Agency Summary And Certification

FY 2024 Request

Agency: Department of Administration 200

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

Signature of Department Director: Keith Reynolds **Date:** 09/01/2022

			FY 2022 Total Appropriation	FY 2022 Total Expenditures	FY 2023 Original Appropriation	FY 2023 Estimated Expenditures	FY 2024 Total Request
Appropriation Unit							
Bond Payment Program			195,117,000	194,628,000	15,283,000	15,283,000	0
Capital Commission			4,005,700	1,488,400	2,342,000	4,005,700	2,342,000
Document Services			1,597,900	1,510,200	1,711,300	1,761,300	1,817,000
Management Services			1,233,200	1,183,900	1,297,600	1,297,600	1,317,500
Office of Insurance Management			2,073,900	1,877,000	2,160,400	2,188,300	2,254,900
Public Works			17,102,900	16,644,800	17,900,300	17,865,300	19,031,900
Purchasing			2,505,500	2,308,400	2,697,900	2,682,900	2,632,100
		Total	223,636,100	219,640,700	43,392,500	45,084,100	29,395,400
By Fund Source							
G	10000	General	182,118,200	182,042,800	2,627,800	2,627,800	2,649,800
D	36500	Dedicated	17,951,400	17,267,600	18,533,500	18,533,500	3,884,800
D	36587	Dedicated	0	0	0	0	0
D	45000	Dedicated	16,701,400	16,274,200	16,918,900	16,918,900	17,445,700
D	45086	Dedicated	0	0	0	0	0
D	45600	Dedicated	629,600	560,900	645,900	645,900	651,300
D	46100	Dedicated	936,900	905,200	969,500	997,400	1,047,100
D	46200	Dedicated	962,200	917,400	1,012,400	1,012,400	1,027,800
D	48109	Dedicated	212,000	138,600	142,000	212,000	142,000
D	48279	Dedicated	3,793,700	1,349,800	2,200,000	3,793,700	2,200,000
D	51900	Dedicated	330,700	184,200	342,500	342,500	346,900
		Total	223,636,100	219,640,700	43,392,500	45,084,100	29,395,400
By Account Category							
Personnel Cost			10,041,800	9,192,500	11,084,700	11,109,900	11,428,600
Operating Expense			200,774,800	119,410,500	22,622,400	22,694,300	15,627,800
Capital Outlay			12,819,500	91,037,700	9,685,400	11,279,900	2,339,000
		Total	223,636,100	219,640,700	43,392,500	45,084,100	29,395,400
FTP Positions			124.00	124.00	128.00	128.00	128.00
		Total	124.00	124.00	128.00	128.00	128.00

Division Description

Request for Fiscal Year: 2024

Agency: Department of Administration 200

Division: Department of Administration AD1

Statutory Authority: IC 67-5701

The Department of Administration provides a wide variety of centralized services to the rest of state government, including public works; purchasing; life, health, and disability insurance for state employees; and property and casualty insurance for state agencies. The Capitol Commission was initially responsible for the renovation of Idaho's State Capitol and grounds, and is now charged with overseeing its use and historic preservation. The department's Bond Payments Program consolidates payment of the state's bonded indebtedness for the construction of buildings. The Permanent Building Fund budget finances the maintenance and construction of state buildings, including those at the colleges and universities.

Division Description

Request for Fiscal Year: 2024

Agency: Department of Administration 200

Division: Capitol Commission AD2

Statutory Authority: IC 67-5701

The nine-member Idaho State Capitol Commission was created by the Legislature during the 1998 session and was charged with, among other things, developing a master plan for the restoration and refurbishment of the Capitol. On January 9, 2010, the newly restored Capitol Building was rededicated. As of Fall 2020, appointees include Andrew Erstad, Mary Symms-Pollot, Senator Chuck Winder, Nancy Sue Wallace, Representative Jason Monks, and Marilyn Whitney. Ex-officio voting members include the Director of the Legislative Services Office (Terri Kondeff), the Director of the Idaho State Historical Society (Janet Gallimore), and the Director of the Department of Administration (Keith Reynolds), who also serves as commission secretary. Statute requires the commission to meet at least twice per year. The commission's charge is to oversee the preservation and use of the Capitol. Ongoing funding for maintenance of the Capitol is provided from endowment land funds and investments.

Division Description

Request for Fiscal Year: 2024

Agency: Department of Administration 200

Division: Bond Payments AD3

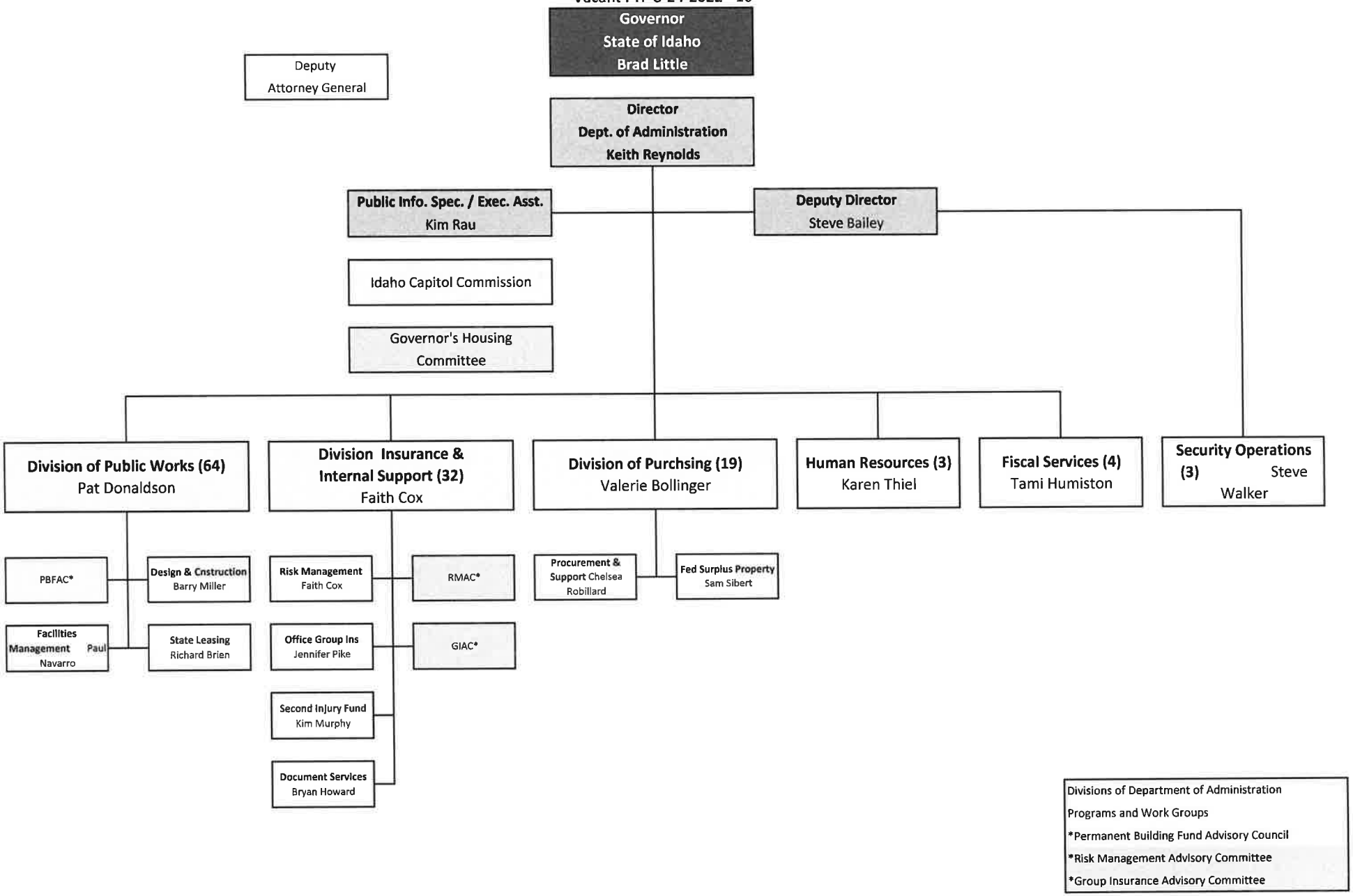
Statutory Authority: IC 67-5701

The Department of Administration's Bond Payments Program consolidates payment of the state's bonded indebtedness for the construction of buildings. There are 13 buildings paid for with bond funding in the state's portfolio, including: Prison Complex (Idaho State Correctional Center); Department of Parks and Recreation headquarters; Idaho School and Hospital; Idaho State University Rendezvous Center; College of Western Idaho (formerly Boise State University Academic West); University of Idaho Learning Center; Lewis-Clark State College Activity Center; North Idaho College Health Building; College of Southern Idaho Fine Arts Building; Idaho State Police POST Academy; College of Eastern Idaho (formerly Eastern Idaho Technical College); Capitol Mall Parking Garage Number II; and the Idaho State Chinden Campus. In FY23, all bonds administered by the department were paid off.

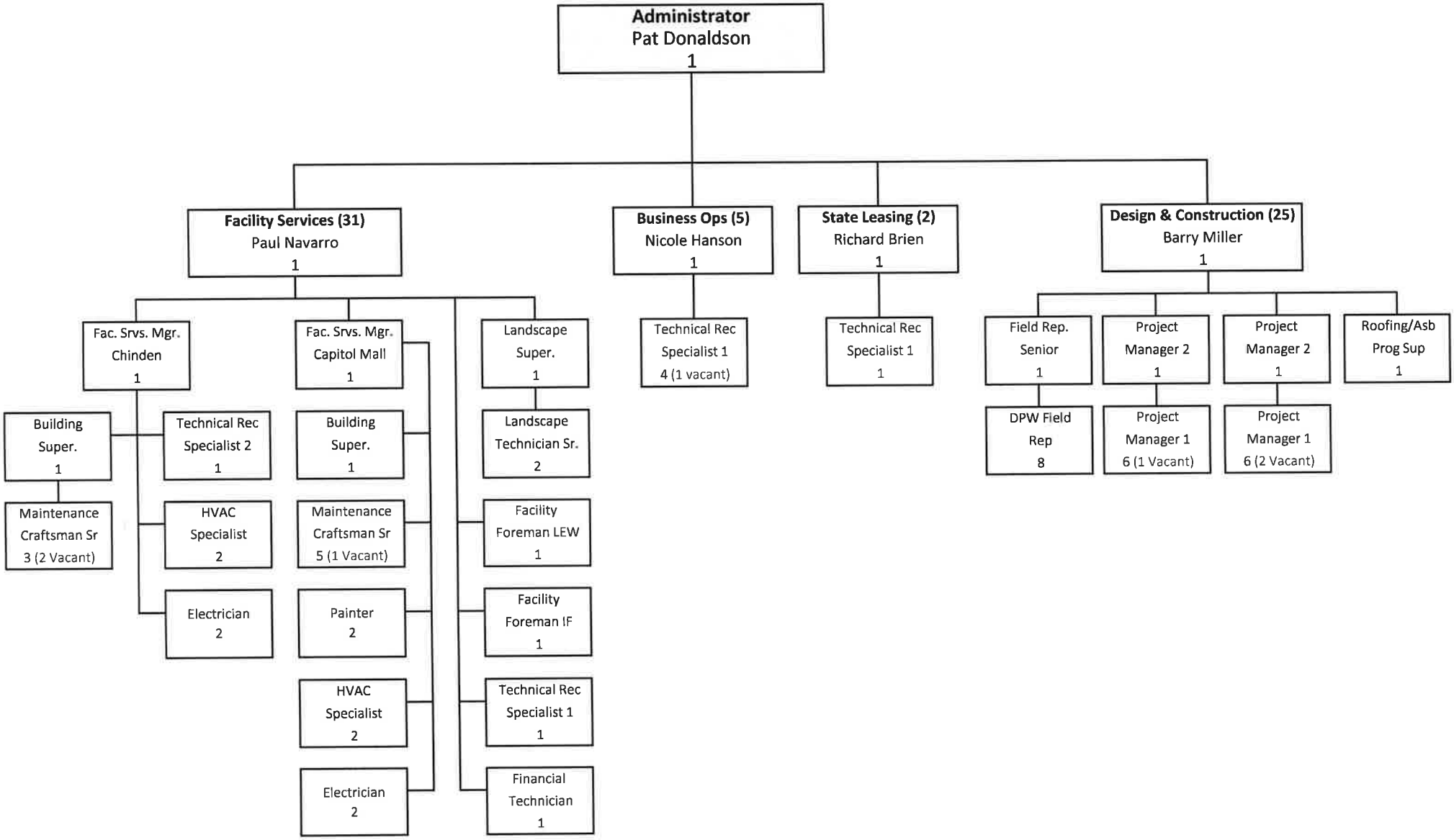
STATE OF IDAHO
Department of Administration

Authorized FTP - 128

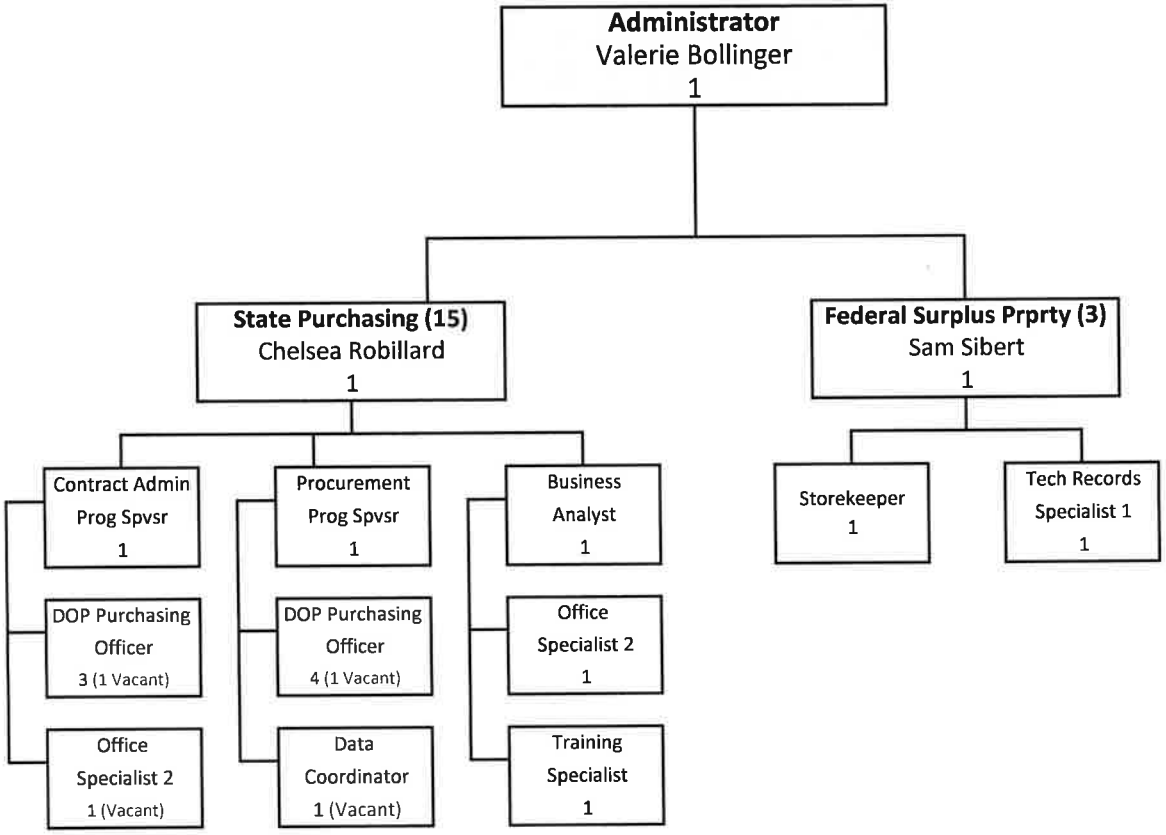
Vacant FTP 8-24-2022 - 16



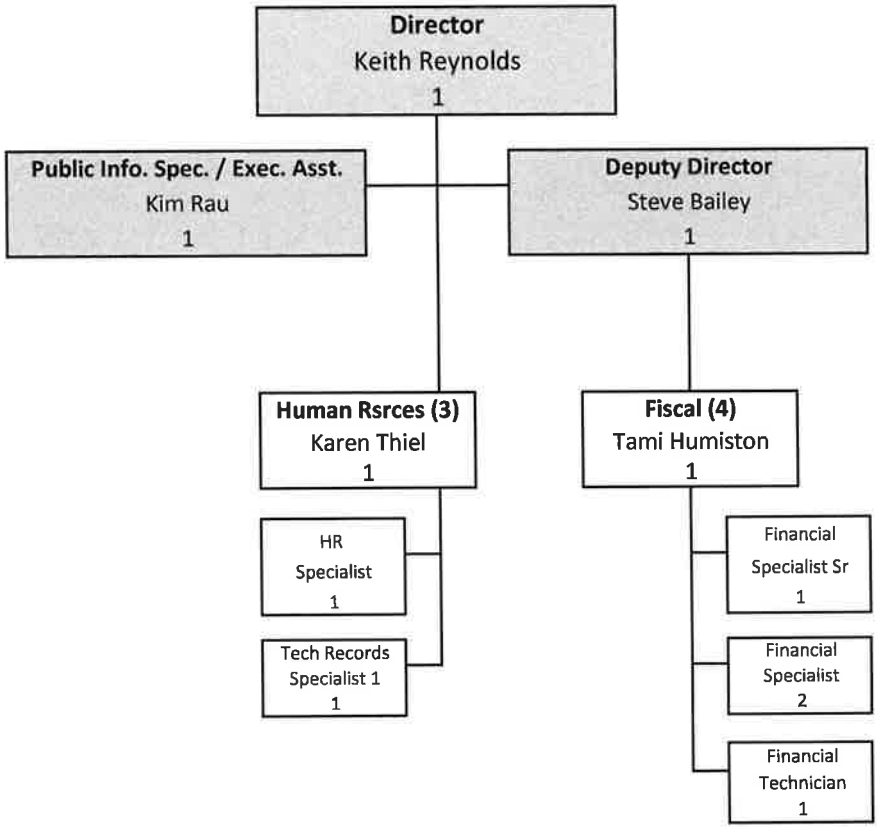
DEPARTMENT OF ADMINISTRATION
Division of Public Works (DPW)
Authorized FTP - 64
Vacant FTP 8/24/22 - 7



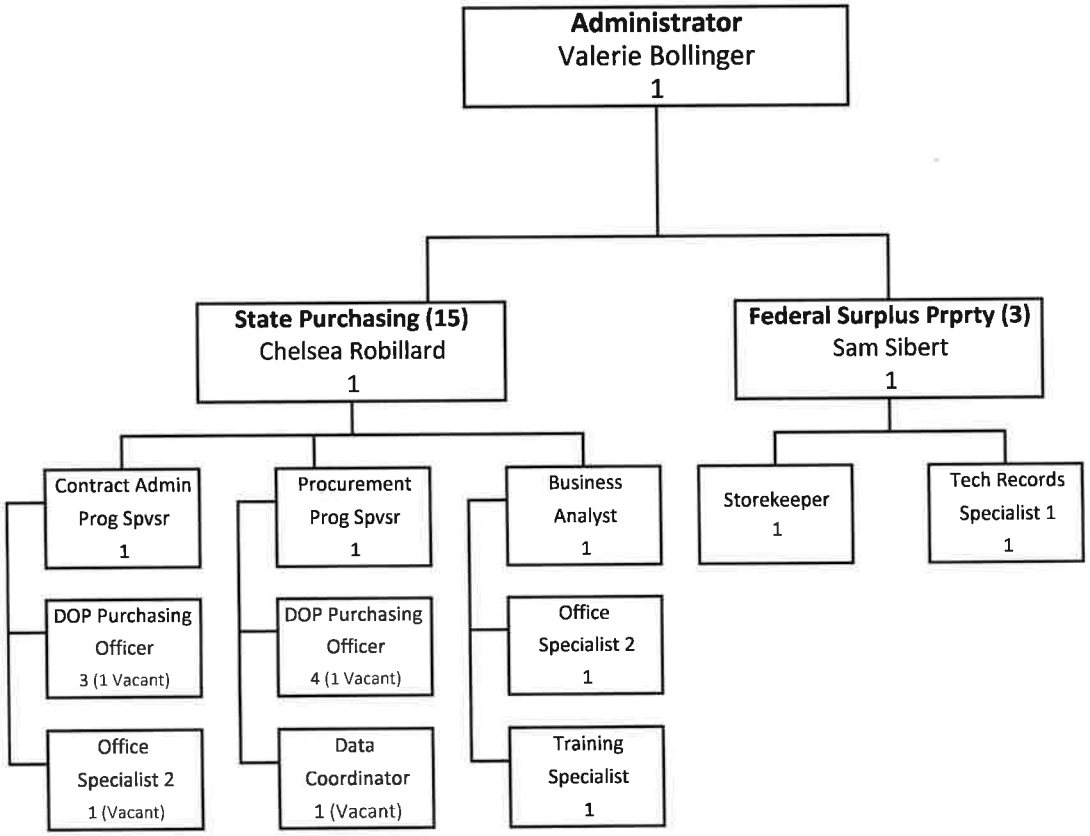
DEPARTMENT OF ADMINISTRATION
Division of Purchasing (DOP)
Authorized FTP - 19
Vacant FTP 08/24/2022 - 4



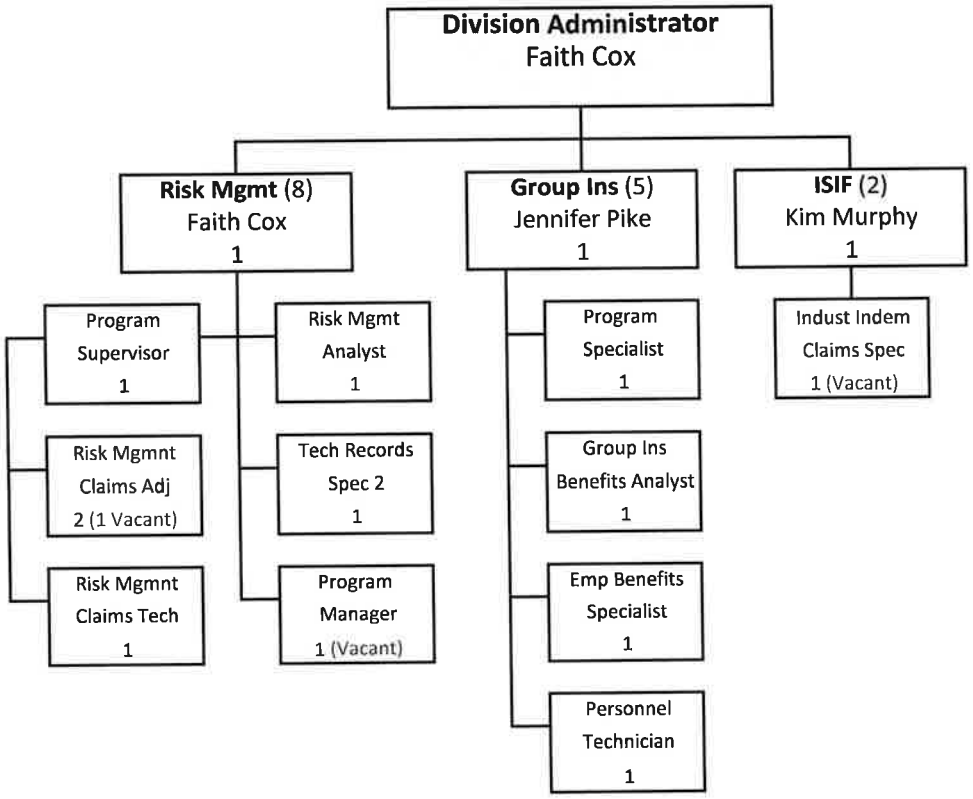
DEPARTMENT OF ADMINISTRATION
Budgeted Program - Management Services
Authorized FTP - 10
Vacant FTP 08/24/2022 - 0



DEPARTMENT OF ADMINISTRATION
Division of Purchasing (DOP)
Authorized FTP - 19
Vacant FTP 08/24/2022 - 4

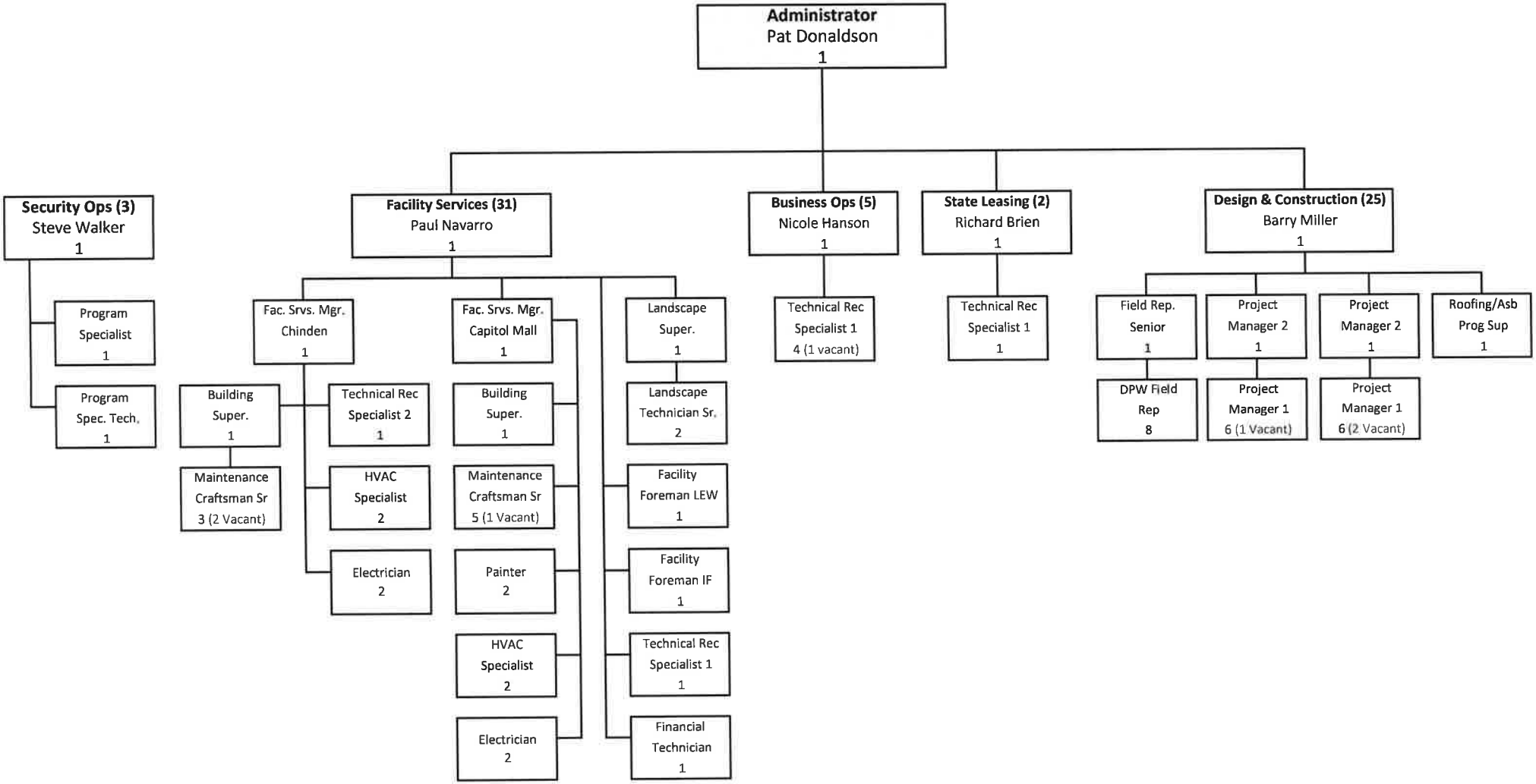


DEPARTMENT OF ADMINISTRATION
Division of Insurance and Internal Support
Authorized FTP - 15
Vacant FTP 08/24/2022 - 3

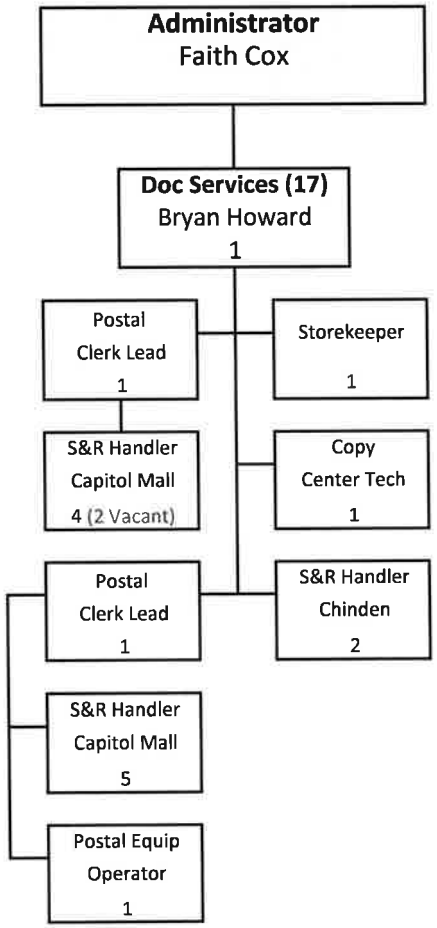


Budgeted Program - Insurance

DEPARTMENT OF ADMINISTRATION
Division of Public Works (DPW)
Authorized FTP - 67
Vacant FTP 8/24/2022 - 7



DEPARTMENT OF ADMINISTRATION
Document Services
Authorized FTP - 17
Vacant FTP 08/24/2022 - 2



Budgeted Program - Postal and Copy Services

Agency Revenues

Request for Fiscal Year: 2024

Agency: Department of Administration

200

		FY 20 Actuals	FY 21 Actuals	FY 22 Actuals	FY 23 Estimated Revenue	FY 24 Estimated Revenue	Significant Assumptions
Fund 12005 Miscellaneous General Fund: Idaho Education Network							
450	Fed Grants & Contributions	0	0	0	0	0	
460	Interest	0	0	0	0	0	
Miscellaneous General Fund: Idaho Education Network Total		**0**	**0**	**0**	**0**	**0**	
Fund 36600 Governor'S Residence Fund							
460	Interest	8,038	5,152	7,000	7,000	7,000	
467	Other Investment Income	0	4,537	0	0	0	
Governor'S Residence Fund Total		**8,038**	**9,689**	**7,000**	**7,000**	**7,000**	
Fund 36601 Governor'S Residence Fund: Idaho Community Foundation							
460	Interest	3,851	3,030	2,500	3,900	3,900	
470	Other Revenue	0	0	0	0	0	
Governor'S Residence Fund: Idaho Community Foundation Total		**3,851**	**3,030**	**2,500**	**3,900**	**3,900**	
Fund 45002 Admin Acct Svcs Appd&Cont Isf: State Network-Cont							
435	Sale of Services	0	0	0	0	0	
460	Interest	0	0	0	0	0	
Admin Acct Svcs Appd&Cont Isf: State Network-Cont Total		**0**	**0**	**0**	**0**	**0**	
Fund 45004 Admin Acct Svcs Appd&Cont Isf: State Network							
435	Sale of Services	0	0	0	0	0	
460	Interest	0	0	0	0	0	
Admin Acct Svcs Appd&Cont Isf: State Network Total		**0**	**0**	**0**	**0**	**0**	

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

435	Sale of Services	88,243	23,000	23,200	50,000	50,000
441	Sales of Goods	0	387	0	0	0
460	Interest	5,239	1,147	1,700	2,000	2,000
470	Other Revenue	1	2	0	0	0
Admin Acct Svcs Appd&Cont Isf: Small Agency Business Mgmt Total		**93,483**	**24,536**	**24,900**	**52,000**	**52,000**

Fund 45018 Admin Acct Svcs Appd&Cont Isf: Enterprise It Support Svcs

435	Sale of Services	0	0	0	0	0
460	Interest	0	0	0	0	0
Admin Acct Svcs Appd&Cont Isf: Enterprise It Support Svcs Total		**0**	**0**	**0**	**0**	**0**

Fund 45021 Admin Acct Svcs Appd&Cont Isf: Idaho Geospatial

435	Sale of Services	0	0	0	0	0
460	Interest	0	0	0	0	0
Admin Acct Svcs Appd&Cont Isf: Idaho Geospatial Total		**0**	**0**	**0**	**0**	**0**

Fund 45022 Admin Acct Svcs Appd&Cont Isf: Telephone

435	Sale of Services	6,257	0	0	0	0
460	Interest	0	0	0	0	0
Admin Acct Svcs Appd&Cont Isf: Telephone Total		**6,257**	**0**	**0**	**0**	**0**

Fund 45026 Admin Acct Svcs Appd&Cont Isf: Facilities Services

435	Sale of Services	41,374	21,618	25,400	25,400	25,400
441	Sales of Goods	15	21,451	3,400	3,400	3,400
445	Sale of Land, Buildings & Equipment	0	(655)	0	0	0
460	Interest	107,644	33,309	22,400	22,400	22,400
463	Rent And Lease Income	18,998,806	16,993,817	17,433,200	17,500,000	17,500,000
470	Other Revenue	74,310	104,628	6,500	0	0
Admin Acct Svcs Appd&Cont Isf: Facilities Services Total		**19,222,149**	**17,174,168**	**17,490,900**	**17,551,200**	**17,551,200**

Agency Revenues

Fund 45027 Admin Acct Svcs Appd&Cont Isf: Purchasing

435	Sale of Services	1,865,333	2,237,174	2,167,200	2,167,200	2,167,200
450	Fed Grants & Contributions	0	784	0	0	0
460	Interest	64,961	12,246	11,400	11,400	11,400
470	Other Revenue	16,022	3,549	100	0	0
Admin Acct Svcs Appd&Cont Isf: Purchasing Total		**1,946,316**	**2,253,753**	**2,178,700**	**2,178,600**	**2,178,600**

Fund 45032 Admin Acct Svcs Appd&Cont Isf: Cio Telephone Services-Cont

435	Sale of Services	0	0	0	0	0
460	Interest	0	0	0	0	0
Admin Acct Svcs Appd&Cont Isf: Cio Telephone Services-Cont Total		**0**	**0**	**0**	**0**	**0**

Fund 45035 Admin Acct Svcs Appd&Cont Isf: IT Resource Mgmt Council

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

Fund 45051 Admin Acct Svcs Appd&Cont Isf: Document Services-Ded

435	Sale of Services	5,224,713	5,625,460	6,177,396	6,250,600	6,250,600
441	Sales of Goods	157,718	175,050	246,500	195,000	195,000
460	Interest	18,079	4,232	3,000	3,000	3,000
470	Other Revenue	11,070	5,776	0	0	0
Admin Acct Svcs Appd&Cont Isf: Document Services-Ded Total		**5,411,580**	**5,810,518**	**6,426,896**	**6,448,600**	**6,448,600**

Fund 45600 Surplus Property Revolving Fund

441	Sales of Goods	353,501	420,440	602,300	500,000	500,000
450	Fed Grants & Contributions	109,605	337,351	101,300	101,300	101,300
460	Interest	5,650	1,306	1,300	1,300	1,300
470	Other Revenue	59	7	4,500	200	200
Surplus Property Revolving Fund Total		**468,815**	**759,104**	**709,400**	**602,800**	**602,800**

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

435	Sale of Services	766,530	1,205,621	471,400	776,500	776,500
460	Interest	4,918	2,011	1,500	1,500	1,500
470	Other Revenue	7	54	11	0	0
Group Ins Acct Appd&Cont Isf,: Group Ins-Admin Total		**771,455**	**1,207,686**	**472,911**	**778,000**	**778,000**

Fund 46299 Retained Risk Account: Risk Management Administration

435	Sale of Services	839,659	803,247	785,600	800,000	800,000
460	Interest	14,092	3,319	1,900	2,000	2,000
470	Other Revenue	0	111	34	0	0
Retained Risk Account: Risk Management Administration Total		**853,751**	**806,677**	**787,534**	**802,000**	**802,000**

Fund 47505 Professional Services: Administrative Code Fund

441	Sales of Goods	0	0	0	0	0
460	Interest	706	0	0	0	0
Professional Services: Administrative Code Fund Total		**706**	**0**	**0**	**0**	**0**

Fund 48109 Income Funds: Capitol Commission Operating Fund

460	Interest	9,478	1,651	1,100	1,100	1,100
Income Funds: Capitol Commission Operating Fund Total		**9,478**	**1,651**	**1,100**	**1,100**	**1,100**

Fund 48279 Endowment Earnings Reserve Funds: Capitol Maintenance

460	Interest	465	2,289	4,100	2,000	2,000
470	Other Revenue	325,000	2,450,000	528,000	2,000,000	2,000,000
Endowment Earnings Reserve Funds: Capitol Maintenance Total		**325,465**	**2,452,289**	**532,100**	**2,002,000**	**2,002,000**

Fund 51900 Industrial Special Indemnity Fund

460	Interest	109,372	88,685	43,500	80,000	80,000
467	Other Investment Income	42,280	0	0	0	0
470	Other Revenue	27,475	54,921	17,900	17,900	17,900
Industrial Special Indemnity Fund Total		**179,127**	**143,606**	**61,400**	**97,900**	**97,900**
Agency Name Total		**29,300,471**	**30,646,707**	**28,695,341**	**30,525,100**	**30,525,100**

Analysis of Fund Balances

Request for Fiscal Year: 2024

Agency: Department of Administration 200

Fund: Permanent Building Fund 36500

Sources and Uses:

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

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

		FY 20 Actuals	FY 21 Actuals	FY 22 Actuals	FY 23 Estimate	FY 24 Estimate
01.	**Beginning Free Fund Balance**	**(92,592,699)**	**(98,428,204)**	**(12,904,738)**	**(111,761,857)**	**(53,667,457)**
02.	Encumbrances as of July 1	69,306	0	0	61,600	0
02a.	Reappropriation (Legislative Carryover)	131,295,484	128,074,565	81,273,616	657,992,700	0
03.	**Beginning Cash Balance**	**38,772,091**	**29,646,361**	**68,368,878**	**546,292,443**	**(53,667,457)**
04.	Revenues (from Form B-11)	79,452,111	62,084,209	5,291,000	65,000,000	65,000,000
05.	Non-Revenue Receipts and Other Adjustments	(1,189,725)	36,051,969	(1,986,500)	14,247,400	25,000,000
06.	Statutory Transfers In	52,869,047	120,330,034	498,712,500	177,375,000	120,000,000
07.	Operating Transfers In	34,329,827	36,313,252	203,440,000	38,250,000	38,250,000
08.	**Total Available for Year**	**204,233,351**	**284,425,825**	**773,825,878**	**841,164,843**	**194,582,543**
09.	Statutory Transfers Out	10,537,500	1,737,500	1,737,500	1,737,500	1,737,500
10.	Operating Transfers Out	14,980,955	15,715,666	6,338,700	517,428,700	0
11.	Non-Expenditure Distributions and Other Adjustments	430,065	77,370,548	86,371,535	0	0
12.	Cash Expenditures for Prior Year Encumbrances	69,303	0	0	61,600	0
13.	Original Appropriation	88,470,400	64,679,000	52,987,200	215,269,800	95,000,000
14.	Prior Year Reappropriations, Supplementals, Recessions	131,290,884	219,876,073	545,798,600	660,334,700	0
15.	Non-cogs, Receipts to Appropriations, etc.	0	2,750	4,400	0	0
16.	Reversions and Continuous Appropriations	56,882,448	(82,050,974)	192,349,800	(500,000,000)	0
17.	Current Year Reappropriation	(128,074,565)	(81,273,616)	(657,992,700)	0	0
18.	Reserve for Current Year Encumbrances	0	0	(61,600)	0	0
19.	**Current Year Cash Expenditures**	**148,569,167**	**121,233,233**	**133,085,700**	**375,604,500**	**95,000,000**
19a.	**Budgetary Basis Expenditures (CY Cash Exp + CY Enc)**	**148,569,167**	**121,233,233**	**133,147,300**	**375,604,500**	**95,000,000**
20.	**Ending Cash Balance**	**29,646,361**	**68,368,878**	**546,292,443**	**(53,667,457)**	**97,845,043**
21.	Prior Year Encumbrances as of June 30	0	0	0	0	0
22.	Current Year Encumbrances as of June 30	0	0	61,600	0	0
22a.	Current Year Reappropriation	128,074,565	81,273,616	657,992,700	0	0
23.	Borrowing Limit	0	0	0	0	0
24.	**Ending Free Fund Balance**	**(98,428,204)**	**(12,904,738)**	**(111,761,857)**	**(53,667,457)**	**97,845,043**
24a.	**Investments Direct by Agency (GL 1203)**	**105,378,910**	**148,171,218**	**150,177,100**	**650,177,100**	**650,177,100**
24b.	**Ending Free Fund Balance Including Direct Investments**	**6,950,706**	**135,266,480**	**38,415,243**	**596,509,643**	**748,022,143**
26.	**Outstanding Loans (if this fund is part of a loan program)**	**0**	**0**	**0**	**0**	**0**

Note:

Analysis of Fund Balances

Request for Fiscal Year: 2024

Agency: Department of Administration 200

Fund: Governor'S Residence Fund 36600

Sources and Uses:

Sale of the real estate and residence at 1805 North 21st Street in Boise, Idaho. Gifts, grants, or endowments from persons, firms, organizations, corporations and otherwise for the purpose of site acquisition, planning, construction of, decorating, equip Acquisition and completion of the Governor's residence, as set forth in 1989 Idaho Session Laws Chapter 357. 1995 Idaho Session Laws Chapter 367 established a Governor's Housing Committee and provided duties of the committee to authorize expenditures fro

		FY 20 Actuals	FY 21 Actuals	FY 22 Actuals	FY 23 Estimate	FY 24 Estimate
01.	**Beginning Free Fund Balance**	**134,976**	**10,226**	**9,769**	**6,269**	**3,169**
02.	Encumbrances as of July 1	0	0	0	0	0
02a.	Reappropriation (Legislative Carryover)	0	0	0	0	0
03.	**Beginning Cash Balance**	**134,976**	**10,226**	**9,769**	**6,269**	**3,169**
04.	Revenues (from Form B-11)	8,038	9,689	7,000	7,000	7,000
05.	Non-Revenue Receipts and Other Adjustments	(72,150)	50,462	50,100	50,500	50,500
06.	Statutory Transfers In	0	0	0	0	0
07.	Operating Transfers In	0	0	0	0	0
08.	**Total Available for Year**	**70,864**	**70,377**	**66,869**	**63,769**	**60,669**
09.	Statutory Transfers Out	0	0	0	0	0
10.	Operating Transfers Out	0	0	0	0	0
11.	Non-Expenditure Distributions and Other Adjustments	0	0	0	0	0
12.	Cash Expenditures for Prior Year Encumbrances	0	0	0	0	0
13.	Original Appropriation	0	0	0	0	0
14.	Prior Year Reappropriations, Supplementals, Recessions	0	0	0	0	0
15.	Non-cogs, Receipts to Appropriations, etc.	0	0	0	0	0
16.	Reversions and Continuous Appropriations	60,638	60,608	60,600	60,600	60,600
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**	**60,638**	**60,608**	**60,600**	**60,600**	**60,600**
19a.	**Budgetary Basis Expenditures (CY Cash Exp + CY Enc)**	**60,638**	**60,608**	**60,600**	**60,600**	**60,600**
20.	**Ending Cash Balance**	**10,226**	**9,769**	**6,269**	**3,169**	**69**
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**	**10,226**	**9,769**	**6,269**	**3,169**	**69**
24a.	**Investments Direct by Agency (GL 1203)**	**336,776**	**286,313**	**236,200**	**176,300**	**176,300**
24b.	**Ending Free Fund Balance Including Direct Investments**	**347,002**	**296,082**	**242,469**	**179,469**	**176,369**
26.	**Outstanding Loans (if this fund is part of a loan program)**	**0**	**0**	**0**	**0**	**0**

Note:

Analysis of Fund Balances

Request for Fiscal Year: 2024

Agency: Department of Administration 200

Fund: Governor'S Residence Fund: Idaho Community Foundation 36601

Sources and Uses:

		FY 20 Actuals	FY 21 Actuals	FY 22 Actuals	FY 23 Estimate	FY 24 Estimate
01.	**Beginning Free Fund Balance**	**0**	**0**	**56**	**56**	**1,456**
02.	Encumbrances as of July 1	0	0	0	0	0
02a.	Reappropriation (Legislative Carryover)	0	0	0	0	0
03.	**Beginning Cash Balance**	**0**	**0**	**56**	**56**	**1,456**
04.	Revenues (from Form B-11)	0	3,030	2,500	3,900	3,900
05.	Non-Revenue Receipts and Other Adjustments	0	(2,974)	(2,500)	(2,500)	(2,500)
08.	**Total Available for Year**	**0**	**56**	**56**	**1,456**	**2,856**
20.	**Ending Cash Balance**	**0**	**56**	**56**	**1,456**	**2,856**
24.	**Ending Free Fund Balance**	**0**	**56**	**56**	**1,456**	**2,856**
24a.	**Investments Direct by Agency (GL 1203)**	**0**	**183,442**	**185,900**	**186,300**	**187,800**
24b.	**Ending Free Fund Balance Including Direct Investments**	**0**	**183,498**	**185,956**	**187,756**	**190,656**

Note:

Analysis of Fund Balances

Request for Fiscal Year: 2024

Agency: Department of Administration 200

Fund: Admin Acct Svcs Appd&Cont Isf 45000

Sources and Uses:

State agencies, departments and institutions may sell goods, products and services to the public and political entities. The Department of Administration bills for services including telephone, postal, building space, parking, purchasing, records managem Interagency billing receipts may be expended to cover costs incurred, not to exceed the dedicated appropriation set by the Legislature. Receipts received by agencies for the sale of capital outlay items or receipts from insurance for the settlement of cl

		FY 20 Actuals	FY 21 Actuals	FY 22 Actuals	FY 23 Estimate	FY 24 Estimate
01.	**Beginning Free Fund Balance**	**14,869,191**	**13,953,536**	**12,917,434**	**11,953,431**	**15,035,531**
02.	Encumbrances as of July 1	30,000	0	164,177	25,500	0
02a.	Reappropriation (Legislative Carryover)	0	0	0	0	0
03.	**Beginning Cash Balance**	**14,899,191**	**13,953,536**	**13,081,611**	**11,978,931**	**15,035,531**
04.	Revenues (from Form B-11)	27,818,589	31,995,427	26,122,800	26,184,800	26,184,800
05.	Non-Revenue Receipts and Other Adjustments	324,007	2,211,268	1,153,300	1,053,700	1,053,700
06.	Statutory Transfers In	1,737,500	1,737,500	1,737,500	1,737,500	1,737,500
07.	Operating Transfers In	1,581,700	658,972	385,100	829,500	829,500
08.	**Total Available for Year**	**46,360,987**	**50,556,703**	**42,480,311**	**41,784,431**	**44,841,031**
09.	Statutory Transfers Out	8,864,427	8,000,034	7,088,300	8,000,000	8,000,000
10.	Operating Transfers Out	1,581,701	658,972	894,900	800,000	800,000
11.	Non-Expenditure Distributions and Other Adjustments	1,220,946	1,271,916	1,261,165	1,000,000	1,000,000
12.	Cash Expenditures for Prior Year Encumbrances	15,000	0	0	0	0
13.	Original Appropriation	16,287,500	16,895,900	16,701,400	16,918,900	17,395,700
14.	Prior Year Reappropriations, Supplementals, Recessions	57,800	0	0	0	0
15.	Non-cogs, Receipts to Appropriations, etc.	5,573	2,750	0	0	0
16.	Reversions and Continuous Appropriations	4,374,504	10,809,697	4,581,115	30,000	30,000
17.	Current Year Reappropriation	0	0	0	0	0
18.	Reserve for Current Year Encumbrances	0	(164,177)	(25,500)	0	0
19.	**Current Year Cash Expenditures**	**20,725,377**	**27,544,170**	**21,257,015**	**16,948,900**	**17,425,700**
19a.	**Budgetary Basis Expenditures (CY Cash Exp + CY Enc)**	**20,725,377**	**27,708,347**	**21,282,515**	**16,948,900**	**17,425,700**
20.	**Ending Cash Balance**	**13,953,536**	**13,081,611**	**11,978,931**	**15,035,531**	**17,615,331**
21.	Prior Year Encumbrances as of June 30	0	0	0	0	0
22.	Current Year Encumbrances as of June 30	0	164,177	25,500	0	0
22a.	Current Year Reappropriation	0	0	0	0	0
23.	Borrowing Limit	0	0	0	0	0
24.	**Ending Free Fund Balance**	**13,953,536**	**12,917,434**	**11,953,431**	**15,035,531**	**17,615,331**
24a.	**Investments Direct by Agency (GL 1203)**	**0**	**0**	**0**	**0**	**0**
24b.	**Ending Free Fund Balance Including Direct Investments**	**13,953,536**	**12,917,434**	**11,953,431**	**15,035,531**	**17,615,331**
26.	**Outstanding Loans (if this fund is part of a loan program)**	**0**	**0**	**0**	**0**	**0**

Note:

Analysis of Fund Balances

Request for Fiscal Year: 2024

Agency: Department of Administration 200

Fund: Surplus Property Revolving Fund 45600

Sources and Uses:

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

		FY 20 Actuals	FY 21 Actuals	FY 22 Actuals	FY 23 Estimate	FY 24 Estimate
01.	**Beginning Free Fund Balance**	**291,071**	**295,852**	**246,959**	**394,825**	**395,625**
02.	Encumbrances as of July 1	0	0	0	0	0
02a.	Reappropriation (Legislative Carryover)	0	0	0	0	0
03.	**Beginning Cash Balance**	**291,071**	**295,852**	**246,959**	**394,825**	**395,625**
04.	Revenues (from Form B-11)	468,816	759,104	709,400	602,800	602,800
05.	Non-Revenue Receipts and Other Adjustments	243,467	94,895	16,600	93,900	93,900
06.	Statutory Transfers In	0	0	0	0	0
07.	Operating Transfers In	13,700	14,500	14,600	14,600	14,600
08.	**Total Available for Year**	**1,017,054**	**1,164,351**	**987,559**	**1,106,125**	**1,106,925**
09.	Statutory Transfers Out	0	0	0	0	0
10.	Operating Transfers Out	13,700	14,500	14,600	14,600	14,600
11.	Non-Expenditure Distributions and Other Adjustments	235,700	121,206	17,234	50,000	50,000
12.	Cash Expenditures for Prior Year Encumbrances	0	0	0	0	0
13.	Original Appropriation	623,500	606,200	629,600	645,900	651,300
14.	Prior Year Reappropriations, Supplementals, Recessions	(300)	0	0	0	0
15.	Non-cogs, Receipts to Appropriations, etc.	0	286,218	35,300	0	0
16.	Reversions and Continuous Appropriations	(151,398)	(110,732)	(104,000)	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**	**471,802**	**781,686**	**560,900**	**645,900**	**651,300**
19a.	**Budgetary Basis Expenditures (CY Cash Exp + CY Enc)**	**471,802**	**781,686**	**560,900**	**645,900**	**651,300**
20.	**Ending Cash Balance**	**295,852**	**246,959**	**394,825**	**395,625**	**391,025**
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**	**295,852**	**246,959**	**394,825**	**395,625**	**391,025**
24a.	**Investments Direct by Agency (GL 1203)**	**0**	**0**	**0**	**0**	**0**
24b.	**Ending Free Fund Balance Including Direct Investments**	**295,852**	**246,959**	**394,825**	**395,625**	**391,025**
26.	**Outstanding Loans (if this fund is part of a loan program)**	**0**	**0**	**0**	**0**	**0**

Note:

Analysis of Fund Balances

Request for Fiscal Year: 2024

Agency: Department of Administration 200

Fund: Group Ins Acct Appd&Cont Isf, 46100

Sources and Uses:

A monthly per employee payment or transfer is made by each agency to the Department of Administration to fund the Group Insurance Program. The fund contains all contributions collected pursuant to the Group Insurance Act and all interest earned upon mone Used to administer the Group Insurance Act by providing health insurance to all state employees and optional coverage for dependents and retirees. It also provides life insurance, short and long term disability, disability premium coverage, and managed m

		FY 20 Actuals	FY 21 Actuals	FY 22 Actuals	FY 23 Estimate	FY 24 Estimate
01.	**Beginning Free Fund Balance**	**81,729,264**	**80,972,251**	**83,021,852**	**68,741,698**	**518,245,198**
02.	Encumbrances as of July 1	0	0	0	0	0
02a.	Reappropriation (Legislative Carryover)	0	0	0	0	0
03.	**Beginning Cash Balance**	**81,729,264**	**80,972,251**	**83,021,852**	**68,741,698**	**518,245,198**
04.	Revenues (from Form B-11)	307,834,126	317,661,488	411,180,200	425,679,800	425,679,800
05.	Non-Revenue Receipts and Other Adjustments	(627,779)	(620,398)	(290,400)	(150,000)	(150,000)
06.	Statutory Transfers In	0	0	0	25,000,000	0
07.	Operating Transfers In	3,200	78,200	0	0	0
08.	**Total Available for Year**	**388,938,811**	**398,091,541**	**493,911,652**	**519,271,498**	**943,774,998**
09.	Statutory Transfers Out	0	0	0	0	0
10.	Operating Transfers Out	3,200	78,200	53,400	56,800	58,200
11.	Non-Expenditure Distributions and Other Adjustments	(22,434)	106,720	90,454,354	0	0
12.	Cash Expenditures for Prior Year Encumbrances	0	0	0	0	0
13.	Original Appropriation	925,400	1,329,200	936,900	969,500	1,049,800
14.	Prior Year Reappropriations, Supplementals, Recessions	(1,000)	313,555,569	0	0	0
15.	Non-cogs, Receipts to Appropriations, etc.	0	0	0	0	0
16.	Reversions and Continuous Appropriations	307,061,394	0	333,725,300	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**	**307,985,794**	**314,884,769**	**334,662,200**	**969,500**	**1,049,800**
19a.	**Budgetary Basis Expenditures (CY Cash Exp + CY Enc)**	**307,985,794**	**314,884,769**	**334,662,200**	**969,500**	**1,049,800**
20.	**Ending Cash Balance**	**80,972,251**	**83,021,852**	**68,741,698**	**518,245,198**	**942,666,998**
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**	**80,972,251**	**83,021,852**	**68,741,698**	**518,245,198**	**942,666,998**
24a.	**Investments Direct by Agency (GL 1203)**	**43,083,475**	**43,810,527**	**37,645,300**	**44,477,700**	**44,477,700**
24b.	**Ending Free Fund Balance Including Direct Investments**	**124,055,726**	**126,832,379**	**106,386,998**	**562,722,898**	**987,144,698**
26.	**Outstanding Loans (if this fund is part of a loan program)**	**0**	**0**	**0**	**0**	**0**

Note:

Analysis of Fund Balances

Request for Fiscal Year: 2024

Agency: Department of Administration 200

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

Sources and Uses:

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

		FY 20 Actuals	FY 21 Actuals	FY 22 Actuals	FY 23 Estimate	FY 24 Estimate
01.	**Beginning Free Fund Balance**	**0**	**0**	**0**	**0**	**0**
02.	Encumbrances as of July 1	0	0	0	0	0
02a.	Reappropriation (Legislative Carryover)	0	0	0	0	0
03.	**Beginning Cash Balance**	**0**	**0**	**0**	**0**	**0**
04.	Revenues (from Form B-11)	0	0	0	0	0
08.	**Total Available for Year**	**0**	**0**	**0**	**0**	**0**
10.	Operating Transfers Out	0	0	0	0	0
13.	Original Appropriation	0	0	0	0	0
16.	Reversions and Continuous Appropriations	0	0	0	0	0
19.	**Current Year Cash Expenditures**	**0**	**0**	**0**	**0**	**0**
19a.	**Budgetary Basis Expenditures (CY Cash Exp + CY Enc)**	**0**	**0**	**0**	**0**	**0**
20.	**Ending Cash Balance**	**0**	**0**	**0**	**0**	**0**
24.	**Ending Free Fund Balance**	**0**	**0**	**0**	**0**	**0**
24b.	**Ending Free Fund Balance Including Direct Investments**	**0**	**0**	**0**	**0**	**0**

Note:

Analysis of Fund Balances

Request for Fiscal Year: 2024

Agency: Department of Administration 200

Fund: Income Funds: Capitol Commission Operating Fund 48109

Sources and Uses:

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

		FY 20 Actuals	FY 21 Actuals	FY 22 Actuals	FY 23 Estimate	FY 24 Estimate
01.	**Beginning Free Fund Balance**	**12,602**	**43,869**	**153,519**	**68,981**	**320,081**
02.	Encumbrances as of July 1	0	0	0	0	0
02a.	Reappropriation (Legislative Carryover)	75,253	56,005	69,963	142,000	0
03.	**Beginning Cash Balance**	**87,855**	**99,874**	**223,482**	**210,981**	**320,081**
04.	Revenues (from Form B-11)	9,478	1,651	1,100	1,100	1,100
05.	Non-Revenue Receipts and Other Adjustments	38,089	(1)	(1)	0	0
06.	Statutory Transfers In	250,000	250,000	125,000	250,000	250,000
07.	Operating Transfers In	0	0	0	0	0
08.	**Total Available for Year**	**385,422**	**351,524**	**349,581**	**462,081**	**571,181**
09.	Statutory Transfers Out	124,300	0	0	0	0
10.	Operating Transfers Out	0	0	126,500	0	0
11.	Non-Expenditure Distributions and Other Adjustments	0	0	0	0	0
12.	Cash Expenditures for Prior Year Encumbrances	0	0	0	0	0
13.	Original Appropriation	142,000	142,000	142,000	142,000	142,000
14.	Prior Year Reappropriations, Supplementals, Recessions	75,253	56,005	70,000	0	0
15.	Non-cogs, Receipts to Appropriations, etc.	0	0	0	0	0
16.	Reversions and Continuous Appropriations	0	0	(57,900)	0	0
17.	Current Year Reappropriation	(56,005)	(69,963)	(142,000)	0	0
18.	Reserve for Current Year Encumbrances	0	0	0	0	0
19.	**Current Year Cash Expenditures**	**161,248**	**128,042**	**12,100**	**142,000**	**142,000**
19a.	**Budgetary Basis Expenditures (CY Cash Exp + CY Enc)**	**161,248**	**128,042**	**12,100**	**142,000**	**142,000**
20.	**Ending Cash Balance**	**99,874**	**223,482**	**210,981**	**320,081**	**429,181**
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	56,005	69,963	142,000	0	0
23.	Borrowing Limit	0	0	0	0	0
24.	**Ending Free Fund Balance**	**43,869**	**153,519**	**68,981**	**320,081**	**429,181**
24a.	**Investments Direct by Agency (GL 1203)**	**65**	**0**	**100**	**0**	**0**
24b.	**Ending Free Fund Balance Including Direct Investments**	**43,934**	**153,519**	**69,081**	**320,081**	**429,181**
26.	**Outstanding Loans (if this fund is part of a loan program)**	**0**	**0**	**0**	**0**	**0**

Note:

Analysis of Fund Balances

Request for Fiscal Year: 2024

Agency: Department of Administration 200

Fund: Endowment Earnings Reserve Funds: Capitol Maintenance 48279

Sources and Uses:

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

		FY 20 Actuals	FY 21 Actuals	FY 22 Actuals	FY 23 Estimate	FY 24 Estimate
01.	**Beginning Free Fund Balance**	**(2,172,077)**	**4,638**	**6,927**	**(1,416,942)**	**333,058**
02.	Encumbrances as of July 1	0	0	0	0	0
02a.	Reappropriation (Legislative Carryover)	2,200,000	0	1,593,731	2,200,000	0
03.	**Beginning Cash Balance**	**27,923**	**4,638**	**1,600,658**	**783,058**	**333,058**
04.	Revenues (from Form B-11)	325,465	2,452,289	532,100	2,000,000	2,000,000
05.	Non-Revenue Receipts and Other Adjustments	0	0	0	0	0
06.	Statutory Transfers In	0	0	0	0	0
07.	Operating Transfers In	0	0	0	0	0
08.	**Total Available for Year**	**353,388**	**2,456,927**	**2,132,758**	**2,783,058**	**2,333,058**
09.	Statutory Transfers Out	250,000	250,000	125,000	250,000	250,000
10.	Operating Transfers Out	0	0	0	0	0
11.	Non-Expenditure Distributions and Other Adjustments	0	0	0	0	0
12.	Cash Expenditures for Prior Year Encumbrances	0	0	0	0	0
13.	Original Appropriation	2,200,000	2,200,000	2,200,000	2,200,000	2,200,000
14.	Prior Year Reappropriations, Supplementals, Recessions	2,200,000	0	1,593,700	0	0
15.	Non-cogs, Receipts to Appropriations, etc.	0	0	403,000	0	0
16.	Reversions and Continuous Appropriations	(4,301,250)	0	(772,000)	0	0
17.	Current Year Reappropriation	0	(1,593,731)	(2,200,000)	0	0
18.	Reserve for Current Year Encumbrances	0	0	0	0	0
19.	**Current Year Cash Expenditures**	**98,750**	**606,269**	**1,224,700**	**2,200,000**	**2,200,000**
19a.	**Budgetary Basis Expenditures (CY Cash Exp + CY Enc)**	**98,750**	**606,269**	**1,224,700**	**2,200,000**	**2,200,000**
20.	**Ending Cash Balance**	**4,638**	**1,600,658**	**783,058**	**333,058**	**(116,942)**
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	1,593,731	2,200,000	0	0
23.	Borrowing Limit	0	0	0	0	0
24.	**Ending Free Fund Balance**	**4,638**	**6,927**	**(1,416,942)**	**333,058**	**(116,942)**
24a.	**Investments Direct by Agency (GL 1203)**	**0**	**0**	**0**	**0**	**0**
24b.	**Ending Free Fund Balance Including Direct Investments**	**4,638**	**6,927**	**(1,416,942)**	**333,058**	**(116,942)**
26.	**Outstanding Loans (if this fund is part of a loan program)**	**0**	**0**	**0**	**0**	**0**

Note:

Analysis of Fund Balances

Request for Fiscal Year: 2024

Agency: Department of Administration 200

Fund: Industrial Special Indemnity Fund 51900

Sources and Uses:

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

		FY 20 Actuals	FY 21 Actuals	FY 22 Actuals	FY 23 Estimate	FY 24 Estimate
01.	**Beginning Free Fund Balance**	**546,099**	**1,792,081**	**6,731,050**	**11,035,478**	**15,280,378**
02.	Encumbrances as of July 1	50,000	0	0	0	0
02a.	Reappropriation (Legislative Carryover)	0	0	0	0	0
03.	**Beginning Cash Balance**	**596,099**	**1,792,081**	**6,731,050**	**11,035,478**	**15,280,378**
04.	Revenues (from Form B-11)	179,127	143,606	61,400	97,900	97,900
05.	Non-Revenue Receipts and Other Adjustments	1,867,871	919,924	(32,600)	0	0
06.	Statutory Transfers In	0	0	0	0	0
07.	Operating Transfers In	3,361,762	4,098,765	4,515,400	4,515,400	4,515,400
08.	**Total Available for Year**	**6,004,859**	**6,954,376**	**11,275,250**	**15,648,778**	**19,893,678**
09.	Statutory Transfers Out	0	0	0	0	0
10.	Operating Transfers Out	20,899	52,020	20,900	25,900	25,900
11.	Non-Expenditure Distributions and Other Adjustments	0	0	(3,997,528)	0	0
12.	Cash Expenditures for Prior Year Encumbrances	50,000	0	0	0	0
13.	Original Appropriation	323,800	302,000	330,700	342,500	346,900
14.	Prior Year Reappropriations, Supplementals, Recessions	(500)	0	0	0	0
15.	Non-cogs, Receipts to Appropriations, etc.	0	0	0	0	0
16.	Reversions and Continuous Appropriations	3,818,579	(130,694)	3,885,700	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**	**4,141,879**	**171,306**	**4,216,400**	**342,500**	**346,900**
19a.	**Budgetary Basis Expenditures (CY Cash Exp + CY Enc)**	**4,141,879**	**171,306**	**4,216,400**	**342,500**	**346,900**
20.	**Ending Cash Balance**	**1,792,081**	**6,731,050**	**11,035,478**	**15,280,378**	**19,520,878**
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**	**1,792,081**	**6,731,050**	**11,035,478**	**15,280,378**	**19,520,878**
24a.	**Investments Direct by Agency (GL 1203)**	**3,295,089**	**2,375,164**	**2,407,800**	**2,410,800**	**2,410,800**
24b.	**Ending Free Fund Balance Including Direct Investments**	**5,087,170**	**9,106,214**	**13,443,278**	**17,691,178**	**21,931,678**
26.	**Outstanding Loans (if this fund is part of a loan program)**	**0**	**0**	**0**	**0**	**0**

Note:

	FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
Agency Department of Administration						200
Division Department of Administration						AD1
Appropriation Unit Management Services						ADAA
FY 2022 Total Appropriation						
1.00 FY 2022 Total Appropriation						ADAA
S1155						
10000 General	1.58	181,000	68,100	0	0	249,100
36500 Dedicated	1.90	150,500	18,100	0	0	168,600
45000 Dedicated	5.10	547,600	91,600	0	0	639,200
45600 Dedicated	0.25	20,400	0	0	0	20,400
46100 Dedicated	0.66	75,800	100	0	0	75,900
46200 Dedicated	0.51	55,200	0	0	0	55,200
51900 Dedicated	0.20	24,800	0	0	0	24,800
	10.20	1,055,300	177,900	0	0	1,233,200
1.21 Account Transfers						ADAA
36500 Dedicated	0.00	(25,000)	0	25,000	0	0
45000 Dedicated	0.00	(25,500)	0	25,500	0	0
	0.00	(50,500)	0	50,500	0	0
1.61 Reverted Appropriation Balances						ADAA
36500 Dedicated	0.00	(10,000)	(17,800)	(800)	0	(28,600)
45000 Dedicated	0.00	(31,200)	(7,000)	0	0	(38,200)
45600 Dedicated	0.00	(6,200)	0	0	0	(6,200)
46100 Dedicated	0.00	(16,600)	0	0	0	(16,600)
46200 Dedicated	0.00	(3,600)	0	0	0	(3,600)
51900 Dedicated	0.00	(5,900)	0	0	0	(5,900)
	0.00	(73,500)	(24,800)	(800)	0	(99,100)
1.81 CY Executive Carry Forward						ADAA
36500 Dedicated	0.00	0	0	24,300	0	24,300
45000 Dedicated	0.00	0	0	25,500	0	25,500
	0.00	0	0	49,800	0	49,800
FY 2022 Actual Expenditures						
2.00 FY 2022 Actual Expenditures						ADAA
10000 General	1.58	181,000	68,100	0	0	249,100
36500 Dedicated	1.90	115,500	300	48,500	0	164,300
45000 Dedicated	5.10	490,900	84,600	51,000	0	626,500
45600 Dedicated	0.25	14,200	0	0	0	14,200
46100 Dedicated	0.66	59,200	100	0	0	59,300
46200 Dedicated	0.51	51,600	0	0	0	51,600
51900 Dedicated	0.20	18,900	0	0	0	18,900
	10.20	931,300	153,100	99,500	0	1,183,900

		FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
FY 2023 Original Appropriation							
3.00 FY 2023 Original Appropriation							ADAA
H0752							
10000	General	1.58	191,300	68,100	0	0	259,400
36500	Dedicated	1.90	160,600	18,100	0	0	178,700
45000	Dedicated	5.10	578,600	95,200	0	0	673,800
45600	Dedicated	0.25	21,700	0	0	0	21,700
46100	Dedicated	0.66	79,700	100	0	0	79,800
46200	Dedicated	0.51	58,300	0	0	0	58,300
51900	Dedicated	0.20	25,900	0	0	0	25,900
		10.20	1,116,100	181,500	0	0	1,297,600
FY 2023Total Appropriation							
5.00 FY 2023 Total Appropriation							ADAA
10000	General	1.58	191,300	68,100	0	0	259,400
36500	Dedicated	1.90	160,600	18,100	0	0	178,700
45000	Dedicated	5.10	578,600	95,200	0	0	673,800
45600	Dedicated	0.25	21,700	0	0	0	21,700
46100	Dedicated	0.66	79,700	100	0	0	79,800
46200	Dedicated	0.51	58,300	0	0	0	58,300
51900	Dedicated	0.20	25,900	0	0	0	25,900
		10.20	1,116,100	181,500	0	0	1,297,600
FY 2023 Estimated Expenditures							
7.00 FY 2023 Estimated Expenditures							ADAA
10000	General	1.58	191,300	68,100	0	0	259,400
36500	Dedicated	1.90	160,600	18,100	0	0	178,700
45000	Dedicated	5.10	578,600	95,200	0	0	673,800
45600	Dedicated	0.25	21,700	0	0	0	21,700
46100	Dedicated	0.66	79,700	100	0	0	79,800
46200	Dedicated	0.51	58,300	0	0	0	58,300
51900	Dedicated	0.20	25,900	0	0	0	25,900
		10.20	1,116,100	181,500	0	0	1,297,600
Base Adjustments							
FTP or Fund Adjustments							ADAA
This decision unit aligns the agency's FTP allocation by fund.							
36500	Dedicated	(0.33)	0	0	0	0	0
45000	Dedicated	0.19	0	0	0	0	0
45600	Dedicated	0.04	0	0	0	0	0
46100	Dedicated	0.05	0	0	0	0	0
46200	Dedicated	0.01	0	0	0	0	0
51900	Dedicated	0.04	0	0	0	0	0

		FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
		0.00	0	0	0	0	0
FY 2024 Base							
9.00	FY 2024 Base						ADAA
10000	General	1.58	191,300	68,100	0	0	259,400
36500	Dedicated	1.57	160,600	18,100	0	0	178,700
45000	Dedicated	5.29	578,600	95,200	0	0	673,800
45600	Dedicated	0.29	21,700	0	0	0	21,700
46100	Dedicated	0.71	79,700	100	0	0	79,800
46200	Dedicated	0.52	58,300	0	0	0	58,300
51900	Dedicated	0.24	25,900	0	0	0	25,900
		10.20	1,116,100	181,500	0	0	1,297,600
Program Maintenance							
10.11	Change in Health Benefit Costs						ADAA
10000	General	0.00	2,000	0	0	0	2,000
36500	Dedicated	0.00	1,800	0	0	0	1,800
45000	Dedicated	0.00	6,600	0	0	0	6,600
45600	Dedicated	0.00	300	0	0	0	300
46100	Dedicated	0.00	900	0	0	0	900
46200	Dedicated	0.00	700	0	0	0	700
51900	Dedicated	0.00	300	0	0	0	300
		0.00	12,600	0	0	0	12,600
10.12	Change in Variable Benefit Costs						ADAA
10000	General	0.00	(400)	0	0	0	(400)
36500	Dedicated	0.00	(400)	0	0	0	(400)
45000	Dedicated	0.00	(1,300)	0	0	0	(1,300)
46100	Dedicated	0.00	(200)	0	0	0	(200)
46200	Dedicated	0.00	(100)	0	0	0	(100)
51900	Dedicated	0.00	(100)	0	0	0	(100)
		0.00	(2,500)	0	0	0	(2,500)
10.61	Salary Multiplier - Regular Employees						ADAA
10000	General	0.00	1,700	0	0	0	1,700
36500	Dedicated	0.00	1,500	0	0	0	1,500
45000	Dedicated	0.00	5,100	0	0	0	5,100
45600	Dedicated	0.00	100	0	0	0	100
46100	Dedicated	0.00	700	0	0	0	700
46200	Dedicated	0.00	500	0	0	0	500
51900	Dedicated	0.00	200	0	0	0	200
		0.00	9,800	0	0	0	9,800
FY 2024 Total Maintenance							
11.00	FY 2024 Total Maintenance						ADAA

		FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
10000	General	1.58	194,600	68,100	0	0	262,700
36500	Dedicated	1.57	163,500	18,100	0	0	181,600
45000	Dedicated	5.29	589,000	95,200	0	0	684,200
45600	Dedicated	0.29	22,100	0	0	0	22,100
46100	Dedicated	0.71	81,100	100	0	0	81,200
46200	Dedicated	0.52	59,400	0	0	0	59,400
51900	Dedicated	0.24	26,300	0	0	0	26,300
		10.20	1,136,000	181,500	0	0	1,317,500

FY 2024 Total

13.00 FY 2024 Total

ADAA

10000	General	1.58	194,600	68,100	0	0	262,700
36500	Dedicated	1.57	163,500	18,100	0	0	181,600
45000	Dedicated	5.29	589,000	95,200	0	0	684,200
45600	Dedicated	0.29	22,100	0	0	0	22,100
46100	Dedicated	0.71	81,100	100	0	0	81,200
46200	Dedicated	0.52	59,400	0	0	0	59,400
51900	Dedicated	0.24	26,300	0	0	0	26,300
		10.20	1,136,000	181,500	0	0	1,317,500

FORM B6: WAGE & SALARY RECONCILIATION

Agency/Department:	Department of Administration	Agency Number:	200
Budgeted Division:	Department of Administration	Luma Fund Number	10000
Budgeted Program	Management Services	Appropriation (Budget) Unit	ADAA
		Fiscal Year:	2024
Original Request Date:	9/1/2022	Fund Name: General	Historical Fund #: 0001-00
Revision Date:	Revision #:	Budget Submission Page #	of

PCN	CLASS CODE	DESCRIPTION	Indicator Code	FTP	FY 2023 SALARY	FY 2023 HEALTH BENEFITS	FY 2023 VAR BENEFITS	FY 2023 TOTAL	FY 2024 CHG HEALTH BENEFITS	FY 2024 CHG VAR BENEFITS	TOTAL BENEFIT CHANGES
		Totals from Wage and Salary Report (WSR):									
		Permanent Positions	1	1.56	139,623	19,500	30,520	**189,643**	1,950	(433)	1,517
		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		**1.56**	**139,623**	**19,500**	**30,520**	**189,643**	**1,950**	(433)	**1,517**
		FY 2023 ORIGINAL APPROPRIATION	**191,300**	**1.58**	**140,843**	**19,670**	**30,787**	**191,300**			
		Unadjusted Over or (Under) Funded:	Est Difference	**0.02**	**1,220**	**170**	**267**	**1,657**	Calculated overfunding is .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
				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
				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
		Estimated Salary Needs:									
		Permanent Positions	1	1.56	139,623	19,500	30,520	189,643	1,950	(433)	1,517
		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		**1.56**	**139,623**	**19,500**	**30,520**	**189,643**	**1,950**	**(433)**	**1,517**
		Adjusted Over or (Under) Funding:	Orig. Approp	0.02	**1,220**	**170**	**267**	**1,657**	Calculated overfunding is .9% of Original Appropriation		
			Est. Expend	0.02	**1,177**	**200**	**280**	**1,657**	Calculated overfunding is .9% of Est. Expenditures		
			Base	0.02	**1,177**	**200**	**280**	**1,657**	Calculated overfunding is .9% of the Base		

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

DU		Original Appropriation	FTP	FY 23 Salary	FY 23 Health Ben	FY 23 Var Ben	FY 2023 Total	FY 24 Chg Health Bens	FY 24 Chg Var Bens	Total Benefit Change

FORM B6: WAGE & SALARY RECONCILIATION

3.00		FY 2023 ORIGINAL APPROPRIATION	191,300	1.58	140,843	19,670	30,787	191,300			
		Rounded Appropriation		1.58	140,800	19,700	30,800	191,300			
		Appropriation Adjustments:									
4.11		Reappropriation		0.00	0	0	0	0			
4.31		Supplemental		0.00	0	0	0	0			0
5.00		FY 2023 TOTAL APPROPRIATION		1.58	140,800	19,700	30,800	191,300			
		Expenditure Adjustments:									
6.31		Transfer between programs		0.00	0	0		0			0
6.41		FTP or Fund Adjustment		0.00	0	0	0	0			0
7.00		FY 2023 ESTIMATED EXPENDITURES		1.58	140,800	19,700	30,800	191,300			
		Base Adjustments:									
8.31		Transfer Between Programs		0.00	0	0	0	0			0
8.41		Removal of One-Time Expenditures		0.00	0	0	0	0			0
8.51		Base Reduction		0.00	0	0	0	0			0
				FTP	FY 24 Salary	FY24 Health Ben	FY 24 Var Ben	FY 2024 Total			
9.00		FY 2024 BASE		1.58	140,800	19,700	30,800	191,300			
10.11		Change in Health Benefit Costs				2,000		2,000			
10.12		Change in Variable Benefits Costs					(400)	(400)			
			Indicator Code					0			
10.51		Annualization			0	0	0	0			
10.61		CEC for Permanent Positions	1.00%		1,400		300	1,700			
10.62		CEC for Temp/Group Positions	1.00%		0		0	0			
10.63		CEC for Elected Officials & Commissioners			0		0	0			
11.00		FY 2024 PROGRAM MAINTENANCE		1.58	142,200	21,700	30,700	194,600			
		Line Items:									
12.01								0			
12.02								0			
12.03								0			
13.00		FY 2024 TOTAL REQUEST		1.58	142,200	21,700	30,700	194,600			

FORM B6: WAGE & SALARY RECONCILIATION

Agency/Department:	Department of Administration	Agency Number:	200
Budgeted Division:	Department of Administration	Luma Fund Number	36500
Budgeted Program	Management Services	Appropriation (Budget) Unit	ADAA
		Fiscal Year:	2024
Original Request Date:	9/1/2022	Fund Name: Permanent Building	Historical Fund #: 0365-00
Revision Date:	Revision #:	Budget Submission Page #	of

PCN	CLASS CODE	DESCRIPTION	Indicator Code	FTP	FY 2023 SALARY	FY 2023 HEALTH BENEFITS	FY 2023 VAR BENEFITS	FY 2023 TOTAL	FY 2024 CHG HEALTH BENEFITS	FY 2024 CHG VAR BENEFITS	TOTAL BENEFIT CHANGES
		Totals from Wage and Salary Report (WSR):									
		Permanent Positions	1	1.44	116,272	18,000	25,531	**159,803**	1,800	(360)	1,440
		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		**1.44**	**116,272**	**18,000**	**25,531**	**159,803**	**1,800**	**(360)**	**1,440**
		FY 2023 ORIGINAL APPROPRIATION	**160,600**	**1.90**	**116,852**	**18,090**	**25,658**	**160,600**			
		Unadjusted Over or (Under) Funded:	Est Difference	**0.46**	**580**	**90**	**127**	**797**	Calculated overfunding is .5% 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
				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
		Estimated Salary Needs:									
		Permanent Positions	1	1.44	116,272	18,000	25,531	159,803	1,800	(360)	1,440
		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		**1.44**	**116,272**	**18,000**	**25,531**	**159,803**	**1,800**	**(360)**	**1,440**
		Adjusted Over or (Under) Funding:	Orig. Approp	0.46	**580**	**90**	**127**	**797**	Calculated overfunding is .5% of Original Appropriation		
			Est. Expend	0.46	**628**	**100**	**169**	**897**	Calculated overfunding is .6% of Est. Expenditures		
			Base	0.13	**628**	**100**	**169**	**897**	Calculated overfunding is .6% of the Base		

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

DU		Original Appropriation	FTP	FY 23 Salary	FY 23 Health Ben	FY 23 Var Ben	FY 2023 Total	FY 24 Chg Health Bens	FY 24 Chg Var Bens	Total Benefit Change

FORM B6: WAGE & SALARY RECONCILIATION

3.00		FY 2023 ORIGINAL APPROPRIATION	160,600	1.90	116,852	18,090	25,658	160,600			
		Rounded Appropriation		1.90	116,900	18,100	25,700	160,600			
		Appropriation Adjustments:									
4.11		Reappropriation		0.00	0	0	0	0			
4.31		Supplemental		0.00	0	0	0	0			0
5.00		FY 2023 TOTAL APPROPRIATION		1.90	116,900	18,100	25,700	160,600			
		Expenditure Adjustments:									
6.31		Transfer between programs		0.00	0	0		0			0
6.41		FTP or Fund Adjustment		0.00	0	0	0	0			0
7.00		FY 2023 ESTIMATED EXPENDITURES		1.90	116,900	18,100	25,700	160,600			
		Base Adjustments:									
8.11		FTP or Fund Adjustments		(0.33)	0	0	0	0			0
8.41		Removal of One-Time Expenditures		0.00	0	0	0	0			0
8.51		Base Reduction		0.00	0	0	0	0			0
				FTP	FY 24 Salary	FY24 Health Ben	FY 24 Var Ben	FY 2024 Total			
9.00		FY 2024 BASE		1.57	116,900	18,100	25,700	160,600			
10.11		Change in Health Benefit Costs				1,800		1,800			
10.12		Change in Variable Benefits Costs					(400)	(400)			
			Indicator Code					0			
10.51		Annualization			0	0	0	0			
10.61		CEC for Permanent Positions	1.00%		1,200		300	1,500			
10.62		CEC for Temp/Group Positions	1.00%		0		0	0			
10.63		CEC for Elected Officials & Commissioners			0		0	0			
11.00		FY 2024 PROGRAM MAINTENANCE		1.57	118,100	19,900	25,600	163,500			
		Line Items:									
12.01								0			
12.02								0			
12.03								0			
13.00		FY 2024 TOTAL REQUEST		1.57	118,100	19,900	25,600	163,500			

FORM B6: WAGE & SALARY RECONCILIATION

Agency/Department:	Department of Administration	Agency Number:	200
Budgeted Division:	Department of Administration	Luma Fund Number	45000
Budgeted Program	Management Services	Appropriation (Budget) Unit	ADAA
		Fiscal Year:	2024
Original Request Date:	9/1/2022	Fund Name: Administration and Accounting Services	Historical Fund #: 0450-00
Revision Date:	Revision #:	Budget Submission Page #	of

PCN	CLASS CODE	DESCRIPTION	Indicator Code	FTP	FY 2023 SALARY	FY 2023 HEALTH BENEFITS	FY 2023 VAR BENEFITS	FY 2023 TOTAL	FY 2024 CHG HEALTH BENEFITS	FY 2024 CHG VAR BENEFITS	TOTAL BENEFIT CHANGES
		Totals from Wage and Salary Report (WSR):									
		Permanent Positions	1	5.29	419,385	66,125	91,843	**577,353**	6,613	(1,300)	5,312
		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		**5.29**	**419,385**	**66,125**	**91,843**	**577,353**	**6,613**	**(1,300)**	**5,312**
		FY 2023 ORIGINAL APPROPRIATION	**578,600**	**5.10**	**420,291**	**66,268**	**92,042**	**578,600**			
		Unadjusted Over or (Under) Funded:	Est Difference	(0.19)	**906**	**143**	**198**	**1,247**	Calculated overfunding is .2% 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
				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
		Estimated Salary Needs:									
		Permanent Positions	1	5.29	419,385	66,125	91,843	577,353	6,613	(1,300)	5,312
		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		**5.29**	**419,385**	**66,125**	**91,843**	**577,353**	**6,613**	**(1,300)**	**5,312**
		Adjusted Over or (Under) Funding:	Orig. Approp	(0.19)	**906**	**143**	**198**	**1,247**	Calculated overfunding is .2% of Original Appropriation		
			Est. Expend	(0.19)	**915**	**175**	**157**	**1,247**	Calculated overfunding is .2% of Est. Expenditures		
			Base	0.00	**915**	**175**	**157**	**1,247**	Calculated overfunding is .2% of the Base		

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

DU		Original Appropriation	FTP	FY 23 Salary	FY 23 Health Ben	FY 23 Var Ben	FY 2023 Total	FY 24 Chg Health Bens	FY 24 Chg Var Bens	Total Benefit Change

FORM B6: WAGE & SALARY RECONCILIATION

3.00		FY 2023 ORIGINAL APPROPRIATION	578,600	5.10	420,291	66,268	92,042	578,600			
		Rounded Appropriation		5.10	420,300	66,300	92,000	578,600			
		Appropriation Adjustments:									
4.11		Reappropriation		0.00	0	0	0	0			
4.31		Supplemental		0.00	0	0	0	0			0
5.00		FY 2023 TOTAL APPROPRIATION		5.10	420,300	66,300	92,000	578,600			
		Expenditure Adjustments:									
6.31		Transfer between programs		0.00	0	0		0			0
6.41		FTP or Fund Adjustment		0.00	0	0	0	0			0
7.00		FY 2023 ESTIMATED EXPENDITURES		5.10	420,300	66,300	92,000	578,600			
		Base Adjustments:									
8.11		FTP or Fund Adjustments		0.19	0	0	0	0			0
8.41		Removal of One-Time Expenditures		0.00	0	0	0	0			0
8.51		Base Reduction		0.00	0	0	0	0			0
				FTP	FY 24 Salary	FY24 Health Ben	FY 24 Var Ben	FY 2024 Total			
9.00		FY 2024 BASE		5.29	420,300	66,300	92,000	578,600			
10.11		Change in Health Benefit Costs				6,600		6,600			
10.12		Change in Variable Benefits Costs					(1,300)	(1,300)			
			Indicator Code					0			
10.51		Annualization			0	0	0	0			
10.61		CEC for Permanent Positions	1.00%		4,200		900	5,100			
10.62		CEC for Temp/Group Positions	1.00%		0		0	0			
10.63		CEC for Elected Officials & Commissioners			0		0	0			
11.00		FY 2024 PROGRAM MAINTENANCE		5.29	424,500	72,900	91,600	589,000			
		Line Items:									
12.01								0			
12.02								0			
12.03								0			
13.00		FY 2024 TOTAL REQUEST		5.29	424,500	72,900	91,600	589,000			

FORM B6: WAGE & SALARY RECONCILIATION

Agency/Department:	Department of Administration	Agency Number:	200
Budgeted Division:	Department of Administration	Luma Fund Number	45600
Budgeted Program	Management Services	Appropriation (Budget) Unit	ADAN
		Fiscal Year:	2024
Original Request Date:	9/1/2022	Fund Name: Federal Surplus Property Revolving	Historical Fund #: 0456-00
Revision Date:	Revision #:	Budget Submission Page #	of

PCN	CLASS CODE	DESCRIPTION	Indicator Code	FTP	FY 2023 SALARY	FY 2023 HEALTH BENEFITS	FY 2023 VAR BENEFITS	FY 2023 TOTAL	FY 2024 CHG HEALTH BENEFITS	FY 2024 CHG VAR BENEFITS	TOTAL BENEFIT CHANGES
		Totals from Wage and Salary Report (WSR):									
		Permanent Positions	1	0.20	11,359	2,500	2,500	**16,359**	250	(35)	215
		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**	**11,359**	**2,500**	**2,500**	**16,359**	**250**	**(35)**	**215**
		FY 2023 ORIGINAL APPROPRIATION	**21,700**	**0.25**	**15,068**	**3,316**	**3,316**	**21,700**			
		Unadjusted Over or (Under) Funded:	Est Difference	**0.05**	**3,709**	**816**	**816**	**5,341**	Calculated overfunding is 24.6% 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
				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
		Estimated Salary Needs:									
		Permanent Positions	1	0.20	11,359	2,500	2,500	16,359	250	(35)	215
		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		**0.20**	**11,359**	**2,500**	**2,500**	**16,359**	**250**	**(35)**	**215**
		Adjusted Over or (Under) Funding:	Orig. Approp	0.05	**3,709**	**816**	**816**	**5,341**	Calculated overfunding is 24.6% of Original Appropriation		
			Est. Expend	0.05	**3,741**	**800**	**800**	**5,341**	Calculated overfunding is 24.6% of Est. Expenditures		
			Base	0.09	**3,741**	**800**	**800**	**5,341**	Calculated overfunding is 24.6% of the Base		

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

DU		Original Appropriation	FTP	FY 23 Salary	FY 23 Health Ben	FY 23 Var Ben	FY 2023 Total	FY 24 Chg Health Bens	FY 24 Chg Var Bens	Total Benefit Change

FORM B6: WAGE & SALARY RECONCILIATION

3.00		FY 2023 ORIGINAL APPROPRIATION	21,700	0.25	15,068	3,316	3,316	21,700			
		Rounded Appropriation		0.25	15,100	3,300	3,300	21,700			
		Appropriation Adjustments:									
4.11		Reappropriation		0.00	0	0	0	0			
4.31		Supplemental		0.00	0	0	0	0			0
5.00		FY 2023 TOTAL APPROPRIATION		0.25	15,100	3,300	3,300	21,700			
		Expenditure Adjustments:									
6.31		Transfer between programs		0.00	0	0		0			0
6.41		FTP or Fund Adjustment		0.00	0	0	0	0			0
7.00		FY 2023 ESTIMATED EXPENDITURES		0.25	15,100	3,300	3,300	21,700			
		Base Adjustments:									
8.11		FTP or Fund Adjustments		0.04	0	0	0	0			0
8.41		Removal of One-Time Expenditures		0.00	0	0	0	0			0
8.51		Base Reduction		0.00	0	0	0	0			0
				FTP	FY 24 Salary	FY24 Health Ben	FY 24 Var Ben	FY 2024 Total			
9.00		FY 2024 BASE		0.29	15,100	3,300	3,300	21,700			
10.11		Change in Health Benefit Costs				300		300			
10.12		Change in Variable Benefits Costs					0	0			
			Indicator Code					0			
10.51		Annualization			0	0	0	0			
10.61		CEC for Permanent Positions	1.00%		100		0	100			
10.62		CEC for Temp/Group Positions	1.00%		0		0	0			
10.63		CEC for Elected Officials & Commissioners			0		0	0			
11.00		FY 2024 PROGRAM MAINTENANCE		0.29	15,200	3,600	3,300	22,100			
		Line Items:									
12.01								0			
12.02								0			
12.03								0			
13.00		FY 2024 TOTAL REQUEST		0.29	15,200	3,600	3,300	22,100			

FORM B6: WAGE & SALARY RECONCILIATION

Agency/Department:	Department of Administration	Agency Number:	200
Budgeted Division:	Department of Administration	Luma Fund Number	46100
Budgeted Program	Management Services	Appropriation (Budget) Unit	ADAN
		Fiscal Year:	2024
Original Request Date:	9/1/2022	Fund Name: Employee Group Insurance	Historical Fund #: 0461-00
Revision Date:	Revision #:	Budget Submission Page #	of

PCN	CLASS CODE	DESCRIPTION	Indicator Code	FTP	FY 2023 SALARY	FY 2023 HEALTH BENEFITS	FY 2023 VAR BENEFITS	FY 2023 TOTAL	FY 2024 CHG HEALTH BENEFITS	FY 2024 CHG VAR BENEFITS	TOTAL BENEFIT CHANGES
		Totals from Wage and Salary Report (WSR):									
		Permanent Positions	1	0.75	59,370	9,375	13,018	**81,763**	938	(184)	753
		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		**0.75**	**59,370**	**9,375**	**13,018**	**81,763**	**938**	**(184)**	**753**
		FY 2023 ORIGINAL APPROPRIATION	**79,700**	**0.66**	**57,872**	**9,138**	**12,690**	**79,700**			
		Unadjusted Over or (Under) Funded:	Est Difference	(0.09)	(1,498)	(237)	(328)	(2,063)	Calculated underfunding is (2.6%) 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
				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
		Estimated Salary Needs:									
		Permanent Positions	1	0.75	59,370	9,375	13,018	81,763	938	(184)	753
		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		**0.75**	**59,370**	**9,375**	**13,018**	**81,763**	**938**	**(184)**	**753**
		Adjusted Over or (Under) Funding:	Orig. Approp	(0.09)	(1,498)	(237)	(328)	(2,063)	Calculated underfunding is (2.6%) of Original Appropriation		
			Est. Expend	(0.09)	(1,470)	(275)	(318)	(2,063)	Calculated underfunding is (2.6%) of Est. Expenditures		
			Base	(0.04)	(1,470)	(275)	(318)	(2,063)	Calculated underfunding is (2.6%) 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 23 Salary	FY 23 Health Ben	FY 23 Var Ben	FY 2023 Total	FY 24 Chg Health Bens	FY 24 Chg Var Bens	Total Benefit Change

FORM B6: WAGE & SALARY RECONCILIATION

3.00		FY 2023 ORIGINAL APPROPRIATION	79,700	0.66	57,872	9,138	12,690	79,700			
		Rounded Appropriation		0.66	57,900	9,100	12,700	79,700			
		Appropriation Adjustments:									
4.11		Reappropriation		0.00	0	0	0	0			
4.31		Supplemental		0.00	0	0	0	0			0
5.00		FY 2023 TOTAL APPROPRIATION		0.66	57,900	9,100	12,700	79,700			
		Expenditure Adjustments:									
6.31		Transfer between programs		0.00	0	0		0			0
6.41		FTP or Fund Adjustment		0.00	0	0	0	0			0
7.00		FY 2023 ESTIMATED EXPENDITURES		0.66	57,900	9,100	12,700	79,700			
		Base Adjustments:									
8.11		FTP or Fund Adjustments		0.05	0	0	0	0			0
8.41		Removal of One-Time Expenditures		0.00	0	0	0	0			0
8.51		Base Reduction		0.00	0	0	0	0			0
				FTP	FY 24 Salary	FY24 Health Ben	FY 24 Var Ben	FY 2024 Total			
9.00		FY 2024 BASE		0.71	57,900	9,100	12,700	79,700			
10.11		Change in Health Benefit Costs				900		900			
10.12		Change in Variable Benefits Costs					(200)	(200)			
			Indicator Code					0			
10.51		Annualization			0	0	0	0			
10.61		CEC for Permanent Positions	1.00%		600		100	700			
10.62		CEC for Temp/Group Positions	1.00%		0		0	0			
10.63		CEC for Elected Officials & Commissioners			0		0	0			
11.00		FY 2024 PROGRAM MAINTENANCE		0.71	58,500	10,000	12,600	81,100			
		Line Items:									
12.01								0			
12.02								0			
12.03								0			
13.00		FY 2024 TOTAL REQUEST		0.71	58,500	10,000	12,600	81,100			

FORM B6: WAGE & SALARY RECONCILIATION

Agency/Department:	Department of Administration	Agency Number:	200
Budgeted Division:	Department of Administration	Luma Fund Number	46200
Budgeted Program	Management Services	Appropriation (Budget) Unit	ADAN
		Fiscal Year:	2024
Original Request Date:	9/1/2022	Fund Name: Retained Risk	Historical Fund #: 0462-00
Revision Date:	Revision #:	Budget Submission Page #	of

PCN	CLASS CODE	DESCRIPTION	Indicator Code	FTP	FY 2023 SALARY	FY 2023 HEALTH BENEFITS	FY 2023 VAR BENEFITS	FY 2023 TOTAL	FY 2024 CHG HEALTH BENEFITS	FY 2024 CHG VAR BENEFITS	TOTAL BENEFIT CHANGES
		Totals from Wage and Salary Report (WSR):									
		Permanent Positions	1	0.52	42,083	6,500	9,243	**57,825**	650	(130)	520
		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		**0.52**	**42,083**	**6,500**	**9,243**	**57,825**	**650**	**(130)**	**520**
		FY 2023 ORIGINAL APPROPRIATION	**58,300**	**0.51**	**42,428**	**6,553**	**9,319**	**58,300**			
		Unadjusted Over or (Under) Funded:	Est Difference	(0.01)	**345**	**53**	**76**	**475**	Calculated overfunding is .8% 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
				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
		Estimated Salary Needs:									
		Permanent Positions	1	0.52	42,083	6,500	9,243	57,825	650	(130)	520
		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		**0.52**	**42,083**	**6,500**	**9,243**	**57,825**	**650**	**(130)**	**520**
		Adjusted Over or (Under) Funding:	Orig. Approp	(0.01)	**345**	**53**	**76**	**475**	Calculated overfunding is .8% of Original Appropriation		
			Est. Expend	(0.01)	**317**	**100**	**57**	**475**	Calculated overfunding is .8% of Est. Expenditures		
			Base	0.00	**317**	**100**	**57**	**475**	Calculated overfunding is .8% of the Base		

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

DU		Original Appropriation	FTP	FY 23 Salary	FY 23 Health Ben	FY 23 Var Ben	FY 2023 Total	FY 24 Chg Health Bens	FY 24 Chg Var Bens	Total Benefit Change

FORM B6: WAGE & SALARY RECONCILIATION

3.00		FY 2023 ORIGINAL APPROPRIATION	58,300	0.51	42,428	6,553	9,319	58,300			
		Rounded Appropriation		0.51	42,400	6,600	9,300	58,300			
		Appropriation Adjustments:									
4.11		Reappropriation		0.00	0	0	0	0			
4.31		Supplemental		0.00	0	0	0	0			0
5.00		FY 2023 TOTAL APPROPRIATION		0.51	42,400	6,600	9,300	58,300			
		Expenditure Adjustments:									
6.31		Transfer between programs		0.00	0	0		0			0
6.41		FTP or Fund Adjustment		0.00	0	0	0	0			0
7.00		FY 2023 ESTIMATED EXPENDITURES		0.51	42,400	6,600	9,300	58,300			
		Base Adjustments:									
8.11		FTP or Fund Adjustments		0.01	0	0	0	0			0
8.41		Removal of One-Time Expenditures		0.00	0	0	0	0			0
8.51		Base Reduction		0.00	0	0	0	0			0
				FTP	FY 24 Salary	FY24 Health Ben	FY 24 Var Ben	FY 2024 Total			
9.00		FY 2024 BASE		0.52	42,400	6,600	9,300	58,300			
10.11		Change in Health Benefit Costs				700		700			
10.12		Change in Variable Benefits Costs					(100)	(100)			
			Indicator Code					0			
10.51		Annualization			0	0	0	0			
10.61		CEC for Permanent Positions	1.00%		400		100	500			
10.62		CEC for Temp/Group Positions	1.00%		0		0	0			
10.63		CEC for Elected Officials & Commissioners			0		0	0			
11.00		FY 2024 PROGRAM MAINTENANCE		0.52	42,800	7,300	9,300	59,400			
		Line Items:									
12.01								0			
12.02								0			
12.03								0			
13.00		FY 2024 TOTAL REQUEST		0.52	42,800	7,300	9,300	59,400			

FORM B6: WAGE & SALARY RECONCILIATION

Agency/Department:	Department of Administration	Agency Number:	200
Budgeted Division:	Department of Administration	Luma Fund Number	51900
Budgeted Program	Management Services	Appropriation (Budget) Unit	ADAA
		Fiscal Year:	2024
Original Request Date:	9/1/2022	Fund Name: Industrial Special Indemnity	Historical Fund #: 0519-00
Revision Date:	Revision #:	Budget Submission Page #	of

PCN	CLASS CODE	DESCRIPTION	Indicator Code	FTP	FY 2023 SALARY	FY 2023 HEALTH BENEFITS	FY 2023 VAR BENEFITS	FY 2023 TOTAL	FY 2024 CHG HEALTH BENEFITS	FY 2024 CHG VAR BENEFITS	TOTAL BENEFIT CHANGES
		Totals from Wage and Salary Report (WSR):									
		Permanent Positions	1	0.24	18,470	3,000	4,048	**25,518**	300	(57)	243
		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		**0.24**	**18,470**	**3,000**	**4,048**	**25,518**	**300**	**(57)**	**243**
		FY 2023 ORIGINAL APPROPRIATION	**25,900**	**0.20**	**18,747**	**3,045**	**4,108**	**25,900**			
		Unadjusted Over or (Under) Funded:	Est Difference	**(0.04)**	**277**	**45**	**61**	**382**	Calculated overfunding is 1.5% 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
				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
		Estimated Salary Needs:									
		Permanent Positions	1	0.24	18,470	3,000	4,048	25,518	300	(57)	243
		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		**0.24**	**18,470**	**3,000**	**4,048**	**25,518**	**300**	**(57)**	**243**
		Adjusted Over or (Under) Funding:	Orig. Approp	(0.04)	**277**	**45**	**61**	**382**	Calculated overfunding is 1.5% of Original Appropriation		
			Est. Expend	(0.04)	**230**	**0**	**52**	**282**	Calculated overfunding is 1.1% of Est. Expenditures		
			Base	0.00	**230**	**0**	**52**	**282**	Calculated overfunding is 1.1% of the Base		

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

DU		Original Appropriation	FTP	FY 23 Salary	FY 23 Health Ben	FY 23 Var Ben	FY 2023 Total	FY 24 Chg Health Bens	FY 24 Chg Var Bens	Total Benefit Change

FORM B6: WAGE & SALARY RECONCILIATION

3.00		FY 2023 ORIGINAL APPROPRIATION	25,900	0.20	18,747	3,045	4,108	25,900			
		Rounded Appropriation		0.20	18,700	3,000	4,100	25,900			
		Appropriation Adjustments:									
4.11		Reappropriation		0.00	0	0	0	0			
4.31		Supplemental		0.00	0	0	0	0			0
5.00		FY 2023 TOTAL APPROPRIATION		0.20	18,700	3,000	4,100	25,900			
		Expenditure Adjustments:									
6.31		Transfer between programs		0.00	0	0		0			0
6.41		FTP or Fund Adjustment		0.00	0	0	0	0			0
7.00		FY 2023 ESTIMATED EXPENDITURES		0.20	18,700	3,000	4,100	25,900			
		Base Adjustments:									
8.11		FTP or Fund Adjustments		0.04	0	0	0	0			0
8.41		Removal of One-Time Expenditures		0.00	0	0	0	0			0
8.51		Base Reduction		0.00	0	0	0	0			0
				FTP	FY 24 Salary	FY24 Health Ben	FY 24 Var Ben	FY 2024 Total			
9.00		FY 2024 BASE		0.24	18,700	3,000	4,100	25,900			
10.11		Change in Health Benefit Costs				300		300			
10.12		Change in Variable Benefits Costs					(100)	(100)			
			Indicator Code					0			
10.51		Annualization			0	0	0	0			
10.61		CEC for Permanent Positions	1.00%		200		0	200			
10.62		CEC for Temp/Group Positions	1.00%		0		0	0			
10.63		CEC for Elected Officials & Commissioners			0		0	0			
11.00		FY 2024 PROGRAM MAINTENANCE		0.24	18,900	3,300	4,000	26,300			
		Line Items:									
12.01								0			
12.02								0			
12.03								0			
13.00		FY 2024 TOTAL REQUEST		0.24	18,900	3,300	4,000	26,300			

PCF Detail Report **Request for Fiscal Year:** 2024

Agency: Department of Administration 200

Appropriation Unit: Management Services ADAA

Fund: General Fund 10000

PCN	Class	Description	FTP	Salary	Health	Variable Benefits	Total
Totals from Personnel Cost Forecast (PCF)							
		Permanent Positions	1.56	139,623	19,500	30,519	189,642
		Total from PCF	**1.56**	**139,623**	**19,500**	**30,519**	**189,642**
		FY 2023 ORIGINAL APPROPRIATION	**1.58**	**140,607**	**19,750**	**30,943**	**191,300**
		Unadjusted Over or (Under) Funded:	**.02**	**984**	**250**	**424**	**1,658**
Estimated Salary Needs							
		Permanent Positions	1.56	139,623	19,500	30,519	189,642
		Estimated Salary and Benefits	**1.56**	**139,623**	**19,500**	**30,519**	**189,642**
Adjusted Over or (Under) Funding							
		Original Appropriation	**.02**	**984**	**250**	**424**	**1,658**
		Estimated Expenditures	**.02**	**984**	**250**	**424**	**1,658**
		Base	**.02**	**984**	**250**	**424**	**1,658**

PCF Summary Report

Request for Fiscal Year: 2024

Agency: Department of Administration 200

Appropriation Unit: Management Services ADAA

Fund: General Fund 10000

DU		FTP	Salary	Health	Variable Benefits	Total
3.00	**FY 2023 ORIGINAL APPROPRIATION**	**1.58**	**140,607**	**19,750**	**30,943**	**191,300**
5.00	**FY 2023 TOTAL APPROPRIATION**	**1.58**	**140,607**	**19,750**	**30,943**	**191,300**
7.00	**FY 2023 ESTIMATED EXPENDITURES**	**1.58**	**140,607**	**19,750**	**30,943**	**191,300**
9.00	**FY 2024 BASE**	**1.58**	**140,607**	**19,750**	**30,943**	**191,300**
10.11	Change in Health Benefit Costs	0.00	0	2,000	0	2,000
10.12	Change in Variable Benefit Costs	0.00	0	0	(400)	(400)
10.61	Salary Multiplier - Regular Employees	0.00	1,400	0	300	1,700
11.00	**FY 2024 PROGRAM MAINTENANCE**	**1.58**	**142,007**	**21,750**	**30,843**	**194,600**
13.00	**FY 2024 TOTAL REQUEST**	**1.58**	**142,007**	**21,750**	**30,843**	**194,600**

PCF Detail Report **Request for Fiscal Year:** 2024

Agency: Department of Administration 200

Appropriation Unit: Management Services ADAA

Fund: Permanent Building Fund 36500

PCN	Class	Description	FTP	Salary	Health	Variable Benefits	Total
Totals from Personnel Cost Forecast (PCF)							
		Permanent Positions	1.44	116,273	18,000	25,531	159,804
		Total from PCF	**1.44**	**116,273**	**18,000**	**25,531**	**159,804**
		FY 2023 ORIGINAL APPROPRIATION	**1.90**	**112,166**	**23,750**	**24,684**	**160,600**
		Unadjusted Over or (Under) Funded:	**.46**	**(4,107)**	**5,750**	**(847)**	**796**
Estimated Salary Needs							
		Permanent Positions	1.44	116,273	18,000	25,531	159,804
		Estimated Salary and Benefits	**1.44**	**116,273**	**18,000**	**25,531**	**159,804**
Adjusted Over or (Under) Funding							
		Original Appropriation	**.46**	**(4,107)**	**5,750**	**(847)**	**796**
		Estimated Expenditures	**.46**	**(4,107)**	**5,750**	**(847)**	**796**
		Base	**.13**	**(4,107)**	**5,750**	**(847)**	**796**

PCF Summary Report **Request for Fiscal Year:** 2024

Agency: Department of Administration 200

Appropriation Unit: Management Services ADAA

Fund: Permanent Building Fund 36500

DU		FTP	Salary	Health	Variable Benefits	Total
3.00	**FY 2023 ORIGINAL APPROPRIATION**	**1.90**	**112,166**	**23,750**	**24,684**	**160,600**
5.00	**FY 2023 TOTAL APPROPRIATION**	**1.90**	**112,166**	**23,750**	**24,684**	**160,600**
7.00	**FY 2023 ESTIMATED EXPENDITURES**	**1.90**	**112,166**	**23,750**	**24,684**	**160,600**
	FTP or Fund Adjustments	(0.33)	0	0	0	0
9.00	**FY 2024 BASE**	**1.57**	**112,166**	**23,750**	**24,684**	**160,600**
10.11	Change in Health Benefit Costs	0.00	0	1,800	0	1,800
10.12	Change in Variable Benefit Costs	0.00	0	0	(400)	(400)
10.61	Salary Multiplier - Regular Employees	0.00	1,200	0	300	1,500
11.00	**FY 2024 PROGRAM MAINTENANCE**	**1.57**	**113,366**	**25,550**	**24,584**	**163,500**
13.00	**FY 2024 TOTAL REQUEST**	**1.57**	**113,366**	**25,550**	**24,584**	**163,500**

PCF Detail Report **Request for Fiscal Year:** 2024

Agency: Department of Administration 200

Appropriation Unit: Management Services ADAA

Fund: Admin Acct Svcs Appd&Cont Isf 45000

PCN	Class	Description	FTP	Salary	Health	Variable Benefits	Total
Totals from Personnel Cost Forecast (PCF)							
		Permanent Positions	5.29	419,385	66,125	91,843	577,353
		Total from PCF	**5.29**	**419,385**	**66,125**	**91,843**	**577,353**
		FY 2023 ORIGINAL APPROPRIATION	**5.10**	**421,984**	**63,750**	**92,866**	**578,600**
		Unadjusted Over or (Under) Funded:	**(.19)**	**2,599**	**(2,375)**	**1,023**	**1,247**
Estimated Salary Needs							
		Permanent Positions	5.29	419,385	66,125	91,843	577,353
		Estimated Salary and Benefits	**5.29**	**419,385**	**66,125**	**91,843**	**577,353**
Adjusted Over or (Under) Funding							
		Original Appropriation	**(.19)**	**2,599**	**(2,375)**	**1,023**	**1,247**
		Estimated Expenditures	**(.19)**	**2,599**	**(2,375)**	**1,023**	**1,247**
		Base	**.00**	**2,599**	**(2,375)**	**1,023**	**1,247**

PCF Summary Report **Request for Fiscal Year:** 2024

Agency: Department of Administration 200

Appropriation Unit: Management Services ADAA

Fund: Admin Acct Svcs Appd&Cont Isf 45000

DU		FTP	Salary	Health	Variable Benefits	Total
3.00	**FY 2023 ORIGINAL APPROPRIATION**	**5.10**	**421,984**	**63,750**	**92,866**	**578,600**
5.00	**FY 2023 TOTAL APPROPRIATION**	**5.10**	**421,984**	**63,750**	**92,866**	**578,600**
7.00	**FY 2023 ESTIMATED EXPENDITURES**	**5.10**	**421,984**	**63,750**	**92,866**	**578,600**
	FTP or Fund Adjustments	0.19	0	0	0	0
9.00	**FY 2024 BASE**	**5.29**	**421,984**	**63,750**	**92,866**	**578,600**
10.11	Change in Health Benefit Costs	0.00	0	6,600	0	6,600
10.12	Change in Variable Benefit Costs	0.00	0	0	(1,300)	(1,300)
10.61	Salary Multiplier - Regular Employees	0.00	4,200	0	900	5,100
11.00	**FY 2024 PROGRAM MAINTENANCE**	**5.29**	**426,184**	**70,350**	**92,466**	**589,000**
13.00	**FY 2024 TOTAL REQUEST**	**5.29**	**426,184**	**70,350**	**92,466**	**589,000**

PCF Detail Report **Request for Fiscal Year:** 2024

Agency: Department of Administration 200

Appropriation Unit: Management Services ADAA

Fund: Surplus Property Revolving Fund 45600

PCN	Class	Description	FTP	Salary	Health	Variable Benefits	Total
Totals from Personnel Cost Forecast (PCF)							
		Permanent Positions	.24	13,631	3,000	2,999	19,630
		Total from PCF	**.24**	**13,631**	**3,000**	**2,999**	**19,630**
		FY 2023 ORIGINAL APPROPRIATION	**.25**	**15,225**	**3,125**	**3,350**	**21,700**
		Unadjusted Over or (Under) Funded:	**.01**	**1,594**	**125**	**351**	**2,070**
Estimated Salary Needs							
		Permanent Positions	.24	13,631	3,000	2,999	19,630
		Estimated Salary and Benefits	**.24**	**13,631**	**3,000**	**2,999**	**19,630**
Adjusted Over or (Under) Funding							
		Original Appropriation	**.01**	**1,594**	**125**	**351**	**2,070**
		Estimated Expenditures	**.01**	**1,594**	**125**	**351**	**2,070**
		Base	**.05**	**1,594**	**125**	**351**	**2,070**

PCF Summary Report **Request for Fiscal Year:** 2024

Agency: Department of Administration 200

Appropriation Unit: Management Services ADAA

Fund: Surplus Property Revolving Fund 45600

DU		FTP	Salary	Health	Variable Benefits	Total
3.00	**FY 2023 ORIGINAL APPROPRIATION**	**0.25**	**15,225**	**3,125**	**3,350**	**21,700**
5.00	**FY 2023 TOTAL APPROPRIATION**	**0.25**	**15,225**	**3,125**	**3,350**	**21,700**
7.00	**FY 2023 ESTIMATED EXPENDITURES**	**0.25**	**15,225**	**3,125**	**3,350**	**21,700**
	FTP or Fund Adjustments	0.04	0	0	0	0
9.00	**FY 2024 BASE**	**0.29**	**15,225**	**3,125**	**3,350**	**21,700**
10.11	Change in Health Benefit Costs	0.00	0	300	0	300
10.61	Salary Multiplier - Regular Employees	0.00	100	0	0	100
11.00	**FY 2024 PROGRAM MAINTENANCE**	**0.29**	**15,325**	**3,425**	**3,350**	**22,100**
13.00	**FY 2024 TOTAL REQUEST**	**0.29**	**15,325**	**3,425**	**3,350**	**22,100**

PCF Detail Report **Request for Fiscal Year:** 2024

Agency: Department of Administration 200

Appropriation Unit: Management Services ADAA

Fund: Group Ins Acct Appd&Cont Isf, 46100

PCN	Class	Description	FTP	Salary	Health	Variable Benefits	Total
Totals from Personnel Cost Forecast (PCF)							
		Permanent Positions	.71	57,097	8,875	12,519	78,491
		Total from PCF	**.71**	**57,097**	**8,875**	**12,519**	**78,491**
		FY 2023 ORIGINAL APPROPRIATION	**.66**	**58,562**	**8,250**	**12,888**	**79,700**
		Unadjusted Over or (Under) Funded:	**(.05)**	**1,465**	**(625)**	**369**	**1,209**
Estimated Salary Needs							
		Permanent Positions	.71	57,097	8,875	12,519	78,491
		Estimated Salary and Benefits	**.71**	**57,097**	**8,875**	**12,519**	**78,491**
Adjusted Over or (Under) Funding							
		Original Appropriation	**(.05)**	**1,465**	**(625)**	**369**	**1,209**
		Estimated Expenditures	**(.05)**	**1,465**	**(625)**	**369**	**1,209**
		Base	**.00**	**1,465**	**(625)**	**369**	**1,209**

PCF Summary Report **Request for Fiscal Year:** 2024

Agency: Department of Administration 200

Appropriation Unit: Management Services ADAA

Fund: Group Ins Acct Appd&Cont Isf, 46100

DU		FTP	Salary	Health	Variable Benefits	Total
3.00	**FY 2023 ORIGINAL APPROPRIATION**	**0.66**	**58,562**	**8,250**	**12,888**	**79,700**
5.00	**FY 2023 TOTAL APPROPRIATION**	**0.66**	**58,562**	**8,250**	**12,888**	**79,700**
7.00	**FY 2023 ESTIMATED EXPENDITURES**	**0.66**	**58,562**	**8,250**	**12,888**	**79,700**
	FTP or Fund Adjustments	0.05	0	0	0	0
9.00	**FY 2024 BASE**	**0.71**	**58,562**	**8,250**	**12,888**	**79,700**
10.11	Change in Health Benefit Costs	0.00	0	900	0	900
10.12	Change in Variable Benefit Costs	0.00	0	0	(200)	(200)
10.61	Salary Multiplier - Regular Employees	0.00	600	0	100	700
11.00	**FY 2024 PROGRAM MAINTENANCE**	**0.71**	**59,162**	**9,150**	**12,788**	**81,100**
13.00	**FY 2024 TOTAL REQUEST**	**0.71**	**59,162**	**9,150**	**12,788**	**81,100**

PCF Detail Report **Request for Fiscal Year:** 2024

Agency: Department of Administration 200

Appropriation Unit: Management Services ADAA

Fund: Retained Risk Account 46200

PCN	Class	Description	FTP	Salary	Health	Variable Benefits	Total
Totals from Personnel Cost Forecast (PCF)							
		Permanent Positions	.52	42,083	6,500	9,243	57,826
		Total from PCF	**.52**	**42,083**	**6,500**	**9,243**	**57,826**
		FY 2023 ORIGINAL APPROPRIATION	**.51**	**42,559**	**6,375**	**9,366**	**58,300**
		Unadjusted Over or (Under) Funded:	**(.01)**	**476**	**(125)**	**123**	**474**
Estimated Salary Needs							
		Permanent Positions	.52	42,083	6,500	9,243	57,826
		Estimated Salary and Benefits	**.52**	**42,083**	**6,500**	**9,243**	**57,826**
Adjusted Over or (Under) Funding							
		Original Appropriation	**(.01)**	**476**	**(125)**	**123**	**474**
		Estimated Expenditures	**(.01)**	**476**	**(125)**	**123**	**474**
		Base	**.00**	**476**	**(125)**	**123**	**474**

PCF Summary Report **Request for Fiscal Year:** 2024

Agency: Department of Administration 200

Appropriation Unit: Management Services ADAA

Fund: Retained Risk Account 46200

DU		FTP	Salary	Health	Variable Benefits	Total
3.00	**FY 2023 ORIGINAL APPROPRIATION**	**0.51**	**42,559**	**6,375**	**9,366**	**58,300**
5.00	**FY 2023 TOTAL APPROPRIATION**	**0.51**	**42,559**	**6,375**	**9,366**	**58,300**
7.00	**FY 2023 ESTIMATED EXPENDITURES**	**0.51**	**42,559**	**6,375**	**9,366**	**58,300**
	FTP or Fund Adjustments	0.01	0	0	0	0
9.00	**FY 2024 BASE**	**0.52**	**42,559**	**6,375**	**9,366**	**58,300**
10.11	Change in Health Benefit Costs	0.00	0	700	0	700
10.12	Change in Variable Benefit Costs	0.00	0	0	(100)	(100)
10.61	Salary Multiplier - Regular Employees	0.00	400	0	100	500
11.00	**FY 2024 PROGRAM MAINTENANCE**	**0.52**	**42,959**	**7,075**	**9,366**	**59,400**
13.00	**FY 2024 TOTAL REQUEST**	**0.52**	**42,959**	**7,075**	**9,366**	**59,400**

PCF Detail Report **Request for Fiscal Year:** 2024

Agency: Department of Administration 200

Appropriation Unit: Management Services ADAA

Fund: Industrial Special Indemnity Fund 51900

PCN	Class	Description	FTP	Salary	Health	Variable Benefits	Total
Totals from Personnel Cost Forecast (PCF)							
		Permanent Positions	.24	18,470	3,000	4,048	25,518
		Total from PCF	**.24**	**18,470**	**3,000**	**4,048**	**25,518**
		FY 2023 ORIGINAL APPROPRIATION	**.20**	**19,179**	**2,500**	**4,221**	**25,900**
		Unadjusted Over or (Under) Funded:	**(.04)**	**709**	**(500)**	**173**	**382**
Estimated Salary Needs							
		Permanent Positions	.24	18,470	3,000	4,048	25,518
		Estimated Salary and Benefits	**.24**	**18,470**	**3,000**	**4,048**	**25,518**
Adjusted Over or (Under) Funding							
		Original Appropriation	**(.04)**	**709**	**(500)**	**173**	**382**
		Estimated Expenditures	**(.04)**	**709**	**(500)**	**173**	**382**
		Base	**.00**	**709**	**(500)**	**173**	**382**

PCF Summary Report **Request for Fiscal Year:** 2024

Agency: Department of Administration 200

Appropriation Unit: Management Services ADAA

Fund: Industrial Special Indemnity Fund 51900

DU		FTP	Salary	Health	Variable Benefits	Total
3.00	**FY 2023 ORIGINAL APPROPRIATION**	**0.20**	**19,179**	**2,500**	**4,221**	**25,900**
5.00	**FY 2023 TOTAL APPROPRIATION**	**0.20**	**19,179**	**2,500**	**4,221**	**25,900**
7.00	**FY 2023 ESTIMATED EXPENDITURES**	**0.20**	**19,179**	**2,500**	**4,221**	**25,900**
	FTP or Fund Adjustments	0.04	0	0	0	0
9.00	**FY 2024 BASE**	**0.24**	**19,179**	**2,500**	**4,221**	**25,900**
10.11	Change in Health Benefit Costs	0.00	0	300	0	300
10.12	Change in Variable Benefit Costs	0.00	0	0	(100)	(100)
10.61	Salary Multiplier - Regular Employees	0.00	200	0	0	200
11.00	**FY 2024 PROGRAM MAINTENANCE**	**0.24**	**19,379**	**2,800**	**4,121**	**26,300**
13.00	**FY 2024 TOTAL REQUEST**	**0.24**	**19,379**	**2,800**	**4,121**	**26,300**

	FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
Agency Department of Administration						200
Division Department of Administration						AD1
Appropriation Unit Public Works						ADAC
FY 2022 Total Appropriation						
1.00 FY 2022 Total Appropriation						ADAC
S1155						
10000 General	0.00	0	1,551,100	0	0	1,551,100
36500 Dedicated	26.50	2,316,300	706,500	0	0	3,022,800
45000 Dedicated	36.50	2,763,000	9,766,000	0	0	12,529,000
	63.00	5,079,300	12,023,600	0	0	17,102,900
1.21 Account Transfers						ADAC
36500 Dedicated	0.00	(25,000)	0	25,000	0	0
45000 Dedicated	0.00	(68,500)	(11,400)	79,900	0	0
	0.00	(93,500)	(11,400)	104,900	0	0
1.41 Receipts to Appropriation						ADAC
Receipts to Appropriation.						
36500 Dedicated	0.00	0	0	4,400	0	4,400
	0.00	0	0	4,400	0	4,400
1.61 Reverted Appropriation Balances						ADAC
36500 Dedicated	0.00	(216,500)	(106,400)	(4,400)	0	(327,300)
45000 Dedicated	0.00	(83,600)	(136,500)	0	0	(220,100)
	0.00	(300,100)	(242,900)	(4,400)	0	(547,400)
1.81 CY Executive Carry Forward						ADAC
36500 Dedicated	0.00	0	12,400	25,000	0	37,400
45000 Dedicated	0.00	0	0	47,500	0	47,500
	0.00	0	12,400	72,500	0	84,900
FY 2022 Actual Expenditures						
2.00 FY 2022 Actual Expenditures						ADAC
10000 General	0.00	0	1,551,100	0	0	1,551,100
36500 Dedicated	26.50	2,074,800	612,500	50,000	0	2,737,300
45000 Dedicated	36.50	2,610,900	9,618,100	127,400	0	12,356,400
	63.00	4,685,700	11,781,700	177,400	0	16,644,800
FY 2023 Original Appropriation						
3.00 FY 2023 Original Appropriation						ADAC
H0752						
10000 General	0.00	0	1,675,400	0	0	1,675,400
36500 Dedicated	30.50	2,814,400	724,500	131,300	0	3,670,200
OT 36500 Dedicated	0.00	0	1,400	73,200	0	74,600
45000 Dedicated	36.50	2,965,400	9,514,700	0	0	12,480,100

	FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
	67.00	5,779,800	11,916,000	204,500	0	17,900,300
FY 2023Total Appropriation						
5.00 FY 2023 Total Appropriation						ADAC
10000 General	0.00	0	1,675,400	0	0	1,675,400
36500 Dedicated	30.50	2,814,400	724,500	131,300	0	3,670,200
OT 36500 Dedicated	0.00	0	1,400	73,200	0	74,600
45000 Dedicated	36.50	2,965,400	9,514,700	0	0	12,480,100
	67.00	5,779,800	11,916,000	204,500	0	17,900,300
Appropriation Adjustments						
Program Transfer						ADAC
This decision unit reflects a program transfer						
45000 Dedicated	0.00	(35,000)	0	0	0	(35,000)
	0.00	(35,000)	0	0	0	(35,000)
FY 2023 Estimated Expenditures						
7.00 FY 2023 Estimated Expenditures						ADAC
10000 General	0.00	0	1,675,400	0	0	1,675,400
36500 Dedicated	30.50	2,814,400	724,500	131,300	0	3,670,200
OT 36500 Dedicated	0.00	0	1,400	73,200	0	74,600
45000 Dedicated	36.50	2,930,400	9,514,700	0	0	12,445,100
	67.00	5,744,800	11,916,000	204,500	0	17,865,300
Base Adjustments						
Removal of One-Time Expenditures						ADAC
36500 Dedicated	0.00	0	(1,400)	(131,300)	0	(132,700)
OT 36500 Dedicated	0.00	0	0	(73,200)	0	(73,200)
45000 Dedicated	0.00	0	0	0	0	0
	0.00	0	(1,400)	(204,500)	0	(205,900)
FY 2024 Base						
9.00 FY 2024 Base						ADAC
10000 General	0.00	0	1,675,400	0	0	1,675,400
36500 Dedicated	30.50	2,814,400	723,100	0	0	3,537,500
OT 36500 Dedicated	0.00	0	1,400	0	0	1,400
45000 Dedicated	36.50	2,965,400	9,514,700	0	0	12,480,100
	67.00	5,779,800	11,914,600	0	0	17,694,400
Program Maintenance						
10.11 Change in Health Benefit Costs						ADAC
36500 Dedicated	0.00	37,900	0	0	0	37,900
45000 Dedicated	0.00	45,900	0	0	0	45,900
	0.00	83,800	0	0	0	83,800
10.12 Change in Variable Benefit Costs						ADAC

		FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
36500	Dedicated	0.00	(5,700)	0	0	0	(5,700)
45000	Dedicated	0.00	(6,100)	0	0	0	(6,100)
		0.00	(11,800)	0	0	0	(11,800)

10.21 General Inflation Adjustments ADAC

Public Works Division-Facility Services is requesting an increase in dedicated funds to cover increased electricity costs at the Capitol Mall and Chinden campuses.

45000	Dedicated	0.00	0	143,500	0	0	143,500
		0.00	0	143,500	0	0	143,500

10.23 Contract Inflation Adjustments ADAC

Public Works is requesting additional dedicated appropriation to fund a 4.4% increase in their project management system contract.

36500	Dedicated	0.00	0	9,300	0	0	9,300
		0.00	0	9,300	0	0	9,300

Division of Public Works - Facility Services is in the processes of selecting a new vendor for the Janitorial increases for the Capitol Mall and Chinden campuses. Facility Services anticipates and 15% increase in costs and is requesting additional ongoing dedicated appropriation.

45000	Dedicated	0.00	0	321,000	0	0	321,000
		0.00	0	321,000	0	0	321,000

Public Works - Facility Services entered into a new security contract for the Capitol Mall and Chinden campuses. The contract price increased 33% and Facility Services is requesting additional ongoing dedicated appropriation.

45000	Dedicated	0.00	0	562,000	0	0	562,000
		0.00	0	562,000	0	0	562,000

10.31 Repair, Replacement Items/Alteration Req #1 ADAC

OT 36500	Dedicated	0.00	0	0	18,500	0	18,500
OT 45000	Dedicated	0.00	0	22,500	0	0	22,500
		0.00	0	22,500	18,500	0	41,000

10.32 Repair, Replacement Items/Alteration Req #2 ADAC

OT 36500	Dedicated	0.00	0	0	81,900	0	81,900
OT 45000	Dedicated	0.00	0	25,000	0	0	25,000
		0.00	0	25,000	81,900	0	106,900

10.33 Repair, Replacement Items/Alteration Req #3 ADAC

OT 45000	Dedicated	0.00	0	35,700	0	0	35,700
		0.00	0	35,700	0	0	35,700

10.61 Salary Multiplier - Regular Employees ADAC

36500	Dedicated	0.00	22,400	0	0	0	22,400
45000	Dedicated	0.00	23,700	0	0	0	23,700
		0.00	46,100	0	0	0	46,100

FY 2024 Total Maintenance

11.00 FY 2024 Total Maintenance ADAC

10000	General	0.00	0	1,675,400	0	0	1,675,400
36500	Dedicated	30.50	2,869,000	732,400	0	0	3,601,400

		FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
OT 36500	Dedicated	0.00	0	1,400	100,400	0	101,800
45000	Dedicated	36.50	3,028,900	10,541,200	0	0	13,570,100
OT 45000	Dedicated	0.00	0	83,200	0	0	83,200
		67.00	5,897,900	13,033,600	100,400	0	19,031,900

FY 2024 Total

13.00 FY 2024 Total ADAC

10000	General	0.00	0	1,675,400	0	0	1,675,400
36500	Dedicated	30.50	2,869,000	732,400	0	0	3,601,400
OT 36500	Dedicated	0.00	0	1,400	100,400	0	101,800
45000	Dedicated	36.50	3,028,900	10,541,200	0	0	13,570,100
OT 45000	Dedicated	0.00	0	83,200	0	0	83,200
		67.00	5,897,900	13,033,600	100,400	0	19,031,900

FORM B6: WAGE & SALARY RECONCILIATION

Agency/Department:	Department of Administration	Agency Number:	200
Budgeted Division:	Department of Administration	Luma Fund Number	36500
Budgeted Program	Public Works	Appropriation (Budget) Unit	ADAC
		Fiscal Year:	2024
Original Request Date:	9/1/2022	Fund Name: Permanent Building	Historical Fund #: 0365-00
Revision Date:	Revision #:	Budget Submission Page #	of

PCN	CLASS CODE	Retire Cd	DESCRIPTION	Indicator Code	FTP	FY 2023 SALARY	FY 2023 HEALTH BENEFITS	FY 2023 VAR BENEFITS	FY 2023 TOTAL	FY 2024 CHG HEALTH BENEFITS	FY 2024 CHG VAR BENEFITS	TOTAL BENEFIT CHANGES
			Totals from Wage and Salary Report (WSR):									
			Permanent Positions	1	25.30	1,669,616	316,250	367,250	**2,353,116**	31,625	(5,176)	26,449
			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		**25.30**	**1,669,616**	**316,250**	**367,250**	**2,353,116**	**31,625**	**(5,176)**	**26,449**
			FY 2023 ORIGINAL APPROPRIATION	**2,814,400**	**30.50**	**1,996,913**	**378,245**	**439,242**	**2,814,400**			
			Unadjusted Over or (Under) Funded:	Est Difference	**5.20**	**327,297**	**61,995**	**71,992**	**461,284**	Calculated overfunding is 16.4% of Original Appropriation		
			Adjustments to Wage & Salary: Add Funded / Subtract Unfunded - Vacant or Authorized - Positions:									
		Retire Cd	**Adjustment Description / Position Title**									
0028		R1	Vacant - Technical Records Spec 1	1	1.00	35,360	12,500	7,782	**55,642**	1,250	(110)	1,140
0140		R1	Vacant - Project Manager 1	1	1.00	69,638	12,500	15,325	**97,463**	1,250	(216)	1,034
0150		R1	Vacant - Project Manager 1	1	1.00	69,638	12,500	15,325	**97,463**	1,250	(216)	1,034
0160		R1	Vacant - Project Manager 1	1	1.00	69,638	12,500	15,325	**97,463**	1,250	(216)	1,034
0327		R1	Filled Makin, Lisa- Technical Records Spec 1	1	1.00	35,360	12,500	7,782	**55,642**	1,250	(110)	1,140
					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
			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
			Estimated Salary Needs:									
			Permanent Positions	1	30.30	1,949,250	378,750	428,789	2,756,789	37,875	(6,043)	31,832
			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		**30.30**	**1,949,250**	**378,750**	**428,789**	**2,756,789**	**37,875**	**(6,043)**	**31,832**
			Adjusted Over or (Under) Funding:	Orig. Approp	0.20	**40,735**	**7,915**	**8,961**	**57,611**	Calculated overfunding is 2.0% of Original Appropriation		
				Est. Expend	0.20	**40,750**	**7,950**	**8,911**	**57,611**	Calculated overfunding is 2.0% of Est. Expenditures		
				Base	0.20	**40,750**	**7,950**	**8,911**	**57,611**	Calculated overfunding is 2.0% of the Base		

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

DU		Original Appropriation	FTP	FY 23 Salary	FY 23 Health Ben	FY 23 Var Ben	FY 2023 Total	FY 24 Chg Health Bens	FY 24 Chg Var Bens	Total Benefit Change

FORM B6: WAGE & SALARY RECONCILIATION

3.00		FY 2023 ORIGINAL APPROPRIATION	2,814,400	30.50	1,989,985	386,665	437,750	2,814,400			
		Rounded Appropriation		30.50	1,990,000	386,700	437,700	2,814,400			
		Appropriation Adjustments:									
4.11		Reappropriation		0.00	0	0	0	0			
4.31		Supplemental		0.00	0	0	0	0			0
5.00		FY 2023 TOTAL APPROPRIATION		30.50	1,990,000	386,700	437,700	2,814,400			
		Expenditure Adjustments:									
6.31		Transfer between programs		0.00	0	0		0			0
6.41		FTP or Fund Adjustment		0.00	0	0	0	0			0
7.00		FY 2023 ESTIMATED EXPENDITURES		30.50	1,990,000	386,700	437,700	2,814,400			
		Base Adjustments:									
8.31		Transfer Between Programs		0.00	0	0	0	0			0
8.41		Removal of One-Time Expenditures		0.00	0	0	0	0			0
8.51		Base Reduction		0.00	0	0	0	0			0
				FTP	FY 24 Salary	FY24 Health Ben	FY 24 Var Ben	FY 2024 Total			
9.00		FY 2024 BASE		30.50	1,990,000	386,700	437,700	2,814,400			
10.11		Change in Health Benefit Costs				37,900		37,900			
10.12		Change in Variable Benefits Costs					(6,000)	(6,000)			
			Indicator Code					0			
10.51		Annualization			0	0	0	0			
10.61		CEC for Permanent Positions	1.00%		19,500		4,200	23,700			
10.62		CEC for Temp/Group Positions	1.00%		0		0	0			
10.63		CEC for Elected Officials & Commissioners			0		0	0			
11.00		FY 2024 PROGRAM MAINTENANCE		30.50	2,009,500	424,600	435,900	2,870,000			
		Line Items:									
12.01								0			
12.02								0			
12.03								0			
13.00		FY 2024 TOTAL REQUEST		30.50	2,009,500	424,600	435,900	2,870,000			

FORM B6: WAGE & SALARY RECONCILIATION

Agency/Department:	Department of Administration	Agency Number:	200
Budgeted Division:	Department of Administration	Luma Fund Number	45000
Budgeted Program	Public Works	Appropriation (Budget) Unit	ADAC
		Fiscal Year:	2024
Original Request Date:	9/1/2022	Fund Name: Administration and Accounting Services	Historical Fund #: 0450-00
Revision Date:	Revision #:	Budget Submission Page #	of

PCN	CLASS CODE	DESCRIPTION	Indicator Code	FTP	FY 2023 SALARY	FY 2023 HEALTH BENEFITS	FY 2023 VAR BENEFITS	FY 2023 TOTAL	FY 2024 CHG HEALTH BENEFITS	FY 2024 CHG VAR BENEFITS	TOTAL BENEFIT CHANGES
		Totals from Wage and Salary Report (WSR):									
		Permanent Positions	1	34.70	1,869,109	433,750	410,907	**2,713,766**	43,375	(5,794)	37,581
		Board & Group Positions	2		19,705	0	4,770	**24,476**			
		Elected Officials & Full Time Commissioners	3	0.00	0	0	0	**0**	0	0	**0**
		TOTAL FROM WSR		**34.70**	**1,888,814**	**433,750**	**415,678**	**2,738,242**	**43,375**	(5,794)	**37,581**
		FY 2023 ORIGINAL APPROPRIATION	**2,965,400**	**36.50**	**2,045,506**	**469,733**	**450,161**	**2,965,400**			
		Unadjusted Over or (Under) Funded:	Est Difference	**1.80**	**156,692**	**35,983**	**34,484**	**227,158**	Calculated overfunding is 7.7% of Original Appropriation		
		Adjustments to Wage & Salary: Add Funded / Subtract Unfunded - Vacant or Authorized - Positions:									
		Retire Cd / **Adjustment Description / Position Title**									
4117		R1 Vacant - Maint Craftsman Sr	1	1.00	41,400	12,500	9,111	**63,011**	1,250	(128)	1,122
4120		R1 Vacant - Maint Craftsman Sr	1	1.00	43,700	12,500	9,617	**65,817**	1,250	(135)	1,115
				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
				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
		Estimated Salary Needs:									
		Permanent Positions	1	36.70	1,954,209	458,750	429,635	2,842,594	45,875	(6,058)	39,817
		Board & Group Positions	2	0.00	19,705	0	4,770	24,476	0	0	0
		Elected Officials & Full Time Commissioners	3	0.00	0	0	0	0	0	0	0
		Estimated Salary and Benefits		**36.70**	**1,973,914**	**458,750**	**434,406**	**2,867,070**	**45,875**	**(6,058)**	**39,817**
		Adjusted Over or (Under) Funding:	Orig. Approp	(0.20)	**67,698**	**15,733**	**14,899**	**98,330**	Calculated overfunding is 3.3% of Original Appropriation		
			Est. Expend	(0.20)	**40,386**	**15,750**	**7,194**	**63,330**	Calculated overfunding is 2.2% of Est. Expenditures		
			Base	(0.20)	**67,686**	**15,750**	**14,894**	**98,330**	Calculated overfunding is 3.3% 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 23 Salary	FY 23 Health Ben	FY 23 Var Ben	FY 2023 Total	FY 24 Chg Health Bens	FY 24 Chg Var Bens	Total Benefit Change

FORM B6: WAGE & SALARY RECONCILIATION

3.00		FY 2023 ORIGINAL APPROPRIATION	2,965,400	36.50	2,041,612	474,483	449,304	2,965,400			
		Rounded Appropriation		36.50	2,041,600	474,500	449,300	2,965,400			
		Appropriation Adjustments:									
4.11		Reappropriation		0.00	0	0	0	0			
4.31		Supplemental		0.00	0	0	0	0			0
5.00		FY 2023 TOTAL APPROPRIATION		36.50	2,041,600	474,500	449,300	2,965,400			
		Expenditure Adjustments:									
6.31		Transfer between programs		0.00	(27,300)	0	(7,700)	(35,000)			0
6.41		FTP or Fund Adjustment		0.00	0	0	0	0			0
7.00		FY 2023 ESTIMATED EXPENDITURES		36.50	2,014,300	474,500	441,600	2,930,400			
		Base Adjustments:									
8.31		Transfer Between Programs		0.00	0	0	0	0			0
8.41		Removal of One-Time Expenditures		0.00	0	0	0	0			0
8.61		Base Increase - Add Back 6.31		0.00	27,300	0	7,700	35,000			0
				FTP	FY 24 Salary	FY24 Health Ben	FY 24 Var Ben	FY 2024 Total			
9.00		FY 2024 BASE		36.50	2,041,600	474,500	449,300	2,965,400			
10.11		Change in Health Benefit Costs				45,900		45,900			
10.12		Change in Variable Benefits Costs					(6,100)	(6,100)			
			Indicator Code					0			
10.51		Annualization			0	0	0	0			
10.61		CEC for Permanent Positions	1.00%		19,500		4,200	23,700			
10.62		CEC for Temp/Group Positions	1.00%		200		0	200			
10.63		CEC for Elected Officials & Commissioners			0		0	0			
11.00		FY 2024 PROGRAM MAINTENANCE		36.50	2,061,300	520,400	447,400	3,029,100			
		Line Items:									
12.01								0			
12.02								0			
12.03								0			
13.00		FY 2024 TOTAL REQUEST		36.50	2,061,300	520,400	447,400	3,029,100			

PCF Detail Report **Request for Fiscal Year:** 2024

Agency: Department of Administration 200

Appropriation Unit: Public Works ADAC

Fund: Permanent Building Fund 36500

PCN	Class	Description	FTP	Salary	Health	Variable Benefits	Total
Totals from Personnel Cost Forecast (PCF)							
		Permanent Positions	25.30	1,669,618	316,250	367,250	2,353,118
		Total from PCF	**25.30**	**1,669,618**	**316,250**	**367,250**	**2,353,118**
		FY 2023 ORIGINAL APPROPRIATION	**30.50**	**1,994,271**	**381,250**	**438,879**	**2,814,400**
		Unadjusted Over or (Under) Funded:	**5.20**	**324,653**	**65,000**	**71,629**	**461,282**
Adjustments to Wage and Salary							
2000028	01104 R90	TECH RECORDS SPEC 1	1.00	35,360	12,500	7,782	55,642
2000140	05567 R90	PROJECT MANAGER 1	1.00	69,638	12,500	15,325	97,463
2000150	05567 R90	PROJECT MANAGER 1	1.00	69,638	12,500	15,325	97,463
2000160	05567 R90	PROJECT MANAGER 1	1.00	69,638	12,500	15,325	97,463
2000327	01104 R90	TECH RECORDS SPEC 1	1.00	35,360	12,500	7,782	55,642
Estimated Salary Needs							
		Permanent Positions	30.30	1,949,252	378,750	428,789	2,756,791
		Estimated Salary and Benefits	**30.30**	**1,949,252**	**378,750**	**428,789**	**2,756,791**
Adjusted Over or (Under) Funding							
		Original Appropriation	**.20**	**45,019**	**2,500**	**10,090**	**57,609**
		Estimated Expenditures	**.20**	**45,019**	**2,500**	**10,090**	**57,609**
		Base	**.20**	**45,019**	**2,500**	**10,090**	**57,609**

PCF Summary Report **Request for Fiscal Year:** 2024

Agency: Department of Administration 200

Appropriation Unit: Public Works ADAC

Fund: Permanent Building Fund 36500

DU		FTP	Salary	Health	Variable Benefits	Total
3.00	**FY 2023 ORIGINAL APPROPRIATION**	**30.50**	**1,994,271**	**381,250**	**438,879**	**2,814,400**
5.00	**FY 2023 TOTAL APPROPRIATION**	**30.50**	**1,994,271**	**381,250**	**438,879**	**2,814,400**
7.00	**FY 2023 ESTIMATED EXPENDITURES**	**30.50**	**1,994,271**	**381,250**	**438,879**	**2,814,400**
9.00	**FY 2024 BASE**	**30.50**	**1,994,271**	**381,250**	**438,879**	**2,814,400**
10.11	Change in Health Benefit Costs	0.00	0	37,900	0	37,900
10.12	Change in Variable Benefit Costs	0.00	0	0	(5,700)	(5,700)
10.61	Salary Multiplier - Regular Employees	0.00	18,400	0	4,000	22,400
11.00	**FY 2024 PROGRAM MAINTENANCE**	**30.50**	**2,012,671**	**419,150**	**437,179**	**2,869,000**
13.00	**FY 2024 TOTAL REQUEST**	**30.50**	**2,012,671**	**419,150**	**437,179**	**2,869,000**

PCF Detail Report **Request for Fiscal Year:** 2024

Agency: Department of Administration 200

Appropriation Unit: Public Works ADAC

Fund: Admin Acct Svcs Appd&Cont Isf 45000

PCN	Class	Description	FTP	Salary	Health	Variable Benefits	Total
Totals from Personnel Cost Forecast (PCF)							
		Permanent Positions	34.70	1,869,108	433,750	410,906	2,713,764
		Total from PCF	**34.70**	**1,869,108**	**433,750**	**410,906**	**2,713,764**
		FY 2023 ORIGINAL APPROPRIATION	**36.50**	**2,056,562**	**456,250**	**452,588**	**2,965,400**
		Unadjusted Over or (Under) Funded:	**1.80**	**187,454**	**22,500**	**41,682**	**251,636**
Adjustments to Wage and Salary							
2004117	06632 R90	MAINT CRAFTSMAN SR	1.00	41,392	12,500	9,109	63,001
2004120	06632 R90	MAINT CRAFTSMAN SR	1.00	43,680	12,500	9,613	65,793
NEWP-253564	90000 NE	GROUP POSITION , Std Benefits/No Ret/No Health	.00	19,705	0	1,781	21,486
Estimated Salary Needs							
		Board, Group, & Missing Positions	.00	19,705	0	1,781	21,486
		Permanent Positions	36.70	1,954,180	458,750	429,628	2,842,558
		Estimated Salary and Benefits	**36.70**	**1,973,885**	**458,750**	**431,409**	**2,864,044**
Adjusted Over or (Under) Funding							
		Original Appropriation	**(.20)**	**82,677**	**(2,500)**	**21,179**	**101,356**
		Estimated Expenditures	**(.20)**	**47,677**	**(2,500)**	**21,179**	**66,356**
		Base	**(.20)**	**82,677**	**(2,500)**	**21,179**	**101,356**

PCF Summary Report **Request for Fiscal Year:** 2024

Agency: Department of Administration 200

Appropriation Unit: Public Works ADAC

Fund: Admin Acct Svcs Appd&Cont Isf 45000

DU		FTP	Salary	Health	Variable Benefits	Total
3.00	**FY 2023 ORIGINAL APPROPRIATION**	**36.50**	**2,056,562**	**456,250**	**452,588**	**2,965,400**
5.00	**FY 2023 TOTAL APPROPRIATION**	**36.50**	**2,056,562**	**456,250**	**452,588**	**2,965,400**
	Program Transfer	0.00	(35,000)	0	0	(35,000)
7.00	**FY 2023 ESTIMATED EXPENDITURES**	**36.50**	**2,021,562**	**456,250**	**452,588**	**2,930,400**
	Removal of One-Time Expenditures	0.00	0	0	0	0
9.00	**FY 2024 BASE**	**36.50**	**2,056,562**	**456,250**	**452,588**	**2,965,400**
10.11	Change in Health Benefit Costs	0.00	0	45,900	0	45,900
10.12	Change in Variable Benefit Costs	0.00	0	0	(6,100)	(6,100)
10.61	Salary Multiplier - Regular Employees	0.00	19,500	0	4,200	23,700
11.00	**FY 2024 PROGRAM MAINTENANCE**	**36.50**	**2,076,062**	**502,150**	**450,688**	**3,028,900**
13.00	**FY 2024 TOTAL REQUEST**	**36.50**	**2,076,062**	**502,150**	**450,688**	**3,028,900**

Inflationary Adjustments

Request for Fiscal Year: 2024

Agency: Department of Administration 200

Appropriation Unit: Public Works ADAC

	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	Change	% Change	FY 2023 Appropriation	CY 2023 Expenditure Adjustments	FY 2023 Estimated Expenditures	Remove One Time Funding	FY 2024 Base less Adjustments	General Inflation DU 10.21	% Change	Medical Inflation DU 10.22	% Change	FY 2024 Totals
Summary Account																
Utilities	0	0	0	0	0	0	2,399,000	0	2,399,000	0	2,399,000	143,500	0	0	0	2,542,500
Total	**0**	**0**	**0**	**0**	**0**	**0**	**2,399,000**	**0**	**2,399,000**	**0**	**2,399,000**	**143,500**	**0**	**0**	**0**	**2,542,500**
Fund Source																
Dedicated	0	0	0	0	0	0	2,399,000	0	2,399,000	0	2,399,000	143,500	0	0	0	2,542,500
Total	**0**	**0**	**0**	**0**	**0**	**0**	**2,399,000**	**0**	**2,399,000**	**0**	**2,399,000**	**143,500**	**0**	**0**	**0**	**2,542,500**

Contract Inflation

Request for Fiscal Year: 2024

Agency: Department of Administration 200

Public Works ADAC

Appropriation Unit:

	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Estimated Expenditures	Contract Dates	FY 2024 Contractual % Change	FY 2024 Total
Contract								
Confidential Background Investigations I (CBI).	941,100	1,495,100	1,435,400	1,345,200	1,700,000	8/1/2022 - 7/31/ 2024.	33	562,000
Systemates Inc. increase in contract price for the project system management program.	174,000	188,200	181,000	195,700	211,500	5/1/2017 - 5/31/2025	4	9,300
Vendor not awarded yet.	1,027,400	1,761,400	1,963,974	2,096,400	2,200,000	11/1/2022 - 10/31/2029	15	321,000
Total	**2,142,500**	**3,444,700**	**3,580,374**	**3,637,300**	**4,111,500**			**892,300**
Fund Source								
Dedicated	2,142,500	3,444,700	3,580,374	3,637,300	4,111,500			892,300
Total	**2,142,500**	**3,444,700**	**3,580,374**	**3,637,300**	**4,111,500**			**892,300**

Form B4: Inflationary Adjustments

Agency: Administration, Department of

Function: Public Works

Activity: _____

Agency Number: 200

45000

FY 2024 Request

Page _____ of _____

Original Submission ____ or Revision No. ____

(1)	(2)	(3)	(4)	(5)	FY 2021 to FY 2022		(8)	(9)	(10)
Operating Expenditures Summary Object	**FY 2019 Actual**	**FY 2020 Actual**	**FY 2021 Actual**	**FY 2022 Actual**	**(6) Change**	**(7) % Change**	**FY 2023 Approp**	**FY 2023 Exp. Adj.**	**FY 2023 Est. Exp.**
Communication Costs	88,515	107,783	92,304	95,958	3,654	3.96%	132,240	-	132,240
Employee Development Costs	41,836	14,587	16,095	14,379	(1,716)	-10.66%	27,750	-	27,750
General Services	2,077,322	2,384,199	2,010,884	1,903,580	(107,303)	-5.34%	2,156,270	-	2,156,270
Professional Services	24,169	9,211	27,713	6,155	(21,558)	-77.79%	10,500	-	10,500
Repair & Maintenance Services	5,112,879	4,336,724	5,277,442	5,220,516	(56,926)	-1.08%	4,884,050	-	4,884,050
Administrative Services	4,020	4,281	4,444	5,474	1,030	23.18%	8,610		8,610
Computer Services	183,336	203,387	196,359	224,851	28,492	14.51%	232,200	-	232,200
Employee Travel Costs	45,903	30,629	9,369	30,525	21,156	225.80%	92,770	-	92,770
Administrative Supplies	20,519	84,915	32,788	25,680	(7,108)	-21.68%	22,500	-	22,500
Fuel & Lubricant Costs	23,381	18,911	15,416	24,702	9,286	60.24%	26,415	-	26,415
Computer Supplies	36,956	59,974	29,021	23,465	(5,556)	-19.14%	47,845	-	47,845
Repair & Maintenance Supplies	566,562	519,388	461,765	495,408	33,644	7.29%	552,700	-	552,700
Specific Use Supplies	60,942	96,535	125,045	112,876	(12,170)	-9.73%	59,450	-	59,450
Insurance	380,458	488,615	504,305	690,316	186,011	36.88%	577,550	-	577,550
Utility Charges	2,321,746	2,460,165	2,186,334	2,132,821	(53,513)	-2.45%	2,399,000		2,399,000
Rentals & Operating Leases	275,028	554,222	521,401	554,142	32,741	6.28%	453,850	-	453,850
Miscellaneous Expenditures	437,514	285,013	234,044	208,440	(25,604)	-10.94%	232,300	-	232,300
Total	**11,701,085**	**11,658,539**	**11,744,728**	**11,769,289**	**24,561**	**0.21%**	**11,916,000**	-	**11,916,000**
FundSource									
General	1,293,100	1,358,758	1,473,447	1,551,042	77,595	5.27%	1,675,400	-	1,675,400
Dedicated	598,091	565,512	547,207	600,098	52,891	9.67%	10,240,600	-	10,240,600
Federal	-	-	-	-	-	#DIV/0!	-	-	-
Total	**1,891,191**	**1,924,269**	**2,020,654**	**2,151,140**	**130,486**	**6.46%**	**11,916,000**	-	**11,916,000**

(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)
Part B: Operating Expenditures Summary Object	**FY 2023 Est. Exp**	**Remove One Time Funding**	**SWCAP, Nondisc., Rent**	**FY 2024 Base**	**General Inflation (DU 10.21)**	**% Change**	**Medical Inflation (DU 10.22)**	**% Change**	**FY2024 Total**
Communication Costs	132,240	-	-	132,240	-	0.00%	-	0.00%	132,240
Employee Development Costs	27,750	-	-	27,750	-	0.00%	-	0.00%	27,750
General Services	2,156,270	-	-	2,156,270	-	0.00%	-	0.00%	2,156,270
Professional Services	10,500	-	-	10,500	-	0.00%	-	0.00%	10,500
Repair & Maintenance Services	4,884,050	-	-	4,884,050	-	0.00%	-	0.00%	4,884,050
Administrative Services	8,610	-	-	8,610	-	0.00%	-	0.00%	8,610
Computer Services	232,200	-	-	232,200	-	0.00%	-	0.00%	232,200
Employee Travel Costs	92,770	-	-	92,770	-	0.00%	-	0.00%	92,770
Administrative Supplies	22,500	-	-	22,500	-	0.00%	-	0.00%	22,500
Fuel & Lubricant Costs	26,415	-	-	26,415	-	0.00%	-	0.00%	26,415
Computer Supplies	47,845	(1,400)	-	46,445	-	0.00%	-	0.00%	46,445
Repair & Maintenance Supplies	552,700	-	-	552,700	-	0.00%	-	0.00%	552,700
Specific Use Supplies	59,450	-	-	59,450	-	0.00%	-	0.00%	59,450
Insurance	577,550	-	-	577,550	-	0.00%	-	0.00%	577,550
Utility Charges	2,399,000	-	-	2,399,000	143,500	5.98%	-	0.00%	2,542,500
Rentals & Operating Leases	453,850	-	-	453,850	-	0.00%	-	0.00%	453,850
Miscellaneous Expenditures	232,300	-	(1,000)	231,300	-	0.00%	-	0.00%	231,300
Total	**11,916,000**	**(1,400)**	**(1,000)**	**11,913,600**	**143,500**	**1.20%**	**-**	**-**	**12,057,100**
FundSource									
General	1,675,400	-	-	1,675,400	-	0.00%	-	0.00%	1,675,400
Dedicated	10,240,600	(1,400)	(1,000)	10,238,200	143,500	1.40%	-	0.00%	10,381,700
Federal	-	-	-	-	-	#DIV/0!	-	0.00%	-
Total	**11,916,000**	**(1,400)**	**(1,000)**	**11,913,600**	**143,500**	**1.20%**	**-**	**-**	**12,057,100**

Form B4: Part C - Contract Inflation

Agency: Department of Administration
Division: Public Works
Program:

Agency Number: 200
Function/Activity Number: 45000/36500

Request **2024**
Page _____ of _____
Original Submission ____ or Revision No. ____

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
Part C: Contract (identify who and what)	**FY 2020 Actual**	**FY 2021 Actual**	**FY 2022 Actual**	**FY 2023 Est. Exp.**	**Contract Date**	**Term of Contract (Year x of x)**	**FY 2024 Contractual % Change**	**FY 2024 Change**	**FY 2024 Total**
AMS Janitorial - current contract	1,761,400	1,964,000	2,096,400	-	05/2015			-	-
extedended to 12/31/22								-	-
								-	-
New vendor unknown - RFP still				2,200,000	11/2022	1 of 7	14.59%	321,000	2,521,000
out								-	-
								-	-
CBI Security Services	1,495,100	1,435,400	1,345,200	1,700,000	08/2022	1 of 2	33.06%	562,000	2,262,000
								-	-
Systemates Inc (fund 036500)	188,200	181,000	195,800	211,500	05/2017	7 of 8	4.40%	9,300	220,800
								-	-
								-	-
Total	3,444,700	3,580,400	3,637,400	4,111,500			21.70%	892,300	5,003,800
FundSource							**Proportion**		
General	504,300	426,500	670,500	781,185			40.0%	356,900	2,001,500
Dedicated	3,128,600	3,334,900	3,162,700	3,541,815			30.0%	267,700	1,501,100
Federal	-	-	-	-			30.0%	267,700	1,501,100
Total	**3,632,900**	**3,761,400**	**3,833,200**	**4,323,000**			100.00%	**892,300**	**5,003,700**

Notes: Increases for FY24 for Janitorial and Security contracts are for fund 0450-26. The increases for FY24 Systemates Inc. are for fund 0365.

	FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
Agency Department of Administration						200
Division Department of Administration						AD1
Appropriation Unit Purchasing						ADAD
FY 2022 Total Appropriation						
1.00 FY 2022 Total Appropriation						ADAD
S1155						
45000 Dedicated	16.00	1,333,200	563,100	0	0	1,896,300
45600 Dedicated	3.08	194,900	414,300	0	0	609,200
	19.08	1,528,100	977,400	0	0	2,505,500
1.21 Account Transfers						ADAD
45000 Dedicated	0.00	(17,000)	17,000	0	0	0
	0.00	(17,000)	17,000	0	0	0
1.41 Receipts to Appropriation						ADAD
Receipts to Appropriation.						
OT 45600 Dedicated	0.00	0	35,300	0	0	35,300
	0.00	0	35,300	0	0	35,300
1.61 Reverted Appropriation Balances						ADAD
45000 Dedicated	0.00	(151,400)	(8,200)	0	0	(159,600)
45600 Dedicated	0.00	(16,300)	(81,500)	0	0	(97,800)
	0.00	(167,700)	(89,700)	0	0	(257,400)
1.81 CY Executive Carry Forward						ADAD
45000 Dedicated	0.00	0	0	25,000	0	25,000
	0.00	0	0	25,000	0	25,000
FY 2022 Actual Expenditures						
2.00 FY 2022 Actual Expenditures						ADAD
45000 Dedicated	16.00	1,164,800	571,900	25,000	0	1,761,700
45600 Dedicated	3.08	178,600	332,800	0	0	511,400
OT 45600 Dedicated	0.00	0	35,300	0	0	35,300
	19.08	1,343,400	940,000	25,000	0	2,308,400
FY 2023 Original Appropriation						
3.00 FY 2023 Original Appropriation						ADAD
H0752						
45000 Dedicated	16.00	1,503,300	570,400	0	0	2,073,700
45600 Dedicated	3.08	210,400	413,800	0	0	624,200
	19.08	1,713,700	984,200	0	0	2,697,900
FY 2023Total Appropriation						
5.00 FY 2023 Total Appropriation						ADAD
45000 Dedicated	16.00	1,503,300	570,400	0	0	2,073,700

	FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
45600 Dedicated	3.08	210,400	413,800	0	0	624,200
	19.08	1,713,700	984,200	0	0	2,697,900
Appropriation Adjustments						
Program Transfer						ADAD
This decision unit reflects a program transfer						
45000 Dedicated	0.00	(15,000)	0	0	0	(15,000)
	0.00	(15,000)	0	0	0	(15,000)
FY 2023 Estimated Expenditures						
7.00 FY 2023 Estimated Expenditures						ADAD
45000 Dedicated	16.00	1,488,300	570,400	0	0	2,058,700
45600 Dedicated	3.08	210,400	413,800	0	0	624,200
	19.08	1,698,700	984,200	0	0	2,682,900
Base Adjustments						
Program Transfer						ADAD
Base program transfer from Division of Purchasing to Document Services. The transfer is $100,000 in the operating object for fund 45000.						
45000 Dedicated	0.00	0	(100,000)	0	0	(100,000)
	0.00	0	(100,000)	0	0	(100,000)
FY 2024 Base						
9.00 FY 2024 Base						ADAD
45000 Dedicated	16.00	1,503,300	470,400	0	0	1,973,700
45600 Dedicated	3.08	210,400	413,800	0	0	624,200
	19.08	1,713,700	884,200	0	0	2,597,900
Program Maintenance						
10.11 Change in Health Benefit Costs						ADAD
45000 Dedicated	0.00	20,000	0	0	0	20,000
45600 Dedicated	0.00	3,800	0	0	0	3,800
	0.00	23,800	0	0	0	23,800
10.12 Change in Variable Benefit Costs						ADAD
45000 Dedicated	0.00	(3,200)	0	0	0	(3,200)
45600 Dedicated	0.00	(400)	0	0	0	(400)
	0.00	(3,600)	0	0	0	(3,600)
10.61 Salary Multiplier - Regular Employees						ADAD
45000 Dedicated	0.00	12,400	0	0	0	12,400
45600 Dedicated	0.00	1,600	0	0	0	1,600
	0.00	14,000	0	0	0	14,000
FY 2024 Total Maintenance						
11.00 FY 2024 Total Maintenance						ADAD

		FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
45000	Dedicated	16.00	1,532,500	470,400	0	0	2,002,900
45600	Dedicated	3.08	215,400	413,800	0	0	629,200
		19.08	1,747,900	884,200	0	0	2,632,100

FY 2024 Total

13.00 FY 2024 Total ADAD

45000	Dedicated	16.00	1,532,500	470,400	0	0	2,002,900
45600	Dedicated	3.08	215,400	413,800	0	0	629,200
		19.08	1,747,900	884,200	0	0	2,632,100

FORM B6: WAGE & SALARY RECONCILIATION

Agency/Department:	Department of Administration	Agency Number:	200
Budgeted Division:	Department of Administration	Luma Fund Number	45000
Budgeted Program	Purchasing	Appropriation (Budget) Unit	ADAD
		Fiscal Year:	2024
Original Request Date:	9/1/2022	Fund Name: Administration and Accounting Services	Historical Fund #: 0450-00
Revision Date:	Revision #:	Budget Submission Page #	of

PCN	CLASS CODE		DESCRIPTION	Indicator Code	FTP	FY 2023 SALARY	FY 2023 HEALTH BENEFITS	FY 2023 VAR BENEFITS	FY 2023 TOTAL	FY 2024 CHG HEALTH BENEFITS	FY 2024 CHG VAR BENEFITS	TOTAL BENEFIT CHANGES
			Totals from Wage and Salary Report (WSR):									
			Permanent Positions	1	12.00	808,350	150,000	177,570	**1,135,921**	15,000	(2,506)	12,494
			Board & Group Positions	2		1,918	0	170	**2,088**			
			Elected Officials & Full Time Commissioners	3	0.00	0	0	0	**0**	0	0	**0**
			TOTAL FROM WSR		**12.00**	**810,268**	**150,000**	**177,741**	**1,138,009**	**15,000**	**(2,506)**	**12,494**
			FY 2023 ORIGINAL APPROPRIATION	**1,503,300**	**16.00**	**1,070,357**	**198,149**	**234,794**	**1,503,300**			
			Unadjusted Over or (Under) Funded:	Est Difference	**4.00**	**260,089**	**48,149**	**57,053**	**365,291**	Calculated overfunding is 24.3% of Original Appropriation		
			Adjustments to Wage & Salary: Add Funded / Subtract Unfunded - Vacant or Authorized - Positions:									
		Retire Cd	**Adjustment Description / Position Title**									
0004		R1	Vacant - Office Scpecialsit 2	1	1.00	36,816	12,500	8,102	**57,418**	1,250	(114)	1,136
0019		R1	Vacant - Data Coordinator Senior	1	1.00	59,987	12,500	13,201	**85,688**	1,250	(186)	1,064
0071		R1	Vacant - Purchaing Officer Div/Pur	1	1.00	52,145	12,500	11,476	**76,121**	1,250	(162)	1,088
0073		R1	Vacant - Purchaing Officer Div/Pur	1	1.00	58,406	12,500	12,853	**83,759**	1,250	(181)	1,069
					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
					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
			Estimated Salary Needs:									
			Permanent Positions	1	16.00	1,015,704	200,000	223,203	1,438,907	20,000	(3,149)	16,851
			Board & Group Positions	2	0.00	1,918	0	170	2,088	0	0	0
			Elected Officials & Full Time Commissioners	3	0.00	0	0	0	0	0	0	0
			Estimated Salary and Benefits		**16.00**	**1,017,622**	**200,000**	**223,373**	**1,440,996**	**20,000**	**(3,149)**	**16,851**
			Adjusted Over or (Under) Funding:	Orig. Approp	0.00	**43,999**	**8,647**	**9,658**	**62,304**	Calculated overfunding is 4.1% of Original Appropriation		
				Est. Expend	0.00	**32,278**	**8,600**	**6,327**	**47,204**	Calculated overfunding is 3.2% of Est. Expenditures		
				Base	0.00	**43,978**	**8,600**	**9,627**	**62,204**	Calculated overfunding is 4.1% of the Base		

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

DU		Original Appropriation	FTP	FY 23 Salary	FY 23 Health Ben	FY 23 Var Ben	FY 2023 Total	FY 24 Chg Health Bens	FY 24 Chg Var Bens	Total Benefit Change

FORM B6: WAGE & SALARY RECONCILIATION

3.00		FY 2023 ORIGINAL APPROPRIATION	1,503,300	16.00	1,061,621	208,647	233,031	1,503,300			
		Rounded Appropriation		16.00	1,061,600	208,600	233,000	1,503,300			
		Appropriation Adjustments:									
4.11		Reappropriation		0.00	0	0	0	0			
4.31		Supplemental		0.00	0	0	0	0			0
5.00		FY 2023 TOTAL APPROPRIATION		16.00	1,061,600	208,600	233,000	1,503,300			
		Expenditure Adjustments:									
6.31		Transfer between programs		0.00	(11,700)	0	(3,300)	(15,000)			0
6.41		FTP or Fund Adjustment		0.00	0	0	0	0			0
7.00		FY 2023 ESTIMATED EXPENDITURES		16.00	1,049,900	208,600	229,700	1,488,300			
		Base Adjustments:									
8.31		Transfer Between Programs		0.00	0	0	0	0			0
8.41		Removal of One-Time Expenditures		0.00	0	0	0	0			0
8.61		Base Increase - Add Back 6.31		0.00	11,700	0	3,300	15,000			0
				FTP	FY 24 Salary	FY24 Health Ben	FY 24 Var Ben	FY 2024 Total			
9.00		FY 2024 BASE		16.00	1,061,600	208,600	233,000	1,503,300			
10.11		Change in Health Benefit Costs				20,000		20,000			
10.12		Change in Variable Benefits Costs					(3,100)	(3,100)			
			Indicator Code					0			
10.51		Annualization			0	0	0	0			
10.61		CEC for Permanent Positions	1.00%		10,200		2,200	12,400			
10.62		CEC for Temp/Group Positions	1.00%		0		0	0			
10.63		CEC for Elected Officials & Commissioners			0		0	0			
11.00		FY 2024 PROGRAM MAINTENANCE		16.00	1,071,800	228,600	232,100	1,532,600			
		Line Items:									
12.01								0			
12.02								0			
12.03								0			
13.00		FY 2024 TOTAL REQUEST		16.00	1,071,800	228,600	232,100	1,532,600			

FORM B6: WAGE & SALARY RECONCILIATION

Agency/Department:	Department of Administration	Agency Number:	200
Budgeted Division:	Department of Administration	Luma Fund Number	45600
Budgeted Program	Purchasing	Appropriation (Budget) Unit	ADAD
		Fiscal Year:	2024
Original Request Date:	9/1/2022	Fund Name: Federal Surplus Property Revolving	Historical Fund #: 0456-00
Revision Date:	Revision #:	Budget Submission Page #	of

PCN	CLASS CODE	DESCRIPTION	Indicator Code	FTP	FY 2023 SALARY	FY 2023 HEALTH BENEFITS	FY 2023 VAR BENEFITS	FY 2023 TOTAL	FY 2024 CHG HEALTH BENEFITS	FY 2024 CHG VAR BENEFITS	TOTAL BENEFIT CHANGES
		Totals from Wage and Salary Report (WSR):									
		Permanent Positions	1	3.00	129,854	37,500	28,577	**195,931**	3,750	(403)	3,347
		Board & Group Positions	2		2,280	0	402	**2,682**			
		Elected Officials & Full Time Commissioners	3	0.00	0	0	0	**0**	0	0	**0**
		TOTAL FROM WSR		**3.00**	**132,134**	**37,500**	**28,979**	**198,614**	**3,750**	**(403)**	**3,347**
		FY 2023 ORIGINAL APPROPRIATION	**210,400**	**3.08**	**139,976**	**39,725**	**30,699**	**210,400**			
		Unadjusted Over or (Under) Funded:	Est Difference	**0.08**	**7,841**	**2,225**	**1,720**	**11,786**	Calculated overfunding is 5.6% 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
				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
		Estimated Salary Needs:									
		Permanent Positions	1	3.00	129,854	37,500	28,577	195,931	3,750	(403)	3,347
		Board & Group Positions	2	0.00	2,280	0	402	2,682	0	0	0
		Elected Officials & Full Time Commissioners	3	0.00	0	0	0	0	0	0	0
		Estimated Salary and Benefits		**3.00**	**132,134**	**37,500**	**28,979**	**198,614**	**3,750**	**(403)**	**3,347**
		Adjusted Over or (Under) Funding:	Orig. Approp	0.08	**7,841**	**2,225**	**1,720**	**11,786**	Calculated overfunding is 5.6% of Original Appropriation		
			Est. Expend	0.08	**7,866**	**2,200**	**1,721**	**11,786**	Calculated overfunding is 5.6% of Est. Expenditures		
			Base	0.08	**7,866**	**2,200**	**1,721**	**11,786**	Calculated overfunding is 5.6% of the Base		

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

DU		Original Appropriation	FTP	FY 23 Salary	FY 23 Health Ben	FY 23 Var Ben	FY 2023 Total	FY 24 Chg Health Bens	FY 24 Chg Var Bens	Total Benefit Change

FORM B6: WAGE & SALARY RECONCILIATION

3.00		FY 2023 ORIGINAL APPROPRIATION	210,400	3.08	139,976	39,725	30,699	210,400				
		Rounded Appropriation		3.08	140,000	39,700	30,700	210,400				
		Appropriation Adjustments:										
4.11		Reappropriation		0.00	0	0	0	0				
4.31		Supplemental		0.00	0	0	0	0				0
5.00		FY 2023 TOTAL APPROPRIATION		3.08	140,000	39,700	30,700	210,400				
		Expenditure Adjustments:										
6.31		Transfer between programs		0.00	0	0		0				0
6.41		FTP or Fund Adjustment		0.00	0	0	0	0				0
7.00		FY 2023 ESTIMATED EXPENDITURES		3.08	140,000	39,700	30,700	210,400				
		Base Adjustments:										
8.31		Transfer Between Programs		0.00	0	0	0	0				0
8.41		Removal of One-Time Expenditures		0.00	0	0	0	0				0
8.51		Base Reduction		0.00	0	0	0	0				0
				FTP	FY 24 Salary	FY24 Health Ben	FY 24 Var Ben	FY 2024 Total				
9.00		FY 2024 BASE		3.08	140,000	39,700	30,700	210,400				
10.11		Change in Health Benefit Costs				3,800		3,800				
10.12		Change in Variable Benefits Costs					(400)	(400)				
			Indicator Code					0				
10.51		Annualization			0	0	0	0				
10.61		CEC for Permanent Positions	1.00%		1,300		300	1,600				
10.62		CEC for Temp/Group Positions	1.00%		0		0	0				
10.63		CEC for Elected Officials & Commissioners			0		0	0				
11.00		FY 2024 PROGRAM MAINTENANCE		3.08	141,300	43,500	30,600	215,400				
		Line Items:										
12.01								0				
12.02								0				
12.03								0				
13.00		FY 2024 TOTAL REQUEST		3.08	141,300	43,500	30,600	215,400				

PCF Detail Report **Request for Fiscal Year:** 2024

Agency: Department of Administration 200

Appropriation Unit: Purchasing ADAD

Fund: Admin Acct Svcs Appd&Cont Isf 45000

PCN	Class	Description	FTP	Salary	Health	Variable Benefits	Total
Totals from Personnel Cost Forecast (PCF)							
		Permanent Positions	12.00	808,350	150,000	177,572	1,135,922
		Total from PCF	**12.00**	**808,350**	**150,000**	**177,572**	**1,135,922**
		FY 2023 ORIGINAL APPROPRIATION	**16.00**	**1,068,217**	**200,000**	**235,083**	**1,503,300**
		Unadjusted Over or (Under) Funded:	**4.00**	**259,867**	**50,000**	**57,511**	**367,378**
Adjustments to Wage and Salary							
2000004	01239 R90	OFFICE SPECIALIST 2	1.00	36,816	12,500	8,102	57,418
2000019	00801 R90	DATA COORDINATOR SENIOR	1.00	59,987	12,500	13,201	85,688
2000071	04853 R90	PURCHASING OFCR,DIV/PUR	1.00	52,145	12,500	11,476	76,121
2000073	04853 R90	PURCHASING OFCR,DIV/PUR	1.00	58,406	12,500	12,853	83,759
Estimated Salary Needs							
		Permanent Positions	16.00	1,015,704	200,000	223,204	1,438,908
		Estimated Salary and Benefits	**16.00**	**1,015,704**	**200,000**	**223,204**	**1,438,908**
Adjusted Over or (Under) Funding							
		Original Appropriation	**.00**	**52,513**	**0**	**11,879**	**64,392**
		Estimated Expenditures	**.00**	**37,513**	**0**	**11,879**	**49,392**
		Base	**.00**	**52,513**	**0**	**11,879**	**64,392**

PCF Summary Report **Request for Fiscal Year:** 2024

Agency: Department of Administration 200

Appropriation Unit: Purchasing ADAD

Fund: Admin Acct Svcs Appd&Cont Isf 45000

DU		FTP	Salary	Health	Variable Benefits	Total
3.00	**FY 2023 ORIGINAL APPROPRIATION**	**16.00**	**1,068,217**	**200,000**	**235,083**	**1,503,300**
5.00	**FY 2023 TOTAL APPROPRIATION**	**16.00**	**1,068,217**	**200,000**	**235,083**	**1,503,300**
	Program Transfer	0.00	(15,000)	0	0	(15,000)
7.00	**FY 2023 ESTIMATED EXPENDITURES**	**16.00**	**1,053,217**	**200,000**	**235,083**	**1,488,300**
9.00	**FY 2024 BASE**	**16.00**	**1,068,217**	**200,000**	**235,083**	**1,503,300**
10.11	Change in Health Benefit Costs	0.00	0	20,000	0	20,000
10.12	Change in Variable Benefit Costs	0.00	0	0	(3,200)	(3,200)
10.61	Salary Multiplier - Regular Employees	0.00	10,200	0	2,200	12,400
11.00	**FY 2024 PROGRAM MAINTENANCE**	**16.00**	**1,078,417**	**220,000**	**234,083**	**1,532,500**
13.00	**FY 2024 TOTAL REQUEST**	**16.00**	**1,078,417**	**220,000**	**234,083**	**1,532,500**

PCF Detail Report

Request for Fiscal Year: 2024

Agency: Department of Administration 200

Appropriation Unit: Purchasing ADAD

Fund: Surplus Property Revolving Fund 45600

PCN	Class	Description	FTP	Salary	Health	Variable Benefits	Total
Totals from Personnel Cost Forecast (PCF)							
		Permanent Positions	3.00	129,855	37,500	28,577	195,932
		Total from PCF	**3.00**	**129,855**	**37,500**	**28,577**	**195,932**
		FY 2023 ORIGINAL APPROPRIATION	**3.08**	**140,894**	**38,500**	**31,006**	**210,400**
		Unadjusted Over or (Under) Funded:	**.08**	**11,039**	**1,000**	**2,429**	**14,468**
Estimated Salary Needs							
		Permanent Positions	3.00	129,855	37,500	28,577	195,932
		Estimated Salary and Benefits	**3.00**	**129,855**	**37,500**	**28,577**	**195,932**
Adjusted Over or (Under) Funding							
		Original Appropriation	**.08**	**11,039**	**1,000**	**2,429**	**14,468**
		Estimated Expenditures	**.08**	**11,039**	**1,000**	**2,429**	**14,468**
		Base	**.08**	**11,039**	**1,000**	**2,429**	**14,468**

PCF Summary Report **Request for Fiscal Year:** 2024

Agency: Department of Administration 200

Appropriation Unit: Purchasing ADAD

Fund: Surplus Property Revolving Fund 45600

DU		FTP	Salary	Health	Variable Benefits	Total
3.00	**FY 2023 ORIGINAL APPROPRIATION**	**3.08**	**140,894**	**38,500**	**31,006**	**210,400**
5.00	**FY 2023 TOTAL APPROPRIATION**	**3.08**	**140,894**	**38,500**	**31,006**	**210,400**
7.00	**FY 2023 ESTIMATED EXPENDITURES**	**3.08**	**140,894**	**38,500**	**31,006**	**210,400**
9.00	**FY 2024 BASE**	**3.08**	**140,894**	**38,500**	**31,006**	**210,400**
10.11	Change in Health Benefit Costs	0.00	0	3,800	0	3,800
10.12	Change in Variable Benefit Costs	0.00	0	0	(400)	(400)
10.61	Salary Multiplier - Regular Employees	0.00	1,300	0	300	1,600
11.00	**FY 2024 PROGRAM MAINTENANCE**	**3.08**	**142,194**	**42,300**	**30,906**	**215,400**
13.00	**FY 2024 TOTAL REQUEST**	**3.08**	**142,194**	**42,300**	**30,906**	**215,400**

		FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
Agency Department of Administration							200
Division Department of Administration							AD1
Appropriation Unit Office of Insurance Management							ADAK
FY 2022 Total Appropriation							
1.00 FY 2022 Total Appropriation							ADAK
S1155							
46100	Dedicated	5.05	452,400	408,600	0	0	861,000
46200	Dedicated	8.15	712,300	194,700	0	0	907,000
51900	Dedicated	2.00	204,700	101,200	0	0	305,900
		15.20	1,369,400	704,500	0	0	2,073,900
1.21 Account Transfers							ADAK
46100	Dedicated	0.00	(3,700)	3,700	0	0	0
		0.00	(3,700)	3,700	0	0	0
1.61 Reverted Appropriation Balances							ADAK
46100	Dedicated	0.00	(13,300)	(1,800)	0	0	(15,100)
46200	Dedicated	0.00	(34,100)	(7,100)	0	0	(41,200)
51900	Dedicated	0.00	(95,900)	(44,700)	0	0	(140,600)
		0.00	(143,300)	(53,600)	0	0	(196,900)
FY 2022 Actual Expenditures							
2.00 FY 2022 Actual Expenditures							ADAK
46100	Dedicated	5.05	435,400	410,500	0	0	845,900
46200	Dedicated	8.15	678,200	187,600	0	0	865,800
51900	Dedicated	2.00	108,800	56,500	0	0	165,300
		15.20	1,222,400	654,600	0	0	1,877,000
FY 2023 Original Appropriation							
3.00 FY 2023 Original Appropriation							ADAK
H0752							
46100	Dedicated	5.05	482,000	407,700	0	0	889,700
46200	Dedicated	8.15	760,900	193,200	0	0	954,100
51900	Dedicated	2.00	215,900	100,700	0	0	316,600
		15.20	1,458,800	701,600	0	0	2,160,400
Appropriation Adjustment							
4.31 OGI - Employee Benefits Specialist							ADAK
Supplemental requesting ten pay periods for an Employee Benefits Specialist position.							
46100	Dedicated	0.00	25,200	1,900	800	0	27,900
		0.00	25,200	1,900	800	0	27,900
FY 2023Total Appropriation							
5.00 FY 2023 Total Appropriation							ADAK
46100	Dedicated	5.05	507,200	409,600	800	0	917,600
46200	Dedicated	8.15	760,900	193,200	0	0	954,100

		FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
51900	Dedicated	2.00	215,900	100,700	0	0	316,600
		15.20	1,484,000	703,500	800	0	2,188,300

FY 2023 Estimated Expenditures

7.00 FY 2023 Estimated Expenditures — ADAK

46100	Dedicated	5.05	507,200	409,600	800	0	917,600
46200	Dedicated	8.15	760,900	193,200	0	0	954,100
51900	Dedicated	2.00	215,900	100,700	0	0	316,600
		15.20	1,484,000	703,500	800	0	2,188,300

Base Adjustments

FTP or Fund Adjustments — ADAK

This decision unit aligns the agency's FTP allocation by fund.

46100	Dedicated	1.25	0	0	0	0	0
46200	Dedicated	(0.35)	0	0	0	0	0
51900	Dedicated	(0.90)	0	0	0	0	0
		0.00	0	0	0	0	0
46100	Dedicated	0.00	0	(1,900)	(800)	0	(2,700)
		0.00	0	(1,900)	(800)	0	(2,700)

FY 2024 Base

9.00 FY 2024 Base — ADAK

46100	Dedicated	6.30	507,200	407,700	0	0	914,900
46200	Dedicated	7.80	760,900	193,200	0	0	954,100
51900	Dedicated	1.10	215,900	100,700	0	0	316,600
		15.20	1,484,000	701,600	0	0	2,185,600

Program Maintenance

10.11 Change in Health Benefit Costs — ADAK

46100	Dedicated	0.00	6,600	0	0	0	6,600
46200	Dedicated	0.00	9,600	0	0	0	9,600
51900	Dedicated	0.00	2,600	0	0	0	2,600
		0.00	18,800	0	0	0	18,800

10.12 Change in Variable Benefit Costs — ADAK

46100	Dedicated	0.00	(1,000)	0	0	0	(1,000)
46200	Dedicated	0.00	(1,600)	0	0	0	(1,600)
51900	Dedicated	0.00	(500)	0	0	0	(500)
		0.00	(3,100)	0	0	0	(3,100)

10.61 Salary Multiplier - Regular Employees — ADAK

46100	Dedicated	0.00	4,100	0	0	0	4,100

		FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
46200	Dedicated	0.00	6,300	0	0	0	6,300
51900	Dedicated	0.00	1,900	0	0	0	1,900
		0.00	12,300	0	0	0	12,300

FY 2024 Total Maintenance

11.00 FY 2024 Total Maintenance ADAK

46100	Dedicated	6.30	516,900	407,700	0	0	924,600
46200	Dedicated	7.80	775,200	193,200	0	0	968,400
51900	Dedicated	1.10	219,900	100,700	0	0	320,600
		15.20	1,512,000	701,600	0	0	2,213,600

Line Items

12.02 OGI - Employee Benefits Specialist ADAK

Employee Benefits Specialist position to assist with the addition work load. The Group Insurance work unit is growing due to the option of school districts to participate in Idaho's employee medical and dental program.

46100	Dedicated	0.00	41,300	0	0	0	41,300
		0.00	41,300	0	0	0	41,300

FY 2024 Total

13.00 FY 2024 Total ADAK

46100	Dedicated	6.30	558,200	407,700	0	0	965,900
46200	Dedicated	7.80	775,200	193,200	0	0	968,400
51900	Dedicated	1.10	219,900	100,700	0	0	320,600
		15.20	1,553,300	701,600	0	0	2,254,900

Program Request by Decision Unit

Request for Fiscal Year 2024

Agency: Department of Administration 200

Appropriation Unit: Office of Insurance Management ADAK

Decision Unit Number 4.31 **Descriptive Title** OGI - Employee Benefits Specialist

	General	Dedicated	Federal	Total
Personnel Cost				
500 Employees	0	16,700	0	16,700
512 Employee Benefits	0	3,700	0	3,700
513 Health Benefits	0	4,800	0	4,800
Personnel Cost Total	0	25,200	0	25,200
Operating Expense				
625 Computer Supplies	0	1,900	0	1,900
Operating Expense Total	0	1,900	0	1,900
Capital Outlay				
764 Office Equipment	0	800	0	800
Capital Outlay Total	0	800	0	800
	0	27,900	0	27,900

Explain the request and provide justification for the need.

The Department is transferring 1 FTP from ADAK fund 51900 to 46100 and requesting additional appropriation for an Employee Benefits Specialist, pay grade J, position in the Office of Group Insurance. Idaho school districts were given additional funding if they chose to participate in the state's employee medical and dental plan. Twenty-six districts have opted to join the plan resulting in a 30% increase in membership. This position will be responsible for the flexible spending accounts (FSA) enrollment which manages approximately $2.9M; members contribution collection and payment to insurance provider; and the retiree plan enrollment and payment totaling $8M. This position will also assist with implementation, enrollment and contribution collection/payment for the health savings account (HSA), and provide training and back up support for other staff.

If a supplemental, what emergency is being addressed?

The Department is requesting a supplemental because twenty-six school districts will be joining the State's plan effective September 1, 2022, with training, enrollment and onboarding being conducted in July-August 2022. The preliminary figures show 4,500 new employees and approximately 13,500 new dependents enrolled in the plan, adding to 18,700 employees and 27,000 dependents currently enrolled.

Specify the authority in statute or rule that supports this request.

Specific authority is granted in Idaho Code 67-5761 (g) which directs the Office of Group Insurance to administer all such group insurance plans on behalf of the insured...including enrollment and reporting to the insurer...and collection of premiums."

Indicate existing base of PC, OE, and/or CO by source for this request.

The Office of Group Insurance is funded with dedicated appropriation totaling $889,700 (PC $482,900 and OE $407,700) and currently have five FTP's.

What resources are necessary to implement this request?

The Department is requesting to transfer 1 FTP from ADAK fund 51900 to fund 46100 and asking for additional appropriation in fund 46100 totaling $25,200 in personnel costs and $2,700 in one-time operating costs for fiscal year 2023. The annualization of the personnel costs will be requested as a program enhancement for fiscal year 2024. The operating costs include one laptop, 2 flat screen monitors, and an office furniture.

List positions, pay grades, full/part-time status, benefits, terms of service.

The Department is requesting to utilize an existing vacant FTP and requesting additional appropriation for an Employee Benefits Specialist position, pay grade J, and the annual salary at 80% policy (hourly rate of $20.82). The request for fiscal year 2023 is for $16,700 in salary and $8,500 in benefits. The annualization of this position is requested in the fiscal year 2024 line-item request totaling $26,600 in salary and $14,800 in benefits. The total annual cost for the position is $66,800 (salary totaling $43,300 and benefits of $23,300).

Will staff be re-directed? If so, describe impact and show changes on org chart.

Existing staff will not be redirected. This position will assist in picking up the additional work load currently handled by one position.

Detail any current one-time or ongoing OE or CO and any other future costs.

The one-time operating expenses is for a laptop, two flat screen monitors, and office furniture.

Describe method of calculation (RFI, market cost, etc.) and contingencies.

The costs for this request are based on the current personnel job classification structure and the one-time operating costs were based off the state contract price for a laptop, two flat screen monitors, and office furniture.

Provide detail about the revenue assumptions supporting this request.

This program is funded by a portion of the fees collected per enrolled employee. The Department anticipates a steady revenue stream and has sufficient reserves to cover the increases in claims from existing membership.

Who is being served by this request and what is the impact if not funded?

All state agencies and participating school districts members are better served as the health benefits are part of recruiting and retaining Idaho employees. This position will allow Group Insurance to maintain current levels of customer service regarding plan options and related questions, remain current on the reconciliation tasks, and process premium payments. If this position is not funded, these activates will take longer to complete and addition enrollment processing will be delayed.

Decision Unit Number 12.01 **Descriptive Title** Document Services - Additional Dedicated Appropriation

	General	Dedicated	Federal	Total
Personnel Cost				
500 Employees	0	29,000	0	29,000
501 Employees - Temp	0	10,000	0	10,000
512 Employee Benefits	0	11,000	0	11,000
Personnel Cost Total	0	50,000	0	50,000
	0	50,000	0	50,000

Explain the request and provide justification for the need.

The Department of Administration - Document Services is currently experiencing increased volume in work and ongoing vacancies. Temporary labor is used on a regular basis to fill in gaps during periods of unsuccessful recruitment. This option is also becoming difficult as often times they are unreliable and in some cases fail to show up. The program currently has 71 agencies consisting of pickup/delivery to 250 locations in the treasure valley. There is a very tight delivery and pickup schedule to ensure mail is processed and available for the USPO pickup. Staff work with large postal equipment that sorts and applies postage which requires proper training to operate and maintain (cleaning lint, oiling, and ensuring distilled water reservoir is filled). This request is asking for $50,000 in dedicated personnel funds to increase the beginning hourly rate to $17.00 and provided increases to existing staff to reduce compression issues.

If a supplemental, what emergency is being addressed?

A supplemental is not requested.

Specify the authority in statute or rule that supports this request.

Idaho Statue 67-5749 creates a central postal system under the direction of the Department of Administration. The central postal system shall be under the supervision of the central postal system head who shall cause to be distributed all incoming mail and process all outgoing mail for all departments, agencies, institutions and office of Idaho which are housed and located within the Capitol Mall. In addition to the Capitol Mall, mail services are provided to the Chinden Campus, Boise State University University of Idaho Boise Extension and Law Library, Fish and Game, Parks and Recreation and the Transportation Department.

Indicate existing base of PC, OE, and/or CO by source for this request.

Document Services current appropriation is $693,000 in general fund personnel; $323,300 in dedicated personnel; $584,900 in dedicated operating; and $110,100 in onetime dedicated capital outlay. The program is requesting $50,000 in additional dedicated personnel.

What resources are necessary to implement this request?

Additional dedicated personnel appropriation is needed to provide pay increases to recruit and retain staff.

List positions, pay grades, full/part-time status, benefits, terms of service.

There are currently 17 fulltime positions in Document Services. There are 11 Shipping & Receiving Material Handlers, 2 Lead Postal Clerks, 1 Postal Equipment Operator, 1 Printing and Copy Center Tech., 1 Storekeeper, and 1 Business Operations Manager.

Will staff be re-directed? If so, describe impact and show changes on org chart.

No staff will be redirected.

Detail any current one-time or ongoing OE or CO and any other future costs.

No additional operating or capital outlay is requested.

Describe method of calculation (RFI, market cost, etc.) and contingencies.

The department worked with the Division of Human Resources and the Division of Financial Management to look at the current classification and other similar positions in other departments. The evaluation resulted in a $3.00 increase to start new employees at $17.00 and provide additional increases to existing staff to minimize compression.

Provide detail about the revenue assumptions supporting this request.

The revenue is generated by providing services to the agencies for printing letter, adding insert information, folding, verifying address do exist, copy services, bar coding important mailings for status updates, and others miscellaneous services. The department has sufficient revenue to support this request.

Who is being served by this request and what is the impact if not funded?

The ability to recruit and retain Document Services staff provides mail and copy services to state agencies, institutions, and other governmental entities. The sorting and metering of bulk outgoing mail allows all entities to benefit from discounted postage fees. If the current level of vacancies continue, services will need to be reduced such as reducing the number of mail pick up and deliveries to current customers.

State of Idaho
DIVISION OF HUMAN RESOURCES
Executive Office of the Governor

BRAD LITTLE
Governor
LORI A. WOLFF
Administrator

Idaho Personnel Commission
Mike Brassey, Chair
Mark Holubar
Sarah E. Griffin
Amy Manning
Nancy Merrill

August 24, 2022

Karen Thiel, HR Officer
Idaho Department of Administration
650 West State Street
Boise, ID 83720

Dear Karen,

This letter is in response to your FY 2024 Budget request. Your initial request was received August 5, 2022, and listed the following requested item(s) for your FY 2024 budget:

1. Item 1: One (1) new position Benefits Specialist (cc 05146; pay grade: J), Office of Group Insurance

After review of your request, DHR concurs with the following classifications:

1. Item 1: One (1) new position Benefits Specialist (cc 05146; pay grade: J), Office of Group Insurance

This letter attests that the Idaho Department of Administration requests are in alignment with the Division of Human Resources (DHR) policies. Please include this letter with your final budget submission to the Division of Financial Management (DFM).

If you have any questions or concerns about your requests, please do not hesitate to contact me at chrystelle.zimmerman@dhr.idaho.gov or 208-854-3076.

Sincerely,

Chrystelle Zimmerman
Human Resource Specialist, Senior
Division of Human Resources

cc: Lori A. Wolff, Administrator, DHR
Keith Reynolds, Director, Dept. of Administration
Tami Humiston, CFO, Dept. of Administration

FORM B6: WAGE & SALARY RECONCILIATION

Agency/Department:	Department of Administration	Agency Number:	200
Budgeted Division:	Department of Administration	Luma Fund Number	46100
Budgeted Program	Insurance Management	Appropriation (Budget) Unit	ADAK
		Fiscal Year:	2024
Original Request Date:	9/1/2022	Fund Name: Employee Group Insurance	Historical Fund #: 0461-00
Revision Date:	Revision #:	Budget Submission Page #	of

PCN	CLASS CODE	DESCRIPTION	Indicator Code	FTP	FY 2023 SALARY	FY 2023 HEALTH BENEFITS	FY 2023 VAR BENEFITS	FY 2023 TOTAL	FY 2024 CHG HEALTH BENEFITS	FY 2024 CHG VAR BENEFITS	TOTAL BENEFIT CHANGES
		Totals from Wage and Salary Report (WSR):									
		Permanent Positions	1	5.25	338,156	65,625	74,330	**478,111**	6,563	(1,048)	5,514
		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		**5.25**	**338,156**	**65,625**	**74,330**	**478,111**	**6,563**	**(1,048)**	**5,514**
		FY 2023 ORIGINAL APPROPRIATION	**482,000**	**5.05**	**340,906**	**66,159**	**74,935**	**482,000**			
		Unadjusted Over or (Under) Funded:	Est Difference	(0.20)	**2,750**	**534**	**605**	**3,889**	Calculated overfunding is .8% 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
				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
		Estimated Salary Needs:									
		Permanent Positions	1	5.25	338,156	65,625	74,330	478,111	6,563	(1,048)	5,514
		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		**5.25**	**338,156**	**65,625**	**74,330**	**478,111**	**6,563**	**(1,048)**	**5,514**
		Adjusted Over or (Under) Funding:	Orig. Approp	(0.20)	**2,750**	**534**	**605**	**3,889**	Calculated overfunding is .8% of Original Appropriation		
			Est. Expend	(0.20)	**19,444**	**5,375**	**4,270**	**29,089**	Calculated overfunding is 5.7% of Est. Expenditures		
			Base	1.05	**19,444**	**5,375**	**4,270**	**29,089**	Calculated overfunding is 5.7% of the Base		

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

DU		Original Appropriation	FTP	FY 23 Salary	FY 23 Health Ben	FY 23 Var Ben	FY 2023 Total	FY 24 Chg Health Bens	FY 24 Chg Var Bens	Total Benefit Change

FORM B6: WAGE & SALARY RECONCILIATION

3.00		FY 2023 ORIGINAL APPROPRIATION	482,000	5.05	340,906	66,159	74,935	482,000				
		Rounded Appropriation		5.05	340,900	66,200	74,900	482,000				
		Appropriation Adjustments:										
4.11		Reappropriation		0.00	0	0	0	0				
4.31		Supplemental		0.00	16,700	4,800	3,700	25,200				0
5.00		FY 2023 TOTAL APPROPRIATION		5.05	357,600	71,000	78,600	507,200				
		Expenditure Adjustments:										
6.31		Transfer between programs		0.00	0	0		0				0
6.41		FTP or Fund Adjustment		0.00	0	0	0	0				0
7.00		FY 2023 ESTIMATED EXPENDITURES		5.05	357,600	71,000	78,600	507,200				
		Base Adjustments:										
8.11		FTP or Fund Adjustments		1.25	0	0	0	0				0
8.41		Removal of One-Time Expenditures		0.00	0	0	0	0				0
8.51		Base Reduction		0.00	0	0	0	0				0
				FTP	FY 24 Salary	FY24 Health Ben	FY 24 Var Ben	FY 2024 Total				
9.00		FY 2024 BASE		6.30	357,600	71,000	78,600	507,200				
10.11		Change in Health Benefit Costs				6,600		6,600				
10.12		Change in Variable Benefits Costs					(1,000)	(1,000)				
			Indicator Code					0				
10.51		Annualization			0	0	0	0				
10.61		CEC for Permanent Positions	1.00%		3,400		700	4,100				
10.62		CEC for Temp/Group Positions	1.00%		0		0	0				
10.63		CEC for Elected Officials & Commissioners			0		0	0				
11.00		FY 2024 PROGRAM MAINTENANCE		6.30	361,000	77,600	78,300	516,900				
		Line Items:										
12.01		Annualization - Employee Benefits Specialist			26,600	8,900	5,800	41,300				
12.02								0				
12.03								0				
13.00		FY 2024 TOTAL REQUEST		6.30	387,600	86,500	84,100	558,200				

FORM B6: WAGE & SALARY RECONCILIATION

Agency/Department:	Department of Administration	Agency Number:	200
Budgeted Division:	Department of Administration	Luma Fund Number	46200
Budgeted Program	Insurance Management	Appropriation (Budget) Unit	ADAK
		Fiscal Year:	2024
Original Request Date:	9/1/2022	Fund Name: Retained Risk	Historical Fund #: 0462-00
Revision Date:	Revision #:	Budget Submission Page #	of

PCN	CLASS CODE		DESCRIPTION	Indicator Code	FTP	FY 2023 SALARY	FY 2023 HEALTH BENEFITS	FY 2023 VAR BENEFITS	FY 2023 TOTAL	FY 2024 CHG HEALTH BENEFITS	FY 2024 CHG VAR BENEFITS	TOTAL BENEFIT CHANGES
			Totals from Wage and Salary Report (WSR):									
			Permanent Positions	1	6.65	451,628	83,125	99,162	**633,915**	8,313	(1,400)	6,912
			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		**6.65**	**451,628**	**83,125**	**99,162**	**633,915**	**8,313**	**(1,400)**	**6,912**
			FY 2023 ORIGINAL APPROPRIATION	**760,900**	**8.15**	**542,098**	**99,776**	**119,026**	**760,900**			
			Unadjusted Over or (Under) Funded:	Est Difference	**1.50**	**90,469**	**16,651**	**19,864**	**126,985**	Calculated overfunding is 16.7% 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
1018		R1	Vacant - Risk Mgmt Analyst	1	1.00	60,528	12,500	13,320	**86,348**	1,250	(188)	1,062
					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
					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
			Estimated Salary Needs:									
			Permanent Positions	1	7.65	512,156	95,625	112,482	720,264	9,563	(1,588)	7,975
			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		**7.65**	**512,156**	**95,625**	**112,482**	**720,264**	**9,563**	**(1,588)**	**7,975**
			Adjusted Over or (Under) Funding:	Orig. Approp	0.50	**28,895**	**5,395**	**6,346**	**40,636**	Calculated overfunding is 5.3% of Original Appropriation		
				Est. Expend	0.50	**28,944**	**5,375**	**6,318**	**40,636**	Calculated overfunding is 5.3% of Est. Expenditures		
				Base	0.15	**28,944**	**5,375**	**6,318**	**40,636**	Calculated overfunding is 5.3% of the Base		

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

DU		Original Appropriation	FTP	FY 23 Salary	FY 23 Health Ben	FY 23 Var Ben	FY 2023 Total	FY 24 Chg Health Bens	FY 24 Chg Var Bens	Total Benefit Change

FORM B6: WAGE & SALARY RECONCILIATION

3.00		FY 2023 ORIGINAL APPROPRIATION	760,900	8.15	541,051	101,020	118,829	760,900			
		Rounded Appropriation		8.15	541,100	101,000	118,800	760,900			
		Appropriation Adjustments:									
4.11		Reappropriation		0.00	0	0	0	0			
4.31		Supplemental		0.00	0	0	0	0			0
5.00		FY 2023 TOTAL APPROPRIATION		8.15	541,100	101,000	118,800	760,900			
		Expenditure Adjustments:									
6.31		Transfer between programs		0.00	0	0		0			0
6.41		FTP or Fund Adjustment		0.00	0	0	0	0			0
7.00		FY 2023 ESTIMATED EXPENDITURES		8.15	541,100	101,000	118,800	760,900			
		Base Adjustments:									
8.11		FTP or Fund Adjustments		(0.35)	0	0	0	0			0
8.41		Removal of One-Time Expenditures		0.00	0	0	0	0			0
8.51		Base Reduction		0.00	0	0	0	0			0
				FTP	FY 24 Salary	FY24 Health Ben	FY 24 Var Ben	FY 2024 Total			
9.00		FY 2024 BASE		7.80	541,100	101,000	118,800	760,900			
10.11		Change in Health Benefit Costs				9,600		9,600			
10.12		Change in Variable Benefits Costs					(1,600)	(1,600)			
			Indicator Code					0			
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 Temp/Group Positions	1.00%		0		0	0			
10.63		CEC for Elected Officials & Commissioners			0		0	0			
11.00		FY 2024 PROGRAM MAINTENANCE		7.80	546,200	110,600	118,300	775,100			
		Line Items:									
12.01								0			
12.02								0			
12.03								0			
13.00		FY 2024 TOTAL REQUEST		7.80	546,200	110,600	118,300	775,100			

FORM B6: WAGE & SALARY RECONCILIATION

Agency/Department:	Department of Administration	Agency Number:	200
Budgeted Division:	Department of Administration	Luma Fund Number	51900
Budgeted Program	Insurance Management	Appropriation (Budget) Unit	ADAK
		Fiscal Year:	2024
Original Request Date:	9/1/2022	Fund Name: Industrial Special Indemnity	Historical Fund #: 0519-00
Revision Date:	Revision #:	Budget Submission Page #	of

PCN	CLASS CODE	DESCRIPTION	Indicator Code	FTP	FY 2023 SALARY	FY 2023 HEALTH BENEFITS	FY 2023 VAR BENEFITS	FY 2023 TOTAL	FY 2024 CHG HEALTH BENEFITS	FY 2024 CHG VAR BENEFITS	TOTAL BENEFIT CHANGES
		Totals from Wage and Salary Report (WSR):									
		Permanent Positions	1	1.10	93,300	13,750	20,247	**127,298**	1,375	(289)	1,086
		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		**1.10**	**93,300**	**13,750**	**20,247**	**127,298**	**1,375**	**(289)**	**1,086**
		FY 2023 ORIGINAL APPROPRIATION	**215,900**	**2.00**	**158,240**	**23,320**	**34,340**	**215,900**			
		Unadjusted Over or (Under) Funded:	Est Difference	**0.90**	**64,940**	**9,570**	**14,093**	**88,602**	Calculated overfunding is 41.0% of Original Appropriation		
		Adjustments to Wage & Salary: Add Funded / Subtract Unfunded - Vacant or Authorized - Positions:									
		Retire Cd / **Adjustment Description / Position Title**									
1027		R1 Vacant - Industrial Indemnity Claims Spec	1	1.00	62,442	12,500	13,742	**88,684**	1,250	(194)	1,056
				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
				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
		Estimated Salary Needs:									
		Permanent Positions	1	2.10	155,742	26,250	33,989	215,981	2,625	(483)	2,142
		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		**2.10**	**155,742**	**26,250**	**33,989**	**215,981**	**2,625**	**(483)**	**2,142**
		Adjusted Over or (Under) Funding:	Orig. Approp	(0.10)	(59)	(10)	(13)	(81)	Calculated underfunding is (.0%) of Original Appropriation		
			Est. Expend	(0.10)	(42)	(50)	11	(81)	Calculated underfunding is (.0%) of Est. Expenditures		
			Base	(1.00)	(42)	(50)	11	(81)	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 23 Salary	FY 23 Health Ben	FY 23 Var Ben	FY 2023 Total	FY 24 Chg Health Bens	FY 24 Chg Var Bens	Total Benefit Change

FORM B6: WAGE & SALARY RECONCILIATION

3.00		FY 2023 ORIGINAL APPROPRIATION	215,900	2.00	155,684	26,240	33,976	215,900				
		Rounded Appropriation		2.00	155,700	26,200	34,000	215,900				
		Appropriation Adjustments:										
4.11		Reappropriation		0.00	0	0	0	0				
4.31		Supplemental		0.00	0	0	0	0				0
5.00		FY 2023 TOTAL APPROPRIATION		2.00	155,700	26,200	34,000	215,900				
		Expenditure Adjustments:										
6.31		Transfer between programs		0.00	0	0		0				0
6.41		FTP or Fund Adjustment		0.00	0	0	0	0				0
7.00		FY 2023 ESTIMATED EXPENDITURES		2.00	155,700	26,200	34,000	215,900				
		Base Adjustments:										
8.11		FTP or Fund Adjustments		(0.90)	0	0	0	0				0
8.41		Removal of One-Time Expenditures		0.00	0	0	0	0				0
8.51		Base Reduction		0.00	0	0	0	0				0
				FTP	FY 24 Salary	FY24 Health Ben	FY 24 Var Ben	FY 2024 Total				
9.00		FY 2024 BASE		1.10	155,700	26,200	34,000	215,900				
10.11		Change in Health Benefit Costs				2,600		2,600				
10.12		Change in Variable Benefits Costs					(500)	(500)				
			Indicator Code					0				
10.51		Annualization			0	0	0	0				
10.61		CEC for Permanent Positions	1.00%		1,600		300	1,900				
10.62		CEC for Temp/Group Positions	1.00%		0		0	0				
10.63		CEC for Elected Officials & Commissioners			0		0	0				
11.00		FY 2024 PROGRAM MAINTENANCE		1.10	157,300	28,800	33,800	219,900				
		Line Items:										
12.01								0				
12.02								0				
12.03								0				
13.00		FY 2024 TOTAL REQUEST		1.10	157,300	28,800	33,800	219,900				

PCF Detail Report **Request for Fiscal Year:** 2024

Agency: Department of Administration 200

Appropriation Unit: Office of Insurance Management ADAK

Fund: Group Ins Acct Appd&Cont Isf, 46100

PCN	Class	Description	FTP	Salary	Health	Variable Benefits	Total
Totals from Personnel Cost Forecast (PCF)							
		Permanent Positions	5.25	338,155	65,625	74,329	478,109
		Total from PCF	**5.25**	**338,155**	**65,625**	**74,329**	**478,109**
		FY 2023 ORIGINAL APPROPRIATION	**5.05**	**343,320**	**63,125**	**75,555**	**482,000**
		Unadjusted Over or (Under) Funded:	**(.20)**	**5,165**	**(2,500)**	**1,226**	**3,891**
Estimated Salary Needs							
		Permanent Positions	5.25	338,155	65,625	74,329	478,109
		Estimated Salary and Benefits	**5.25**	**338,155**	**65,625**	**74,329**	**478,109**
Adjusted Over or (Under) Funding							
		Original Appropriation	**(.20)**	**5,165**	**(2,500)**	**1,226**	**3,891**
		Estimated Expenditures	**(.20)**	**21,865**	**2,300**	**4,926**	**29,091**
		Base	**1.05**	**21,865**	**2,300**	**4,926**	**29,091**

PCF Summary Report **Request for Fiscal Year:** 2024

Agency: Department of Administration 200

Appropriation Unit: Office of Insurance Management ADAK

Fund: Group Ins Acct Appd&Cont Isf, 46100

DU		FTP	Salary	Health	Variable Benefits	Total
3.00	**FY 2023 ORIGINAL APPROPRIATION**	**5.05**	**343,320**	**63,125**	**75,555**	**482,000**
4.31	OGI - Employee Benefits Specialist	0.00	16,700	4,800	3,700	25,200
5.00	**FY 2023 TOTAL APPROPRIATION**	**5.05**	**360,020**	**67,925**	**79,255**	**507,200**
7.00	**FY 2023 ESTIMATED EXPENDITURES**	**5.05**	**360,020**	**67,925**	**79,255**	**507,200**
	FTP or Fund Adjustments	1.25	0	0	0	0
9.00	**FY 2024 BASE**	**6.30**	**360,020**	**67,925**	**79,255**	**507,200**
10.11	Change in Health Benefit Costs	0.00	0	6,600	0	6,600
10.12	Change in Variable Benefit Costs	0.00	0	0	(1,000)	(1,000)
10.61	Salary Multiplier - Regular Employees	0.00	3,400	0	700	4,100
11.00	**FY 2024 PROGRAM MAINTENANCE**	**6.30**	**363,420**	**74,525**	**78,955**	**516,900**
12.02	OGI - Employee Benefits Specialist	0.00	26,600	8,900	5,800	41,300
13.00	**FY 2024 TOTAL REQUEST**	**6.30**	**390,020**	**83,425**	**84,755**	**558,200**

PCF Detail Report **Request for Fiscal Year:** 2024

Agency: Department of Administration 200

Appropriation Unit: Office of Insurance Management ADAK

Fund: Retained Risk Account 46200

PCN	Class	Description	FTP	Salary	Health	Variable Benefits	Total
Totals from Personnel Cost Forecast (PCF)							
		Permanent Positions	6.65	451,628	83,125	99,161	633,914
		Total from PCF	**6.65**	**451,628**	**83,125**	**99,161**	**633,914**
		FY 2023 ORIGINAL APPROPRIATION	**8.15**	**540,153**	**101,875**	**118,872**	**760,900**
		Unadjusted Over or (Under) Funded:	**1.50**	**88,525**	**18,750**	**19,711**	**126,986**
Adjustments to Wage and Salary							
2001022	08953 R90	RISK MGMT CLAIMS ADJ	1.00	60,528	12,500	13,320	86,348
Estimated Salary Needs							
		Permanent Positions	7.65	512,156	95,625	112,481	720,262
		Estimated Salary and Benefits	**7.65**	**512,156**	**95,625**	**112,481**	**720,262**
Adjusted Over or (Under) Funding							
		Original Appropriation	**.50**	**27,997**	**6,250**	**6,391**	**40,638**
		Estimated Expenditures	**.50**	**27,997**	**6,250**	**6,391**	**40,638**
		Base	**.15**	**27,997**	**6,250**	**6,391**	**40,638**

PCF Summary Report **Request for Fiscal Year:** 2024

Agency: Department of Administration 200

Appropriation Unit: Office of Insurance Management ADAK

Fund: Retained Risk Account 46200

DU		FTP	Salary	Health	Variable Benefits	Total
3.00	**FY 2023 ORIGINAL APPROPRIATION**	**8.15**	**540,153**	**101,875**	**118,872**	**760,900**
5.00	**FY 2023 TOTAL APPROPRIATION**	**8.15**	**540,153**	**101,875**	**118,872**	**760,900**
7.00	**FY 2023 ESTIMATED EXPENDITURES**	**8.15**	**540,153**	**101,875**	**118,872**	**760,900**
	FTP or Fund Adjustments	(0.35)	0	0	0	0
9.00	**FY 2024 BASE**	**7.80**	**540,153**	**101,875**	**118,872**	**760,900**
10.11	Change in Health Benefit Costs	0.00	0	9,600	0	9,600
10.12	Change in Variable Benefit Costs	0.00	0	0	(1,600)	(1,600)
10.61	Salary Multiplier - Regular Employees	0.00	5,200	0	1,100	6,300
11.00	**FY 2024 PROGRAM MAINTENANCE**	**7.80**	**545,353**	**111,475**	**118,372**	**775,200**
13.00	**FY 2024 TOTAL REQUEST**	**7.80**	**545,353**	**111,475**	**118,372**	**775,200**

PCF Detail Report **Request for Fiscal Year:** 2024

Agency: Department of Administration 200

Appropriation Unit: Office of Insurance Management ADAK

Fund: Industrial Special Indemnity Fund 51900

PCN	Class	Description	FTP	Salary	Health	Variable Benefits	Total
Totals from Personnel Cost Forecast (PCF)							
		Permanent Positions	1.10	93,300	13,750	20,247	127,297
		Total from PCF	**1.10**	**93,300**	**13,750**	**20,247**	**127,297**
		FY 2023 ORIGINAL APPROPRIATION	**2.00**	**156,466**	**25,000**	**34,434**	**215,900**
		Unadjusted Over or (Under) Funded:	**.90**	**63,166**	**11,250**	**14,187**	**88,603**
Adjustments to Wage and Salary							
2001027	08946 R90	INDUSTRL INDEMNITY CLAIMS SPEC	1.00	62,442	12,500	13,742	88,684
Estimated Salary Needs							
		Permanent Positions	2.10	155,742	26,250	33,989	215,981
		Estimated Salary and Benefits	**2.10**	**155,742**	**26,250**	**33,989**	**215,981**
Adjusted Over or (Under) Funding							
		Original Appropriation	**(.10)**	**724**	**(1,250)**	**445**	**(81)**
		Estimated Expenditures	**(.10)**	**724**	**(1,250)**	**445**	**(81)**
		Base	**(1.00)**	**724**	**(1,250)**	**445**	**(81)**

PCF Summary Report **Request for Fiscal Year:** 2024

Agency: Department of Administration 200

Appropriation Unit: Office of Insurance Management ADAK

Fund: Industrial Special Indemnity Fund 51900

DU		FTP	Salary	Health	Variable Benefits	Total
3.00	**FY 2023 ORIGINAL APPROPRIATION**	**2.00**	**156,466**	**25,000**	**34,434**	**215,900**
5.00	**FY 2023 TOTAL APPROPRIATION**	**2.00**	**156,466**	**25,000**	**34,434**	**215,900**
7.00	**FY 2023 ESTIMATED EXPENDITURES**	**2.00**	**156,466**	**25,000**	**34,434**	**215,900**
	FTP or Fund Adjustments	(0.90)	0	0	0	0
9.00	**FY 2024 BASE**	**1.10**	**156,466**	**25,000**	**34,434**	**215,900**
10.11	Change in Health Benefit Costs	0.00	0	2,600	0	2,600
10.12	Change in Variable Benefit Costs	0.00	0	0	(500)	(500)
10.61	Salary Multiplier - Regular Employees	0.00	1,600	0	300	1,900
11.00	**FY 2024 PROGRAM MAINTENANCE**	**1.10**	**158,066**	**27,600**	**34,234**	**219,900**
13.00	**FY 2024 TOTAL REQUEST**	**1.10**	**158,066**	**27,600**	**34,234**	**219,900**

	FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
Agency Department of Administration						200
Division Department of Administration						AD1
Appropriation Unit Document Services						ADAM
FY 2022 Total Appropriation						
1.00 FY 2022 Total Appropriation						ADAM
S1155						
10000 General	12.00	634,000	0	0	0	634,000
45000 Dedicated	4.52	375,700	588,200	0	0	963,900
	16.52	1,009,700	588,200	0	0	1,597,900
1.61 Reverted Appropriation Balances						ADAM
45000 Dedicated	0.00	0	(87,700)	0	0	(87,700)
	0.00	0	(87,700)	0	0	(87,700)
FY 2022 Actual Expenditures						
2.00 FY 2022 Actual Expenditures						ADAM
10000 General	12.00	634,000	0	0	0	634,000
45000 Dedicated	4.52	375,700	500,500	0	0	876,200
	16.52	1,009,700	500,500	0	0	1,510,200
FY 2023 Original Appropriation						
3.00 FY 2023 Original Appropriation						ADAM
H0752						
10000 General	12.00	693,000	0	0	0	693,000
45000 Dedicated	4.52	323,300	584,900	0	0	908,200
OT 45000 Dedicated	0.00	0	0	110,100	0	110,100
	16.52	1,016,300	584,900	110,100	0	1,711,300
FY 2023Total Appropriation						
5.00 FY 2023 Total Appropriation						ADAM
10000 General	12.00	693,000	0	0	0	693,000
45000 Dedicated	4.52	323,300	584,900	0	0	908,200
OT 45000 Dedicated	0.00	0	0	110,100	0	110,100
	16.52	1,016,300	584,900	110,100	0	1,711,300
Appropriation Adjustments						
Program Transfer						ADAM
This decision unit reflects a program transfer						
45000 Dedicated	0.00	50,000	0	0	0	50,000
	0.00	50,000	0	0	0	50,000
FY 2023 Estimated Expenditures						
7.00 FY 2023 Estimated Expenditures						ADAM
10000 General	12.00	693,000	0	0	0	693,000
45000 Dedicated	4.52	373,300	584,900	0	0	958,200
OT 45000 Dedicated	0.00	0	0	110,100	0	110,100

	FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
	16.52	1,066,300	584,900	110,100	0	1,761,300
Base Adjustments						
FTP or Fund Adjustments						ADAM
This decision unit aligns the agency's FTP allocation by fund.						
10000 General	(0.60)	0	0	0	0	0
45000 Dedicated	0.60	0	0	0	0	0
	0.00	0	0	0	0	0
Base program transfer from Division of Purchasing to Document Services. The transfer is $100,000 in the operating object for fund 45000.						
45000 Dedicated	0.00	0	100,000	0	0	100,000
	0.00	0	100,000	0	0	100,000
45000 Dedicated	0.00	0	0	0	0	0
OT 45000 Dedicated	0.00	0	0	(110,100)	0	(110,100)
	0.00	0	0	(110,100)	0	(110,100)
FY 2024 Base						
9.00 FY 2024 Base						ADAM
10000 General	11.40	693,000	0	0	0	693,000
45000 Dedicated	5.12	323,300	684,900	0	0	1,008,200
OT 45000 Dedicated	0.00	0	0	0	0	0
	16.52	1,016,300	684,900	0	0	1,701,200
Program Maintenance						
10.11 Change in Health Benefit Costs						ADAM
10000 General	0.00	14,600	0	0	0	14,600
45000 Dedicated	0.00	6,600	0	0	0	6,600
	0.00	21,200	0	0	0	21,200
10.12 Change in Variable Benefit Costs						ADAM
10000 General	0.00	(1,400)	0	0	0	(1,400)
45000 Dedicated	0.00	(700)	0	0	0	(700)
	0.00	(2,100)	0	0	0	(2,100)
10.31 Repair, Replacement Items/Alteration Req #1						ADAM
OT 45000 Dedicated	0.00	0	0	4,000	0	4,000
	0.00	0	0	4,000	0	4,000
10.32 Repair, Replacement Items/Alteration Req #2						ADAM
OT 45000 Dedicated	0.00	0	0	34,600	0	34,600
	0.00	0	0	34,600	0	34,600
10.61 Salary Multiplier - Regular Employees						ADAM

		FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
10000	General	0.00	5,500	0	0	0	5,500
45000	Dedicated	0.00	2,600	0	0	0	2,600
		0.00	8,100	0	0	0	8,100

FY 2024 Total Maintenance

11.00 FY 2024 Total Maintenance — ADAM

10000	General	11.40	711,700	0	0	0	711,700
45000	Dedicated	5.12	331,800	684,900	0	0	1,016,700
OT 45000	Dedicated	0.00	0	0	38,600	0	38,600
		16.52	1,043,500	684,900	38,600	0	1,767,000

Line Items

12.01 Document Services - Additional Dedicated Appropriation — ADAM

Request addition ongoing dedicated appropriation to support the pay increases for recruitment and retention efforts in the Document Services Program.

45000	Dedicated	0.00	50,000	0	0	0	50,000
		0.00	50,000	0	0	0	50,000

FY 2024 Total

13.00 FY 2024 Total — ADAM

10000	General	11.40	711,700	0	0	0	711,700
45000	Dedicated	5.12	381,800	684,900	0	0	1,066,700
OT 45000	Dedicated	0.00	0	0	38,600	0	38,600
		16.52	1,093,500	684,900	38,600	0	1,817,000

Decision Unit Number 12.02 **Descriptive Title** OGI - Employee Benefits Specialist

	General	Dedicated	Federal	Total
Personnel Cost				
500 Employees	0	26,600	0	26,600
512 Employee Benefits	0	5,800	0	5,800
513 Health Benefits	0	8,900	0	8,900
Personnel Cost Total	0	41,300	0	41,300
FTP - Permanent				
500 Employees	0	0	0	0
FTP - Permanent Total	0	0	0	0
	0	41,300	0	41,300

Explain the request and provide justification for the need.

The Department is transferring 1 FTP from ADAK fund 51900 to 46100 and requesting additional appropriation for an Employee Benefits Specialist, pay grade J, position in the Office of Group Insurance. Idaho school districts were given additional funding if they chose to participate in the state's employee medical and dental plan. Twenty-six districts have opted to join the plan resulting in a 30% increase in membership. This position will be responsible for the flexible spending accounts (FSA) enrollment which manages approximately $2.9M; members contribution collection and payment to insurance provider; and the retiree plan enrollment and payment totaling $8M. This position will also assist with implementation, enrollment and contribution collection/payment for the health savings account (HSA), and provide training and back up support for other staff.

If a supplemental, what emergency is being addressed?

The Department is requesting a supplemental because twenty-six school districts will be joining the State's plan effective September 1, 2022, with training, enrollment and onboarding being conducted in July-August 2022. The preliminary figures show 4,500 new employees and approximately 13,500 new dependents enrolled in the plan, adding to 18,700 employees and 27,000 dependents currently enrolled.

Specify the authority in statute or rule that supports this request.

Specific authority is granted in Idaho Code 67-5761 (g) which directs the Office of Group Insurance to administer all such group insurance plans on behalf of the insured...including enrollment and reporting to the insurer...and collection of premiums."

Indicate existing base of PC, OE, and/or CO by source for this request.

The Office of Group Insurance is funded with dedicated appropriation totaling $889,700 (PC $482,900 and OE $407,700) and currently have five FTP's.

What resources are necessary to implement this request?

The Department is requesting to transfer 1 FTP from ADAK fund 51900 to fund 46100 and asking for additional appropriation in fund 46100 totaling $25,200 in personnel costs and $2,700 in one-time operating costs for fiscal year 2023. The annualization of the personnel costs will be requested as a program enhancement for fiscal year 2024. The operating costs include one laptop, 2 flat screen monitors, and an office furniture.

List positions, pay grades, full/part-time status, benefits, terms of service.

The Department is requesting to utilize an existing vacant FTP and requesting additional appropriation for an Employee Benefits Specialist position, pay grade J, and the annual salary at 80% policy (hourly rate of $20.82). The request for fiscal year 2023 is for $16,700 in salary and $8,500 in benefits. The annualization of this position is requested in the fiscal year 2024 line-item request totaling $26,600 in salary and $14,800 in benefits. The total annual cost for the position is $66,800 (salary totaling $43,300 and benefits of $23,300).

Will staff be re-directed? If so, describe impact and show changes on org chart.

Existing staff will not be redirected. This position will assist in picking up the additional work load currently handled by one position.

Detail any current one-time or ongoing OE or CO and any other future costs.

The one-time operating expenses is for a laptop, two flat screen monitors, and office furniture.

Describe method of calculation (RFI, market cost, etc.) and contingencies.

The costs for this request are based on the current personnel job classification structure and the one-time operating costs were based off the state contract price for a laptop, two flat screen monitors, and office furniture.

Provide detail about the revenue assumptions supporting this request.

This program is funded by a portion of the fees collected per enrolled employee. The Department anticipates a steady revenue stream and has sufficient reserves to cover the increases in claims from existing membership.

Who is being served by this request and what is the impact if not funded?

All state agencies and participating school districts members are better served as the health benefits are part of recruiting and retaining Idaho employees. This position will allow Group Insurance to maintain current levels of customer service regarding plan options and related questions, remain current on the reconciliation tasks, and process premium payments. If this position is not funded, these activates will take longer to complete and addition enrollment processing will be delayed.

Tami Humiston

From: Chrystelle Zimmerman
Sent: Wednesday, August 17, 2022 3:17 PM
To: Tami Humiston; David Hahn; Karen Thiel
Subject: RE: Dept. of Admin-Document Services, Compensation Request
Attachments: ADMIN_Doc Svcs Detail_approved_08.17.22.xlsx

Dear Tami and Karen,
Thank you so much for submitting the equity request for your postal salaries. We appreciate your patience as we worked through all elements of your request. I apologize for the delay, but wanted to be sure that DHR did our due diligence regarding the classification and pay grade elements of the equity request. You may be aware that we are currently undergoing a classification study with Korn Ferry, so any requests related to classification, hayfactoring/re-factoring, and/or pay grade had to also be reviewed by our Comp/Class Manager.

David Hahn and I have reviewed your request in detail and are pleased to report that an equity for your Shipping & Receiving Material Handlers (01548) is approved as follows:

- Starting rate approved from $14.00 to $17.00; those in CC 01548 making less are approved to be moved to $17.00.
- You mentioned the compression caused by this movement, so we approve an increase to minimize that compression in class codes related (see attached for specifics).
- See attached spreadsheet for adjustments/increases.

We appreciate your initial request up to $18/hr; however, there were many internal and external factors that led to the $17/hr approval.

While your request used the Dept of Liquor ship/mat handler positions as comparators, there are some differences that our comp/class manager identified that do set them apart – and continue to keep them at pay grades F and G, respectively. While the classes look very similar, the Liquor SRMH class does have warehousing/inventory controls that are beyond the duties required in the SRMH class, including safety/security checks of operational/safety equipment and facilities for safety, loss control and accident prevention. Also, the MQs for the Liquor class requires some knowledge of warehouse safety, accident prevention and loss control and a higher level of knowledge regarding inventory control methods and basic math skills.

DHR did pull market and classification data for Oregon, Wyoming, Montana, Washington, Nevada and Utah during the review of this request. And as we move forward with our classification study, we will continue to research the differing levels of responsibilities among the positions related to warehousing/inventory controls and supervisory requirements and perhaps create a job ladder in the future (such as Shipping & Receiving Materials Handler I, II, III, etc). We did not want you to have to wait for those results, which is why the equity to $17 is approved on an immediate basis.

We understand that you will implement the approved pay increases in FY23 by shifting appropriation to cover the expenses this year. I'll defer to David in your budget discussions on what the on-going will look like.

Please let either David or I know if you have any questions.

Thank you so much!

Chrystelle Zimmerman | HR Specialist, Senior
208.854.3076 (Office)
208.854.3088 (Fax)

FORM B6: WAGE & SALARY RECONCILIATION

Agency/Department:	Department of Administration	Agency Number:	200
Budgeted Division:	Department of Administration	Luma Fund Number	10000
Budgeted Program	Document Services	Appropriation (Budget) Unit	ADAM
		Fiscal Year:	2024
Original Request Date:	9/1/2022	Fund Name: General	Historical Fund #: 0001-00
Revision Date:	Revision #:	Budget Submission Page #	of

PCN	CLASS CODE	DESCRIPTION	Indicator Code	FTP	FY 2023 SALARY	FY 2023 HEALTH BENEFITS	FY 2023 VAR BENEFITS	FY 2023 TOTAL	FY 2024 CHG HEALTH BENEFITS	FY 2024 CHG VAR BENEFITS	TOTAL BENEFIT CHANGES
		Totals from Wage and Salary Report (WSR):									
		Permanent Positions	1	10.92	419,439	136,500	92,306	**648,245**	13,650	(1,300)	12,350
		Board & Group Positions	2		12,220	0	2,514	**14,734**			
		Elected Officials & Full Time Commissioners	3	0.00	0	0	0	**0**	0	0	**0**
		TOTAL FROM WSR		**10.92**	**431,659**	**136,500**	**94,820**	**662,979**	**13,650**	**(1,300)**	**12,350**
		FY 2023 ORIGINAL APPROPRIATION	**693,000**	**12.00**	**451,205**	**142,681**	**99,114**	**693,000**			
		Unadjusted Over or (Under) Funded:	Est Difference	**1.08**	**19,546**	**6,181**	**4,294**	**30,021**	No Original Appropriation amount in DU 3.00 for this fund		
		Adjustments to Wage & Salary: Add Funded / Subtract Unfunded - Vacant or Authorized - Positions:									
		Retire Cd / **Adjustment Description / Position Title**									
5203		R1 Vacant - Ship & Rec Mtrls Handler	1	0.78	27,581	9,750	6,070	**43,401**	975	(86)	889
				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
				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
		Estimated Salary Needs:									
		Permanent Positions	1	11.70	447,020	146,250	98,376	691,646	14,625	(1,386)	13,239
		Board & Group Positions	2	0.00	12,220	0	2,514	14,734	0	0	0
		Elected Officials & Full Time Commissioners	3	0.00	0	0	0	0	0	0	0
		Estimated Salary and Benefits		**11.70**	**459,240**	**146,250**	**100,890**	**706,380**	**14,625**	**(1,386)**	**13,239**
		Adjusted Over or (Under) Funding:	Orig. Approp	0.30	(8,699)	(2,770)	(1,911)	(13,380)	Calculated underfunding is (1.9%) of Original Appropriation		
			Est. Expend	0.30	(8,740)	(2,750)	(1,890)	(13,380)	Calculated underfunding is (1.9%) of Est. Expenditures		
			Base	(0.30)	(8,740)	(2,750)	(1,890)	(13,380)	Calculated underfunding is (1.9%) 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 23 Salary	FY 23 Health Ben	FY 23 Var Ben	FY 2023 Total	FY 24 Chg Health Bens	FY 24 Chg Var Bens	Total Benefit Change

FORM B6: WAGE & SALARY RECONCILIATION

3.00		FY 2023 ORIGINAL APPROPRIATION	693,000	12.00	450,541	143,480	98,979	693,000			
		Rounded Appropriation		12.00	450,500	143,500	99,000	693,000			
		Appropriation Adjustments:									
4.11		Reappropriation		0.00	0	0	0	0			
4.31		Supplemental		0.00	0	0	0	0			0
5.00		FY 2023 TOTAL APPROPRIATION		12.00	450,500	143,500	99,000	693,000			
		Expenditure Adjustments:									
6.31		Transfer between programs		0.00	0	0	0	0			0
6.41		FTP or Fund Adjustment		0.00	0	0	0	0			0
7.00		FY 2023 ESTIMATED EXPENDITURES		12.00	450,500	143,500	99,000	693,000			
		Base Adjustments:									
8.11		FTP or Fund Adjustments		(0.60)	0	0	0	0			0
8.41		Removal of One-Time Expenditures		0.00	0	0	0	0			0
8.51		Base Reduction		0.00	0	0	0	0			0
				FTP	FY 24 Salary	FY24 Health Ben	FY 24 Var Ben	FY 2024 Total			
9.00		FY 2024 BASE		11.40	450,500	143,500	99,000	693,000			
10.11		Change in Health Benefit Costs				14,600		14,600			
10.12		Change in Variable Benefits Costs					(1,400)	(1,400)			
			Indicator Code					0			
10.51		Annualization			0	0	0	0			
10.61		CEC for Permanent Positions	1.00%		4,500		1,000	5,500			
10.62		CEC for Temp/Group Positions	1.00%		100		0	100			
10.63		CEC for Elected Officials & Commissioners			0		0	0			
11.00		FY 2024 PROGRAM MAINTENANCE		11.40	455,100	158,100	98,600	711,800			
		Line Items:									
12.01								0			
12.02								0			
12.03								0			
13.00		FY 2024 TOTAL REQUEST		11.40	455,100	158,100	98,600	711,800			

FORM B6: WAGE & SALARY RECONCILIATION

Agency/Department:	Department of Administration	Agency Number:	200
Budgeted Division:	Department of Administration	Luma Fund Number	45000
Budgeted Program	Document Services	Appropriation (Budget) Unit	ADAM
		Fiscal Year:	2024
Original Request Date:	9/1/2022	Fund Name: Administration and Accounting Services	Historical Fund #: 0450-00
Revision Date:	Revision #:	Budget Submission Page #	of

PCN	CLASS CODE	DESCRIPTION	Indicator Code	FTP	FY 2023 SALARY	FY 2023 HEALTH BENEFITS	FY 2023 VAR BENEFITS	FY 2023 TOTAL	FY 2024 CHG HEALTH BENEFITS	FY 2024 CHG VAR BENEFITS	TOTAL BENEFIT CHANGES
		Totals from Wage and Salary Report (WSR):									
		Permanent Positions	1	5.08	202,730	63,500	44,615	**310,845**	6,350	(628)	5,722
		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		**5.08**	**202,730**	**63,500**	**44,615**	**310,845**	**6,350**	(628)	**5,722**
		FY 2023 ORIGINAL APPROPRIATION	**323,300**	**4.52**	**210,853**	**66,044**	**46,402**	**323,300**			
		Unadjusted Over or (Under) Funded:	Est Difference	(0.56)	**8,123**	**2,544**	**1,788**	**12,455**	Calculated overfunding is 3.9% of Original Appropriation		
		Adjustments to Wage & Salary: Add Funded / Subtract Unfunded - Vacant or Authorized - Positions:									
		Retire Cd / **Adjustment Description / Position Title**									
5203		R1 Vacant - Ship & Rec Mtrls Handler	1	0.22	7,779	2,750	1,712	**12,241**	275	(24)	251
				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
				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
		Estimated Salary Needs:									
		Permanent Positions	1	5.30	210,509	66,250	46,327	323,086	6,625	(653)	5,972
		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		**5.30**	**210,509**	**66,250**	**46,327**	**323,086**	**6,625**	**(653)**	**5,972**
		Adjusted Over or (Under) Funding:	Orig. Approp	(0.78)	**139**	**44**	**31**	**214**	Calculated overfunding is .1% of Original Appropriation		
			Est. Expend	(0.78)	**39,091**	**50**	**11,073**	**50,214**	Calculated overfunding is 13.5% of Est. Expenditures		
			Base	(0.18)	**91**	**50**	**73**	**214**	Calculated overfunding is .1% 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 23 Salary**	**FY 23 Health Ben**	**FY 23 Var Ben**	**FY 2023 Total**	**FY 24 Chg Health Bens**	**FY 24 Chg Var Bens**	**Total Benefit Change**

FORM B6: WAGE & SALARY RECONCILIATION

3.00		FY 2023 ORIGINAL APPROPRIATION	323,300	4.52	210,649	66,294	46,357	323,300			
		Rounded Appropriation		4.52	210,600	66,300	46,400	323,300			
		Appropriation Adjustments:									
4.11		Reappropriation		0.00	0	0	0	0			
4.31		Supplemental		0.00	0	0	0	0			0
5.00		FY 2023 TOTAL APPROPRIATION		4.52	210,600	66,300	46,400	323,300			
		Expenditure Adjustments:									
6.31		Transfer between programs		0.00	39,000	0	11,000	50,000			0
6.41		FTP or Fund Adjustment		0.00	0	0	0	0			0
7.00		FY 2023 ESTIMATED EXPENDITURES		4.52	249,600	66,300	57,400	373,300			
		Base Adjustments:									
8.11		FTP or Fund Adjustments		0.60	0	0	0	0			0
8.41		Removal of One-Time Expenditures		0.00	0	0	0	0			0
8.51		Base Reduction		0.00	(39,000)	0	(11,000)	(50,000)			0
				FTP	FY 24 Salary	FY24 Health Ben	FY 24 Var Ben	FY 2024 Total			
9.00		FY 2024 BASE		5.12	210,600	66,300	46,400	323,300			
10.11		Change in Health Benefit Costs				6,600		6,600			
10.12		Change in Variable Benefits Costs					(700)	(700)			
			Indicator Code					0			
10.51		Annualization			0	0	0	0			
10.61		CEC for Permanent Positions	1.00%		2,100		500	2,600			
10.62		CEC for Temp/Group Positions	1.00%		0		0	0			
10.63		CEC for Elected Officials & Commissioners			0		0	0			
11.00		FY 2024 PROGRAM MAINTENANCE		5.12	212,700	72,900	46,200	331,800			
		Line Items:									
12.01		Document Services - Recruitment & Retention Pay Increase			39,000		11,000	50,000			
12.02								0			
12.03								0			
13.00		FY 2024 TOTAL REQUEST		5.12	251,700	72,900	57,200	381,800			

PCF Detail Report **Request for Fiscal Year:** 2024

Agency: Department of Administration 200

Appropriation Unit: Document Services ADAM

Fund: General Fund 10000

PCN	Class	Description	FTP	Salary	Health	Variable Benefits	Total
Totals from Personnel Cost Forecast (PCF)							
		Permanent Positions	10.92	419,440	136,500	92,307	648,247
		Total from PCF	**10.92**	**419,440**	**136,500**	**92,307**	**648,247**
		FY 2023 ORIGINAL APPROPRIATION	**12.00**	**445,056**	**150,000**	**97,944**	**693,000**
		Unadjusted Over or (Under) Funded:	**1.08**	**25,616**	**13,500**	**5,637**	**44,753**
Adjustments to Wage and Salary							
2005203	01548 R90	SHIP & REC MTRLS HANDLER	.78	27,581	9,750	6,070	43,401
NEWP-221016	90000 NE	GROUP POSITION , Std Benefits/No Ret/No Health	.00	12,220	0	1,105	13,325
Estimated Salary Needs							
		Board, Group, & Missing Positions	.00	12,220	0	1,105	13,325
		Permanent Positions	11.70	447,021	146,250	98,377	691,648
		Estimated Salary and Benefits	**11.70**	**459,241**	**146,250**	**99,482**	**704,973**
Adjusted Over or (Under) Funding							
		Original Appropriation	**.30**	**(14,185)**	**3,750**	**(1,538)**	**(11,973)**
		Estimated Expenditures	**.30**	**(14,185)**	**3,750**	**(1,538)**	**(11,973)**
		Base	**(.30)**	**(14,185)**	**3,750**	**(1,538)**	**(11,973)**

PCF Summary Report **Request for Fiscal Year:** 2024

Agency: Department of Administration 200

Appropriation Unit: Document Services ADAM

Fund: General Fund 10000

DU		FTP	Salary	Health	Variable Benefits	Total
3.00	**FY 2023 ORIGINAL APPROPRIATION**	**12.00**	**445,056**	**150,000**	**97,944**	**693,000**
5.00	**FY 2023 TOTAL APPROPRIATION**	**12.00**	**445,056**	**150,000**	**97,944**	**693,000**
7.00	**FY 2023 ESTIMATED EXPENDITURES**	**12.00**	**445,056**	**150,000**	**97,944**	**693,000**
	FTP or Fund Adjustments	(0.60)	0	0	0	0
9.00	**FY 2024 BASE**	**11.40**	**445,056**	**150,000**	**97,944**	**693,000**
10.11	Change in Health Benefit Costs	0.00	0	14,600	0	14,600
10.12	Change in Variable Benefit Costs	0.00	0	0	(1,400)	(1,400)
10.61	Salary Multiplier - Regular Employees	0.00	4,500	0	1,000	5,500
11.00	**FY 2024 PROGRAM MAINTENANCE**	**11.40**	**449,556**	**164,600**	**97,544**	**711,700**
13.00	**FY 2024 TOTAL REQUEST**	**11.40**	**449,556**	**164,600**	**97,544**	**711,700**

PCF Detail Report **Request for Fiscal Year:** 2024

Agency: Department of Administration 200

Appropriation Unit: Document Services ADAM

Fund: Admin Acct Svcs Appd&Cont Isf 45000

PCN	Class	Description	FTP	Salary	Health	Variable Benefits	Total
Totals from Personnel Cost Forecast (PCF)							
		Permanent Positions	5.08	202,730	63,500	44,615	310,845
		Total from PCF	**5.08**	**202,730**	**63,500**	**44,615**	**310,845**
		FY 2023 ORIGINAL APPROPRIATION	**4.52**	**218,676**	**56,500**	**48,124**	**323,300**
		Unadjusted Over or (Under) Funded:	**(.56)**	**15,946**	**(7,000)**	**3,509**	**12,455**
Adjustments to Wage and Salary							
2005203	01548 R90	SHIP & REC MTRLS HANDLER	.22	7,779	2,750	1,712	12,241
Estimated Salary Needs							
		Permanent Positions	5.30	210,509	66,250	46,327	323,086
		Estimated Salary and Benefits	**5.30**	**210,509**	**66,250**	**46,327**	**323,086**
Adjusted Over or (Under) Funding							
		Original Appropriation	**(.78)**	**8,167**	**(9,750)**	**1,797**	**214**
		Estimated Expenditures	**(.78)**	**58,167**	**(9,750)**	**1,797**	**50,214**
		Base	**(.18)**	**8,167**	**(9,750)**	**1,797**	**214**

PCF Summary Report

Agency: Department of Administration

Appropriation Unit: Document Services

Fund: Admin Acct Svcs Appd&Cont Isf

Request for Fiscal Year: 2024

200

ADAM

45000

DU		FTP	Salary	Health	Variable Benefits	Total
3.00	**FY 2023 ORIGINAL APPROPRIATION**	**4.52**	**218,676**	**56,500**	**48,124**	**323,300**
5.00	**FY 2023 TOTAL APPROPRIATION**	**4.52**	**218,676**	**56,500**	**48,124**	**323,300**
	Program Transfer	0.00	50,000	0	0	50,000
7.00	**FY 2023 ESTIMATED EXPENDITURES**	**4.52**	**268,676**	**56,500**	**48,124**	**373,300**
	FTP or Fund Adjustments	0.60	0	0	0	0
	Removal of One-Time Expenditures	0.00	0	0	0	0
9.00	**FY 2024 BASE**	**5.12**	**218,676**	**56,500**	**48,124**	**323,300**
10.11	Change in Health Benefit Costs	0.00	0	6,600	0	6,600
10.12	Change in Variable Benefit Costs	0.00	0	0	(700)	(700)
10.61	Salary Multiplier - Regular Employees	0.00	2,100	0	500	2,600
11.00	**FY 2024 PROGRAM MAINTENANCE**	**5.12**	**220,776**	**63,100**	**47,924**	**331,800**
12.01	Document Services - Additional Dedicated Appropriation	0.00	39,000	0	11,000	50,000
13.00	**FY 2024 TOTAL REQUEST**	**5.12**	**259,776**	**63,100**	**58,924**	**381,800**

	FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
Agency Department of Administration						200
Division Capitol Commission						AD2
Appropriation Unit Capital Commission						ADAO
FY 2022 Total Appropriation						
1.00 FY 2022 Total Appropriation						ADAO
S1157						
48109 Dedicated	0.00	0	142,000	0	0	142,000
OT 48109 Dedicated	0.00	0	70,000	0	0	70,000
48279 Dedicated	0.00	0	0	2,200,000	0	2,200,000
OT 48279 Dedicated	0.00	0	0	1,593,700	0	1,593,700
	0.00	0	212,000	3,793,700	0	4,005,700
1.21 Account Transfers						ADAO
36587 Dedicated	0.00	0	0	0	0	0
	0.00	0	0	0	0	0
1.41 Receipts to Appropriation						ADAO
Receipts to Appropriation.						
48279 Dedicated	0.00	0	0	403,000	0	403,000
	0.00	0	0	403,000	0	403,000
1.61 Reverted Appropriation Balances						ADAO
48109 Dedicated	0.00	0	(3,400)	0	0	(3,400)
48279 Dedicated	0.00	0	0	(1,253,200)	0	(1,253,200)
	0.00	0	(3,400)	(1,253,200)	0	(1,256,600)
1.71 Legislative Reappropriation						ADAO
48109 Dedicated	0.00	0	(70,000)	0	0	(70,000)
48279 Dedicated	0.00	0	0	(1,593,700)	0	(1,593,700)
	0.00	0	(70,000)	(1,593,700)	0	(1,663,700)
FY 2022 Actual Expenditures						
2.00 FY 2022 Actual Expenditures						ADAO
36587 Dedicated	0.00	0	0	0	0	0
48109 Dedicated	0.00	0	68,600	0	0	68,600
OT 48109 Dedicated	0.00	0	70,000	0	0	70,000
48279 Dedicated	0.00	0	0	(243,900)	0	(243,900)
OT 48279 Dedicated	0.00	0	0	1,593,700	0	1,593,700
	0.00	0	138,600	1,349,800	0	1,488,400
FY 2023 Original Appropriation						
3.00 FY 2023 Original Appropriation						ADAO
H0766						
48109 Dedicated	0.00	0	142,000	0	0	142,000
48279 Dedicated	0.00	0	0	2,200,000	0	2,200,000

	FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
	0.00	0	142,000	2,200,000	0	2,342,000
Appropriation Adjustment						
4.11 Legislative Reappropriation						ADAO
This decision unit reflects reappropriation authority granted by HB 766.						
48109 Dedicated	0.00	0	70,000	0	0	70,000
48279 Dedicated	0.00	0	0	1,593,700	0	1,593,700
	0.00	0	70,000	1,593,700	0	1,663,700
FY 2023Total Appropriation						
5.00 FY 2023 Total Appropriation						ADAO
48109 Dedicated	0.00	0	212,000	0	0	212,000
48279 Dedicated	0.00	0	0	3,793,700	0	3,793,700
	0.00	0	212,000	3,793,700	0	4,005,700
FY 2023 Estimated Expenditures						
7.00 FY 2023 Estimated Expenditures						ADAO
48109 Dedicated	0.00	0	212,000	0	0	212,000
48279 Dedicated	0.00	0	0	3,793,700	0	3,793,700
	0.00	0	212,000	3,793,700	0	4,005,700
Base Adjustments						
Removal of One-Time Expenditures						ADAO
48109 Dedicated	0.00	0	(70,000)	0	0	(70,000)
48279 Dedicated	0.00	0	0	(1,593,700)	0	(1,593,700)
	0.00	0	(70,000)	(1,593,700)	0	(1,663,700)
FY 2024 Base						
9.00 FY 2024 Base						ADAO
48109 Dedicated	0.00	0	142,000	0	0	142,000
48279 Dedicated	0.00	0	0	2,200,000	0	2,200,000
	0.00	0	142,000	2,200,000	0	2,342,000
FY 2024 Total Maintenance						
11.00 FY 2024 Total Maintenance						ADAO
48109 Dedicated	0.00	0	142,000	0	0	142,000
48279 Dedicated	0.00	0	0	2,200,000	0	2,200,000
	0.00	0	142,000	2,200,000	0	2,342,000
FY 2024 Total						
13.00 FY 2024 Total						ADAO
48109 Dedicated	0.00	0	142,000	0	0	142,000
48279 Dedicated	0.00	0	0	2,200,000	0	2,200,000
	0.00	0	142,000	2,200,000	0	2,342,000

	FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
Agency Department of Administration						
Division Bond Payments						200
Appropriation Unit Bond Payment Program						AD3
FY 2022 Total Appropriation						ADAP
1.00 FY 2022 Total Appropriation						
S1156						ADAP
10000 General	0.00	0	2,075,000	1,855,000	0	3,930,000
OT 10000 General	0.00	0	175,754,000	0	0	175,754,000
36500 Dedicated	0.00	0	7,969,200	6,790,800	0	14,760,000
45000 Dedicated	0.00	0	293,000	380,000	0	673,000
	0.00	0	186,091,200	9,025,800	0	195,117,000
1.21 Account Transfers						ADAP
10000 General	0.00	0	(78,326,000)	78,326,000	0	0
36500 Dedicated	0.00	0	(1,869,200)	1,869,200	0	0
36587 Dedicated	0.00	0	0	0	0	0
45000 Dedicated	0.00	0	(165,000)	165,000	0	0
45086 Dedicated	0.00	0	0	0	0	0
	0.00	0	(80,360,200)	80,360,200	0	0
1.61 Reverted Appropriation Balances						ADAP
10000 General	0.00	0	(75,400)	0	0	(75,400)
36500 Dedicated	0.00	0	(394,000)	0	0	(394,000)
36587 Dedicated	0.00	0	0	0	0	0
45000 Dedicated	0.00	0	(19,600)	0	0	(19,600)
45086 Dedicated	0.00	0	0	0	0	0
	0.00	0	(489,000)	0	0	(489,000)
FY 2022 Actual Expenditures						
2.00 FY 2022 Actual Expenditures						ADAP
10000 General	0.00	0	(76,326,400)	80,181,000	0	3,854,600
OT 10000 General	0.00	0	175,754,000	0	0	175,754,000
36500 Dedicated	0.00	0	5,706,000	8,660,000	0	14,366,000
36587 Dedicated	0.00	0	0	0	0	0
45000 Dedicated	0.00	0	108,400	545,000	0	653,400
45086 Dedicated	0.00	0	0	0	0	0
	0.00	0	105,242,000	89,386,000	0	194,628,000
FY 2023 Original Appropriation						
3.00 FY 2023 Original Appropriation						
S1387						ADAP
36500 Dedicated	0.00	0	7,819,200	6,790,800	0	14,610,000
45000 Dedicated	0.00	0	293,000	380,000	0	673,000
	0.00	0	8,112,200	7,170,800	0	15,283,000
FY 2023Total Appropriation						

		FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
5.00	FY 2023 Total Appropriation						ADAP
36500	Dedicated	0.00	0	7,819,200	6,790,800	0	14,610,000
45000	Dedicated	0.00	0	293,000	380,000	0	673,000
		0.00	0	8,112,200	7,170,800	0	15,283,000
FY 2023 Estimated Expenditures							
7.00	FY 2023 Estimated Expenditures						ADAP
36500	Dedicated	0.00	0	7,819,200	6,790,800	0	14,610,000
45000	Dedicated	0.00	0	293,000	380,000	0	673,000
		0.00	0	8,112,200	7,170,800	0	15,283,000
Base Adjustments							
8.51	Base Reductions						ADAP
	This decision unit is a base reduction as all bonds managed by the Department of Administration have been paid.						
36500	Dedicated	0.00	0	(7,819,200)	(6,790,800)	0	(14,610,000)
45000	Dedicated	0.00	0	(293,000)	(380,000)	0	(673,000)
		0.00	0	(8,112,200)	(7,170,800)	0	(15,283,000)
FY 2024 Base							
9.00	FY 2024 Base						ADAP
36500	Dedicated	0.00	0	0	0	0	0
45000	Dedicated	0.00	0	0	0	0	0
		0.00	0	0	0	0	0
FY 2024 Total Maintenance							
11.00	FY 2024 Total Maintenance						ADAP
36500	Dedicated	0.00	0	0	0	0	0
45000	Dedicated	0.00	0	0	0	0	0
		0.00	0	0	0	0	0
FY 2024 Total							
13.00	FY 2024 Total						ADAP
36500	Dedicated	0.00	0	0	0	0	0
45000	Dedicated	0.00	0	0	0	0	0
		0.00	0	0	0	0	0

One-Time Operating & One-Time Capital Outlay Summary

Agency: Department of Administration

Request for Fiscal Year: 2024

200

Priority	Appropriation Unit	DU	Fund	Summary Account	Item Description	Current Mileage	Date Acquired	Quantity in Stock	Request Quantity Desired	Request Unit Cost	Request Total Cost
Detail											
1	ADAM	10.32	45000	755	Replace a van with a cargo van with additional options to secure sensitive documents picked up and delivered via statehouse mail.	108,000	2004	7.00	1.00	34,600.00	34,600
2	ADAM	10.31	45000	740	Replace one laptop and surface pro with two high-end laptops.	0	Laptop -2010; Surface Pro-2019	2.00	2.00	2,000.00	4,000
3	ADAC	10.33	45000	643	Replace two-way emergency call boxes in parking garages, refuge areas, and elevators.	0	Various dates	42.00	42.00	850.00	35,700
4	ADAC	10.32	36500	755	Replace Chevy Impala with a Ford Explorer used to visit project construction sites.	192,535	2012	26.00	2.00	27,200.00	54,400
5	ADAC	10.32	36500	755	Replace Ford 150 pickup with a light-duty truck to visit project construction sites.	105,194	2012	13.00	1.00	27,500.00	27,500
6	ADAC	10.31	36500	740	Replace 5 laptops	0	4 laptops-2019; 1 laptop-2018	27.00	5.00	2,000.00	10,000
7	ADAC	10.31	36500	764	Replace Ricoh MPC3502 copy machine.	0	2013	2.00	1.00	8,500.00	8,500
8	ADAC	10.32	45000	643	Replace parking garage signs to help direct traffic.	0	Unknown	50.00	50.00	500.00	25,000
9	ADAC	10.31	45000	625	Replace 15 wireless access point equipment per guidance from ITS.	0	Various	15.00	15.00	1,500.00	22,500
Grand Total by Appropriation Unit							**Subtotal**	**184.00**	**119.00**		**222,200**
	ADAC										183,600
	ADAM										38,600
Grand Total by Decision Unit							**Subtotal**				**222,200**
		10.31									45,000
		10.32									141,500
		10.33									35,700
Grand Total by Fund Source							**Subtotal**				**222,200**
			36500								100,400
			45000								121,800
							Subtotal				**222,200**

Run Date: 9/1/22 8:51 AM

One-Time Operating & One-Time Capital Outlay Summary

Grand Total by Summary Account

Request for Fiscal Year: 2024

625	15.00	15.00	22,500
643	92.00	92.00	60,700
740	29.00	7.00	14,000
755	46.00	4.00	116,500
764	2.00	1.00	8,500
Subtotal	**184.00**	**119.00**	**222,200**

Run Date: 9/1/22 8:51 AM

State of Idaho

Information Technology Services
Office of the Governor

BRAD LITTLE
Governor
JEFF WEAK
Administrator
GREG ZICKAU
Deputy Administrator/
Chief Information Officer

11331 W. Chinden Blvd., #B201
Boise, ID 83714
P.O. Box 83720
Boise, ID 83720-0042
Telephone (208) 605-4064 or FAX (208) 605-4090
http://its.idaho.gov

August 19, 2022

HISPANIC AFFAIRS, IDAHO COMMISSION ON
SENT VIA EMAIL/HAND DELIVERED and STATEHOUSE MAIL

Re: IT Budget Planning FY2024

Dear Director,

Per direction from DFM and LSO, the Office of Information Technology Services will transition to a SWCAP model beginning in FY2024. This will represent a substantial shift in the way ITS bills for services, and there are still many details to work out. We will advise you of major developments as they become clear. This will be a one-year look forward with any increases to existing services, licenses, software, or subscriptions included in agencies' SWCAP calculations.

For your FY2024 budget, we are providing details below for the one-time impact to your agency of any agency-specific replacement items. We are prepared to support these requests throughout the budgeting process.

Agency Replacements:

- PCs or laptop replacements: agencies should budget to replace hardware that will be more than four years old in FY2024 or those devices with known service or performance issues using the guidance provided in DFM's budget manual. Specific guidance can be found on page 25 of the manual at Budget Development Manual | DIVISION OF FINANCIAL MANAGEMENT (idaho.gov)

- Network and other infrastructure replacement recommendations: ITS has identified approximately 100 wireless access points that have reached end of support and should be replaced in FY2024. Specific devices and counts per agency are attached. The estimated one-time cost to replace each access point is $1,500.

If you have any questions, please contact Cheryl Dearborn, Business Operations Bureau Chief, at Cheryl.Dearborn@its.idaho.gov or 208-605-4055.

Sincerely,

Jeff Weak, Administrator
Information Technology Services

Access Point Replacement FY 24

Agency	Access Point Model	Quantity	AP Name/Location
Dept of Admin			ADM-CC-B6-ConfArea-AP01
	2802i	7	ADM-CCB6-ConfArea-AP02
			ADM-B6-Maintenance
			ADM-CCB6-Postal
			ADM-DownTown_Postal-AP01
			LBJ-Admin_Rm100-North
			Parking-Garage
	3702i	1	LBJ-Admin-Rm100-South
Dept of Admin - Div of Public Works	2802i	2	DPW-01
			DPW-02
Dept of Admin (JRW Conf Rms)	2802i	1	JRW-CONFERENCE-WEST
	3702i	1	JRW-Conf-East
Dept of Admin (LBJ common areas and conf rms)	2802i	2	LBJ-B09-Cafeteria-Area
			LBJ-B35-by_(ICCU)
	3702i	1	LBJ-Center
Aging	2802i	1	AGING-3rd-Floor
Arts	2802i	1	Arts-Old_Pen
BarleyWheatBeanWine	2802i	2	BarleyWheatBeanWine
			BarleyWheatBeanWine-02
Board-of-Tax-Appeal	3802i	1	BTA-Board-of-Tax-Appeal
Commerce	2802i	4	COMM-JRW-2nd-ExecConf
			COMM-JRW-2nd-West
			COMM-JRW-2nd-ABconf
			COMM-JRW-2nd-East
Children's Trust Fund	2802i	2	CTF-MainFlr-AP01
			CTF-DwnStrs-AP02
DOPL(DBS)	2802i	3	DBS-POC-AP01
			DBS-POC-AP02
			DBS-CDA-AP01
DEQ	3802i	2	DEQ-BOI-ONE
			DEQ-BOI-TWO
	2802i	20	DEQ-BOI_1stFl-AP03
			DEQ-BOI_CONF-AP04
			DEQ-BOI_COM-AP05
			DEQ-BOI-2ndFlr-AP06
			DEQ-BOI-3rdFlr-AP07
			DEQ-BOI-3rdFlr-AP08
			DEQ-CDA-AP-1
			DEQ-CDA-AP-2
			DEQ-CDA-AP-3

Access Point Replacement FY 24

Agency	Access Point Model	Quantity	AP Name/Location
			DEQ-LEW-AP-1
			DEQ-LEW-AP-2
			DEQ-LEW-AP-3
			DEQ-KEL-AP-1
			DEQ-TWN-AP07
			DEQ-TWN-AP08
			DEQ-POC-AP05
			DEQ-POC-AP06
			DEQ-IDF-AP02
			DEQ-IDF-AP03
			DEQ-IDF-AP04
EFIB	3702i		EFIB-AccesPoint
GOV	2802i	9	GOV-Borah-DHR_Rm_347
			GOV-Borah-Room_316
			GOV-Borah-4th-Rm_435
			GOV-Borah-4th-NW2
			GOV-CAP_SENATE-CHAMBERS
			GOV-CAP_GovOffice_W215
			GOV-CAP-CtrEastArea-W234
			GOV-CAP_GovOffice_W229
			GOV-CAP-CtrWestArea-W234
	2602i		GOV-CAP_LtGovOffice
ICDV	2802i	1	ICDV-AP01
ICL Libraries	2802i	3	ICL-1stflr2
			ICL-RiverRm2
			ICL-Basement2
Voc Rehab	1832i	2	IDVR-CO-W1
			IDVR-CO-W2
	2802i	1	IDVR-WestGate
Water Resources	2802i	11	IDWR-CDA-01
			IDWR-CDA-02
			IDWR-CDA-03
			IDWR-CDA-04
			IDWR-IDFL-01
			IDWR-IDFL-02
			IDWR-IDFL-03
			IDWR-IDFL-04
			IDWR-TWFL-01
			IDWR-TWFL-02
			IDWR-TWFL-03
ITS	2802i	9	ITS-CCB2-1C-LAB
			ITS-JRW-SCO-AP01
			ITS-CCB6-AP07
			ITS-CCB6-AP06
			ITS-CCB6-AP05
			ITS-CCB8-F1LAB

Access Point Replacement FY 24

Agency	Access Point Model	Quantity	AP Name/Location
			ITS-CCB8-F1-Wst
			ITS-CC-B6-ConfArea-AP07
			ITS-CC-B6-ConfArea-AP03
ISHS	2802i	1	ISHS-SHPO-AssayBldg
IWDC	2802i	1	IWDC
OSBE	3802i	2	OSBE-2-3rd-Floor
			OSBE-3-3rd-Floor
	2802i	1	OSBE_1-3rd-floor
OSC	2802i	1	Borah_Bldg_1stFloor
PDC	2802i	1	PDC-Garro-Bldg
POTATO	2802i	1	Potato-Commission
STEM	3702i	2	STEM-Hoff-Bldg
			STEM-2
SILC	1832i	1	SILC-Foyer-AP
	2802i	1	SILC-2802i

https://idahogov.sharepoint.com/itsapproval/Lists/ITS%20Approval/CustomerDisplay.aspx?ID=393

IDAHO SharePoint

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Agency	Administration, Department of
Request for the Purchase of	Replacement laptops, copier, and software service agreement.
Agency Purchasing Representative	TamiHumiston
Agency Purchasing Representative Email Address	tami.humiston@adm.idaho.gov
Total Value of Request	$23,300.00
Comments	Requestion authorization to replace laptops, a copy machine, and inflation costs for service agreement on Systemates software.
ITS Comments	
Analyst Comments	
ITS Approval Status	Reviewed & Recommended
Attachments	Contract Inflation Part C.pdf One Time Operating Expenditures and One Time Capital Outlay Summary.pdf

Version: 3.0
Created at 6/23/2022 7:30 AM by Tami Humiston
Last modified at 8/25/2022 7:34 AM by Chris Carlisle

Close

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

AGENCY INFORMATION

AGENCY NAME:	Department of Administration	Division/Bureau:	
Prepared By:	Tami Humiston	E-mail Address:	tami.humiston@adm.idaho.gov
Telephone Number:	208-332-1815	Fax Number:	
DFM Analyst:	David Hahn	LSO/BPA Analyst:	Francis Lippitt
Date Prepared:		For Fiscal Year:	2024

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

Facility Name:	Len B. Jordan Building				
City:	Boise	County:	Ada		
Property Address:	650 W State Street			Zip Code:	83720
Facility Ownership (could be private or state-owned)	Private Lease: ☐	State Owned: ☑		Lease Expires:	

FUNCTION/USE OF FACILITY

Administrative office space for the Department of Administration - Director's Office, Internal Support, Fiscal, Purchaing.

COMMENTS

WORK AREAS

FISCAL YR:	ACTUAL 2022	REQUEST 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027
Total Number of Work Areas:	48	48	48	48	48	48
Full-Time Equivalent Positions:	39	39	39	39	39	39
Temp. Employees, Contractors, Auditors, etc.:						

SQUARE FEET

FISCAL YR:	ACTUAL 2022	REQUEST 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027
Square Feet:	10,159	10,159	10,159	10,159	10,159	10,159

FACILITY COST

(Do NOT use your old rate per sq ft; it may not be a realistic figure)

FISCAL YR:	ACTUAL 2022	REQUEST 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027
Total Facility Cost/Yr:	$127,632.00	$127,632.00	$127,632.00	$127,632.00	$127,632.00	$127,632.00

SURPLUS PROPERTY

FISCAL YR:	ACTUAL 2022	REQUEST 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027
	☐	☐	☐	☐	☐	☐

IMPORTANT NOTES:

1. Upon completion, please send to Leasing Manager at the State Leasing Progam in the Division of Public Works via email to Caitlin.Cox@adm.idaho.gov. Please e-mail or call 208-332-1933 with any questions.

2. 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.

3. Attach a hardcopy of this submittal, as well as the Facility Information Summary Sheet, if applicable, with your budget request. DPW LEASING DOES NOT NEED A COPY OF YOUR BUDGET REQUEST, JUST THIS FORM.

AGENCY NOTES:

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

AGENCY INFORMATION

AGENCY NAME:	Department of Administration	Division/Bureau:	
Prepared By:	Tami Humiston	E-mail Address:	tami.humiston@adm.idaho.gov
Telephone Number:	208-332-1815	Fax Number:	
DFM Analyst:	David Hahn	LSO/BPA Analyst:	Francis Lippitt
Date Prepared:		For Fiscal Year:	2024

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

Facility Name:	Pocatello Field Office				
City:	Pocatello	County:	Bannock		
Property Address:	611 Wilson Street, Suite 1			Zip Code:	
Facility Ownership (could be private or state-owned)	Private Lease:	☑	State Owned:	☐	Lease Expires: 4/30/2027

FUNCTION/USE OF FACILITY

Division of Public Works field office.

COMMENTS

Anticipate a 3% increase for FY2027.

WORK AREAS

FISCAL YR:	ACTUAL 2022	REQUEST 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027
Total Number of Work Areas:	2	2	2	2	2	2
Full-Time Equivalent Positions:	2	2	2	2	2	2
Temp. Employees, Contractors, Auditors, etc.:						

SQUARE FEET

FISCAL YR:	ACTUAL 2022	REQUEST 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027
Square Feet:	884	884	884	884	884	884

FACILITY COST

(Do NOT use your old rate per sq ft; it may not be a realistic figure)

FISCAL YR:	ACTUAL 2022	REQUEST 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027
Total Facility Cost/Yr:	$8,832.00	$9,096.96	$9,369.87	$9,650.96	$9,940.49	$10,238.70

SURPLUS PROPERTY

FISCAL YR:	ACTUAL 2022	REQUEST 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027
	☐	☐	☐	☐	☐	☐

IMPORTANT NOTES:

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AGENCY NOTES:

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

AGENCY INFORMATION

AGENCY NAME:	Department of Administration	Division/Bureau:	
Prepared By:	Tami Humiston	E-mail Address:	tami.humiston@adm.idaho.gov
Telephone Number:	208-332-1815	Fax Number:	
DFM Analyst:	David Hahn	LSO/BPA Analyst:	Francis Lippitt
Date Prepared:		For Fiscal Year:	2024

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

Facility Name:	Public Works Building				
City:	Boise	County:	Ada		
Property Address:	502 N 4th Street			Zip Code:	83720
Facility Ownership (could be private or state-owned)	Private Lease: ☐	State Owned: ☑		Lease Expires:	

FUNCTION/USE OF FACILITY

Division of Public Works office.

COMMENTS

WORK AREAS

FISCAL YR:	ACTUAL 2022	REQUEST 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027
Total Number of Work Areas:	25	29	29	29	29	29
Full-Time Equivalent Positions:	25	29	29	29	29	29
Temp. Employees, Contractors, Auditors, etc.:						

SQUARE FEET

FISCAL YR:	ACTUAL 2022	REQUEST 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027
Square Feet:	8,393	8,393	8,393	8,393	8,393	8,393

FACILITY COST

(Do NOT use your old rate per sq ft; it may not be a realistic figure)

FISCAL YR:	ACTUAL 2022	REQUEST 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027
Total Facility Cost/Yr:	$97,269.34	$97,269.34	$97,269.34	$97,269.34	$97,269.34	$97,269.34

SURPLUS PROPERTY

FISCAL YR:	ACTUAL 2022	REQUEST 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027
	☐	☐	☐	☐	☐	☐

IMPORTANT NOTES:

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AGENCY NOTES:

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

AGENCY INFORMATION

AGENCY NAME:	Department of Administration	Division/Bureau:	
Prepared By:	Tami Humiston	E-mail Address:	tami.humiston@adm.idaho.gov
Telephone Number:	208-332-1815	Fax Number:	
DFM Analyst:	David Hahn	LSO/BPA Analyst:	Francis Lippitt
Date Prepared:		For Fiscal Year:	2024

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

Facility Name:	University of Idaho Facility Services Building					
City:	Moscow		County:	Latah		
Property Address:	875 Perimeter Drive				Zip Code:	83844
Facility Ownership (could be private or state-owned)	Private Lease:	☐	State Owned:	☑	Lease Expires:	

FUNCTION/USE OF FACILITY

Division of Public Works field office.

COMMENTS

The University of Idaho provides this space for no charge.

WORK AREAS

FISCAL YR:	ACTUAL 2022	REQUEST 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027
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.:						

SQUARE FEET

FISCAL YR:	ACTUAL 2022	REQUEST 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027
Square Feet:	350	350	350	350	350	350

FACILITY COST

(Do NOT use your old rate per sq ft; it may not be a realistic figure)

FISCAL YR:	ACTUAL 2022	REQUEST 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027
Total Facility Cost/Yr:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

SURPLUS PROPERTY

FISCAL YR:	ACTUAL 2022	REQUEST 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027
	☐	☐	☐	☐	☐	☐

IMPORTANT NOTES:

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AGENCY NOTES:

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

AGENCY INFORMATION

AGENCY NAME:	Department of Administration	Division/Bureau:	
Prepared By:	Tami Humiston	E-mail Address:	tami.humiston@adm.idaho.gov
Telephone Number:	208-332-1815	Fax Number:	
DFM Analyst:	David Hahn	LSO/BPA Analyst:	Francis Lippitt
Date Prepared:		For Fiscal Year:	2024

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

Facility Name:	Federal Surplus Program Warehouse and Yard				
City:	Caldwell	County:	Canyon		
Property Address:	16 S 43rd Street, Suite 5			Zip Code:	
Facility Ownership (could be private or state-owned)	Private Lease:	☑	State Owned:	☐	Lease Expires:	6/30/2027

FUNCTION/USE OF FACILITY

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

COMMENTS

WORK AREAS

FISCAL YR:	ACTUAL 2022	REQUEST 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027
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.:						

SQUARE FEET

FISCAL YR:	ACTUAL 2022	REQUEST 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027
Square Feet:	19,700	19,700	19,700	19,700	19,700	19,700

FACILITY COST

(Do NOT use your old rate per sq ft; it may not be a realistic figure)

FISCAL YR:	ACTUAL 2022	REQUEST 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027
Total Facility Cost/Yr:	$111,180.00	$113,472.00	$116,876.16	$120,382.44	$123,993.92	$127,713.74

SURPLUS PROPERTY

FISCAL YR:	ACTUAL 2022	REQUEST 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027
	☐	☐	☐	☐	☐	☐

IMPORTANT NOTES:

1. Upon completion, please send to Leasing Manager at the State Leasing Progam in the Division of Public Works via email to Caitlin.Cox@adm.idaho.gov. Please e-mail or call 208-332-1933 with any questions.

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3. Attach a hardcopy of this submittal, as well as the Facility Information Summary Sheet, if applicable, with your budget request. DPW LEASING DOES NOT NEED A COPY OF YOUR BUDGET REQUEST, JUST THIS FORM.

AGENCY NOTES:

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

AGENCY INFORMATION

AGENCY NAME:	Department of Administration	Division/Bureau:	
Prepared By:	Tami Humiston	E-mail Address:	tami.humiston@adm.idaho.gov
Telephone Number:	208-332-1815	Fax Number:	
DFM Analyst:	David Hahn	LSO/BPA Analyst:	Francis Lippitt
Date Prepared:		For Fiscal Year:	2024

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

Facility Name:	Parking Garage #1				
City:	Boise	County:	Ada		
Property Address:	550 W State Street			Zip Code:	83720
Facility Ownership (could be private or state-owned)	Private Lease: ☐	State Owned: ☑		Lease Expires:	

FUNCTION/USE OF FACILITY

The state copy center and central postal services are located in the basement of the parking structure.

COMMENTS

WORK AREAS

FISCAL YR:	ACTUAL 2022	REQUEST 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027
Total Number of Work Areas:	16	16	16	16	16	16
Full-Time Equivalent Positions:	16	16	16	16	16	16
Temp. Employees, Contractors, Auditors, etc.:	1	1	1	1	1	1

SQUARE FEET

FISCAL YR:	ACTUAL 2022	REQUEST 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027
Square Feet:	9,447	9,447	9,447	9,447	9,447	9,447

FACILITY COST

(Do NOT use your old rate per sq ft; it may not be a realistic figure)

FISCAL YR:	ACTUAL 2022	REQUEST 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027
Total Facility Cost/Yr:	$88,751.30	$88,751.30	$88,751.30	$88,751.30	$88,751.30	$88,751.30

SURPLUS PROPERTY

FISCAL YR:	ACTUAL 2022	REQUEST 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027
	☐	☐	☐	☐	☐	☐

IMPORTANT NOTES:

1. Upon completion, please send to Leasing Manager at the State Leasing Progam in the Division of Public Works via email to Caitlin.Cox@adm.idaho.gov. Please e-mail or call 208-332-1933 with any questions.

2. 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.

3. Attach a hardcopy of this submittal, as well as the Facility Information Summary Sheet, if applicable, with your budget request. DPW LEASING DOES NOT NEED A COPY OF YOUR BUDGET REQUEST, JUST THIS FORM.

AGENCY NOTES:

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

AGENCY INFORMATION

AGENCY NAME:	Department of Administration	Division/Bureau:	
Prepared By:	Tami Humiston	E-mail Address:	tami.humiston@adm.idaho.gov
Telephone Number:	208-332-1815	Fax Number:	
DFM Analyst:	David Hahn	LSO/BPA Analyst:	Francis Lippitt
Date Prepared:		For Fiscal Year:	2024

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

Facility Name:	Chinden Campus Building 6					
City:	Boise		County:	Ada		
Property Address:	11361 W Chinden Blvd Building 6				Zip Code:	83720
Facility Ownership (could be private or state-owned)	Private Lease:	☐	State Owned:	☑	Lease Expires:	

FUNCTION/USE OF FACILITY

Central postal services are located in this building.

COMMENTS

WORK AREAS

FISCAL YR:	ACTUAL 2022	REQUEST 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027
Total Number of Work Areas:	2	2	2	2	2	2
Full-Time Equivalent Positions:	2	2	2	2	2	2
Temp. Employees, Contractors, Auditors, etc.:	1	1	1	1	1	1

SQUARE FEET

FISCAL YR:	ACTUAL 2022	REQUEST 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027
Square Feet:	1,421	1,421	1,421	1,421	1,421	1,421

FACILITY COST

(Do NOT use your old rate per sq ft; it may not be a realistic figure)

FISCAL YR:	ACTUAL 2022	REQUEST 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027
Total Facility Cost/Yr:	$14,394.73	$14,394.73	$14,394.73	$14,394.73	$14,394.73	$14,394.73

SURPLUS PROPERTY

FISCAL YR:	ACTUAL 2022	REQUEST 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027
	☐	☐	☐	☐	☐	☐

IMPORTANT NOTES:

1. Upon completion, please send to Leasing Manager at the State Leasing Progam in the Division of Public Works via email to Caitlin.Cox@adm.idaho.gov. Please e-mail or call 208-332-1933 with any questions.
2. 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.
3. Attach a hardcopy of this submittal, as well as the Facility Information Summary Sheet, if applicable, with your budget request. DPW LEASING DOES NOT NEED A COPY OF YOUR BUDGET REQUEST, JUST THIS FORM.

AGENCY NOTES:

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

Reporting Agency/Department: Department of Administration
Contact Person/Title: Tami Humiston
STARS Agency Code: 200
Contact Phone Number: 208-332-1815
Fiscal Year: 2024
Contact Email: tami.humiston@adm.idaho.gov

1

CFDA#/Cooperative Agreement # /Identifing #	Grant Type	Federal Granting Agency	Grant title	Description	Date of Expiration - If Known	Total Grant Amount	Pass Through Federal Money From Other State Agency	FY 2022 Available Funds	FY 2022 Actual Expenditures	FY 2023 Estimated Available Funds	FY 2024 Estimated Available Funds	State Approp [Y] Yearly or [C] Continuous	MOE or MOU (67-1917(1)(d)requirements? [Y] Yes or [N] No If Yes answer question 2.	Known Reductions; Plan for 10% or More Reduction	Will this Grant be reduced by 50% or more from the previous years funding? [Y] Yes or [N] No If yes then answer question 3.
	ARPA	Treasury		State and Local Fiscal Recover Funds						$25,000,000.00		Y	N	Y	N
Total								$0.00	$0.00	$25,000,000.00	$0.00				

Total FY 2022 All Funds Appropriation (DU 1.00)	$219,640,700
Federal Funds as Percentage of Funds	0.00%

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

2. Identify below for each grant any obligatons, agreements, joint exercise of powers agreements, maintenance of efforts agreements, memoranda of understanding that may be impacted by federal or state decisions regarding federal receipts, include any state matching requirements.

CFDA#/Cooperative Agreement # /Identifing #	Agreement Type	Explanation of agreement including dollar amounts.

3. Provide a plan for each grant with a known reduction in federal funding that includes anticipated changes, and if reduction is:
10-49% included the agency plan for operating at the reduced rate or,
50% or more from the previous year's funding include the plan to either reduce or eliminate the services provided through the grant or to continue the services without a shift to state resources.

CFDA#/Cooperative Agreement # /Identifing #	Plan for reduction or elimination of services.

Director Attestation for Performance Report

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

Department: Administration

Keith Reynolds
Director's Signature

8/31/22
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 **Department of Administration's mission** statement states that ***"We serve Idaho by promoting responsible government through expert customer support."***

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

The department updated its goals in FY22 to replace those that had been achieved. All support the Governor's vision to boost "**Confidence in State Government**".

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

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

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

Division of Public Works
- Design/Construction Management (staff of 28)
- Facilities Management – Capitol Mall and Chinden Campus (staff of 31 FTE, 2 PTE, and 2 Seasonal)
- Statewide Leasing (staff of 2)

Division of Security Operations
- Security Operations for the Capitol Mall and Chinden Campus (staff of 3)

Administration supports the Idaho Capitol Commission, the Governor's Housing Committee, the Group Insurance Advisory Committee (GIAC), Risk Management Advisory Committee (RMAC), and the Permanent Building Fund Advisory Council (PBFAC). Administration also provides financial and human resources functions for the Idaho Commission on Hispanic Affairs (ICHA).

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

Core Functions/Idaho Code

Office of the Director: Strategically leads the department with guiding values of customer service, integrity, honesty, innovation, and communication. Provides financial support, internal controls/auditing services, human resources, and payroll services to all programs within the Department, supported advisory groups, and Hispanic Commission. It supports the following statutory oversight groups. (Idaho Code Section 67-5701-5704)

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

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

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

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

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

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

Revenue and Expenditures

Revenue	FY 2019	FY 2020	FY 2021	FY 2022
General Fund	$6,236,746	$6,096,568	$5,924,229	$182,180,992
Idaho Education Network - 0120	$0	$0	$0	$0
Permanent Building Fund	$131,884,214	$165,031,374	$177,048,917	$627,704,646
Governor's Housing Fund	$103,515	$1,121	$60,359	$57,145
Admin. & Accounting Srvcs.	$29,321,452	$30,240,982	$5,924,229	29,099,164
Federal Surplus Property	$551,932	$490,283	$747,293	$737,431
Group Insurance	$292,323,371	$307,203,996	$317,012,271	$321,508,659

Risk Management	$10,316,888	$13,600,277	13,716,132	$14,982,148
Administrative Code Fund	$50,344	$706	$0	$0
Capitol Income & Reserve Fund	$506,476	$623,032	$2,703,940	$658,208
Special Indemnity Fund	$2,627,148	$5,408,760	$5,162,295	$4,544,227
Total	**$473,922,086**	**$528,632,100**	**$557,706,687**	**$1,181,472,620**
Expenditures	**FY 2019**	**FY 2020**	**FY 2021**	**FY 2022**
Personnel Costs	$8,243,394	$8,701,062	$8,519,657	$9,053,745
Operating Expenditures	$25,441,274	$31,280,149	$37,142,904	$128,878,041
Capital Outlay	$119,639,483	$142,228,313	$116,443,230	$206,635,295
Trustee/Benefit Payments	$297,881,348	$317,941,173	$323,456,307	$345,957,852
Total	**$451,205,499**	**$500,150,697**	**$485,562,098**	**$690,524,933**

NOTE: Includes bond revenues and expenses.

Profile of Cases Managed and/or Key Services Provided

Cases Managed and/or Key Services Provided	FY 2019	FY 2020	FY 2021	FY 2022
Insurance & Internal Support Division:				
# of FTP's supported through payroll & HR				
• Administration	114	121	124	128
• Hispanic Commission	3	3	3	3
• Information Technology Services	31	0	0	0
Value of property insured by Risk Management	$8.8 Billion	$9.2 Billion	$9.8 Billion	$10.9 Billion
# of vehicles insured for liability by Risk Mgmt (all vehicles insured for liability)	7,395	7,561	8,009	8,004
# of vehicles insured for physical damage (only vehicles scheduled for this coverage)	6,976	7,161	7,465	7,459
# of active employees enrolled in group ins	18,839	19,085	18,917	18,657******
# of active employee dependents enrolled in state's group insurance	27,969	28,194	27,917	27,113
# of retirees enrolled in state's group insurance	675	638	627	601
# of retiree dependents enrolled in group ins	180	171	175	166
New ISIF New Claims	37	36	29	32
New ISIF Complaints	33	36	26	32
New ISIF annuitants added to monthly rolls	7	8	7	12
ISIF annuitant deaths	7	4	8	7
# of postage pieces mailed - external	11,267,356	12,561,875	14,095,842	13,446,602
# of postage pieces mailed - interoffice	735,107	738,697	749,810	739,541
$ postal cost avoidance	$1,206,676	$1,242,116	$1,344,000	$1,322,694

Cases Managed and/or Key Services Provided	FY 2019	FY 2020	FY 2021	FY 2022
# of impressions made – Printing Services	1,625,260	1,325,349	1,282,598	1,579,919
Purchasing Division:				
# of contracts issued/value	710 / $374M	367 / $861 M	624 / $2B	602/$2.68B
# of purchasing personnel trained/man hours	525 / 119	542 / 147	468 / 83***	300/60****
# of online classes available/# of trained/# of classes completed	n/a	n/a	n/a	72/16/1251
# of P-card transactions	330,723	276,371	224,054	n/a*****
$ total value of P-card usage	$81,839,812	$68,073,266	$56,188,426	n/a*****
$ of Federal Surplus Property (FSP) items sold	$505,858	$462,882	$406,228	$598,007
FSP's Average cost savings to public entities	84.24% **	74.01%**	70.70%**	60.05%**

Key Services Explanatory Notes:

*Historically, DOP has reported on the total number of personnel trained and the total number of contact hours (i.e., training hours X personnel trained). For FY18 and going forward, DOP will report instead on total number of personnel trained and the number of direct hours spent training by DOP personnel. It clearly expresses the time dedicated by DOP to training and is far easier to report on accurately.

** The Federal Surplus Property (FSP) average costs savings to public entities is calculated by comparing the market value of products sold to the price paid by the donee.

*** The number of direct hours spent training by DOP personnel has decreased and will continue to decrease significantly as DOP converts most of its training to on-demand online training. This change allows more state employees to access DOP training and is a more efficient use of DOP's resources.

**** In FY22, DOP revamped its training program to move most training from a live format to an online on-demand format. This transition included breaking longer live trainings into shorter online sessions. To account for this change, the training measures have been separated into live trainings (consistent with measures from previous years) and online trainings.

***** Due to transition of the state's P-card contract to a new contractor at the beginning of FY23, DOP has been unable to obtain this data from the former contractor for FY22.

****** Active employee enrollment was lower in 2022 due to unfilled positions, not due to any changes in the plan design or offerings.

Public Works Division:				
$ appropriated for Public Works projects not including agency funds	$77,522,000	$45,221,400	$133,738,900	$246,560,800
$ amount of all funding sources for projects under construction	$385,727,167	$471,634,184	$201,357,688	$460,025,500
# of active Public Works projects	369	415	574	491
# of new Public Works projects	237	122	259	111
# of closed Public Works projects	*43	77	155	131
# sq. ft. office space leased statewide	1,557,206	1,455,153	1,448,495	1,238,288
# sq. ft. total space leased statewide	1,975,129	1,877,989	1,874,338	1,705,445
$ amount of office space leased statewide	$22,145,420	$21,612,026	$22,109,423	$19,134,447

Cases Managed and/or Key Services Provided	FY 2019	FY 2020	FY 2021	FY 2022
$ amount of total space leased statewide	$28,797,330	$28,613,904	$29,897,247	$27,306,316
**# of demand maintenance work orders resolved in Capitol Mall (requests from tenants)	3,401	2,879	2,768	2,445
# of routine and scheduled preventive maintenance work orders – Capitol Mall	1,357	1,402	1,574	1,585
**# of demand maintenance work orders resolved at the Chinden Campus (requests from tenants)	***93	848	614	853
# of routine and scheduled preventive maintenance work orders – Chinden Campus	No Report	4,966	5,300	5,650
Security Operations Division:				
# of Capitol Mall, Idaho Falls, and Lewiston managed credentials				3,938
# of Capitol Mall parking passes issued	1,833	1,755	1,417	1,569
# of temporary parking passes issued	1,653	1,242	527	526
# of parking permits issued for meetings	6,715	5,662	587	2,195

Key Services Explanatory Notes:

*Implementation of a new project management/fiscal system has drawn out and delayed closing of projects

**This is the number of orders that was submitted on-line by tenants and does not include demand work that was phoned in. No report data will be populated in future updates for on-demand work orders for maintenance, grounds, security, and janitorial.

The number of work orders nor the frequency will be the same at each campus. The Capitol Mall has approximately 2400 ASSETS and the Chinden Campus approximately 6100. Chinden is also required to meet DEQ, DIG Line, and SPCC requirements so there are many additional tasks at that site. Assets are combined or separate and create a TASK. HPI is responsible for certain maintenance in Buildings 1,3,5,7, and Café on the Chinden Campus--1002 assets, approximately 45% of total tasks

***An on-line work order system for the Chinden Campus had not yet been set up at this point. This number represents work requested and completed since the form went live for Building 2. (5/6/2019 to 6/30/2019)

FY2021 Performance Highlights

Division of Insurance and Internal Support

Office of Group Insurance (OGI)

- OGI focused on implementing programs that promoted member wellness including a lifestyle intervention program that uses technology and online resources to engage members and develop healthy habits around food and activity with the goal of lowering weight and improving health. OGI also implemented a diabetes lifestyle program that uses technology and dietary coach to engage members diagnosed with this condition. To promote better utilization of dental preventive services, the program now also covers all preventive services at 100% to members.

- OGI retained the services of a medical actuary and pharmacy consultant to evaluate the network discounts associated with medical and pharmacy claims. These market checks are important to

ensure that the plan, through its carrier or other vendors, is leveraging the best discounts available for services.

- OGI also worked closely with the State's Division of Purchasing on a project to remarket the medical carrier services. The process and draft document were shared with the Group Insurance Advisory Committee for input prior to publishing in FY23.

- OGI continued to prioritize member engagement and education about the benefit plans by sharing monthly benefit highlight information via email and on the Office of Group Insurance website.

Office of Risk Management

- State of Idaho, Risk Management hosted the national STRIMA conference in fall of FY22. The conference allows states to confer, support, and contribute to discussions of trends, legislation, products, and solutions that are specific to state government challenges within the Risk Management field. The conference was highly rated by participants both for successfully providing relevant and interesting informational sessions and excellence as hosts and introducing Idaho and Boise through after hour activities and events.

- In conjunction with Risk Management's marketing of the State's property program, all major sites (BSU, U of I, ISU, LCSC, Chinden Complex, Capital Mall) have been reviewed by carrier engineers. Findings and recommendations by type with focus on severity and frequency have been provided. Recommendations will be used to assist agencies in prioritizing Scheduled Maintenance, improving Human Element processes, and integration of risk control measures within Capital Improvement projects.

- Risk Management's Loss Control Program has begun various risk assessments in response to data and claims analysis. As a result, risk exposures have been identified and addressed either by improvement in processes or maintenance, or by elimination of risk.

- Risk Management has scheduled its Risk Forum for November 1, 2022. All agencies will be invited to participate in the one-day training. The Forum's objective is to educate and support communication and improvement of services to all agencies.

- Risk Management and DPW partnered to improve and standardize indemnification and insurance related language within DPW contracts. Risk Management will continue to work with all agencies in contract review.

- In response to legislative bill HB515, which amended Idaho Code 39-401, giving Public Health Districts the discretion to maintain coverage under the Retain Risk Fund in accordance with newly established standards and protocols, Risk Management created a policy manual, *Public Health District Loss Control Requirements and Claims Protocols*, outlining minimum requirements and standards for compliance as prescribed by the new legislation.

- Implementation of the RMIS, Origami, was completed and fully integrated within FY22. Risk Management has continued to update information within the system, create new data parameters to utilize in assessment and management of potential exposures and current losses, and continues training for agency personnel in use of the system.

- In early 2022, the Department of Transportation suffered a major water damage claim at their headquarters located in Boise. The total loss is estimated to be between $3M and $3.5M. Risk Management claims personnel, along with the Asbestos Coordinator from the Division of Public Works, assisted ITD with initial remediation efforts, retained experts to establish the value of the damage sustained and is currently coordinating with the State's property carrier in finalizing loss value and making claim payments to vendors and ITD.

Industrial Special Indemnity Fund

Given the potential monetary ramifications of an injured worker being awarded lifetime benefits, the ISIF thoroughly evaluates all claims. The ISIF further analyzes which claims to resolve by settlement and which claims to fully contest. In FY22, the ISIF resolved 14 claims and fully contested 16 claims. Of the contested claims, the ISIF prevailed at hearing on 2 claims, lost at hearing on 1 claim, with another 13 claims dismissed prior to hearing.

Postal Services / Printing Services

- Over the last year, Central Postal Services saved agencies an estimated $408,000 in postage by providing interoffice mail services.

- By processing First-Class typed letters using the postal bar code sorter, agencies have saved a combined total of $949,000 in FY21 in USPS discounts versus sending out all letters at the individual First-Class rate. This figure does not include the package discounts, flat discounts, and postage meter leasing charges. A total of $1.4 million in postage and shipping savings was achieved by agencies using Central Postal Services for all of the shipping and mailing needs. As more agencies utilize Central Postal Services for ALL their mailing needs, additional savings will be obtained.

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

- The joint-document management system has rolled out this year. This system is allowing agency users to perform a wide variety of services on their own. Users have the ability to upload their address lists and document templates to the system, create a document template, merge documents, and cleanse addresses for accuracy. They also have the option to email the document, have the document printed and mailed, or both. This system can apply 2D bar code placement on the printed pages that allows the inserting machines in Central Postal to track the inserting jobs, ensuring that the correct pages are inserted into the envelopes, and provide closed-loop verification of mailing in real time for the customer. Customers can view every step in the process in real time, from creating the document, printing the document, inserting the document, as well as the entire flow through the mail stream in the USPS system including delivery to the recipient's door. This is allowing a more automated process and helps to achieve the goals of processing more documents during non-business hours. This also allows technicians to reallocate their time to more productive work within the center.

Division of Security Operations

- In FY 2022, Security Operations restructured with a Program Manager, Program Specialist, and Program Specialist Technician. Since the change, the Division has supported 18 state agencies with panic/duress, access, and surveillance projects.

- In FY 2022, Security Operations contracted with AlertSense/Konexus for Emergency Notifications. Thirty-one state agencies have signed up to receive alerts in 17 buildings managed by the Department of Administration.

- Developed and delivered an updated Emergency Response Guidebook for the agencies at the Capitol Mall.

- Awarded new contract with **CBI Security Services**, beginning August 2022 for Department of Administration managed sites and open to use for all state agencies.

Division of Purchasing

State Purchasing

- Purchasing has continued to see a significant increase in the value of contracts being issued, with a total of over $2.86 billion in contracts issued in FY22. In addition to continuing to procure new and ongoing property for executive agencies, DOP has supported the procurement of many one-time projects utilizing federal and state surplus funds that have been appropriated for large projects.

- Purchasing has continued to work closely with the Luma implementation team, developing process improvements that will be incorporated into the procurement module of the Luma system.

- In FY22, Purchasing implemented a new Request for Information (RFI) process to help the state better prepare for the development and administration of large solicitations. The new process takes significantly less time to prepare and administer, has resulted in significantly more vendor participation, and ultimately helps the state to offer better solicitations to the vendor community. Purchasing submitted this new process to the National Association of State Procurement Officials (NASPO) and was selected as a finalist for the George Cronin Award for Procurement Excellence (winner to be announced in September 2022).

- Purchasing launched a new DOP Help Desk in FY22. The Help Desk provides a single phone number/email address where stakeholders can send questions about general purchasing topics. The Help Desk is staffed by DOP team members on a rotating basis, allowing team members to work more efficiently, provide faster responses to stakeholders, and increase their expertise.

- Purchasing increased training opportunities in FY22 by launching a re-vamped training program online. DOP replaced 6 in-person classes with shorter, on-demand, live-recorded online classes. In total, DOP now offers 72 classes through its Learning Management System. There were 1251 classes completed in FY22 by 116 different individuals. DOP also saw increased participation in its Quarterly Workshops, which are now offered in hybrid format with agencies attending in person or online. DOP held 3 workshops in FY22 with a total of 274 attendees. DOP also launched its first in-state certification program.

- In FY22, Purchasing began posting notice of most of its pending exemption requests in its eProcurement system. This provides greater transparency and increases confidence that exemptions are being approved only when appropriate.

Federal Surplus Properties (FSP)

- In FY22 FSP donated 6,432 items to 127 various public agencies, nonprofit organizations, and shelters. Approximate market value for all items was $1,497,050 with FSP charging donees only $598,007 to cover operating costs. This saved the agencies and political subdivisions nearly $900,000 for equipment, machinery, tools, furniture and many more items necessary for their operations. A great portion of the savings represented taxpayer dollars.

- A change in GSA regulations made Veteran Owned Small Businesses (VOSB's) eligible to utilize the Federal Surplus Property donation program. In FY22, FSP approved eight new donees. FSP has donated 551 items to VOSBs, saving them approximately 70% on market value. FSP is working with the Idaho Division of Veterans Services to market the program.

- Federal Surplus worked with U.S. Geological Survey in Boise to help them get rid of surplus furniture due to closing down an office space. FSP received 84 large pieces of furniture, to include office desks, bookcases, cabinets, and office tables. After these items were reviewed for condition and checked into inventory, FSP reached out to the Idaho Arts Charter School who had indicated a need for furniture and donated the majority of the furniture to them.

- The team at Federal Surplus works hard to provide the best benefits possible to our donees. When FSP receives large tool kits from the military, the team breaks those kits down into individual tools. This makes those kits much more donatable and provides more benefits to a larger number of our donees. For example, from breaking down a single tool kit, FSP was able to receive 1,099 individual tools onto the shelf for donation to our local organizations.

Division of Public Works

Design and Construction

- A tour was conducted of facilities in southwest Idaho in May and the southeast Idaho in July and will be conducted in north Idaho in September with members of the Permanent Building Funding Advisory Council (PBFAC), and area legislators. Meetings are now hybrid and allow for remote testimony and viewing.

- Construction work progressed throughout the reporting period at the Chinden Campus. The Department of Finance and Division of Professional and Occupational Licensing have now occupied tenant spaces in Building 4. Additionally, a portion of the first floor and third floor of Building 8 is being utilized by the Idaho Transportation Department until final tenant space can be built out for them in Building 3.

- DPW manages facilities construction for state agencies. The division administers a rotating list of projects with close to 490 active projects in various stages from pre-design to post-construction. The combined value of these projects currently exceeds $460 million. The following list is a sample of some of the major projects that have recently been completed:

AG: Pathology Lab and Office Space	$ 9.9 million
IDOC: Facility Expansion, St. Anthony	$ 7.9 million
ISU: Cadaver Lab Expansion, Meridian	$ 6.8 million
UI: Acoustic Mitigation, Lionel Hampton School of Music, Moscow	$ 4.9 million
IDPR: Thousand Springs Visitor Center, Hagerman	$ 3.5 million

There are several more major projects under construction, including:

IDVS: New Veterans Home, Post Falls	$ 51 million
MIL: Site Utilities, Jerome County Readiness Center	$ 3.5 million
UI: Idaho Center for Plant and Soil Health, Parma	$ 10.5 million
IDOC: East Dorm Replacement, Kuna	$ 13.5 million
ISU: Holt Arena Seating, Pocatello	$ 17.6 million

Statewide Leasing Program

- The two-member staff is currently administering a leasing portfolio of 352 leases, consisting of 1,705,445 square feet in 50 cities, for 51 different agencies and commissions.

- In the past fiscal year, the program negotiated 99 leases, consisting of 322,771 square feet representing a total contract value of $15,944,318, completed 35 requests for proposals and lease modifications in addition to the purchase of IDOC's CAPP facility and sale of IDFG Garden City surplus property.

- The program continues to assist with moving agencies to the Chinden Campus including the consolidation of IDOPL, tracking, negotiating, and creating leases and co-location agreements for state agencies and commissions.

Facilities Services

Capitol Mall

Completed many small remodel projects, including abatement and flooring replacement projects, which included projects for OSBE, State Treasurer, IWDC, U of I McClure Center, Idaho Charter Schools Commission, Office of Energy Resources, Security, and ITS.

- PBF funded projects included the start of a complete water and restroom renovation project in LBJ, the completion of a family restroom project in the library building, and continued repairs in Parking Garage #1, The start of an electrical switch gear and transformer replacement at the Borah Building, and roof replacement at the Alexander House. A facilities condition assessment has been completed and master planning for the Capitol Mall has begun with a local architecture firm and Master planner.

Chinden Campus

- Many small remodel and projects were completed at the Chinden Campus, including a temporary swing space for ITD for approximately 350 displaced workers.
- Building 4, first floor was renovated for the newly created IDOPL. Roughly half of the third floor was renovated for the Department of Finance
- Building 8, half of the first floor was fully renovated for the Office of Emergency Management, and the additional space on the first and third floor is now being utilized by the Idaho Transportation Department as swing space for the next two and half years while Building 3 is remodeled as ITD's new headquarters.
- Cafeteria, after a failed Victaulic fitting caused major flood damage to the cafeteria work has begun to replace the damaged drywall, acoustical ceiling systems, flooring and furniture systems to restore the cafeteria, and bring it back into service by late 2022/early 2023
- PBF funded projects included ongoing asbestos abatement, a replacement roof for building 6, a facilities condition assessment, and master planning for the Chinden Campus has begun with a local architecture firm and Master planner.
- Agricultural plots, approximately 39 acres of irrigated farmland have been leased to a local rancher who actively farms the site to raise alfalfa and hay to feed cattle.

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

Part II – Performance Measures

Performance Measure		FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
Goal 1 – Division of Insurance and Internal Support; Office of Risk Management **Reduce 5-year rolling property claim payments by 20% by end of FY 2023.**						
1. Reduce property claim costs by 5% annually through FY23.	actual	$971,419	$1,128,356 *	$2,555,270 **	$2,026,670 ***	
	target	-----	*$922,848*	*$874,277*	*$825,706*	*$777,135*
Goal 2 – Division of Public Works **Reduce the average length of time between project bid date and issuing a Notice to Proceed, authorizing construction to an average of 30 days.**						
2. Reduce the average number of days between project bid date and issuing Notice to Proceed by 5% per year until benchmark has been reached.	actual	37 days	36.4	48.8	42	
	target	*37.1 days*	*35.2 days*	*34.6 days*	*34.6 days*	*33 days*

Performance Measure		FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
Goal 3 – Division of Public Works; Facilities Services **Reduce the back log of deferred maintenance and repair items for the Capitol Mall (including the Idaho Falls and Lewiston State Office Buildings) and the Chinden Campus.**						
3. Reduce the total average Facility Cost Index by 5% per year for all facilities until the benchmark has been reached for each facility. This amount would need to be adjusted for cost escalation, inflation, etc. each consecutive year.	actual	-----	-----	-----	*Capitol Mall FCI = 0.13 (Initial)* *Chinden Campus FCI = 0.43 (Initial)*	
	Target *Benchmark 0.10*	-----	-----	*N/A*	*N/A*	*Capitol Mall FCI = 0.12* *Chinden Campus FCI = 0.41*
Goal 4 – Division of Insurance and Internal Support; Postal Services **Increase the number of pieces processed by the state's Postal Services at the Chinden Campus which will reduce the amount of time spent delivering mail to state agencies.**						
4. Postal Services will reduce time spent on delivery by an average of 70 minutes per year (10 minutes per route) for the next four years. Baseline FY20.	actual	-----	33 hours	32 hours	30 hours	
	target	-----	-----	*31 hr; 50 min*	*30 hr; 40 min*	*29 hr; 30 min*
Goal 5 – Division of Insurance and Internal Support; Copy Center **Decrease the number of days to perform Copy Center jobs for state agencies while increasing number of jobs printed during non-business hours.**						
5. Reduce the average processing time between order received and delivered by an average of four hours per year for three years. Baseline FY20.	actual	-----	2 days; 2 hrs	1 day; 14 hrs	1 day 13 hrs	
	target	-----	-----	*1day;22 hours*	*1 day;18 hours*	*1 day;14 hours*
6. Increase the number of jobs printed during non-business hours by 20% of all orders by FY24. Baseline will be established in FY20 and increased 5% each year thereafter until benchmark is reached.	actual	-----	2%	5%	7%	
	target	-----	-----	*7%*	*7%*	*9%*
Goal 6 – Division of Purchasing; Federal Surplus Property **Increase the number of qualifying entities utilizing the Federal Surplus Properties program to maximize the value of existing resources and reduce overall costs to state and other public agencies.**						
	actual	141	129	138	127	

Performance Measure		FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
7. Federal Surplus Properties increases the annual number of registered and/or active donees by 5% each year until benchmark is reached by FY23. Baseline established in FY19.	*target*	-----	*148*	*155*	*163*	*171*
Goal 7 – Division of Purchasing **Implement an in-state purchasing certification program.**						
8. Increase number of in-state certifications for individuals with delegated authority each year beginning in FY20 until benchmark is reached in FY23. Baseline and annual measures will be established in FY20.	actual	-----	-----	0	0****	
	target	-----	-----	*35*	*40*	*40*
Goal 8 – Division of Insurance and Internal Support; Office of Group Insurance **Examine the State's Group Insurance Program administration costs to establish a benchmark and minimize annual variability.**						
9. Program operating costs increase by no more than 3% annually.	actual	$3.50	$3.58	$5.30 *****	$2.30*****	
	target	*<=$3.61*	*<=3.61*	*<=3.69*	*<=3.71*	*<=3.40*
Goal 9 – Division of Insurance and Internal Support; Second Injury Fund **Enhance awareness of role, function, and processes of the Industrial Special Indemnity Fund (ISIF) for workers compensation practitioners and specialists.**						
10. On an annual basis, attend at least 3 workers' compensation industry meetings or seminars, where there are opportunities to share information. Provide formal presentations as requested.	actual	3	3	3	5	
	target	*>=2*	*>=2*	*>=2*	*>=3*	*>=3*

Performance Measure Explanatory Notes

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

**In FY21 there were 5 major losses reported in the amount of $1,598,632. If we remove large losses to smooth the result, FY 21 ending would be $956,638. It should be noted that insured property values have increased 20% since 2019. Also of note is the increased cost of labor and material due to COVID and inflation since 2019. All factors are driving loss costs up and the trend will continue into FY23.

***The actual amount for FY22 is not available at the time this report is due (8/22). There are still open claims in process. It takes about 6 months after the end of the fiscal year to realize a fully mature claim payout on property. The FY22 total measure will be reported next year.

**** Certification of state employees through DOP's training program was delayed while DOP worked to convert live trainings into virtual trainings in response to the pandemic. The recorded live classes have been well received and DOP is continuing to move in the direction of on-demand online training to make trainings more accessible to state employees. DOP anticipates starting to certify employees in late 2022.

***** Our Admin fee for FY21 was $5.30. Base Admin Fee $3.60, additional appropriation received $1.54 for Self-Insurance Study and $0.23 for the office remodel. The FY22 amount was lower than the previous year due to a higher balance of cash on hand at the end of FY21. With no additional appropriation, funding levels should return to a more consistent amount in FY23.

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