300	30,300
0519	00	ISIF		FUND TOTAL		\$33,900	\$42,600	\$26,200	\$44,800	\$44,800
0365	00	Permanent Building Fund		1701	Sale of Goods		400			
				1901	Sale Land Bldg Equip	7,371,700	1,476,600	66,200	800,000	80,000
				2501	Interest	494,900	814,400	539,800	700,000	70,000
				2701	Rentals & Leases	128,000	283,800	249,000	249,000	249,000
				3601	Misc. Revenue	31,100	3,300	21,900	21,900	21,900
0365	00	Permanent Building Fund		FUND TOTAL		\$8,025,700	\$2,578,500	\$876,900	\$1,770,900	\$420,900
0365	01	Permanent Building Fund		2501	Interest	3,200	3,300	(400)	3,000	3,000
0365	01	Permanent Building Fund		FUND TOTAL		\$3,200	\$3,300	(\$400)	\$3,000	\$3,000
GRAND TOTAL						\$8,831,100	\$3,257,300	\$2,126,000	\$2,708,100	\$876,900

SIGNIFICANT ASSUMPTIONS

Fund No.	Fund Detail No.	Fund Name	Significant Assumption Number	Provide Details for any Significant Assumptions Listed	FY 2018 Estimated Impact

FORM B12: ANALYSIS OF FUND BALANCES

Request for Fiscal Year : 2018

Agency/Department: Administration

Agency Number: 200

Original Request Date: September 1, 2016 or Revision Request Date: _____

Page 27 of 147

Sources and Uses: _____

FUND NAME:	Idaho Education Fund	FUND CODE:	0120-05	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate
1. Beginning Free Fund Balance				1,510,500	707,300	711,500	73,000	73,000
2. Encumbrances as of July 1				30,400	7,600	0	0	0
2a. Reappropriation (Legislative Carryover)				NA	NA	NA	0	0
3. Beginning Cash Balance				1,540,900	714,900	711,500	73,000	73,000
4. Revenues (from Form B-11)				11,600	2,200	(700)	0	0
5. Non-Revenue Receipts and Other Adjustments				0	0	461,800	0	0
6. Statutory Transfers in:		Fund or Reference:		0	0	0	0	0
7. Operating Transfers in:		Fund or Reference:		(500,000)	0	0	0	0
8. Total Available for Year				1,052,500	717,100	1,172,600	73,000	73,000
9. Statutory Transfers Out:		Fund or Reference:		0	0	176,000	0	0
10. Operating Transfers Out:		Fund or Reference:		0	0	0	0	0
11. Non-Expenditure Disbursements and Other Adjustments				0	0	461,800	0	0
12. Cash Expenditures for Prior Year Encumbrances				25,400	5,600	0	0	0
13. Original Appropriation				874,000	0	0	0	0
14. Prior Year Reappropriations, Supplementals, Rescissions				0	0	461,800	0	0
15. Non-cogs, Receipts to Appropriation, etc				0	0	0	0	0
16. Reversions				(554,200)	0	0	0	0
17. Current Year Reappropriation				0	0	0	0	0
18. Reserve for Current Year Encumbrances				(7,600)	0	0	0	0
19. Current Year Cash Expenditures				312,200	0	461,800	0	0
20. Ending Cash Balance				714,900	711,500	73,000	73,000	73,000
21. Prior Year Encumbrances as of June 30				0	0	0	0	0
22. Current Year Encumbrances as of June 30				7,600	0	0	0	0
22a. Current Year Reappropriation				NA	NA	0	0	0
23. Borrowing Limit				0	0	0	0	0
24. Ending Free Fund Balance				707,300	711,500	73,000	73,000	73,000
25. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)				319,800	0	461,800	0	0
26. Outstanding Loans (if this fund is part of a loan program)								

Notes: _____

FORM B12: ANALYSIS OF FUND BALANCES

Request for Fiscal Year : 2018

Agency/Department: Administration

Agency Number: 200

Original Request Date: September 1, 2016 or Revision Request Date: _____

Page 28 of 147

Sources and Uses:

FUND NAME:	Indirect Cost Recovery	FUND CODE:	0125-11	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate
1. Beginning Free Fund Balance				98,600	101,300	21,600	0	0
2. Encumbrances as of July 1				0	0	0	0	0
2a. Reappropriation (Legislative Carryover)				NA	0	NA	0	0
3. Beginning Cash Balance				98,600	101,300	21,600	0	0
4. Revenues (from Form B-11)				850,100	723,400	0	0	0
5. Non-Revenue Receipts and Other Adjustments				0	0	500	0	0
6. Statutory Transfers in:		Fund or Reference:		0	0	0	0	0
7. Operating Transfers in:		Fund or Reference:		0	0	0	0	0
8. Total Available for Year				948,700	824,700	22,100	0	0
9. Statutory Transfers Out:		Fund or Reference:		0	0	22,100	0	0
10. Operating Transfers Out:		Fund or Reference:		0	0	0	0	0
11. Non-Expenditure Disbursements and Other Adjustments				0	500	0	0	0
12. Cash Expenditures for Prior Year Encumbrances				0	0	0	0	0
13. Original Appropriation				897,900	930,900	0	0	0
14. Prior Year Reappropriations, Supplementals, Rescissions				0	0	0	0	0
15. Non-cogs, Receipts to Appropriation, etc				0	0	0	0	0
16. Reversions				(50,500)	(128,300)	0	0	0
17. Current Year Reappropriation				0	0	0	0	0
18. Reserve for Current Year Encumbrances				0	0	0	0	0
19. Current Year Cash Expenditures				847,400	802,600	0	0	0
20. Ending Cash Balance				101,300	21,600	0	0	0
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	NA	0	0	0
23. Borrowing Limit				0	0	0	0	0
24. Ending Free Fund Balance				101,300	21,600	0	0	0
25. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)				847,400	802,600	0	0	0
26. Outstanding Loans (if this fund is part of a loan program)								

Notes:

FORM B12: ANALYSIS OF FUND BALANCES

Request for Fiscal Year : 2018

Agency/Department: Administration

Agency Number: 200

Original Request Date: September 1, 2016 or Revision Request Date: _____

Page 29 of 147

Sources and Uses:

FUND NAME:	Indirect Cost Recovery	FUND CODE:	0125-12	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate
1. Beginning Free Fund Balance				93,100	168,000	3,100	0	0
2. Encumbrances as of July 1				0	0	0	0	0
2a. Reappropriation (Legislative Carryover)				NA	0	NA	0	0
3. Beginning Cash Balance				93,100	168,000	3,100	0	0
4. Revenues (from Form B-11)				585,500	368,600	0	0	0
5. Non-Revenue Receipts and Other Adjustments				0	0	0	0	0
6. Statutory Transfers in:		Fund or Reference:		0	0	0	0	0
7. Operating Transfers in:		Fund or Reference:		0	0	0	0	0
8. Total Available for Year				678,600	536,600	3,100	0	0
9. Statutory Transfers Out:		Fund or Reference:		0	0	3,100	0	0
10. Operating Transfers Out:		Fund or Reference:		0	0	0	0	0
11. Non-Expenditure Disbursements and Other Adjustments				0	0	0	0	0
12. Cash Expenditures for Prior Year Encumbrances				0	0	0	0	0
13. Original Appropriation				519,700	536,200	0	0	0
14. Prior Year Reappropriations, Supplementals, Rescissions				0	0	0	0	0
15. Non-cogs, Receipts to Appropriation, etc				0	0	0	0	0
16. Reversions				(9,100)	(2,700)	0	0	0
17. Current Year Reappropriation				0	0	0	0	0
18. Reserve for Current Year Encumbrances				0	0	0	0	0
19. Current Year Cash Expenditures				510,600	533,500	0	0	0
20. Ending Cash Balance				168,000	3,100	0	0	0
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	NA	0	0	0
23. Borrowing Limit				0	0	0	0	0
24. Ending Free Fund Balance				168,000	3,100	0	0	0
25. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)				510,600	533,500	0	0	0
26. Outstanding Loans (if this fund is part of a loan program)								

Notes:

FORM B12: ANALYSIS OF FUND BALANCES

Request for Fiscal Year : 2018

Agency/Department: Administration

Agency Number: 200

Original Request Date: September 1, 2016 or Revision Request Date: _____

Page 30 of 147

Sources and Uses:

FUND NAME:	Permanent Building Fund	FUND CODE:	0365-00	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate
1. Beginning Free Fund Balance				24,131,500	33,467,300	29,890,000	(24,168,300)	27,062,000
2. Encumbrances as of July 1				7,500	0	0	280,000	280,000
2a. Reappropriation (Legislative Carryover)				NA	0	0	51,230,300	0
3. Beginning Cash Balance				24,139,000	33,467,300	29,890,000	27,342,000	27,342,000
4. Revenues (from Form B-11)				8,225,700	2,533,500	876,900	0	0
5. Non-Revenue Receipts and Other Adjustments				15,800	35,000	(168,400)	0	0
6. Statutory Transfers in:		Fund or Reference:		28,075,000	18,375,000	17,000,000	0	0
7. Operating Transfers in:		Fund or Reference:		18,322,400	18,250,800	19,196,200	0	0
8. Total Available for Year				78,777,900	72,661,600	66,794,700	27,342,000	27,342,000
9. Statutory Transfers Out:		Fund or Reference:		2,737,500	2,737,500	1,737,500	0	0
10. Operating Transfers Out:		Fund or Reference:		13,907,900	7,262,500	7,065,500	0	0
11. Non-Expenditure Disbursements and Other Adjustments				265,400	263,300	39,100	0	0
12. Cash Expenditures for Prior Year Encumbrances				7,500	0	0	0	0
13. Original Appropriation				65,845,000	58,514,000	37,683,300	0	0
14. Prior Year Reappropriations, Supplementals, Rescissions				76,084,800	60,776,300	66,211,500	0	0
15. Non-cogs, Receipts to Appropriation, etc				0	0	0	0	0
16. Reversions				(53,911,200)	(23,467,500)	3,669,800	0	0
17. Current Year Reappropriation				(59,626,300)	(63,314,500)	(51,230,300)	0	0
18. Reserve for Current Year Encumbrances				0	0	(280,000)	0	0
19. Current Year Cash Expenditures				28,392,300	32,508,300	30,610,600	0	0
20. Ending Cash Balance				33,467,300	29,890,000	27,342,000	27,342,000	27,342,000
21. Prior Year Encumbrances as of June 30				0	0	0	280,000	280,000
22. Current Year Encumbrances as of June 30				0	0	280,000	0	0
22a. Current Year Reappropriation				0	0	51,230,300	0	0
23. Borrowing Limit				0	0	0	0	0
24. Ending Free Fund Balance				33,467,300	29,890,000	(24,168,300)	27,062,000	27,062,000
25. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)				28,392,300	32,508,300	30,890,600	0	0
26. Outstanding Loans (if this fund is part of a loan program)								

Notes:

FORM B12: ANALYSIS OF FUND BALANCES

Request for Fiscal Year : 2018

Agency/Department: Administration

Agency Number: 200

Original Request Date: September 1, 2016 or Revision Request Date: _____

Page 31 of 147

Sources and Uses: _____

FUND NAME:	Permanent Building Fund	FUND CODE:	0365-01	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate
1. Beginning Free Fund Balance				1,266,800	862,200	1,062,900	964,900	964,900
2. Encumbrances as of July 1				0	0	0	0	0
2a. Reappropriation (Legislative Carryover)				NA	0	0	0	0
3. Beginning Cash Balance				1,266,800	862,200	1,062,900	964,900	964,900
4. Revenues (from Form B-11)				3,200	3,300	(400)	0	0
5. Non-Revenue Receipts and Other Adjustments				0	0	0	0	0
6. Statutory Transfers in:		Fund or Reference:		201,700	307,500	0	0	0
7. Operating Transfers in:		Fund or Reference:		0	0	0	0	0
8. Total Available for Year				1,471,700	1,173,000	1,062,500	964,900	964,900
9. Statutory Transfers Out:		Fund or Reference:		0	0	0	0	0
10. Operating Transfers Out:		Fund or Reference:		0	0	0	0	0
11. Non-Expenditure Disbursements and Other Adjustments				0	0	0	0	0
12. Cash Expenditures for Prior Year Encumbrances				0	0	0	0	0
13. Original Appropriation				0	0	0	0	0
14. Prior Year Reappropriations, Supplementals, Rescissions				0	0	0	0	0
15. Non-cogs, Receipts to Appropriation, etc				0	0	0	0	0
16. Reversions				0	0	0	0	0
17. Current Year Reappropriation				0	0	0	0	0
18. Reserve for Current Year Encumbrances				0	0	0	0	0
19. Current Year Cash Expenditures				609,500	110,100	97,600	0	0
20. Ending Cash Balance				862,200	1,062,900	964,900	964,900	964,900
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
24. Ending Free Fund Balance				862,200	1,062,900	964,900	964,900	964,900
25. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)				609,500	110,100	97,600	0	0
26. Outstanding Loans (if this fund is part of a loan program)								

Notes: _____

FORM B12: ANALYSIS OF FUND BALANCES

Request for Fiscal Year : 2018

Agency/Department: Administration

Agency Number: 200

Original Request Date: September 1, 2016 or Revision Request Date: _____

Page 32 of 147

Sources and Uses:

FUND NAME:	Permanent Building Fund	FUND CODE:	0365-03	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate
1. Beginning Free Fund Balance				(823,100)	2,798,000	4,038,000	6,743,200	25,638,800
2. Encumbrances as of July 1				0	0	0	0	0
2a. Reappropriation (Legislative Carryover)				0	0	0	0	0
3. Beginning Cash Balance				(823,100)	2,798,000	4,038,000	6,743,200	25,638,800
4. Revenues (from Form B-11)				23,251,200	16,805,000	18,554,500	18,554,500	18,554,500
5. Non-Revenue Receipts and Other Adjustments				(361,400)	369,800	(308,700)	369,800	369,800
6. Statutory Transfers in:		Fund or Reference:		0	0	0	0	0
7. Operating Transfers in:		Fund or Reference:		0	0	0	0	0
8. Total Available for Year				22,066,700	19,972,800	22,283,800	25,667,500	44,563,100
9. Statutory Transfers Out:		Fund or Reference:		0	0	0	0	0
10. Operating Transfers Out:		Fund or Reference:		0	0	0	0	0
11. Non-Expenditure Disbursements and Other Adjustments				59,500	64,900	28,700	28,700	28,700
12. Cash Expenditures for Prior Year Encumbrances				0	0	0	0	0
13. Original Appropriation				0	0	0	0	0
14. Prior Year Reappropriations, Supplementals, Rescissions				0	0	0	0	0
15. Non-cogs, Receipts to Appropriation, etc				0	0	0	0	0
16. Reversions				0	0	0	0	0
17. Current Year Reappropriation				0	0	0	0	0
18. Reserve for Current Year Encumbrances				0	0	0	0	0
19. Current Year Cash Expenditures				19,209,200	15,869,900	15,511,900		
20. Ending Cash Balance				2,798,000	4,038,000	6,743,200	25,638,800	44,534,400
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
24. Ending Free Fund Balance				2,798,000	4,038,000	6,743,200	25,638,800	44,534,400
25. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)				19,209,200	15,869,900	15,511,900	0	0
26. Outstanding Loans (if this fund is part of a loan program)								

Notes:

FORM B12: ANALYSIS OF FUND BALANCES

Request for Fiscal Year : 2018

Agency/Department: Administration

Agency Number: 200

Original Request Date: September 1, 2016 or Revision Request Date: _____

Page _____ of _____

Sources and Uses: _____

FUND NAME:	Permanent Building Fund	FUND CODE:	0365-91	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate
1. Beginning Free Fund Balance				14,151,000	12,680,800	5,278,000	2,488,500	1,010,000
2. Encumbrances as of July 1				0	0	0	0	0
2a. Reappropriation (Legislative Carryover)				0	0	0	0	0
3. Beginning Cash Balance				14,151,000	12,680,800	5,278,000	2,488,500	1,010,000
4. Revenues (from Form B-11)				12,700	28,500	(332,500)	21,500	21,500
5. Non-Revenue Receipts and Other Adjustments				0	(7,000)	7,000	0	0
6. Statutory Transfers in:		Fund or Reference:		20,778,700	9,960,700	0	0	0
7. Operating Transfers in:		Fund or Reference:		0	0	0	0	0
8. Total Available for Year				34,942,400	22,663,000	4,952,500	2,510,000	1,031,500
9. Statutory Transfers Out:		Fund or Reference:		0	0	(307,200)	0	0
10. Operating Transfers Out:		Fund or Reference:		0	0	0	0	0
11. Non-Expenditure Disbursements and Other Adjustments				0	0	0	0	0
12. Cash Expenditures for Prior Year Encumbrances				0	0	0	0	0
13. Original Appropriation				0	0	0	0	0
14. Prior Year Reappropriations, Supplementals, Rescissions (Carryover loaded as Zero amount in STARS)				0	0	0	2,510,000	1,031,500
15. Non-cogs, Receipts to Appropriation, etc				0	0	0	0	0
16. Reversions				0	0	0	0	0
17. Current Year Reappropriation				0	0	0	0	0
18. Reserve for Current Year Encumbrances				0	0	0	0	0
19. Current Year Cash Expenditures				22,261,600	17,385,000	2,771,200	1,500,000	1,031,500
20. Ending Cash Balance				12,680,800	5,278,000	2,488,500	1,010,000	0
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
24. Ending Free Fund Balance				12,680,800	5,278,000	2,488,500	1,010,000	0
25. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)				22,261,600	17,385,000	2,771,200	1,500,000	1,031,500
26. Outstanding Loans (if this fund is part of a loan program)								

Notes: _____

Replacement

FORM B12: ANALYSIS OF FUND BALANCES Request for Fiscal Year : 2018
 Agency/Department: Administration Agency Number: 200
 Original Request Date: September 1, 2016 or Revision Request Date: 11/1/16 Page 34 of 147

Sources and Uses:

FUND NAME:	Idaho State Network	FUND CODE:	0450-04	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate
1. Beginning Free Fund Balance				153,000	212,400	467,400	380,300	4,118,800
2. Encumbrances as of July 1				0	0	0	0	0
2a. Reappropriation (Legislative Carryover)				0	0	0	0	0
3. Beginning Cash Balance				153,000	212,400	467,400	380,300	4,118,800
4. Revenues (from Form B-11)				3,099,300	2,729,100	3,809,500	3,809,500	3,809,500
5. Non-Revenue Receipts and Other Adjustments				0	85,300	(7,000)	0	0
6. Statutory Transfers in:		Fund or Reference:		0	0	0	0	0
7. Operating Transfers in:		Fund or Reference:		0	0	0	0	0
8. Total Available for Year				3,252,300	3,026,800	4,269,900	4,169,800	7,928,300
9. Statutory Transfers Out:		Fund or Reference:		0	0	0	0	0
10. Operating Transfers Out:		Fund or Reference:		0	0	198,400	0	0
11. Non-Expenditure Disbursements and Other Adjustments				0	0	0	0	0
12. Cash Expenditures for Prior Year Encumbrances				0	0	0	0	0
13. Original Appropriation				0	0	0	0	0
14. Prior Year Reappropriations, Supplementals, Rescissions				0	0	0	71,000	0
15. Non-cogs, Receipts to Appropriation, etc				0	0	0	0	0
16. Reversions				0	0	0	0	0
17. Current Year Reappropriation				0	0	0	0	0
18. Reserve for Current Year Encumbrances				0	0	0	0	0
19. Current Year Cash Expenditures				3,039,900	2,559,400	3,691,200	71,000	0
20. Ending Cash Balance				212,400	467,400	380,300	4,118,800	7,928,300
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
24. Ending Free Fund Balance				212,400	467,400	380,300	4,118,800	7,928,300
25. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)				3,039,900	2,559,400	3,691,200	71,000	0
26. Outstanding Loans (If this fund is part of a loan program)								

Notes:

FORM B12: ANALYSIS OF FUND BALANCES

Request for Fiscal Year : 2018

Agency/Department: Administration

Agency Number: 200

Original Request Date: September 1, 2016 or Revision Request Date: _____

Page 35 of 147

Sources and Uses:

FUND NAME:	Small Agency Support	FUND CODE:	0450-14	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate
1. Beginning Free Fund Balance				29,100	29,200	35,100	74,300	497,100
2. Encumbrances as of July 1				0	0	0	0	0
2a. Reappropriation (Legislative Carryover)				0	0	0	0	0
3. Beginning Cash Balance				29,100	29,200	35,100	74,300	497,100
4. Revenues (from Form B-11)				30,700	40,700	22,800	22,800	22,800
5. Non-Revenue Receipts and Other Adjustments				0	1,500	0	0	0
6. Statutory Transfers in:		Fund or Reference:		0	0	0	0	0
7. Operating Transfers in:	Retire Borrowing Limit	Fund or Reference:		0	0	408,600	400,000	400,000
8. Total Available for Year				59,800	71,400	466,500	497,100	919,900
9. Statutory Transfers Out:		Fund or Reference:		0	0	0	0	0
10. Operating Transfers Out:		Fund or Reference:		0	0	0	0	0
11. Non-Expenditure Disbursements and Other Adjustments				0	0	0	0	0
12. Cash Expenditures for Prior Year Encumbrances				0	0	0	0	0
13. Original Appropriation				61,400	63,400	0	0	0
14. Prior Year Reappropriations, Supplementals, Rescissions				(30,800)	(27,100)	0	0	0
15. Non-cogs, Receipts to Appropriation, etc				0	0	0	0	0
16. Reversions				0	0	0	0	0
17. Current Year Reappropriation				0	0	0	0	0
18. Reserve for Current Year Encumbrances				0	0	0	0	0
19. Current Year Cash Expenditures				30,600	36,300	392,200		
20. Ending Cash Balance				29,200	35,100	74,300	497,100	919,900
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
24. Ending Free Fund Balance				29,200	35,100	74,300	497,100	919,900
25. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)				30,600	36,300	392,200	0	0
26. Outstanding Loans (if this fund is part of a loan program)								

Notes:

FORM B12: ANALYSIS OF FUND BALANCES

Request for Fiscal Year : 2018

Agency/Department: Administration

Agency Number: 200

Original Request Date: September 1, 2016 or Revision Request Date: _____

Page 36 of 147

Sources and Uses:

FUND NAME:	Enterprise IT Security	FUND CODE:	0450-18	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate
1. Beginning Free Fund Balance				(1,800)	1,000	(20,200)	7,600	367,900
2. Encumbrances as of July 1				0	0	0	0	0
2a. Reappropriation (Legislative Carryover)				0	0	0	0	0
3. Beginning Cash Balance				(1,800)	1,000	(20,200)	7,600	367,900
4. Revenues (from Form B-11)				250,100	280,000	372,300	360,300	360,300
5. Non-Revenue Receipts and Other Adjustments				0	0	(2,100)	0	0
6. Statutory Transfers in:		Fund or Reference:		0	0	0	0	0
7. Operating Transfers in:		Fund or Reference:		0	0	0	0	0
8. Total Available for Year				248,300	281,000	350,000	367,900	728,200
9. Statutory Transfers Out:		Fund or Reference:		0	0	0	0	0
10. Operating Transfers Out:		Fund or Reference:		0	0	35,000	0	0
11. Non-Expenditure Disbursements and Other Adjustments				0	0	0	0	0
12. Cash Expenditures for Prior Year Encumbrances				0	0	0	0	0
13. Original Appropriation				0	0	0	0	0
14. Prior Year Reappropriations, Supplementals, Rescissions				0	0	0	0	0
15. Non-cogs, Receipts to Appropriation, etc				0	0	0	0	0
16. Reversions				0	0	0	0	0
17. Current Year Reappropriation				0	0	0	0	0
18. Reserve for Current Year Encumbrances				0	0	0	0	0
19. Current Year Cash Expenditures				247,300	301,200	307,400		
20. Ending Cash Balance				1,000	(20,200)	7,600	367,900	728,200
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
24. Ending Free Fund Balance				1,000	(20,200)	7,600	367,900	728,200
25. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)				247,300	301,200	307,400	0	0
26. Outstanding Loans (if this fund is part of a loan program)								

Notes:

FORM B12: ANALYSIS OF FUND BALANCES

Request for Fiscal Year : 2018

Agency/Department: Administration

Agency Number: 200

Original Request Date: September 1, 2016 or Revision Request Date: _____

Page 37 of 147

Sources and Uses:

FUND NAME:	Idaho Geo Spatial	FUND CODE:	0450-21	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate
1. Beginning Free Fund Balance				56,900	3,200	3,800	13,400	373,700
2. Encumbrances as of July 1				0	0	0	0	0
2a. Reappropriation (Legislative Carryover)				0	0	0	0	0
3. Beginning Cash Balance				56,900	3,200	3,800	13,400	373,700
4. Revenues (from Form B-11)				200	59,800	64,600	360,300	360,300
5. Non-Revenue Receipts and Other Adjustments				0	0	0	0	0
6. Statutory Transfers in:		Fund or Reference:		0	0	0	0	0
7. Operating Transfers in:		Fund or Reference:		0	0	0	0	0
8. Total Available for Year				57,100	63,000	68,400	373,700	734,000
9. Statutory Transfers Out:		Fund or Reference:		0	0	0	0	0
10. Operating Transfers Out:		Fund or Reference:		0	0	0	0	0
11. Non-Expenditure Disbursements and Other Adjustments				0	0	0	0	0
12. Cash Expenditures for Prior Year Encumbrances				0	0	0	0	0
13. Original Appropriation				0	0	0	0	0
14. Prior Year Reappropriations, Supplementals, Rescissions				0	0	0	0	0
15. Non-cogs, Receipts to Appropriation, etc				0	0	0	0	0
16. Reversions				0	0	0	0	0
17. Current Year Reappropriation				0	0	0	0	0
18. Reserve for Current Year Encumbrances				0	0	0	0	0
19. Current Year Cash Expenditures				53,900	59,200	55,000		
20. Ending Cash Balance				3,200	3,800	13,400	373,700	734,000
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
24. Ending Free Fund Balance				3,200	3,800	13,400	373,700	734,000
25. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)				53,900	59,200	55,000	0	0
26. Outstanding Loans (if this fund is part of a loan program)								

Notes:

FORM B12: ANALYSIS OF FUND BALANCES

Request for Fiscal Year : 2018

Agency/Department: Administration

Agency Number: 200

Original Request Date: September 1, 2016 or Revision Request Date: _____

Page 38 of 147

Sources and Uses:

FUND NAME:	Telephone	FUND CODE:	0450-22	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate
1. Beginning Free Fund Balance				(41,800)	68,200	227,400	404,100	570,800
2. Encumbrances as of July 1				0	0	0	0	0
2a. Reappropriation (Legislative Carryover)				0	0	0	0	0
3. Beginning Cash Balance				(41,800)	68,200	227,400	404,100	570,800
4. Revenues (from Form B-11)				2,046,100	2,032,300	2,042,100	2,020,500	2,020,500
5. Non-Revenue Receipts and Other Adjustments				0	22,500	(11,600)	0	0
6. Statutory Transfers in:		Fund or Reference:		0	0	0	0	0
7. Operating Transfers in:		Fund or Reference:		0	0	0	0	0
8. Total Available for Year				2,004,300	2,123,000	2,257,900	2,424,600	2,591,300
9. Statutory Transfers Out:		Fund or Reference:		0	0	0	0	0
10. Operating Transfers Out:		Fund or Reference:		0	0	0	0	0
11. Non-Expenditure Disbursements and Other Adjustments				0	0	0	0	0
12. Cash Expenditures for Prior Year Encumbrances				0	0	0	0	0
13. Original Appropriation				0	0	0	0	0
14. Prior Year Reappropriations, Supplementals, Rescissions				0	0	0	0	0
15. Non-cogs, Receipts to Appropriation, etc				0	0	0	0	0
16. Reversions				0	0	0	0	0
17. Current Year Reappropriation				0	0	0	0	0
18. Reserve for Current Year Encumbrances				0	0	0	0	0
19. Current Year Cash Expenditures				1,936,100	1,895,600	1,853,800	1,853,800	1,853,800
20. Ending Cash Balance				68,200	227,400	404,100	570,800	737,500
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
24. Ending Free Fund Balance				68,200	227,400	404,100	570,800	737,500
25. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)				1,936,100	1,895,600	1,853,800	1,853,800	1,853,800
26. Outstanding Loans (if this fund is part of a loan program)								

Notes:

FORM B12: ANALYSIS OF FUND BALANCES

Request for Fiscal Year : 2018

Agency/Department: Administration

Agency Number: 200

Original Request Date: September 1, 2016 or Revision Request Date: _____

Page 39 of 147

Sources and Uses:

FUND NAME:	Facility Services	FUND CODE:	0450-26	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate
1. Beginning Free Fund Balance				409,100	406,300	37,500	104,200	172,500
2. Encumbrances as of July 1				0	0	0	0	0
2a. Reappropriation (Legislative Carryover)				0	0	0	0	0
3. Beginning Cash Balance				409,100	406,300	37,500	104,200	172,500
4. Revenues (from Form B-11)				4,080,000	3,959,100	4,393,600	4,395,800	4,548,800
5. Non-Revenue Receipts and Other Adjustments				0	6,000	3,800	0	0
6. Statutory Transfers in:		Fund or Reference:		2,737,500	2,737,500	1,737,500	1,737,500	1,737,500
7. Operating Transfers in:		Fund or Reference:		0	0	0	0	0
8. Total Available for Year				7,226,600	7,108,900	6,172,400	6,237,500	6,458,800
9. Statutory Transfers Out:		Fund or Reference:		201,600	206,300	0	0	0
10. Operating Transfers Out:		Fund or Reference:		0	0	239,300	239,300	239,300
11. Non-Expenditure Disbursements and Other Adjustments				5,000	0	3,200	0	0
12. Cash Expenditures for Prior Year Encumbrances				7,500	0	0	0	0
13. Original Appropriation				7,299,500	7,312,100	0	0	0
14. Prior Year Reappropriations, Supplementals, Rescissions				0	0	0	0	0
15. Non-cogs, Receipts to Appropriation, etc				0	2,500	0	0	0
16. Reversions				(693,300)	(449,500)	0	0	0
17. Current Year Reappropriation				0	0	0	0	0
18. Reserve for Current Year Encumbrances				0	0	0	0	0
19. Current Year Cash Expenditures				6,606,200	6,865,100	5,825,700	5,825,700	5,825,700
20. Ending Cash Balance				406,300	37,500	104,200	172,500	393,800
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
24. Ending Free Fund Balance				406,300	37,500	104,200	172,500	393,800
25. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)				6,606,200	6,865,100	5,825,700	5,825,700	5,825,700
26. Outstanding Loans (if this fund is part of a loan program)								

Notes:

Replacement

FORM B12: ANALYSIS OF FUND BALANCES

Request for Fiscal Year : 2018

Agency/Department: Administration

Agency Number: 200

Original Request Date: September 1, 2016 or Revision Request Date: 11/1/16

Page 40 of 147

Sources and Uses:

FUND NAME:	Purchasing	FUND CODE: 0450-27	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate
1. Beginning Free Fund Balance			890,400	1,559,500	2,069,800	2,984,600	1,994,400
2. Encumbrances as of July 1			0	44,900	54,100	75,000	0
2a. Reappropriation (Legislative Carryover)			0	0	0	0	0
3. Beginning Cash Balance			890,400	1,604,400	2,123,900	3,059,600	1,994,400
4. Revenues (from Form B-11)			2,047,700	1,863,200	2,137,100	2,004,200	2,004,200
5. Non-Revenue Receipts and Other Adjustments			(500)	782,300	848,000	0	0
6. Statutory Transfers in:		Fund or Reference:	0	0	0	0	0
7. Operating Transfers in:		Fund or Reference:	0	0	0	0	0
8. Total Available for Year			2,937,600	4,249,900	5,109,000	5,063,800	3,998,600
9. Statutory Transfers Out:		Fund or Reference:	229,500	0	0	0	0
10. Operating Transfers Out:		Fund or Reference:	0	0	291,100	0	0
11. Non-Expenditure Disbursements and Other Adjustments			(150,000)	809,700	904,400	900,000	0
12. Cash Expenditures for Prior Year Encumbrances			0	44,900	29,100	75,000	0
13. Original Appropriation			0	1,344,800	0	0	0
14. Prior Year Reappropriations, Supplementals, Rescissions			0	0	0	0	0
15. Non-cogs, Receipts to Appropriation, etc			0	0	0	0	0
16. Reversions			0	(19,300)	0	0	0
17. Current Year Reappropriation			0	0	0	0	0
18. Reserve for Current Year Encumbrances			(44,900)	(54,100)	(50,000)	0	0
19. Current Year Cash Expenditures			1,253,700	1,271,400	824,800	2,094,400	3,294,800
20. Ending Cash Balance			1,604,400	2,123,900	3,059,600	1,994,400	703,800
21. Prior Year Encumbrances as of June 30			0	0	25,000	0	0
22. Current Year Encumbrances as of June 30			44,900	54,100	50,000	0	0
22a. Current Year Reappropriation			0	0	0	0	0
23. Borrowing Limit			0	0	0	0	0
24. Ending Free Fund Balance			1,559,500	2,069,800	2,984,600	1,994,400	703,800
25. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)			1,298,600	1,325,500	874,800	2,094,400	3,294,800
26. Outstanding Loans (if this fund is part of a loan program)							

Notes:

FORM B12: ANALYSIS OF FUND BALANCES

Request for Fiscal Year : 2018

Agency/Department: Administration

Agency Number: 200

Original Request Date: September 1, 2016 or Revision Request Date: _____

Page 41 of 147

Sources and Uses: _____

FUND NAME:	ITA	FUND CODE:	0450-35	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate
1. Beginning Free Fund Balance				49,300	102,600	128,000	219,100	313,500
2. Encumbrances as of July 1				0	0	0	0	0
2a. Reappropriation (Legislative Carryover)				0	0	0	0	0
3. Beginning Cash Balance				49,300	102,600	128,000	219,100	313,500
4. Revenues (from Form B-11)				537,100	527,300	522,300	525,600	525,600
5. Non-Revenue Receipts and Other Adjustments				0	0	0	0	0
6. Statutory Transfers in:		Fund or Reference:		0	0	0	0	0
7. Operating Transfers in:		Fund or Reference:		0	0	0	0	0
8. Total Available for Year				586,400	629,900	650,300	744,700	839,100
9. Statutory Transfers Out:		Fund or Reference:		0	0	0	0	0
10. Operating Transfers Out:		Fund or Reference:		0	0	0	0	0
11. Non-Expenditure Disbursements and Other Adjustments				0	0	0	0	0
12. Cash Expenditures for Prior Year Encumbrances				0	0	0	0	0
13. Original Appropriation				0	0	0	0	0
14. Prior Year Reappropriations, Supplementals, Rescissions				0	0	0	0	0
15. Non-cogs, Receipts to Appropriation, etc				0	0	0	0	0
16. Reversions				0	0	0	0	0
17. Current Year Reappropriation				0	0	0	0	0
18. Reserve for Current Year Encumbrances				0	0	0	0	0
19. Current Year Cash Expenditures				483,800	501,900	431,200	431,200	431,200
20. Ending Cash Balance				102,600	128,000	219,100	313,500	407,900
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
24. Ending Free Fund Balance				102,600	128,000	219,100	313,500	407,900
25. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)				483,800	501,900	431,200	431,200	431,200
26. Outstanding Loans (if this fund is part of a loan program)								

Notes: _____

FORM B12: ANALYSIS OF FUND BALANCES

Request for Fiscal Year : 2018

Agency/Department: Administration

Agency Number: 200

Original Request Date: September 1, 2016 or Revision Request Date: _____

Page 42 of 147

Sources and Uses:

FUND NAME:	Master License Agreement	FUND CODE:	0450-36	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate
1. Beginning Free Fund Balance				1,800	1,000	1,000	1,000	1,000
2. Encumbrances as of July 1				0	0	0	0	0
2a. Reappropriation (Legislative Carryover)				0	0	0	0	0
3. Beginning Cash Balance				1,800	1,000	1,000	1,000	1,000
4. Revenues (from Form B-11)				30,000	30,600	31,500	31,500	31,500
5. Non-Revenue Receipts and Other Adjustments				0	0	0	0	0
6. Statutory Transfers in:		Fund or Reference:		0	0	0	0	0
7. Operating Transfers in:		Fund or Reference:		0	0	0	0	0
8. Total Available for Year				31,800	31,600	32,500	32,500	32,500
9. Statutory Transfers Out:		Fund or Reference:		0	0	0	0	0
10. Operating Transfers Out:		Fund or Reference:		0	0	0	0	0
11. Non-Expenditure Disbursements and Other Adjustments				0	0	0	0	0
12. Cash Expenditures for Prior Year Encumbrances				0	0	0	0	0
13. Original Appropriation				0	0	0	0	0
14. Prior Year Reappropriations, Supplementals, Rescissions				0	0	0	0	0
15. Non-cogs, Receipts to Appropriation, etc				0	0	0	0	0
16. Reversions				0	0	0	0	0
17. Current Year Reappropriation				0	0	0	0	0
18. Reserve for Current Year Encumbrances				0	0	0	0	0
19. Current Year Cash Expenditures				30,800	30,600	31,500	31,500	31,500
20. Ending Cash Balance				1,000	1,000	1,000	1,000	1,000
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
24. Ending Free Fund Balance				1,000	1,000	1,000	1,000	1,000
25. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)				30,800	30,600	31,500	31,500	31,500
26. Outstanding Loans (if this fund is part of a loan program)								

Notes:

FORM B12: ANALYSIS OF FUND BALANCES

Request for Fiscal Year : 2018

Agency/Department: Administration

Agency Number: 200

Original Request Date: September 1, 2016 or Revision Request Date: _____

Page 43 of 147

Sources and Uses:

FUND NAME:	Enterprise Services	FUND CODE:	0450-38	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate
1. Beginning Free Fund Balance				89,500	103,700	40,500	3,200	52,100
2. Encumbrances as of July 1				0	0	0	0	0
2a. Reappropriation (Legislative Carryover)				0	0	0	0	0
3. Beginning Cash Balance				89,500	103,700	40,500	3,200	52,100
4. Revenues (from Form B-11)				356,900	350,200	214,500	300,000	300,000
5. Non-Revenue Receipts and Other Adjustments				0	(12,600)	(700)	0	0
6. Statutory Transfers in:		Fund or Reference:		0	0	0	0	0
7. Operating Transfers in:		Fund or Reference:		0	0	0	0	0
8. Total Available for Year				446,400	441,300	254,300	303,200	352,100
9. Statutory Transfers Out:		Fund or Reference:		0	0	0	0	0
10. Operating Transfers Out:		Fund or Reference:		0	0	0	0	0
11. Non-Expenditure Disbursements and Other Adjustments				0	0	0	0	0
12. Cash Expenditures for Prior Year Encumbrances				0	0	0	0	0
13. Original Appropriation				0	0	0	0	0
14. Prior Year Reappropriations, Supplementals, Rescissions				0	0	0	0	0
15. Non-cogs, Receipts to Appropriation, etc				0	0	0	0	0
16. Reversions				0	0	0	0	0
17. Current Year Reappropriation				0	0	0	0	0
18. Reserve for Current Year Encumbrances				0	0	0	0	0
19. Current Year Cash Expenditures				342,700	400,800	251,100	251,100	251,100
20. Ending Cash Balance				103,700	40,500	3,200	52,100	101,000
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
24. Ending Free Fund Balance				103,700	40,500	3,200	52,100	101,000
25. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)				342,700	400,800	251,100	251,100	251,100
26. Outstanding Loans (if this fund is part of a loan program)								

Notes:

FORM B12: ANALYSIS OF FUND BALANCES

Request for Fiscal Year : 2018

Agency/Department: Administration

Agency Number: 200

Original Request Date: September 1, 2016 or Revision Request Date: _____

Page 44 of 147

Sources and Uses:

FUND NAME:	Document Services	FUND CODE:	0450-51	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate
1. Beginning Free Fund Balance				115,600	47,800	283,200	229,300	190,200
2. Encumbrances as of July 1				0	0	0	0	0
2a. Reappropriation (Legislative Carryover)				0	0	0	0	0
3. Beginning Cash Balance				115,600	47,800	283,200	229,300	190,200
4. Revenues (from Form B-11)				3,710,800	3,631,700	3,325,500	3,314,700	3,314,700
5. Non-Revenue Receipts and Other Adjustments				0	(10,400)	(25,600)	0	0
6. Statutory Transfers in:		Fund or Reference:		0	0	0	0	0
7. Operating Transfers in:		Fund or Reference:		0	0	0	0	0
8. Total Available for Year				3,826,400	3,669,100	3,583,100	3,544,000	3,504,900
9. Statutory Transfers Out:		Fund or Reference:		0	0	0	0	0
10. Operating Transfers Out:		Fund or Reference:		0	0	0	0	0
11. Non-Expenditure Disbursements and Other Adjustments				0	0	0	0	0
12. Cash Expenditures for Prior Year Encumbrances				0	0	0	0	0
13. Original Appropriation				0	814,800	680,000	681,000	681,000
14. Prior Year Reappropriations, Supplementals, Rescissions				0	0	0	0	0
15. Non-cogs, Receipts to Appropriation, etc				0	0	1,100	0	0
16. Reversions				0	0	0	0	0
17. Current Year Reappropriation				0	0	0	0	0
18. Reserve for Current Year Encumbrances				0	0	0	0	0
19. Current Year Cash Expenditures				3,778,600	3,385,900	3,353,800	3,353,800	3,353,800
20. Ending Cash Balance				47,800	283,200	229,300	190,200	151,100
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
24. Ending Free Fund Balance				47,800	283,200	229,300	190,200	151,100
25. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)				3,778,600	3,385,900	3,353,800	3,353,800	3,353,800
26. Outstanding Loans (if this fund is part of a loan program)								

Notes:

FORM B12: ANALYSIS OF FUND BALANCES

Request for Fiscal Year : 2018

Agency/Department: Administration

Agency Number: 200

Original Request Date: September 1, 2016 or Revision Request Date: _____

Page 45 of 147

Sources and Uses:

FUND NAME:	FUND CODE:	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate
Federal Surplus Property	0456-00					
1. Beginning Free Fund Balance		259,300	364,800	463,800	434,800	394,000
2. Encumbrances as of July 1		0	0	0	0	0
2a. Reappropriation (Legislative Carryover)		0	0	0	0	0
3. Beginning Cash Balance		259,300	364,800	463,800	434,800	394,000
4. Revenues (from Form B-11)		456,900	672,500	348,900	350,000	350,000
5. Non-Revenue Receipts and Other Adjustments		0	70,000	116,200		0
6. Statutory Transfers in:	Fund or Reference:	0	0	0	0	0
7. Operating Transfers in:	Fund or Reference:	0	0	0	0	0
8. Total Available for Year		716,200	1,107,300	928,900	784,800	744,000
9. Statutory Transfers Out:	Fund or Reference:	0	0	0	0	0
10. Operating Transfers Out:	Fund or Reference:	0	0	0	0	0
11. Non-Expenditure Disbursements and Other Adjustments		9,600	87,500	103,300	0	0
12. Cash Expenditures for Prior Year Encumbrances		0	0	0	0	0
13. Original Appropriation		368,900	550,900	616,600	600,100	595,100
14. Prior Year Reappropriations, Supplementals, Rescissions		0	100,000	0	0	0
15. Non-cogs, Receipts to Appropriation, etc		0	7,000	0	0	0
16. Reversions		0	(101,900)	(225,700)	0	0
17. Current Year Reappropriation		(27,100)	0	0	0	0
18. Reserve for Current Year Encumbrances		0	0	0	0	0
19. Current Year Cash Expenditures		341,800	556,000	390,800	390,800	390,800
20. Ending Cash Balance		364,800	463,800	434,800	394,000	353,200
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
24. Ending Free Fund Balance		364,800	463,800	434,800	394,000	353,200
25. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)		341,800	556,000	390,800	390,800	390,800
26. Outstanding Loans (if this fund is part of a loan program)						

Notes:

FORM B12: ANALYSIS OF FUND BALANCES

Request for Fiscal Year : 2018

Agency/Department: Administration

Agency Number: 200

Original Request Date: September 1, 2016 or Revision Request Date: _____

Page 46 of 147

Sources and Uses:

FUND NAME:	Group Insurance - Admin	FUND CODE:	0461-52	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate
1. Beginning Free Fund Balance				400	46,200	189,000	204,500	309,300
2. Encumbrances as of July 1				0	0	4,500	0	0
2a. Reappropriation (Legislative Carryover)				0	0	0	0	0
3. Beginning Cash Balance				400	46,200	193,500	204,500	309,300
4. Revenues (from Form B-11)				920,700	1,099,200	902,500	903,100	903,100
5. Non-Revenue Receipts and Other Adjustments				6,800	0	0	0	0
6. Statutory Transfers in:		Fund or Reference:		0	0	0	0	0
7. Operating Transfers in:		Fund or Reference:		0	0	0	0	0
8. Total Available for Year				927,900	1,145,400	1,096,000	1,107,600	1,212,400
9. Statutory Transfers Out:		Fund or Reference:		0	0	0	0	0
10. Operating Transfers Out:		Fund or Reference:		0	0	93,200	0	0
11. Non-Expenditure Disbursements and Other Adjustments				0	0	0	0	0
12. Cash Expenditures for Prior Year Encumbrances				0	0	0	0	0
13. Original Appropriation				899,300	1,079,600	943,100	979,600	979,600
14. Prior Year Reappropriations, Supplementals, Rescissions				0	0	0	0	0
15. Non-cogs, Receipts to Appropriation, etc				0	0	0	0	0
16. Reversions				(17,600)	(123,200)	(225,700)	0	0
17. Current Year Reappropriation				0	0	0	0	0
18. Reserve for Current Year Encumbrances				0	(4,500)	0	0	0
19. Current Year Cash Expenditures				881,700	951,900	798,300	798,300	798,300
20. Ending Cash Balance				46,200	193,500	204,500	309,300	414,100
21. Prior Year Encumbrances as of June 30				0	0	0	0	0
22. Current Year Encumbrances as of June 30				0	4,500	0	0	0
22a. Current Year Reappropriation				0	0	0	0	0
23. Borrowing Limit				0	0	0	0	0
24. Ending Free Fund Balance				46,200	189,000	204,500	309,300	414,100
25. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)				881,700	956,400	798,300	798,300	798,300
26. Outstanding Loans (if this fund is part of a loan program)								

Notes:

FORM B12: ANALYSIS OF FUND BALANCES

Request for Fiscal Year : 2018

Agency/Department: Administration

Agency Number: 200

Original Request Date: September 1, 2016 or Revision Request Date: _____

Page 47 of 147

Sources and Uses:

FUND NAME:	Retained Risk - Admin	FUND CODE:	0462-99	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate
1. Beginning Free Fund Balance				55,300	43,000	110,000	132,200	176,600
2. Encumbrances as of July 1				0	0	0	7,400	7,400
2a. Reappropriation (Legislative Carryover)				0	0	0	0	0
3. Beginning Cash Balance				55,300	43,000	110,000	139,600	184,000
4. Revenues (from Form B-11)				591,000	634,100	642,700	642,700	642,700
5. Non-Revenue Receipts and Other Adjustments				0	(5,700)	5,700	0	0
6. Statutory Transfers in:	Fund or Reference:			0	0	0	0	0
7. Operating Transfers in:	Fund or Reference:			0	0	0	200,000	0
8. Total Available for Year				646,300	671,400	758,400	982,300	826,700
9. Statutory Transfers Out:	Fund or Reference:			0	0	0	0	0
10. Operating Transfers Out:	Fund or Reference:			0	0	76,900	0	0
11. Non-Expenditure Disbursements and Other Adjustments				0	0	0	0	0
12. Cash Expenditures for Prior Year Encumbrances				0	0	0	0	0
13. Original Appropriation				617,200	568,300	637,500	623,600	623,600
14. Prior Year Reappropriations, Supplementals, Rescissions				0	0	0	0	0
15. Non-cogs, Receipts to Appropriation, etc				0	0	0	0	0
16. Reversions				(13,900)	(6,900)	0	0	0
17. Current Year Reappropriation				0	0	0	0	0
18. Reserve for Current Year Encumbrances				0	0	(7,400)	0	0
19. Current Year Cash Expenditures				603,300	561,400	541,900	798,300	798,300
20. Ending Cash Balance				43,000	110,000	139,600	184,000	28,400
21. Prior Year Encumbrances as of June 30				0	0	0	7,400	7,400
22. Current Year Encumbrances as of June 30				0	0	7,400	0	0
22a. Current Year Reappropriation				0	0	0	0	0
23. Borrowing Limit				0	0	0	0	0
24. Ending Free Fund Balance				43,000	110,000	132,200	176,600	21,000
25. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)				603,300	561,400	549,300	798,300	798,300
26. Outstanding Loans (if this fund is part of a loan program)								

Notes:

FORM B12: ANALYSIS OF FUND BALANCES

Request for Fiscal Year : 2018

Agency/Department: Administration

Agency Number: 200

Original Request Date: September 1, 2016 or Revision Request Date: _____

Page 48 of 147

Sources and Uses:

FUND NAME:	Administrative Rules	FUND CODE:	0475-05	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate
1. Beginning Free Fund Balance				64,400	56,600	164,800	500,100	711,800
2. Encumbrances as of July 1				0	0	0	0	0
2a. Reappropriation (Legislative Carryover)				0	0	0	0	0
3. Beginning Cash Balance				64,400	56,600	164,800	500,100	711,800
4. Revenues (from Form B-11)				374,100	493,600	822,500	600,700	600,700
5. Non-Revenue Receipts and Other Adjustments				0	0	(98,200)	0	0
6. Statutory Transfers in:		Fund or Reference:		0	0	0	0	0
7. Operating Transfers in:		Fund or Reference:		0	0	0	0	0
8. Total Available for Year				438,500	550,200	889,100	1,100,800	1,312,500
9. Statutory Transfers Out:		Fund or Reference:		0	0	0	0	0
10. Operating Transfers Out:		Fund or Reference:		0	0	0	0	0
11. Non-Expenditure Disbursements and Other Adjustments				0	0	0	0	0
12. Cash Expenditures for Prior Year Encumbrances				0	0	0	0	0
13. Original Appropriation				433,500	440,200	427,100	416,700	409,100
14. Prior Year Reappropriations, Supplementals, Rescissions				0	0	0	0	0
15. Non-cogs, Receipts to Appropriation, etc				0	0	0	0	0
16. Reversions				(51,600)	(54,800)	(38,000)	0	0
17. Current Year Reappropriation				0	0	0	0	0
18. Reserve for Current Year Encumbrances				0	0	0	0	0
19. Current Year Cash Expenditures				381,900	385,400	389,000	389,000	389,000
20. Ending Cash Balance				56,600	164,800	500,100	711,800	923,500
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
24. Ending Free Fund Balance				56,600	164,800	500,100	711,800	923,500
25. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)				381,900	385,400	389,000	389,000	389,000
26. Outstanding Loans (if this fund is part of a loan program)								

Notes:

FORM B12: ANALYSIS OF FUND BALANCES

Request for Fiscal Year : 2018

Agency/Department: Administration

Agency Number: 200

Original Request Date: September 1, 2016 or Revision Request Date: _____

Page 49 of 147

Sources and Uses:

FUND NAME:	Capitol Commission Operating Fund	FUND CODE:	0481-09	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate
1. Beginning Free Fund Balance				509,200	208,300	196,100	272,600	389,200
2. Encumbrances as of July 1				0	0	0	0	0
2a. Reappropriation (Legislative Carryover)				0	0	0	0	0
3. Beginning Cash Balance				509,200	208,300	196,100	272,600	389,200
4. Revenues (from Form B-11)				12,800	5,100	700	700	700
5. Non-Revenue Receipts and Other Adjustments				0	100	(40,100)	0	0
6. Statutory Transfers in:	Fund or Reference:			(100,000)	100,000	200,000	200,000	200,000
7. Operating Transfers in:	Fund or Reference:			0	0	0	0	0
8. Total Available for Year				422,000	313,500	356,700	473,300	589,900
9. Statutory Transfers Out:	Fund or Reference:			113,000	64,000	0	0	0
10. Operating Transfers Out:	Fund or Reference:			0	0	0	0	0
11. Non-Expenditure Disbursements and Other Adjustments				0	0	0	0	0
12. Cash Expenditures for Prior Year Encumbrances				0	0	0	0	0
13. Original Appropriation				103,000	142,000	142,000	416,700	409,100
14. Prior Year Reappropriations, Supplementals, Rescissions				0	2,300	90,900	0	0
15. Non-cogs, Receipts to Appropriation, etc				0	0	0	0	0
16. Reversions				(2,300)	(90,909)	(148,800)	0	0
17. Current Year Reappropriation				0	0	0	0	0
18. Reserve for Current Year Encumbrances				0	0	0	0	0
19. Current Year Cash Expenditures				100,700	53,400	84,100	84,100	84,100
20. Ending Cash Balance				208,300	196,100	272,600	389,200	505,800
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
24. Ending Free Fund Balance				208,300	196,100	272,600	389,200	505,800
25. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)				100,700	53,400	84,100	84,100	84,100
26. Outstanding Loans (if this fund is part of a loan program)								

Notes:

FORM B12: ANALYSIS OF FUND BALANCES

Request for Fiscal Year : 2018

Agency/Department: Administration

Agency Number: 200

Original Request Date: September 1, 2016 or Revision Request Date: _____

Page 50 of 147

Sources and Uses:

FUND NAME:	Capitol Commission Maintenance Reserve Fund	FUND CODE:	0482-79	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate
1. Beginning Free Fund Balance				0	2,038,100	2,961,000	3,037,500	3,154,100
2. Encumbrances as of July 1				0	0	0	0	0
2a. Reappropriation (Legislative Carryover)				0	0	0	0	0
3. Beginning Cash Balance				0	2,038,100	2,961,000	3,037,500	3,154,100
4. Revenues (from Form B-11)				381,300	134,400	700	700	700
5. Non-Revenue Receipts and Other Adjustments				0	0	(40,100)	0	0
6. Statutory Transfers in:	Fund or Reference:			2,019,000	1,168,000	200,000	200,000	200,000
7. Operating Transfers in:	Fund or Reference:			0	0	0	0	0
8. Total Available for Year				2,400,300	3,340,500	3,121,600	3,238,200	3,354,800
9. Statutory Transfers Out:	Fund or Reference:			0	0	0	0	0
10. Operating Transfers Out:	Fund or Reference:			0	0	0	0	0
11. Non-Expenditure Disbursements and Other Adjustments				0	0	0	0	0
12. Cash Expenditures for Prior Year Encumbrances				0	0	0	0	0
13. Original Appropriation				0	2,930,000	142,000	416,700	409,100
14. Prior Year Reappropriations, Supplementals, Rescissions				0	2,180,300	90,900	0	0
15. Non-cogs, Receipts to Appropriation, etc				0	0	0	0	0
16. Reversions				0	(4,730,800)	(148,800)	0	0
17. Current Year Reappropriation				0	0	0	0	0
18. Reserve for Current Year Encumbrances				0	0	0	0	0
19. Current Year Cash Expenditures				362,200	379,500	84,100	84,100	84,100
20. Ending Cash Balance				2,038,100	2,961,000	3,037,500	3,154,100	3,270,700
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
24. Ending Free Fund Balance				2,038,100	2,961,000	3,037,500	3,154,100	3,270,700
25. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)				362,200	379,500	84,100	84,100	84,100
26. Outstanding Loans (if this fund is part of a loan program)								

Notes:

FORM B12: ANALYSIS OF FUND BALANCES

Request for Fiscal Year : 2018

Agency/Department: Administration

Agency Number: 200

Original Request Date: September 1, 2016 or Revision Request Date: _____

Page 51 of 147

Sources and Uses:

FUND NAME:	Idaho Second Injury Fund	FUND CODE:	0519	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate
1. Beginning Free Fund Balance				4,079,800	4,423,700	5,003,700	4,588,200	4,191,300
2. Encumbrances as of July 1				0	0	0	0	0
2a. Reappropriation (Legislative Carryover)				0	0	0	0	0
3. Beginning Cash Balance				4,079,800	4,423,700	5,003,700	4,588,200	4,191,300
4. Revenues (from Form B-11)				33,900	42,600	26,200	44,800	44,800
5. Non-Revenue Receipts and Other Adjustments				0	0	0	0	0
6. Statutory Transfers in:		Fund or Reference:		0	0	0	0	0
7. Operating Transfers in:		Fund or Reference:		4,456,000	4,839,300	3,944,900	3,944,900	3,944,900
8. Total Available for Year				8,569,700	9,305,600	8,974,800	8,577,900	8,181,000
9. Statutory Transfers Out:		Fund or Reference:		0	0	0	0	0
10. Operating Transfers Out:		Fund or Reference:		0	0	0	0	0
11. Non-Expenditure Disbursements and Other Adjustments				0	0	0	0	0
12. Cash Expenditures for Prior Year Encumbrances				0	0	0	0	0
13. Original Appropriation				0	268,100	295,600	309,700	282,300
14. Prior Year Reappropriations, Supplementals, Rescissions				0	0	0	0	0
15. Non-cogs, Receipts to Appropriation, etc				0	0	0	0	0
16. Reversions				0	0	(72,600)	0	0
17. Current Year Reappropriation				0	0	0	0	0
18. Reserve for Current Year Encumbrances				0	0	0	0	0
19. Current Year Cash Expenditures				4,146,000	4,301,900	4,386,600	4,386,600	4,386,600
20. Ending Cash Balance				4,423,700	5,003,700	4,588,200	4,191,300	3,794,400
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
24. Ending Free Fund Balance				4,423,700	5,003,700	4,588,200	4,191,300	3,794,400
25. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)				4,146,000	4,301,900	4,386,600	4,386,600	4,386,600
26. Outstanding Loans (if this fund is part of a loan program)								

Notes:

FY 2018 Agency Budget - Request

Detail Report

Agency: 200 - Administration, Department of

Function: 01 - Office of the Director

Activity: 01 - Management Services

		<u>FTP</u>	<u>Personnel Cost</u>	<u>Operating Expense</u>	<u>Capital Outlay</u>	<u>Trustee/ Benefit</u>	<u>Lump Sum</u>	<u>Total</u>
FY 2016 Total Appropriation								
1.00 FY 2016 Total Appropriation								
SB 1175								
0001-00	General	1.78	156,300	48,500	0	0	0	204,800
0365-00	Dedicated	1.90	135,800	100	0	0	0	135,900
0456-00	Dedicated	0.25	18,000	0	0	0	0	18,000
0461-00	Dedicated	1.00	70,700	100	0	0	0	70,800
0462-00	Dedicated	0.70	52,500	0	0	0	0	52,500
0475-05	Dedicated	0.20	16,600	0	0	0	0	16,600
0519-00	Dedicated	2.30	188,100	98,700	0	0	0	286,800
0450-00	Other	4.67	399,100	9,500	0	0	0	408,600
	Total	12.80	1,037,100	156,900	0	0	0	1,194,000
1.61 Reverted Appropriation Balances								
0001-00	General	0.00	(4,500)	(11,000)	0	0	0	(15,500)
0365-00	Dedicated	0.00	(29,800)	(100)	0	0	0	(29,900)
0456-00	Dedicated	0.00	(2,500)	0	0	0	0	(2,500)
0461-00	Dedicated	0.00	(11,100)	(100)	0	0	0	(11,200)
0462-00	Dedicated	0.00	(12,000)	0	0	0	0	(12,000)
0475-05	Dedicated	0.00	(1,100)	0	0	0	0	(1,100)
0519-00	Dedicated	0.00	(5,400)	(67,200)	0	0	0	(72,600)
0450-00	Other	0.00	(14,600)	(1,800)	0	0	0	(16,400)
	Total	0.00	(81,000)	(80,200)	0	0	0	(161,200)
FY 2016 Actual Expenditures								
0001-00	General	1.78	151,800	37,500	0	0	0	189,300
0365-00	Dedicated	1.90	106,000	0	0	0	0	106,000
0456-00	Dedicated	0.25	15,500	0	0	0	0	15,500
0461-00	Dedicated	1.00	59,600	0	0	0	0	59,600
0462-00	Dedicated	0.70	40,500	0	0	0	0	40,500
0475-05	Dedicated	0.20	15,500	0	0	0	0	15,500
0519-00	Dedicated	2.30	182,700	31,500	0	0	0	214,200
0450-00	Other	4.67	384,500	7,700	0	0	0	392,200
	Total	12.80	956,100	76,700	0	0	0	1,032,800

FY 2018 Agency Budget - Request

Detail Report

Agency: 200 - Administration, Department of

Function: 01 - Office of the Director

Activity: 01 - Management Services

		FTP	Personnel Cost	Operating Expense	Capital Outlay	Trustee/ Benefit	Lump Sum	Total
FY 2017 Original Appropriation								
3.00 FY 2017 Original Appropriation								
SB 1419								
	0001-00	General	1.78	162,100	56,000	0	0	218,100
OT	0001-00	General	0.00	5,300	0	0	0	5,300
	0365-00	Dedicated	1.90	141,200	100	0	0	141,300
OT	0365-00	Dedicated	0.00	3,800	0	0	0	3,800
	0456-00	Dedicated	0.25	18,600	0	0	0	18,600
OT	0456-00	Dedicated	0.00	500	0	0	0	500
	0461-00	Dedicated	1.00	73,400	100	0	0	73,500
OT	0461-00	Dedicated	0.00	2,000	0	0	0	2,000
	0462-00	Dedicated	0.70	54,500	0	0	0	54,500
OT	0462-00	Dedicated	0.00	1,300	0	0	0	1,300
	0475-05	Dedicated	0.20	17,100	0	0	0	17,100
OT	0475-05	Dedicated	0.00	500	0	0	0	500
	0519-00	Dedicated	2.30	204,500	98,700	0	0	303,200
OT	0519-00	Dedicated	0.00	6,500	0	0	0	6,500
	0450-00	Other	4.67	414,300	11,500	0	0	425,800
OT	0450-00	Other	0.00	12,900	0	0	0	12,900
	Total		12.80	1,118,500	166,400	0	0	1,284,900
FY 2017 Total Appropriation								
	0001-00	General	1.78	162,100	56,000	0	0	218,100
OT	0001-00	General	0.00	5,300	0	0	0	5,300
	0365-00	Dedicated	1.90	141,200	100	0	0	141,300
OT	0365-00	Dedicated	0.00	3,800	0	0	0	3,800
	0456-00	Dedicated	0.25	18,600	0	0	0	18,600
OT	0456-00	Dedicated	0.00	500	0	0	0	500
	0461-00	Dedicated	1.00	73,400	100	0	0	73,500
OT	0461-00	Dedicated	0.00	2,000	0	0	0	2,000
	0462-00	Dedicated	0.70	54,500	0	0	0	54,500
OT	0462-00	Dedicated	0.00	1,300	0	0	0	1,300
	0475-05	Dedicated	0.20	17,100	0	0	0	17,100
OT	0475-05	Dedicated	0.00	500	0	0	0	500
	0519-00	Dedicated	2.30	204,500	98,700	0	0	303,200
OT	0519-00	Dedicated	0.00	6,500	0	0	0	6,500
	0450-00	Other	4.67	414,300	11,500	0	0	425,800
OT	0450-00	Other	0.00	12,900	0	0	0	12,900
	Total		12.80	1,118,500	166,400	0	0	1,284,900

FY 2018 Agency Budget - Request

Detail Report

Agency: 200 - Administration, Department of

Function: 01 - Office of the Director

Activity: 01 - Management Services

	FTP	Personnel Cost	Operating Expense	Capital Outlay	Trustee/ Benefit	Lump Sum	Total
FY 2017 Estimated Expenditures							
0001-00 General	1.78	162,100	56,000	0	0	0	218,100
OT 0001-00 General	0.00	5,300	0	0	0	0	5,300
0365-00 Dedicated	1.90	141,200	100	0	0	0	141,300
OT 0365-00 Dedicated	0.00	3,800	0	0	0	0	3,800
0456-00 Dedicated	0.25	18,600	0	0	0	0	18,600
OT 0456-00 Dedicated	0.00	500	0	0	0	0	500
0461-00 Dedicated	1.00	73,400	100	0	0	0	73,500
OT 0461-00 Dedicated	0.00	2,000	0	0	0	0	2,000
0462-00 Dedicated	0.70	54,500	0	0	0	0	54,500
OT 0462-00 Dedicated	0.00	1,300	0	0	0	0	1,300
0475-05 Dedicated	0.20	17,100	0	0	0	0	17,100
OT 0475-05 Dedicated	0.00	500	0	0	0	0	500
0519-00 Dedicated	2.30	204,500	98,700	0	0	0	303,200
OT 0519-00 Dedicated	0.00	6,500	0	0	0	0	6,500
0450-00 Other	4.67	414,300	11,500	0	0	0	425,800
OT 0450-00 Other	0.00	12,900	0	0	0	0	12,900
Total	12.80	1,118,500	166,400	0	0	0	1,284,900

Base Adjustments

8.31 Transfer Between Programs

This decision unit transfers spending authority for the operation of the Idaho Second Injury Fund out of management services to the Office of Insurance Management in order to properly align functions within in budget units. It also transfers .60 FTP to the Office of the Chief Information Officer to accommodate program staffing requests.

0001-00 General	-0.20	0	0	0	0	0	0
0461-00 Dedicated	-0.15	0	0	0	0	0	0
0519-00 Dedicated	-2.10	(183,600)	(98,700)	0	0	0	(282,300)
0450-00 Other	-0.15	0	0	0	0	0	0
Total	-2.60	(183,600)	(98,700)	0	0	0	(282,300)

8.41 Removal of One-Time Expenditures

OT 0001-00 General	0.00	(5,300)	0	0	0	0	(5,300)
OT 0365-00 Dedicated	0.00	(3,800)	0	0	0	0	(3,800)
OT 0456-00 Dedicated	0.00	(500)	0	0	0	0	(500)
OT 0461-00 Dedicated	0.00	(2,000)	0	0	0	0	(2,000)
OT 0462-00 Dedicated	0.00	(1,300)	0	0	0	0	(1,300)
OT 0475-05 Dedicated	0.00	(500)	0	0	0	0	(500)
OT 0519-00 Dedicated	0.00	(6,500)	0	0	0	0	(6,500)
OT 0450-00 Other	0.00	(12,900)	0	0	0	0	(12,900)
Total	0.00	(32,800)	0	0	0	0	(32,800)

FY 2018 Agency Budget - Request

Detail Report

Agency: 200 - Administration, Department of

Function: 01 - Office of the Director

Activity: 01 - Management Services

		<u>FTP</u>	<u>Personnel Cost</u>	<u>Operating Expense</u>	<u>Capital Outlay</u>	<u>Trustee/ Benefit</u>	<u>Lump Sum</u>	<u>Total</u>
FY 2018 Base								
0001-00	General	1.58	162,100	56,000	0	0	0	218,100
OT 0001-00	General	0.00	0	0	0	0	0	0
0365-00	Dedicated	1.90	141,200	100	0	0	0	141,300
OT 0365-00	Dedicated	0.00	0	0	0	0	0	0
0456-00	Dedicated	0.25	18,600	0	0	0	0	18,600
OT 0456-00	Dedicated	0.00	0	0	0	0	0	0
0461-00	Dedicated	0.85	73,400	100	0	0	0	73,500
OT 0461-00	Dedicated	0.00	0	0	0	0	0	0
0462-00	Dedicated	0.70	54,500	0	0	0	0	54,500
OT 0462-00	Dedicated	0.00	0	0	0	0	0	0
0475-05	Dedicated	0.20	17,100	0	0	0	0	17,100
OT 0475-05	Dedicated	0.00	0	0	0	0	0	0
0519-00	Dedicated	0.20	20,900	0	0	0	0	20,900
OT 0519-00	Dedicated	0.00	0	0	0	0	0	0
0450-00	Other	4.52	414,300	11,500	0	0	0	425,800
OT 0450-00	Other	0.00	0	0	0	0	0	0
	Total	10.20	902,100	67,700	0	0	0	969,800
Program Maintenance								
10.11	Change in Health Benefit Costs							
0001-00	General	0.00	1,800	0	0	0	0	0
0365-00	Dedicated	0.00	2,300	0	0	0	0	2,300
0456-00	Dedicated	0.00	200	0	0	0	0	200
0461-00	Dedicated	0.00	1,000	0	0	0	0	1,000
0462-00	Dedicated	0.00	700	0	0	0	0	700
0475-05	Dedicated	0.00	200	0	0	0	0	200
0519-00	Dedicated	0.00	2,700	0	0	0	0	2,700
0450-00	Other	0.00	5,500	0	0	0	0	5,500
	Total	0.00	14,400	0	0	0	0	12,600
10.12	Change in Variable Benefit Costs							
0450-00	Other	0.00	(100)	0	0	0	0	(100)
	Total	0.00	(100)	0	0	0	0	(100)

FY 2018 Agency Budget - Request

Detail Report

Agency: 200 - Administration, Department of

Function: 01 - Office of the Director

Activity: 01 - Management Services

		<u>FTP</u>	<u>Personnel Cost</u>	<u>Operating Expense</u>	<u>Capital Outlay</u>	<u>Trustee/ Benefit</u>	<u>Lump Sum</u>	<u>Total</u>
10.61	Salary Multiplier - Regular Employees							
	0001-00 General	0.00	1,500	0	0	0	0	1,500
	0365-00 Dedicated	0.00	1,100	0	0	0	0	1,100
	0456-00 Dedicated	0.00	100	0	0	0	0	100
	0461-00 Dedicated	0.00	600	0	0	0	0	600
	0462-00 Dedicated	0.00	500	0	0	0	0	500
	0475-05 Dedicated	0.00	100	0	0	0	0	100
	0519-00 Dedicated	0.00	100	0	0	0	0	100
	0450-00 Other	0.00	3,500	0	0	0	0	3,500
	Total	0.00	7,500	0	0	0	0	7,500
FY 2018 Total Maintenance								
	0001-00 General	1.58	165,400	56,000	0	0	0	219,600
OT	0001-00 General	0.00	0	0	0	0	0	0
	0365-00 Dedicated	1.90	144,600	100	0	0	0	144,700
OT	0365-00 Dedicated	0.00	0	0	0	0	0	0
	0456-00 Dedicated	0.25	18,900	0	0	0	0	18,900
OT	0456-00 Dedicated	0.00	0	0	0	0	0	0
	0461-00 Dedicated	0.85	75,000	100	0	0	0	75,100
OT	0461-00 Dedicated	0.00	0	0	0	0	0	0
	0462-00 Dedicated	0.70	55,700	0	0	0	0	55,700
OT	0462-00 Dedicated	0.00	0	0	0	0	0	0
	0475-05 Dedicated	0.20	17,400	0	0	0	0	17,400
OT	0475-05 Dedicated	0.00	0	0	0	0	0	0
	0519-00 Dedicated	0.20	23,700	0	0	0	0	23,700
OT	0519-00 Dedicated	0.00	0	0	0	0	0	0
	0450-00 Other	4.52	423,200	11,500	0	0	0	434,700
OT	0450-00 Other	0.00	0	0	0	0	0	0
	Total	10.20	923,900	67,700	0	0	0	989,800

FY 2018 Agency Budget - Request
Detail Report**Agency:** 200 - Administration, Department of**Function:** 01 - Office of the Director**Activity:** 01 - Management Services

	<u>FTP</u>	<u>Personnel Cost</u>	<u>Operating Expense</u>	<u>Capital Outlay</u>	<u>Trustee/ Benefit</u>	<u>Lump Sum</u>	<u>Total</u>
FY 2018 Total							
0001-00 General	1.58	165,400	56,000	0	0	0	219,600
OT 0001-00 General	0.00	0	0	0	0	0	0
0365-00 Dedicated	1.90	144,600	100	0	0	0	144,700
OT 0365-00 Dedicated	0.00	0	0	0	0	0	0
0456-00 Dedicated	0.25	18,900	0	0	0	0	18,900
OT 0456-00 Dedicated	0.00	0	0	0	0	0	0
0461-00 Dedicated	0.85	75,000	100	0	0	0	75,100
OT 0461-00 Dedicated	0.00	0	0	0	0	0	0
0462-00 Dedicated	0.70	55,700	0	0	0	0	55,700
OT 0462-00 Dedicated	0.00	0	0	0	0	0	0
0475-05 Dedicated	0.20	17,400	0	0	0	0	17,400
OT 0475-05 Dedicated	0.00	0	0	0	0	0	0
0519-00 Dedicated	0.20	23,700	0	0	0	0	23,700
OT 0519-00 Dedicated	0.00	0	0	0	0	0	0
0450-00 Other	4.52	423,200	11,500	0	0	0	434,700
OT 0450-00 Other	0.00	0	0	0	0	0	0
Total	10.20	923,900	67,700	0	0	0	989,800

Agency/Department:	Department of Administration	Agency Number:	200
Function/Division:	Department of Administration	Function/Activity Number:	
Activity/Program:	Management Services	Budget Unit:	ADAA
		Fiscal Year:	2018
Original Request Date:		Fund Name:	General
Revision Date:		Fund Number:	0001-00
	Revision #:	Budget Submission Page #	58 of 147

PCN	CLASS CODE	DESCRIPTION	Indicator Code	FTP	FY 2017 SALARY	FY 2017 HEALTH BENEFITS	FY 2017 VAR BENEFITS	FY 2017 TOTAL	FY 2018 SALARY CHANGE	FY 2018 CHG HEALTH BENEFITS	FY 2018 CHG VAR BENEFITS	TOTAL BENEFIT CHANGES
Totals from Wage and Salary Report (WSR):												
		Permanent Positions	1	1.63	129,342	19,951	28,374	177,667	(4,790)	1,989	(37)	1,951
		Board & Group Positions	2		374	0	47	422		0	0	0
		Elected Officials & Full Time Commissioners	3	0.00	0	0	0	0		0	0	0
		TOTAL FROM WSR		1.63	129,717	19,951	28,421	178,089		1,989	(37)	1,951
		FY 2017 ORIGINAL APPROPRIATION			167,400	17,754	26,715	167,400				
		Unadjusted Over or (Under) Funded:		Est. Difference	0.15	(7,786)	(1,197)	(1,708)	(10,689)	Calculated underfunding is (6.4%) of Original Appropriation		
		Adjustments to Wage & Salary:										
		Add Funded / Subtract Unfunded - Vacant or Authorized - Positions:										
		Retire Cd										
		Adjustment Description / Position Title										
				0.00	0	0	0	0		0	0	0
				0.00	0	0	0	0		0	0	0
				0.00	0	0	0	0		0	0	0
				0.00	0	0	0	0		0	0	0
				0.00	0	0	0	0		0	0	0
				0.00	0	0	0	0		0	0	0
1000	R1	Director - Dept of Adm (FTP trns to ADAX 0461,0462)	1	(0.08)	(8,177)	(979)	(1,810)	(10,967)		(96)	2	(95)
				0.00	0	0	0	0		0	0	0
				0.00	0	0	0	0		0	0	0
				0.00	0	0	0	0		0	0	0
				0.00	0	0	0	0		0	0	0
				0.00	0	0	0	0		0	0	0
		Other Adjustments:										
				0.00	0	0	0	0		0	0	0
				0.00	0	0	0	0		0	0	0
				0.00	0	0	0	0		0	0	0
				0.00	0	0	0	0		0	0	0
				0.00	0	0	0	0		0	0	0
				0.00	0	0	0	0		0	0	0
		Estimated Salary Needs:										
		Permanent Positions	1	1.55	121,165	18,972	26,563	166,701		1,891	(36)	1,856
		Board & Group Positions	2	0.00	374	0	47	422		0	0	0
		Elected Officials & Full Time Commissioners	3	0.00	0	0	0	0		0	0	0
		Estimated Salary and Benefits		1.55	121,540	18,972	26,611	167,123		1,891	(35)	1,856
		Adjusted Over or (Under) Funding:		Orig. Approp	0.23	200	0	200	Calculated overfunding is .1% of Original Appropriation			
				Est. Expend	0.23	200	0	200	Calculated overfunding is .2% of Estimated Expenditures			
				Base	0.03	200	0	200	Calculated overfunding is .2% of the Base			

Personnel Cost Reconciliation - Relation to Zero Variance ---->

OU		Original Appropriation	FTP	FY 17 Salary	FY 17 Health Ben	FY 17 Var Ben	FY 2017 Total	FY 18 Chg Health Bens	FY 18 Chg Var Bens	Total Benefit Change
3.00	FY 2017 ORIGINAL APPROPRIATION	167,400	1.78	121,742	19,903	26,655	167,400			
	Rounded Appropriation		1.78	121,700	19,900	26,700	167,400			
4.11	Appropriation Adjustments:									
	Reappropriation		0.00	0	0	0	0			
4.31	Supplemental		0.00	0	0	0	0			0
5.00	FY 2017 TOTAL APPROPRIATION		1.78	121,700	19,900	26,700	167,400			
6.31	Expenditure Adjustments:									
	FTP or Fund Adjustment		0.00	0	0	0	0			0
6.51	Transfer Between Programs		0.00	0	0	0	0			0
7.00	FY 2017 ESTIMATED EXPENDITURES		1.78	121,700	19,900	26,700	167,400			
8.31	Base Adjustments:									
	Transfer Between Programs		(0.20)	0	0	0	0	(100)	0	(100)
8.41	Removal of One-Time Expenditures		0.00	(4,300)	0	(1,000)	(5,300)			0
8.51	Base Reduction		0.00	0	0	0	0			0
9.00	FY 2018 BASE		1.58	117,400	19,000	25,700	162,100			
10.11	Change in Health Benefit Costs				1,800		1,800			0
10.12	Change in Variable Benefits Costs					0	0			0
	Subtotal CEC Base:		1.58	117,400	20,800	25,700	163,900			
10.51	Annualization			0	0	0	0			0
10.61	CEC for Permanent Positions		1.00%	1,200		300	1,500			0
10.62	CEC for Group Positions		1.00%	0		0	0			0
10.63	CEC for Elected Officials & Commissioners			0		0	0			0
11.00	FY 2018 PROGRAM MAINTENANCE		1.58	118,600	20,800	26,000	165,400			
	Line Items:									
12.01							0			0
12.02							0			0
12.03							0			0
13.00	FY 2018 TOTAL REQUEST		1.58	118,600	20,800	26,000	165,400			

Agency/Department:	Department of Administration	Agency Number:	200
Function/Division:	Department of Administration	Function/Activity Number:	
Activity/Program:	Management Services	Budget Unit:	ADAN
		Fiscal Year:	2018
Original Request Date:		Fund Name:	Federal Surplus Property Revolving
Revision Date:	Revision #:	Fund Number:	0456-00
		Budget Submission Page #	62 of 147

PCN	CLASS CODE	DESCRIPTION	Indicator Code	FTP	FY 2017 SALARY	FY 2017 HEALTH BENEFITS	FY 2017 VAR BENEFITS	FY 2017 TOTAL	FY 2018 SALARY CHANGE	FY 2018 CHG HEALTH BENEFITS	FY 2018 CHG VAR BENEFITS	TOTAL BENEFIT CHANGES
Totals from Wage and Salary Report (WSR):												
		Permanent Positions	1	0.20	9,055	2,448	2,005	13,508	(335)	244	(3)	241
		Board & Group Positions	2		0	0	0	0				
		Elected Officials & Full Time Commissioners	3	0.00	0	0	0	0		0	0	0
		TOTAL FROM WSR		0.20	9,055	2,448	2,005	13,508		244	(3)	241
		FY 2017 ORIGINAL APPROPRIATION	19,100	0.25	12,804	3,462	2,835	19,100				
		Unadjusted Over or (Under) Funded:	Est Difference	0.05	3,749	1,014	830	5,592	Calculated overfunding is 29.3% of Original Appropriation			
Adjustments to Wage & Salary:												
Add Funded / Subtract Unfunded - Vacant or Authorized - Positions:												
		Retire Cd	Adjustment Description / Position Title									
				0.00	0	0	0	0		0	0	0
				0.00	0	0	0	0		0	0	0
		Other Adjustments:		0.00	0	0	0	0		0	0	0
				0.00	0	0	0	0		0	0	0
Estimated Salary Needs:												
		Permanent Positions	1	0.20	9,055	2,448	2,005	13,508		244	(3)	241
		Board & Group Positions	2	0.00	0	0	0	0				0
		Elected Officials & Full Time Commissioners	3	0.00	0	0	0	0		0	0	0
		Estimated Salary and Benefits		0.20	9,055	2,448	2,005	13,508		244	(3)	241
		Adjusted Over or (Under) Funding:	Orig. Approp	0.05	3,700	1,000	800	5,500	Calculated overfunding is 28.8% of Original Appropriation			
			Est. Expend	0.05	3,700	1,100	800	5,600	Calculated overfunding is 29.3% of Estimated Expenditures			
			Base	0.05	3,700	1,100	800	5,600	Calculated overfunding is 30.1% of the Base			
Personnel Cost Reconciliation - Relation to Zero Variance -->												

DU		Original Appropriation	FTP	FY 17 Salary	FY 17 Health Ben	FY 17 Var Ben	FY 2017 Total	FY 18 Chg Health Bens	FY 18 Chg Var Bens	Total Benefit Change
3.00	FY 2017 ORIGINAL APPROPRIATION	19,100	0.25	12,804	3,462	2,835	19,100			
	Rounded Appropriation		0.25	12,800	3,500	2,800	19,100			
4.11	Appropriation Adjustments:									
4.31	Reappropriation		0.00	0	0	0	0			
	Supplemental		0.00	0	0	0	0			0
5.00	FY 2017 TOTAL APPROPRIATION		0.25	12,800	3,500	2,800	19,100			
6.31	Expenditure Adjustments:									
6.51	FTP or Fund Adjustment		0.00	0	0	0	0			0
	Transfer Between Programs		0.00	0	0	0	0			0
7.00	FY 2017 ESTIMATED EXPENDITURES		0.25	12,800	3,500	2,800	19,100			
8.31	Base Adjustments:									
8.41	Transfer Between Programs		0.00	0	0	0	0			0
8.51	Removal of One-Time Expenditures		0.00	(400)	0	(100)	(500)			0
	Base Reduction		0.00	0	0	0	0			0
9.00	FY 2018 BASE		0.25	12,400	3,500	2,700	18,600			
10.11	Change in Health Benefit Costs				200	0	200			
10.12	Change in Variable Benefits Costs				0	0	0			
	Subtotal CEC Base:	Indicator: Code	0.25	12,400	3,700	2,700	18,800			
10.51	Annualization			0	0	0	0			
10.61	CEC for Permanent Positions	1.00%		100	0	0	100			
10.62	CEC for Group Positions	1.00%		0	0	0	0			
10.63	CEC for Elected Officials & Commissioners			0	0	0	0			
11.00	FY 2018 PROGRAM MAINTENANCE		0.25	12,500	3,700	2,700	18,900			
12.01	Line Items:						0			
12.02							0			
12.03							0			
13.00	FY 2018 TOTAL REQUEST		0.25	12,500	3,700	2,700	18,900			

Agency/Department:	Department of Administration	Agency Number:	200
Function/Division:	Department of Administration	Function/Activity Number:	
Activity/Program:	Management Services	Budget Unit:	ADAN
		Fiscal Year:	2018
Original Request Date:		Fund Name:	Employee Group Insurance
Revision Date:		Fund Number:	0461-00
	Revision #:	Budget Submission Page #	63 of 147

PCN	CLASS CODE	DESCRIPTION	Indicator Code	FTP	FY 2017 SALARY	FY 2017 HEALTH BENEFITS	FY 2017 VAR BENEFITS	FY 2017 TOTAL	FY 2018 SALARY CHANGE	FY 2018 CHG HEALTH BENEFITS	FY 2018 CHG VAR BENEFITS	TOTAL BENEFIT CHANGES
Totals from Wage and Salary Report (WSR):												
		Permanent Positions	1	1.20	69,850	14,688	15,417	99,955	(2,587)	1,464	(20)	1,444
		Board & Group Positions	2		0	0	0	0				
		Elected Officials & Full Time Commissioners	3	0.00	0	0	0	0		0	0	0
		TOTAL FROM WSR		1.20	69,850	14,688	15,417	99,955		1,464	(20)	1,444
		FY 2017 ORIGINAL APPROPRIATION			75,400	11,080	11,630	75,400				
		Unadjusted Over or (Under) Funded:	Est Difference		(0.20)	(17,160)	(3,608)	(24,555)				
Adjustments to Wage & Salary:												
		Add Funded / Subtract Unfunded - Vacant or Authorized - Positions:										
		Retire Cd										
		Adjustment Description / Position Title										
				0.00	0	0	0	0		0	0	0
5107	04246	R1 Financial Specialist	1	(0.35)	(15,259)	(4,284)	(3,378)	(22,921)		(427)	5	(422)
5120	04245	R1 Financial Specialist, Sr.	1	(0.05)	(3,700)	(612)	(819)	(5,131)		(61)	1	(60)
Other Adjustments:												
				0.00	0	0	0	0		0	0	0
				0.00	0	0	0	0		0	0	0
Estimated Salary Needs:												
		Permanent Positions	1	0.80	50,891	9,792	11,219	71,903		976	(14)	962
		Board & Group Positions	2	0.00	0	0	0	0		0	0	0
		Elected Officials & Full Time Commissioners	3	0.00	0	0	0	0		0	0	0
		Estimated Salary and Benefits		0.80	50,891	9,792	11,219	71,903		976	(14)	962
Adjusted Over or (Under) Funding:												
		Orig. Approp.		0.20	2,500	500	500	3,500				Calculated overfunding is 4.8% of Original Appropriation
		Est. Expend		0.20	2,500	500	600	3,600				Calculated overfunding is 4.8% of Estimated Expenditures
		Base		0.05	2,500	500	600	3,600				Calculated overfunding is 4.9% of the Base
Personnel Cost Reconciliation - Relation to Zero Variance ---->												

DJ			Original Appropriation	FTP	FY 17 Salary	FY 17 Health Ben	FY 17 Var Ben	FY 2017 Total		FY 18 Chg Health Bens.	FY 18 Chg Var Bens.	Total Benefit Change
3.00		FY 2017 ORIGINAL APPROPRIATION	75,400	1.00	53,367	10,268	11,765	75,400				
		Rounded Appropriation		1.00	53,400	10,300	11,800	75,400				
		Appropriation Adjustments:										
4.11		Reappropriation		0.00	0	0	0	0				
4.31		Supplemental		0.00	0	0	0	0				0
5.00		FY 2017 TOTAL APPROPRIATION		1.00	53,400	10,300	11,800	75,400				
		Expenditure Adjustments:										
6.31		FTP or Fund Adjustment			0	0	0	0				0
6.51		Transfer Between Programs		0.00	0	0	0	0				0
7.00		FY 2017 ESTIMATED EXPENDITURES		1.00	53,400	10,300	11,800	75,400				
		Base Adjustments:										
8.31		Transfer Between Programs		(0.15)	0	0	0	0				0
8.41		Removal of One-Time Expenditures		0.00	(1,600)	0	(400)	(2,000)				0
8.51		Base Reduction		0.00	0	0	0	0				0
9.00		FY 2018 BASE		0.85	51,800	10,300	11,400	73,400				
10.11		Change in Health Benefit Costs				1,000		1,000				
10.12		Change in Variable Benefits Costs					0	0				
		Subtotal CEC Base:	Indicator Code	0.85	51,800	11,300	11,400	74,400				
10.51		Annualization			0	0	0	0				
10.61		CEC for Permanent Positions	1.00%		500		100	600				
10.62		CEC for Group Positions	1.00%		0		0	0				
10.63		CEC for Elected Officials & Commissioners			0		0	0				
11.00		FY 2018 PROGRAM MAINTENANCE		0.85	52,300	11,300	11,500	75,000				
		Line Items:										
12.01								0				
12.02								0				
12.03								0				
13.00		FY 2018 TOTAL REQUEST		0.85	52,300	11,300	11,500	75,000				

Agency/Department:	Department of Administration	Agency Number:	200
Function/Division:	Department of Administration	Function/Activity Number:	
Activity/Program:	Management Services	Budget Unit:	ADAN
		Fiscal Year:	2018
Original Request Date:		Fund Name:	Retained Risk
Revision Date:		Fund Number:	0462-00
		Budget Submission Page #	64 of 147

PCN	CLASS CODE	DESCRIPTION	Indicator Code	FTP	FY 2017 SALARY	FY 2017 HEALTH BENEFITS	FY 2017 VAR BENEFITS	FY 2017 TOTAL	FY 2018 SALARY CHANGE	FY 2018 CHG HEALTH BENEFITS	FY 2018 CHG VAR BENEFITS	TOTAL BENEFIT CHANGES	
Totals from Wage and Salary Report (WSR):													
		Permanent Positions	1	0.26	19,668	3,182	4,339	27,189	(728)	317	(6)	312	
		Board & Group Positions	2		0	0	0	0					
		Elected Officials & Full Time Commissioners	3	0.00	0	0	0	0		0	0	0	
		TOTAL FROM WSR		0.26	19,668	3,182	4,339	27,189		317	(6)	312	
		FY 2017 ORIGINAL APPROPRIATION	55,800	0.70	40,364	6,531	8,904	55,800					
		Unadjusted Over or (Under) Funded:	Est Difference	0.44	20,697	3,349	4,566	28,611				Calculated overfunding is 51.3% of Original Appropriation	
Adjustments to Wage & Salary:													
Add Funded / Subtract Unfunded - Vacant or Authorized - Positions:													
		Retire Cd	Adjustment Description / Position Title										
				0.00	0	0	0	0		0	0	0	
5107	1	R1	Financial Specialist (from 0461)	1	0.35	15,289	4,284	3,385	22,958		427	(5)	422
Other Adjustments:													
				0.00	0	0	0	0		0	0	0	
				0.00	0	0	0	0		0	0	0	
Estimated Salary Needs:													
		Permanent Positions	1	0.61	34,957	7,466	7,724	50,147		744	(10)	734	
		Board & Group Positions	2	0.00	0	0	0	0				0	
		Elected Officials & Full Time Commissioners	3	0.00	0	0	0	0		0	0	0	
		Estimated Salary and Benefits		0.61	34,957	7,466	7,724	50,147		744	(10)	734	
Adjusted Over or (Under) Funding:													
		Orig. Approp		0.09	3,900	800	900	5,600				Calculated overfunding is 10.0% of Original Appropriation	
		Est. Expend		0.09	3,900	800	900	5,600				Calculated overfunding is 10.0% of Estimated Expenditures	
		Base		0.09	3,900	800	900	5,600				Calculated overfunding is 10.3% of the Base	
Personnel Cost Reconciliation - Relation to Zero Variance --->													

DU			Original Appropriation	FTP	FY 17 Salary	FY 17 Health Ben	FY 17 Var Ben	FY 2017 Total		FY 18 Chg Health Bens	FY 18 Chg Var Bens	Total Benefit Change
3.00		FY 2017 ORIGINAL APPROPRIATION	55,800	0.70	38,897	8,308	8,595	55,800				
		Rounded Appropriation		0.70	38,900	8,300	8,600	55,800				
		Appropriation Adjustments:										
4.11		Reappropriation		0.00	0	0	0	0				
4.31		Supplemental		0.00	0	0	0	0				0
5.00		FY 2017 TOTAL APPROPRIATION		0.70	38,900	8,300	8,600	55,800				
		Expenditure Adjustments:										
6.31		FTP or Fund Adjustment		0.00	0	0	0	0				0
6.51		Transfer Between Programs		0.00	0	0	0	0				0
7.00		FY 2017 ESTIMATED EXPENDITURES		0.70	38,900	8,300	8,600	55,800				
		Base Adjustments:										
8.31		Transfer Between Programs		0.00	0	0	0	0				0
8.41		Removal of One-Time Expenditures		0.00	(1,100)	0	(200)	(1,300)				0
8.51		Base Reduction		0.00	0	0	0	0				0
9.00		FY 2018 BASE		0.70	37,800	8,300	8,400	54,500				
10.11		Change in Health Benefit Costs				700	0	700				700
10.12		Change in Variable Benefits Costs					0	0				0
		Subtotal CEC Base:	Indicator Code	0.70	37,800	9,000	8,400	55,200				
10.51		Annualization			0	0	0	0				0
10.51		CEC for Permanent Positions	1.00%		400		100	500				500
10.62		CEC for Group Positions	1.00%		0		0	0				0
10.63		CEC for Elected Officials & Commissioners			0		0	0				0
11.00		FY 2018 PROGRAM MAINTENANCE		0.70	38,200	9,000	8,500	55,700				
		Line Items:										
12.01								0				0
12.02								0				0
12.03								0				0
13.00		FY 2018 TOTAL REQUEST		0.70	38,200	9,000	8,500	55,700				

Agency/Department: Department of Administration	Agency Number: 200
Function/Division: Department of Administration	Function/Activity Number: _____
Activity/Program: Management Services	Budget Unit: ADAN
	Fiscal Year: 2018
Original Request Date: _____	Fund Name: Administrative Code
Revision Date: _____	Revision #: _____
	Budget Submission Page # 65 of 147
	Fund Number: 0475-05

PCN	CLASS CODE	DESCRIPTION	Indicator Code	FTP	FY 2017 SALARY	FY 2017 HEALTH BENEFITS	FY 2017 VAR BENEFITS	FY 2017 TOTAL	FY 2018 SALARY CHANGE	FY 2018 CHG HEALTH BENEFITS	FY 2018 CHG VAR BENEFITS	TOTAL BENEFIT CHANGES
		Totals from Wage and Salary Report (WSR):										
		Permanent Positions	1	0.10	7,328	1,224	1,613	10,164	(271)	122	(2)	120
		Board & Group Positions	2		0	0	0	0				0
		Elected Officials & Full Time Commissioners	3	0.00	0	0	0	0		0	0	0
		TOTAL FROM WSR		0.10	7,328	1,224	1,613	10,164		122	(2)	120
		FY 2017 ORIGINAL APPROPRIATION		0.20	17,600	2,119	2,793	17,600				
		Unadjusted Over or (Under) Funded:	Est Difference	0.10	5,361	895	1,180	7,436				
		Adjustments to Wage & Salary:										
		Add Funded / Subtract Unfunded - Vacant or Authorized - Positions:										
		Retire Cd	Adjustment Description / Position Title									
5120	1	R1	Financial Specialist Sr	1	0.05	3,700	612	819	5,131	61	(1)	60
					0.00	0	0	0	0	0	0	0
					0.00	0	0	0	0	0	0	0
					0.00	0	0	0	0	0	0	0
		Other Adjustments:			0.00	0	0	0	0	0	0	0
					0.00	0	0	0	0	0	0	0
		Estimated Salary Needs:										
		Permanent Positions	1	0.15	11,028	1,836	2,432	15,296		183	(3)	180
		Board & Group Positions	2	0.00	0	0	0	0		0	0	0
		Elected Officials & Full Time Commissioners	3	0.00	0	0	0	0		0	0	0
		Estimated Salary and Benefits		0.15	11,028	1,836	2,432	15,296		183	(3)	180
		Adjusted Over or (Under) Funding:	Orig. Approp	0.05	1,700	300	400	2,400				Calculated overfunding is 13.6% of Original Appropriation
			Est. Expend	0.05	1,700	300	400	2,400				Calculated overfunding is 13.6% of Estimated Expenditures
			Base	0.05	1,700	300	400	2,400				Calculated overfunding is 14.0% of the Base
Personnel Cost Reconciliation - Relation to Zero Variance -->												

DU		Original Appropriation	FTP	FY 17 Salary	FY 17 Health Ben	FY 17 Var Ben	FY 2017 Total		FY 18 Chg Health Bens	FY 18 Chg Var Bens	Total Benefit Change
3.00	FY 2017 ORIGINAL APPROPRIATION	17,600	0.20	12,689	2,113	2,798	17,600				
	Rounded Appropriation		0.20	12,700	2,100	2,800	17,600				
4.11	Appropriation Adjustments:										
4.31	Reappropriation		0.00	0	0	0	0				
	Supplemental		0.00	0	0	0	0				0
5.00	FY 2017 TOTAL APPROPRIATION		0.20	12,700	2,100	2,800	17,600				
6.31	Expenditure Adjustments:										
6.51	FTP or Fund Adjustment		0.00	0	0	0	0				0
	Transfer Between Programs		0.00	0	0	0	0				0
7.00	FY 2017 ESTIMATED EXPENDITURES		0.20	12,700	2,100	2,800	17,600				
8.31	Base Adjustments:										
8.41	Transfer Between Programs		0.00	0	0	0	0				0
	Removal of One-Time Expenditures		0.00	(400)	0	(100)	(500)				0
8.51	Base Reduction		0.00	0	0	0	0				0
9.00	FY 2018 BASE		0.20	12,300	2,100	2,700	17,100				
10.11	Change in Health Benefit Costs				200	0	200				
10.12	Change in Variable Benefits Costs					0	0				
	Subtotal CEC Base:		Indicator Code	0.20	12,300	2,300	17,300				
10.51	Annualization:			0	0	0	0				
10.61	CEC for Permanent Positions		1.00%	100	0	0	100				
10.62	CEC for Group Positions		1.00%	0	0	0	0				
10.63	CEC for Elected Officials & Commissioners			0	0	0	0				
11.00	FY 2018 PROGRAM MAINTENANCE		0.20	12,400	2,300	2,700	17,400				
	Line Items:										
12.01							0				
12.02							0				
12.03							0				
13.00	FY 2018 TOTAL REQUEST		0.20	12,400	2,300	2,700	17,400				

FY 2018 Agency Budget - Request

Detail Report

Agency: 200 - Administration, Department of
Function: 01 - Office of the Director
Activity: 02 - Administrative Rules

		<u>FTP</u>	<u>Personnel Cost</u>	<u>Operating Expense</u>	<u>Capital Outlay</u>	<u>Trustee/ Benefit</u>	<u>Lump Sum</u>	<u>Total</u>
FY 2016 Total Appropriation								
1.00	FY 2016 Total Appropriation							
	SB 1175							
	0475-05	Dedicated	3.00	225,800	173,900	0	0	399,700
	Total		3.00	225,800	173,900	0	0	399,700
1.61	Reverted Appropriation Balances							
	0475-05	Dedicated	0.00	(3,500)	(32,700)	0	0	(36,200)
	Total		0.00	(3,500)	(32,700)	0	0	(36,200)
FY 2016 Actual Expenditures								
	0475-05	Dedicated	3.00	222,300	141,200	0	0	363,500
	Total		3.00	222,300	141,200	0	0	363,500
FY 2017 Original Appropriation								
3.00	FY 2017 Original Appropriation							
	SB 1419							
	0475-05	Dedicated	3.00	235,100	174,000	0	0	409,100
	OT 0475-05	Dedicated	0.00	7,600	0	0	0	7,600
	Total		3.00	242,700	174,000	0	0	416,700
FY 2017 Total Appropriation								
	0475-05	Dedicated	3.00	235,100	174,000	0	0	409,100
	OT 0475-05	Dedicated	0.00	7,600	0	0	0	7,600
	Total		3.00	242,700	174,000	0	0	416,700
FY 2017 Estimated Expenditures								
	0475-05	Dedicated	3.00	235,100	174,000	0	0	409,100
	OT 0475-05	Dedicated	0.00	7,600	0	0	0	7,600
	Total		3.00	242,700	174,000	0	0	416,700
Base Adjustments								
8.41	Removal of One-Time Expenditures							
	OT 0475-05	Dedicated	0.00	(7,600)	0	0	0	(7,600)
	Total		0.00	(7,600)	0	0	0	(7,600)
FY 2018 Base								
	0475-05	Dedicated	3.00	235,100	174,000	0	0	409,100
	OT 0475-05	Dedicated	0.00	0	0	0	0	0
	Total		3.00	235,100	174,000	0	0	409,100

FY 2018 Agency Budget - Request
Detail Report

Agency: 200 - Administration, Department of
Function: 01 - Office of the Director
Activity: 02 - Administrative Rules

		<u>FTP</u>	<u>Personnel Cost</u>	<u>Operating Expense</u>	<u>Capital Outlay</u>	<u>Trustee/ Benefit</u>	<u>Lump Sum</u>	<u>Total</u>
Program Maintenance								
10.11	Change in Health Benefit Costs							
	0475-05 Dedicated	0.00	3,700	0	0	0	0	3,700
	Total	0.00	3,700	0	0	0	0	3,700
10.61	Salary Multiplier - Regular Employees							
	0475-05 Dedicated	0.00	2,000	0	0	0	0	2,000
	Total	0.00	2,000	0	0	0	0	2,000
FY 2018 Total Maintenance								
	0475-05 Dedicated	3.00	240,800	174,000	0	0	0	414,800
	OT 0475-05 Dedicated	0.00	0	0	0	0	0	0
	Total	3.00	240,800	174,000	0	0	0	414,800
FY 2018 Total								
	0475-05 Dedicated	3.00	240,800	174,000	0	0	0	414,800
	OT 0475-05 Dedicated	0.00	0	0	0	0	0	0
	Total	3.00	240,800	174,000	0	0	0	414,800

Agency/Department:	Department of Administration	Agency Number:	200
Function/Division:	Department of Administration	Function/Activity Number:	
Activity/Program:	Administrative Rules	Budget Unit:	ADAL
		Fiscal Year:	2018
Original Request Date:		Fund Name:	Administrative Code
Revision Date:		Fund Number:	0475-05
	Revision #:	Budget Submission Page #	68 of 147

PCN	CLASS CODE	DESCRIPTION	Indicator Code	FTP	FY 2017 SALARY	FY 2017 HEALTH BENEFITS	FY 2017 VAR BENEFITS	FY 2017 TOTAL	FY 2018 SALARY CHANGE	FY 2018 CHG HEALTH BENEFITS	FY 2018 CHG VAR BENEFITS	TOTAL BENEFIT CHANGES
Totals from Wage and Salary Report (WSR):												
		Permanent Positions	1	3.00	167,530	36,720	36,580	240,830	(6,205)	3,660	(48)	3,612
		Board & Group Positions	2		0	0	0	0				
		Elected Officials & Full Time Commissioners	3	0.00	0	0	0	0		0	0	0
		TOTAL FROM WSR		3.00	167,530	36,720	36,580	240,830		3,660	(48)	3,612
		FY 2017 ORIGINAL APPROPRIATION	242,700	3.00	168,831	37,005	36,864	242,700				
		Unadjusted Over or (Under) Funded:	Est. Difference	0.00	1,301	285	284	1,870				
		Adjustments to Wage & Salary:										
		Add Funded / Subtract Unfunded - Vacant or Authorized - Positions:										
		Retire Cd	Adjustment Description / Position Title									
				0.00	0	0	0	0		0	0	0
				0.00	0	0	0	0		0	0	0
		Other Adjustments:										
				0.00	0	0	0	0		0	0	0
				0.00	0	0	0	0		0	0	0
		Estimated Salary Needs:										
		Permanent Positions	1	3.00	167,530	36,720	36,580	240,830		3,660	(48)	3,612
		Board & Group Positions	2	0.00	0	0	0	0				0
		Elected Officials & Full Time Commissioners	3	0.00	0	0	0	0		0	0	0
		Estimated Salary and Benefits		3.00	167,530	36,720	36,580	240,830		3,660	(48)	3,612
		Adjusted Over or (Under) Funding:										
		Orig. Approp		0.00	1,300	300	300	1,900				Calculated overfunding is: 8% of Original Appropriation
		Est. Expend		0.00	1,300	300	300	1,900				Calculated overfunding is: 8% of Estimated Expenditures
		Base		0.00	1,300	300	300	1,900				Calculated overfunding is: 8% of the Base
Personnel Cost Reconciliation - Relation to Zero Variance --->												

DU		Original Appropriation	FTP	FY 17 Salary	FY 17 Health Ben	FY 17 Var Ben	FY 2017 Total	FY 18 Chg Health Bens	FY 18 Chg Var Bens	Total Benefit Change	
3.00	FY 2017 ORIGINAL APPROPRIATION	242,700	3.00	168,831	37,005	36,864	242,700				
	Rounded Appropriation		3.00	168,800	37,000	36,900	242,700				
	Appropriation Adjustments:										
4.11	Reappropriation		0.00	0	0	0	0				
4.31	Supplemental		0.00	0	0	0	0			0	
5.00	FY 2017 TOTAL APPROPRIATION	3.00	168,800	37,000	36,900	242,700					
	Expenditure Adjustments:										
6.31	FTP or Fund Adjustment		0.00	0	0	0	0			0	
6.51	Transfer Between Programs		0.00	0	0	0	0			0	
7.00	FY 2017 ESTIMATED EXPENDITURES	3.00	168,800	37,000	36,900	242,700					
	Base Adjustments:										
8.31	Transfer Between Programs		0.00	0	0	0	0			0	
8.41	Removal of One-Time Expenditures		0.00	(6,200)	0	(1,400)	(7,600)			0	
8.51	Base Reduction		0.00	0	0	0	0			0	
9.00	FY 2018 BASE		3.00	162,600	37,000	35,500	235,100				
10.11	Change in Health Benefit Costs				3,700	0	3,700				
10.12	Change in Variable Benefits Costs					0	0				
	Subtotal CEC Base:	Indicator Code	3.00	162,600	40,700	35,500	238,800				
10.51	Annualization			0	0	0	0				
10.61	CEC for Permanent Positions	1.00%		1,600		400	2,000				
10.62	CEC for Group Positions	1.00%		0		0	0				
10.63	CEC for Elected Officials & Commissioners			0		0	0				
11.00	FY 2018 PROGRAM MAINTENANCE		3.00	164,200	40,700	35,900	240,800				
	Line Items:										
12.01							0				
12.02							0				
12.03							0				
13.00	FY 2018 TOTAL REQUEST		3.00	164,200	40,700	35,900	240,800				

Replacement

69 of 147

FY 2018 Agency Budget - Request

Detail Report

Agency: 200 - Administration, Department of

Function: 02 - Division of Information Technology

Activity: 01 - OCIO

		FTP	Personnel Cost	Operating Expense	Capital Outlay	Trustee/Benefit	Lump Sum	Total
FY 2016 Total Appropriation								
1.00 FY 2016 Total Appropriation								
SB 1175, SB 1217								
0001-00	General	8.65	686,900	451,500	0	0	0	1,138,400
0120-05	Dedicated	0.00	0	461,800	0	0	0	461,800
0365-00	Dedicated	1.40	107,500	0	0	0	0	107,500
0456-00	Dedicated	0.15	10,800	0	0	0	0	10,800
0461-00	Dedicated	0.30	22,500	0	0	0	0	22,500
0462-00	Dedicated	0.30	24,400	0	0	0	0	24,400
0475-05	Dedicated	0.15	10,800	0	0	0	0	10,800
0519-00	Dedicated	0.10	8,800	0	0	0	0	8,800
0450-00	Other	15.35	1,361,200	777,900	0	0	0	2,139,100
	Total	26.40	2,232,900	1,691,200	0	0	0	3,924,100
1.21 Net Object Transfers								
0450-00	Other	0.00	(90,200)	(31,800)	122,000	0	0	0
	Total	0.00	(90,200)	(31,800)	122,000	0	0	0
1.61 Reverted Appropriation Balances								
0001-00	General	0.00	(800)	(1,400)	0	0	0	(2,200)
0365-00	Dedicated	0.00	(12,500)	0	0	0	0	(12,500)
0456-00	Dedicated	0.00	(100)	0	0	0	0	(100)
0461-00	Dedicated	0.00	(500)	0	0	0	0	(500)
0462-00	Dedicated	0.00	(400)	0	0	0	0	(400)
0475-05	Dedicated	0.00	(700)	0	0	0	0	(700)
0519-00	Dedicated	0.00	(500)	0	0	0	0	(500)
0450-00	Other	0.00	(6,300)	(89,000)	0	0	0	(95,300)
	Total	0.00	(21,800)	(90,400)	0	0	0	(112,200)

FY 2018 Agency Budget - Request

Detail Report

Agency: 200 - Administration, Department of
Function: 02 - Division of Information Technology
Activity: 01 - OCIO

	FTP	Personnel Cost	Operating Expense	Capital Outlay	Trustee/ Benefit	Lump Sum	Total
FY 2016 Actual Expenditures							
0001-00 General	8.65	686,100	450,100	0	0	0	1,136,200
0120-05 Dedicated	0.00	0	461,800	0	0	0	461,800
0365-00 Dedicated	1.40	95,000	0	0	0	0	95,000
0456-00 Dedicated	0.15	10,700	0	0	0	0	10,700
0461-00 Dedicated	0.30	22,000	0	0	0	0	22,000
0462-00 Dedicated	0.30	24,000	0	0	0	0	24,000
0475-05 Dedicated	0.15	10,100	0	0	0	0	10,100
0519-00 Dedicated	0.10	8,300	0	0	0	0	8,300
0450-00 Other	15.35	1,264,700	657,100	122,000	0	0	2,043,800
Total	26.40	2,120,900	1,569,000	122,000	0	0	3,811,900
FY 2017 Original Appropriation							
3.00 FY 2017 Original Appropriation							
SB 1419							
0001-00 General	7.65	713,600	453,000	0	0	0	1,166,600
OT 0001-00 General	0.00	23,100	0	0	0	0	23,100
0365-00 Dedicated	1.40	112,000	0	0	0	0	112,000
OT 0365-00 Dedicated	0.00	3,200	0	0	0	0	3,200
0456-00 Dedicated	0.15	11,200	0	0	0	0	11,200
OT 0456-00 Dedicated	0.00	200	0	0	0	0	200
0461-00 Dedicated	0.30	23,300	0	0	0	0	23,300
OT 0461-00 Dedicated	0.00	600	0	0	0	0	600
0462-00 Dedicated	0.30	25,200	0	0	0	0	25,200
OT 0462-00 Dedicated	0.00	600	0	0	0	0	600
0475-05 Dedicated	0.15	11,200	0	0	0	0	11,200
OT 0475-05 Dedicated	0.00	100	0	0	0	0	100
0519-00 Dedicated	0.10	9,200	0	0	0	0	9,200
OT 0519-00 Dedicated	0.00	200	0	0	0	0	200
0450-00 Other	16.35	1,389,500	778,000	0	0	0	2,167,500
OT 0450-00 Other	0.00	44,100	0	0	0	0	44,100
Total	26.40	2,367,300	1,231,000	0	0	0	3,598,300

FY 2018 Agency Budget - Request

Detail Report

Agency: 200 - Administration, Department of
Function: 02 - Division of Information Technology
Activity: 01 - OCIO

	<u>FTP</u>	<u>Personnel Cost</u>	<u>Operating Expense</u>	<u>Capital Outlay</u>	<u>Trustee/ Benefit</u>	<u>Lump Sum</u>	<u>Total</u>
--	------------	-----------------------	--------------------------	-----------------------	-------------------------	-----------------	--------------

Appropriation Adjustments

4.31 Enterprise IT Operations - Firewall

The current state firewalls, as of March 2016, are operating at over 60% of capacity. The practical upper limit of utilization is 75%. This equipment needs to be replaced in order to provide adequate throughput and protection for all state agencies. The existing firewall platform was put into production in 2013, and is approaching the end of its life cycle. With state agencies rapid uptake of Cloud (Internet) based computing services, video conferencing and voice services, the state is beginning to exhaust the capacity and capabilities of its current firewall platform. Furthermore, state agencies are hosting additional web-based citizen services that are protected by the state's firewalls, so they are handling additional load in providing cyber security protection for these citizens services to ensure they remain available 24 hours a day. This request includes one-time hardware costs, (\$485,000), one-time installation costs (\$30,000), and on-going licensing costs (\$30,000).

OT 0001-00	General	0.00	0	245,000	270,000	0	0	515,000
0450-00	Other	0.00	0	30,000	0	0	0	30,000
Total		0.00	0	275,000	270,000	0	0	545,000

4.32 Cybersecurity Penetration Test / Security Scan

This request is for one-time and ongoing spending authority for two security processes; annual penetration testing and an automated security scanning. Penetration testing is a compliance requirement that is designed to identify network vulnerabilities that can be exploited by threat actors (\$25,500 ongoing dedicated fund). Security scanning provides continuous, automated process that scans networks and computer systems for known vulnerabilities (\$11,600 one-time General Fund for installation, \$15,500 ongoing dedicated for annual licensing).

OT 0001-00	General	0.00	0	11,600	0	0	0	11,600
0450-00	Other	0.00	0	41,000	0	0	0	41,000
Total		0.00	0	52,600	0	0	0	52,600

FY 2017 Total Appropriation

0001-00	General	7.65	713,600	453,000	0	0	0	1,166,600
OT 0001-00	General	0.00	23,100	256,600	270,000	0	0	549,700
0365-00	Dedicated	1.40	112,000	0	0	0	0	112,000
OT 0365-00	Dedicated	0.00	3,200	0	0	0	0	3,200
0456-00	Dedicated	0.15	11,200	0	0	0	0	11,200
OT 0456-00	Dedicated	0.00	200	0	0	0	0	200
0461-00	Dedicated	0.30	23,300	0	0	0	0	23,300
OT 0461-00	Dedicated	0.00	600	0	0	0	0	600
0462-00	Dedicated	0.30	25,200	0	0	0	0	25,200
OT 0462-00	Dedicated	0.00	600	0	0	0	0	600
0475-05	Dedicated	0.15	11,200	0	0	0	0	11,200
OT 0475-05	Dedicated	0.00	100	0	0	0	0	100
0519-00	Dedicated	0.10	9,200	0	0	0	0	9,200
OT 0519-00	Dedicated	0.00	200	0	0	0	0	200
0450-00	Other	16.35	1,389,500	849,000	0	0	0	2,238,500
OT 0450-00	Other	0.00	44,100	0	0	0	0	44,100
Total		26.40	2,367,300	1,558,600	270,000	0	0	4,195,900

FY 2018 Agency Budget - Request

Detail Report

Agency: 200 - Administration, Department of
Function: 02 - Division of Information Technology
Activity: 01 - OCIO

	FTP	Personnel Cost	Operating Expense	Capital Outlay	Trustee/ Benefit	Lump Sum	Total
FY 2017 Estimated Expenditures							
0001-00 General	7.65	713,600	453,000	0	0	0	1,166,600
OT 0001-00 General	0.00	23,100	256,600	270,000	0	0	549,700
0365-00 Dedicated	1.40	112,000	0	0	0	0	112,000
OT 0365-00 Dedicated	0.00	3,200	0	0	0	0	3,200
0456-00 Dedicated	0.15	11,200	0	0	0	0	11,200
OT 0456-00 Dedicated	0.00	200	0	0	0	0	200
0461-00 Dedicated	0.30	23,300	0	0	0	0	23,300
OT 0461-00 Dedicated	0.00	600	0	0	0	0	600
0462-00 Dedicated	0.30	25,200	0	0	0	0	25,200
OT 0462-00 Dedicated	0.00	600	0	0	0	0	600
0475-05 Dedicated	0.15	11,200	0	0	0	0	11,200
OT 0475-05 Dedicated	0.00	100	0	0	0	0	100
0519-00 Dedicated	0.10	9,200	0	0	0	0	9,200
OT 0519-00 Dedicated	0.00	200	0	0	0	0	200
0450-00 Other	16.35	1,389,500	849,000	0	0	0	2,238,500
OT 0450-00 Other	0.00	44,100	0	0	0	0	44,100
Total	26.40	2,367,300	1,558,600	270,000	0	0	4,195,900
Base Adjustments							
8.31 Transfer Between Programs							
Transfer of FTP from the Management Services program.							
0450-00 Other	0.60	0	0	0	0	0	0
Total	0.60	0	0	0	0	0	0
8.41 Removal of One-Time Expenditures							
OT 0001-00 General	0.00	(23,100)	(256,600)	(270,000)	0	0	(549,700)
OT 0365-00 Dedicated	0.00	(3,200)	0	0	0	0	(3,200)
OT 0456-00 Dedicated	0.00	(200)	0	0	0	0	(200)
OT 0461-00 Dedicated	0.00	(600)	0	0	0	0	(600)
OT 0462-00 Dedicated	0.00	(600)	0	0	0	0	(600)
OT 0475-05 Dedicated	0.00	(100)	0	0	0	0	(100)
OT 0519-00 Dedicated	0.00	(200)	0	0	0	0	(200)
OT 0450-00 Other	0.00	(44,100)	0	0	0	0	(44,100)
Total	0.00	(72,100)	(256,600)	(270,000)	0	0	(598,700)

FY 2018 Agency Budget - Request

Detail Report

Agency: 200 - Administration, Department of
 Function: 02 - Division of Information Technology
 Activity: 01 - OCIO

		FTP	Personnel Cost	Operating Expense	Capital Outlay	Trustee/ Benefit	Lump Sum	Total
FY 2018 Base								
	0001-00 General	7.65	713,600	453,000	0	0	0	1,166,600
OT	0001-00 General	0.00	0	0	0	0	0	0
	0365-00 Dedicated	1.40	112,000	0	0	0	0	112,000
OT	0365-00 Dedicated	0.00	0	0	0	0	0	0
	0456-00 Dedicated	0.15	11,200	0	0	0	0	11,200
OT	0456-00 Dedicated	0.00	0	0	0	0	0	0
	0461-00 Dedicated	0.30	23,300	0	0	0	0	23,300
OT	0461-00 Dedicated	0.00	0	0	0	0	0	0
	0462-00 Dedicated	0.30	25,200	0	0	0	0	25,200
OT	0462-00 Dedicated	0.00	0	0	0	0	0	0
	0475-05 Dedicated	0.15	11,200	0	0	0	0	11,200
OT	0475-05 Dedicated	0.00	0	0	0	0	0	0
	0519-00 Dedicated	0.10	9,200	0	0	0	0	9,200
OT	0519-00 Dedicated	0.00	0	0	0	0	0	0
	0450-00 Other	16.95	1,389,500	849,000	0	0	0	2,238,500
OT	0450-00 Other	0.00	0	0	0	0	0	0
	Total	27.00	2,295,200	1,302,000	0	0	0	3,597,200
Program Maintenance								
10.11 Change in Health Benefit Costs								
	0001-00 General	0.00	9,300	0	0	0	0	9,300
	0365-00 Dedicated	0.00	1,700	0	0	0	0	1,700
	0456-00 Dedicated	0.00	200	0	0	0	0	200
	0461-00 Dedicated	0.00	300	0	0	0	0	300
	0462-00 Dedicated	0.00	300	0	0	0	0	300
	0475-05 Dedicated	0.00	200	0	0	0	0	200
	0519-00 Dedicated	0.00	100	0	0	0	0	100
	0450-00 Other	0.00	19,200	0	0	0	0	19,200
	Total	0.00	31,300	0	0	0	0	31,300
10.12 Change in Variable Benefit Costs								
	0001-00 General	0.00	(200)	0	0	0	0	(200)
	0450-00 Other	0.00	(300)	0	0	0	0	(300)
	Total	0.00	(500)	0	0	0	0	(500)

FY 2018 Agency Budget - Request

Detail Report

Agency: 200 - Administration, Department of
Function: 02 - Division of Information Technology
Activity: 01 - OCIO

		FTP	Personnel Cost	Operating Expense	Capital Outlay	Trustee/ Benefit	Lump Sum	Total
10.61	Salary Multiplier - Regular Employees							
	0001-00 General	0.00	6,200	0	0	0	0	6,200
	0365-00 Dedicated	0.00	1,000	0	0	0	0	1,000
	0456-00 Dedicated	0.00	100	0	0	0	0	100
	0461-00 Dedicated	0.00	200	0	0	0	0	200
	0462-00 Dedicated	0.00	200	0	0	0	0	200
	0475-05 Dedicated	0.00	100	0	0	0	0	100
	0519-00 Dedicated	0.00	100	0	0	0	0	100
	0450-00 Other	0.00	12,000	0	0	0	0	12,000
	Total	0.00	19,900	0	0	0	0	19,900
FY 2018 Total Maintenance								
	0001-00 General	7.65	728,900	453,000	0	0	0	1,181,900
	OT 0001-00 General	0.00	0	0	0	0	0	0
	0365-00 Dedicated	1.40	114,700	0	0	0	0	114,700
	OT 0365-00 Dedicated	0.00	0	0	0	0	0	0
	0456-00 Dedicated	0.15	11,500	0	0	0	0	11,500
	OT 0456-00 Dedicated	0.00	0	0	0	0	0	0
	0461-00 Dedicated	0.30	23,800	0	0	0	0	23,800
	OT 0461-00 Dedicated	0.00	0	0	0	0	0	0
	0462-00 Dedicated	0.30	25,700	0	0	0	0	25,700
	OT 0462-00 Dedicated	0.00	0	0	0	0	0	0
	0475-05 Dedicated	0.15	11,500	0	0	0	0	11,500
	OT 0475-05 Dedicated	0.00	0	0	0	0	0	0
	0519-00 Dedicated	0.10	9,400	0	0	0	0	9,400
	OT 0519-00 Dedicated	0.00	0	0	0	0	0	0
	0450-00 Other	16.95	1,420,400	849,000	0	0	0	2,269,400
	OT 0450-00 Other	0.00	0	0	0	0	0	0
	Total	27.00	2,345,900	1,302,000	0	0	0	3,647,900

Line Items

12.01 Enterprise IT Security Analyst

This is a request for funding of one full-time position (FTP) for a Security Analyst Senior using an existing vacant position available within the Department of Administration (DOA). Cyber security threats faced by the State of Idaho have grown in sophistication and impact. The DOA operates the State's backbone network providing internet and intranet connectivity for over 70 State agencies. The DOA senior information security engineer will identify, evaluate, test, and integrate advanced technical solutions supporting the implementation of the CIS CSCs to include: asset discover/inventory, hardware/software baseline, network and anti-malware/endpoint protection systems, proxy servers, firewalls, Data Loss Prevention (DLP), Authentication, data classification, encryption, patch management, mobile device management, and incident management.

0450-00 Other	0.00	77,300	0	0	0	0	0	77,300
Total	0.00	77,300	0	0	0	0	0	77,300

FY 2018 Agency Budget - Request

Detail Report

Agency: 200 - Administration, Department of
Function: 02 - Division of Information Technology
Activity: 01 - OCIO

	<u>FTP</u>	<u>Personnel Cost</u>	<u>Operating Expense</u>	<u>Capital Outlay</u>	<u>Trustee/Benefit</u>	<u>Lump Sum</u>	<u>Total</u>
12.02 Annual Licensing Email Security and Spam Filter							
This request is for spending authority due to the increased annual license fee assessed for email security following the acquisition of the former vendor.							
0450-00 Other	0.00	0	49,000	0	0	0	49,000
Total	0.00	0	49,000	0	0	0	49,000

12.03 Licensing IT Systems Integration Analyst Sr							
The Department is requesting spending authority to hire an IT Systems Integration Analyst Sr. Position to support the Board of Occupational Licensing and Board of Medicine. This positions responsibilities will be to manage, upgrade and support the agencies Licensing systems. To date, the Department of Administration has no dedicated support for these systems which have mostly been maintained by contractors over previous years. The overall cost and complexity of managing these systems has grown, along with significantly higher levels of Cyber Security requirements. The Board of Occupational Licensing and Board of Medicine needs to provide a more efficient and secure IT environment to service both entities, and support the Department's request to hire and manage the position. Housing this position within the Department of Administration will ensure proper IT oversight and security standards are achieved. The Department of Administration does not have funding available to support this position but will bill the Board of Licensing and the Board of Medicine for actual costs incurred.							
0450-00 Other	1.00	77,500	21,000	0	0	0	98,500
Total	1.00	77,500	21,000	0	0	0	98,500

FY 2018 Total

0001-00 General	7.65	728,900	453,000	0	0	0	1,181,900
OT 0001-00 General	0.00	0	0	0	0	0	0
0365-00 Dedicated	1.40	114,700	0	0	0	0	114,700
OT 0365-00 Dedicated	0.00	0	0	0	0	0	0
0456-00 Dedicated	0.15	11,500	0	0	0	0	11,500
OT 0456-00 Dedicated	0.00	0	0	0	0	0	0
0461-00 Dedicated	0.30	23,800	0	0	0	0	23,800
OT 0461-00 Dedicated	0.00	0	0	0	0	0	0
0462-00 Dedicated	0.30	25,700	0	0	0	0	25,700
OT 0462-00 Dedicated	0.00	0	0	0	0	0	0
0475-05 Dedicated	0.15	11,500	0	0	0	0	11,500
OT 0475-05 Dedicated	0.00	0	0	0	0	0	0
0519-00 Dedicated	0.10	9,400	0	0	0	0	9,400
OT 0519-00 Dedicated	0.00	0	0	0	0	0	0
0450-00 Other	17.95	1,575,200	919,000	0	0	0	2,494,200
OT 0450-00 Other	0.00	0	0	0	0	0	0
Total	28.00	2,500,700	1,372,000	0	0	0	3,872,700

FY 2018 Agency Budget - Request

Detail Report

Agency: 200 - Administration, Department of
 Function: 02 - Division of Information Technology
 Activity: 01 - OCIO

	FTP	Personnel Cost	Operating Expense	Capital Outlay	Trustee/ Benefit	Lump Sum	Total
FY 2018 Total							
0001-00 General	7.65	728,900	453,000	0	0	0	1,181,900
OT 0001-00 General	0.00	0	256,600	270,000	0	0	526,600
0365-00 Dedicated	1.40	114,700	0	0	0	0	114,700
OT 0365-00 Dedicated	0.00	0	0	0	0	0	0
0456-00 Dedicated	0.15	11,500	0	0	0	0	11,500
OT 0456-00 Dedicated	0.00	0	0	0	0	0	0
0461-00 Dedicated	0.30	23,800	0	0	0	0	23,800
OT 0461-00 Dedicated	0.00	0	0	0	0	0	0
0462-00 Dedicated	0.30	25,700	0	0	0	0	25,700
OT 0462-00 Dedicated	0.00	0	0	0	0	0	0
0475-05 Dedicated	0.15	11,500	0	0	0	0	11,500
OT 0475-05 Dedicated	0.00	0	0	0	0	0	0
0519-00 Dedicated	0.10	9,400	0	0	0	0	9,400
OT 0519-00 Dedicated	0.00	0	0	0	0	0	0
0450-00 Other	16.95	1,497,700	898,000	0	0	0	2,395,700
OT 0450-00 Other	0.00	0	0	0	0	0	0
Total	27.00	2,423,200	1,607,600	270,000	0	0	4,300,800

Agency/Department:	Department of Administration	Agency Number:	200
Function/Division:	Department of Administration	Function/Activity Number:	
Activity/Program:	Information Technology	Budget Unit:	ADAB
		Fiscal Year:	2018
Original Request Date:		Fund Name:	General
Revision Date:		Budget Submission Page #	77 of 147
		Fund Number:	0001-00

PCN	CLASS CODE	DESCRIPTION	Indicator Code	FTP	FY 2017 SALARY	FY 2017 HEALTH BENEFITS	FY 2017 VAR BENEFITS	FY 2017 TOTAL	FY 2018 SALARY CHANGE	FY 2018 CHG HEALTH BENEFITS	FY 2018 CHG VAR BENEFITS	TOTAL BENEFIT CHANGES
Totals from Wage and Salary Report (WSR):												
		Permanent Positions	1	7.92	549,050	96,941	121,458	767,449	(20,335)	9,662	(159)	9,504
		Board & Group Positions	2		0	0	0	0				0
		Elected Officials & Full Time Commissioners	3	0.00	0	0	0	0		0	0	0
		TOTAL FROM WSR		7.92	549,050	96,941	121,458	767,449		9,662	(159)	9,504
		FY 2017 ORIGINAL APPROPRIATION	736,700	7.85	527,052	93,057	116,592	736,700				
		Unadjusted Over or (Under) Funded:	Est Difference	(0.27)	(21,999)	(3,884)	(4,866)	(30,749)		Calculated underfunding is (4.2%) of Original Appropriation		
Adjustments to Wage & Salary:												
Add Funded / Subtract Unfunded - Vacant or Authorized - Positions:												
		Retire Cd	Adjustment Description / Position Title									
5462	01607	R1	IT Info Svcs Mgr	1	(0.05)	(4,600)	(612)	(1,018)	(6,230)			
5449	20305	R1	Chief Tech Officer State	1	(0.10)	(10,600)	(1,224)	(2,347)	(14,171)	(61)	1	(60)
5468	02913	R1	Project Coordinator	1	(0.11)	(8,300)	(1,346)	(1,395)	(9,041)	(122)	3	(119)
5128	01840	R1	IT Sys Integr Analyst Sr	1	(0.01)	(700)	(122)	(155)	(977)	(134)	2	(132)
					0.00	0	0	0	0	(12)	0	(12)
					0.00	0	0	0	0	0	0	0
					0.00	0	0	0	0	0	0	0
		Other Adjustments:			0.00	0	0	0	0	0	0	0
					0.00	0	0	0	0	0	0	0
					0.00	0	0	0	0	0	0	0
Estimated Salary Needs:												
		Permanent Positions	1	7.85	526,850	93,636	116,543	737,029		9,333	(152)	9,181
		Board & Group Positions	2	0.00	0	0	0	0				0
		Elected Officials & Full Time Commissioners	3	0.00	0	0	0	0		0	0	0
		Estimated Salary and Benefits		7.85	526,850	93,636	116,543	737,029		9,333	(152)	9,181
		Adjusted Over or (Under) Funding:	Orig. Approp	0.00	(200)	0	(100)	(300)		Calculated underfunding is (0%) of Original Appropriation		
			Est. Expend	0.00	(300)	0	0	(300)		Calculated underfunding is (0%) of Estimated Expenditures		
			Base	0.00	(300)	0	0	(300)		Calculated underfunding is (0%) of the Base		
Personnel Cost Reconciliation - Relation to Zero Variance -->										You may not have sufficient funding or authorized FTP, and may need to make additional adjustments to finalize this form. Please contact both your DFM and LSO analysts.		

DU		Original Appropriation	FTP	FY 17 Salary	FY 17 Health Ben	FY 17 Var Ben	FY 2017 Total		FY 18 Chg Health Bens	FY 18 Chg Var Bens	Total Benefit Change
3.00	FY 2017 ORIGINAL APPROPRIATION	736,700	7.85	526,615	93,594	116,491	736,700				
	Rounded Appropriation		7.85	526,600	93,600	116,500	736,700				
	Appropriation Adjustments:										
4.11	Reappropriation		0.00	0	0	0	0				
4.31	Supplemental		0.00	0	0	0	0				0
5.00	FY 2017 TOTAL APPROPRIATION		7.85	526,600	93,600	116,500	736,700				
	Expenditure Adjustments:										
6.31	FTP or Fund Adjustment		0.00	0	0	0	0				0
6.51	Transfer Between Programs		0.00	0	0	0	0				0
7.00	FY 2017 ESTIMATED EXPENDITURES		7.85	526,600	93,600	116,500	736,700				
	Base Adjustments:										
8.31	Transfer Between Programs		0.00	0	0	0	0				0
8.41	Removal of One-Time Expenditures		0.00	(18,900)	0	(4,200)	(23,100)				0
8.51	Base Reduction		0.00	0	0	0	0				0
9.00	FY 2018 BASE		7.85	507,700	93,600	112,300	713,600				
10.11	Change in Health Benefit Costs				9,300		9,300				
10.12	Change in Variable Benefits Costs					(200)	(200)				
	Subtotal CEC Base:	Indicator Code	7.85	507,700	102,900	112,100	722,700				
10.51	Annualization			0	0	0	0				
10.61	CEC for Permanent Positions	1.00%		5,100		1,100	6,200				
10.62	CEC for Group Positions	1.00%		0		0	0				
10.63	CEC for Elected Officials & Commissioners			0		0	0				
11.00	FY 2018 PROGRAM MAINTENANCE		7.85	512,800	102,900	113,200	728,900				
	Line Items:										
12.01							0				
12.02							0				
12.03											
13.00	FY 2018 TOTAL REQUEST		7.85	512,800	102,900	113,200	728,900				

Agency/Department:	Department of Administration	Agency Number:	200
Function/Division:	Department of Administration	Function/Activity Number:	
Activity/Program:	Information Technology	Budget Unit:	ADAB
		Fiscal Year:	2018
Original Request Date:		Fund Name:	Permanent Building
Revision Date:		Fund Number:	0365-00
	Revision #:	Budget Submission Page #	78 of 147

PCN	CLASS CODE	DESCRIPTION	Indicator Code	FTP	FY 2017 SALARY	FY 2017 HEALTH BENEFITS	FY 2017 VAR BENEFITS	FY 2017 TOTAL	FY 2018 SALARY CHANGE	FY 2018 CHG HEALTH BENEFITS	FY 2018 CHG VAR BENEFITS	TOTAL BENEFIT CHANGES
Totals from Wage and Salary Report (WSR):												
		Permanent Positions	1	1.46	80,711	17,870	17,870	116,452	(2,989)	1,781	(23)	1,758
		Board & Group Positions	2		0	0	0	0				
		Elected Officials & Full Time Commissioners	3	0.00	0	0	0	0		0	0	0
		TOTAL FROM WSR		1.46	80,711	17,870	17,870	116,452		1,781	(23)	1,758
		FY 2017 ORIGINAL APPROPRIATION		1.40	79,844	17,678	17,678	115,200				
		Unadjusted Over or (Under) Funded:		Est Difference	(868)	(192)	(192)	(1,252)		Calculated underfunding is (1.1%) of Original Appropriation		
Adjustments to Wage & Salary:												
Add Funded / Subtract Unfunded - Vacant or Authorized - Positions:												
		Retire Cd	Adjustment Description / Position Title									
5137	01663	R1	IT Info Systems Tech	1	(0.06)	(2,600)	(734)	(576)	(3,910)			
					0.00	0	0	0	0		(73)	1
					0.00	0	0	0	0		0	(72)
					0.00	0	0	0	0		0	0
Other Adjustments:												
					0.00	0	0	0	0		0	0
					0.00	0	0	0	0		0	0
Estimated Salary Needs:												
		Permanent Positions	1	1.40	78,111	17,136	17,295	112,542		1,708	(23)	1,685
		Board & Group Positions	2	0.00	0	0	0	0			0	0
		Elected Officials & Full Time Commissioners	3	0.00	0	0	0	0		0	0	0
		Estimated Salary and Benefits		1.40	78,111	17,136	17,295	112,542		1,708	(23)	1,685
		Adjusted Over or (Under) Funding:		Orig. Approp	1,800	400	400	2,600		Calculated overfunding is 2.3% of Original Appropriation		
				Est. Expend	1,900	400	400	2,700		Calculated overfunding is 2.3% of Estimated Expenditures		
				Base	1,900	400	400	2,700		Calculated overfunding is 2.4% of the Base		
Personnel Cost Reconciliation - Relation to Zero Variance --->												

DU		Original Appropriation	FTP	FY 17 Salary	FY 17 Health Ben	FY 17 Var Ben	FY 2017 Total		FY 18 Chg Health Bens	FY 18 Chg Var Bens	Total Benefit Change
3.00	FY 2017 ORIGINAL APPROPRIATION	115,200	1.40	79,956	17,541	17,703	115,200				
	Rounded Appropriation		1.40	80,000	17,500	17,700	115,200				
	Appropriation Adjustments:										
4.11	Reappropriation		0.00	0	0	0	0				
4.31	Supplemental		0.00	0	0	0	0				0
5.00	FY 2017 TOTAL APPROPRIATION		1.40	80,000	17,500	17,700	115,200				
	Expenditure Adjustments:										
6.31	FTP or Fund Adjustment		0.00	0	0	0	0				0
6.51	Transfer Between Programs		0.00	0	0	0	0				0
7.00	FY 2017 ESTIMATED EXPENDITURES		1.40	80,000	17,500	17,700	115,200				
	Base Adjustments:										
8.31	Transfer Between Programs		0.00	0	0	0	0				0
8.41	Removal of One-Time Expenditures		0.00	(2,600)	0	(600)	(3,200)				0
8.51	Base Reduction		0.00	0	0	0	0				0
9.00	FY 2018 BASE		1.40	77,400	17,500	17,100	112,000				
10.11	Change in Health Benefit Costs				1,700		1,700				
10.12	Change in Variable Benefits Costs					0	0				
	Subtotal CEC Base:		Indicator Code	1.40	77,400	19,200	17,100	113,700			
10.51	Annualization			0	0	0	0				0
10.61	CEC for Permanent Positions		1.00%	800		200	1,000				
10.62	CEC for Group Positions		1.00%	0		0	0				
10.63	CEC for Elected Officials & Commissioners			0		0	0				
11.00	FY 2018 PROGRAM MAINTENANCE		1.40	78,200	19,200	17,300	114,700				
	Line Items:										
12.01							0				
12.02							0				
12.03							0				
13.00	FY 2018 TOTAL REQUEST		1.40	78,200	19,200	17,300	114,700				

Agency/Department:	Department of Administration	Agency Number:	200
Function/Division:	Department of Administration	Function/Activity Number:	
Activity/Program:	Information Technology	Budget Unit:	ADAS
		Fiscal Year:	2018
Original Request Date:		Fund Name:	Federal Surplus Property Revolving
Revision Date:		Fund Number:	0456-00
	Revision #:	Budget Submission Page #	80 of 147

PCN	CLASS CODE	DESCRIPTION	Indicator Code	FTP	FY 2017 SALARY	FY 2017 HEALTH BENEFITS	FY 2017 VAR BENEFITS	FY 2017 TOTAL	FY 2018 SALARY CHANGE	FY 2018 CHG HEALTH BENEFITS	FY 2018 CHG VAR BENEFITS	TOTAL BENEFIT CHANGES
Totals from Wage and Salary Report (WSR):												
		Permanent Positions	1	0.17	8,738	2,081	1,935	12,754	(324)	207	(3)	205
		Board & Group Positions	2		0	0	0	0				
		Elected Officials & Full Time Commissioners	3	0.00	0	0	0	0		0	0	0
		TOTAL FROM WSR		0.17	8,738	2,081	1,935	12,754		207	(3)	205
		FY 2017 ORIGINAL APPROPRIATION			11,400	7,811	1,860	1,729				
		Unadjusted Over or (Under) Funded:	Est Difference		(0.02)	(928)	(221)	(205)				
Adjustments to Wage & Salary:												
Add Funded / Subtract Unfunded - Vacant or Authorized - Positions:												
		Retire Cd	Adjustment Description / Position Title									
5115	01536	R1	IT Systems Integration Analyst	1	(0.02)	(1,258)	(245)	(278)	(1,781)			
					0.00	0	0	0	0	(24)	0	(24)
Other Adjustments:												
					0.00	0	0	0	0	0	0	0
					0.00	0	0	0	0	0	0	0
Estimated Salary Needs:												
		Permanent Positions	1	0.15	7,481	1,836	1,656	10,973		183	(2)	181
		Board & Group Positions	2	0.00	0	0	0	0		0	0	0
		Elected Officials & Full Time Commissioners	3	0.00	0	0	0	0		0	0	0
		Estimated Salary and Benefits		0.15	7,481	1,836	1,656	10,973		183	(2)	181
Adjusted Over or (Under) Funding:												
			Orig. Approp	0.00	300	100	100	500				Calculated overfunding is 4.4% of Original Appropriation
			Est. Expend	0.00	300	100	0	400				Calculated overfunding is 3.5% of Estimated Expenditures
			Base	0.00	300	100	0	400				Calculated overfunding is 3.6% of the Base
Personnel Cost Reconciliation - Relation to Zero Variance ---->												

DJ		Original Appropriation	FTP	FY 17 Salary	FY 17 Health Ben	FY 17 Var Ben	FY 2017 Total	FY 18 Chg Health Bens	FY 18 Chg Var Bens	Total Benefit Change
3.00	FY 2017 ORIGINAL APPROPRIATION	11,400	0.15	7,772	1,907	1,721	11,400			
	Rounded Appropriation		0.15	7,800	1,900	1,700	11,400			
4.11	Appropriation Adjustments:									
	Reappropriation		0.00	0	0	0	0			
4.31	Supplemental		0.00	0	0	0	0			0
5.00	FY 2017 TOTAL APPROPRIATION		0.15	7,800	1,900	1,700	11,400			
6.31	Expenditure Adjustments:									
	FTP or Fund Adjustment		0.00	0	0	0	0			0
6.51	Transfer Between Programs		0.00	0	0	0	0			0
7.00	FY 2017 ESTIMATED EXPENDITURES		0.15	7,800	1,900	1,700	11,400			
8.31	Base Adjustments:									
	Transfer Between Programs		0.00	0	0	0	0			0
8.41	Removal of One-Time Expenditures		0.00	(200)	0	0	(200)			0
8.51	Base Reduction		0.00	0	0	0	0			0
9.00	FY 2018 BASE		0.15	7,600	1,900	1,700	11,200			
10.11	Change in Health Benefit Costs				200	0	200			0
10.12	Change in Variable Benefits Costs				0	0	0			0
	Subtotal CEC Base:	Indicator Code	0.15	7,600	2,100	1,700	11,400			
10.51	Annualization			0	0	0	0			0
10.61	CEC for Permanent Positions	1.00%		100	0	0	100			0
10.62	CEC for Group Positions	1.00%		0	0	0	0			0
10.63	CEC for Elected Officials & Commissioners			0	0	0	0			0
11.00	FY 2018 PROGRAM MAINTENANCE		0.15	7,700	2,100	1,700	11,500			
12.01	Line Items:						0			0
12.02							0			0
12.03							0			0
13.00	FY 2018 TOTAL REQUEST		0.15	7,700	2,100	1,700	11,500			

Agency/Department:	Department of Administration	Agency Number:	200
Function/Division:	Department of Administration	Function/Activity Number:	ADAS
Activity/Program:	Information Technology	Budget Unit:	ADAS
		Fiscal Year:	2018
Original Request Date:		Fund Name:	Employee Group Insurance
Revision Date:		Fund Number:	0461-00
		Budget Submission Page #	81 of 147

PCN	CLASS CODE	DESCRIPTION	Indicator Code	FTP	FY 2017 SALARY	FY 2017 HEALTH BENEFITS	FY 2017 VAR BENEFITS	FY 2017 TOTAL	FY 2018 SALARY CHANGE	FY 2018 CHG HEALTH BENEFITS	FY 2018 CHG VAR BENEFITS	TOTAL BENEFIT CHANGES
		Totals from Wage and Salary Report (WSR):										
		Permanent Positions	1	0.28	17,932	3,427	3,970	25,330	(664)	342	(5)	336
		Board & Group Positions	2		0	0	0	0				
		Elected Officials & Full Time Commissioners	3	0.00	0	0	0	0		0	0	0
		TOTAL FROM WSR		0.28	17,932	3,427	3,970	25,330		342	(5)	336
		FY 2017 ORIGINAL APPROPRIATION			23,900	3,234	3,748	23,900				
		Unadjusted Over or (Under) Funded:	Est Difference		0.02	(1,012)	(193)	(224)	(1,430)			
		Adjustments to Wage & Salary:										
		Add Funded / Subtract Unfunded - Vacant or Authorized - Positions:										
		Retire Cd	Adjustment Description / Position Title									
5469	03316	R1	Geographic Systems	1	(0.03)	(2,022)	(367)	(448)	(2,837)	(37)	1	(36)
					0.00	0	0	0	0	0	0	0
					0.00	0	0	0	0	0	0	0
		Other Adjustments:			0.00	0	0	0	0	0	0	0
					0.00	0	0	0	0	0	0	0
		Estimated Salary Needs:										
		Permanent Positions	1	0.25	15,911	3,060	3,523	22,493		305	(5)	300
		Board & Group Positions	2	0.00	0	0	0	0		0	0	0
		Elected Officials & Full Time Commissioners	3	0.00	0	0	0	0		0	0	0
		Estimated Salary and Benefits		0.25	15,911	3,060	3,523	22,493		305	(5)	300
		Adjusted Over or (Under) Funding:	Ong. Approp		0.05	1,000	200	200	1,400			
			Est. Expend		0.05	1,000	200	200	1,400			
			Base		0.05	1,000	200	200	1,400			
												Calculated overfunding is 5.9% of Original Appropriation
												Calculated overfunding is 5.9% of Estimated Expenditures
												Calculated overfunding is 6.0% of the Base
Personnel Cost Reconciliation - Relation to Zero Variance ---->												

DU		Original Appropriation	FTP	FY 17 Salary	FY 17 Health Ben	FY 17 Var Ben	FY 2017 Total	FY 18 Chg Health Bens	FY 18 Chg Var Bens	Total Benefit Change
3.00	FY 2017 ORIGINAL APPROPRIATION	23,900	0.30	16,906	3,251	3,743	23,900			
	Rounded Appropriation		0.30	16,900	3,300	3,700	23,900			
	Appropriation Adjustments:									
4.11	Reappropriation		0.00	0	0	0	0			
4.31	Supplemental		0.00	0	0	0	0			0
5.00	FY 2017 TOTAL APPROPRIATION		0.30	16,900	3,300	3,700	23,900			
	Expenditure Adjustments:									
6.31	FTP or Fund Adjustment		0.00	0	0	0	0			0
6.51	Transfer Between Programs		0.00	0	0	0	0			0
7.00	FY 2017 ESTIMATED EXPENDITURES		0.30	16,900	3,300	3,700	23,900			
	Base Adjustments:									
8.31	Transfer Between Programs		0.00	0	0	0	0			0
8.41	Removal of One-Time Expenditures		0.00	(500)	0	(100)	(600)			0
8.51	Base Reduction		0.00	0	0	0	0			0
9.00	FY 2018 BASE		0.30	16,400	3,600	3,600	23,300			
10.11	Change in Health Benefit Costs				300	0	300			
10.12	Change in Variable Benefits Costs				0	0	0			
	Subtotal CEC Base:	Indicator Code	0.30	16,400	3,600	3,600	23,600			
10.51	Annualization			0	0	0	0			
10.61	CEC for Permanent Positions	1.00%		200	0	0	200			
10.62	CEC for Group Positions	1.00%		0	0	0	0			
10.63	CEC for Elected Officials & Commissioners			0	0	0	0			
11.00	FY 2018 PROGRAM MAINTENANCE		0.30	16,600	3,600	3,600	23,800			
	Line Items:									
12.01							0			
12.02							0			
12.03							0			
13.00	FY 2018 TOTAL REQUEST		0.30	16,600	3,600	3,600	23,800			

Agency/Department:	Department of Administration	Agency Number:	200
Function/Division:	Department of Administration	Function/Activity Number:	ADAS
Activity/Program:	Information Technology	Budget Unit:	2018
Original Request Date:		Fund Name:	Administrative Code
Revision Date:		Fund Number:	0475-05
		Budget Submission Page #	82 of 147

PCN	CLASS CODE	DESCRIPTION	Indicator Code	FTP	FY 2017 SALARY	FY 2017 HEALTH BENEFITS	FY 2017 VAR BENEFITS	FY 2017 TOTAL	FY 2018 SALARY CHANGE	FY 2018 CHG HEALTH BENEFITS	FY 2018 CHG VAR BENEFITS	TOTAL BENEFIT CHANGES
Totals from Wage and Salary Report (WSR):												
		Permanent Positions	1	0.17	8,573	2,081	1,898	12,553	(318)	207	(2)	205
		Board & Group Positions	2		0	0	0	0				0
		Elected Officials & Full Time Commissioners	3	0.00	0	0	0	0		0	0	0
		TOTAL FROM WSR		0.17	8,573	2,081	1,898	12,553		207	(2)	205
		FY 2017 ORIGINAL APPROPRIATION	11,300	0.15	7,718	1,873	1,709	11,300				
		Unadjusted Over or (Under) Funded:	Est Difference	(0.02)	(855)	(208)	(189)	(1,253)		Calculated underfunding is (11.1%) of Original Appropriation		
Adjustments to Wage & Salary:												
Add Funded / Subtract Unfunded - Vacant or Authorized - Positions:												
		Retire Cd										
		Adjustment Description / Position Title										
5462	01640	R1 IT Information Systems Tech, Sr.	1	(0.02)	(854)	(245)	(211)	(1,410)		(24)	0	(24)
				0.00	0	0	0	0		0	0	0
Other Adjustments:												
				0.00	0	0	0	0		0	0	0
				0.00	0	0	0	0		0	0	0
Estimated Salary Needs:												
		Permanent Positions	1	0.15	7,619	1,836	1,687	11,142		183	(2)	181
		Board & Group Positions	2	0.00	0	0	0	0		0	0	0
		Elected Officials & Full Time Commissioners	3	0.00	0	0	0	0		0	0	0
		Estimated Salary and Benefits		0.15	7,619	1,836	1,687	11,142		183	(2)	181
		Adjusted Over or (Under) Funding:	Orig. Approp	0.00	100	0	0	100		Calculated overfunding is .9% of Original Appropriation		
			Est. Expend	0.00	100	100	0	200		Calculated overfunding is 1.8% of Estimated Expenditures		
			Base	0.00	100	100	0	200		Calculated overfunding is 1.8% of the Base		
Personnel Cost Reconciliation - Relation to Zero Variance --->												

DU		Original Appropriation	FTP	FY 17 Salary	FY 17 Health Ben	FY 17 Var Ben	FY 2017 Total	FY 18 Chg Health Bens	FY 18 Chg Var Bens	Total Benefit Change
3.00	FY 2017 ORIGINAL APPROPRIATION	11,300	0.15	7,727	1,862	1,711	11,300			
	Rounded Appropriation		0.15	7,700	1,900	1,700	11,300			
4.11	Appropriation Adjustments:									
4.31	Reappropriation		0.00	0	0	0	0			
	Supplemental		0.00	0	0	0	0			0
5.00	FY 2017 TOTAL APPROPRIATION		0.15	7,700	1,900	1,700	11,300			
6.31	Expenditure Adjustments:									
6.51	FTP or Fund Adjustment		0.00	0	0	0	0			0
	Transfer Between Programs		0.00	0	0	0	0			0
7.00	FY 2017 ESTIMATED EXPENDITURES		0.15	7,700	1,900	1,700	11,300			
8.31	Base Adjustments:									
8.41	Transfer Between Programs		0.00	0	0	0	0			0
	Removal of One-Time Expenditures		0.00	(100)	0	0	(100)			0
8.51	Base Reduction		0.00	0	0	0	0			0
9.00	FY 2018 BASE		0.15	7,600	1,900	1,700	11,200			
10.11	Change in Health Benefit Costs				200		200			200
10.12	Change in Variable Benefits Costs					0	0			0
	Subtotal CEC Base:	Indicator Code	0.15	7,600	2,100	1,700	11,400			
10.51	Annualization			0	0	0	0			0
10.61	CEC for Permanent Positions	1.00%		100		0	100			100
10.62	CEC for Group Positions	1.00%		0		0	0			0
10.63	CEC for Elected Officials & Commissioners			0		0	0			0
11.00	FY 2018 PROGRAM MAINTENANCE		0.15	7,700	2,100	1,700	11,500			
12.01	Line Items:						0			0
12.02							0			0
12.03							0			0
13.00	FY 2018 TOTAL REQUEST		0.15	7,700	2,100	1,700	11,500			

Agency/Department:	Department of Administration	Agency Number:	200
Function/Division:	Department of Administration	Function/Activity Number:	
Activity/Program:	Information Technology	Budget Unit:	ADAS
		Fiscal Year:	2018
Original Request Date:		Fund Name:	Retained Risk
Revision Date:	Revision #:	Fund Number:	0462-00
		Budget Submission Page #	83 of 147

PCN	CLASS CODE	DESCRIPTION	Indicator Code	FTP	FY 2017 SALARY	FY 2017 HEALTH BENEFITS	FY 2017 VAR BENEFITS	FY 2017 TOTAL	FY 2018 SALARY CHANGE	FY 2018 CHG HEALTH BENEFITS	FY 2018 CHG VAR BENEFITS	TOTAL BENEFIT CHANGES	
Totals from Wage and Salary Report (WSR):													
		Permanent Positions	1	0.32	20,937	3,917	4,636	29,490	(775)	390	(6)	384	
		Board & Group Positions	2		0	0	0	0					
		Elected Officials & Full Time Commissioners	3	0.00	0	0	0	0		0	0	0	
		TOTAL FROM WSR		0.32	20,937	3,917	4,636	29,490		390	(6)	384	
		FY 2017 ORIGINAL APPROPRIATION			25,800	0.30	18,318	3,427	4,056	25,800			
		Unadjusted Over or (Under) Funded:	Est Difference		(2,620)	(490)	(580)	(3,690)					
		Adjustments to Wage & Salary:											
		Add Funded / Subtract Unfunded - Vacant or Authorized - Positions:											
		Retire Cd	Adjustment Description / Position Title										
5468	02913	R1	Project Coordinator	1	(0.02)	(1,099)	(245)	(243)	(1,567)		(24)	0	(24)
5125	01640	R1	IT Systems Integration Analyst, Sr	1	(0.03)	(1,906)	(367)	(422)	(2,696)		(37)	1	(36)
					0.00	0	0	0	0		0	0	0
		Other Adjustments:											
					0.00	0	0	0	0		0	0	0
					0.00	0	0	0	0		0	0	0
Estimated Salary Needs:													
		Permanent Positions	1	0.27	17,932	3,305	3,970	25,208		329	(5)	324	
		Board & Group Positions	2	0.00	0	0	0	0				0	
		Elected Officials & Full Time Commissioners	3	0.00	0	0	0	0		0	0	0	
		Estimated Salary and Benefits		0.27	17,932	3,305	3,970	25,208		329	(5)	324	
		Adjusted Over or (Under) Funding:											
		Chg. Approp		0.03	400	100	100	600				Calculated overfunding is 2.3% of Original Appropriation	
		Est. Expend		0.03	500	100	100	700				Calculated overfunding is 2.7% of Estimated Expenditures	
		Base		0.03	500	100	100	700				Calculated overfunding is 2.8% of the Base	
Personnel Cost Reconciliation - Relation to Zero Variance ---->													

DU		Original Appropriation	FTP	FY 17 Salary	FY 17 Health Ben	FY 17 Var Ben	FY 2017 Total		FY 18 Chg Health Bens	FY 18 Chg Var Bens	Total Benefit Change
3.00	FY 2017 ORIGINAL APPROPRIATION	25,800	0.30	18,354	3,382	4,064	25,800				
	Rounded Appropriation		0.30	18,400	3,400	4,100	25,800				
4.11	Appropriation Adjustments:										
4.31	Reappropriation		0.00	0	0	0	0				0
	Supplemental		0.00	0	0	0	0				0
5.00	FY 2017 TOTAL APPROPRIATION		0.30	18,400	3,400	4,100	25,800				
6.31	Expenditure Adjustments:										
6.51	FTP or Fund Adjustment		0.00	0	0	0	0				0
	Transfer Between Programs		0.00	0	0	0	0				0
7.00	FY 2017 ESTIMATED EXPENDITURES		0.30	18,400	3,400	4,100	25,800				
8.31	Base Adjustments:										
8.41	Transfer Between Programs		0.00	0	0	0	0				0
	Removal of One-Time Expenditures		0.00	(500)	0	(100)	(600)				0
8.51	Base Reduction		0.00	0	0	0	0				0
9.00	FY 2018 BASE		0.30	17,900	3,400	4,000	25,200				
10.11	Change in Health Benefit Costs				300	0	300				
10.12	Change in Variable Benefits Costs				0	0	0				
	Subtotal CEC Base:	Indicator Code	0.30	17,900	3,700	4,000	25,500				
10.51	Annualization			0	0	0	0				0
10.61	CEC for Permanent Positions	1.00%		200	0	0	200				0
10.62	CEC for Group Positions	1.00%		0	0	0	0				0
10.63	CEC for Elected Officials & Commissioners			0	0	0	0				0
11.00	FY 2018 PROGRAM MAINTENANCE		0.30	18,100	3,700	4,000	25,700				
12.01	Line Items:						0				0
12.02							0				0
12.03							0				0
13.00	FY 2018 TOTAL REQUEST		0.30	18,100	3,700	4,000	25,700				

Replacement

FORM B8.1 PROGRAM REQUEST BY DECISION UNIT					
Agency/Department: Department of Administration		Request for Fiscal Year : 2018			
Function/Division: Office of the Chief Information Officer		Agency Number: 200			
Activity/Program: Enterprise IT Operations - Cyber Security		Function/Activity Number:			
		Budget Unit: ADAB			
Original Request Date:	Revision Request Date: 11/1/2016	Page: <i>85</i> of <i>147</i>			
Decision Unit Number: 4.31		Descriptive Title: State Cyber Security Firewall Replacement			
Description	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)					0.00
PERSONNEL COSTS:					
1. Salaries					\$0
2. Benefits					\$0
3. Group Position Funding					\$0
TOTAL PERSONNEL COSTS:	\$0	\$0	\$0	\$0	\$0
OPERATING EXPENDITURES by summary object:					
1. Professional Services (OT)	30,000				\$30,000
2. State Firewall Replacement - Feature/Functionality (OT)	165,000				\$165,000
3. Annual Support/Maintenance Ongoing		30,000			\$30,000
4. Router Upgrade (OT)	50,000				\$50,000
TOTAL OPERATING EXPENDITURES:	\$245,000	\$30,000	\$0	\$0	\$275,000
CAPITAL OUTLAY by summary object:					
1. Router Ports (OT)	45,000				\$45,000
2. Firewall Hardware Replacement (OT)	225,000				\$225,000
3.					\$0
TOTAL CAPITAL OUTLAY:	\$270,000	\$0	\$0	\$0	\$270,000
T/B PAYMENTS:					\$0
LUMP SUM:					\$0
GRAND TOTAL	\$515,000	\$30,000	\$0	\$0	\$545,000

Attach as many pages as necessary to respond to the following questions:

1. What is being requested and why? What is the agency staffing level for this activity and how much funding, by source, is in the base?

State Cyber Security Firewall Replacement: The current state firewalls, as of March 2016, are operating at over 60% of capacity. The practical upper limit of utilization is 75%. This equipment needs to be replaced in order to provide adequate throughput and protection for all state agencies. The existing firewall platform was put into production in 2013, and is approaching the end of its lifecycle. With state agencies rapid uptake of Cloud (Internet) based computing services, video conferencing and voice services, the state is beginning to exhaust the capacity and capabilities of its current firewall platform. Furthermore, state agencies are hosting additional web based citizen services that are protected by the states firewalls, so they are handing additional load in providing cyber security protection for these citizen services to ensure they remain available 24 hours a day. Additionally, the Firewalls will need to support faster connection speeds in order to provide adequate performance and throughput for the cumulative demands of the supported state agencies, and also be able to handle the ever changing cyber threats that are constantly evolving and becoming more complex.

Cost Breakout: Firewall replacement system: \$390,000; \$165,000 (OT) operational funds and \$225,000 (OT) in capital funds. An ongoing increase to the annual firewall maintenance dedicated funds of \$30,000 is also required.

Engineering and installation: \$30,000 (OT)

Updated licensing to support additional bandwidth in network routers: \$50,000 (OT) and \$45,000 (OT) in capital funds for updated router ports to support the new firewalls and increased capacity.

Business Basis: The enterprise firewalls secure state agencies from Internet-facing threats. It is not possible to maintain Internet connections without the protection provided by these firewalls, and the agencies cannot do a substantial amount of business without Internet access. The state does millions of dollars every day in Internet based business transactions, and provides citizens with critical information and services on which they rely.

Justification: The Enterprise Firewalls are critical infrastructure that must be upgraded for the state to effectively continue to do business, and provide citizen services. Without firewall protection from the continuous and ongoing cyber-attacks that the state faces, the state would suffer from system and data breaches, website defacements, identity theft and a wide range of new and evolving threats that put citizen information at high risk. The state firewalls save the state hundreds of IT man hours which would otherwise be spent recovering compromised systems, and data as well as dealing with the aftermath of extensive outages, downtime and addressing legal and public breach notification issues. It would not be feasible or practical to maintain Internet connections for the state without having adequate firewall protection. Citizen services would be severely impacted through outages, breaches and other cyber disruptions with unchecked access to state systems. If the existing firewall platform is not replaced/upgraded under this budget request, then the states ability to provide Internet based services to the citizens, and to operate integrated federal systems would be severely at risk.

Furthermore, state agencies have been taking up Cloud based services at an ever increasing, and very rapid rate over the last two years. This trend is expected to continue with online services such as Office 365, Skype for Business, externally hosted payment services, externally hosted application services, etc. These Internet based services have and will significantly increase the load on the existing firewalls since they must inspect all network traffic that passes to and from the Internet. Additionally, agencies are also taking up far more video services via the Internet including video conferencing and other web based video content services which also puts a major load on the firewalls as they must inspect very fast data streams without slowness, which interferes with video presentation. It is also critical to ensure the state has a firewall platform with very high bandwidth capability in order to keep pace with agency bandwidth demands. With newly awarded contracts for state network services, these contracts have seen lower costs of bandwidth, so agencies have taken advantage of this to significantly increase the amount of bandwidth available to their respective agencies. In 2015/2016 under a single contract, agencies doubled their bandwidth, which created a great deal more stress on the existing firewall platform. Also, within the state, agencies are requiring additional encryption services for higher levels of security, which puts heavy loads on the firewall processors which is overrunning the existing platform and processor utilization often is being overwhelmed.

Finally, with the constant evolution of cyber-attack methods, this firewall replacement proposal is an opportunity to keep the state current with the latest next generation firewall for advanced threat protection that will be required by the time firewalls are purchased under this request.

2. What resources are necessary to implement this request?

- a. List by position: position titles, pay grades, full or part-time status, benefit eligibility, anticipated dates of hire and terms of service.

No new personnel are necessary to implement this request

- b. Note any existing agency human resources that will be redirected to this new effort and how existing operations will be impacted.

There is no requirement to redirect staff as existing agency staff already responsible for supporting the state's network security will implement and administer the equipment as part

- c. List any additional operating funds and capital items needed.

No additional operating or capital funds are necessary.

3. Provide additional detail about the request, including one-time versus ongoing. Include a description of major revenue assumptions, for example, whether there is a new customer base, fee structure changes, or anticipated grant awards.

Additional Info: See attached bandwidth utilization reports.

4. Who is being served by this request and what are the expected impacts of the funding requested? If this request is not funded who and what are impacted?

State Agencies are being served by this request. If this request is not funded, loss of Internet access, and/or severe slowness could cause a potential loss of revenue to the state of approximately \$1.1 million dollars per day. This does not include costs to citizens who are denied services, federal, city and county governments, or private enterprise. The current hardware will eventually become overwhelmed, and citizen information will be put at increased risk; thereby, exposing state agencies to a significantly higher potential of data breaches and the costs associated with those breaches. Agencies would potentially request funds to purchase and install their own individual firewalls, and agency access to online (Cloud, payment, etc...) services would be impacted.

Replacement

FORM B8.1: PROGRAM REQUEST BY DECISION UNIT

Agency/Department: Department of Administration
Function/Division: Office of the Chief Information Officer
Activity/Program: Enterprise IT Operations

Request for Fiscal Year : 2018
Agency Number: 200
Function/Activity Number: 2
Budget Unit: ADAB

Original Request Date: September 1, 2016
Revision Request Date: 11/1/2016

Page: 88 of 147

Decision Unit Number: <u>4.32</u>		Descriptive Title: <u>Cybersecurity Penetration Test / Security Scan</u>			
Description	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)					0.00
PERSONNEL COSTS:					
1. Salaries					\$0
2. Benefits					\$0
3. Group Position Funding					\$0
TOTAL PERSONNEL COSTS:	\$0	\$0	\$0	\$0	\$0
OPERATING EXPENDITURES by summary object:					
1. Professional Services -ongoing	0	41,000			\$41,000
2. Professional Services (one time general funds)	11,600	0			\$11,600
					\$0
TOTAL OPERATING EXPENDITURES:	\$11,600	\$41,000	\$0	\$0	\$52,600
CAPITAL OUTLAY by summary object:					
	0				\$0
					\$0
					\$0
TOTAL CAPITAL OUTLAY:	\$0	\$0	\$0	\$0	\$0
T/B PAYMENTS:					\$0
LUMP SUM:					\$0
GRAND TOTAL	\$11,600	\$41,000	\$0	\$0	\$52,600

Attach as many pages as necessary to respond to the following questions:

1. What is being requested and why? What is the agency staffing level for this activity and how much funding, by source, is in the base?

Penetration Test: An annual penetration test is a compliance requirement that is designed to identify network vulnerabilities that can be exploited by threat actors. By simulating cybersecurity "hacker" attacks, penetration tests look for security weaknesses that can be exploited to gain access to the network resources and data. Penetration testing typically identifies the target systems and a security goal—then reviews available vulnerability and threat information and undertakes various means to attain the goal. Penetrations tests will include traditional technology attacks and social engineering attacks that focus on employee vulnerability to cyber attacks.

Cost Breakout: Services: \$25,500 (Dedicated Fund - ongoing)

Business Basis: Identification of vulnerabilities (security weaknesses), assessing risk, and implementation mitigation plans is vital to continuation of operations in support of the agency's mission. Business operations for government and non-government organizations are disrupted worldwide because threat actors exploit organizational vulnerabilities.

Justification: State of Idaho compliance requirements, federal standards, and industry best practices mandate organizations conduct penetration testing at least annually.

Security Scanner: A continuous, automated system that scans existing networks and computer systems for known vulnerabilities is a vital component of a cybersecurity program and works in conjunction with information obtained through annual penetration tests to enhance security. The OCIO has been using a free software license to conduct scans against the existing systems; however, the task has grown in complexity and breadth beyond what is capable through a free license. Automated scanning of systems reduces the personnel workload that would otherwise be necessary to check literally hundreds of systems manually, helps ensure systems are operating with the most recent software, and identifies known vulnerabilities on existing systems. Security scanning is considered equivalent to basic hygiene for operating complex systems.

Cost Breakout: Services: \$11,600 (One-time, General Fund) for software installation and configuration. \$15,500 (Ongoing, Dedicated Funds) for the scanning software license. The scanning software will run on existing hardware.

Business Basis: Identification of vulnerabilities (security weaknesses), assessing risk, and implementation mitigation plans is vital to continuation of operations in support of the agency's mission. Business operations for government and non-government organizations are disrupted worldwide because threat actors exploit organizational vulnerabilities.

2. What resources are necessary to implement this request?

- a. List by position: position titles, pay grades, full or part-time status, benefit eligibility, anticipated dates of hire and terms of service.

No new personnel are necessary to implement this request

- b. Note any existing agency human resources that will be redirected to this new effort and how existing operations will be impacted.

There is no requirement to redirect staff. Existing staff will implement and administer improvements to equipment configurations and modify personnel training to reduce or mitigate security issues uncovered during the penetration testing.

- c. List any additional operating funds and capital items needed.

No additional operating or capital funds are necessary.

3. Provide additional detail about the request, including one-time versus ongoing. Include a description of major revenue assumptions, for example, whether there is a new customer base, fee structure changes, or anticipated grant awards.

Additional Info: This request is seeking \$25,500 in ongoing dedicated fund spending authority to support the penetration test. Annual Internet and Security Billing to agencies will increase (see projection).

Additional Info: This request is seeking \$11,600 in one-time general funds to purchase and implement and \$15,500 in ongoing dedicated funds to network security scanning. Annual Internet and Security Billing to agencies will increase (see projection).

4. Who is being served by this request and what are the expected impacts of the funding requested? If this request is not funded who and what are impacted?

State Agencies are being served by this request. If this request is not funded, a potential security compromise of the State of Idaho network could result in a sensitive data breach that could have a significant cost to the state. Unidentified vulnerabilities expose all agencies to risk, as "hackers" typically seek to exploit successful attacks by moving either laterally to another agency or by moving into more protected areas of an already compromised agency. Given its central role in statewide network and security operations, it is especially important for OCIO to adhere to this fundamental best practice in cybersecurity.

Replacement

FORM B8.1: DU DETAIL MATRIX

Request for Fiscal Year : 2018

Agency/Department: Department of Administration
Function/Division: Office of the Chief Information Officer
Activity/Program: Enterprise IT Security Services

Agency Number: 200
Function/Activity Number: 02/01
Budget Unit: ADAB

Original Request Date September 1, 2016 or Revision Request Date 11/1/2016

Page 90 of 147

Table with columns: Decision Unit Number (12.01), Descriptive Title (IT Systems Security Analyst, Sr.), Priority Ranking (4 of 7), Description, General, Dedicated, Federal, Other, Total. Rows include Personnel Costs (Salaries, Benefits, Group Position Funding), Operating Expenditures, Capital Outlay, T/B Payments, LUMP SUM, and GRAND TOTAL.

Attach as many pages as necessary to respond to the following questions:

1. What is being requested and why? What is the agency staffing level for this activity and how much funding, by source, is in the base?

This is a request for funding of one full time equivalent (FTE) Security Analyst, Senior. Cyber security threats faced by the State of Idaho have grown in sophistication and impact. The Department of Administration (DOA) operates the State of Idaho's backbone network providing internet and intranet connectivity for over 70 State agencies. As such, the DOA provides the first layer of defense through the Office of the Chief Information Officer (OCIO) providing the following cybersecurity related activities: vulnerability scanning, firewall ports, protocol, and services request reviews, hardware and software security baseline analysis, internal security audit services, email

policy implementation, SPAM remediation, vulnerability notification (all State agencies), mobile device management policies, incident management, malware analysis, forensics collection and analysis support. In addition to these existing duties, the Cybersecurity Task Force approved the adoption of the NIST Cybersecurity Framework to support agency's assessing the strengths and weaknesses of their cybersecurity programs. To promote early adoption and efficient allocation of State resources, the Cybersecurity Task Force recommended incorporating the CIS Critical Security Controls (CSC) 1- 20 to safeguard State information and information assets from a myriad of criminal attack vectors. The CIS CSCs rely heavily on the use of automated tools that support identification (hardware, software, and data), protect the confidentiality, integrity, and availability of information assets, detect attacks, remediate attacks, and recovery operations to a secure state. The DOA senior information security engineer will identify, evaluate, test, and integrate advanced technical solutions supporting the implementation of the CIS CSCs to include: asset discovery/inventory, hardware/software baseline, network and information asset vulnerability scanning, multi-factor authentication, security incident event monitoring, URL Filtering, anti-malware/endpoint protection systems, proxy servers, firewalls, Data Loss Prevention (DLP), Authentication, data classification, encryption, patch management, mobile device management, and incident management. Evaluation of industry technical solutions from an enterprise standpoint takes full advantage of economies of scale associated with collaborative procurement, implementation, and training efforts.

a. List by position: position titles, pay grades, full or part-time status, benefit eligibility, anticipated dates of hire and terms of service.

The IT Systems Security Analyst, Senior is a Pay Grade M. This position is necessarily senior since it spans multiple agencies, requires the knowledge and experience to keep pace with a rapidly changing landscape, supporting complex issues. This position would be a, Full Time, Benefit Eligible position with an Effective date of July 1, 2017

b. Note any existing agency human resources that will be redirected to this new effort and how existing operations will be impacted.

We have repurposed and reclassified a position to IT Systems Security Systems Analyst Sr. to assist with this workload, and we have moved a senior Help Desk technician to focused security work. While these actions do have an adverse impact on our ability to support our customers day to day, both of these actions were necessary to address the growing workload associated with Cybersecurity. This new position will assume additional increased cybersecurity responsibilities that were not absorbed with the previous personnel actions. As an example of the growth in duties and responsibilities within OCIO, please refer to the attached OCIO Services Catalog. Responsibilities added within the last 5 years are highlighted in yellow, more than half of the new responsibilities have security implications or impact.

c. List any additional operating funds and capital items needed.

No additional operating or capital funds are necessary.

3. Provide additional detail about the request, including one-time versus ongoing. Include a description of major revenue assumptions, for example, whether there is a new customer base, fee structure changes, or anticipated grant awards.

This request is seeking \$77300 in dedicated funds for a position supports the IT Security functions that serve all state agencies. Annual Internet and Security Billing to agencies will increase (see projection).

4. Who is being served by this request and what are the expected impacts of the funding requested? If this request is not funded who and what are impacted?

All state agencies are being served by this request and will be impacted if this request is not funded. Failure to funding this position will prevent OCIO from responding to current Cybersecurity threats, reduces collaborative efforts towards cybersecurity across State agencies, increases State cybersecurity vulnerability by expanding the attack surface of the threat actor community, and reduces OCIO ability to deploy and support new security technologies in response to emerging threats. Annual Internet and Security Billing to agencies will increase (see projection).

Replacement

FORM B8.1: PROGRAM REQUEST BY DECISION UNIT					
Agency/Department:	Department of Administration			Request for Fiscal Year :	2018
Function/Division:	Office of the Chief Information Officer			Agency Number:	200
Activity/Program:	Enterprise IT Operations - Cyber Security - Inflationary			Function/Activity Number:	2
				Budget Unit:	ADAB
Original Request Date: September 1, 2016	Revision Request Date: 11/1/2016			Page:	92 of 147
Decision Unit Number: 12.02	Descriptive Title: State Cyber Security Email Gateway Replacement				
Description	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)					0.00
PERSONNEL COSTS:					
1. Salaries					\$0
2. Benefits					\$0
3. Group Position Funding					\$0
TOTAL PERSONNEL COSTS:	\$0	\$0	\$0	\$0	\$0
OPERATING EXPENDITURES by summary object:					
1. Annual Licensing		49,000			\$49,000
2.		0			\$0
3.					\$0
TOTAL OPERATING EXPENDITURES:	\$0	\$49,000	\$0	\$0	\$49,000
CAPITAL OUTLAY by summary object:					
1.					\$0
2.					\$0
3.					\$0
TOTAL CAPITAL OUTLAY:	\$0	\$0	\$0	\$0	\$0
T/B PAYMENTS:					\$0
LUMP SUM:					\$0
GRAND TOTAL	\$0	\$49,000	\$0	\$0	\$49,000

Attach as many pages as necessary to respond to the following questions:

1. What is being requested and why? What is the agency staffing level for this activity and how much funding, by source, is in the base?

State Cyber Email Security and Spam Filtering: The state currently operates an enterprise email security system known as McAfee Email Gateway, or MEG. At the time of purchase in 2013, this was a mainstream product that was highly rated within the industry (Gartner Magic Quadrant leader), and replaced the previous McAfee email gateway that was in operation for nearly 8 years. In 2014 McAfee was purchased by Intel Security, and in 2015 the company announced that it would discontinue the MEG product, including all support and updates for the product by 2020, however development and support for the product has already started to be scaled back. This being a major cyber security protection system for much of the email for the State of Idaho, it is imperative that a replacement system be implemented without interruption or gap in this critical security protection. Email is a critical business communication tool, but is also a major attack channel; over the last several years there has been some significant disruption to state business as a result of various email attacks. The number and overall impact of these attacks would be far greater without the ability to properly block and filter state email.

Business Basis: Every major business and state government organization operates an email security system, and the State of Idaho must also maintain this system to ensure normal business and citizen services. On an average business day our current email security system inspects and delivers over 800,000 legitimate emails, 3,700 of which receive deeper inspection prior to delivery, while also blocking over 700,000 emails during that same timeframe. Past attacks against the State of Idaho through email have been numerous. Most notably was the Crypto-locker attacks that impacted a number of agencies, all of which experienced a significant disruption to their business. Because the email security system is continually updated with latest threat information the impact of attacks like Crypt-locker, can and are prevented from further propagation and even total disruption of these attacks. The State of Idaho cannot effectively protect its systems without a fully supported email filtering system, we need to replace the McAfee product prior to June 2017 when the existing support renewal comes due. The primary hardware that runs the current email gateway is also at the end of its useful lifecycle and must be replaced.

Justification: The Enterprise Email security system is a critical frontline security system that must be replaced and maintained for the state to continue to effectively do business, and to provide citizen services. Without email filtering protection, the state would experience substantial Cyber-attacks, resulting in security incidents with possible data loss and identity theft. This one solution alone prevents the need for hundreds of IT man hours required for cleaning up PC infections, breach investigations, cleaning up after data breaches, managing identity theft notifications, while also limiting many other emerging threats. If this system is not replaced and updated, unchecked email flowing across all state agencies could bring huge vulnerabilities and risks to the State of Idaho. Disruption of email services caused by not properly protecting the email systems could also severely damage state communication effecting state business.

2. What resources are necessary to implement this request?

a. List by position: position titles, pay grades, full or part-time status, benefit eligibility, anticipated dates of hire and terms of service.

No new personnel are necessary to implement this request

b. Note any existing agency human resources that will be redirected to this new effort and how existing operations will be impacted.

There is no requirement to redirect staff as existing agency staff already responsible for supporting the state's network security will implement and administer the equipment as part of their normal daily responsibilities.

c. List any additional operating funds and capital items needed.

No additional operating or capital funds are necessary.

3. Provide additional detail about the request, including one-time versus ongoing. Include a description of major revenue assumptions, for example, whether there is a new customer base, fee structure changes, or anticipated grant awards.

Additional Info: This request is seeking a \$49,000 increase in dedicated funds for increased operational cost to support the state's enterprise email security system (Email gateway). Annual Internet and Security Billing to agencies will increase (see projection).

4. Who is being served by this request and what are the expected impacts of the funding requested? If this request is not funded who and what are impacted?

Nearly all State Agencies are being served by this request. If this request is not funded, our existing email gateway hardware and ongoing development/support would lack the ability to adequately protect much of the state's email communication from cyber threats. Many agencies would request funds to purchase and install their own individual Email Gateway solutions.

Replacement

FORM B8.1: PROGRAM REQUEST BY DECISION UNIT					
Agency/Department:	Department of Administration	Request for Fiscal Year :	2018		
Function/Division:	Office of the Chief Information Officer (OCIO)	Agency Number:	200		
Activity/Program:	Enterprise IT Operations	Function/Activity Number:	02		
		Budget Unit:	ADAB		
Original Request Date:	Revision Request Date:				
	1-Nov-16				
		Page:	94	of	147
Decision Unit Number: 12.03		Descriptive Title: Spending Authority for Licensing IT Support Position			
Description	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP) 1.00					0.00
PERSONNEL COSTS:					
1. Salaries		52,400			\$52,400
2. Benefits		25,100			\$25,100
3. Group Position Funding					\$0
TOTAL PERSONNEL COSTS:	\$0	\$77,500	\$0	\$0	\$77,500
OPERATING EXPENDITURES by summary object:					
1. Computer and software (one-time)		10,500			\$10,500
2. Initial Training (one-time)		3,500			\$3,500
3. Ongoing Training		7,000			\$7,000
TOTAL OPERATING EXPENDITURES:	\$0	\$21,000	\$0	\$0	\$21,000
CAPITAL OUTLAY by summary object:					
1.					\$0
2.					\$0
3.					\$0
TOTAL CAPITAL OUTLAY:	\$0	\$0	\$0	\$0	\$0
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	\$0	\$98,500	\$0	\$0	\$98,500

Attach as many pages as necessary to respond to the following questions:

1. What is being requested and why? What is the agency staffing level for this activity and how much funding, by source, is in the base?

The Department is requesting spending authority to hire an IT Systems Integration Analyst Sr position to support the Board of Occupational Licensing and Board of Medicine. This positions responsibilities will be to manage, upgrade and support the agencies Licensing systems. The overall cost and complexity of managing these systems has grown, along with significantly higher levels of Cyber Security requirements. The Board of Occupational Licensing and Board of Medicine needs to provide a more efficient and secure IT environment to service both entities, and support the Department's request to hire and manage the position. Housing this position within the Department of Administration will ensure proper IT oversight and security standards are achieved. The Department of Administration does not have funding available to support this position but will bill the Board of Licensing and the Board of Medicine for actual costs incurred.

2. What resources are necessary to implement this request?

a. List by position: position titles, pay grades, full or part-time status, benefit eligibility, anticipated dates of hire and terms of service. One full time, classified FTP for an IT Systems Integration Analyst, Sr. (pay level M) position. If funded, the anticipated hire date will be on or about 1 July 2017.

b. Note any existing agency human resources that will be redirected to this new effort and how existing operations will be impacted. The Department of Administration - OCIO will house and supervise this position within its current environment.

c. List any additional operating funds and capital items needed. Additional funding requirements include one-time costs for a computer, development software (\$10,500), and initial training (\$3,500). The Department is also requesting ongoing training costs (\$7,000).

3. Provide additional detail about the request, including one-time versus ongoing. Include a description of major revenue assumptions, for example, whether there is a new customer base, fee structure changes, or anticipated grant awards. The Department of Administration, the Board of Licensing, and the Board of Medicine will enter into an agreement to support this position. The Department of Administration will hire, house, and support this position and bill actual costs to the Board of Medicine and the Board of Licensing. If this request is appropriated, the percentage of costs to each outside agency will be incorporated into the agreement. This request is dependent upon both the Board of Medicine and the Board of Licensing receiving the necessary funding support the position costs.

4. Who is being served by this request and what are the expected impacts of the funding requested? If this request is not funded who and what are impacted? This request is in support of the Board of Licensing and the Board of Medicine to fund a full time position within the Department of Administration in order to provide adequate IT support for their respective programs. If this request is not funded, the programs will be required to maintain support for their critical systems with external parties, at higher cost, and increased risk of exposure to Cyber attacks and system downtime based on lack of IT support.

96 of 147

FY 2018 Internet/Security and State Network Agency Allocation Worksheet
Index 2217

FY 17 Network/Security Operating Costs
Projected FY18 Total Allocation for Billing

\$229,200
\$229,200

FY18 Network/Security Projections
FY18 Projected Allocation for Billing

\$440,200
\$440,200

Agency Description	Agency Code	Allocations based on Agency FTE's			
		Active Empl Count	% FTP'S	Include Agency in Billing	Agency Billing
ACCOUNTANCY, STATE BOARD OF	422000000	3	0.02%	INC	52.89
ADMINISTRATION, DEPARTMENT OF	200000000	125	0.96%	INC	2,191.71
AGING, COMMISSION ON	187000000	13	0.10%	INC	227.94
AGRICULTURE, DEPARTMENT OF	210000000	252	1.93%	INC	4,418.48
ARTS, IDAHO COMMISSION ON THE	196000000	10	0.08%	INC	175.34
ATTORNEY GENERAL, OFFICE OF THE	160000000	185	1.42%	INC	3,243.73
BLIND AND VISUALLY IMPAIRED, COMMISSION FOR THE	189000000	36	0.28%	INC	631.21
BOISE STATE UNIVERSITY	512000000	2128			
BRAND INSPECTOR, STATE	331000000	31	0.24%	INC	543.54
BUILDING SAFETY, DIVISION OF	450000000	123	0.94%	INC	2,156.64
CODE COMMISSION	133	0			
COMMERCE, DEPARTMENT OF	220000000	36	0.28%	INC	631.21
CONSERVATION, OFFICE OF SPECIES	195000000	12	0.09%	INC	210.40
CONSERVATION, SOIL AND WATER COMMISSION	215000000	16	0.12%	INC	280.54
CONTROLLER, OFFICE OF THE STATE	140000000	85	0.65%	INC	1,490.36
CORRECTION, DEPARTMENT OF	230000000	1926	14.73%	INC	33,769.83
CORRECTIONAL INDUSTRIES	231000000	28	0.21%	INC	490.94
DENTISTRY, BOARD OF	423000000	3	0.02%	INC	52.60
DRUG POLICY, OFFICE OF	198000000	5	0.04%	INC	87.67
EASTERN IDAHO TECHNICAL COLLEGE	504000000	98			
EDUCATION, STATE BOARD OF	501000000	27	0.21%	INC	473.41
EDUCATION, STATE DEPARTMENT OF	170000000	131	1.00%	INC	2,296.91
ENDOWMENT FUND INVESTMENT BOARD	322000000	3	0.02%	INC	52.60
ENERGY RESOURCES, IDAHO OFFICE OF	199000000	7	0.05%	INC	122.74
ENGINEERS & LAND SURVEYORS, PROFESSIONAL BOARD OF	424000000	4	0.03%	INC	70.13
ENVIRONMENTAL QUALITY, DEPARTMENT OF	245000000	330	2.52%	INC	5,786.11
FINANCE, DEPARTMENT OF	250000000	60	0.46%	INC	1,052.02
FINANCIAL MANAGEMENT, DIVISION OF	180000000	15	0.11%	INC	263.00
FISH AND GAME, DEPARTMENT OF	260000000	534	4.09%	INC	9,362.97
GOVERNOR, OFFICE OF THE	181000000	18	0.14%	INC	315.61
HEALTH AND WELFARE, DEPARTMENT OF	270000000	2670	20.43%	INC	46,814.87
HEALTH DISTRICT 1 (PANHANDLE)	951000000	86	0.66%	INC	1,507.89
HEALTH DISTRICT 2 (NORTH CENTRAL)	952000000	46	0.35%	INC	806.55
HEALTH DISTRICT 3 (SOUTHWEST)	953000000	93	0.71%	INC	1,630.63
HEALTH DISTRICT 4 (CENTRAL)	954000000	107	0.82%	INC	1,876.10
HEALTH DISTRICT 5 (SOUTH CENTRAL)	955000000	70	0.54%	INC	1,227.36
HEALTH DISTRICT 6 (SOUTHEASTERN)	956000000	62	0.47%	INC	1,087.09
HEALTH DISTRICT 7 (EASTERN)	957000000	72	0.55%	INC	1,262.42
HISPANIC AFFAIRS, IDAHO COMMISSION ON	441000000	2	0.02%	INC	35.07
HISTORICAL SOCIETY, IDAHO STATE	522000000	45	0.34%	INC	789.01
HOMELAND SECURITY, BUREAU OF	190				
HOUSE OF REPRESENTATIVES	101000000	1	0.01%	INC	17.53
HUMAN RESOURCES, DIVISION OF	194000000	10	0.08%	INC	175.34
IDAHO STATE UNIVERSITY	513	1869			
INDEPENDENT LIVING COUNCIL	905000000	3	0.02%	INC	52.60
INDUSTRIAL COMMISSION	300000000	135	1.03%	INC	2,367.04
INSURANCE FUND, STATE	186	213			
INSURANCE, DEPARTMENT OF	280000000	70	0.54%	INC	1,227.36
JUDICIAL BRANCH	110000000	174	1.33%	INC	3,050.86
JUVENILE CORRECTIONS, DEPARTMENT OF	285000000	398	3.04%	INC	6,978.40
LABOR, DEPARTMENT OF	240000000	499	3.82%	INC	8,749.30
LANDS, DEPARTMENT OF	320000000	260	1.99%	INC	4,558.75
LAVA HOT SPRINGS FOUNDATION	341000000	13	0.10%	INC	227.94
LEGISLATIVE SERVICES OFFICE	102000000	62	0.47%	INC	1,087.09
LEWIS-CLARK STATE COLLEGE	511	419			
LIBRARIES, IDAHO COMMISSION FOR	521000000	34	0.26%	INC	596.14
LIEUTENANT GOVERNOR, OFFICE OF THE	120000000	2	0.02%	INC	35.07
LIQUOR DIVISION, IDAHO STATE	185000000	164	1.25%	INC	2,875.52
LOTTERY COMMISSION, IDAHO STATE	440000000	41	0.31%	INC	718.88
MEDICINE, BOARD OF	425000000	13	0.10%	INC	227.94
MILITARY DIVISION	190000000	305	2.33%	INC	5,347.77
NURSING, BOARD OF	426000000	10	0.08%	INC	175.34
OCCUPATIONAL LICENSES, BUREAU OF	427000000	35	0.27%	INC	613.68
OUTFITTERS AND GUIDES LICENSING BOARD	434000000	4	0.03%	INC	70.13
PARDONS AND PAROLE, COMMISSION OF	232000000	33	0.25%	INC	578.61
PARKS AND RECREATION, DEPARTMENT OF	340000000	139	1.06%	INC	2,437.18

FY18 Agency Projected Billing	\$\$ Impact
\$101.03	\$48.14
\$4,209.38	\$2,017.67
\$437.78	\$209.84
\$8,486.11	\$4,067.63
\$336.75	\$161.41
\$6,229.88	\$2,986.15
\$1,212.30	\$581.09
\$1,043.93	\$500.38
\$4,142.03	\$1,985.39
\$1,212.30	\$581.09
\$404.10	\$193.70
\$538.80	\$258.26
\$2,862.38	\$1,372.02
\$64,858.11	\$31,088.28
\$942.90	\$451.96
\$101.03	\$48.42
\$168.38	\$80.71
\$909.23	\$435.82
\$4,411.43	\$2,114.52
\$101.03	\$48.42
\$235.73	\$112.99
\$134.70	\$64.57
\$11,112.76	\$5,326.65
\$2,020.50	\$968.48
\$505.13	\$242.12
\$17,982.47	\$8,619.49
\$606.15	\$290.54
\$89,912.33	\$43,097.46
\$2,896.05	\$1,388.16
\$1,549.05	\$742.50
\$3,131.78	\$1,501.15
\$3,603.23	\$1,727.13
\$2,357.25	\$1,129.90
\$2,087.85	\$1,000.76
\$2,424.60	\$1,162.18
\$67.35	\$32.28
\$1,515.38	\$726.36
\$33.68	\$16.14
\$336.75	\$161.41
\$101.03	\$48.42
\$4,546.13	\$2,179.09
\$2,357.25	\$1,129.90
\$5,859.46	\$2,808.60
\$13,402.66	\$6,424.27
\$16,803.84	\$8,054.54
\$8,755.51	\$4,196.76
\$437.78	\$209.84
\$2,087.85	\$1,000.76
\$1,144.95	\$548.81
\$67.35	\$32.28
\$5,522.71	\$2,647.18
\$1,380.68	\$661.80
\$437.78	\$209.84
\$10,270.88	\$4,923.12
\$336.75	\$161.41
\$1,178.63	\$564.95
\$134.70	\$64.57
\$1,111.28	\$532.67
\$4,680.83	\$2,243.65

97 of 147

PERFORMANCE EVALUATIONS, OFFICE OF	102000008	6	0.05%	INC	105.20
PERSI (PUBLIC EMPLOYEES RETIREMENT SYSTEM OF IDAHO)	183000000	59	0.45%	INC	1,034.49
PHARMACY, BOARD OF	421000000	14	0.11%	INC	245.47
POLICE, IDAHO STATE	330000000	490	3.75%	INC	8,591.49
PROFESSIONAL-TECHNICAL EDUCATION, DIVISION OF	503000000	39	0.30%	INC	683.81
PUBLIC TELEVISION	520000000	58	0.44%	INC	1,016.95
PUBLIC UTILITIES COMMISSION	900000000	49	0.37%	INC	859.15
RACING, STATE COMMISSION	332000000	2	0.02%	INC	35.07
REAL ESTATE COMMISSION, IDAHO	429000000	13	0.10%	INC	227.94
SECRETARY OF STATE, IDAHO OFFICE OF THE	130000000	24	0.18%	INC	420.81
SENATE, IDAHO	100000000	3	0.02%	INC	52.60
STATE APPELLATE PUBLIC DEFENDER'S OFFICE	443000000	22	0.17%	INC	385.74
STATE PUBLIC DEFENSE COMMISSION	437000000	2	0.02%	INC	35.07
STEM ACTION CENTER	179000000	3	0.02%	INC	52.60
TAX APPEALS, BOARD OF	351000000	5	0.04%	INC	87.67
TAX COMMISSION, IDAHO STATE	352000000	416	3.18%	INC	7,294.00
TRANSPORTATION, DEPARTMENT OF	290000000	1507	11.53%	INC	26,423.23
TREASURER, STATE OFFICE OF THE	150000000	24	0.18%	INC	420.81
UNIVERSITY OF IDAHO	514	2517			
VETERANS SERVICES	444000000	312	2.39%	INC	5,470.50
VETERINARY MEDICINE, BOARD OF	435000000	2	0.02%	INC	35.07
VOCATIONAL REHABILITATION, IDAHO DIVISION OF	523000000	139	1.06%	INC	2,437.18
WATER RESOURCES, DEPARTMENT OF	360000000	139	1.06%	INC	2,437.18
BAR, IDAHO STATE	200912000	30	0.23%	INC	526.01
BARLEY COMMISSION	200910700	2	0.02%	INC	35.07
BEAN COMMISSION	200910200	1	0.01%	INC	17.53
DAIRY COMMISSION	200910500	11	0.08%	INC	192.87
POTATO COMMISSION	200910600	18	0.14%	INC	315.61
RURAL PARTNERSHIP, IDAHO	210000016	2	0.02%	INC	35.07
WHEAT COMMISSION	200910800	4	0.03%	INC	70.13

	\$202.05	\$96.85
	\$1,986.83	\$952.34
	\$471.45	\$225.98
	\$16,500.76	\$7,909.27
	\$1,313.33	\$629.51
	\$1,953.15	\$936.20
	\$1,650.08	\$790.93
	\$67.35	\$32.28
	\$437.78	\$209.84
	\$808.20	\$387.39
	\$101.03	\$48.42
	\$740.85	\$355.11
	\$67.35	\$32.28
	\$101.03	\$48.42
	\$168.38	\$80.71
	\$14,008.81	\$6,714.81
	\$50,748.27	\$24,325.05
	\$808.20	\$387.39
	\$0.00	\$0.00
	\$10,506.61	\$5,036.11
	\$67.35	\$32.28
	\$4,680.83	\$2,243.65
	\$4,680.83	\$2,243.65
	\$1,010.25	\$484.24
	\$67.35	\$32.28
	\$33.68	\$16.14
	\$370.43	\$177.56
	\$606.15	\$290.54
	\$67.35	\$32.28
	\$134.70	\$64.57

Total All Employees	20,316				
Total Employees in Agencies to be Billed	13,072	1.00	INC	229,200.29	

	\$440,200.00	192.059%
--	--------------	----------

FY 2018 Agency Budget - Request

Detail Report

Agency: 200 - Administration, Department of

Function: 03 - Division of Public Works

		FTP	Personnel Cost	Operating Expense	Capital Outlay	Trustee/ Benefit	Lump Sum	Total
FY 2016 Total Appropriation								
1.00	FY 2016 Total Appropriation							
	SB 1175							
	0001-00	General	0.00	0	1,293,100	0	0	1,293,100
	0365-00	Dedicated	25.50	1,897,000	414,600	250,000	0	2,561,600
	0450-00	Other	27.50	1,693,100	4,445,800	0	0	6,138,900
	Total		53.00	3,590,100	6,153,500	250,000	0	9,993,600
1.61	Reverted Appropriation Balances							
	0365-00	Dedicated	0.00	(58,600)	(127,000)	0	0	(185,600)
	0450-00	Other	0.00	(76,500)	(236,700)	0	0	(313,200)
	Total		0.00	(135,100)	(363,700)	0	0	(498,800)
FY 2016 Actual Expenditures								
	0001-00	General	0.00	0	1,293,100	0	0	1,293,100
	0365-00	Dedicated	25.50	1,838,400	287,600	250,000	0	2,376,000
	0450-00	Other	27.50	1,616,600	4,209,100	0	0	5,825,700
	Total		53.00	3,455,000	5,789,800	250,000	0	9,494,800
FY 2017 Original Appropriation								
3.00	FY 2017 Original Appropriation							
	SB 1419							
	0001-00	General	0.00	0	1,293,100	0	0	1,293,100
	0365-00	Dedicated	25.50	1,957,700	388,600	0	0	2,346,300
	OT 0365-00	Dedicated	0.00	63,400	14,000	47,200	0	124,600
	0450-00	Other	27.50	1,754,500	4,615,600	0	0	6,370,100
	OT 0450-00	Other	0.00	53,700	0	30,000	0	83,700
	Total		53.00	3,829,300	6,311,300	77,200	0	10,217,800
FY 2017 Total Appropriation								
	0001-00	General	0.00	0	1,293,100	0	0	1,293,100
	0365-00	Dedicated	25.50	1,957,700	388,600	0	0	2,346,300
	OT 0365-00	Dedicated	0.00	63,400	14,000	47,200	0	124,600
	0450-00	Other	27.50	1,754,500	4,615,600	0	0	6,370,100
	OT 0450-00	Other	0.00	53,700	0	30,000	0	83,700
	Total		53.00	3,829,300	6,311,300	77,200	0	10,217,800

FY 2018 Agency Budget - Request

Detail Report

Agency: 200 - Administration, Department of

Function: 03 - Division of Public Works

	FTP	Personnel Cost	Operating Expense	Capital Outlay	Trustee/ Benefit	Lump Sum	Total
FY 2017 Estimated Expenditures							
0001-00 General	0.00	0	1,293,100	0	0	0	1,293,100
0365-00 Dedicated	25.50	1,957,700	388,600	0	0	0	2,346,300
OT 0365-00 Dedicated	0.00	63,400	14,000	47,200	0	0	124,600
0450-00 Other	27.50	1,754,500	4,615,600	0	0	0	6,370,100
OT 0450-00 Other	0.00	53,700	0	30,000	0	0	83,700
Total	53.00	3,829,300	6,311,300	77,200	0	0	10,217,800
Base Adjustments							
8.41 Removal of One-Time Expenditures							
OT 0365-00 Dedicated	0.00	(63,400)	(14,000)	(47,200)	0	0	(124,600)
OT 0450-00 Other	0.00	(53,700)	0	(30,000)	0	0	(83,700)
Total	0.00	(117,100)	(14,000)	(77,200)	0	0	(208,300)
FY 2018 Base							
0001-00 General	0.00	0	1,293,100	0	0	0	1,293,100
0365-00 Dedicated	25.50	1,957,700	388,600	0	0	0	2,346,300
OT 0365-00 Dedicated	0.00	0	0	0	0	0	0
0450-00 Other	27.50	1,754,500	4,615,600	0	0	0	6,370,100
OT 0450-00 Other	0.00	0	0	0	0	0	0
Total	53.00	3,712,200	6,297,300	0	0	0	10,009,500
Program Maintenance							
10.11 Change in Health Benefit Costs							
0365-00 Dedicated	0.00	29,300	0	0	0	0	29,300
0450-00 Other	0.00	33,500	0	0	0	0	33,500
Total	0.00	62,800	0	0	0	0	62,800
10.12 Change in Variable Benefit Costs							
0365-00 Dedicated	0.00	(400)	0	0	0	0	(400)
0450-00 Other	0.00	(300)	0	0	0	0	(300)
Total	0.00	(700)	0	0	0	0	(700)
10.31 Repair, Replacement Items/Alterations							
Request for two replacement vehicles.							
OT 0365-00 Dedicated	0.00	0	0	60,400	0	0	60,400
Total	0.00	0	0	60,400	0	0	60,400

FY 2018 Agency Budget - Request

Detail Report

Agency: 200 - Administration, Department of

Function: 03 - Division of Public Works

		FTP	Personnel Cost	Operating Expense	Capital Outlay	Trustee/ Benefit	Lump Sum	Total
10.61	Salary Multiplier - Regular Employees							
	0365-00 Dedicated	0.00	16,600	0	0	0	0	16,600
	0450-00 Other	0.00	13,900	0	0	0	0	13,900
	Total	0.00	30,500	0	0	0	0	30,500
10.62	Salary Multiplier - Group and Temporary							
	0450-00 Other	0.00	200	0	0	0	0	200
	Total	0.00	200	0	0	0	0	200
FY 2018 Total Maintenance								
	0001-00 General	0.00	0	1,293,100	0	0	0	1,293,100
	0365-00 Dedicated	25.50	2,003,200	388,600	0	0	0	2,391,800
OT	0365-00 Dedicated	0.00	0	0	60,400	0	0	60,400
	0450-00 Other	27.50	1,801,800	4,615,600	0	0	0	6,417,400
OT	0450-00 Other	0.00	0	0	0	0	0	0
	Total	53.00	3,805,000	6,297,300	60,400	0	0	10,162,700
Line Items								
12.01	Construction Field Representative							
This request is for transfer of operating appropriation to personnel to provide funding for an existing position that has been vacant. The construction projects in Eastern Idaho are currently assigned to one Field Representative, operating out of the Pocatello office. The volume of work to adequately cover the projects is more than one person can perform. The Division previously had a Field Representative located in Idaho Falls. The position was not filled after the last vacancy, several years ago. This was due to the slowing of construction projects due to the economic downturn. The last few years have seen a steady increase, and the work load has also been increasing. Providing oversight and management for the number of projects underway is an unrealistic expectation for one person to perform.								
	0365-00 Dedicated	0.00	63,500	(63,500)	0	0	0	0
	Total	0.00	63,500	(63,500)	0	0	0	0
FY 2018 Total								
	0001-00 General	0.00	0	1,293,100	0	0	0	1,293,100
	0365-00 Dedicated	25.50	2,066,700	325,100	0	0	0	2,391,800
OT	0365-00 Dedicated	0.00	0	0	60,400	0	0	60,400
	0450-00 Other	27.50	1,801,800	4,615,600	0	0	0	6,417,400
OT	0450-00 Other	0.00	0	0	0	0	0	0
	Total	53.00	3,868,500	6,233,800	60,400	0	0	10,162,700

Agency/Department:	Department of Administration	Agency Number:	200
Function/Division:	Department of Administration	Function/Activity Number:	
Activity/Program:	Public Works	Budget Unit:	ADAC
		Fiscal Year:	2018
Original Request Date:	9/1/2016	Fund Name:	Permanent Building
Revision Date:		Fund Number:	0365-00
	Revision #:	Budget Submission Page #	101 of 147

PCN	CLASS CODE	DESCRIPTION	Indicator Code	FTP	FY 2017 SALARY	FY 2017 HEALTH BENEFITS	FY 2017 VAR BENEFITS	FY 2017 TOTAL	FY 2018 SALARY CHANGE	FY 2018 CHG HEALTH BENEFITS	FY 2018 CHG VAR BENEFITS	TOTAL BENEFIT CHANGES
Totals from Wage and Salary Report (WSR):												
		Permanent Positions	1	23.05	1,356,836	282,132	300,257	1,939,226	(50,253)	28,121	(392)	27,729
		Board & Group Positions	2		0	0	0	0				0
		Elected Officials & Full Time Commissioners	3	0.00	0	0	0	0		0	0	0
		TOTAL FROM WSR		23.05	1,356,836	282,132	300,257	1,939,226		28,121	(392)	27,729
		FY 2017 ORIGINAL APPROPRIATION	2,021,100	25.50	1,414,122	294,044	312,934	2,021,100				
		Unadjusted Over or (Under) Funded:	Est Difference	2.45	57,286	11,912	12,677	81,874				
		Adjustments to Wage & Salary:										
		Add Funded / Subtract Unfunded - Vacant or Authorized - Positions:										
		Retire Cd	Adjustment Description / Position Title									
					0	0	0	0				0
0009	05275	R1 Business Operations Spec (Hire Date 8/15/15)	1	1.00	45,400	12,240	10,052	67,692		1,220	(14)	1,206
					0	0	0	0		0	0	0
					0	0	0	0		0	0	0
					0	0	0	0		0	0	0
					0	0	0	0		0	0	0
					0	0	0	0		0	0	0
		Other Adjustments:										
06502	R1	DPW Construction Representative	1	1.00	0	0	0	0		0	0	0
					0.00	0	0	0		0	0	0
		Estimated Salary Needs:										
		Permanent Positions	1	25.05	1,402,236	294,372	310,309	2,006,918		29,341	(406)	28,935
		Board & Group Positions	2	0.00	0	0	0	0		0	0	0
		Elected Officials & Full Time Commissioners	3	0.00	0	0	0	0		0	0	0
		Estimated Salary and Benefits		25.05	1,402,236	294,372	310,309	2,006,918		29,341	(406)	28,935
		Adjusted Over or (Under) Funding:										
		Orig. Approp		0.45	9,900	2,100	2,200	14,200				Calculated overfunding is 7% of Original Appropriation
		Est. Expend		0.45	9,900	2,100	2,200	14,200				Calculated overfunding is 7% of Estimated Expenditures
		Base		0.45	9,900	2,100	2,200	14,200				Calculated overfunding is 7% of the Base
Personnel Cost Reconciliation - Relation to Zero Variance --->												

DU		Original Appropriation	FTP	FY 17 Salary	FY 17 Health Ben	FY 17 Var Ben	FY 2017 Total	FY 18 Chg Health Bens	FY 18 Chg Var Bens	Total Benefits Change
3.00	FY 2017 ORIGINAL APPROPRIATION	2,021,100	25.50	1,412,146	296,452	312,502	2,021,100			
	Rounded Appropriation		25.50	1,412,100	296,500	312,500	2,021,100			
4.11	Appropriation Adjustments:									
4.31	Reappropriation		0.00	0	0	0	0			
	Supplemental		0.00	0	0	0	0			0
5.00	FY 2017 TOTAL APPROPRIATION		25.50	1,412,100	296,500	312,500	2,021,100			
6.31	Expenditure Adjustments:									
6.51	FTP or Fund Adjustment		0.00	0	0	0	0			0
	Transfer Between Programs		0.00	0	0	0	0			0
7.00	FY 2017 ESTIMATED EXPENDITURES		25.50	1,412,100	296,500	312,500	2,021,100			
8.31	Base Adjustments:									
8.41	Transfer Between Programs		0.00	0	0	0	0			0
8.41	Removal of One-Time Expenditures		0.00	(51,900)	0	(11,500)	(63,400)			0
8.51	Base Reduction		0.00	0	0	0	0			0
9.00	FY 2018 BASE		25.50	1,360,200	296,500	301,000	1,957,700			
10.11	Change in Health Benefit Costs				29,300		29,300			
10.12	Change in Variable Benefits Costs					(400)	(400)			
	Subtotal CEC Base:		Indicator Code	25.50	1,360,200	325,800	300,600	1,986,600		
10.51	Annualization				0	0	0			0
10.61	CEC for Permanent Positions		1.00%		13,600		3,000	16,600		
10.62	CEC for Group Positions		1.00%		0		0	0		0
10.63	CEC for Elected Officials & Commissioners				0		0	0		0
11.00	FY 2018 PROGRAM MAINTENANCE		25.50	1,373,800	325,800	303,600	2,003,200			
	Line Items:									
12.01	DPW Construction Representative			41,000	13,460	9,040	63,500			
12.02							0			
12.03							0			
13.00	FY 2018 TOTAL REQUEST		25.50	1,414,800	339,260	312,640	2,066,700			

Agency/Department:	Department of Administration	Agency Number:	200
Function/Division:	Department of Administration	Function/Activity Number:	
Activity/Program:	Public Works	Budget Unit:	ADAC
		Fiscal Year:	2018
Original Request Date:	9/1/2016	Fund Name:	Administration and Accounting Services
Revision Date:		Fund Number:	0450-00
	Revision #:	Budget Submission Page #	102 of 147

PCN	CLASS CODE	DESCRIPTION	Indicator Code	FTP	FY 2017 SALARY	FY 2017 HEALTH BENEFITS	FY 2017 VAR BENEFITS	FY 2017 TOTAL	FY 2018 SALARY CHANGE	FY 2018 CHG HEALTH BENEFITS	FY 2018 CHG VAR BENEFITS	TOTAL BENEFIT CHANGES
Totals from Wage and Salary Report (WSR):												
		Permanent Positions	1	25.45	1,108,480	311,508	245,289	1,665,256	(41,055)	31,049	(320)	30,729
		Board & Group Positions	2		15,527	0	2,236	17,763				
		Elected Officials & Full Time Commissioners	3	0.00	0	0	0	0		0	0	0
		TOTAL FROM WSR		25.45	1,124,007	311,508	247,505	1,683,019		31,049	(320)	30,729
		FY 2017 ORIGINAL APPROPRIATION			1,808,200	27.50	1,207,609	334,678	265,914			1,808,200
		Unadjusted Over or (Under) Funded:	Est Difference	2.05	83,602	23,170	18,409	125,181				Calculated overfunding is 6.9% of Original Appropriation
Adjustments to Wage & Salary:												
Add Funded / Subtract Unfunded - Vacant or Authorized - Positions:												
		Retire Cd										
		Adjustment Description / Position Title										
					0	0	0	0		0	0	0
0015	01239	R1 Office Specialist 2	1	1.00	24,200	12,240	5,358	41,798		1,220	(7)	1,213
0327	01239	R1 Office Specialist 2 (Hire Date 7/17/2016)	1	1.00	29,800	12,240	6,598	48,638		1,220	(9)	1,211
					0.00	0	0	0		0	0	0
					0.00	0	0	0		0	0	0
					0.00	0	0	0		0	0	0
					0.00	0	0	0		0	0	0
					0.00	0	0	0		0	0	0
		Other Adjustments:			0.00	0	0	0		0	0	0
					0.00	0	0	0		0	0	0
Estimated Salary Needs:												
		Permanent Positions	1	27.45	1,162,460	335,988	257,225	1,755,692		33,489	(336)	33,153
		Board & Group Positions	2	0.00	15,527	0	2,236	17,763		0	0	0
		Elected Officials & Full Time Commissioners	3	0.00	0	0	0	0		0	0	0
		Estimated Salary and Benefits		27.45	1,178,007	335,988	259,461	1,773,455		33,489	(336)	33,153
Adjusted Over or (Under) Funding:												
		Orig. Approp		0.05	23,100	6,600	5,100	34,800				Calculated overfunding is 1.9% of Original Appropriation
		Est. Expend		0.05	23,100	6,600	5,000	34,700				Calculated overfunding is 1.5% of Estimated Expenditures
		Base		0.05	23,100	6,600	5,000	34,700				Calculated overfunding is 2.0% of the Base
Personnel Cost Reconciliation - Relation to Zero Variance ---->												

DU		Original Appropriation	FTP	FY 17 Salary	FY 17 Health Ben	FY 17 Var Ben	FY 2017 Total	FY 18 Chg Health Bens	FY 18 Chg Var Bens	Total Benefit Change
3.00	FY 2017 ORIGINAL APPROPRIATION	1,808,200	27.50	1,201,088	342,571	264,544	1,808,200			
	Rounded Appropriation		27.50	1,201,100	342,600	264,500	1,808,200			
4.11	Appropriation Adjustments:									
4.31	Reappropriation		0.00	0	0	0	0			
	Supplemental		0.00	0	0	0	0			0
5.00	FY 2017 TOTAL APPROPRIATION		27.50	1,201,100	342,600	264,500	1,808,200			
6.31	Expenditure Adjustments:									
6.51	FTP or Fund Adjustment		0.00	0	0	0	0			0
	Transfer Between Programs		0.00	0	0	0	0			0
7.00	FY 2017 ESTIMATED EXPENDITURES		27.50	1,201,100	342,600	264,500	1,808,200			
8.31	Base Adjustments:									
8.41	Transfer Between Programs		0.00	0	0	0	0			0
8.51	Removal of One-Time Expenditures		0.00	(44,000)	0	(9,700)	(53,700)			0
	Base Reduction		0.00	0	0	0	0			0
9.00	FY 2018 BASE		27.50	1,157,100	342,600	254,800	1,754,500			
10.11	Change in Health Benefit Costs				33,500		33,500			
10.12	Change in Variable Benefits Costs					(300)	(300)			
	Subtotal CEC Base:	Indicator Code	27.50	1,157,100	376,100	254,500	1,787,700			
10.51	Annualization			0	0	0	0			
10.61	CEC for Permanent Positions	1.00%		11,400		2,500	13,900			
10.62	CEC for Group Positions	1.00%		200		0	200			
10.63	CEC for Elected Officials & Commissioners			0		0	0			
11.00	FY 2018 PROGRAM MAINTENANCE		27.50	1,168,700	376,100	257,000	1,801,800			
12.01	Line Items:						0			
12.02							0			
12.03							0			
13.00	FY 2018 TOTAL REQUEST		27.50	1,168,700	376,100	257,000	1,801,800			

FORM B8.1: PROGRAM REQUEST BY DECISION UNIT

Agency/Department: Administration
 Function/Division: Public Works
 Activity/Program: Design and Construction

Request for Fiscal Year : 2018
 Agency Number: 200
 Function/Activity Number: 03
 Budget Unit: ADAC

Original Request Date: September 1, 2016
 Revision Request Date:

Page: 103 of 147

Decision Unit Number: Descriptive Title: Construction Field Representative

Description	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)					0.00
PERSONNEL COSTS:					
1. Salaries		41,000			\$41,000
2. Benefits		22,500			\$22,500
3. Group Position Funding					\$0
TOTAL PERSONNEL COSTS:	\$0	\$63,500	\$0	\$0	\$63,500
OPERATING EXPENDITURES by summary object:					
1. office space					\$0
2. office equipment/furniture		(63,500)			(\$63,500)
3. computer equipment					\$0
TOTAL OPERATING EXPENDITURES:	\$0	(\$63,500)	\$0	\$0	(\$63,500)
CAPITAL OUTLAY by summary object:					
1.					\$0
2.					\$0
3.					\$0
TOTAL CAPITAL OUTLAY:	\$0	\$0	\$0	\$0	\$0
T/B PAYMENTS:					\$0
LUMP SUM:					\$0
GRAND TOTAL	\$0	\$0	\$0	\$0	\$0

Attach as many pages as necessary to respond to the following questions:

1. What is being requested and why? What is the agency staffing level for this activity and how much funding, by source, is in the base?

The construction projects in Eastern Idaho are currently assigned to one Construction Foreman / Field Representative, operating out of the Pocatello office. The volume of work to adequately cover the projects is more than one person can perform. The Division previously had a Field Representative located in Idaho Falls. The position was not filled after the last vacancy, several years ago. This was due to the slowing of construction projects due to the economic downturn. The last few years have seen a steady increase, and the work load has also been increasing. Providing oversight and management for the number of projects underway is an unrealistic expectation for one person to perform.

2. What resources are necessary to implement this request?

a. List by position: position titles, pay grades, full or part-time status, benefit eligibility, anticipated dates of hire and terms of service.

The position is that of "construction representative". DPW refers to this position as a DPW Field Representative. The position is at pay grade "J", and is full time. It is anticipated that this position would continue into the foreseeable future. The position would be filled in July 2017, if approved. The position would share office space with the current Field Representative in the Pocatello office, so there would be no increase for office space.

b. Note any existing agency human resources that will be redirected to this new effort and how existing operations will be impacted.

There will be efforts required from existing personnel to help establish and train the new employee. When the new employee is trained this will provide better service to our client-agencies in managing their construction projects. More frequent visits to the construction sites will be possible, providing a greater level of oversight, and protecting the State's investment.

c. List any additional operating funds and capital items needed.

Re-establishing this position will require the purchase of office furniture, computer equipment and miscellaneous office supplies and equipment. A vehicle from the existing DPW fleet will be assigned to the new Field Representative. Throughout the year there will be an increase in vehicle fuel and maintenance costs, as well as power/data costs. DPW's existing operating budget will be carefully managed to cover these costs, with no overall increase.

3. Provide additional detail about the request, including one-time versus ongoing. Include a description of major revenue assumptions, for example, whether there is a new customer base, fee structure changes, or anticipated grant awards.

The purchase of office furnishings and equipment will be one-time expenses.

4. Who is being served by this request and what are the expected impacts of the funding requested? If this request is not funded who and what are impacted?

The Division of Public Works manages construction projects for numerous state agencies. In Eastern Idaho, our major client-agencies are Idaho State University, Eastern Idaho Technical College, the St. Anthony Juvenile Corrections facility, the Pocatello Women's Correctional Facility, the Idaho Falls Center for Higher Education (UI and ISU), Idaho State Police regional offices, and various other facilities for state agencies. The impact of an additional DPW Field Representative in this region of the state will allow DPW to provide an improved level of oversight and management. The geographic area covered by the current single DPW Field Representative is large and spread out, making it impracticable to efficiently and frequently visit the numerous construction sites. The current position has roughly twice as many projects to oversee as the Field Representatives in the other DPW offices.

If this request is not funded, the current Field Representative will continue to be overworked and spread thin. Our client agencies may become frustrated and concerned at the lack of time and attention given to their projects. The construction projects will not receive an adequate level of oversight and management. This could result in sub-standard workmanship or non-compliant construction being covered up or being undetected. Construction issues or problems that arise will take longer to discover and address, which could result in increased costs.

FY 2018 Agency Budget - Request

Detail Report

Agency: 200 - Administration, Department of

Function: 04 - Purchasing

		FTP	Personnel Cost	Operating Expense	Capital Outlay	Trustee/ Benefit	Lump Sum	Total
FY 2016 Total Appropriation								
1.00	FY 2016 Total Appropriation							
	SB 1175, SB 1217							
	0001-00	General	13.77	757,400	1,201,000	0	0	1,958,400
	0456-00	Dedicated	3.08	170,400	417,400	0	0	587,800
	0450-00	Other	15.25	1,000,100	775,900	21,300	0	1,797,300
	Total		32.10	1,927,900	2,394,300	21,300	0	4,343,500
1.21	Net Object Transfers							
	0450-00	Other	0.00	0	(1,300)	1,300	0	0
	Total		0.00	0	(1,300)	1,300	0	0
1.41	Receipts to Appropriation							
	0450-00	Other	0.00	0	0	1,100	0	1,100
	Total		0.00	0	0	1,100	0	1,100
1.61	Reverted Appropriation Balances							
	0001-00	General	0.00	(22,500)	(3,100)	0	0	(25,600)
	0456-00	Dedicated	0.00	(20,000)	(203,200)	0	0	(223,200)
	0450-00	Other	0.00	(109,300)	(256,500)	(1,100)	0	(366,900)
	Total		0.00	(151,800)	(462,800)	(1,100)	0	(615,700)
FY 2016 Actual Expenditures								
	0001-00	General	13.77	734,900	1,197,900	0	0	1,932,800
	0456-00	Dedicated	3.08	150,400	214,200	0	0	364,600
	0450-00	Other	15.25	890,800	518,100	22,600	0	1,431,500
	Total		32.10	1,776,100	1,930,200	22,600	0	3,728,900
FY 2017 Original Appropriation								
3.00	FY 2017 Original Appropriation							
	SB 1419							
	0001-00	General	13.27	594,700	0	0	0	594,700
	OT 0001-00	General	0.00	34,800	0	0	0	34,800
	0456-00	Dedicated	3.08	177,700	417,400	0	0	595,100
	OT 0456-00	Dedicated	0.00	5,000	0	0	0	5,000
	0450-00	Other	15.25	1,233,800	809,100	0	0	2,042,900
	OT 0450-00	Other	0.00	21,500	0	30,000	0	51,500
	Total		31.60	2,067,500	1,226,500	30,000	0	3,324,000

FY 2018 Agency Budget - Request

Detail Report

Agency: 200 - Administration, Department of

Function: 04 - Purchasing

	FTP	Personnel Cost	Operating Expense	Capital Outlay	Trustee/ Benefit	Lump Sum	Total
FY 2017 Total Appropriation							
0001-00 General	13.27	594,700	0	0	0	0	594,700
OT 0001-00 General	0.00	34,800	0	0	0	0	34,800
0456-00 Dedicated	3.08	177,700	417,400	0	0	0	595,100
OT 0456-00 Dedicated	0.00	5,000	0	0	0	0	5,000
0450-00 Other	15.25	1,233,800	809,100	0	0	0	2,042,900
OT 0450-00 Other	0.00	21,500	0	30,000	0	0	51,500
Total	31.60	2,067,500	1,226,500	30,000	0	0	3,324,000
Expenditure Adjustments							
6.31 FTP or Fund Adjustments							
0001-00 General	-1.00	0	0	0	0	0	0
0450-00 Other	1.00	0	0	0	0	0	0
Total	0.00	0	0	0	0	0	0
FY 2017 Estimated Expenditures							
0001-00 General	12.27	594,700	0	0	0	0	594,700
OT 0001-00 General	0.00	34,800	0	0	0	0	34,800
0456-00 Dedicated	3.08	177,700	417,400	0	0	0	595,100
OT 0456-00 Dedicated	0.00	5,000	0	0	0	0	5,000
0450-00 Other	16.25	1,233,800	809,100	0	0	0	2,042,900
OT 0450-00 Other	0.00	21,500	0	30,000	0	0	51,500
Total	31.60	2,067,500	1,226,500	30,000	0	0	3,324,000
Base Adjustments							
8.41 Removal of One-Time Expenditures							
OT 0001-00 General	0.00	(34,800)	0	0	0	0	(34,800)
OT 0456-00 Dedicated	0.00	(5,000)	0	0	0	0	(5,000)
OT 0450-00 Other	0.00	(21,500)	0	(30,000)	0	0	(51,500)
Total	0.00	(61,300)	0	(30,000)	0	0	(91,300)
FY 2018 Base							
0001-00 General	12.27	594,700	0	0	0	0	594,700
OT 0001-00 General	0.00	0	0	0	0	0	0
0456-00 Dedicated	3.08	177,700	417,400	0	0	0	595,100
OT 0456-00 Dedicated	0.00	0	0	0	0	0	0
0450-00 Other	16.25	1,233,800	809,100	0	0	0	2,042,900
OT 0450-00 Other	0.00	0	0	0	0	0	0
Total	31.60	2,006,200	1,226,500	0	0	0	3,232,700

FY 2018 Agency Budget - Request

Detail Report

Agency: 200 - Administration, Department of

Function: 04 - Purchasing

		FTP	Personnel Cost	Operating Expense	Capital Outlay	Trustee/ Benefit	Lump Sum	Total
Program Maintenance								
10.11	Change in Health Benefit Costs							
0001-00	General	0.00	12,400	0	0	0	0	12,400
0456-00	Dedicated	0.00	3,700	0	0	0	0	3,700
0450-00	Other	0.00	21,700	0	0	0	0	21,700
	Total	0.00	37,800	0	0	0	0	37,800
10.12	Change in Variable Benefit Costs							
0001-00	General	0.00	(100)	0	0	0	0	(100)
0450-00	Other	0.00	(200)	0	0	0	0	(200)
	Total	0.00	(300)	0	0	0	0	(300)
10.61	Salary Multiplier - Regular Employees							
0001-00	General	0.00	4,300	0	0	0	0	4,300
0456-00	Dedicated	0.00	1,300	0	0	0	0	1,300
0450-00	Other	0.00	10,400	0	0	0	0	10,400
	Total	0.00	16,000	0	0	0	0	16,000
10.62	Salary Multiplier - Group and Temporary							
0001-00	General	0.00	100	0	0	0	0	100
	Total	0.00	100	0	0	0	0	100
FY 2018 Total Maintenance								
	0001-00 General	12.27	611,400	0	0	0	0	611,400
OT	0001-00 General	0.00	0	0	0	0	0	0
	0456-00 Dedicated	3.08	182,700	417,400	0	0	0	600,100
OT	0456-00 Dedicated	0.00	0	0	0	0	0	0
	0450-00 Other	16.25	1,265,700	809,100	0	0	0	2,074,800
OT	0450-00 Other	0.00	0	0	0	0	0	0
	Total	31.60	2,059,800	1,226,500	0	0	0	3,286,300
Line Items								
12.01	State-Wide Training							
This request is for dedicated fund spending authority necessary to provide PC funding for an existing FTE that will be repurposed as a training specialist (\$70,000). The request also requests one-time (\$50,000) and ongoing (\$100,000) dedicated fund operating spending authority for a learning management system. This will enable the Division of Purchasing to provide and track training mandated by the legislature in Idaho Code Section 67-9207.								
	0450-00 Other	0.00	70,000	100,000	0	0	0	170,000
OT	0450-00 Other	0.00	0	50,000	0	0	0	50,000
	Total	0.00	70,000	150,000	0	0	0	220,000

FY 2018 Agency Budget - Request

Detail Report

Agency: 200 - Administration, Department of

Function: 04 - Purchasing

	<u>FTP</u>	<u>Personnel Cost</u>	<u>Operating Expense</u>	<u>Capital Outlay</u>	<u>Trustee/Benefit</u>	<u>Lump Sum</u>	<u>Total</u>
12.02 Capitol Mall Office Space							
The Department of Administration is requesting \$1 million in dedicated spending authority for a potential purchase of Capitol Mall office space to be auctioned by the Idaho Department of Lands. The property purchased will be used to house the Division of Purchasing. This is a one-time budget request. The requested appropriation is to be used exclusively for the purchase of capitol mall properties for the benefit of the Division of Purchasing.							
0450-00 Other	0.00	0	0	1,000,000	0	0	1,000,000
Total	0.00	0	0	1,000,000	0	0	1,000,000

FY 2018 Total

0001-00 General	12.27	611,400	0	0	0	0	611,400
OT 0001-00 General	0.00	0	0	0	0	0	0
0456-00 Dedicated	3.08	182,700	417,400	0	0	0	600,100
OT 0456-00 Dedicated	0.00	0	0	0	0	0	0
0450-00 Other	16.25	1,335,700	909,100	1,000,000	0	0	3,244,800
OT 0450-00 Other	0.00	0	50,000	0	0	0	50,000
Total	31.60	2,129,800	1,376,500	1,000,000	0	0	4,506,300

Agency/Department: Department of Administration	Agency Number: 200
Function/Division: Department of Administration	Function/Activity Number:
Activity/Program: Purchasing	Budget Unit: ADAD
Original Request Date: 9/1/2016	Fiscal Year: 2018
Revision Date: _____	Revision #: _____
Fund Name: General	Fund Number: 0001-00
Budget Submission Page # 109	of 147

PCN	CLASS CODE	DESCRIPTION	Indicator Code	FTP	FY 2017 SALARY	FY 2017 HEALTH BENEFITS	FY 2017 VAR BENEFITS	FY 2017 TOTAL	FY 2018 SALARY CHANGE	FY 2018 CHG HEALTH BENEFITS	FY 2018 CHG VAR BENEFITS	TOTAL BENEFIT CHANGES
Totals from Wage and Salary Report (WSR):												
		Permanent Positions	1	12.12	455,969	148,349	100,950	705,268	(15,888)	14,786	(132)	14,655
		Board & Group Positions	2		8,922	0	1,138	10,060				
		Elected Officials & Full Time Commissioners	3	0.00	0	0	0	0		0	0	0
		TOTAL FROM WSR		12.12	464,891	148,349	102,088	715,328		14,786	(132)	14,655
		FY 2017 ORIGINAL APPROPRIATION			629,500	13.27	409,111	130,549	89,839	529,500		
		Unadjusted Over or (Under) Funded:		Est Difference	1.15	(55,779)	(17,799)	(12,249)	(85,628)			
Adjustments to Wage & Salary: Add Funded / Subtract Unfunded - Vacant or Authorized - Positions:												
		Retire Cd										
		Adjustment Description / Position Title										
5132	01156	R1 Postal Clerk, Lead	1	1.00	24,960	12,240	5,526	42,726		1,220	(7)	1,213
5203	03178	R1 Postal Equipment Operator	1	1.00	24,960	12,240	5,526	42,726		1,220	(7)	1,213
				0.00	0	0	0	0		0	0	0
				0.00	0	0	0	0		0	0	0
0018	04853	R1 Purchasing Officer (shift to ADAD 0450)	1	(1.00)	(63,800)	(12,200)	(14,126)	(90,126)		(1,220)	19	(1,201)
0019	04853	R1 Purchasing Officer (shift to ADAD 0450)	1	(1.00)	(65,700)	(12,200)	(14,547)	(92,447)		(1,220)	20	(1,200)
				0.00	0	0	0	0		0	0	0
Other Adjustments:												
				0.00	0	0	0	0		0	0	0
				0.00	0	0	0	0		0	0	0
Estimated Salary Needs:												
		Permanent Positions	1	12.12	376,389	148,429	83,330	608,148		14,786	(108)	14,678
		Board & Group Positions	2	0.00	8,922	0	1,138	10,060		0	0	0
		Elected Officials & Full Time Commissioners	3	0.00	0	0	0	0		0	0	0
		Estimated Salary and Benefits		12.12	385,311	148,429	84,468	618,208		14,786	(108)	14,678
Adjusted Over or (Under) Funding:												
		Orig. Approp	1.15		7,000	2,700	1,500	11,200				Calculated overfunding is 1.8% of Original Appropriation
		Est. Expend	0.15		7,000	2,700	1,500	11,200				Calculated overfunding is 1.8% of Estimated Expenditures
		Base	0.15		7,000	2,700	1,500	11,200				Calculated overfunding is 1.0% of the Base
Personnel Cost Reconciliation - Relation to Zero Variance ---->												

DU		Original Appropriation	FTP	FY 17 Salary	FY 17 Health Ben	FY 17 Var Ben	FY 2017 Total	FY 18 Chg Health Bens	FY 18 Chg Var Bens	Total Benefit Change
3.00	FY 2017 ORIGINAL APPROPRIATION	629,500	13.27	392,349	151,140	86,011	629,500			
	Rounded Appropriation		13.27	392,300	151,100	86,000	629,500			
4.11	Appropriation Adjustments:									
	Reappropriation		0.00	0	0	0	0			
4.31	Supplemental		0.00	0	0	0	0			0
5.00	FY 2017 TOTAL APPROPRIATION		13.27	392,300	151,100	86,000	629,500			
	Expenditure Adjustments:									
6.31	FTP or Fund Adjustment		(1.00)	0	0	0	0		(2,400)	(2,400)
6.51	Transfer Between Programs		0.00	0	0	0	0		0	0
7.00	FY 2017 ESTIMATED EXPENDITURES		12.27	392,300	151,100	86,000	629,500			
	Base Adjustments:									
8.31	Transfer Between Programs		0.00	0	0	0	0		0	0
8.41	Removal of One-Time Expenditures		0.00	(28,500)	0	(5,300)	(34,800)		0	0
8.51	Base Reduction		0.00	0	0	0	0		0	0
9.00	FY 2018 BASE		12.27	363,800	151,100	79,700	594,700			
10.11	Change in Health Benefit Costs				12,400		12,400			
10.12	Change in Variable Benefits Costs					(100)	(100)			
	Subtotal CEC Base:		Indicator Code	12.27	363,800	163,500	79,600	607,000		
10.51	Annualization				0	0	0			
10.61	CEC for Permanent Positions		1.00%		3,500	800	4,300			
10.62	CEC for Group Positions		1.00%		100	0	100			
10.63	CEC for Elected Officials & Commissioners				0	0	0			
11.00	FY 2018 PROGRAM MAINTENANCE		12.27	367,400	163,500	80,400	611,400			
	Line Items:									
12.01							0			
12.02							0			
12.03							0			
13.00	FY 2018 TOTAL REQUEST		12.27	367,400	163,500	80,400	611,400			

Agency/Department:	Department of Administration	Agency Number:	200
Function/Division:	Department of Administration	Function/Activity Number:	
Activity/Program:	Purchasing	Budget Unit:	ADAD
		Fiscal Year:	2018
Original Request Date:		Fund Name:	Administration and Accounting Services
Revision Date:		Fund Number:	0450-00
		Budget Submission Page #	110 of 147

PCN	CLASS CODE	DESCRIPTION	Indicator Code	FTP	FY 2017 SALARY	FY 2017 HEALTH BENEFITS	FY 2017 VAR BENEFITS	FY 2017 TOTAL	FY 2018 SALARY CHANGE	FY 2018 CHG HEALTH BENEFITS	FY 2018 CHG VAR BENEFITS	TOTAL BENEFIT CHANGES
Totals from Wage and Salary Report (WSR):												
		Permanent Positions	1	11.82	633,215	144,677	139,918	917,810	(23,452)	14,420	(183)	14,237
		Board & Group Positions	2		0	0	0	0		0	0	0
		Elected Officials & Full Time Commissioners	3	0.00	0	0	0	0		0	0	0
		TOTAL FROM WSR		11.82	633,215	144,677	139,918	917,810		14,420	(183)	14,237
		FY 2017 ORIGINAL APPROPRIATION			1,255,300	15.25	866,056	197,876				
		Unadjusted Over or (Under) Funded:	Est Difference	3.43	232,841	53,199	51,450	337,490				Calculated overfunding is 26.9% of Original Appropriation
Adjustments to Wage & Salary:												
Add Funded / Subtract Unfunded - Vacant or Authorized - Positions:												
		Retire Cd										
		Adjustment Description / Position Title										
0011	04853	R1 Purchasing Officer Division of Purchasing (vacant)	1	1.00	59,900	12,240	13,262	85,402		1,220	(18)	1,202
5205	01548	R1 Ship & Rec Mtrls Handler (vacant)	1	1.00	30,800	12,240	6,819	49,859		1,220	(9)	1,211
					0	0	0	0		0	0	0
					0	0	0	0		0	0	0
					0	0	0	0		0	0	0
					0	0	0	0		0	0	0
0016	04853	R1 Purchasing Officer (shift from ADAD 0001)	1	1.00	63,800	12,200	14,126	90,126		1,220	(19)	1,201
0019	04853	R1 Purchasing Officer (shift from ADAD 0001)	1	1.00	65,700	12,200	14,547	92,447		1,220	(20)	1,200
					0.00	0	0	0		0	0	0
Other Adjustments:												
					0.00	0	0	0		0	0	0
					0.00	0	0	0		0	0	0
Estimated Salary Needs:												
		Permanent Positions	1	15.82	853,415	193,557	188,673	1,235,644		19,300	(249)	19,051
		Board & Group Positions	2	0.00	0	0	0	0		0	0	0
		Elected Officials & Full Time Commissioners	3	0.00	0	0	0	0		0	0	0
		Estimated Salary and Benefits		15.82	853,415	193,557	188,673	1,235,644		19,300	(249)	19,051
		Adjusted Over or (Under) Funding:	Org. Approp	(0.57)	13,600	3,100	3,000	19,700				Calculated overfunding is 1.6% of Original Appropriation
			Est. Expend	0.43	13,600	3,000	3,000	19,600				Calculated overfunding is 1.6% of Estimated Expenditures
			Base	0.43	13,600	3,000	3,000	19,600				Calculated overfunding is 1.6% of the Base
Personnel Cost Reconciliation - Relation to Zero Variance -->												

DU			Original Appropriation	FTP	FY 17 Salary	FY 17 Health Ben	FY 17 Var Ben	FY 2017 Total	FY 18 Chg Health Bens	FY 18 Chg Var Bens	Total Benefit Change
3.00	FY 2017 ORIGINAL APPROPRIATION		1,255,300	15.25	866,990	196,636	191,674	1,255,300			
		Rounded Appropriation		15.25	867,000	196,600	191,700	1,255,300			
4.11	Appropriation Adjustments:										
	Reappropriation			0.00	0	0	0	0			
4.31	Supplemental			0.00	0	0	0	0			0
5.00	FY 2017 TOTAL APPROPRIATION			15.25	867,000	196,600	191,700	1,255,300			
6.31	Expenditure Adjustments:										
	FTP or Fund Adjustment			1.00	0	0	0	0	2,400	0	2,400
6.51	Transfer Between Programs			0.00	0	0	0	0			0
7.00	FY 2017 ESTIMATED EXPENDITURES			16.25	867,000	196,600	191,700	1,255,300			
8.31	Base Adjustments:										
	Transfer Between Programs			0.00	0	0	0	0			0
8.41	Removal of One-Time Expenditures			0.00	(17,600)	0	(3,900)	(21,500)			0
8.51	Base Reduction			0.00	0	0	0	0			0
9.00	FY 2018 BASE			16.25	849,400	196,600	187,800	1,233,800			
10.11	Change in Health Benefit Costs					21,700		21,700			
10.12	Change in Variable Benefits Costs						(200)	(200)			
	Subtotal CEC Base:	Indicator Code	16.25	849,400	218,300	187,600	1,255,300				
10.51	Annualization			0	0	0	0	0			0
10.61	CEC for Permanent Positions	1.00%		8,500		1,900	10,400				
10.62	CEC for Group Positions	1.00%		0		0	0				0
10.63	CEC for Elected Officials & Commissioners			0		0	0				0
11.00	FY 2018 PROGRAM MAINTENANCE			16.25	857,900	218,300	189,500	1,265,700			
	Line Items:										
12.01	Training Specialist	1		46,300	13,500	10,200	70,000				
12.02											0
12.03											0
13.00	FY 2018 TOTAL REQUEST			16.25	904,200	231,800	199,700	1,335,700			

Agency/Department:	Department of Administration	Agency Number:	200
Function/Division:	Department of Administration	Function/Activity Number:	
Activity/Program:	Purchasing	Budget Unit:	ADAD
		Fiscal Year:	2018
Original Request Date:		Fund Name:	Federal Surplus Property Revolving
Revision Date:		Fund Number:	0456-00
	Revision #:	Budget Submission Page #	111 of 147

PCN	CLASS CODE	DESCRIPTION	Indicator Code	FTP	FY 2017 SALARY	FY 2017 HEALTH BENEFITS	FY 2017 VAR BENEFITS	FY 2017 TOTAL	FY 2018 SALARY CHANGE	FY 2018 CHG HEALTH BENEFITS	FY 2018 CHG VAR BENEFITS	TOTAL BENEFIT CHANGES
Totals from Wage and Salary Report (WSR):												
		Permanent Positions	1	3.06	107,089	37,454	23,708	168,251	(3,966)	3,733	(31)	3,702
		Board & Group Positions	2		0	0	0	0				0
		Elected Officials & Full Time Commissioners	3	0.00	0	0	0	0		0	0	0
		TOTAL FROM WSR		3.06	107,089	37,454	23,708	168,251		3,733	(31)	3,702
		FY 2017 ORIGINAL APPROPRIATION	182,700	3.08	116,286	40,671	25,744	182,700				
		Unadjusted Over or (Under) Funded:	Est Difference	0.02	9,196	3,216	2,036	14,449				Calculated overfunding is 7.9% of Original Appropriation
		Adjustments to Wage & Salary:										
		Add Funded / Subtract Unfunded - Vacant or Authorized - Positions:										
		Retire Cd										
		Adjustment Description / Position Title										
				0.00	0	0	0	0		0	0	0
				0.00	0	0	0	0		0	0	0
		Other Adjustments:										
				0.00	0	0	0	0		0	0	0
				0.00	0	0	0	0		0	0	0
		Estimated Salary Needs:										
		Permanent Positions	1	3.06	107,089	37,454	23,708	168,251		3,733	(31)	3,702
		Board & Group Positions	2	0.00	0	0	0	0				0
		Elected Officials & Full Time Commissioners	3	0.00	0	0	0	0		0	0	0
		Estimated Salary and Benefits		3.06	107,089	37,454	23,708	168,251		3,733	(31)	3,702
		Adjusted Over or (Under) Funding:										
		Orig. Approp		0.02	9,200	3,200	2,000	14,400				Calculated overfunding is 7.9% of Original Appropriation
		Est. Expend		0.02	9,200	3,200	2,000	14,400				Calculated overfunding is 7.9% of Estimated Expenditures
		Base		0.02	9,200	3,200	2,000	14,400				Calculated overfunding is 8.1% of the Base
Personnel Cost Reconciliation - Relation to Zero Variance ---->												

DU		Original Appropriation	FTP	FY 17 Salary	FY 17 Health Ben	FY 17 Var Ben	FY 2017 Total	FY 18 Chg Health Bens	FY 18 Chg Var Bens	Total Benefit Change
3.00	FY 2017 ORIGINAL APPROPRIATION	182,700	3.08	116,286	40,671	25,744	182,700			
	Rounded Appropriation		3.08	116,300	40,700	25,700	182,700			
	Appropriation Adjustments:									
4.11	Reappropriation		0.00	0	0	0	0			
4.31	Supplemental		0.00	0	0	0	0			0
5.00	FY 2017 TOTAL APPROPRIATION		3.08	116,300	40,700	25,700	182,700			
	Expenditure Adjustments:									
6.31	FTP or Fund Adjustment		0.00	0	0	0	0			0
6.51	Transfer Between Programs		0.00	0	0	0	0			0
7.00	FY 2017 ESTIMATED EXPENDITURES		3.08	116,300	40,700	25,700	182,700			
	Base Adjustments:									
8.31	Transfer Between Programs		0.00	0	0	0	0			0
8.41	Removal of One-Time Expenditures		0.00	(4,100)	0	(900)	(5,000)			0
8.51	Base Reduction		0.00	0	0	0	0			0

		FTP	FY 18 Salary	FY 18 Health Ben	FY 18 Var Ben	FY 2018 Total
9.00	FY 2018 BASE	3.08	112,200	40,700	24,800	177,700
10.11	Change in Health Benefit Costs			3,700		3,700
10.12	Change in Variable Benefits Costs				0	0
	Subtotal CEC Base:	Indicator Code	3.08	112,200	44,400	24,800
10.51	Annualization			0	0	0
10.61	CEC for Permanent Positions	1.00%		1,100	200	1,300
10.62	CEC for Group Positions	1.00%		0	0	0
10.63	CEC for Elected Officials & Commissioners			0	0	0
11.00	FY 2018 PROGRAM MAINTENANCE	3.08	113,300	44,400	25,000	182,700
	Line Items:					
12.01						0
12.02						0
12.03						0
13.00	FY 2018 TOTAL REQUEST	3.08	113,300	44,400	25,000	182,700

FORM B8.1: PROGRAM REQUEST BY DECISION UNIT

Agency/Department: Department of Administration
 Function/Division: Division of Purchasing
 Activity/Program: Purchasing

Request for Fiscal Year : 2018
 Agency Number: 200
 Function/Activity Number: 4
 Budget Unit: ADAD

Original Request Date: September 1, 2016
 Revision Request Date:

Page: 112 of 147

Decision Unit Number: 12.01 Descriptive Title: Training

Description	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP) 1 trainer					0.00
PERSONNEL COSTS:					
1. Salaries		46,300			\$46,300
2. Benefits		23,700			\$23,700
3. Group Position Funding					\$0
TOTAL PERSONNEL COSTS:	\$0	\$70,000	\$0	\$0	\$70,000
OPERATING EXPENDITURES by summary object:					
1.					\$0
2.					\$0
3.					\$0
TOTAL OPERATING EXPENDITURES:	\$0	\$0	\$0	\$0	\$0
CAPITAL OUTLAY by summary object:					
5350- Other Computer Services One-time		50,000			\$50,000
5350- Other Computer Services On-going		100,000			\$100,000
3.					\$0
TOTAL CAPITAL OUTLAY:	\$0	\$150,000	\$0	\$0	\$150,000
T/B PAYMENTS:					\$0
LUMP SUM:					\$0
GRAND TOTAL	\$0	\$220,000	\$0	\$0	\$220,000

- Attach as many pages as necessary to respond to the following questions:
1. What is being requested and why? What is the agency staffing level for this activity and how much funding, by source, is in the base?
Attached.
 2. What resources are necessary to implement this request?
 - a. List by position: position titles, pay grades, full or part-time status, benefit eligibility, anticipated dates of hire and terms of service.
 - b. Note any existing agency human resources that will be redirected to this new effort and how existing operations will be impacted.
 - c. List any additional operating funds and capital items needed.
 3. Provide additional detail about the request, including one-time versus ongoing. Include a description of major revenue assumptions, for example, whether there is a new customer base, fee structure changes, or anticipated grant awards.
 4. Who is being served by this request and what are the expected impacts of the funding requested? If this request is not funded who and what are impacted?

addition

FORM B8.1: PROGRAM REQUEST BY DECISION UNIT					
Agency/Department: Department of Administration		Request for Fiscal Year : 2018			
Function/Division: Purchasing		Agency Number: 200			
Activity/Program:		Function/Activity Number: 04			
		Budget Unit: ADAD			
Original Request Date:	Revision Request Date: 11/1/2016	Page: 112.1 of 147			
Decision Unit Number: 12.02		Descriptive Title: Spending Authority to Purchase Capitol Mall Office Space			
Description	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)					0.00
PERSONNEL COSTS:					
1. Salaries					\$0
2. Benefits					\$0
3. Group Position Funding					\$0
TOTAL PERSONNEL COSTS:	\$0	\$0	\$0	\$0	\$0
OPERATING EXPENDITURES by summary object:					
1.					\$0
2.					\$0
3.					\$0
TOTAL OPERATING EXPENDITURES:	\$0	\$0	\$0	\$0	\$0
CAPITAL OUTLAY by summary object:					
1.		1,000,000			\$1,000,000
2.					\$0
3.					\$0
TOTAL CAPITAL OUTLAY:	\$0	\$1,000,000	\$0	\$0	\$1,000,000
					\$0
					\$0
GRAND TOTAL	\$0	\$1,000,000	\$0	\$0	\$1,000,000

Attach as many pages as necessary to respond to the following questions:

1. What is being requested and why? What is the agency staffing level for this activity and how much funding, by source, is in the base?

The Department of Administration is requesting \$1 million in dedicated spending authority for a potential purchase of Capitol Mall office space to be auctioned by the Idaho Department of Lands. The property purchased will be used to house the Division of Purchasing.

2. What resources are necessary to implement this request?

- a. List by position: position titles, pay grades, full or part-time status, benefit eligibility, anticipated dates of hire and terms of service.
- b. Note any existing agency human resources that will be redirected to this new effort and how existing operations will be impacted.
- c. List any additional operating funds and capital items needed.

No additional staffing is required for this request. It is anticipated that minimal moving costs will be covered by the Division of Purchasing's existing operating funds.

3. Provide additional detail about the request, including one-time versus ongoing. Include a description of major revenue assumptions, for example, whether there is a new customer base, fee structure changes, or anticipated grant awards.

This is a one-time budget request. The requested appropriation is to be used exclusively for the purchase of capitol mall properties for the benefit of the Division of Purchasing.

4. Who is being served by this request and what are the expected impacts of the funding requested? If this request is not funded who and what are impacted?

Idaho taxpayers will be served by the re-location of the Division of Purchasing to a space adequate to meet their needs as well as convenient for the vendor community.

Division of Purchasing
 B8.1- Supporting information
 Decision Unit: Training

1. What is being requested and why?

Purchasing is requesting appropriation for one (1) training specialist and one (1) Learning Management System (LMS) to provide the procurement training mandated by the legislature in Idaho Code Section 67-9207. Purchasing requires a trainer to design and implement high quality training resources. Additionally, Purchasing requires an LMS to host web-based training courses and track course completion.

What is the agency staffing level for this activity and how much funding, by source, is in the base?

DOP currently has one-half (1/2) of an FTP supporting its training program, as well as other FTP supporting the program as additional duties as assigned. This level of effort is not sufficient to meet the new statutory mandate or to develop a state certification program. An additional FTP will help DOP meet this requirement.

2. What resources are necessary to implement this request?

a. List by position: position titles, pay grades, full or part-time status, benefit eligibility, anticipated dates of hire and terms of service.

Training Specialist, Grade L, full-time, benefits-eligible. Anticipated 08/01/17- ongoing

b. Note any existing agency human resources that will be redirected to this new effort and how existing operations will be impacted.

None. If anything, this will allow current FTP to redirect some efforts back to their main job responsibilities. Ultimately, a good training program will increase the quality of work being developed at the agency level, which will allow DOP operations to run more efficiently, which will allow more time for strategic planning and contract oversight.

c. List any additional operating funds and capital items needed.

Learning Management System to host and track training. Appropriation requested is for one-time initial implementation costs of \$150,000 and on-going annual licensing costs of \$100,000.

3. Provide additional detail about the request, including one-time versus ongoing. Include a description of major revenue assumptions, for example, whether there is a new customer base, fee structure changes, or anticipated grant awards.

Both resources in this request would be ongoing costs (note: LMS cost would reduce after the initial year.) This request is based on the assumption that DOP will continue to collect an Administrative Fee sufficient to cover its expenses, which has historically always been the case.

4. Who is being served by this request and what are the expected impacts of the funding requested? If this request is not funded who are what are impacted?

DOP, the state agencies, and ultimately the tax payers are all served by this request. DOP's purpose is to engage in open, competitive competition, and to maximize the value received by the state with attendant benefits to the citizens. By ensuring that state personnel, including procurement employees and other employees engaged in contract use, management, and oversight are properly trained, DOP will increase the quality and success of its procurement efforts and increase the value to the state and

tax payers. If this request is not funded, DOP will not be able to provide the quality or depth of training mandated by Idaho Code.

114 of 147

FY 2018 Agency Budget - Request

Detail Report

Agency: 200 - Administration, Department of
 Function: 05 - Office of Insurance Management

		FTP	Personnel Cost	Operating Expense	Capital Outlay	Trustee/ Benefit	Lump Sum	Total
FY 2016 Total Appropriation								
1.00 FY 2016 Total Appropriation								
SB 1175								
0001-00	General	0.00	0	0	0	0	0	0
0461-00	Dedicated	6.05	457,700	392,100	0	0	0	849,800
0462-00	Dedicated	6.15	446,900	113,700	0	0	0	560,600
	Total	12.20	904,600	505,800	0	0	0	1,410,400
1.21 Net Object Transfers								
0462-00	Dedicated	0.00	0	(6,600)	6,600	0	0	0
	Total	0.00	0	(6,600)	6,600	0	0	0
1.61 Reverted Appropriation Balances								
0001-00	General	0.00	0	0	0	0	0	0
0461-00	Dedicated	0.00	(19,200)	(32,300)	0	0	0	(51,500)
0462-00	Dedicated	0.00	(300)	(10,900)	(100)	0	0	(11,300)
	Total	0.00	(19,500)	(43,200)	(100)	0	0	(62,800)
FY 2016 Actual Expenditures								
0001-00	General	0.00	0	0	0	0	0	0
0461-00	Dedicated	6.05	438,500	359,800	0	0	0	798,300
0462-00	Dedicated	6.15	446,600	96,200	6,500	0	0	549,300
	Total	12.20	885,100	456,000	6,500	0	0	1,347,600
FY 2017 Original Appropriation								
3.00 FY 2017 Original Appropriation								
SB 1419								
OT 0001-00	General	0.00	0	0	0	0	0	0
0461-00	Dedicated	5.05	407,600	386,500	0	0	0	794,100
OT 0461-00	Dedicated	0.00	15,300	0	0	0	0	15,300
0462-00	Dedicated	6.15	495,200	113,700	0	0	0	608,900
OT 0462-00	Dedicated	0.00	14,700	0	0	0	0	14,700
	Total	11.20	932,800	500,200	0	0	0	1,433,000

FY 2018 Agency Budget - Request

Detail Report

Agency: 200 - Administration, Department of
 Function: 05 - Office of Insurance Management

	FTP	Personnel Cost	Operating Expense	Capital Outlay	Trustee/ Benefit	Lump Sum	Total
FY 2017 Total Appropriation							
OT 0001-00 General	0.00	0	0	0	0	0	0
0461-00 Dedicated	5.05	407,600	386,500	0	0	0	794,100
OT 0461-00 Dedicated	0.00	15,300	0	0	0	0	15,300
0462-00 Dedicated	6.15	495,200	113,700	0	0	0	608,900
OT 0462-00 Dedicated	0.00	14,700	0	0	0	0	14,700
Total	11.20	932,800	500,200	0	0	0	1,433,000
FY 2017 Estimated Expenditures							
OT 0001-00 General	0.00	0	0	0	0	0	0
0461-00 Dedicated	5.05	407,600	386,500	0	0	0	794,100
OT 0461-00 Dedicated	0.00	15,300	0	0	0	0	15,300
0462-00 Dedicated	6.15	495,200	113,700	0	0	0	608,900
OT 0462-00 Dedicated	0.00	14,700	0	0	0	0	14,700
Total	11.20	932,800	500,200	0	0	0	1,433,000
Base Adjustments							
8.31 Transfer Between Programs							
This decision unit transfers spending authority for the operation of the Idaho Second Injury Fund out of management services to the Office of Insurance Management in order to properly align functions within budget units.							
0519-00 Dedicated	2.00	183,600	98,700	0	0	0	282,300
Total	2.00	183,600	98,700	0	0	0	282,300
8.41 Removal of One-Time Expenditures							
OT 0461-00 Dedicated	0.00	(15,300)	0	0	0	0	(15,300)
OT 0462-00 Dedicated	0.00	(14,700)	0	0	0	0	(14,700)
Total	0.00	(30,000)	0	0	0	0	(30,000)
FY 2018 Base							
OT 0001-00 General	0.00	0	0	0	0	0	0
0461-00 Dedicated	5.05	407,600	386,500	0	0	0	794,100
OT 0461-00 Dedicated	0.00	0	0	0	0	0	0
0462-00 Dedicated	6.15	495,200	113,700	0	0	0	608,900
OT 0462-00 Dedicated	0.00	0	0	0	0	0	0
0519-00 Dedicated	2.00	183,600	98,700	0	0	0	282,300
Total	13.20	1,086,400	598,900	0	0	0	1,685,300

FY 2018 Agency Budget - Request

Detail Report

Agency: 200 - Administration, Department of
 Function: 05 - Office of Insurance Management

		FTP	Personnel Cost	Operating Expense	Capital Outlay	Trustee/ Benefit	Lump Sum	Total
Program Maintenance								
10.11	Change in Health Benefit Costs							
	0461-00	Dedicated	0.00	6,200	0	0	0	6,200
	0462-00	Dedicated	0.00	7,500	0	0	0	7,500
	0519-00	Dedicated	0.00	2,400	0	0	0	2,400
	Total		0.00	16,100	0	0	0	16,100
10.12	Change in Variable Benefit Costs							
	0461-00	Dedicated	0.00	(100)	0	0	0	(100)
	0462-00	Dedicated	0.00	(100)	0	0	0	(100)
	Total		0.00	(200)	0	0	0	(200)
10.23	Contract Inflation							
	The State Controller's Office published a new rate schedule effective for FY 2018 and notified agencies in a letter dated August 23, 2016. The estimated impact to the Office of Group Insurance is \$9,000 annually.							
	0461-00	Dedicated	0.00	0	9,000	0	0	9,000
	Total		0.00	0	9,000	0	0	9,000
10.31	Repair, Replacement Items/Alterations							
	Request for replacement of multi-function copier.							
	OT 0461-00	Dedicated	0.00	0	0	5,000	0	5,000
	Total		0.00	0	0	5,000	0	5,000
10.61	Salary Multiplier - Regular Employees							
	0461-00	Dedicated	0.00	3,400	0	0	0	3,400
	0462-00	Dedicated	0.00	4,200	0	0	0	4,200
	0519-00	Dedicated	0.00	1,600	0	0	0	1,600
	Total		0.00	9,200	0	0	0	9,200
FY 2018 Total Maintenance								
	OT 0001-00	General	0.00	0	0	0	0	0
	0461-00	Dedicated	5.05	417,100	395,500	0	0	812,600
	OT 0461-00	Dedicated	0.00	0	0	5,000	0	5,000
	0462-00	Dedicated	6.15	506,800	113,700	0	0	620,500
	OT 0462-00	Dedicated	0.00	0	0	0	0	0
	0519-00	Dedicated	2.00	187,600	98,700	0	0	286,300
	Total		13.20	1,111,500	607,900	5,000	0	1,724,400

FY 2018 Agency Budget - Request
Detail Report

Agency: 200 - Administration, Department of
Function: 05 - Office of Insurance Management

		<u>FTP</u>	<u>Personnel Cost</u>	<u>Operating Expense</u>	<u>Capital Outlay</u>	<u>Trustee/ Benefit</u>	<u>Lump Sum</u>	<u>Total</u>
Line Items								
12.01 Claims Adjudicator								
This decision unit requests one FTE with associated appropriation to add a Risk Management Claims Adjudicator position. The request is in response to state growth and to give the Risk function the ability to expand into a more proactive risk management stance, better service to customers and reduce reliance on outside claims adjusters.								
	0462-00	Dedicated	1.00	63,500	5,000	0	0	68,500
	Total		1.00	63,500	5,000	0	0	68,500
FY 2018 Total								
OT	0001-00	General	0.00	0	0	0	0	0
	0461-00	Dedicated	5.05	417,100	395,500	0	0	812,600
OT	0461-00	Dedicated	0.00	0	0	5,000	0	5,000
	0462-00	Dedicated	7.15	570,300	118,700	0	0	689,000
OT	0462-00	Dedicated	0.00	0	0	0	0	0
	0519-00	Dedicated	2.00	187,600	98,700	0	0	286,300
	Total		14.20	1,175,000	612,900	5,000	0	1,792,900

Agency/Department:	Department of Administration	Agency Number:	200
Function/Division:	Department of Administration	Function/Activity Number:	
Activity/Program:	Insurance Management	Budget Unit:	ADAK
		Fiscal Year:	2018
Original Request Date:		Fund Name:	Employee Group Insurance
Revision Date:		Fund Number:	0461-00
		Budget Submission Page #	119 of 147

PCN	CLASS CODE	DESCRIPTION	Indicator Code	FTP	FY 2017 SALARY	FY 2017 HEALTH BENEFITS	FY 2017 VAR BENEFITS	FY 2017 TOTAL	FY 2018 SALARY CHANGE	FY 2018 CHG HEALTH BENEFITS	FY 2018 CHG VAR BENEFITS	TOTAL BENEFIT CHANGES	
Totals from Wage and Salary Report (WSR):													
		Permanent Positions	1	4.04	241,133	49,450	53,126	343,709	(8,931)	4,929	(70)	4,859	
		Board & Group Positions	2		0	0	0	0					
		Elected Officials & Full Time Commissioners	3	0.00	0	0	0	0		0	0	0	
		TOTAL FROM WSR		4.04	241,133	49,450	53,126	343,709		4,929	(70)	4,859	
		FY 2017 ORIGINAL APPROPRIATION			422,900	5.05	296,690	60,843	65,367				
		Unadjusted Over or (Under) Funded:	Est Difference		1.01	55,657	11,393	12,240				Calculated overfunding is 18.7% of Original Appropriation	
Adjustments to Wage & Salary:													
Add Funded / Subtract Unfunded - Vacant or Authorized - Positions:													
		Retire Cd	Adjustment Description / Position Title										
1000		R1	Director - Dept of Adm (trans from ADAA 0001)	1	0.01	1,100	122	244	1,466		12	(0)	12
1020	05159	R1	PERSONNEL TECH - HIRE DATE 8/8/16	1	1.00	33,500	12,240	7,417	53,157		1,220	(10)	1,210
					0.00	0	0	0	0		0	0	0
Other Adjustments:													
					0.00	0	0	0	0		0	0	0
					0.00	0	0	0	0		0	0	0
Estimated Salary Needs:													
		Permanent Positions	1	5.05	275,733	61,812	60,787	398,332		6,161	(80)	6,081	
		Board & Group Positions	2	0.00	0	0	0	0			0	0	
		Elected Officials & Full Time Commissioners	3	0.00	0	0	0	0		0	0	0	
		Estimated Salary and Benefits		5.05	275,733	61,812	60,787	398,332		6,161	(80)	6,081	
Adjusted Over or (Under) Funding:													
			Orig. Approp	0.00	17,000	3,800	3,700	24,500				Calculated overfunding is 5.8% of Original Appropriation	
			Est. Expend	0.00	17,000	3,800	3,700	24,500				Calculated overfunding is 5.8% of Estimated Expenditures	
			Base	0.00	17,000	3,800	3,700	24,500				Calculated overfunding is 6.0% of the Base	
Personnel Cost Reconciliation - Relation to Zero Variance ---->													

DU		Original Appropriation	FTP	FY 17 Salary	FY 17 Health Ben	FY 17 Var Ben	FY 2017 Total		FY 18 Chg Health Bens	FY 18 Chg Var Bens	Total Benefit Change
3.00	FY 2017 ORIGINAL APPROPRIATION	422,900	5.05	292,739	65,624	64,536	422,900				
	Rounded Appropriation		5.05	292,700	65,600	64,500	422,900				
Appropriation Adjustments:											
4.11	Reappropriation		0.00	0	0	0	0				
4.31	Supplemental		0.00	0	0	0	0				0
5.00	FY 2017 TOTAL APPROPRIATION		5.05	292,700	65,600	64,500	422,900				
Expenditure Adjustments:											
6.31	FTP or Fund Adjustment		0.00	0	0	0	0				0
6.51	Transfer Between Programs		0.00	0	0	0	0		0		0
7.00	FY 2017 ESTIMATED EXPENDITURES		5.05	292,700	65,600	64,500	422,900				
Base Adjustments:											
8.31	Transfer Between Programs		0.00	0	0	0	0				0
8.41	Removal of One-Time Expenditures		0.00	(12,500)	0	(2,800)	(15,300)				0
8.51	Base Reduction		0.00	0	0	0	0				0
FY 2018 BASE											
			FTP	FY 18 Salary	FY 18 Health Ben	FY 18 Var Ben	FY 2018 Total				
9.00			5.05	280,200	65,600	61,700	407,600				
10.11	Change in Health Benefit Costs				6,200		6,200				
10.12	Change in Variable Benefits Costs					(100)	(100)				
	Subtotal CEC Base:	Indicator Code	5.05	280,200	71,800	61,600	413,700				
10.51	Annualization			0	0	0	0				
10.61	CEC for Permanent Positions	1.00%		2,800		600	3,400				
10.62	CEC for Group Positions	1.00%		0		0	0				
10.63	CEC for Elected Officials & Commissioners			0		0	0				
11.00	FY 2018 PROGRAM MAINTENANCE		5.05	283,000	71,800	62,200	417,100				
Line Items:											
12.01							0				
12.02							0				
12.03							0				
13.00	FY 2018 TOTAL REQUEST		5.05	283,000	71,800	62,200	417,100				

FORM B8.1: PROGRAM REQUEST BY DECISION UNIT

Agency/Department: Department of Administration
 Function/Division: Risk Management
 Activity/Program: Risk Management

Request for Fiscal Year : 2018
 Agency Number: 200
 Function/Activity Number: 5
 Budget Unit: ADAK

Original Request Date: September 1, 2016
 Revision Request Date:

Page: 122 of 147

Decision Unit Number: _____ Descriptive Title: _____

Description	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)		1.00			1.00
PERSONNEL COSTS:					
1. Salaries		41,000			\$41,000
2. Benefits		22,500			\$22,500
3. Group Position Funding					\$0
TOTAL PERSONNEL COSTS:	\$0	\$63,500	\$0	\$0	\$63,500
OPERATING EXPENDITURES by summary object:					
1. Misc. Office Supplies, Computer, etc.		5,000			\$5,000
2.					\$0
3.					\$0
TOTAL OPERATING EXPENDITURES:	\$0	\$5,000	\$0	\$0	\$5,000
CAPITAL OUTLAY by summary object:					
1.					\$0
2.					\$0
3.					\$0
TOTAL CAPITAL OUTLAY:	\$0	\$0	\$0	\$0	\$0
T/B PAYMENTS:					\$0
LUMP SUM:					\$0
GRAND TOTAL	\$0	\$68,500	\$0	\$0	\$68,500

Attach as many pages as necessary to respond to the following questions:

Attached/

1. What is being requested and why? What is the agency staffing level for this activity and how much funding, by source, is in the base?
2. What resources are necessary to implement this request?
 - a. List by position: position titles, pay grades, full or part-time status, benefit eligibility, anticipated dates of hire and terms of service.
 - b. Note any existing agency human resources that will be redirected to this new effort and how existing operations will be impacted.
 - c. List any additional operating funds and capital items needed.
3. Provide additional detail about the request, including one-time versus ongoing. Include a description of major revenue assumptions, for example, whether there is a new customer base, fee structure changes, or anticipated grant awards.
4. Who is being served by this request and what are the expected impacts of the funding requested? If this request is not funded who and what are impacted?

Background Information

Since FY 2002 the State has increased property values from 3.5 billion to 7.8 billion in FY 2017. We are seeing larger more complex property claims due to the value and changes in our infrastructure. We have not had property appraisals done in 10 years. IC 67-5773 (e) states that within available funds and personnel, make periodic inspection or appraisal of premises, property and risks as to conditions affecting insurability, risk, and premium rate, and submit a written report of each such inspection or appraisal together with recommendations, if any, to the officer, department, or agency in direct charge of such premises, property or risks. Recently our insurance carrier reviewed our portfolio and identified more than 1000 state buildings that are believed to be underinsured. If the state does not implement an ongoing appraisal process this will result in a double digit rate property rate increase next year and on-going rate increases until we implement an appraisal process, (estimated cost \$250K). Claim loss payouts these have also increased dramatically from \$658K paid out in FY 2006 and \$1,240K in FY 2016. The large complex property losses require staff specialization and expertise which many times we have to outsource to independent adjusters due to our lack of manpower.

Idaho's state vehicle fleet has also increased over the years. In FY 2002, Idaho had 3,587 vehicles covered for property damage. Today we have more than 6,905 vehicles covered for property damage. These claims payouts have gone from \$206K in FY 2006 to \$852K in FY 2016. This is due to the increase in our vehicle exposure and requires more manpower to adjust the increase in claims.

Most important is the change in our Liability claim trend. Over the last ten years Idaho has seen a significant increase in complex federal claims requiring extensive litigation. At the forefront are Title IX claims. In FY 2006 liability claim payouts were \$1,845K and in FY 2016 liability payouts were \$3,206K

The state loss trends align with the growth in population and increase in auto, property and liability exposures. Most agencies do not have loss control staff to properly identify exposures or conduct agency loss assessments. Many of the smaller to midsize agencies look to Risk to provide these services and recommendations. As agency needs have increased Risk staff has remained the same.

1. What is being requested and why?

We are requesting 1 FTE to add a Risk Management Claims Adjudicator position. Idaho Code 67-5773 (e) requires Risk within available funds and personnel, make periodic inspection or appraisal of premises, property and risks as to conditions affecting insurability, risk, and premium rate, and submit a written report of each such inspection or appraisal together with recommendations, if any, to the officer, department, or agency in direct charge of such premises, property or risks. We are requesting this position to reduce the cost and expense that the state pays for claims. The added position would provide the following needed benefits and services:

- Better service to our agency partners by providing better turnaround times on medium complexity claim.
- Will decrease our reliance on outside adjusters and conduct onsite inspections and claims investigations. In 2006 we spent \$46K for outside adjusting services in 2016 we spent \$108K. (Estimated Cost Savings - \$50K)
- Provide a position that could focus on mid-range property, auto and bodily injury claims which will allow the 2 senior adjudicators to focus on complex litigation, litigation management and claims management. Increased litigation management should decrease our litigation costs. (Estimated Cost Savings - \$100K)
- Allow for more thorough claims supervision and file audits that identify incorrect payments, overpayments and gaps in staff knowledge. (Estimated Cost Savings - \$25K)
- Increased subrogation efforts to generate additional repayments from the at-fault party. (Estimated Cost Savings - \$50K)

2. What is the agency staffing level for this activity and how much funding, by source, is in the base?

Currently Risk has 2 FTE Claims Adjudicator positions which are funded with dedicated funds

Position #1	\$25.51/Hrly	Total Outlay	\$78,253.07
Position #2	\$29.79/Hrly	Total Outlay	\$89,123.88
NEW Position	\$19.72/Hrly	Total Outlay	\$63,547.00

3. What resources are necessary to implement this expense?
- a) Risk Management Claims Adjudicator
Pay Grade K
Full-time
Benefit Eligible
Anticipated Hire Date – July 1, 2017
 - b) Human Resources – No new resources needed and existing operations will remain as they are without impact
 - c) Current location has open cubicle with desk to house new position. We will need a computer, phone, printer and monitor for the new position. (Cost \$5K)
4. Provide additional detail about the request, including one-time versus ongoing. This will be an ongoing permanent position.
5. Include a description of major revenue assumptions, for example, whether there is a new customer base, fee structure changes, or anticipated grant awards. There will be no additional revenue brought in with the position although there will be savings realized.

6. Who is being served by this request and what are the expected impacts of the funding requested? All state agencies and Universities will be served by the additional position. The position will be funded on a proportionate share based on their insurance premiums through the annual SWCAP administration fee for Risk Management.

FY 2018 Agency Budget - Request

Detail Report

Agency: 200 - Administration, Department of

Function: 06 - Capitol Commission

		FTP	Personnel Cost	Operating Expense	Capital Outlay	Trustee/ Benefit	Lump Sum	Total
FY 2016 Total Appropriation								
1.00	FY 2016 Total Appropriation							
	HB 294							
	0481-09	Dedicated	0.00	0	232,900	0	0	232,900
	0482-79	Dedicated	0.00	0	300,000	2,200,000	0	2,500,000
	Total		0.00	0	532,900	2,200,000	0	2,732,900
1.61	Reverted Appropriation Balances							
	0481-09	Dedicated	0.00	0	(148,800)	0	0	(148,800)
	0482-79	Dedicated	0.00	0	(300,000)	(2,016,300)	0	(2,316,300)
	Total		0.00	0	(448,800)	(2,016,300)	0	(2,465,100)
FY 2016 Actual Expenditures								
	0481-09	Dedicated	0.00	0	84,100	0	0	84,100
	0482-79	Dedicated	0.00	0	0	183,700	0	183,700
	Total		0.00	0	84,100	183,700	0	267,800
FY 2017 Original Appropriation								
3.00	FY 2017 Original Appropriation							
	SB 1406							
	0481-09	Dedicated	0.00	0	142,000	0	0	142,000
	OT 0481-09	Dedicated	0.00	0	0	0	0	0
	0482-79	Dedicated	0.00	0	0	2,200,000	0	2,200,000
	Total		0.00	0	142,000	2,200,000	0	2,342,000
Appropriation Adjustments								
4.11	Reappropriation							
	OT 0481-09	Dedicated	0.00	0	148,800	0	0	148,800
	Total		0.00	0	148,800	0	0	148,800
FY 2017 Total Appropriation								
	0481-09	Dedicated	0.00	0	142,000	0	0	142,000
	OT 0481-09	Dedicated	0.00	0	148,800	0	0	148,800
	0482-79	Dedicated	0.00	0	0	2,200,000	0	2,200,000
	Total		0.00	0	290,800	2,200,000	0	2,490,800

FY 2018 Agency Budget - Request
Detail Report
Agency: 200 - Administration, Department of

Function: 06 - Capitol Commission

	<u>FTP</u>	<u>Personnel Cost</u>	<u>Operating Expense</u>	<u>Capital Outlay</u>	<u>Trustee/ Benefit</u>	<u>Lump Sum</u>	<u>Total</u>
FY 2017 Estimated Expenditures							
0481-09 Dedicated	0.00	0	142,000	0	0	0	142,000
OT 0481-09 Dedicated	0.00	0	148,800	0	0	0	148,800
0482-79 Dedicated	0.00	0	0	2,200,000	0	0	2,200,000
Total	0.00	0	290,800	2,200,000	0	0	2,490,800
Base Adjustments							
8.41 Removal of One-Time Expenditures							
OT 0481-09 Dedicated	0.00	0	(148,800)	0	0	0	(148,800)
Total	0.00	0	(148,800)	0	0	0	(148,800)
FY 2018 Base							
0481-09 Dedicated	0.00	0	142,000	0	0	0	142,000
OT 0481-09 Dedicated	0.00	0	0	0	0	0	0
0482-79 Dedicated	0.00	0	0	2,200,000	0	0	2,200,000
Total	0.00	0	142,000	2,200,000	0	0	2,342,000
FY 2018 Total Maintenance							
0481-09 Dedicated	0.00	0	142,000	0	0	0	142,000
OT 0481-09 Dedicated	0.00	0	0	0	0	0	0
0482-79 Dedicated	0.00	0	0	2,200,000	0	0	2,200,000
Total	0.00	0	142,000	2,200,000	0	0	2,342,000
FY 2018 Total							
0481-09 Dedicated	0.00	0	142,000	0	0	0	142,000
OT 0481-09 Dedicated	0.00	0	0	0	0	0	0
0482-79 Dedicated	0.00	0	0	2,200,000	0	0	2,200,000
Total	0.00	0	142,000	2,200,000	0	0	2,342,000

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

AGENCY INFORMATION

AGENCY NAME:	Idaho Department of Administration		
Division/Bureau:	Internal Support, OCIO, Purchasing, Rules Coordinator		
Prepared By:	Keith Reynolds	E-mail Address:	keith.reynolds@adm.idaho.gov
Telephone Number:	208-332-1812	Fax Number:	208-334-2307
DFM Analyst:	Gideon Tolman	LSO/BPA Analyst:	Robyn Lockett
Date Prepared:	6/24/2016	For Fiscal Year:	2018

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

Facility Name:	Len B. Jordan Building, Room 100, Room B -15			
City:	Boise	County:	Ada	
Street Address:	650 W. State Street	Zip Code:	83702	
Facility Ownership: (could be private or state-owned, use "X" to mark)	Private Lease (use "X" to mark):	State Owned (use "X" to mark):	X	Lease Expires: n/a

FUNCTION/USE OF FACILITY: 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, OCIO, purchasing and the rules coordinator.

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.

Efforts are being made to consolidate as many function as possible into the LBJ Building. The Office of Group Insurance will move mid FY 17 adding five ftp and purchasing will request two training positions for fy 18.

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 2016	ESTIMATE 2017	REQUEST 2018	REQUEST 2019	REQUEST 2020	REQUEST 2021
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 2016	ESTIMATE 2017	REQUEST 2018	REQUEST 2019	REQUEST 2020	REQUEST 2021
Total Number of Work Areas:	75	75	77	77	77	77
Full-Time Equivalent Positions:	63	68	70	70	70	70
Temp. Employees, Contractors, Auditors, etc.:	5	5	5	5	5	5

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 2016	ESTIMATE 2017	REQUEST 2018	REQUEST 2019	REQUEST 2020	REQUEST 2021
Square Feet:	14,458	15,510	15,510	15,510	15,510	15,510

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 2016	ESTIMATE 2017	REQUEST 2018	REQUEST 2019	REQUEST 2020	REQUEST 2021
Total Facility Cost/Yr:	\$141,387.90	\$147,037.14	\$152,686.38	\$152,686.38	\$152,686.38	\$152,686.38

IMPORTANT NOTES:

1. Please fill in the white sections only! If you have any questions, please call Ruth @ 332-1933.
2. Upon completion, please send to Ruth Swan-Brown at the Division of Public Works via email to Ruth.Swan-Brown@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:		Idaho Second Injury Fund / Office of Group Insurance				
Prepared By:	Keith Reynolds	E-mail Address:	keith.reynolds@adm.idaho.gov			
Telephone Number:	208-332-1812	Fax Number:	208-334-2307			
DFM Analyst:	Gideon Tolman	LSO/BPA Analyst:	Robyn Lockett			
Date Prepared:	6/24/2016	For Fiscal Year:	2018			
FACILITY INFORMATION (please list each facility separately by city and street address)						
Facility Name:	Borah Building					
City:	Boise	County:	Ada			
Street Address:	801 W Bannock			Zip Code:	83702	
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:	n/a	
FUNCTION/USE OF FACILITY: Could be administrative use, client counseling, hearing rooms, field offices, etc. Address any specialized needs which require additional square feet.						
Administrative office for group insurance and the second Injury fund.						
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.						
Efforts are being made to consolidate as many function as possible into the LBJ Building. The Office of Group Insurance will move mid FY 17 leaving only ISIF in the Borah Building.						
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 2016	ESTIMATE 2017	REQUEST 2018	REQUEST 2019	REQUEST 2020	REQUEST 2021
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 2016	ESTIMATE 2017	REQUEST 2018	REQUEST 2019	REQUEST 2020	REQUEST 2021
Total Number of Work Areas:	8	7	2	2	2	2
Full-Time Equivalent Positions:	8	7	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 2016	ESTIMATE 2017	REQUEST 2018	REQUEST 2019	REQUEST 2020	REQUEST 2021
Square Feet:	2,215	2,215	755	755	755	755
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 2016	ESTIMATE 2017	REQUEST 2018	REQUEST 2019	REQUEST 2020	REQUEST 2021
Total Facility Cost/Yr:	\$24,785.85	\$16,617.15	\$8,448.45	\$8,448.45	\$8,448.45	\$8,448.45
IMPORTANT NOTES:						
1. Please fill in the white sections only! If you have any questions, please call Ruth @ 332-1933.						
2. Upon completion, please send to Ruth Swan-Brown at the Division of Public Works via email to Ruth.Swan-Brown@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:	OCIO				
Prepared By:	Keith Reynolds	E-mail Address:	keith.reynolds@adm.idaho.gov		
Telephone Number:	208-332-1812	Fax Number:	208-334-2307		
DFM Analyst:	Gideon Tolman	LSO/BPA Analyst:	Robyn Lockett		
Date Prepared:	6/24/2016	For Fiscal Year:	2018		

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

Facility Name:	Capitol Building - Server Room				
City:	Boise	County:	Ada		
Street Address:	700 W. Jefferson	Zip Code:	83702		
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:	n/a

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

Garden Level Server Room

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 2016	ESTIMATE 2017	REQUEST 2018	REQUEST 2019	REQUEST 2020	REQUEST 2021
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 2016	ESTIMATE 2017	REQUEST 2018	REQUEST 2019	REQUEST 2020	REQUEST 2021
Total Number of Work Areas:	0	0	0	0	0	0
Full-Time Equivalent Positions:	0	0	0	0	0	0
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 2016	ESTIMATE 2017	REQUEST 2018	REQUEST 2019	REQUEST 2020	REQUEST 2021
Square Feet:	100	100	100	100	100	100

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 2016	ESTIMATE 2017	REQUEST 2018	REQUEST 2019	REQUEST 2020	REQUEST 2021
Total Facility Cost/Yr:	\$1,245.00	\$1,245.00	\$1,245.00	\$1,245.00	\$1,245.00	\$1,245.00

IMPORTANT NOTES:

1. Please fill in the white sections only! If you have any questions, please call Ruth @ 332-1933.
2. Upon completion, please send to Ruth Swan-Brown at the Division of Public Works via email to Ruth.Swan-Brown@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:

--

132 of 147

FIVE-YEAR FACILITY NEEDS PLAN, pursuant to IC 67-5708B						
AGENCY INFORMATION						
AGENCY NAME:	Idaho Department of Administration					
Division/Bureau:	DPW					
Prepared By:	Keith Reynolds	E-mail Address:	keith.reynolds@adm.idaho.gov			
Telephone Number:	208-332-1812	Fax Number:	208-334-2307			
DFM Analyst:	Gideon Tolman	LSO/BPA Analyst:	Robyn Lockett			
Date Prepared:	6/24/2016	For Fiscal Year:	2018			
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:	n/a	
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 provided at no charge by the U of I.						
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 2016	ESTIMATE 2017	REQUEST 2018	REQUEST 2019	REQUEST 2020	REQUEST 2021
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 2016	ESTIMATE 2017	REQUEST 2018	REQUEST 2019	REQUEST 2020	REQUEST 2021
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 2016	ESTIMATE 2017	REQUEST 2018	REQUEST 2019	REQUEST 2020	REQUEST 2021
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 2016	ESTIMATE 2017	REQUEST 2018	REQUEST 2019	REQUEST 2020	REQUEST 2021
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 Ruth @ 332-1933.						
2. Upon completion, please send to Ruth Swan-Brown at the Division of Public Works via email to Ruth.Swan-Brown@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:	DPW		
Prepared By:	Keith Reynolds	E-mail Address:	keith.reynolds@adm.idaho.gov
Telephone Number:	208-332-1812	Fax Number:	208-334-2307
DFM Analyst:	Gideon Tolman	LSO/BPA Analyst:	Robyn Lockett
Date Prepared:	6/24/2016	For Fiscal Year:	2018

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

Facility Name:	Lewiston State Office Building		
City:	Lewiston	County:	Nez Perce
Street Address:	502 N 4th Street	Zip Code:	83201
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: n/a

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 nothern 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.

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 2016	ESTIMATE 2017	REQUEST 2018	REQUEST 2019	REQUEST 2020	REQUEST 2021
Use "X" to mark the year facility would be surplusd.						

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 2016	ESTIMATE 2017	REQUEST 2018	REQUEST 2019	REQUEST 2020	REQUEST 2021
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 2016	ESTIMATE 2017	REQUEST 2018	REQUEST 2019	REQUEST 2020	REQUEST 2021
Square Feet:	175	175	175	175	175	175

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 2016	ESTIMATE 2017	REQUEST 2018	REQUEST 2019	REQUEST 2020	REQUEST 2021
Total Facility Cost/Yr:	\$1,284.50	\$1,284.50	\$1,284.50	\$1,284.50	\$1,284.50	\$1,284.50

IMPORTANT NOTES:

1. Please fill in the white sections only! If you have any questions, please call Ruth @ 332-1933.
2. Upon completion, please send to Ruth Swan-Brown at the Division of Public Works via email to Ruth.Swan-Brown@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:	DPW					
Prepared By:	Keith Reynolds	E-mail Address:	keith.reynolds@adm.idaho.gov			
Telephone Number:	208-332-1812	Fax Number:	208-334-2307			
DFM Analyst:	Gideon Tolman	LSO/BPA Analyst:	Robyn Lockett			
Date Prepared:	6/24/2016	For Fiscal Year:	2018			
FACILITY INFORMATION (please list each facility separately by city and street address)						
Facility Name:	Pocatello Field Office					
City:	Pocatello	County:				
Street Address:	611 Wilson Street, Suite 4A				Zip Code:	83201
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 south-eastern 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.						
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 2016	ESTIMATE 2017	REQUEST 2018	REQUEST 2019	REQUEST 2020	REQUEST 2021
Use "X" to mark the year facility would be surplused.						
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 2016	ESTIMATE 2017	REQUEST 2018	REQUEST 2019	REQUEST 2020	REQUEST 2021
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 2016	ESTIMATE 2017	REQUEST 2018	REQUEST 2019	REQUEST 2020	REQUEST 2021
Square Feet:	341	341	341	341	341	341
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 2016	ESTIMATE 2017	REQUEST 2018	REQUEST 2019	REQUEST 2020	REQUEST 2021
Total Facility Cost/Yr:	\$4,147.00	\$4,147.00	\$4,147.00	\$4,147.00	\$4,147.00	\$4,147.00
IMPORTANT NOTES:						
1. Please fill in the white sections only! If you have any questions, please call Ruth @ 332-1933.						
2. Upon completion, please send to Ruth Swan-Brown at the Division of Public Works via email to Ruth.Swan-Brown@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:	DPW						
Prepared By:	Keith Reynolds	E-mail Address:	keith.reynolds@adm.idaho.gov				
Telephone Number:	208-332-1812	Fax Number:	208-334-2307				
DFM Analyst:	Gideon Tolman	LSO/BPA Analyst:	Robyn Lockett				
Date Prepared:	6/24/2016	For Fiscal Year:	2018				
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:	83702	
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. Division of Public Works administrative 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 2016	ESTIMATE 2017	REQUEST 2018	REQUEST 2019	REQUEST 2020	REQUEST 2021
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 2016	ESTIMATE 2017	REQUEST 2018	REQUEST 2019	REQUEST 2020	REQUEST 2021
Total Number of Work Areas:		22	22	22	22	22	22
Full-Time Equivalent Positions:		22	22	22	22	22	22
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 2016	ESTIMATE 2017	REQUEST 2018	REQUEST 2019	REQUEST 2020	REQUEST 2021
Square Feet:		10,430	10,430	10,430	10,430	10,430	10,430
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 2016	ESTIMATE 2017	REQUEST 2018	REQUEST 2019	REQUEST 2020	REQUEST 2021
Total Facility Cost/Yr:		\$66,571.54	\$66,571.54	\$66,571.54	\$66,571.54	\$66,571.54	\$66,571.54
IMPORTANT NOTES:							
1. Please fill in the white sections only! If you have any questions, please call Ruth @ 332-1933.							
2. Upon completion, please send to Ruth Swan-Brown at the Division of Public Works via email to Ruth.Swan-Brown@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:	Federal Surplus Properties		
Prepared By:	Keith Reynolds	E-mail Address:	keith.reynolds@adm.idaho.gov
Telephone Number:	208-332-1812	Fax Number:	208-334-2307
DFM Analyst:	Gideon Tolman	LSO/BPA Analyst:	Robyn Lockett
Date Prepared:	6/24/2016	For Fiscal Year:	2018

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

Facility Name:	Leased Warehouse		
City:	Caldwell	County:	Canyon
Street Address:	106 S 43rd Street, Suite 6		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.

Warehouse, office space and outside yard for the federal surplus properties program. Square footage below does not include the yard.

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 2016	ESTIMATE 2017	REQUEST 2018	REQUEST 2019	REQUEST 2020	REQUEST 2021
Use "X" to mark the year facility would be surplused.						

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 2016	ESTIMATE 2017	REQUEST 2018	REQUEST 2019	REQUEST 2020	REQUEST 2021
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 2016	ESTIMATE 2017	REQUEST 2018	REQUEST 2019	REQUEST 2020	REQUEST 2021
Square Feet:	12,830	12,830	12,830	12,830	12,830	12,830

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 2016	ESTIMATE 2017	REQUEST 2018	REQUEST 2019	REQUEST 2020	REQUEST 2021
Total Facility Cost/Yr:						

IMPORTANT NOTES:

1. Please fill in the white sections only! If you have any questions, please call Ruth @ 332-1933.
2. Upon completion, please send to Ruth Swan-Brown at the Division of Public Works via email to Ruth.Swan-Brown@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:	Copy services, postal and OCIO					
Prepared By:	Keith Reynolds	E-mail Address:	keith.reynolds@adm.idaho.gov			
Telephone Number:	208-332-1812	Fax Number:	208-334-2307			
DFM Analyst:	Gideon Tolman	LSO/BPA Analyst:	Robyn Lockett			
Date Prepared:	6/24/2016	For Fiscal Year:	2018			
FACILITY INFORMATION (please list each facility separately by city and street address)						
Facility Name:	Parking Garage #1					
City:	Boise	County:	Ada			
Street Address:	550 West State Street				Zip Code:	83702
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:	n/a	
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. The OCIO space is used for training stations and accommodates an instructor and six students.						
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 2016	ESTIMATE 2017	REQUEST 2018	REQUEST 2019	REQUEST 2020	REQUEST 2021
Use "X" to mark the year facility would be surplused.						
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 2016	ESTIMATE 2017	REQUEST 2018	REQUEST 2019	REQUEST 2020	REQUEST 2021
Total Number of Work Areas:	15	15	15	15	15	15
Full-Time Equivalent Positions:	15	15	15	15	15	15
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 2016	ESTIMATE 2017	REQUEST 2018	REQUEST 2019	REQUEST 2020	REQUEST 2021
Square Feet:	8,290	8,290	8,290	8,290	8,290	8,290
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 2016	ESTIMATE 2017	REQUEST 2018	REQUEST 2019	REQUEST 2020	REQUEST 2021
Total Facility Cost/Yr:	\$60,582.94	\$60,582.94	\$60,582.94	\$60,582.94	\$60,582.94	\$60,582.94
IMPORTANT NOTES:						
1. Please fill in the white sections only! If you have any questions, please call Ruth @ 332-1933.						
2. Upon completion, please send to Ruth Swan-Brown at the Division of Public Works via email to Ruth.Swan-Brown@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:						

Director Attestation for Performance Measurement Report

In accordance with *Idaho Code* 67-1904, I certify the data provided in the Performance Measurement Report has been internally assessed for accuracy, and, to the best of my knowledge, is deemed to be accurate.

Department: Administration


Director's Signature

8/26/2016
Date

Please return to:

Division of Financial Management
304 N. 8th Street, 3rd Floor
Boise, Idaho 83720-0032

FAX: 334-2438
E-mail: info@dfm.idaho.gov

Part I – Agency Profile

Agency Overview

The vision of the Department of Administration is to bring appropriate, efficient, and innovative business practices to Idaho government. In FY16, the Department of Administration made progress towards the goals and objectives established in its FY 2016-2019 Strategic Plan with a focus on customer service and communication. The plan has since been updated for the period FY 2017-2020 challenging the major client-oriented programs with strategies for enhancing quality and/or cost effectiveness in their delivery of services.

The Department of Administration is organized into four divisions: The Divisions of Insurance and Internal Support, Purchasing, Public Works, and the Office of the Chief Information Officer. Within those divisions, Administration is committed to providing leadership, expertise, and value-added services within the following management functions:

- Risk Management, Liability and Property Insurance
- Group Insurance/Employee Benefits Programs
- Administrative Rules
- Purchasing/Contract Administration
- Federal Surplus
- Postal and Quick Copy Services
- Design/Construction Management
- Facilities Management
- Statewide Leasing
- Office of the Chief Information Officer (OCIO)
- Industrial Special Indemnity Fund (ISIF)
- Internal, and Small Agency Support (Fiscal, Human Resources, IT)

Administration also provides administrative support for the Idaho Capitol Commission, the Governor's Housing Committee, the Idaho Technology Authority (ITA), the Group Insurance Advisory Committee (GIAC), Risk Management Advisory Committee (RMAC) and the Permanent Building Fund Advisory Council (PBFAC).

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

Core Functions/Idaho Code

Office of the Director:

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 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. (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, and 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): *Internally*, DIIS provides financial support and internal controls/auditing services through its Office of the Chief Financial Officer to all programs within the Department, supported committees, and the Idaho Commission on Hispanic Affairs (ICHA). It also provides human resources and payroll services to the Department and ICHA. *Externally*, its Risk Management program serves as the state's property and liability insurance manager and adjusts 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 houses the Office of the Administrative Rules Coordinator executing the function of the Administrative Procedures Act. (Idaho Code Sections 67-5202; 67-5746; 67-5760-5778; 72-323-334 and 409; 67-52)

Division of Public Works (DPW): Manages the construction, alteration, and repair of public buildings for Idaho's state agencies. The Division is also charged with the management (operations and maintenance) and space allocation of all facilities on the Capitol Mall and of 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 the activities of the Permanent Building Fund Advisory Council. (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; conducts diligent dispensing of government documents through reproduction and mailing (Copy Center, Central Postal); and serves as clearinghouse for the federal government's surplus properties. (Idaho Code Sections 67-9201 et seq.; 67-5744; 67-5749-5753)

The Office of the Chief Information Officer (OCIO): Supports the Idaho Technology Authority (ITA). ITA reviews and evaluates the information technology (IT) and telecommunications systems presently in use by state agencies, and prepares statewide short and long-range IT and telecommunications plans. ITA establishes statewide IT and telecommunications policies, standards, guidelines, and conventions ensuring uniformity and compatibility of state agency systems. OCIO provides leadership towards, and administration of, state information technology innovations. It operates central network and technology security systems for use by all agencies, and it guarantees reliable communications with and within state government through telephone, IT networks, and Internet services. OCIO provides all IT services (e.g. desktop troubleshooting, server administration and e-mail) to approximately 30 agencies. (Idaho Code Sections 67-5747-5748; 31-4815-4818).

Revenue and Expenditures

Revenue	FY 2013	FY 2014	FY 2015	FY 2016
General Fund	8,829,669	13,842,300	9,070,402	8,841,675
Idaho Education Network - 0120	801,276	11,648	2,165	461,800
Indirect Cost Recovery	1,333,189	1,435,608	1,091,972	0
Federal Grants	0	0	0	0
Permanent Building Fund	80,999,744	82,160,849	73,526,777	56,054,313
Governor's Housing Fund	23,426	17,713	178,047	63,488
Admin. & Accounting Svcs.	18,884,532	20,054,383	18,894,585	17,993,324
Federal Surplus Property	348,898	456,871	672,482	390,877
Group Insurance	207,483,762	223,366,011	261,045,618	274,737,502
Risk Management	7,559,227	8,552,719	8,815,729	10,997,254
Administrative Code Fund	250,112	374,102	493,648	389,099
Capitol Income & Reserve Fund	63,069	62,960	105,124	267,810
Special Indemnity Fund	<u>3,825,518</u>	<u>4,489,921</u>	<u>4,881,935</u>	<u>4,386,603</u>
Total	321,572,753	354,825,085	378,778,484	374,583,745
Expenditures	FY 2013	FY 2014	FY 2015	FY 2016
Personnel Costs	9,067,086	9,243,115	9,479,722	9,415,497
Operating Expenditures	30,759,263	36,016,078	27,248,385	25,671,997
Capital Outlay	85,173,822	76,009,499	71,011,103	54,722,586
Trustee/Benefit Payments	<u>222,743,045</u>	<u>236,214,699</u>	<u>261,621,671</u>	<u>284,773,665</u>
Total	347,743,216	357,483,391	369,360,881	374,583,745

Profile of Cases Managed and/or Key Services Provided

Cases Managed and/or Key Services Provided	FY 2013	FY 2014	FY 2015	FY 2016
Insurance & Internal Support Division:				
# of rules promulgated	189	173	194	174
# of FTP's supported through payroll & HR				
• Administration	148.75	146.75	145	139.5
• ICHA	2.8	2.8	2.8	2.8
• SWCC	16.0	16.0	16.0	0
# of property, casualty, liability, and auto insurance claims reported.	966*	927*	916*	873* (to date)
Value of property insured by Risk Management	\$6.49 Billion	\$6.8 Billion	\$7.2 Billion	\$7.6 Billion
# of vehicles insured for liability by Risk Mgmt (all vehicles insured for liability)	7,027	7,025	7,148	7,211
# of vehicles insured for physical damage (only vehicles scheduled for this coverage)	6,500	6,449	6,688	6,747
# of active employees enrolled in group ins.	17,847	17,987	18,270	18,571
# of active employee dependents enrolled in state's group insurance.	26,206	26,742	26,912	27,362
# of retirees enrolled in state's group insurance.	956	938	870	789
# of retiree dependents enrolled in group ins.	265	269	222	200
Key Services Explanatory Note:				
*Risk Management Claims are tracked based on their dates of loss, but claims or suits for a fiscal year may be reported after the year is over. There is almost always an increase in numbers over time for the most recent years, as their data are less mature. The figures for each fiscal year will increase as additional claims and suits are reported. FY 2015 has the least mature data and will change the most.				
Purchasing Division:				
# of contracts issued/value	793/ \$650M	756/ \$482M	941/ \$534M	945/ \$715M
# of purchasing personnel trained/man hours	665/136,325	615/91,170	566/ 152,820	556/ 101,192
# of P-card transactions	338,550	264,556	296,897	337,879
\$ total value of P-card usage	\$44,090,000	\$48,967,222	\$53,836,625	\$59,310,430
# of postage pieces mailed - external	7,155,447	7,229,525	6,599,235	6,221,499
# of postage pieces mailed - interoffice	957,107	565,300	738,386	667,624
\$ postal cost avoidance	\$996,288	\$772,258	\$857,579	\$714,366
# of impressions made - Copy Ctr.	3,457,814	3,259,120	2,584,164	3,046,115
\$ of Federal Surplus Property (FSP) items sold	\$316,405	438,321	660,981	\$347,412
FSP's Average cost savings to public entities	68.98%*	77.95%*	81.8%*	76.35%*
Public Works Division:				
\$ appropriated for Public Works projects not including agency funds	\$36,613,900	\$36,320,000	\$28,741,300	\$27,578,300
\$ amount of all funding sources for projects under construction	\$329,394,156	\$371,109,430	316,136,676	\$195,021,749
# of active Public Works projects	318	296	337	366
# of new Public Works projects	150	182	140	155

Cases Managed and/or Key Services Provided	FY 2013	FY 2014	FY 2015	FY 2016
# of closed Public Works projects	196	219	205	221
# sq.ft. office space leased statewide	1,612,745	1,629,112	1,677,299	1,599,694
# sq. ft. total space leased statewide	2,016,327	2,029,113	2,041,737	1,997,920
\$ amount of office space leased statewide	\$20,837,957	\$21,059,006	\$22,180,098	\$21,173,423
\$ amount of total space leased statewide	\$26,928,448	\$27,304,105	\$28,069,847	\$28,173,423
Office of the Chief Information Officer:				
# of cumulative Idaho government interactive services and applications on-line	291	323	335	375
# of visits to the Idaho.gov homepage.	1,736,817	1,610,953	1,510,084	967,384
# of unique visitors to Idaho.gov homepage (does not include individual agency sites)	983,284	936,357	922,605	906,704
# of page views on the Idaho.gov homepage	7,703,983	5,337,675**	3,102,129**	2,762,308**
Key Services Explanatory Note:				
*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.				
**In FY 2014, the State launched its new and improved Idaho.gov site. The new website has increased indexing capabilities which allow users to find what they need with faster. The trend is that more and more views are being made via mobile devices.				

Performance Highlights - Support of FY2016 Strategic Plan Goals

Department-Wide Progress

During FY16, Administration sustained its internal efforts to address dominant themes of an Employee Satisfaction Survey: **Communication, Training and Compensation**. The department made a concerted effort to utilize the department's **intranet website**, sending frequent communication from the Director to share important information, and hosting division and department-wide meetings.

The **training section of the department's intranet web site** included development resources providing a variety of topics and specialties at no-cost, low-cost, and on-line. In addition, Administration continued its efforts in tracking training to ensure employees at all levels are provided the opportunity for professional development and potential upward mobility. During FY16 Administration employees attended a total of 282 training sessions with 192 of those training sessions at no cost. Examples of topics covered included Americans with Disability Act Training, Budget 101, Environmental Management, Claims & Litigation Management, and Recruitment Practices.

To address employee compensation, and at the direction of the legislature, the department was able to implement an average **4% Change in Employee Compensation**. Additionally, in our efforts to move employees to policy, Administration continued with its practice regarding a minimum compa-ratio taking years of state service into consideration. Those employees falling below the minimum were awarded an additional increase, based on performance.

Office of Group Insurance

The Office of Group Insurance (OGI) provides a robust benefits package to State of Idaho employees as an important component of their total compensation. In FY16 OGI competitively **remarketed its third party vendor for flexible spending account (FSA) services**. The process allowed the Department of Administration to select a

new vendor to administer the flexible spending accounts which resulted in reduced on-going costs for participants and the State. The transition to the new vendor will take place at the beginning of FY17.

During FY16, OGI staff provided **outreach to agency human resources and payroll staff**; they conducted nearly 40 employee presentations, attended 10 benefit fairs across the state and provided one-on-one training sessions to numerous agencies. Educating employees and the state's human resources and payroll staff about the benefits has been a key objective for OGI.

With the end of the FY16 plan year, OGI also completed the **wrap up of the thriveidaho** health promotion program. Over 3,500 employees earned their reward for the year by taking steps to understand and improve their health status as well as engage in healthy behaviors.

As healthcare costs continue to increase, OGI is committed to continuing to add value to the benefits while seeking opportunities for fiscal responsibility and cost control. Accurate and timely forecasting of expenses has been, and will continue to be, critical in developing the budget for health insurance benefits that directly impact every state agency.

Division of Public Works (DPW)

In FY16 DPW began the process of pursuing avenues for procuring a **new project management system**. The existing system is antiquated and no longer supportable. Envisioned is a new system that will provide critical fiscal tracking and reporting, as well as digital storage and retrieval of project management documents such as field reports, change orders, etc.

DPW **completed the renovation of the Capitol Annex** and the building was occupied in late summer of 2015. The Idaho Law Learning Center, along with the Supreme Court Law Library are the building tenants. A **major project is currently underway in the basement of the Supreme Court Building**. The building heating and cooling systems are being upgraded and office space is being remodeled for occupancy by the State Appellate Court.

Starting in 2015, continuing through 2017, DPW is providing technical support and project management to the Idaho Capitol Commission for **accessibility modifications and improvements to the Statehouse**. This is a result of a negotiated settlement with the U.S. Department of Justice in response to a complaint filed with them regarding the Americans with Disabilities Act. DPW is also working with the Capitol Commission to compile a list of **upcoming maintenance needs and anticipated modifications for the Statehouse**. This is in response to a specific request from the legislature as part of the budgeting process. A report to the legislature will be made during FY17.

Division of Purchasing (DOP)

During FY16, **Purchasing** was focused on working with the Interim Legislative Committee on proposed modifications to the Procurement Code, as a first step toward modernizing and streamlining the procurement process. The committee's work resulted in passage of a "**State Procurement Act**," consolidating the majority of the procurement code in one chapter, effective July 1, 2016. This took an extensive amount of internal resources; as well as assistance from agencies, LSO and the Attorney General's office. In addition to rolling out the new Procurement Act through revised forms, templates and reference materials (and conducting the associated statewide training on the code modifications), the division will continue to work with the legislative **taskforce to modernize Idaho procurement law** during FY17; and will engage in the negotiated rulemaking process in order to promulgate rules in response to the new legislation.

Purchasing continued to create and **update forms, templates and other resources**; including holding **agency-oriented trainings** as well as vendor forums, in an effort to increase education and outreach. Training has been, and will continue to be a challenge as DOP has limited available training resources.

The **Central Postal and Quick Copy** operations achieves efficiencies with operations under one roof. Both organizations continued to focus on superior customer delivery of both mail collection and delivery and reproduction and mailing services. Hardcopy output continues to decline as more agencies convert to internet enabled communications. Therefore, these organizations have been internally focused on cost reduction to include new **more cost effective hardcopy reproduction equipment, fuel efficient vehicles, and workforce reduction** through attrition.

Federal Surplus Property (FSP) had a transition year, with new management in place, in addition to one support staff member, which allowed the operation to stay open five days a week. The program has and will provide greater opportunity for on-site visits to Federal installations in order to acquire high-quality and "in demand" donated property. Staff has also had an increased ability to participate in conferences and forums throughout the state, to **raise awareness of the opportunities available through FSP's program**. FSP customers include approved Small Business Administration companies and tax-supported entities e.g. state agencies, cities, counties, school districts, fire districts, etc. FSP is actively working on a marketing plan to increase education and outreach throughout the state; as well as updates to its website in order to enhance on-line opportunities to apply to the program; and to view available inventory.

Office of the Chief Information Officer (OCIO)

In 2016, the OCIO has focused on new and updated policies with the Idaho Technology Authority (ITA), especially those related to cybersecurity. While the IT strategy is delegated to IT leaders, ITA also directly participated and we hope will continue to expand on that participation. Direct ITA participation in the annual IT Strategic Planning process brings important agency-business perspective to the effort.

Virtual services accessed through high-availability networks (aka cloud services) has been a key topic for strategic planning as agencies wrestle with incorporating cloud capability into their existing technical architecture. OCIO has already moved the Department of Administration to Microsoft's Office 365 cloud-based offering. Lessons learned through the OCIO pilot project will influence the direction taken by the enterprise, and we are planning to move our other supported customers to the cloud email option.

Contingent upon a legislative appropriation, the OCIO will be replacing much of the network security appliances, including the firewall. This major upgrade signals a significant overhaul in the state's capacity to defend itself against the latest forms of cyber-attack.

Risk Management

During FY16, Risk Management successfully developed, designed and launched a **comprehensive intranet site**. Our agency partners now have immediate access to coverage and program descriptions, fillable forms, training, and guidance memorandums. Risk also developed **individual agency loss reports** which will help identify trends. This information will contribute toward reducing loss costs in the future. Additionally, Risk implemented a new **pro-active claims model** that has improved responsiveness and customer service ratings and feedback. Finally, based on several identified loss trends, **training to both internal and external state employees**, and Risk staff has been provided to help mitigate those trends.

Part II – Performance Measures

Performance Measure	FY 2013	FY 2014	FY 2015	FY 2016	Current Year	
Goal 1						
Per 67-1904(1)(b)(i), the agency goals to which each measure corresponds should be provided. Replace the text in this box with a goal from the agency's strategic plan and list beneath it any performance measures primarily associated with that goal. Copy this box and insert it as needed to identify additional goals that subsequent performances measures are designed to evaluate.						
1. Our goal is to average a department-wide rating at least "4" on our agency survey measuring attitudes in external customer satisfaction. Likert scale ranges from 1: Highly Dissatisfied to 5: Highly Satisfied.	actual	4.2	4.22	4.15	4.32 (*See notes for breakdown by division/program)	-----
	benchmark				Average rating of "4" on Likert Scale for measuring attitudes in regard to the Department's level of service.	
Goal 2						
2. Our goal is to increase employee professional development training over a three-year period beginning FY 2013.	actual	Training has increased but Admin is still developing the mechanism to track and quantify this increase.	Training has increased but Admin is still developing the mechanism to track and quantify this increase.	56.83%	61.15%	-----
	benchmark				By 2015, 20% of Administration employees will have attended professional development training.	
Goal 3						
3. Our goal is that the state's annual insurance rate increase falls within 2% of the industry's defined average increase for medical/dental insurance.	actual	**State's Increase = 4.3%	**State's Increase = 9.0%	**State's Increase = 6.1%	**State's Increase = 11.6%	-----
	benchmark	***Industry benchmark = 8.4%	***Industry benchmark = 7.8%	***Industry benchmark = 7.8%	***Industry benchmark = 8%	Annual insurance rate increase for medical/dental costs are within 2% of

						current industry benchmark
--	--	--	--	--	--	----------------------------

Performance Measures Explanatory Notes

Goal #1:

* Breakdown of customer satisfaction ratings by program/division. (Likert scale ranges from 1: Highly Dissatisfied to 5: Highly Satisfied.)

	FY15	FY16
Office of Group Insurance/Employee Benefits Program	4.21	4.26
Office of the CIO (OCIO)/IT	3.86	4.13
State Purchasing	4.00	3.79
Postal	4.00	4.29
State Copy Center	3.90	4.47
Design & Construction	4.20	4.35
Facilities Services	3.75	4.34
Statewide Leasing	4.37	4.6
Administrative Rules	4.47	4.61
Risk Management/Liability & Property Casualty	4.41	4.23
Agency Support (HR & Fiscal)	4.26	4.21
Director's Office	4.31	4.58

Goal #3:

** State's increase is calculated as the percentage increase of State cash cost per employee year over year. Calculations are refined as the claims associated with each fiscal year are settled and closed during the run-out period.

*** Industry benchmarks are a weighted calculation of active employee trend and retiree trend.

For More Information Contact

Diane Blume, Program Specialist
Administration, Department of
650 W State Street, Rm 100
PO Box 83720
Boise, ID 83720-0003
Phone: 332-1826
E-mail: diane.blume@adm.idaho.gov

Federal Funds Inventory Form
As Required by Idaho Code 67-1917

147 of 147

Reporting Agency/Department: Department of Administration

STARS Agency Code: 200

Fiscal Year: 2018

Contact Person/Title: Keith Reynolds

Contact Phone Number: 332-1812

Contact Email: keith.reynolds@adm.idaho.gov

CFDA#/Cooperative Agreement # /Identifying #	Grant Type	Federal Granting Agency	Grant title	Description	Pass Through Federal Money From Other State Agency	FY 2016 Available Funds	FY 2016 Actual Expenditures	FY 2017 Estimated Available Funds	FY 2018 Estimated Available Funds	State Approp [Y] Yearly or [C] Continuous	MOE requirement [Y] Yes or [N] No	Known Reductions; Plan for 10% or More Reduction
39.003	Other	Gen Services Admin		Federal Surplus Property			1,180,000	1,180,000	1,180,000	C	N	The department would reduce the amount of surplus property available to state, county, and city governmental entities
Total						0	1,180,000	1,180,000	1,180,000			

Total FY 2016 All Funds Appropriation (DU 1.00)	\$23,998,200
Federal Funds as Percentage of Funds	5%

*** Report must be submitted to the Division of Financial Management and Legislative Services Office as part of your budget request.

FY 2018 Budget Request Revision for Statewide Cost Allocation

Fiscal Year: 2018

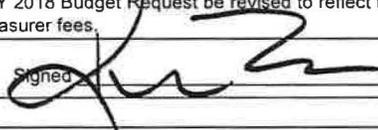
Revision No. 1

Agency Code: 200

Agency: Department of Administration

Budget Unit	Program Name	Fund Number	Base	Attorney General	Risk Management	State Controller	State Treasurer	BU/Fund	Percent of Base	Percent of Fund
			SWCAP	DU 10.41	DU 10.45	DU 10.46	DU 10.47	Total		
			0							
ADAA	Fiscal	0450	43,600	2,700	0	(300)	(400)	2,000	8.10%	6.97%
ADAA	Fiscal	0001	13,100	22,400	200			22,600	2.43%	78.75%
ADAB	OCIO	0450	200	300				300	0.04%	1.05%
ADAB	OCIO	0001	2,500		100			100	0.46%	0.35%
ADAC	Facilities Services	0450	277,900	6,500	12,500			19,000	51.65%	66.20%
ADAC	Design & Construction	0365	34,800					0	6.47%	0.00%
ADAD	Purchasing	0450	59,100					0	10.99%	0.00%
ADAK	Group Insurance	0461	5,000	2,200				2,200	0.93%	7.67%
ADAL	Administration Rules	0475-05	4,600					0	0.86%	0.00%
ADAK	Risk Insurance	0462	0					0	0.00%	0.00%
ADAI	Risk - Cont.	0462	97,200	(17,500)				(17,500)	18.07%	-60.98%
								0	0.00%	0.00%
Decision Unit Total			538,000	16,600	12,800	(300)	(400)	28,700	100.00%	100.00%

I request that the FY 2018 Budget Request be revised to reflect the above adjustments for Attorney General fees, Risk Management fees, State Controller's fees, and State Treasurer fees.

Signed  Title CFO Date 10/7/16

Instructions
 Each year after the original budget submission deadline, the Division of Financial Management calculates the estimated amount of change from the current year to the budget year for certain Interagency Nonstandard Adjustment decision units related to the Statewide Cost Allocation Plan (SWCAP). It is your responsibility to distribute those changes equitably between programs (budget units) and fund sources.

- 1) Locate your agency on the Indirect Cost Recovery Budget Adjustments spreadsheet.
- 2) Sum the "FY Approp. Basis" columns for all categories (Treasurer, Controller, Attorney General, Risk Management, and Facility Services) in cell E7.
- 3) Enter by budget unit and fund source the SWCAP appropriation basis in the column titled "Base SWCAP". The allocation should be the same as your actual expenditures by fund source for last year rounded to the nearest \$100.
- 4) Find "Request Adjustment" for each category noting "Statewide Accounting" and "Statewide Payroll" must be summed to calculate the Controller fees.
- 5) Identify the budget unit and fund source for each of the areas requiring adjustment.
- 6) Enter each budget unit in the column identified as Budget Unit. Flag any continuous budget units as "(Cont)". Repeat for each different fund.
- 7) In the column identified as Fund Number, place the number of the fund to which the increase or decrease in costs will be applied.
- 8) In the column identified as adjustment, place the dollar amount for each identified budget unit by fund. Round to nearest \$100.
- 9) Check that all totals match those on the Indirect Cost Recovery Budget Adjustment spreadsheet.
- 10) Sign and return a copy to each of your DFM and LSO analysts. Thank you!