

FY2025 Budget

“Providing Business Solutions for Idaho State
Government”

September 1, 2023

BRAD LITTLE, GOVERNOR

Department of Administration
Steve Bailey, Director

Agency Summary And Certification

FY 2025 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:

Steve Bailey

Date: 10/20/2023

			FY 2023 Total Appropriation	FY 2023 Total Expenditures	FY 2024 Original Appropriation	FY 2024 Estimated Expenditures	FY 2025 Total Request
Appropriation Unit							
	Bond Payment Program		15,283,000	13,997,200	0	0	0
	Capital Commission		4,684,000	1,020,200	2,342,000	4,639,900	2,342,000
	Document Services		1,711,300	1,855,800	1,882,000	1,882,000	2,920,500
	Management Services		1,297,600	1,277,400	1,135,700	1,135,700	1,151,300
	Office of Insurance Management		5,091,100	4,852,800	2,326,300	2,326,300	2,578,600
	Public Works		17,900,300	17,418,300	21,054,600	21,054,600	22,148,200
	Purchasing		2,697,900	2,516,500	2,712,800	2,712,800	3,107,000
	Total		48,665,200	42,938,200	31,453,400	33,751,300	34,247,600
By Fund Source							
G	10000	General	2,627,800	2,606,700	2,692,000	2,692,000	2,710,500
F	34430	Federal	2,900,000	2,900,000	0	0	1,054,200
D	36500	Dedicated	18,533,500	17,462,800	4,084,500	4,084,500	4,337,700
D	45000	Dedicated	16,918,900	16,186,200	19,214,900	19,214,900	20,424,400
D	45051	Dedicated	0	0	0	0	0
D	45600	Dedicated	645,900	651,400	664,100	664,100	668,600
D	46100	Dedicated	1,000,200	996,900	1,063,900	1,063,900	1,301,900
D	46200	Dedicated	1,012,400	876,100	1,045,200	1,045,200	1,059,000
D	48109	Dedicated	284,000	186,100	142,000	239,900	142,000
D	48279	Dedicated	4,400,000	834,100	2,200,000	4,400,000	2,200,000
D	51900	Dedicated	342,500	237,900	346,800	346,800	349,300
	Total		48,665,200	42,938,200	31,453,400	33,751,300	34,247,600
By Account Category							
	Personnel Cost		11,112,700	9,815,000	11,638,300	11,638,300	12,574,100
	Operating Expense		22,766,300	20,889,400	17,344,800	17,442,700	17,775,800
	Capital Outlay		11,886,200	9,333,800	2,470,300	4,670,300	3,897,700
	Trustee/Benefit		2,900,000	2,900,000	0	0	0
	Total		48,665,200	42,938,200	31,453,400	33,751,300	34,247,600
	FTP Positions		128	128	126	126	135
	Total		128	128	126	126	135

Division Description

Request for Fiscal Year: 2025

Agency: Department of Administration

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Division: Department of Administration

AD1

Statutory Authority: IC 67-5701

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

Division Description

Request for Fiscal Year: 2025

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. Appointees include Andrew Erstad, Mary Symms-Pollot, Senator Chuck Winder, Nancy Sue Wallace, Representative Dustin Manwaring, and Janet Gallimore. 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 (Interim Director Lori Wolff), who also serves as commission secretary. The statute requires the commission to meet at least twice per year. The commission's charge oversees the preservation and use of the Capitol. Ongoing funding for the maintenance of the Capitol is provided from endowment land funds and investments.

Division Description

Request for Fiscal Year: 2025

Agency: Department of Administration

200

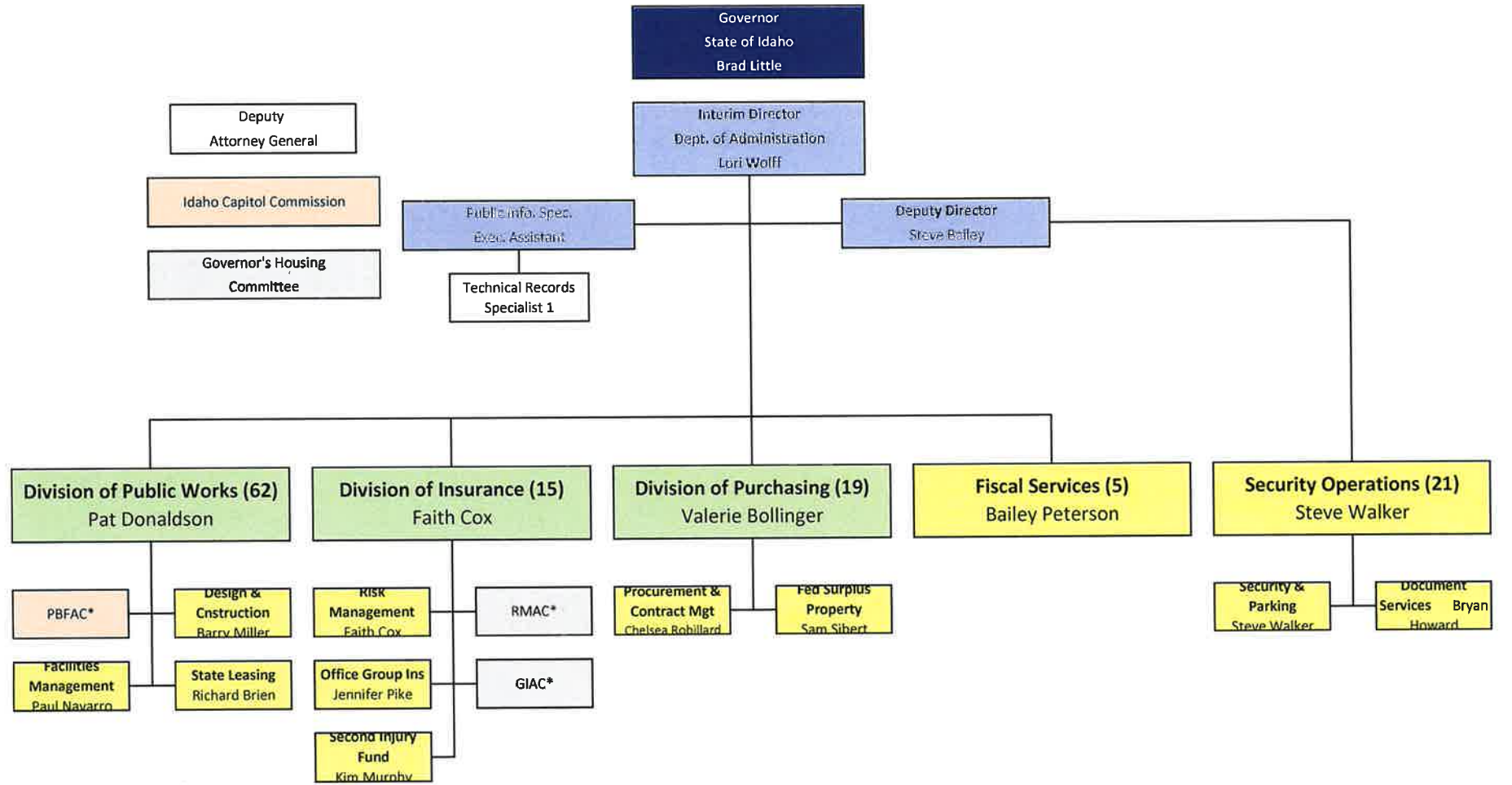
Division: Bond Payments

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.

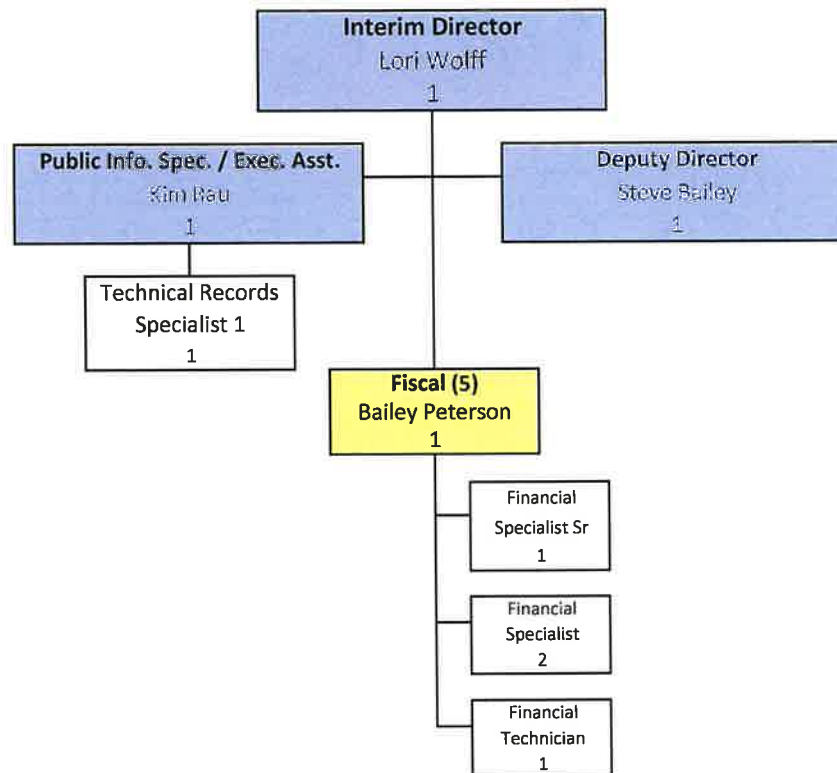
STATE OF IDAHO
Department of Administration (126 FTP)
8-11-23



Divisions of Department of Administration
 Programs and Work Groups:
 *Permanent Building Fund Advisory Council
 *Risk Management Advisory Committee
 *Group Insurance Advisory Committee

DEPARTMENT OF ADMINISTRATION
Budgeted Program - Management Services

Authorized FTP - 9
Vacant FTP 08/11/23 - 0

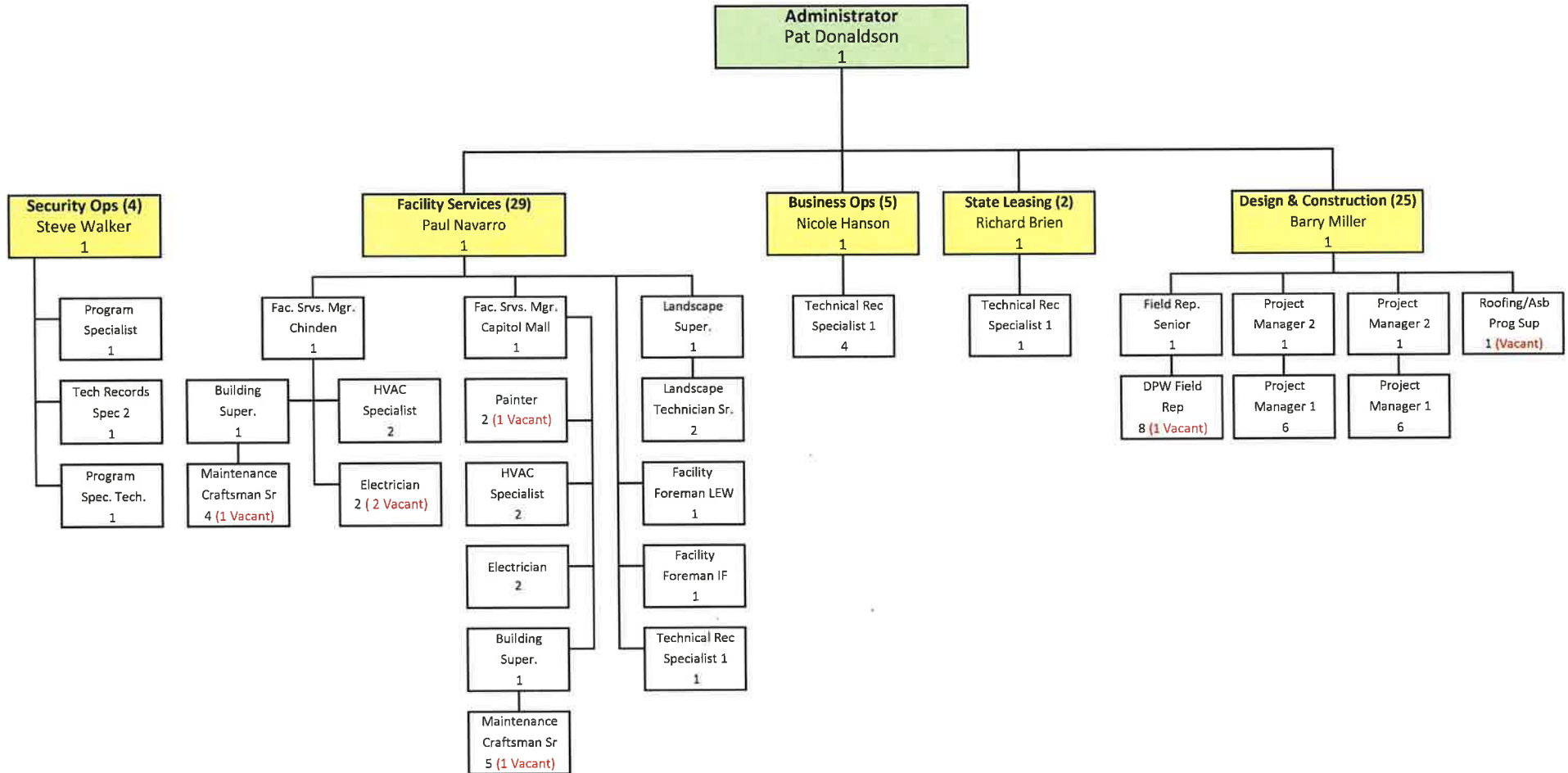


DEPARTMENT OF ADMINISTRATION

Division of Public Works (DPW)

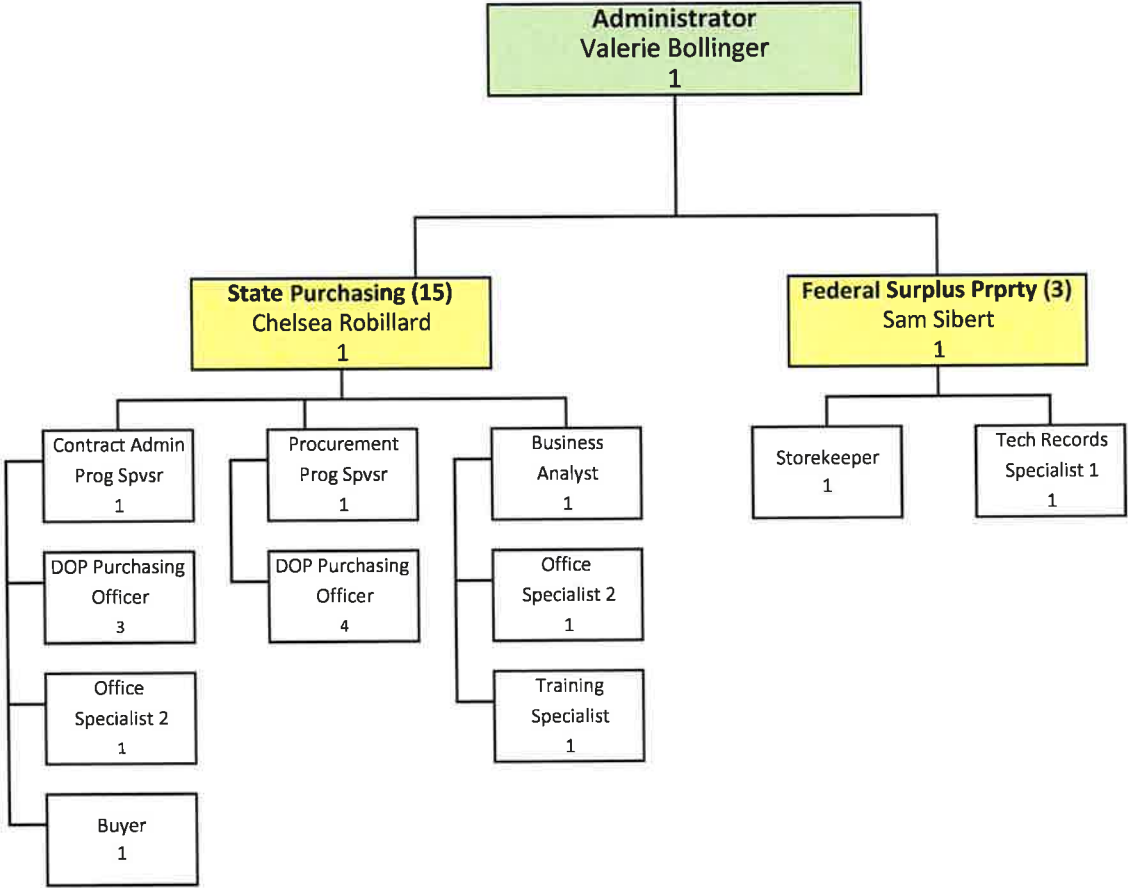
Authorized FTP - 66

Vacant FTP 8/11/23 - 7



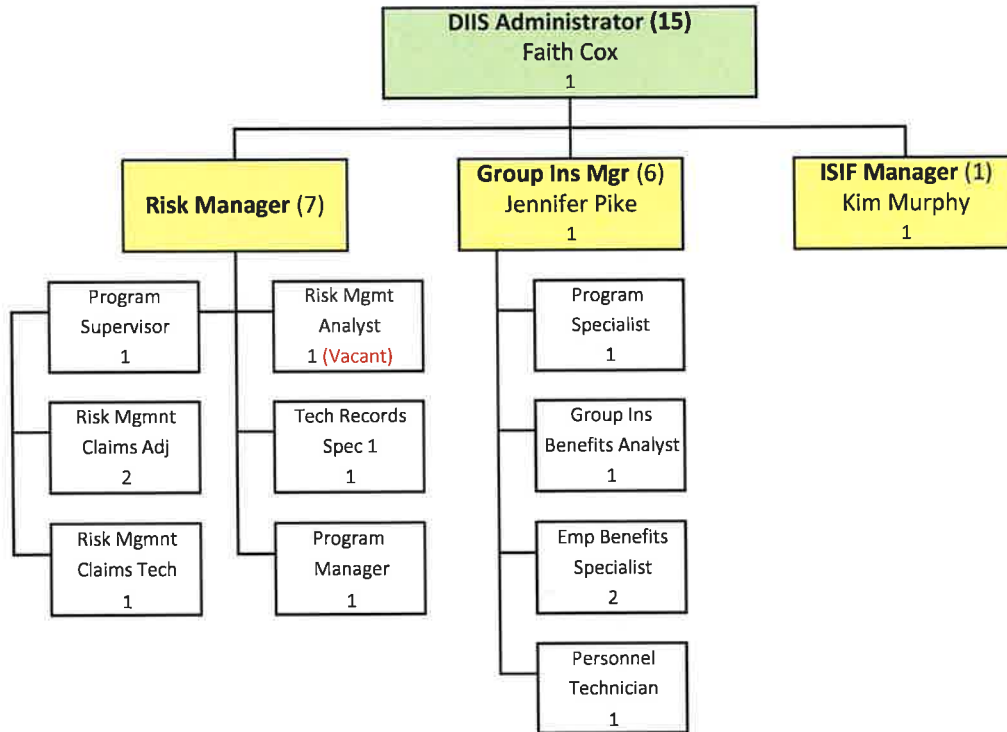
DEPARTMENT OF ADMINISTRATION
Division of Purchasing (DOP)

Authorized FTP - 19
Vacant FTP 08/11/23 - 0



DEPARTMENT OF ADMINISTRATION
Division of Insurance and Internal Support

Authorized FTP - 15
Vacant FTP 08/11/23 - 1

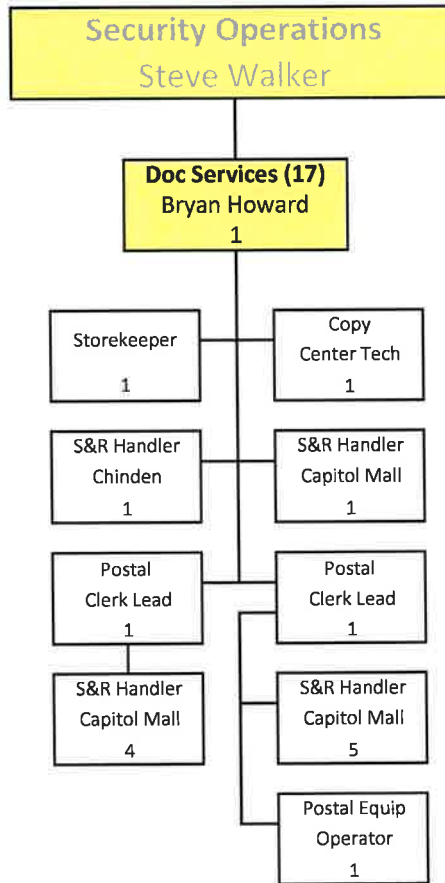


DEPARTMENT OF ADMINISTRATION

Document Services

Authorized FTP - 17

Vacant FTP 08/11/23 - 0



Agency Revenues

Request for Fiscal Year: 2025

Agency: Department of Administration

200

		FY 21 Actuals	FY 22 Actuals	FY 23 Actuals	FY 24 Estimated Revenue	FY 25 Estimated Revenue	Significant Assumptions
Fund	36600 Governor'S Residence Fund						
	460 Interest	5,152	7,000	5,214	6,000	6,000	
	467 Other Investment Income	4,537	0	456	0	0	
	Governor'S Residence Fund Total	9,689	7,000	5,670	6,000	6,000	
Fund	36601 Governor'S Residence Fund: Idaho Community Foundation						
	460 Interest	3,030	2,500	4,675	3,900	3,900	
	Governor'S Residence Fund: Idaho Community Foundation Total	3,030	2,500	4,675	3,900	3,900	
Fund	45014 Admin Acct Svcs Appd&Cont Isf: Small Agency Business Mgmt						
	435 Sale of Services	23,000	23,200	22,250	23,000	23,000	
	441 Sales of Goods	387	0	0	0	0	
	460 Interest	1,147	1,700	6,141	2,000	2,000	
	470 Other Revenue	2	0	16	0	0	
	Admin Acct Svcs Appd&Cont Isf: Small Agency Business Mgmt Total	24,536	24,900	28,407	25,000	25,000	
Fund	45026 Admin Acct Svcs Appd&Cont Isf: Facilities Services						
	435 Sale of Services	21,618	25,400	28,595	25,400	25,400	
	441 Sales of Goods	21,451	3,400	2,400	3,500	3,500	
	445 Sale of Land, Buildings & Equipment	(655)	0	0	0	0	
	460 Interest	33,309	22,400	84,499	47,000	47,000	Average of last 3 FY.
	463 Rent And Lease Income	16,993,817	17,433,200	16,342,831	17,500,000	17,500,000	There is an expected increase, using FY22 as the base rounded up.
	470 Other Revenue	104,628	6,500	7,906	6,500	6,500	
	Admin Acct Svcs Appd&Cont Isf: Facilities Services Total	17,174,168	17,490,900	16,466,231	17,582,400	17,582,400	

Agency Revenues

Request for Fiscal Year: 2025

Fund 45027 Admin Acct Svcs Appd&Cont Isf: Purchasing

435	Sale of Services	2,237,174	2,167,200	2,222,191	2,200,000	2,200,000
441	Sales of Goods	0	0	500	0	0
450	Fed Grants & Contributions	784	0	0	0	0
460	Interest	12,246	11,400	86,050	36,000	36,000
470	Other Revenue	3,549	100	1	0	0
Admin Acct Svcs Appd&Cont Isf: Purchasing Total		2,253,753	2,178,700	2,308,742	2,236,000	2,236,000

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

435	Sale of Services	5,625,460	6,177,396	5,674,320	6,000,000	6,000,000
441	Sales of Goods	175,050	246,500	196,933	195,000	195,000
445	Sale of Land, Buildings & Equipment	0	0	500	0	0
460	Interest	4,232	3,000	22,849	10,000	10,000
470	Other Revenue	5,776	0	164	0	0
Admin Acct Svcs Appd&Cont Isf: Document Services-Ded Total		5,810,518	6,426,896	5,894,766	6,205,000	6,205,000

Fund 45600 Surplus Property Revolving Fund

441	Sales of Goods	420,440	602,300	854,672	600,000	600,000
450	Fed Grants & Contributions	337,351	101,300	191,695	150,000	150,000
460	Interest	1,306	1,300	11,617	5,000	5,000
470	Other Revenue	7	4,500	49	0	0
Surplus Property Revolving Fund Total		759,104	709,400	1,058,033	755,000	755,000

Fund 46100 Group Ins Acct Appd&Cont Isf,

460	Interest	0	0	26	0	0
Group Ins Acct Appd&Cont Isf, Total		0	0	26	0	0

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

435	Sale of Services	1,205,621	471,400	939,517	800,000	800,000
460	Interest	2,011	1,500	1,171	1,500	1,500
470	Other Revenue	54	11	0	0	0
Group Ins Acct Appd&Cont Isf,: Group Ins-Admin Total		1,207,686	472,911	940,688	801,500	801,500

Agency Revenues

Request for Fiscal Year: 2025

Fund 46200 Retained Risk Account

435	Sale of Services	0	0	0	0	0
460	Interest	0	0	378	0	0
Retained Risk Account Total		0	0	378	0	0

Fund 46299 Retained Risk Account: Risk Management Administration

435	Sale of Services	803,247	785,600	876,955	800,000	800,000
460	Interest	3,319	1,900	12,234	6,000	6,000
470	Other Revenue	111	34	13	0	0
Retained Risk Account: Risk Management Administration Total		806,677	787,534	889,202	806,000	806,000

Fund 48109 Income Funds: Capitol Commission Operating Fund

460	Interest	1,651	1,100	8,910	4,000	4,000
470	Other Revenue	0	0	250,000	0	0
Income Funds: Capitol Commission Operating Fund Total		1,651	1,100	258,910	4,000	4,000

Funding should have come via statutory transfer but was sent as a check instead.

Fund 48279 Endowment Earnings Reserve Funds: Capitol Maintenance

460	Interest	2,289	4,100	12,885	6,000	6,000
470	Other Revenue	2,450,000	528,000	771,819	2,000,000	2,000,000
Endowment Earnings Reserve Funds: Capitol Maintenance Total		2,452,289	532,100	784,704	2,006,000	2,006,000

Funding moved to 48269.

Funding moved to 48269.

Fund 51900 Industrial Special Indemnity Fund

460	Interest	88,685	43,500	126,245	63,200	63,200
470	Other Revenue	54,921	17,900	7,721	17,900	17,900
Industrial Special Indemnity Fund Total		143,606	61,400	133,966	81,100	81,100

Agency Name Total	30,646,707	28,695,341	28,774,398	30,511,900	30,511,900
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Agency Revenues

Request for Fiscal Year: 2025

Agency: Commission on Hispanic Affairs

441

		FY 21 Actuals	FY 22 Actuals	FY 23 Actuals	FY 24 Estimated Revenue	FY 25 Estimated Revenue	Significant Assumptions
Fund	34900	Miscellaneous Revenue					
	450	Fed Grants & Contributions	17,000	40,000	0	0	
	470	Other Revenue	95,299	72,909	136,925	120,000	
		Miscellaneous Revenue Total	112,299	112,909	136,925	120,000	
		Agency Name Total	112,299	112,909	136,925	120,000	

Analysis of Fund Balances

Request for Fiscal Year: 2025

Agency: Department of Administration

200

Fund: Miscellaneous General Fund: Idaho Education Network

12005

Sources and Uses:

Moneys in the fund are from state appropriations, grants, federal moneys, donations, interest earnings from the investment of idle moneys in the fund or funds from any other source for the Idaho Education Network, which was defunded in FY 2015. Used to pay for a portion of the Idaho Education Network.

	FY 21 Actuals	FY 22 Actuals	FY 23 Actuals	FY 24 Estimate	FY 25 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
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	0	0	0	0	0
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	0	0	0	0	0
17. Current Year Reappropriation	0	0	0	0	0
18. Reserve for Current Year Encumbrances	0	0	0	0	0
19. Current Year Cash Expenditures	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
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	0	0	0	0	0
24a. Investments Direct by Agency (GL 1203)	0	0	0	0	0
24b. Ending Free Fund Balance Including Direct Investments	0	0	0	0	0
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: 2025

Agency: Department of Administration
Fund: ARPA State Fiscal Recovery Fund

200
 34430

Sources and Uses:

	FY 21 Actuals	FY 22 Actuals	FY 23 Actuals	FY 24 Estimate	FY 25 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
05. Non-Revenue Receipts and Other Adjustments	0	0	0	0	0
06. Statutory Transfers In	0	0	2,900,000	0	0
07. Operating Transfers In	0	0	0	0	0
08. Total Available for Year	0	0	2,900,000	0	0
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	2,900,000	0	0
15. Non-cogs, Receipts to Appropriations, etc.	0	0	0	0	0
16. Reversions and Continuous Appropriations	0	0	0	0	0
17. Current Year Reappropriation	0	0	0	0	0
18. Reserve for Current Year Encumbrances	0	0	0	0	0
19. Current Year Cash Expenditures	0	0	2,900,000	0	0
19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)	0	0	2,900,000	0	0
20. Ending Cash Balance	0	0	0	0	0
21. Prior Year Encumbrances as of June 30	0	0	0	0	0
22. Current Year Encumbrances as of June 30	0	0	0	0	0
22a. Current Year Reappropriation	0	0	0	0	0
23. Borrowing Limit	0	0	0	0	0
24. Ending Free Fund Balance	0	0	0	0	0
24a. Investments Direct by Agency (GL 1203)	0	0	0	0	0
24b. Ending Free Fund Balance Including Direct Investments	0	0	0	0	0
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: 2025

Agency: Department of Administration

200

Fund: Cares Act - Covid 19

34500

Sources and Uses:

	FY 21 Actuals	FY 22 Actuals	FY 23 Actuals	FY 24 Estimate	FY 25 Estimate
01. Beginning Free Fund Balance	0	241,137	241,137	241,137	241,137
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	241,137	241,137	241,137	241,137
04. Revenues (from Form B-11)	489,508	0	0	0	0
05. Non-Revenue Receipts and Other Adjustments	580,000	580,000	580,000	580,000	580,000
06. Statutory Transfers In	0	0	0	0	0
07. Operating Transfers In	0	0	0	0	0
08. Total Available for Year	1,069,508	821,137	821,137	821,137	821,137
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.	580,000	0	0	0	0
16. Reversions and Continuous Appropriations	(331,629)	0	0	0	0
17. Current Year Reappropriation	0	0	0	0	0
18. Reserve for Current Year Encumbrances	0	0	0	0	0
19. Current Year Cash Expenditures	496,742	0	0	0	0
19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)	248,371	0	0	0	0
20. Ending Cash Balance	821,137	821,137	821,137	821,137	821,137
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	580,000	580,000	580,000	580,000	580,000
24. Ending Free Fund Balance	241,137	241,137	241,137	241,137	241,137
24a. Investments Direct by Agency (GL 1203)	0	0	0	0	0
24b. Ending Free Fund Balance Including Direct Investments	241,137	241,137	241,137	241,137	241,137
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: 2025

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 Public

	FY 21 Actuals	FY 22 Actuals	FY 23 Actuals	FY 24 Estimate	FY 25 Estimate
01. Beginning Free Fund Balance	(98,428,026)	(12,620,552)	(110,997,910)	(289,309,432)	(495,892,302)
02. Encumbrances as of July 1	0	0	61,639	0	0
02a. Reappropriation (Legislative Carryover)	128,358,573	81,273,616	657,992,707	786,042,252	0
03. Beginning Cash Balance	29,930,547	68,653,064	547,056,436	496,732,820	(495,892,302)
04. Revenues (from Form B-11)	62,084,209	87,645,415	101,796,160	65,000,000	65,000,000
05. Non-Revenue Receipts and Other Adjustments	36,051,969	95,310	(12,408,443)	25,000,000	25,000,000
06. Statutory Transfers In	120,330,034	505,800,754	486,957,191	200,000,000	200,000,000
07. Operating Transfers In	36,313,252	34,710,004	46,975,247	28,700,000	28,700,000
08. Total Available for Year	284,710,011	696,904,547	1,170,376,591	815,432,820	(177,192,302)
09. Statutory Transfers Out	1,737,500	1,737,500	1,737,500	1,737,500	1,737,500
10. Operating Transfers Out	15,715,666	14,478,068	25,568,438	15,000,000	0
11. Non-Expenditure Distributions and Other Adjustments	77,370,548	546,837	501,673,779	0	0
12. Cash Expenditures for Prior Year Encumbrances	0	0	61,639	0	0
13. Original Appropriation	64,679,000	52,987,200	215,362,100	206,236,400	135,000,000
14. Prior Year Reappropriations, Supplementals, Recessions	219,876,073	545,798,616	960,801,407	1,088,851,222	0
15. Non-cogs, Receipts to Appropriations, etc.	2,750	4,390	0	0	0
16. Reversions and Continuous Appropriations	(82,050,974)	192,349,846	(245,518,840)	(500,000)	0
17. Current Year Reappropriation	(81,273,616)	(657,992,707)	(786,042,252)	0	0
18. Reserve for Current Year Encumbrances	0	(61,639)	0	0	0
19. Current Year Cash Expenditures	121,233,233	133,085,706	144,602,415	1,294,587,622	135,000,000
19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)	121,233,233	133,147,345	144,602,415	1,294,587,622	135,000,000
20. Ending Cash Balance	68,653,064	547,056,436	496,732,820	(495,892,302)	(313,929,802)
21. Prior Year Encumbrances as of June 30	0	0	0	0	0
22. Current Year Encumbrances as of June 30	0	61,639	0	0	0
22a. Current Year Reappropriation	81,273,616	657,992,707	786,042,252	0	0
23. Borrowing Limit	0	0	0	0	0
24. Ending Free Fund Balance	(12,620,552)	(110,997,910)	(289,309,432)	(495,892,302)	(313,929,802)
24a. Investments Direct by Agency (GL 1203)	148,171,218	150,177,100	664,027,454	650,000,000	650,000,000
24b. Ending Free Fund Balance Including Direct Investments	135,550,666	39,179,190	374,718,022	154,107,698	336,070,198
26. Outstanding Loans (if this fund is part of a loan program)	0	0	0	0	0

Note:

See GL JE 189, where cash related to this revenue was moved from 36500 to 10000. Adjust Cash PBF to GF for Incorrect Revenue in FY23.

Analysis of Fund Balances

Request for Fiscal Year: 2025

Agency: Department of Administration
Fund: Governor'S Residence Fund

200
 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 21 Actuals	FY 22 Actuals	FY 23 Actuals	FY 24 Estimate	FY 25 Estimate
01. Beginning Free Fund Balance	10,226	9,769	6,269	6,992	10,184
02. Encumbrances as of July 1	0	0	0	0	0
02a. Reappropriation (Legislative Carryover)	0	0	0	0	0
03. Beginning Cash Balance	10,226	9,769	6,269	6,992	10,184
04. Revenues (from Form B-11)	9,689	7,000	5,670	6,000	6,000
05. Non-Revenue Receipts and Other Adjustments	50,462	50,100	55,661	57,800	50,600
06. Statutory Transfers In	0	0	0	0	0
07. Operating Transfers In	0	0	0	0	0
08. Total Available for Year	70,377	66,869	67,600	70,792	66,784
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	60,608	60,600	60,608	60,608	60,608
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	60,608	60,600	60,608	60,608	60,608
19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)	60,608	60,600	60,608	60,608	60,608
20. Ending Cash Balance	9,769	6,269	6,992	10,184	6,176
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	9,769	6,269	6,992	10,184	6,176
24a. Investments Direct by Agency (GL 1203)	286,313	236,200	180,526	130,092	102,102
24b. Ending Free Fund Balance Including Direct Investments	296,082	242,469	187,518	140,276	108,278
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: 2025

Agency: Department of Administration

200

Fund: Governor'S Residence Fund: Idaho Community Foundation

36601

Sources and Uses:

	FY 21 Actuals	FY 22 Actuals	FY 23 Actuals	FY 24 Estimate	FY 25 Estimate
01. Beginning Free Fund Balance	11,990	12,046	12,046	12,346	12,346
02. Encumbrances as of July 1	0	0	0	0	0
02a. Reappropriation (Legislative Carryover)	0	0	0	0	0
03. Beginning Cash Balance	11,990	12,046	12,046	12,346	12,346
04. Revenues (from Form B-11)	3,030	2,500	4,700	3,900	3,900
05. Non-Revenue Receipts and Other Adjustments	(2,974)	(2,500)	(4,400)	(3,900)	(3,900)
06. Statutory Transfers In	0	0	0	0	0
07. Operating Transfers In	0	0	0	0	0
08. Total Available for Year	12,046	12,046	12,346	12,346	12,346
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	0	0	0	0	0
17. Current Year Reappropriation	0	0	0	0	0
18. Reserve for Current Year Encumbrances	0	0	0	0	0
19. Current Year Cash Expenditures	0	0	0	0	0
19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)	0	0	0	0	0
20. Ending Cash Balance	12,046	12,046	12,346	12,346	12,346
21. Prior Year Encumbrances as of June 30	0	0	0	0	0
22. Current Year Encumbrances as of June 30	0	0	0	0	0
22a. Current Year Reappropriation	0	0	0	0	0
23. Borrowing Limit	0	0	0	0	0
24. Ending Free Fund Balance	12,046	12,046	12,346	12,346	12,346
24a. Investments Direct by Agency (GL 1203)	183,442	185,900	190,300	194,300	198,200
24b. Ending Free Fund Balance Including Direct Investments	195,488	197,946	202,646	206,646	210,546
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: 2025

Agency: Department of Administration
 Fund: Admin Acct Svcs Appd&Cont Isf

200
 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 21 Actuals	FY 22 Actuals	FY 23 Actuals	FY 24 Estimate	FY 25 Estimate
01. Beginning Free Fund Balance	12,991,888	11,955,786	11,854,948	10,019,567	11,182,567
02. Encumbrances as of July 1	0	164,177	123,963	0	0
02a. Reappropriation (Legislative Carryover)	0	0	0	0	0
03. Beginning Cash Balance	12,991,888	12,119,963	11,978,911	10,019,567	11,182,567
04. Revenues (from Form B-11)	31,995,427	26,332,758	24,687,132	26,048,400	26,048,400
05. Non-Revenue Receipts and Other Adjustments	2,211,268	1,153,515	219,692	1,194,000	1,194,000
06. Statutory Transfers In	1,737,500	1,737,500	1,737,500	1,737,500	1,737,500
07. Operating Transfers In	658,972	894,926	1,231,136	758,000	758,000
08. Total Available for Year	49,595,055	42,238,662	39,854,371	39,757,467	40,920,467
09. Statutory Transfers Out	8,000,034	7,088,300	6,773,491	7,300,000	7,300,000
10. Operating Transfers Out	658,972	894,900	1,231,136	928,000	928,000
11. Non-Expenditure Distributions and Other Adjustments	1,271,916	1,019,536	864,783	1,132,000	1,132,000
12. Cash Expenditures for Prior Year Encumbrances	0	138,200	117,805	0	0
13. Original Appropriation	16,895,900	16,701,400	16,918,900	19,214,900	19,791,347
14. Prior Year Reappropriations, Supplementals, Recessions	0	0	0	0	0
15. Non-cogs, Receipts to Appropriations, etc.	2,750	0	500	0	0
16. Reversions and Continuous Appropriations	10,809,697	4,515,401	3,928,189	0	0
17. Current Year Reappropriation	0	0	0	0	0
18. Reserve for Current Year Encumbrances	(164,177)	(97,986)	0	0	0
19. Current Year Cash Expenditures	27,544,170	21,118,815	20,847,589	19,214,900	19,791,347
19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)	27,708,347	21,216,801	20,847,589	19,214,900	19,791,347
20. Ending Cash Balance	12,119,963	11,978,911	10,019,567	11,182,567	11,769,120
21. Prior Year Encumbrances as of June 30	0	25,977	0	0	0
22. Current Year Encumbrances as of June 30	164,177	97,986	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	11,955,786	11,854,948	10,019,567	11,182,567	11,769,120
24a. Investments Direct by Agency (GL 1203)	0	0	0	0	0
24b. Ending Free Fund Balance Including Direct Investments	11,955,786	11,854,948	10,019,567	11,182,567	11,769,120
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: 2025

Agency: Department of Administration

200

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

45014

Sources and Uses:

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

	FY 21 Actuals	FY 22 Actuals	FY 23 Actuals	FY 24 Estimate	FY 25 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
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	0	0	0	0	0
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	0	0	0	0	0
17. Current Year Reappropriation	0	0	0	0	0
18. Reserve for Current Year Encumbrances	0	0	0	0	0
19. Current Year Cash Expenditures	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
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	0	0	0	0	0
24a. Investments Direct by Agency (GL 1203)	0	0	0	0	0
24b. Ending Free Fund Balance Including Direct Investments	0	0	0	0	0
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: 2025

Agency: Department of Administration

200

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

45026

Sources and Uses:

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

	FY 21 Actuals	FY 22 Actuals	FY 23 Actuals	FY 24 Estimate	FY 25 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
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	0	0	0	0	0
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	0	0	0	0	0
17. Current Year Reappropriation	0	0	0	0	0
18. Reserve for Current Year Encumbrances	0	0	0	0	0
19. Current Year Cash Expenditures	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
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	0	0	0	0	0
24a. Investments Direct by Agency (GL 1203)	0	0	0	0	0
24b. Ending Free Fund Balance Including Direct Investments	0	0	0	0	0
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: 2025

Agency: Department of Administration

200

Fund: Admin Acct Svcs Appd&Cont Isf: Purchasing

45027

Sources and Uses:

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

	FY 21 Actuals	FY 22 Actuals	FY 23 Actuals	FY 24 Estimate	FY 25 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
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	0	0	0	0	0
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	0	0	0	0	0
17. Current Year Reappropriation	0	0	0	0	0
18. Reserve for Current Year Encumbrances	0	0	0	0	0
19. Current Year Cash Expenditures	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
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	0	0	0	0	0
24a. Investments Direct by Agency (GL 1203)	0	0	0	0	0
24b. Ending Free Fund Balance Including Direct Investments	0	0	0	0	0
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: 2025

Agency: Department of Administration

200

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

45051

Sources and Uses:

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

	FY 21 Actuals	FY 22 Actuals	FY 23 Actuals	FY 24 Estimate	FY 25 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
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	0	0	0	0	0
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	0	0	0	0	0
17. Current Year Reappropriation	0	0	0	0	0
18. Reserve for Current Year Encumbrances	0	0	0	0	0
19. Current Year Cash Expenditures	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
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	0	0	0	0	0
24a. Investments Direct by Agency (GL 1203)	0	0	0	0	0
24b. Ending Free Fund Balance Including Direct Investments	0	0	0	0	0
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: 2025

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 21 Actuals	FY 22 Actuals	FY 23 Actuals	FY 24 Estimate	FY 25 Estimate
01. Beginning Free Fund Balance	295,852	246,959	394,825	610,982	710,782
02. Encumbrances as of July 1	0	0	0	0	0
02a. Reappropriation (Legislative Carryover)	0	0	0	0	0
03. Beginning Cash Balance	295,852	246,959	394,825	610,982	710,782
04. Revenues (from Form B-11)	759,104	709,400	1,058,032	755,000	755,000
05. Non-Revenue Receipts and Other Adjustments	94,895	16,600	(72,192)	93,900	93,900
06. Statutory Transfers In	0	0	0	0	0
07. Operating Transfers In	14,500	14,600	15,500	14,900	14,900
08. Total Available for Year	1,164,351	987,559	1,396,165	1,474,782	1,574,582
09. Statutory Transfers Out	0	0	0	0	0
10. Operating Transfers Out	14,500	14,600	15,500	14,900	14,900
11. Non-Expenditure Distributions and Other Adjustments	121,206	17,234	118,272	85,000	85,000
12. Cash Expenditures for Prior Year Encumbrances	0	0	0	0	0
13. Original Appropriation	606,200	629,600	645,900	664,100	684,000
14. Prior Year Reappropriations, Supplementals, Recessions	0	0	0	0	0
15. Non-cogs, Receipts to Appropriations, etc.	286,218	35,300	30,378	0	0
16. Reversions and Continuous Appropriations	(110,732)	(104,000)	(24,867)	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	781,686	560,900	651,411	664,100	684,000
19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)	781,686	560,900	651,411	664,100	684,000
20. Ending Cash Balance	246,959	394,825	610,982	710,782	790,682
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	246,959	394,825	610,982	710,782	790,682
24a. Investments Direct by Agency (GL 1203)	0	0	0	0	0
24b. Ending Free Fund Balance Including Direct Investments	246,959	394,825	610,982	710,782	790,682
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: 2025

Agency: Department of Administration
Fund: Group Ins Acct Appd&Cont Isf,

200
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 21 Actuals	FY 22 Actuals	FY 23 Actuals	FY 24 Estimate	FY 25 Estimate	
01. Beginning Free Fund Balance	79,944,086	81,993,387	68,786,445	88,775,559	534,203,459	
02. Encumbrances as of July 1	0	0	0	0	0	
02a. Reappropriation (Legislative Carryover)	0	0	0	0	0	
03. Beginning Cash Balance	79,944,086	81,993,387	68,786,445	88,775,559	534,203,459	
04. Revenues (from Form B-11)	317,661,188	321,967,046	418,626,871	425,700,000	425,700,000	
05. Non-Revenue Receipts and Other Adjustments	(620,398)	(520,440)	(1,370,657)	(150,000)	(150,000)	
06. Statutory Transfers In	0	0	25,000,000	21,000,000	0	HB 752 BFY23 HB 305 BFY24
07. Operating Transfers In	78,200	53,400	63,200	0	0	
08. Total Available for Year	397,063,076	403,493,393	511,105,859	535,325,559	959,753,459	
09. Statutory Transfers Out	0	0	0	0	0	
10. Operating Transfers Out	78,200	53,400	63,200	58,200	60,000	
11. Non-Expenditure Distributions and Other Adjustments	106,720	(8,652)	(297,208)	0	0	
12. Cash Expenditures for Prior Year Encumbrances	0	0	0	0	0	
13. Original Appropriation	1,329,200	936,900	969,500	1,063,900	1,095,817	
14. Prior Year Reappropriations, Supplementals, Recessions	313,555,569	0	30,700	0	0	
15. Non-cogs, Receipts to Appropriations, etc.	0	0	0	0	0	
16. Reversions and Continuous Appropriations	0	333,725,300	421,564,108	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	314,884,769	334,662,200	422,564,308	1,063,900	1,095,817	
19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)	314,884,769	334,662,200	422,564,308	1,063,900	1,095,817	
20. Ending Cash Balance	81,993,387	68,786,445	88,775,559	534,203,459	958,597,642	
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	81,993,387	68,786,445	88,775,559	534,203,459	958,597,642	
24a. Investments Direct by Agency (GL 1203)	43,810,527	37,645,300	45,494,732	45,500,000	45,500,000	
24b. Ending Free Fund Balance Including Direct Investments	125,803,914	106,431,745	134,270,291	579,703,459	1,004,097,642	
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: 2025

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 21 Actuals	FY 22 Actuals	FY 23 Actuals	FY 24 Estimate	FY 25 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
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	0	0	0	0	0
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	0	0	0	0	0
17. Current Year Reappropriation	0	0	0	0	0
18. Reserve for Current Year Encumbrances	0	0	0	0	0
19. Current Year Cash Expenditures	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
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	0	0	0	0	0
24a. Investments Direct by Agency (GL 1203)	0	0	0	0	0
24b. Ending Free Fund Balance Including Direct Investments	0	0	0	0	0
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: 2025

Agency: Department of Administration

200

Fund: Retained Risk Account

46200

Sources and Uses:

Risk Management receives funding from all premiums and surcharges received under §67-5777, Idaho Code, all dollars received via subrogation, all refunds received on insurance policies canceled before expiration, all refunds or returns under experience rat. This fund is used solely for payment of premiums, costs of maintaining the operation of a portion of the Office of Insurance Management, or upon losses not otherwise insured and suffered by the state as to property and risks which at the time of loss were

	FY 21 Actuals	FY 22 Actuals	FY 23 Actuals	FY 24 Estimate	FY 25 Estimate
01. Beginning Free Fund Balance	3,454,652	6,959,478	8,458,336	6,422,450	7,571,250
02. Encumbrances as of July 1	131,705	0	0	0	0
02a. Reappropriation (Legislative Carryover)	0	0	0	0	0
03. Beginning Cash Balance	3,586,357	6,959,478	8,458,336	6,422,450	7,571,250
04. Revenues (from Form B-11)	13,764,162	15,034,700	13,030,730	13,950,000	13,950,000
05. Non-Revenue Receipts and Other Adjustments	(139,150)	(103,400)	(210,980)	151,000	151,000
06. Statutory Transfers In	0	0	0	0	0
07. Operating Transfers In	91,120	55,200	164,271	0	0
08. Total Available for Year	17,302,489	21,945,978	21,442,357	20,523,450	21,672,250
09. Statutory Transfers Out	0	0	0	0	0
10. Operating Transfers Out	60,000	55,200	164,271	93,000	93,000
11. Non-Expenditure Distributions and Other Adjustments	0	3,922	(3,873)	0	0
12. Cash Expenditures for Prior Year Encumbrances	131,705	0	0	0	0
13. Original Appropriation	1,020,200	962,200	1,012,400	1,045,200	1,076,556
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	9,131,106	12,466,320	13,847,109	11,814,000	11,814,000
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	10,151,306	13,428,520	14,859,509	12,859,200	12,890,556
19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)	10,151,306	13,428,520	14,859,509	12,859,200	12,890,556
20. Ending Cash Balance	6,959,478	8,458,336	6,422,450	7,571,250	8,688,694
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	6,959,478	8,458,336	6,422,450	7,571,250	8,688,694
24a. Investments Direct by Agency (GL 1203)	8,687,015	8,809,700	9,025,532	9,025,000	9,025,000
24b. Ending Free Fund Balance Including Direct Investments	15,646,493	17,268,036	15,447,982	16,596,250	17,713,694
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: 2025

Agency: Department of Administration

200

Fund: Retained Risk Account: Risk Management Administration

46299

Sources and Uses:

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

	FY 21 Actuals	FY 22 Actuals	FY 23 Actuals	FY 24 Estimate	FY 25 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
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	0	0	0	0	0
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	0	0	0	0	0
17. Current Year Reappropriation	0	0	0	0	0
18. Reserve for Current Year Encumbrances	0	0	0	0	0
19. Current Year Cash Expenditures	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
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	0	0	0	0	0
24a. Investments Direct by Agency (GL 1203)	0	0	0	0	0
24b. Ending Free Fund Balance Including Direct Investments	0	0	0	0	0
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: 2025

Agency: Department of Administration

200

Fund: Professional Services: Administrative Code Fund

47505

Sources and Uses:

Funds come from fees charged to the agencies for providing services related to rule making, and fees charged to agencies and public for the printed rules material. The Administrative Rules Coordinator shall set an annual fee for each participating agency. The Administrative Rules Program structures, promulgates, and disseminates all administrative rules subject to the Idaho Administrative Procedure Act. Moneys generated from the user fees covers the ongoing personnel and operating costs of the program. P

	FY 21 Actuals	FY 22 Actuals	FY 23 Actuals	FY 24 Estimate	FY 25 Estimate
01. Beginning Free Fund Balance	706	706	706	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	706	706	706	0	0
04. Revenues (from Form B-11)	0	0	0	0	0
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	706	706	706	0	0
09. Statutory Transfers Out	0	0	0	0	0
10. Operating Transfers Out	0	0	706	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	0	0	0	0	0
17. Current Year Reappropriation	0	0	0	0	0
18. Reserve for Current Year Encumbrances	0	0	0	0	0
19. Current Year Cash Expenditures	0	0	0	0	0
19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)	0	0	0	0	0
20. Ending Cash Balance	706	706	0	0	0
21. Prior Year Encumbrances as of June 30	0	0	0	0	0
22. Current Year Encumbrances as of June 30	0	0	0	0	0
22a. Current Year Reappropriation	0	0	0	0	0
23. Borrowing Limit	0	0	0	0	0
24. Ending Free Fund Balance	706	706	0	0	0
24a. Investments Direct by Agency (GL 1203)	8,687,015	0	0	0	0
24b. Ending Free Fund Balance Including Direct Investments	8,687,721	706	0	0	0
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: 2025

Agency: Department of Administration

200

Fund: Income Funds: Capitol Commission Operating Fund

48109

Sources and Uses:

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

	FY 21 Actuals	FY 22 Actuals	FY 23 Actuals	FY 24 Estimate	FY 25 Estimate
01. Beginning Free Fund Balance	43,869	153,519	68,981	53,689	27,389
02. Encumbrances as of July 1	0	0	0	0	0
02a. Reappropriation (Legislative Carryover)	56,005	69,963	142,000	97,858	0
03. Beginning Cash Balance	99,874	223,482	210,981	151,547	27,389
04. Revenues (from Form B-11)	1,651	1,100	258,910	4,000	4,000
05. Non-Revenue Receipts and Other Adjustments	(1)	(1)	(2)	0	0
06. Statutory Transfers In	250,000	125,000	0	250,000	250,000
07. Operating Transfers In	0	0	0	0	0
08. Total Available for Year	351,524	349,581	469,889	405,547	281,389
09. Statutory Transfers Out	0	0	0	0	0
10. Operating Transfers Out	0	126,500	132,200	138,300	142,800
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	56,005	70,000	142,000	97,858	0
15. Non-cogs, Receipts to Appropriations, etc.	0	0	0	0	0
16. Reversions and Continuous Appropriations	0	(57,900)	0	0	0
17. Current Year Reappropriation	(69,963)	(142,000)	(97,858)	0	0
18. Reserve for Current Year Encumbrances	0	0	0	0	0
19. Current Year Cash Expenditures	128,042	12,100	186,142	239,858	142,000
19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)	128,042	12,100	186,142	239,858	142,000
20. Ending Cash Balance	223,482	210,981	151,547	27,389	(3,411)
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	69,963	142,000	97,858	0	0
23. Borrowing Limit	0	0	0	0	0
24. Ending Free Fund Balance	153,519	68,981	53,689	27,389	(3,411)
24a. Investments Direct by Agency (GL 1203)	0	100	69	100	100
24b. Ending Free Fund Balance Including Direct Investments	153,519	69,081	53,758	27,489	(3,311)
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: 2025

Agency: Department of Administration

200

Fund: Endowment Earnings Reserve Funds: Capitol Maintenance

48279

Sources and Uses:

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

	FY 21 Actuals	FY 22 Actuals	FY 23 Actuals	FY 24 Estimate	FY 25 Estimate
01. Beginning Free Fund Balance	4,638	6,927	(1,416,942)	(1,466,343)	289,657
02. Encumbrances as of July 1	0	0	0	0	0
02a. Reappropriation (Legislative Carryover)	0	1,593,731	2,200,000	2,200,000	0
03. Beginning Cash Balance	4,638	1,600,658	783,058	733,657	289,657
04. Revenues (from Form B-11)	2,452,289	532,100	784,704	2,006,000	2,006,000
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	2,456,927	2,132,758	1,567,762	2,739,657	2,295,657
09. Statutory Transfers Out	250,000	125,000	0	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	0	1,593,700	2,200,000	0	0
15. Non-cogs, Receipts to Appropriations, etc.	0	403,000	0	0	0
16. Reversions and Continuous Appropriations	0	(772,000)	(1,365,895)	0	0
17. Current Year Reappropriation	(1,593,731)	(2,200,000)	(2,200,000)	0	0
18. Reserve for Current Year Encumbrances	0	0	0	0	0
19. Current Year Cash Expenditures	606,269	1,224,700	834,105	2,200,000	2,200,000
19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)	606,269	1,224,700	834,105	2,200,000	2,200,000
20. Ending Cash Balance	1,600,658	783,058	733,657	289,657	(154,343)
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	1,593,731	2,200,000	2,200,000	0	0
23. Borrowing Limit	0	0	0	0	0
24. Ending Free Fund Balance	6,927	(1,416,942)	(1,466,343)	289,657	(154,343)
24a. Investments Direct by Agency (GL 1203)	0	0	0	0	0
24b. Ending Free Fund Balance Including Direct Investments	6,927	(1,416,942)	(1,466,343)	289,657	(154,343)
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: 2025

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 21 Actuals	FY 22 Actuals	FY 23 Actuals	FY 24 Estimate	FY 25 Estimate
01. Beginning Free Fund Balance	1,792,081	2,733,479	3,040,423	2,843,183	6,888,183
02. Encumbrances as of July 1	0	0	0	0	0
02a. Reappropriation (Legislative Carryover)	0	0	0	0	0
03. Beginning Cash Balance	1,792,081	2,733,479	3,040,423	2,843,183	6,888,183
04. Revenues (from Form B-11)	143,606	61,405	133,967	103,900	103,900
05. Non-Revenue Receipts and Other Adjustments	919,924	(32,614)	(57,379)	0	0
06. Statutory Transfers In	0	0	0	0	0
07. Operating Transfers In	4,098,765	4,515,436	4,340,166	4,318,000	4,318,000
08. Total Available for Year	6,954,376	7,277,706	7,457,177	7,265,083	11,310,083
09. Statutory Transfers Out	0	0	0	0	0
10. Operating Transfers Out	52,020	20,900	20,000	30,100	30,100
11. Non-Expenditure Distributions and Other Adjustments	0	0	606	0	0
12. Cash Expenditures for Prior Year Encumbrances	0	0	0	0	0
13. Original Appropriation	341,300	330,700	342,500	346,800	357,204
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	3,827,577	3,885,683	4,250,888	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	4,168,877	4,216,383	4,593,388	346,800	357,204
19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)	4,168,877	4,216,383	4,593,388	346,800	357,204
20. Ending Cash Balance	2,733,479	3,040,423	2,843,183	6,888,183	10,922,779
21. Prior Year Encumbrances as of June 30	0	0	0	0	0
22. Current Year Encumbrances as of June 30	0	0	0	0	0
22a. Current Year Reappropriation	0	0	0	0	0
23. Borrowing Limit	0	0	0	0	0
24. Ending Free Fund Balance	2,733,479	3,040,423	2,843,183	6,888,183	10,922,779
24a. Investments Direct by Agency (GL 1203)	2,375,164	2,407,800	2,465,158	2,500,000	2,500,000
24b. Ending Free Fund Balance Including Direct Investments	5,108,643	5,448,223	5,308,341	9,388,183	13,422,779
26. Outstanding Loans (if this fund is part of a loan program)	0	0	0	0	0

Note:

Inflationary Adjustments

Request for Fiscal Year: 2025

Agency: Department of Administration

200

Appropriation Unit: Public Works

ADAC

	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	Change	% Change	FY 2024 Appropriation	CY 2024 Expenditure Adjustments	FY 2024 Estimated Expenditures	Remove One Time Funding	FY 2025 Base less Adjustments	General Inflation DU 10.21	% Change	Medical Inflation DU 10.22	% Change	FY 2025 Totals
Summary Account																
Computer Services	0	0	0	0	0	0	9,700	233,200	242,900	0	9,700	9,700	0	0	0	19,400
Utilities	0	0	0	0	0	0	290,000	2,651,800	2,941,800	0	290,000	290,000	0	0	0	580,000
Rental Costs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	299,700	2,885,000	3,184,700	0	299,700	299,700	0	0	0	599,400
Fund Source																
Dedicated	0	0	0	0	0	0	299,700	2,885,000	3,184,700	0	299,700	299,700	0	0	0	599,400
Total	0	0	0	0	0	0	299,700	2,885,000	3,184,700	0	299,700	299,700	0	0	0	599,400

	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 2023 Total Appropriation

1.00 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

1.13 PY Executive Carry Forward ADAA

36500	Dedicated	0.00	0	0	24,200	0	24,200
45000	Dedicated	0.00	0	0	25,500	0	25,500
		0.00	0	0	49,700	0	49,700

1.61 Reverted Appropriation Balances ADAA

10000	General	0.00	(9,500)	0	0	0	(9,500)
36500	Dedicated	0.00	(4,800)	(4,400)	0	0	(9,200)
45000	Dedicated	0.00	(10,200)	(28,400)	0	0	(38,600)
45600	Dedicated	0.00	(6,700)	0	0	0	(6,700)
46100	Dedicated	0.00	(2,200)	(100)	0	0	(2,300)
46200	Dedicated	0.00	(1,400)	0	0	0	(1,400)
51900	Dedicated	0.00	(2,200)	0	0	0	(2,200)
		0.00	(37,000)	(32,900)	0	0	(69,900)

FY 2023 Actual Expenditures

2.00 FY 2023 Actual Expenditures ADAA

10000	General	1.58	181,800	68,100	0	0	249,900
36500	Dedicated	1.90	155,800	13,700	24,200	0	193,700
45000	Dedicated	5.10	568,400	66,800	25,500	0	660,700
45600	Dedicated	0.25	15,000	0	0	0	15,000
46100	Dedicated	0.66	77,500	0	0	0	77,500
46200	Dedicated	0.51	56,900	0	0	0	56,900
51900	Dedicated	0.20	23,700	0	0	0	23,700
		10.20	1,079,100	148,600	49,700	0	1,277,400

		FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
FY 2024 Original Appropriation							
3.00	FY 2024 Original Appropriation						ADAA
10000	General	1.58	199,700	68,300	0	0	268,000
36500	Dedicated	1.08	117,500	18,100	0	0	135,600
45000	Dedicated	4.15	480,200	99,200	0	0	579,400
45600	Dedicated	0.29	23,100	0	0	0	23,100
46100	Dedicated	0.61	72,500	100	0	0	72,600
46200	Dedicated	0.31	35,500	0	0	0	35,500
51900	Dedicated	0.18	21,500	0	0	0	21,500
		8.20	950,000	185,700	0	0	1,135,700

FY 2024 Total Appropriation

5.00	FY 2024 Total Appropriation						ADAA
10000	General	1.58	199,700	68,300	0	0	268,000
36500	Dedicated	1.08	117,500	18,100	0	0	135,600
45000	Dedicated	4.15	480,200	99,200	0	0	579,400
45600	Dedicated	0.29	23,100	0	0	0	23,100
46100	Dedicated	0.61	72,500	100	0	0	72,600
46200	Dedicated	0.31	35,500	0	0	0	35,500
51900	Dedicated	0.18	21,500	0	0	0	21,500
		8.20	950,000	185,700	0	0	1,135,700

Appropriation Adjustments

6.41	FTP/Noncognizable Adjustment						ADAA
10000	General	(0.03)	0	0	0	0	0
36500	Dedicated	(0.15)	0	0	0	0	0
45000	Dedicated	0.01	0	0	0	0	0
45600	Dedicated	(0.03)	0	0	0	0	0
		(0.20)	0	0	0	0	0

		FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
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FY 2024 Estimated Expenditures

7.00 FY 2024 Estimated Expenditures ADAA

10000	General	1.55	199,700	68,300	0	0	268,000
36500	Dedicated	0.93	117,500	18,100	0	0	135,600
45000	Dedicated	4.16	480,200	99,200	0	0	579,400
45600	Dedicated	0.26	23,100	0	0	0	23,100
46100	Dedicated	0.61	72,500	100	0	0	72,600
46200	Dedicated	0.31	35,500	0	0	0	35,500
51900	Dedicated	0.18	21,500	0	0	0	21,500
		8.00	950,000	185,700	0	0	1,135,700

Base Adjustments

8.11 FTP or Fund Adjustments ADAA

10000	General	(0.03)	0	0	0	0	0
36500	Dedicated	(0.15)	0	0	0	0	0
45000	Dedicated	0.01	0	0	0	0	0
45600	Dedicated	(0.03)	0	0	0	0	0
46100	Dedicated	0.00	0	0	0	0	0
		(0.20)	0	0	0	0	0

FY 2025 Base

9.00 FY 2025 Base ADAA

10000	General	1.55	199,700	68,300	0	0	268,000
36500	Dedicated	0.93	117,500	18,100	0	0	135,600
45000	Dedicated	4.16	480,200	99,200	0	0	579,400
45600	Dedicated	0.26	23,100	0	0	0	23,100
46100	Dedicated	0.61	72,500	100	0	0	72,600
46200	Dedicated	0.31	35,500	0	0	0	35,500
51900	Dedicated	0.18	21,500	0	0	0	21,500
		8.00	950,000	185,700	0	0	1,135,700

		FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
Program Maintenance							
10.11	Change in Health Benefit Costs						ADAA
10000	General	0.00	1,100	0	0	0	1,100
36500	Dedicated	0.00	700	0	0	0	700
45000	Dedicated	0.00	2,900	0	0	0	2,900
45600	Dedicated	0.00	200	0	0	0	200
46100	Dedicated	0.00	400	0	0	0	400
46200	Dedicated	0.00	200	0	0	0	200
51900	Dedicated	0.00	100	0	0	0	100
		0.00	5,600	0	0	0	5,600
10.12	Change in Variable Benefit Costs						ADAA
10000	General	0.00	400	0	0	0	400
36500	Dedicated	0.00	300	0	0	0	300
45000	Dedicated	0.00	1,000	0	0	0	1,000
45600	Dedicated	0.00	0	0	0	0	0
46100	Dedicated	0.00	200	0	0	0	200
46200	Dedicated	0.00	100	0	0	0	100
51900	Dedicated	0.00	0	0	0	0	0
		0.00	2,000	0	0	0	2,000
10.61	Salary Multiplier - Regular Employees						ADAA
10000	General	0.00	1,700	0	0	0	1,700
36500	Dedicated	0.00	1,000	0	0	0	1,000
45000	Dedicated	0.00	4,100	0	0	0	4,100
45600	Dedicated	0.00	200	0	0	0	200
46100	Dedicated	0.00	600	0	0	0	600
46200	Dedicated	0.00	300	0	0	0	300
51900	Dedicated	0.00	100	0	0	0	100
		0.00	8,000	0	0	0	8,000

		FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
FY 2025 Total Maintenance							
11.00	FY 2025 Total Maintenance						ADAA
10000	General	1.55	202,900	68,300	0	0	271,200
36500	Dedicated	0.93	119,500	18,100	0	0	137,600
45000	Dedicated	4.16	488,200	99,200	0	0	587,400
45600	Dedicated	0.26	23,500	0	0	0	23,500
46100	Dedicated	0.61	73,700	100	0	0	73,800
46200	Dedicated	0.31	36,100	0	0	0	36,100
51900	Dedicated	0.18	21,700	0	0	0	21,700
		8.00	965,600	185,700	0	0	1,151,300
Line Items							
12.05	Governor's Housing Stipend						ADAA
10000	General	0.00	0	30,000	0	0	30,000
		0.00	0	30,000	0	0	30,000
12.81	Cash Transfer Revenue Adjustment						ADAA
10000	General	0.00	0	(30,000)	0	0	(30,000)
		0.00	0	(30,000)	0	0	(30,000)
12.91	Budget Law Exemptions/Other Adjustments						ADAA
10000	General	0.00	0	0	0	0	0
		0.00	0	0	0	0	0
FY 2025 Total							
13.00	FY 2025 Total						ADAA
10000	General	1.55	202,900	68,300	0	0	271,200
36500	Dedicated	0.93	119,500	18,100	0	0	137,600
45000	Dedicated	4.16	488,200	99,200	0	0	587,400
45600	Dedicated	0.26	23,500	0	0	0	23,500
46100	Dedicated	0.61	73,700	100	0	0	73,800
46200	Dedicated	0.31	36,100	0	0	0	36,100
51900	Dedicated	0.18	21,700	0	0	0	21,700
		8.00	965,600	185,700	0	0	1,151,300

	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 2023 Total Appropriation

1.00	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	725,900	204,500	0	3,744,800
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

1.13	PY 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

1.21	Account Transfers						ADAC
45000	Dedicated	0.00	(263,000)	250,400	12,600	0	0
		0.00	(263,000)	250,400	12,600	0	0

1.31	Transfers Between Programs						ADAC
45000	Dedicated	0.00	(35,000)	0	0	0	(35,000)
		0.00	(35,000)	0	0	0	(35,000)

1.61	Reverted Appropriation Balances						ADAC
36500	Dedicated	0.00	(435,700)	(53,400)	(21,200)	0	(510,300)
45000	Dedicated	0.00	(13,900)	(7,700)	0	0	(21,600)
		0.00	(449,600)	(61,100)	(21,200)	0	(531,900)

FY 2023 Actual Expenditures

2.00	FY 2023 Actual Expenditures						ADAC
10000	General	0.00	0	1,675,400	0	0	1,675,400
36500	Dedicated	30.50	2,378,700	684,900	208,300	0	3,271,900
45000	Dedicated	36.50	2,653,500	9,757,400	60,100	0	12,471,000
		67.00	5,032,200	12,117,700	268,400	0	17,418,300

			FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total	
FY 2024 Original Appropriation									
3.00	FY 2024 Original Appropriation								ADAC
	10000	General	0.00	0	1,675,400	0	0	1,675,400	
	36500	Dedicated	30.50	2,972,700	744,500	131,300	0	3,848,500	
OT	36500	Dedicated	0.00	0	0	100,400	0	100,400	
	45000	Dedicated	36.50	3,152,600	12,194,500	0	0	15,347,100	
OT	45000	Dedicated	0.00	0	83,200	0	0	83,200	
			67.00	6,125,300	14,697,600	231,700	0	21,054,600	

FY 2024 Total Appropriation									
5.00	FY 2024 Total Appropriation								ADAC
	10000	General	0.00	0	1,675,400	0	0	1,675,400	
	36500	Dedicated	30.50	2,972,700	744,500	131,300	0	3,848,500	
OT	36500	Dedicated	0.00	0	0	100,400	0	100,400	
	45000	Dedicated	36.50	3,152,600	12,194,500	0	0	15,347,100	
OT	45000	Dedicated	0.00	0	83,200	0	0	83,200	
			67.00	6,125,300	14,697,600	231,700	0	21,054,600	

FY 2024 Estimated Expenditures									
7.00	FY 2024 Estimated Expenditures								ADAC
	10000	General	0.00	0	1,675,400	0	0	1,675,400	
	36500	Dedicated	30.50	2,972,700	744,500	131,300	0	3,848,500	
OT	36500	Dedicated	0.00	0	0	100,400	0	100,400	
	45000	Dedicated	36.50	3,152,600	12,194,500	0	0	15,347,100	
OT	45000	Dedicated	0.00	0	83,200	0	0	83,200	
			67.00	6,125,300	14,697,600	231,700	0	21,054,600	

Base Adjustments									
8.11	FTP or Fund Adjustments								ADAC
	45000	Dedicated	0.00	0	0	0	0	0	
			0.00	0	0	0	0	0	

8.41	Removal of One-Time Expenditures								ADAC
OT	36500	Dedicated	0.00	0	0	(100,400)	0	(100,400)	
OT	45000	Dedicated	0.00	0	(83,200)	0	0	(83,200)	
			0.00	0	(83,200)	(100,400)	0	(183,600)	

			FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
FY 2025 Base								
9.00	FY 2025 Base							ADAC
	10000	General	0.00	0	1,675,400	0	0	1,675,400
	36500	Dedicated	30.50	2,972,700	744,500	131,300	0	3,848,500
OT	36500	Dedicated	0.00	0	0	0	0	0
	45000	Dedicated	36.50	3,152,600	12,194,500	0	0	15,347,100
OT	45000	Dedicated	0.00	0	0	0	0	0
			67.00	6,125,300	14,614,400	131,300	0	20,871,000

			FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
Program Maintenance								
10.11	Change in Health Benefit Costs							ADAC
	36500	Dedicated	0.00	21,400	0	0	0	21,400
	45000	Dedicated	0.00	25,600	0	0	0	25,600
			0.00	47,000	0	0	0	47,000
10.12	Change in Variable Benefit Costs							ADAC
	36500	Dedicated	0.00	6,200	0	0	0	6,200
	45000	Dedicated	0.00	6,100	0	0	0	6,100
			0.00	12,300	0	0	0	12,300
10.21	General Inflation Adjustments							ADAC
	36500	Dedicated	0.00	0	9,700	0	0	9,700
	45000	Dedicated	0.00	0	290,000	0	0	290,000
			0.00	0	299,700	0	0	299,700
10.31	Repair, Replacement, or Alteration Costs							ADAC
	The sorting machine amount will not be spent from the amount appropriated in the continuously appropriated Employee Group Insurance Fund.							
OT	45000	Dedicated	0.00	0	0	14,000	0	14,000
			0.00	0	0	14,000	0	14,000
10.32	Repair, Replacement, or Alteration Costs							ADAC
	The sorting machine amount will not be spent from the amount appropriated in the continuously appropriated Employee Group Insurance Fund.							
OT	45000	Dedicated	0.00	0	0	498,200	0	498,200
			0.00	0	0	498,200	0	498,200
10.61	Salary Multiplier - Regular Employees							ADAC
	36500	Dedicated	0.00	25,200	0	0	0	25,200
	45000	Dedicated	0.00	24,700	0	0	0	24,700
			0.00	49,900	0	0	0	49,900

			FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total	
FY 2025 Total Maintenance									
11.00	FY 2025 Total Maintenance								ADAC
	10000	General	0.00	0	1,675,400	0	0	1,675,400	
	36500	Dedicated	30.50	3,025,500	754,200	131,300	0	3,911,000	
OT	36500	Dedicated	0.00	0	0	0	0	0	
	45000	Dedicated	36.50	3,209,000	12,484,500	0	0	15,693,500	
OT	45000	Dedicated	0.00	0	0	512,200	0	512,200	
			67.00	6,234,500	14,914,100	643,500	0	21,792,100	
Line Items									
12.02	DPW- 3 FTE and related equipment								ADAC
	36500	Dedicated	3.00	266,600	15,000	0	0	281,600	
OT	36500	Dedicated	0.00	0	7,500	0	0	7,500	
			3.00	266,600	22,500	0	0	289,100	
12.06	Janitorial Contract Increase								ADAC
	45000	Dedicated	0.00	0	67,000	0	0	67,000	
			0.00	0	67,000	0	0	67,000	
FY 2025 Total									
13.00	FY 2025 Total								ADAC
	10000	General	0.00	0	1,675,400	0	0	1,675,400	
	36500	Dedicated	33.50	3,292,100	769,200	131,300	0	4,192,600	
OT	36500	Dedicated	0.00	0	7,500	0	0	7,500	
	45000	Dedicated	36.50	3,209,000	12,551,500	0	0	15,760,500	
OT	45000	Dedicated	0.00	0	0	512,200	0	512,200	
			70.00	6,501,100	15,003,600	643,500	0	22,148,200	

		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 2023 Total Appropriation							
1.00	FY 2023 Total Appropriation						ADAD
	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
1.13	PY Executive Carry Forward						ADAD
	45000 Dedicated	0.00	0	0	51,000	0	51,000
		0.00	0	0	51,000	0	51,000
1.21	Account Transfers						ADAD
	45000 Dedicated	0.00	(146,100)	123,700	22,400	0	0
	45600 Dedicated	0.00	0	(4,000)	4,000	0	0
		0.00	(146,100)	119,700	26,400	0	0
1.31	Transfers Between Programs						ADAD
	45000 Dedicated	0.00	(20,600)	(100,000)	0	0	(120,600)
		0.00	(20,600)	(100,000)	0	0	(120,600)
1.41	Receipts to Appropriation						ADAD
	45600 Dedicated	0.00	0	30,400	0	0	30,400
		0.00	0	30,400	0	0	30,400
1.61	Reverted Appropriation Balances						ADAD
	45000 Dedicated	0.00	(117,400)	(400)	(6,200)	0	(124,000)
	45600 Dedicated	0.00	(15,400)	(2,800)	0	0	(18,200)
		0.00	(132,800)	(3,200)	(6,200)	0	(142,200)
FY 2023 Actual Expenditures							
2.00	FY 2023 Actual Expenditures						ADAD
	45000 Dedicated	16.00	1,219,200	593,700	67,200	0	1,880,100
	45600 Dedicated	3.08	195,000	437,400	4,000	0	636,400
		19.08	1,414,200	1,031,100	71,200	0	2,516,500

		FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
FY 2024 Original Appropriation							
3.00	FY 2024 Original Appropriation						ADAD
45000	Dedicated	16.00	1,585,900	485,900	0	0	2,071,800
45600	Dedicated	3.08	225,400	415,600	0	0	641,000
		19.08	1,811,300	901,500	0	0	2,712,800

FY 2024 Total Appropriation							
5.00	FY 2024 Total Appropriation						ADAD
45000	Dedicated	16.00	1,585,900	485,900	0	0	2,071,800
45600	Dedicated	3.08	225,400	415,600	0	0	641,000
		19.08	1,811,300	901,500	0	0	2,712,800

Appropriation Adjustments							
6.41	FTP/Noncognizable Adjustment						ADAD
45600	Dedicated	(0.08)	0	0	0	0	0
		(0.08)	0	0	0	0	0

FY 2024 Estimated Expenditures							
7.00	FY 2024 Estimated Expenditures						ADAD
45000	Dedicated	16.00	1,585,900	485,900	0	0	2,071,800
45600	Dedicated	3.00	225,400	415,600	0	0	641,000
		19.00	1,811,300	901,500	0	0	2,712,800

Base Adjustments							
8.11	FTP or Fund Adjustments						ADAD
45600	Dedicated	(0.08)	0	0	0	0	0
		(0.08)	0	0	0	0	0

FY 2025 Base							
9.00	FY 2025 Base						ADAD
45000	Dedicated	16.00	1,585,900	485,900	0	0	2,071,800
45600	Dedicated	3.00	225,400	415,600	0	0	641,000
		19.00	1,811,300	901,500	0	0	2,712,800

		FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
Program Maintenance							
10.11	Change in Health Benefit Costs						ADAD
45000	Dedicated	0.00	11,200	0	0	0	11,200
45600	Dedicated	0.00	2,100	0	0	0	2,100
		0.00	13,300	0	0	0	13,300
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	13,200	0	0	0	13,200
45600	Dedicated	0.00	1,600	0	0	0	1,600
		0.00	14,800	0	0	0	14,800
FY 2025 Total Maintenance							
11.00	FY 2025 Total Maintenance						ADAD
45000	Dedicated	16.00	1,613,500	485,900	0	0	2,099,400
45600	Dedicated	3.00	229,500	415,600	0	0	645,100
		19.00	1,843,000	901,500	0	0	2,744,500
Line Items							
12.03	DOP- 4 FTE and related equipment						ADAD
45000	Dedicated	4.00	332,500	20,000	0	0	352,500
OT 45000	Dedicated	0.00	0	10,000	0	0	10,000
		4.00	332,500	30,000	0	0	362,500
FY 2025 Total							
13.00	FY 2025 Total						ADAD
45000	Dedicated	20.00	1,946,000	505,900	0	0	2,451,900
OT 45000	Dedicated	0.00	0	10,000	0	0	10,000
45600	Dedicated	3.00	229,500	415,600	0	0	645,100
		23.00	2,175,500	931,500	0	0	3,107,000

	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 2023 Total Appropriation

1.00	FY 2023 Total Appropriation						ADAK
34430	Federal	0.00	0	0	0	2,900,000	2,900,000
46100	Dedicated	5.05	510,000	409,600	800	0	920,400
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	1,486,800	703,500	800	2,900,000	5,091,100

1.21	Account Transfers						ADAK
46100	Dedicated	0.00	(30,000)	30,000	0	0	0
51900	Dedicated	0.00	0	(1,500)	1,500	0	0
		0.00	(30,000)	28,500	1,500	0	0

1.61	Reverted Appropriation Balances						ADAK
46100	Dedicated	0.00	(200)	0	(800)	0	(1,000)
46200	Dedicated	0.00	(116,600)	(18,300)	0	0	(134,900)
51900	Dedicated	0.00	(89,100)	(13,300)	0	0	(102,400)
		0.00	(205,900)	(31,600)	(800)	0	(238,300)

FY 2023 Actual Expenditures

2.00	FY 2023 Actual Expenditures						ADAK
34430	Federal	0.00	0	0	0	2,900,000	2,900,000
46100	Dedicated	5.05	479,800	439,600	0	0	919,400
46200	Dedicated	8.15	644,300	174,900	0	0	819,200
51900	Dedicated	2.00	126,800	85,900	1,500	0	214,200
		15.20	1,250,900	700,400	1,500	2,900,000	4,852,800

FY 2024 Original Appropriation

3.00	FY 2024 Original Appropriation						ADAK
46100	Dedicated	6.30	579,500	411,800	0	0	991,300
46200	Dedicated	7.80	801,100	208,600	0	0	1,009,700
51900	Dedicated	1.10	223,400	101,900	0	0	325,300
		15.20	1,604,000	722,300	0	0	2,326,300

		FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
FY 2024 Total Appropriation							
5.00	FY 2024 Total Appropriation						ADAK
46100	Dedicated	6.30	579,500	411,800	0	0	991,300
46200	Dedicated	7.80	801,100	208,600	0	0	1,009,700
51900	Dedicated	1.10	223,400	101,900	0	0	325,300
		15.20	1,604,000	722,300	0	0	2,326,300

Appropriation Adjustments

6.41	FTP/Noncognizable Adjustment						ADAK
46100	Dedicated	(0.05)	0	0	0	0	0
46200	Dedicated	(0.15)	0	0	0	0	0
		(0.20)	0	0	0	0	0

FY 2024 Estimated Expenditures

7.00	FY 2024 Estimated Expenditures						ADAK
46100	Dedicated	6.25	579,500	411,800	0	0	991,300
46200	Dedicated	7.65	801,100	208,600	0	0	1,009,700
51900	Dedicated	1.10	223,400	101,900	0	0	325,300
		15.00	1,604,000	722,300	0	0	2,326,300

Base Adjustments

8.11	FTP or Fund Adjustments						ADAK
46100	Dedicated	(0.05)	0	0	0	0	0
46200	Dedicated	(0.15)	0	0	0	0	0
		(0.20)	0	0	0	0	0

FY 2025 Base

9.00	FY 2025 Base						ADAK
46100	Dedicated	6.25	579,500	411,800	0	0	991,300
46200	Dedicated	7.65	801,100	208,600	0	0	1,009,700
51900	Dedicated	1.10	223,400	101,900	0	0	325,300
		15.00	1,604,000	722,300	0	0	2,326,300

		FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
Program Maintenance							
10.11	Change in Health Benefit Costs						ADAK
	46100 Dedicated	0.00	4,400	0	0	0	4,400
	46200 Dedicated	0.00	5,400	0	0	0	5,400
	51900 Dedicated	0.00	800	0	0	0	800
		0.00	10,600	0	0	0	10,600
10.12	Change in Variable Benefit Costs						ADAK
	46100 Dedicated	0.00	1,200	0	0	0	1,200
	46200 Dedicated	0.00	1,500	0	0	0	1,500
	51900 Dedicated	0.00	300	0	0	0	300
		0.00	3,000	0	0	0	3,000
10.61	Salary Multiplier - Regular Employees						ADAK
	46100 Dedicated	0.00	4,800	0	0	0	4,800
	46200 Dedicated	0.00	6,300	0	0	0	6,300
	51900 Dedicated	0.00	1,200	0	0	0	1,200
		0.00	12,300	0	0	0	12,300
FY 2025 Total Maintenance							
11.00	FY 2025 Total Maintenance						ADAK
	46100 Dedicated	6.25	589,900	411,800	0	0	1,001,700
	46200 Dedicated	7.65	814,300	208,600	0	0	1,022,900
	51900 Dedicated	1.10	225,700	101,900	0	0	327,600
		15.00	1,629,900	722,300	0	0	2,352,200

			FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
Line Items								
12.01	OGI-Employee Benefit Specialist, Personnel Tech and related equipment							ADAK
	46100	Dedicated	2.00	131,400	10,000	0	0	141,400
OT	46100	Dedicated	0.00	0	5,000	0	0	5,000
			2.00	131,400	15,000	0	0	146,400
12.04	ITN Implementation							ADAK
OT	46100	Dedicated	0.00	0	80,000	0	0	80,000
			0.00	0	80,000	0	0	80,000
12.07	ARPA Transfer							ADAK
OT	34430	Federal	0.00	0	0	0	(21,054,200)	(21,054,200)
			0.00	0	0	0	(21,054,200)	(21,054,200)
12.82	Cash Transfer Revenue Adjustment							ADAK
OT	34430	Federal	0.00	0	0	0	21,054,200	21,054,200
			0.00	0	0	0	21,054,200	21,054,200
FY 2025 Total								
13.00	FY 2025 Total							ADAK
OT	34430	Federal	0.00	0	0	0	0	0
	46100	Dedicated	8.25	721,300	421,800	0	0	1,143,100
OT	46100	Dedicated	0.00	0	85,000	0	0	85,000
	46200	Dedicated	7.65	814,300	208,600	0	0	1,022,900
	51900	Dedicated	1.10	225,700	101,900	0	0	327,600
			17.00	1,761,300	817,300	0	0	2,578,600

	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 2023 Total Appropriation

1.00 FY 2023 Total Appropriation ADAM

10000 General	12.00	693,000	0	0	0	693,000
45000 Dedicated	4.52	323,300	584,900	110,100	0	1,018,300
	16.52	1,016,300	584,900	110,100	0	1,711,300

1.21 Account Transfers ADAM

45000 Dedicated	0.00	(21,700)	2,900	18,800	0	0
	0.00	(21,700)	2,900	18,800	0	0

1.31 Transfers Between Programs ADAM

45000 Dedicated	0.00	55,600	100,000	0	0	155,600
	0.00	55,600	100,000	0	0	155,600

1.41 Receipts to Appropriation ADAM

45000 Dedicated	0.00	0	0	500	0	500
	0.00	0	0	500	0	500

1.61 Reverted Appropriation Balances ADAM

10000 General	0.00	(11,600)	0	0	0	(11,600)
	0.00	(11,600)	0	0	0	(11,600)

FY 2023 Actual Expenditures

2.00 FY 2023 Actual Expenditures ADAM

10000 General	12.00	681,400	0	0	0	681,400
45000 Dedicated	4.52	357,200	687,800	129,400	0	1,174,400
	16.52	1,038,600	687,800	129,400	0	1,855,800

			FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
FY 2024 Original Appropriation								
3.00	FY 2024 Original Appropriation							ADAM
	10000	General	11.40	748,600	0	0	0	748,600
	45000	Dedicated	5.12	399,100	695,700	0	0	1,094,800
OT	45000	Dedicated	0.00	0	0	38,600	0	38,600
			16.52	1,147,700	695,700	38,600	0	1,882,000

FY 2024 Total Appropriation								
5.00	FY 2024 Total Appropriation							ADAM
	10000	General	11.40	748,600	0	0	0	748,600
	45000	Dedicated	5.12	399,100	695,700	0	0	1,094,800
OT	45000	Dedicated	0.00	0	0	38,600	0	38,600
			16.52	1,147,700	695,700	38,600	0	1,882,000

Appropriation Adjustments								
6.41	FTP/Noncognizable Adjustment							ADAM
	45000	Dedicated	0.48	0	0	0	0	0
			0.48	0	0	0	0	0

FY 2024 Estimated Expenditures								
7.00	FY 2024 Estimated Expenditures							ADAM
	10000	General	11.40	748,600	0	0	0	748,600
	45000	Dedicated	5.60	399,100	695,700	0	0	1,094,800
OT	45000	Dedicated	0.00	0	0	38,600	0	38,600
			17.00	1,147,700	695,700	38,600	0	1,882,000

Base Adjustments								
8.11	FTP or Fund Adjustments							ADAM
	45000	Dedicated	0.48	0	0	0	0	0
			0.48	0	0	0	0	0

8.41	Removal of One-Time Expenditures							ADAM
OT	45000	Dedicated	0.00	0	0	(38,600)	0	(38,600)
			0.00	0	0	(38,600)	0	(38,600)

			FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
FY 2025 Base								
9.00	FY 2025 Base							ADAM
	10000	General	11.40	748,600	0	0	0	748,600
	45000	Dedicated	5.60	399,100	695,700	0	0	1,094,800
OT	45000	Dedicated	0.00	0	0	0	0	0
			17.00	1,147,700	695,700	0	0	1,843,400
Program Maintenance								
10.11	Change in Health Benefit Costs							ADAM
	10000	General	0.00	8,000	0	0	0	8,000
	45000	Dedicated	0.00	3,900	0	0	0	3,900
	45051	Dedicated	0.00	0	0	0	0	0
			0.00	11,900	0	0	0	11,900
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
	45051	Dedicated	0.00	0	0	0	0	0
			0.00	2,100	0	0	0	2,100
10.31	Repair, Replacement, or Alteration Costs							ADAM
	The sorting machine amount will not be spent from the amount appropriated in the continuously appropriated Employee Group Insurance Fund.							
OT	34430	Federal	0.00	0	0	1,054,200	0	1,054,200
			0.00	0	0	1,054,200	0	1,054,200
10.61	Salary Multiplier - Regular Employees							ADAM
	10000	General	0.00	5,900	0	0	0	5,900
	45000	Dedicated	0.00	3,000	0	0	0	3,000
	45051	Dedicated	0.00	0	0	0	0	0
			0.00	8,900	0	0	0	8,900

			FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total	
FY 2025 Total Maintenance									
11.00	FY 2025 Total Maintenance								ADAM
	10000	General	11.40	763,900	0	0	0	763,900	
OT	34430	Federal	0.00	0	0	1,054,200	0	1,054,200	
	45000	Dedicated	5.60	406,700	695,700	0	0	1,102,400	
OT	45000	Dedicated	0.00	0	0	0	0	0	
	45051	Dedicated	0.00	0	0	0	0	0	
			17.00	1,170,600	695,700	1,054,200	0	2,920,500	

FY 2025 Total									
13.00	FY 2025 Total								ADAM
	10000	General	11.40	763,900	0	0	0	763,900	
OT	34430	Federal	0.00	0	0	1,054,200	0	1,054,200	
	45000	Dedicated	5.60	406,700	695,700	0	0	1,102,400	
OT	45000	Dedicated	0.00	0	0	0	0	0	
	45051	Dedicated	0.00	0	0	0	0	0	
			17.00	1,170,600	695,700	1,054,200	0	2,920,500	

		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 2023 Total Appropriation							
1.00	FY 2023 Total Appropriation						ADAO
	48109 Dedicated	0.00	0	284,000	0	0	284,000
	48279 Dedicated	0.00	0	0	4,400,000	0	4,400,000
		0.00	0	284,000	4,400,000	0	4,684,000
1.61	Reverted Appropriation Balances						ADAO
	48279 Dedicated	0.00	0	0	(1,365,900)	0	(1,365,900)
OT	48279 Dedicated	0.00	0	0	0	0	0
		0.00	0	0	(1,365,900)	0	(1,365,900)
1.71	Legislative Reappropriation						ADAO
	48109 Dedicated	0.00	0	(97,900)	0	0	(97,900)
	48279 Dedicated	0.00	0	0	(2,200,000)	0	(2,200,000)
		0.00	0	(97,900)	(2,200,000)	0	(2,297,900)
FY 2023 Actual Expenditures							
2.00	FY 2023 Actual Expenditures						ADAO
	48109 Dedicated	0.00	0	186,100	0	0	186,100
	48279 Dedicated	0.00	0	0	834,100	0	834,100
OT	48279 Dedicated	0.00	0	0	0	0	0
		0.00	0	186,100	834,100	0	1,020,200
FY 2024 Original Appropriation							
3.00	FY 2024 Original Appropriation						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
Appropriation Adjustment								
4.11	Legislative Reappropriation							ADAO
OT	48109	Dedicated	0.00	0	97,900	0	0	97,900
OT	48279	Dedicated	0.00	0	0	2,200,000	0	2,200,000
			0.00	0	97,900	2,200,000	0	2,297,900

FY 2024 Total Appropriation

5.00	FY 2024 Total Appropriation							ADAO
	48109	Dedicated	0.00	0	142,000	0	0	142,000
OT	48109	Dedicated	0.00	0	97,900	0	0	97,900
	48279	Dedicated	0.00	0	0	2,200,000	0	2,200,000
OT	48279	Dedicated	0.00	0	0	2,200,000	0	2,200,000
			0.00	0	239,900	4,400,000	0	4,639,900

FY 2024 Estimated Expenditures

7.00	FY 2024 Estimated Expenditures							ADAO
	48109	Dedicated	0.00	0	142,000	0	0	142,000
OT	48109	Dedicated	0.00	0	97,900	0	0	97,900
	48279	Dedicated	0.00	0	0	2,200,000	0	2,200,000
OT	48279	Dedicated	0.00	0	0	2,200,000	0	2,200,000
			0.00	0	239,900	4,400,000	0	4,639,900

Base Adjustments

8.41	Removal of One-Time Expenditures							ADAO
OT	48109	Dedicated	0.00	0	(97,900)	0	0	(97,900)
OT	48279	Dedicated	0.00	0	0	(2,200,000)	0	(2,200,000)
			0.00	0	(97,900)	(2,200,000)	0	(2,297,900)

FY 2025 Base

9.00	FY 2025 Base							ADAO
	48109	Dedicated	0.00	0	142,000	0	0	142,000
OT	48109	Dedicated	0.00	0	0	0	0	0
	48279	Dedicated	0.00	0	0	2,200,000	0	2,200,000
OT	48279	Dedicated	0.00	0	0	0	0	0
			0.00	0	142,000	2,200,000	0	2,342,000

			FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total	
FY 2025 Total Maintenance									
11.00	FY 2025 Total Maintenance								ADAO
	48109	Dedicated	0.00	0	142,000	0	0	142,000	
OT	48109	Dedicated	0.00	0	0	0	0	0	
	48279	Dedicated	0.00	0	0	2,200,000	0	2,200,000	
OT	48279	Dedicated	0.00	0	0	0	0	0	
			0.00	0	142,000	2,200,000	0	2,342,000	

Line Items

12.92	Budget Law Exemptions/Other Adjustments								ADAO
OT	48109	Dedicated	0.00	0	0	0	0	0	
OT	48279	Dedicated	0.00	0	0	0	0	0	
			0.00	0	0	0	0	0	

FY 2025 Total

13.00	FY 2025 Total								ADAO
	48109	Dedicated	0.00	0	142,000	0	0	142,000	
OT	48109	Dedicated	0.00	0	0	0	0	0	
	48279	Dedicated	0.00	0	0	2,200,000	0	2,200,000	
OT	48279	Dedicated	0.00	0	0	0	0	0	
			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							200
Division:	Bond Payments							AD3
Appropriation Unit:	Bond Payment Program							ADAP
FY 2023 Total Appropriation								
1.00	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	
1.21	Account Transfers							ADAP
	36500 Dedicated	0.00	0	(1,188,700)	1,188,700	0	0	
		0.00	0	(1,188,700)	1,188,700	0	0	
1.61	Reverted Appropriation Balances							ADAP
	36500 Dedicated	0.00	0	(612,800)	0	0	(612,800)	
	45000 Dedicated	0.00	0	(293,000)	(380,000)	0	(673,000)	
		0.00	0	(905,800)	(380,000)	0	(1,285,800)	
FY 2023 Actual Expenditures								
2.00	FY 2023 Actual Expenditures							ADAP
	36500 Dedicated	0.00	0	6,017,700	7,979,500	0	13,997,200	
	45000 Dedicated	0.00	0	0	0	0	0	
		0.00	0	6,017,700	7,979,500	0	13,997,200	

Agency: Department of Administration

200

Decision Unit Number 12.01 Descriptive Title OGI-Employee Benefit Specialist, Personnel Tech and related equipment

	General	Dedicated	Federal	Total
Request Totals				
50 - Personnel Cost	0	131,417	0	131,417
55 - Operating Expense	0	15,000	0	15,000
70 -	0	0	0	0
80 - Trustee/Benefit	0	0	0	0
Totals	0	146,417	0	146,417
Full Time Positions	0.00	2.00	0.00	2.00

Appropriation Unit: Office of Insurance Management ADAAK

Personnel Cost				
500 Employees	0	82,880	0	82,880
512 Employee Benefits	0	19,637	0	19,637
513 Health Benefits	0	28,900	0	28,900
Personnel Cost Total	0	131,417	0	131,417
Operating Expense				
613 Administrative Supplies	0	1,200	0	1,200
625 Computer Supplies	0	13,800	0	13,800
Operating Expense Total	0	15,000	0	15,000
Full Time Positions				
FTP - Permanent	0.00	2.00	0.00	2.00
Full Time Positions Total	0	0	0	0
	0	146,417	0	146,417

Explain the request and provide justification for the need.

OGI requires an additional FTE to support the increased dollar volume and financial transactions associated with the expanded non-SCO participants (e.g., school districts and political subdivisions) participating in the state's health plan. With the plan projected to continue growing in FY24 and FY25, this position is critical to the OGI operation, particularly for the accurate and efficient collection, reconciliation, and payment of premiums to the medical and dental carrier. And to create a subject matter expert available to the non-SCO agencies for their premium payments and adjustments.

OGI requires an additional FTE to support the enrollment activities and customer service for the 53+ non-SCO agencies that represent more than 10,000 medical/dental applications, plus FSA and HSA applications, allowing the current Employee Benefits Technician to focus on the SCO agencies and the processes in Luma.

OGI has a new online benefits administration/HRIS platform to manage enrollment for the non-SCO agencies electronically and needs personnel to support that system and our customers. This creates efficiencies for the employees and the HR offices manually entering some of this information into IPOPS but puts more work on the current EBT. During Open Enrollment, OGI received approximately 2,000 paper applications from the non-SCO agencies that had to be reviewed and corrected at OGI and then passed along to the carriers for manual entry.

If a supplemental, what emergency is being addressed?

This request is not related to an emergency.

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

Specific authority is granted under Idaho code 67-5769 "The director of the department of administration shall charge each office, department, division, board, commission, institution, agency and operation, personnel of which is currently covered under one or more group plans administered by the director, and receive payment in advance for its properly apportioned share of the cost thereof."

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 \$991,300 (PC \$579,500 and OE \$411,800) for BFY 25 and currently have 6.3 FTP's.

What resources are necessary to implement this request?

The PC request is for \$82,880 Salary and \$48,537 in benefits for two FTE.
 The one-time operating expenses is for a laptop, two flat screen monitors, and office furniture.
 The on-going operating expense is for things like rent, subscriptions, and training to maintain the position.

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

The Department is requesting 2 new FTP or an Employee Benefits Specialist position, pay grade J, and the annual salary at 80% policy (hourly rate of \$21.00) and Personnel technician position, pay grade I, and the annual salary at 80% policy (hourly rate of \$18.85) The total annual cost for these positions is \$66,600 (salary totaling \$82,880 and benefits of \$48,537).

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 workload created by the additional school districts added to the State's Health Plan.

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

The operating request is for the increase in ongoing IT services, space rental fees, and other ongoing costs. Fund 0461.

In Addition to the ongoing salary costs, OGI would request one-time spending authority for the following:

- Laptops: 2@1400 = \$2,800
- Monitors: 4@250 = \$1,000
- Task Chairs: 2@600 = \$1,200

TOTAL one-time cost: \$5,000

In Addition to the ongoing salary costs, OGI would request ongoing spending authority for the following:

Ongoing operating \$10,000

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 on the state contract price for 2 laptops, 4 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?

The Employee Benefits Specialist would focus on financial transactions and premium reconciliation for the 48 current, plus at least six new, non-SCO agencies comprising almost half the nearly 30,000 benefit-eligible employees. Should this position not be funded, OGI's ability to complete timely transactions and support the non-SCO agencies would cause significant hardship to the program. Transactions not completed each month are rolled to the next month and delay the premiums being paid to the carrier and employees experiencing premium adjustments several months after the fact.

The Personnel Technician would support the enrollment activities and customer service for the 53+ non-SCO agencies that represent more than 10,000 employees. Should this position not be funded, OGI's ability to complete timely enrollment and support the non-SCO agencies would cause significant hardship to the program.

AGENCY: 200

Approp Unit: **ADAK**

Decision Unit No: 12.01

Title: **OGI-Employee Benefit Specialist,
Personnel Tech, and related equipment**

	General	Dedicated	Federal	Other	Total
FULL-TIME POSITIONS (FTP)		2			
PERSONNEL COSTS					
1. Salaries		82,880			
2. Benefits		48,537			
3. Group Position Funding					
TOTAL PERSONNEL COSTS		131,417			
OPERATING EXPENSES					
Misc Operating Expenses		10,000			
Office Chairs		1,200			
Monitors		1,000			
Laptops		2,800			
TOTAL OPERATING EXPENDITURES		15,000			
CAPITAL OUTLAY		0			
TOTAL CAPITAL OUTLAY		0			
T/B PAYMENTS		0			
GRAND TOTAL		146,417			

Explain the request and provide justification for the need.

OGI requires an additional FTE to support the increased dollar volume and financial transactions associated with the expanded non-SCO participants (e.g., school districts and political subdivisions) participating in the state's health plan. With the plan projected to continue growing in FY24 and FY25, this position is critical to the OGI operation, particularly for the accurate and efficient collection, reconciliation, and payment of premiums to the medical and dental carrier. And to create a subject matter expert available to the non-SCO agencies for their premium payments and adjustments.

OGI requires an additional FTE to support the enrollment activities and customer service for the 53+ non-SCO agencies that represent more than 10,000 medical/dental applications, plus FSA and HSA applications, allowing the current Employee Benefits Technician to focus on the SCO agencies and the processes in Luma.

OGI has a new online benefits administration/HRIS platform to manage enrollment for the non-SCO agencies electronically and needs personnel to support that system and our customers. This creates efficiencies for the employees and the HR offices manually entering some of this information into IPOPS but puts more work on the current EBT. During Open Enrollment, OGI received approximately 2,000 paper applications from the non-SCO agencies that had to be reviewed and corrected at OGI and then passed along to the carriers for manual entry.

If a supplemental, what emergency is being addressed?

This request is not related to an emergency.

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

Specific authority is granted under Idaho code 67-5769 "The director of the department of administration shall charge each office, department, division, board, commission, institution, agency and operation, personnel of which is currently covered under one or more group plans administered by the director, and receive payment in advance for its properly apportioned share of the cost thereof."

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 \$991,300 (PC \$579,500 and OE \$411,800) for BFY 25 and currently has 6.3 FTP's.

What resources are necessary to implement this request?

The PC request is for \$82,880 Salary and \$48,537 in benefits for two FTE.

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

The on-going operating expense is for things like rent, subscriptions, and training to maintain the position.

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

The Department is requesting 2 new FTP or an Employee Benefits Specialist position, pay grade J, and the annual salary at 80% policy (hourly rate of \$21.00) and Personnel technician position, pay grade I, and the annual salary at 80% policy (hourly rate of \$18.85) The total annual cost for these positions is \$131,417 (salary totaling \$82,880 and benefits of \$48,537).

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 workload created by the additional school districts added to the State's Health Plan.

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

The PC request is for \$82,880 Salary and \$48,537 in benefits.

The operating request is for the increase in ongoing IT services, space rental fees, and other ongoing costs. Fund 0461.

In Addition to the ongoing salary costs, OGI would request one-time spending authority for the following:

- Laptops: 2@1400 = \$2,800
- Monitors: 4@250 = \$1,000
- Task Chairs: 2@600 = \$1,200

TOTAL one-time cost:\$5,000

In Addition to the ongoing salary costs, OGI would request ongoing spending authority for the following:

Ongoing operating \$10,000

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 on the state contract price for two laptops, four 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?

The Employee Benefits Specialist would focus on financial transactions and premium reconciliation for the 48 current, plus at least six new, non-SCO agencies comprising almost half the nearly 30,000 benefit-eligible employees. Should this position not be funded, OGI's ability to complete timely transactions and support the non-SCO agencies would cause significant hardship to the program. Transactions not completed each month are rolled to the next month and delay the premiums being paid to the carrier and employees experiencing premium adjustments several months after the fact.

The Personnel Technician would support the enrollment activities and customer service for the 53+ non-SCO agencies that represent more than 10,000 employees. Should this position not be funded, OGI's ability to complete timely enrollment and support the non-SCO agencies would cause significant hardship to the program.

Agency: Department of Administration

200

Decision Unit Number 12.02 Descriptive Title DPW- 3 FTE and related equipment

	General	Dedicated	Federal	Total
Request Totals				
50 - Personnel Cost	0	266,592	0	266,592
55 - Operating Expense	0	22,500	0	22,500
70 -	0	0	0	0
80 - Trustee/Benefit	0	0	0	0
Totals	0	289,092	0	289,092
Full Time Positions	0.00	3.00	0.00	3.00

Appropriation Unit: Public Works ADAC

Personnel Cost				
500 Employees	0	180,480	0	180,480
512 Employee Benefits	0	42,762	0	42,762
513 Health Benefits	0	43,350	0	43,350
Personnel Cost Total	0	266,592	0	266,592
Operating Expense				
613 Administrative Supplies	0	1,800	0	1,800
625 Computer Supplies	0	5,700	0	5,700
676 Miscellaneous Expense	0	15,000	0	15,000
Operating Expense Total	0	22,500	0	22,500
Full Time Positions				
FTP - Permanent	0.00	3.00	0.00	3.00
Full Time Positions Total	0	0	0	0
	0	289,092	0	289,092

Explain the request and provide justification for the need.

In FY23, the Governor recommended, and the Legislature approved paying off the state's construction bond liability. The annual payment of approximately \$15 million from the permanent building fund account can now be used to fund additional projects. Additionally, with the major investment the Governor and Legislature have made to the permanent building fund over the last three years, the interest from those funds has also generated an approximately \$15 million annual increase to the permanent building fund. This ongoing \$30 million increase to the permanent building fund results in an additional 20 to 30 projects per year to be managed by DPW project managers. This request adds two project managers and one project coordinator to handle this additional workload.

If a supplemental, what emergency is being addressed?

This request is not related to an emergency.

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

Idaho Code 67-5711 requires the Department of Administration/Division of Public Works to have charge of and supervision of the construction, alteration, equipping and furnishing, repair, maintenance of any and all state-owned buildings.

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

The Department of Public Works is funded with dedicated appropriation totaling \$3,848,500 (PC \$2,972,700, OE \$744,500, and CO \$131,300) and currently has 30.5 FTPs.

What resources are necessary to implement this request?

The department is requesting the addition of 3 FTPs for Fund 36500, totaling \$266,592 for FY25. The operating costs include three laptops, six flat screen monitors totaling \$5,700, and office furniture totaling \$1,800.00., and ongoing costs of \$15,000 for annual costs to maintain the position.

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

2 Program Manager, pay grade M, Full-time, permanent, full benefits, classified.

1 Technical Record Specialist 1, pay grade H, Full-time, permanent, full benefits, classified.

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

Existing staff will not be redirected. These positions will assist in picking up the additional work load.

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

In addition to the ongoing salary costs (\$180,480 salary, \$86,112 benefits), DPW would request one-time spending authority for the following:

- Laptops: 3@1400 = \$4,200
 - Monitors: 6@250 = \$1,500
 - Task Chairs: 3@600 = \$1,800
- TOTAL one-time cost: \$10,000

On-going operating for rent, subscriptions, and employee training \$15,000.

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 on the state contract price for laptops, flat-screen monitors, and office furniture.

Provide detail about the revenue assumptions supporting this request.

The program is funded by proceeds for the Permanent Building Fund which come from beer tax, cigarette tax, income tax, interest income, proceeds from the sale of state property, sales tax, and other various statutorily required transfers from other funds or sources. The Department anticipates a steady revenue stream and has sufficient reserves to cover the increased workload.

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

DPW is currently managing construction projects for 35 agencies and institutions, statewide. The agencies DPW serves will feel the most significant impact, as DPW can complete more projects in less time. DPW staff will be positively impacted by allowing for a better workload distribution. With the increase in the number of public works projects, if DPW does not hire additional project managers and a project coordinator, the impact will be delayed projects with an associated fiscal impact, increased employee burnout, and reduced service to our customer agencies.

AGENCY: 200

Approp Unit: ADAC

Decision Unit No: 12.02

Title: DPW- 3 FTE and related equipment

	General	Dedicated	Federal	Other	Total
FULL-TIME POSITIONS (FTP)		3			
PERSONNEL COSTS					
1. Salaries		180,480			
2. Benefits		86,112			
3. Group Position Funding					
TOTAL PERSONNEL COSTS		266,592			
OPERATING EXPENSES					
Misc Operating Expenses		15,000			
Office Chairs		1,800			
Monitors		1,500			
Laptops		4,200			
TOTAL OPERATING EXPENDITURES		22,500			
CAPITAL OUTLAY		0			
TOTAL CAPITAL OUTLAY		0			
T/B PAYMENTS		0			
GRAND TOTAL		289,092			

Explain the request and provide justification for the need.

In FY23, the Governor recommended, and the Legislature approved paying off the state's construction bond liability. The annual payment of approximately \$15 million from the permanent building fund account can now be used to fund additional projects. Additionally, with the major investment the Governor and Legislature have made to the permanent building fund over the last three years, the interest from those funds has also generated an approximately \$15 million annual increase to the permanent building fund. This ongoing \$30 million increase to the permanent building fund results in an additional 20 to 30 projects per year to be managed by DPW project managers. This request adds two project managers and one project coordinator to handle this additional workload.

If a supplemental, what emergency is being addressed?

This request is not related to an emergency.

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

Idaho Code 67-5711 requires the Department of Administration/Division of Public Works to have charge of and supervision of the construction, alteration, equipping and furnishing, repair, maintenance of any and all state-owned buildings.

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

The Department of Public Works is funded with dedicated appropriation totaling \$3,848,500 (PC \$2,972,700, OE \$744,500, and CO \$131,300) and currently has 30.5 FTPs.

What resources are necessary to implement this request?

The department is requesting the addition of 3 FTPs for Fund 36500, totaling \$266,592 for FY25. The operating costs include three laptops, six flat screen monitors totaling \$5,700, and office furniture totaling \$1,800.00., and ongoing costs of \$15,000 for annual costs to maintain the position.

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

2 Program Manager, pay grade M, Full-time, permanent, full benefits, classified.

1 Technical Record Specialist 1, pay grade H, Full-time, permanent, full benefits, classified.

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 workload.

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

The PC request is for \$180,480 Salary and \$86,112 in benefits.

The operating request is for the increase in ongoing IT services, space rental fees, and other ongoing costs. Fund 0461.

In Addition to the ongoing salary costs, OGI would request one-time spending authority for the following:

- Laptops: 3@1400 = \$4,200
- Monitors: 6@250 = \$1,500
- Task Chairs: 3@600 = \$1,800

TOTAL one-time cost: \$10,000

In Addition to the ongoing salary costs, OGI would request ongoing spending authority for the following:

On-going operating for rent, subscriptions, and employee training \$15,000.

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 on the state contract price for two laptops, four flat-screen monitors, and office furniture.

Provide detail about the revenue assumptions supporting this request.

The program is funded by proceeds for the Permanent Building Fund which come from beer tax, cigarette tax, income tax, interest income, proceeds from the sale of state property, sales tax, and other various statutorily required transfers from other funds or sources. The Department anticipates a steady revenue stream and has sufficient reserves to cover the increased workload.

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

DPW is currently managing construction projects for 35 agencies and institutions, statewide. The agencies DPW serves will feel the most significant impact, as DPW can complete more projects in less time. DPW staff will be positively impacted by allowing for a better workload distribution. With the increase in the number of public works projects, if DPW does not hire additional project managers and a project coordinator, the impact will be delayed projects with an associated fiscal impact, increased employee burnout, and reduced service to our customer agencies.

Agency: Department of Administration

200

Decision Unit Number 12.03 Descriptive Title DOP- 4 FTE and related equipment

	General	Dedicated	Federal	Total
Request Totals				
50 - Personnel Cost	0	332,496	0	332,496
55 - Operating Expense	0	30,000	0	30,000
70 -	0	0	0	0
80 - Trustee/Benefit	0	0	0	0
Totals	0	362,496	0	362,496
Full Time Positions	0.00	4.00	0.00	4.00

Appropriation Unit: Purchasing ADAD

Personnel Cost				
500 Employees	0	222,080	0	222,080
512 Employee Benefits	0	52,616	0	52,616
513 Health Benefits	0	57,800	0	57,800
Personnel Cost Total	0	332,496	0	332,496
Operating Expense				
587 Administrative Services	0	2,400	0	2,400
625 Computer Supplies	0	7,600	0	7,600
676 Miscellaneous Expense	0	20,000	0	20,000
Operating Expense Total	0	30,000	0	30,000
Full Time Positions				
FTP - Permanent	0.00	4.00	0.00	4.00
Full Time Positions Total	0	0	0	0
	0	362,496	0	362,496

Explain the request and provide justification for the need.

The Division of Purchasing is the central procurement office for the state and is responsible for acquiring goods and services for nearly all executive branch agencies. DOP administers procurements and the resulting contracts for agency-specific contracts and statewide blanket contracts. DOP is also responsible for maintaining policies, procedures, and templates and providing statewide procurement training.

The core positions at DOP, completing the majority of the day-to-day procurement and contract administration tasks, are classified as purchasing officers (class code 04853), with working titles of "purchasing officer" or "contract administrator," depending on the primary focus of their job duties. The workload currently carried by these staff members has become unsustainable and is causing unnecessary delays for all state agencies. A review of workload-related data from the last three fiscal years shows that while the total number of competitive procurements has remained relatively steady, the dollar value of those contracts has increased dramatically due to the increasing complexity of the procurements DOP is administering (see Table 1). Additionally, comparing the workload of the DOP staff to the other purchasing staff across the state demonstrates that DOP is completing nearly twice as many procurements per FTP; the procurements administered by DOP are the highest dollar and most complex procurements, further distorting the workload disparity between DOP and agency procurement staff (see Table 2). DOP's request for four (4) additional FTPs would result in a more equitable workload distribution among state procurement staff and significantly decrease the cycle time required for DOP to complete agency and statewide solicitations.

If a supplemental, what emergency is being addressed?

This request is not related to an emergency.

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

Specific authority is granted in Idaho Code 67-57. The department of administration shall be composed of such divisions as are established or assigned by law, and of such other units as may be administratively established. The director of the department of administration shall appoint an administrator for each division, subject to the approval of the governor. Any unit of the department of administration providing services to departments of state government as authorized in this chapter may charge and receive payment in advance of performance thereof for a period of time not to exceed the current appropriation of the department requesting such services. Such payments may be used for personnel costs and operating expenditures of the unit providing the services.

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

The Division of Purchasing is funded with dedicated appropriation totaling \$2,071,800 (\$1,585,900 PC, \$485,900 OE) for BFY25 and currently has 16 FTPs.

What resources are necessary to implement this request?

The department is requesting the addition of 4 FTPs for Fund 45000, totaling \$332,496 for FY25. The operating costs include four laptops, eight flat screen monitors totaling \$7,600, office furniture totaling \$2,400.00., and ongoing costs of \$20,000 for annual costs to maintain the position.

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

4 FTE Purchasing Officer, Pay grade L, Full-time, Classified, Full Benefits.

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 distributing workload more equitably.

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

In addition to the ongoing salary costs (\$222,080 salary, \$110,416 benefits), DOP would request one-time spending authority for the following:

- Laptops: 7@1400 = \$5,600
 - Monitors: 8@250 = \$2,000
 - Task Chairs: 4@600 = \$2,400
- TOTAL one-time cost: \$10,000

On-going operating for subscriptions and employee training/travel \$20,000.

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.

The Division of Purchasing receives revenue from vendors on statewide contracts and is authorized to use the proceeds to support their operations.

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

All state agencies will benefit from this request. One of the biggest concerns from agencies regarding the procurement process is the length of time. DOP continues to seek opportunities to improve processes and efficiency; however, the limiting factor is the number of staff available to complete the work. Failing to fund these positions will result in agencies waiting through lengthy cycle times for vital goods and services.

AGENCY: 200

Approp Unit: ADAD

Decision Unit No: 12.03

Title: DOP- 4 FTE and related equipment

	General	Dedicated	Federal	Other	Total
FULL-TIME POSITIONS (FTP)		4			
PERSONNEL COSTS					
1. Salaries		332,496			
2. Benefits		110,416			
3. Group Position Funding					
TOTAL PERSONNEL COSTS		332,496			
OPERATING EXPENSES					
Misc Operating Expenses		20,000			
Office Chairs		2,400			
Monitors		2,000			
Laptops		5,600			
TOTAL OPERATING EXPENDITURES		30,000			
CAPITAL OUTLAY		0			
TOTAL CAPITAL OUTLAY		0			
T/B PAYMENTS		0			
GRAND TOTAL		362,496			

Explain the request and provide justification for the need.

The Division of Purchasing is the central procurement office for the state and is responsible for acquiring goods and services for nearly all executive branch agencies. DOP administers procurements and the resulting contracts for agency-specific contracts and statewide blanket contracts. DOP is also responsible for maintaining policies, procedures, and templates and providing statewide procurement training.

The core positions at DOP, completing the majority of the day-to-day procurement and contract administration tasks, are classified as purchasing officers (class code 04853), with working titles of “purchasing officer” or “contract administrator,” depending on the primary focus of their job duties. The workload currently carried by these staff members has become unsustainable and is causing unnecessary delays for all state agencies. A review of workload-related data from the last three fiscal years shows that while the total number of competitive procurements has remained relatively steady, the dollar value of those contracts has increased dramatically due to the increasing complexity of the procurements DOP is administering (see Table 1). Additionally, comparing the workload of the DOP staff to the other purchasing staff across the state demonstrates that DOP is completing nearly twice as many procurements per FTP; the procurements administered by DOP are the highest dollar and most complex procurements, further distorting the workload disparity between DOP and agency procurement staff (see Table 2). DOP’s request for four (4) additional FTPs would result in a more equitable workload distribution among state procurement staff and significantly decrease the cycle time required for DOP to complete agency and statewide solicitations.

If a supplemental, what emergency is being addressed?

This request is not related to an emergency.

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

Specific authority is granted in Idaho Code 67-57. The department of administration shall be composed of such divisions as are established or assigned by law, and of such other units as may be administratively established. The director of the department of administration shall appoint an administrator for each division, subject to the approval of the governor. Any unit of the department of administration providing services to departments of state government as authorized in this chapter may charge and receive payment in advance of performance thereof for a period of time not to exceed the current appropriation of the department requesting such services. Such payments may be used for personnel costs and operating expenditures of the unit providing the services.

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

The Division of Purchasing is funded with dedicated appropriation totaling \$2,071,800 (\$1,585,900 PC, \$485,900 OE) for BFY25 and currently has 16 FTPs.

What resources are necessary to implement this request?

The department is requesting the addition of 4 FTPs for Fund 45000, totaling \$332,496 for FY25. The operating costs include four laptops, eight flat screen monitors totaling \$7,600, office furniture totaling \$2,400.00., and ongoing costs of \$20,000 for annual costs to maintain the position.

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

4 FTE Purchasing Officer, Pay grade L, Full-time, permanent, full benefits, classified.

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 distributing workload more equitably.

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

In addition to the ongoing salary costs (\$222,080 salary, \$110,416 benefits), DOP would request one-time spending authority for the following:

- Laptops: 7@1400 = \$5,600
- Monitors: 8@250 = \$2,000
- Task Chairs: 4@600 = \$2,400

TOTAL one-time cost: \$10,000

On-going operating for subscriptions and employee training/travel \$20,000.

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 on the state contract price for two laptops, four flat-screen monitors, and office furniture.

Provide details about the revenue assumptions supporting this request.

The Division of Purchasing receives revenue from vendors on statewide contracts and is authorized to use the proceeds to support their operations.

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

All state agencies will benefit from this request. One of the biggest concerns from agencies regarding the procurement process is the length of time. DOP continues to seek opportunities to improve processes and efficiency; however, the limiting factor is the number of staff available to complete the work. Failing to fund these positions will result in agencies waiting through lengthy cycle times for vital goods and services.

Agency: Department of Administration

200

Decision Unit Number 12.04 Descriptive Title ITN Implementation

	General	Dedicated	Federal	Total
Request Totals				
50 - Personnel Cost	0	0	0	0
55 - Operating Expense	0	80,000	0	80,000
70 -	0	0	0	0
80 - Trustee/Benefit	0	0	0	0
Totals	0	80,000	0	80,000
Full Time Positions	0.00	0.00	0.00	0.00

Appropriation Unit: Office of Insurance Management ADAAK

Operating Expense				
570 Professional Services	0	80,000	0	80,000
Operating Expense Total	0	80,000	0	80,000
	0	80,000	0	80,000

Explain the request and provide justification for the need.

OGI requires an additional one-time appropriation to pay for the programming costs associated with the implementation of the results of the Medical Services ITN, similar to an RFP, that is currently being conducted by Division of Purchasing. Needed programming updates includes the online application for member enrollment for Open Enrollment (April/May), interfaces files to send to the carrier(s), and payroll premium deduction for the new plan year rates.

If a supplemental, what emergency is being addressed?

This request is not related to an emergency.

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

Specific authority is granted under Idaho code 67-5769 "The director of the department of administration shall charge each office, department, division, board, commission, institution, agency and operation, personnel of which is currently covered under one or more group plans administered by the director, and receive payment in advance for its properly apportioned share of the cost thereof."

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 \$991,300 (PC \$579,500 and OE \$411,800) for BFY 25 and currently has 6.3 FTP's.

What resources are necessary to implement this request?

The one-time operating expense is for services rendered by the State Controller's Office to program the necessary technology and file changes in Luma to implement the changes that result from the Medical ITN, similar to an RFP.

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

N/A

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

N/A

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

The operating request of \$80,000 is for the one-time increase in SCO services. Fund 46100.

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

The costs for this request are based on quotes from the State Controller's Office for the staff time necessary to build, test and implement the necessary technology changes to Luma to implement the results of the Medical ITN.

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 benefit enrollment for all SCO agencies is conducted in Luma/SCO. The system supports the enrollment for more than 16,000 employees, the enrollment and deduction files to the carriers, and the payroll premium deductions collected each pay period. If not funded, OGI will not be able to implement the results of the Medical ITN so employees can make the proper elections for the coming plan year.

AGENCY: 200

Approp Unit: ADAK

Decision Unit No: 12.04

Title: ITN Implementation

	General	Dedicated	Federal	Other	Total
FULL-TIME POSITIONS (FTP)					
PERSONNEL COSTS					
1. Salaries					
2. Benefits					
3. Group Position Funding					
TOTAL PERSONNEL COSTS					
OPERATING EXPENSES					
ITN Implementation LUMA		80,000			
TOTAL OPERATING EXPENDITURES		80,000			
CAPITAL OUTLAY		0			
TOTAL CAPITAL OUTLAY		0			
T/B PAYMENTS		0			
GRAND TOTAL		80,000			

Explain the request and provide justification for the need.

OGI requires an additional one-time appropriation to pay for the programming costs associated with the implementation of the results of the Medical Services ITN, similar to an RFP, that is currently being conducted by Division of Purchasing. Needed programming updates includes the online application for member enrollment for Open Enrollment (April/May), interfaces files to send to the carrier(s), and payroll premium deduction for the new plan year rates.

If a supplemental, what emergency is being addressed?

This request is not related to an emergency.

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

Specific authority is granted under Idaho code 67-5769 "The director of the department of administration shall charge each office, department, division, board, commission, institution, agency and operation, personnel of which is currently covered under one or more group plans administered by the director, and receive payment in advance for its properly apportioned share of the cost thereof."

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 \$991,300 (PC \$579,500 and OE \$411,800) for BFY 25 and currently has 6.3 FTP's.

What resources are necessary to implement this request?

The one-time operating expense is for services rendered by the State Controller's Office to program the necessary technology and files changes in Luma to implement the changes that result from the Medical ITN, similar to an RFP.

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

N/A

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

No

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

The operating request of \$80,000 is for the one-time increase in SCO services. Fund 0461.

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

The costs for this request are based on quotes from the State Controller's Office for the staff time necessary to build, test and implement the necessary technology changes to Luma to implement the results of the Medical ITN.

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 benefit enrollment for all SCO agencies is conducted in Luma/SCO. The system supports the enrollment for more than 16,000 employees, the enrollment and deduction files to the carriers, and the payroll premium deductions collected each pay period. If not funded, OGI will not be able to implement the results of the Medical ITN so employees can make the proper elections for the coming plan year.

Agency: Department of Administration

200

Decision Unit Number 12.05 Descriptive Title Governor's Housing Stipend

	General	Dedicated	Federal	Total
Request Totals				
50 - Personnel Cost	0	0	0	0
55 - Operating Expense	30,000	0	0	30,000
70 -	0	0	0	0
80 - Trustee/Benefit	0	0	0	0
Totals	30,000	0	0	30,000
Full Time Positions	0.00	0.00	0.00	0.00

Appropriation Unit: Management Services ADAA

Operating Expense				
676 Miscellaneous Expense	30,000	0	0	30,000
Operating Expense Total	30,000	0	0	30,000
	30,000	0	0	30,000

Explain the request and provide justification for the need.

The agency requests, one behalf of the Governor's Housing Committee an appropriation of General Fund and a transfer to the Governor's Residence Fund for the purpose of offsetting declining revenue in the fund and to ensure the continued payment of the Governor's housing stipend. The Governor's Residence Fund is continuously appropriated, and for this reason, the Operating Expenditure account serves only as a placeholder and does not limit the standard mechanism used by the department to pay the stipend as intended by this cash transfer.

If a supplemental, what emergency is being addressed?

This is not a supplemental associated with an emergency.

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

Idaho Code 67-455 "There is hereby created the governor's residence fund. All moneys in or added to the governor's residence fund and any dividend or interest earnings thereon are hereby perpetually appropriated to the department of administration and set apart for the purposes of providing a governor's housing allowance and the acquisition, construction, remodel, furnishing, equipping or maintenance of a governor's residence and the same shall be available for such purposes immediately upon being credited to the account, upon authorization for expenditure being given by the governor's housing committee." In June 2023 the Governor's Housing Committee supported the pursuit of an annual appropriation of \$30K to the Governor's Residence Fund to support the monthly stipend totaling \$60,608 annually.

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

This is a continually appropriated fund that expends \$60,608 annually, this request is to support the cash needs of this fund.

What resources are necessary to implement this request?

\$30,000 cash transfer from the General Fund each year.

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

N/A

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

N/A

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

Ongoing OE of \$30,000.

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

The Governor's Housing Committee determined that funding half the annual costs would give enough time to continue the housing stipend for future long-term decisions to be made around this topic.

Provide detail about the revenue assumptions supporting this request.

Funding would be derived from the General Fund and interest earnings on the Fund balance.

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

This request will serve the constituents of the great state of Idaho by providing local housing to the governor. If housing is not provided for the governor in Boise, Idaho, it will make it difficult for the Governor to carry out their responsibilities.

AGENCY: 200

Approp Unit: ADAA

Decision Unit No: 12.05

Title: Governor's Housing Stipend

	General	Dedicated	Federal	Other	Total
FULL-TIME POSITIONS (FTP)		0			
PERSONNEL COSTS					
1. Salaries		0			
2. Benefits		0			
3. Group Position Funding					
TOTAL PERSONNEL COSTS		0			
OPERATING EXPENSES					
Governor's Housing Stipend		30,000			
TOTAL OPERATING EXPENDITURES		30,000			
CAPITAL OUTLAY		0			
TOTAL CAPITAL OUTLAY		0			
T/B PAYMENTS		0			
GRAND TOTAL		30,000			

Explain the request and provide justification for the need.

The agency requests, on behalf of the Governor's Housing Committee an appropriation of General Fund and a transfer to the Governor's Residence Fund for the purpose of offsetting declining revenue in the fund and to ensure the continued payment of the Governor's housing stipend. The Governor's Residence Fund is continuously appropriated, and for this reason, the Operating Expenditure account serves only as a placeholder and does not limit the standard mechanism used by the department to pay the stipend as intended by this cash transfer.

If a supplemental, what emergency is being addressed?

This request is not related to an emergency.

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

Idaho Code 67-455: "There is hereby created the governor's residence fund. All money in or added to the governor's residence fund and any dividend or interest earnings thereon are hereby perpetually appropriated to the Department of Administration and set apart for the purposes of providing a governor's housing allowance and the acquisition, construction, remodel, furnishing, equipping or maintenance of a governor's residence and the same shall be available for such purposes immediately upon being credited to the account, upon authorization for expenditure being given by the governor's housing committee." In June 2023, the Governor's Housing Committee supported the pursuit of an annual appropriation of \$30K to the Governor's Residence Fund to support the monthly stipend totaling \$60,608 annually.

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

This is a continually appropriated fund that expends \$60,608 annually, this request is to support the cash needs of this fund.

What resources are necessary to implement this request?

The Department is requesting a \$30,000 cash transfer from the General Fund each year.

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

N/A

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

N/A

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

Ongoing OE of \$30,000.

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

The Governor's Housing Committee determined that funding half the annual costs would give enough time to continue the housing stipend for future long-term decisions to be made around this topic.

Provide details about the revenue assumptions supporting this request.

Funding would be derived from the General Fund and interest earnings on the Fund balance.

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

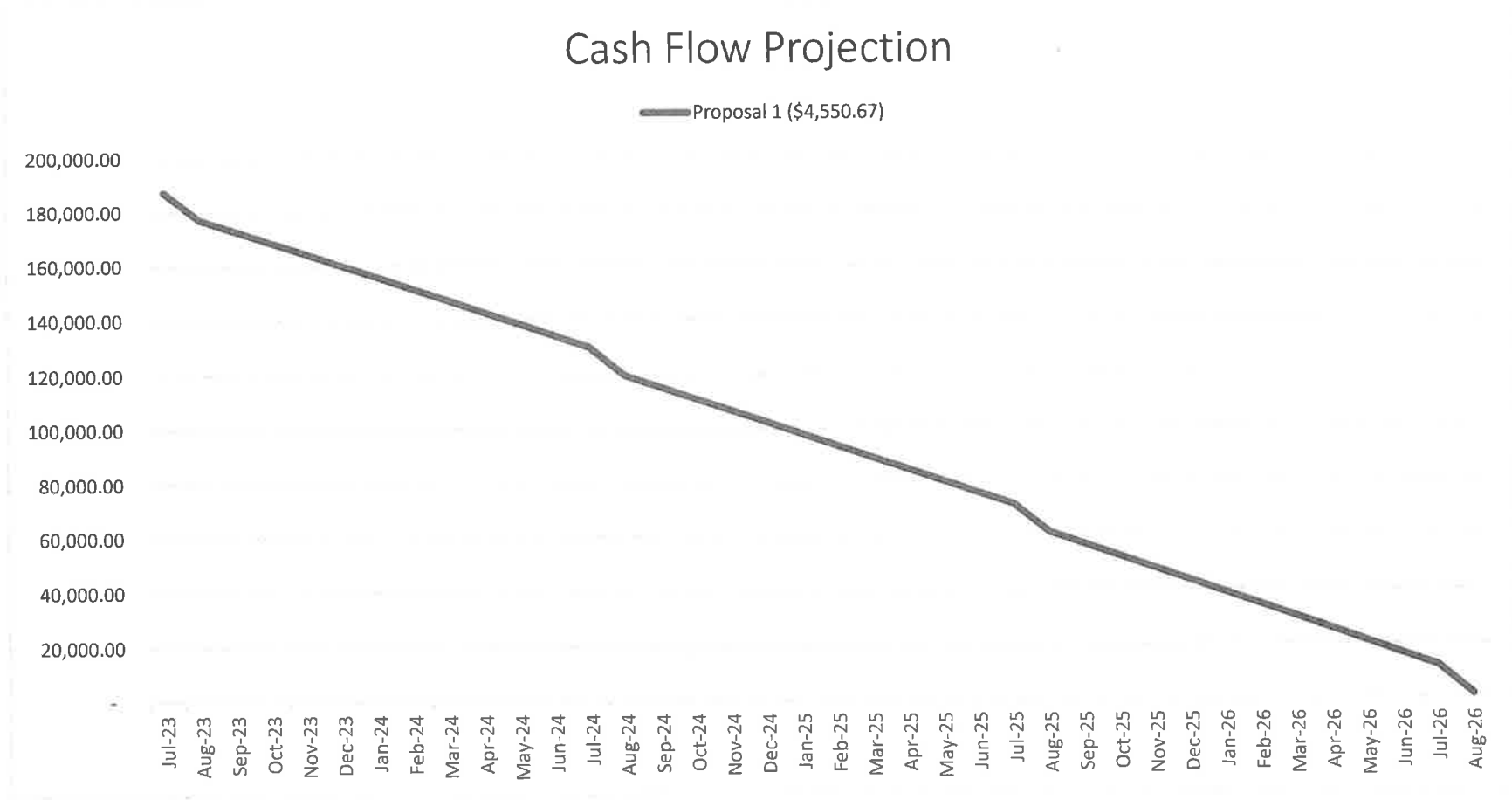
This request will serve the constituents of the great state of Idaho by providing local housing to the governor. If housing is not provided for the governor in Boise, Idaho, it will make it difficult for the Governor to carry out their responsibilities.

Cash Flow Projection

— Proposal 1 (\$4,550.67)

200,000.00
180,000.00
160,000.00
140,000.00
120,000.00
100,000.00
80,000.00
60,000.00
40,000.00
20,000.00

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DRAFT GOVERNOR'S HOUSING COMMITTEE
Meeting Minutes
June 22, 2023

A meeting of the Governor's Housing Committee was held on this date in the JRW West Conference Room, Boise, ID.

Members Present:

Senator Abby Lee
Senator Ali Rabe (via Webex)
Representative Jaron Crane (via Webex)
Steve Bailey, Deputy Director, Department of Administration

Members Absent:

Representative Nash

Others Present:

Bailey Peterson, Chief Financial Officer, Department of Administration
David Hahn, Financial Management Analyst, Principal, Division of Financial Management
Kimberly Rau, Executive Assistant, Department of Administration

Welcome: The meeting of the Governor's Housing Committee commenced at 3:02 PM. Deputy Director Bailey welcomed committee members.

Action Item: Approval of Minutes.

MOTION: Senator Lee moved, and it was seconded by Senator Rabe that the minutes of the June 23, 2022, Governor's Housing Committee meeting be approved as written. The motion passed unanimously.

Action Item: Review of market value and interest rates, and an updated cost analysis, regarding the Governor's Housing stipend.

CFO Bailey Peterson shared the current housing market value and interest rates, and an updated cost analysis, regarding the Governor's Housing stipend. At the current rate, the balance of the fund will be depleted by FY26. CFO Peterson presented 3 options to the Committee to consider. Option 1 would be no change to the current stipend, Option 2 reflects a monthly increase of \$2,823, and the third option reflects a monthly increase of \$3,777. Discussion ensued, to include concerns from the Committee regarding the uncertainty of the current housing market and potentially approaching the Legislature with an appropriation request going forward.

MOTION: Senator Lee moved, and it was seconded by Senator Rabe that the Committee approve option 1 regarding the Governor's housing stipend, which is to keep the stipend at the current amount of \$4550.67. The motion passed unanimously.

MOTION: Senator Lee moved, and it was seconded by Senator Rabe that the Committee bring to the next Legislative Session a \$30,000 ongoing annual request from the General Fund to fund the Governor's Housing Stipend going forward.

Financial Update: CFO Peterson presented a FY23 financial update to the Committee. Discussion ensued.

Action Item: Approve FY24 Budget.

CFO Peterson presented the proposed FY24 Budget of \$60,810.00, which reflects no change from the FY23 Budget.

MOTION: Senator Lee moved, and it was seconded by Representative Crane that the Committee approve the FY24 Budget as presented. The motion passed unanimously.

Other Business/ Meeting Schedule: The Committee will meet again on June 18, 2024.

ADJOURNMENT: Deputy Director Bailey adjourned the meeting of the Governor's Housing Committee at 3:04 PM.

Kimberly Rau, Executive Assistant
Department of Administration

DRAFT

Agency: Department of Administration

200

Decision Unit Number 12.06 Descriptive Title Janitorial Contract Increase

	General	Dedicated	Federal	Total
Request Totals				
50 - Personnel Cost	0	0	0	0
55 - Operating Expense	0	67,000	0	67,000
70 -	0	0	0	0
80 - Trustee/Benefit	0	0	0	0
Totals	0	67,000	0	67,000
Full Time Positions	0.00	0.00	0.00	0.00

Appropriation Unit: Public Works ADAC

Operating Expense				
570 Professional Services	0	67,000	0	67,000
Operating Expense Total	0	67,000	0	67,000
	0	67,000	0	67,000

Explain the request and provide justification for the need.

This request is for an increase for janitorial costs dictated by the lowest responsive bidder from a recent RFP completed in September of 2023.

If a supplemental, what emergency is being addressed?

This request is not related to an emergency.

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

Idaho Code 67-5709 grants authority to the director of the department of administration to pay for personnel costs and operating expenditures incurred in the operation and management of the Capitol Mall properties and the multiagency facilities from the rents received there from.

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

The existing OE base related to this contract is \$1,576,853 new contract cost is \$1,644,108

What resources are necessary to implement this request?

OE funds \$67,000 for fund 45000

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

N/A

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

N/A

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

Ongoing operating costs \$67,000

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

The increase is based upon a competitive bid RFP, through the Division of Purchasing.

Provide detail about the revenue assumptions supporting this request.

The increase will be paid by Fund 45000, which is derived from rent revenue from the Capitol Mall.

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

This serves all agencies renting space and working in the Capitol Mall. The cost increase will have to be paid. If not funded, then other areas of the budget will have to be cut to make up the difference.

AGENCY: 200

Approp Unit: ADAC

Decision Unit No: 12.06

Title: Facilities Contract Increase

	General	Dedicated	Federal	Other	Total
FULL-TIME POSITIONS (FTP)		0			
PERSONNEL COSTS					
1. Salaries		0			
2. Benefits		0			
3. Group Position Funding					
TOTAL PERSONNEL COSTS		0			
OPERATING EXPENSES		67,000			
Janitorial Contract Increase		67,000			
TOTAL OPERATING EXPENDITURES		67,000			
CAPITAL OUTLAY		0			
TOTAL CAPITAL OUTLAY		0			
T/B PAYMENTS		0			
GRAND TOTAL		67,000			

Explain the request and provide justification for the need.

This request is for an increase for janitorial costs dictated by the lowest responsive bidder from a recent RFP completed in September of 2023.

If a supplemental, what emergency is being addressed?

This request is not related to an emergency.

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

Idaho Code 67-5709 grants authority to the director of the department of administration to pay for personnel costs and operating expenditures incurred in the operation and management of the Capitol Mall properties and the multiagency facilities from the rents received there from.

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

The existing OE base is \$1,576,853 new contract cost is \$1,644,108

What resources are necessary to implement this request?

OE funds \$67,000 for fund 45000

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

N/A

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

N/A

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

Ongoing operating costs \$67,000

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

1. The increase is based upon a competitive bid RFP, through the Division of Purchasing.

Provide details about the revenue assumptions supporting this request.

1. The increase will be paid by Fund 45000, which is derived from rent revenue from the Capitol Mall.

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

This serves all agencies renting space and working in the Capitol Mall. The cost increase will have to be paid. If not funded, then other areas of the budget will have to be cut to make up the difference.

FORM DA-1 (DOP 2023) - PURCHASE REQUISITION

*Indicates required field

AGENCY INFORMATION*

AGENCY NAME Department of Administration, Capitol Mall FS
 AGENCY CONTACT Paul Navarro
 PHONE 208.332.1930
 EMAIL paul.navarro@adm.idaho.gov

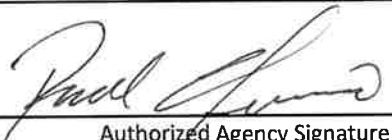
INSTRUCTIONS:

1. Complete all required fields.
2. Under "Description of Property":
 a. Indicate "renewal" or "amendment and enter quantity, unit, and pricing information.
3. Under "Additional Information":
 a. Fill in all fields for the appropriate action as indicated in the "Description".
4. Sign and date form. Remember: the DA-1 must be signed by someone with authority to bind the agency; your signature affirms that the agency funds appropriated and available.
5. Submit completed form to contractadmin@adm.idaho.gov along with detailed change information for Amendments.

DESCRIPTION OF PROPERTY*					
Item No.	Description	QTY	Unit of Measure	Est. Unit Price	Est. Extended Price
1	Capitol Mall Janitorial Services	7	Year	\$ 1,331,577.72	\$ 9,321,044.04
2					\$ 0.00
3					\$ 0.00
4					\$ 0.00
5					\$ 0.00
6					\$ 0.00
7					\$ 0.00
8					\$ 0.00
9					\$ 0.00
TOTAL ESTIMATED PRICE					\$ 9,321,044.04

ADDITIONAL INFORMATION*				
FOR RENEWALS:		FOR AMENDMENTS:		AGENCY NOTES/ADDITIONAL INFORMATION:
Contract Number		Contract Number		
Contractor Name		Contractor Name		
Renewal Period	Initial 1 year term, renewable for a total of 7 years.	Provide details for your amendment in "Agency Notes" or as a separate attachment, as needed.		

CERTIFICATION*: By submitting this DA-1, I hereby certify that the items specified in this requisition are requested by proper authority; they are necessary in the public service; and there are sufficient appropriation balances for payment at the totals indicated above.

 Authorized Agency Signature	Paul Navarro Printed Name	9/18/2023 Date
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Agency: Department of Administration

200

Decision Unit Number 12.07 Descriptive Title ARPA Transfer

	General	Dedicated	Federal	Total
Request Totals				
50 - Personnel Cost	0	0	0	0
55 - Operating Expense	0	0	0	0
70 -	0	0	0	0
80 - Trustee/Benefit	0	0	(21,054,200)	(21,054,200)
Totals	0	0	(21,054,200)	(21,054,200)
Full Time Positions	0.00	0.00	0.00	0.00

Appropriation Unit: Office of Insurance Management

ADAK

Trustee/Benefit				
876 Misc Pmts As Agent	0	0	(21,054,200)	(21,054,200)
Trustee/Benefit Total	0	0	(21,054,200)	(21,054,200)
	0	0	(21,054,200)	(21,054,200)

Explain the request and provide justification for the need.

The agency requests a one-time transfer of the balance remaining in the Employee Group Insurance Fund to the American Rescue Plan Act State Fiscal Recovery Fund.

If a supplemental, what emergency is being addressed?

This request is not related to an emergency.

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

House Bill 305 from the 76th Legislative session, there is hereby appropriated, and the Office of the State Controller shall transfer \$21,054,200 from the ARPA State Fiscal Recovery Fund to the Employee Group Insurance Fund on July 1, 2023, or as soon thereafter as practicable, for COVID-19 medical costs.

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

N/A

What resources are necessary to implement this request?

\$21,054,200 in the continuously appropriated fund 46149 will be returned to the State and Local Fiscal Recovery Fund for reprioritization of fund 34430.

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

N/A

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

N/A

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

\$21,054,200 in the continuously appropriated fund 46149 will be returned to the State and Local Fiscal Recovery Fund for reprioritization of fund 34430.

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

N/A returning previously appropriated funds.

Provide detail about the revenue assumptions supporting this request.

N/A this request will impact no revenue.

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

N/A

AGENCY: 200

Approp Unit: ADAK

Decision Unit No: 12.07

Title: ARPA Transfer

	General	Dedicated	Federal	Other	Total
FULL-TIME POSITIONS (FTP)		0			
PERSONNEL COSTS					
1. Salaries		0			
2. Benefits		0			
3. Group Position Funding					
TOTAL PERSONNEL COSTS		0			
OPERATING EXPENSES		0			
		0			
TOTAL OPERATING EXPENDITURES		0			
CAPITAL OUTLAY		0			
TOTAL CAPITAL OUTLAY		0			
T/B PAYMENTS		-21,054,200			
GRAND TOTAL		-21,054,200			

Explain the request and provide justification for the need.

The agency requests a one-time transfer of the balance remaining in the Employee Group Insurance Fund to the American Rescue Plan Act State Fiscal Recovery Fund.

If a supplemental, what emergency is being addressed?

This request is not related to an emergency.

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

House Bill 305 from the 76th Legislative session, there is hereby appropriated, and the Office of the State Controller shall transfer \$21,054,200 from the ARPA State Fiscal Recovery Fund to the Employee Group Insurance Fund on July 1, 2023, or as soon thereafter as practicable, for COVID-19 medical costs.

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

N/A

What resources are necessary to implement this request?

\$21,054,200 in the continuously appropriated fund 46149 will be returned to the State and Local Fiscal Recovery Fund for reprioritization of fund 34430.

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

N/A

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

N/A

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

N/A

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

N/A returning previously appropriated funds.

Provide details about the revenue assumptions supporting this request.

N/A this request will impact no revenue.

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

N/A

PCF Detail Report

Request for Fiscal Year: 2025

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	1.25	102,011	17,187	23,612	142,810
		Total from PCF	1.25	102,011	17,187	23,612	142,810
		FY 2024 ORIGINAL APPROPRIATION	1.58	146,613	21,725	31,362	199,700
		Unadjusted Over or (Under) Funded:	.33	44,602	4,538	7,750	56,890
Adjustments to Wage and Salary							
200000	2452N	Director Department of Administration	.30	42,120	4,125	9,431	55,676
2967	R90						
Other Adjustments							
	500	Employees	.00	(16,600)	0	0	(16,600)
Estimated Salary Needs							
		Permanent Positions	1.55	127,531	21,312	33,043	181,886
		Estimated Salary and Benefits	1.55	127,531	21,312	33,043	181,886
Adjusted Over or (Under) Funding							
		Original Appropriation	.03	19,082	413	(1,681)	17,814
		Estimated Expenditures	.00	19,082	413	(1,681)	17,814
		Base	.00	19,082	413	(1,681)	17,814

PCF Summary Report

Request for Fiscal Year: 2025

Agency: Department of Administration

200

Appropriation Unit: Management Services

ADAA

Fund: General Fund

10000

DU		FTP	Salary	Health	Variable Benefits	Total
3.00	FY 2024 ORIGINAL APPROPRIATION	1.58	146,613	21,725	31,362	199,700
5.00	FY 2024 TOTAL APPROPRIATION	1.58	146,613	21,725	31,362	199,700
6.41	FTP/Noncognizable Adjustment	(0.03)	0	0	0	0
7.00	FY 2024 ESTIMATED EXPENDITURES	1.55	146,613	21,725	31,362	199,700
8.11	FTP or Fund Adjustments	(0.03)	0	0	0	0
9.00	FY 2025 BASE	1.55	146,613	21,725	31,362	199,700
10.11	Change in Health Benefit Costs	0.00	0	1,100	0	1,100
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 2025 PROGRAM MAINTENANCE	1.55	148,013	22,825	32,062	202,900
13.00	FY 2025 TOTAL REQUEST	1.55	148,013	22,825	32,062	202,900

PCF Detail Report

Request for Fiscal Year: 2025

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	.76	60,578	10,448	14,108	85,134
		Total from PCF	.76	60,578	10,448	14,108	85,134
		FY 2024 ORIGINAL APPROPRIATION	1.08	84,561	14,850	18,089	117,500
		Unadjusted Over or (Under) Funded:	.32	23,983	4,402	3,981	32,366
Adjustments to Wage and Salary							
200000	2452N	Director Department of Administration	.17	23,868	2,337	5,344	31,549
2967	R90						
Other Adjustments							
	500	Employees	.00	(4,200)	0	0	(4,200)
Estimated Salary Needs							
		Permanent Positions	.93	80,246	12,785	19,452	112,483
		Estimated Salary and Benefits	.93	80,246	12,785	19,452	112,483
Adjusted Over or (Under) Funding							
		Original Appropriation	.15	4,315	2,065	(1,363)	5,017
		Estimated Expenditures	.00	4,315	2,065	(1,363)	5,017
		Base	.00	4,315	2,065	(1,363)	5,017

PCF Summary Report

Request for Fiscal Year: 2025

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 2024 ORIGINAL APPROPRIATION	1.08	84,561	14,850	18,089	117,500
5.00	FY 2024 TOTAL APPROPRIATION	1.08	84,561	14,850	18,089	117,500
6.41	FTP/Noncognizable Adjustment	(0.15)	0	0	0	0
7.00	FY 2024 ESTIMATED EXPENDITURES	0.93	84,561	14,850	18,089	117,500
8.11	FTP or Fund Adjustments	(0.15)	0	0	0	0
9.00	FY 2025 BASE	0.93	84,561	14,850	18,089	117,500
10.11	Change in Health Benefit Costs	0.00	0	700	0	700
10.12	Change in Variable Benefit Costs	0.00	0	0	300	300
10.61	Salary Multiplier - Regular Employees	0.00	800	0	200	1,000
11.00	FY 2025 PROGRAM MAINTENANCE	0.93	85,361	15,550	18,589	119,500
13.00	FY 2025 TOTAL REQUEST	0.93	85,361	15,550	18,589	119,500

PCF Detail Report

Request for Fiscal Year: 2025

Agency: Department of Administration
 Appropriation Unit: Management Services
 Fund: Admin Acct Svcs Appd&Cont Isf

200
 ADAA
 45000

PCN	Class	Description	FTP	Salary	Health	Variable Benefits	Total
Totals from Personnel Cost Forecast (PCF)							
		Permanent Positions	3.81	278,058	52,386	64,168	394,612
		Total from PCF	3.81	278,058	52,386	64,168	394,612
		FY 2024 ORIGINAL APPROPRIATION	4.15	348,574	57,063	74,563	480,200
		Unadjusted Over or (Under) Funded:	.34	70,516	4,677	10,395	85,588
Adjustments to Wage and Salary							
200000	2452N	Director Department of Administration	.35	49,140	4,812	11,003	64,955
2967	R90						
Other Adjustments							
	500	Employees	.00	(58,300)	0	0	(58,300)
Estimated Salary Needs							
		Permanent Positions	4.16	268,898	57,198	75,171	401,267
		Estimated Salary and Benefits	4.16	268,898	57,198	75,171	401,267
Adjusted Over or (Under) Funding							
		Original Appropriation	(.01)	79,676	(135)	(608)	78,933
		Estimated Expenditures	.00	79,676	(135)	(608)	78,933
		Base	.00	79,676	(135)	(608)	78,933

PCF Summary Report

Request for Fiscal Year: 2025

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 2024 ORIGINAL APPROPRIATION	4.15	348,574	57,063	74,563	480,200
5.00	FY 2024 TOTAL APPROPRIATION	4.15	348,574	57,063	74,563	480,200
6.41	FTP/Noncognizable Adjustment	0.01	0	0	0	0
7.00	FY 2024 ESTIMATED EXPENDITURES	4.16	348,574	57,063	74,563	480,200
8.11	FTP or Fund Adjustments	0.01	0	0	0	0
9.00	FY 2025 BASE	4.16	348,574	57,063	74,563	480,200
10.11	Change in Health Benefit Costs	0.00	0	2,900	0	2,900
10.12	Change in Variable Benefit Costs	0.00	0	0	1,000	1,000
10.61	Salary Multiplier - Regular Employees	0.00	3,300	0	800	4,100
11.00	FY 2025 PROGRAM MAINTENANCE	4.16	351,874	59,963	76,363	488,200
13.00	FY 2025 TOTAL REQUEST	4.16	351,874	59,963	76,363	488,200

PCF Detail Report

Request for Fiscal Year: 2025

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	.26	15,212	3,575	3,558	22,345
		Total from PCF	.26	15,212	3,575	3,558	22,345
		FY 2024 ORIGINAL APPROPRIATION	.29	15,745	3,988	3,368	23,101
		Unadjusted Over or (Under) Funded:	.03	533	413	(190)	756
Estimated Salary Needs							
		Permanent Positions	.26	15,212	3,575	3,558	22,345
		Estimated Salary and Benefits	.26	15,212	3,575	3,558	22,345
Adjusted Over or (Under) Funding							
		Original Appropriation	.03	533	413	(190)	756
		Estimated Expenditures	.00	533	413	(190)	756
		Base	.00	533	413	(190)	756

PCF Summary Report

Request for Fiscal Year: 2025

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 2024 ORIGINAL APPROPRIATION	0.29	15,745	3,988	3,368	23,100
5.00	FY 2024 TOTAL APPROPRIATION	0.29	15,745	3,988	3,368	23,100
6.41	FTP/Noncognizable Adjustment	(0.03)	0	0	0	0
7.00	FY 2024 ESTIMATED EXPENDITURES	0.26	15,745	3,988	3,368	23,100
8.11	FTP or Fund Adjustments	(0.03)	0	0	0	0
9.00	FY 2025 BASE	0.26	15,745	3,988	3,368	23,100
10.11	Change in Health Benefit Costs	0.00	0	200	0	200
10.12	Change in Variable Benefit Costs	0.00	0	0	0	0
10.61	Salary Multiplier - Regular Employees	0.00	200	0	0	200
11.00	FY 2025 PROGRAM MAINTENANCE	0.26	15,945	4,188	3,368	23,500
13.00	FY 2025 TOTAL REQUEST	0.26	15,945	4,188	3,368	23,500

PCF Detail Report

Request for Fiscal Year: 2025

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	.47	31,679	6,462	7,411	45,552
		Total from PCF	.47	31,679	6,462	7,411	45,552
		FY 2024 ORIGINAL APPROPRIATION	.61	52,815	8,388	11,298	72,501
		Unadjusted Over or (Under) Funded:	.14	21,136	1,926	3,887	26,949
Adjustments to Wage and Salary							
200000	2452N	Director Department of Administration	.14	19,656	1,925	4,401	25,982
2967	R90						
Estimated Salary Needs							
		Permanent Positions	.61	51,335	8,387	11,812	71,534
		Estimated Salary and Benefits	.61	51,335	8,387	11,812	71,534
Adjusted Over or (Under) Funding							
		Original Appropriation	.00	1,480	1	(514)	967
		Estimated Expenditures	.00	1,480	1	(514)	967
		Base	.00	1,480	1	(514)	967

PCF Summary Report

Request for Fiscal Year: 2025

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 2024 ORIGINAL APPROPRIATION	0.61	52,815	8,388	11,298	72,500
5.00	FY 2024 TOTAL APPROPRIATION	0.61	52,815	8,388	11,298	72,500
7.00	FY 2024 ESTIMATED EXPENDITURES	0.61	52,815	8,388	11,298	72,500
8.11	FTP or Fund Adjustments	0.00	0	0	0	0
9.00	FY 2025 BASE	0.61	52,815	8,388	11,298	72,500
10.11	Change in Health Benefit Costs	0.00	0	400	0	400
10.12	Change in Variable Benefit Costs	0.00	0	0	200	200
10.61	Salary Multiplier - Regular Employees	0.00	500	0	100	600
11.00	FY 2025 PROGRAM MAINTENANCE	0.61	53,315	8,788	11,598	73,700
13.00	FY 2025 TOTAL REQUEST	0.61	53,315	8,788	11,598	73,700

PCF Detail Report

Request for Fiscal Year: 2025

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	.31	24,530	4,261	5,676	34,467
		Total from PCF	.31	24,530	4,261	5,676	34,467
		FY 2024 ORIGINAL APPROPRIATION	.31	25,733	4,263	5,505	35,501
		Unadjusted Over or (Under) Funded:	.00	1,203	2	(171)	1,034
Other Adjustments							
	500	Employees	.00	(4,200)	0	0	(4,200)
Estimated Salary Needs							
		Permanent Positions	.31	20,330	4,261	5,676	30,267
		Estimated Salary and Benefits	.31	20,330	4,261	5,676	30,267
Adjusted Over or (Under) Funding							
		Original Appropriation	.00	5,403	2	(171)	5,234
		Estimated Expenditures	.00	5,403	2	(171)	5,234
		Base	.00	5,403	2	(171)	5,234

PCF Summary Report

Request for Fiscal Year: 2025

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 2024 ORIGINAL APPROPRIATION	0.31	25,733	4,263	5,505	35,500
5.00	FY 2024 TOTAL APPROPRIATION	0.31	25,733	4,263	5,505	35,500
7.00	FY 2024 ESTIMATED EXPENDITURES	0.31	25,733	4,263	5,505	35,500
9.00	FY 2025 BASE	0.31	25,733	4,263	5,505	35,500
10.11	Change in Health Benefit Costs	0.00	0	200	0	200
10.12	Change in Variable Benefit Costs	0.00	0	0	100	100
10.61	Salary Multiplier - Regular Employees	0.00	200	0	100	300
11.00	FY 2025 PROGRAM MAINTENANCE	0.31	25,933	4,463	5,705	36,100
13.00	FY 2025 TOTAL REQUEST	0.31	25,933	4,463	5,705	36,100

PCF Detail Report

Request for Fiscal Year: 2025

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	.14	8,870	1,925	2,075	12,870
		Total from PCF	.14	8,870	1,925	2,075	12,870
		FY 2024 ORIGINAL APPROPRIATION	.18	15,672	2,475	3,353	21,500
		Unadjusted Over or (Under) Funded:	.04	6,802	550	1,278	8,630
Adjustments to Wage and Salary							
200000	2452N	Director Department of Administration	.04	5,616	550	1,257	7,423
2967	R90						
Estimated Salary Needs							
		Permanent Positions	.18	14,486	2,475	3,332	20,293
		Estimated Salary and Benefits	.18	14,486	2,475	3,332	20,293
Adjusted Over or (Under) Funding							
		Original Appropriation	.00	1,186	0	21	1,207
		Estimated Expenditures	.00	1,186	0	21	1,207
		Base	.00	1,186	0	21	1,207

PCF Summary Report

Request for Fiscal Year: 2025

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 2024 ORIGINAL APPROPRIATION	0.18	15,672	2,475	3,353	21,500
5.00	FY 2024 TOTAL APPROPRIATION	0.18	15,672	2,475	3,353	21,500
7.00	FY 2024 ESTIMATED EXPENDITURES	0.18	15,672	2,475	3,353	21,500
9.00	FY 2025 BASE	0.18	15,672	2,475	3,353	21,500
10.11	Change in Health Benefit Costs	0.00	0	100	0	100
10.12	Change in Variable Benefit Costs	0.00	0	0	0	0
10.61	Salary Multiplier - Regular Employees	0.00	100	0	0	100
11.00	FY 2025 PROGRAM MAINTENANCE	0.18	15,772	2,575	3,353	21,700
13.00	FY 2025 TOTAL REQUEST	0.18	15,772	2,575	3,353	21,700

PCF Detail Report

Request for Fiscal Year: 2025

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	28.50	1,923,007	391,875	448,946	2,763,828
		Total from PCF	28.50	1,923,007	391,875	448,946	2,763,828
		FY 2024 ORIGINAL APPROPRIATION	30.50	2,103,389	419,375	449,936	2,972,700
		Unadjusted Over or (Under) Funded:	2.00	180,382	27,500	990	208,872
Adjustments to Wage and Salary							
200000	988C	DPW Construction Representative 9410	1.00	47,029	13,750	11,001	71,780
2913	R90						
200000	990C	Roofing Program Supervisor	1.00	65,353	13,750	15,287	94,390
2955	R90						
Estimated Salary Needs							
		Permanent Positions	30.50	2,035,389	419,375	475,234	2,929,998
		Estimated Salary and Benefits	30.50	2,035,389	419,375	475,234	2,929,998
Adjusted Over or (Under) Funding							
		Original Appropriation	.00	68,000	0	(25,298)	42,702
		Estimated Expenditures	.00	68,000	0	(25,298)	42,702
		Base	.00	68,000	0	(25,298)	42,702

PCF Summary Report

Request for Fiscal Year: 2025

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 2024 ORIGINAL APPROPRIATION	30.50	2,103,389	419,375	449,936	2,972,700
5.00	FY 2024 TOTAL APPROPRIATION	30.50	2,103,389	419,375	449,936	2,972,700
7.00	FY 2024 ESTIMATED EXPENDITURES	30.50	2,103,389	419,375	449,936	2,972,700
9.00	FY 2025 BASE	30.50	2,103,389	419,375	449,936	2,972,700
10.11	Change in Health Benefit Costs	0.00	0	21,400	0	21,400
10.12	Change in Variable Benefit Costs	0.00	0	0	6,200	6,200
10.61	Salary Multiplier - Regular Employees	0.00	20,400	0	4,800	25,200
11.00	FY 2025 PROGRAM MAINTENANCE	30.50	2,123,789	440,775	460,936	3,025,500
12.02	DPW- 3 FTE and related equipment	3.00	180,480	43,350	42,762	266,600
13.00	FY 2025 TOTAL REQUEST	33.50	2,304,269	484,125	503,698	3,292,100

PCF Detail Report

Request for Fiscal Year: 2025

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	33.50	1,836,012	460,625	428,212	2,724,849
		Total from PCF	33.50	1,836,012	460,625	428,212	2,724,849
		FY 2024 ORIGINAL APPROPRIATION	36.50	2,183,626	501,875	467,099	3,152,600
		Unadjusted Over or (Under) Funded:	3.00	347,614	41,250	38,887	427,751
Adjustments to Wage and Salary							
200000	999C	Electrician 9015	1.00	59,717	13,750	13,968	87,435
2902	R90						
200000	999C	Electrician 9015	1.00	61,797	13,750	14,455	90,002
2904	R90						
200000	1043C	Maintenance Craftsman Senior 9015	1.00	41,600	13,750	9,731	65,081
2932	R90						
NEWP-449312	90000	GROUP POSITION , Std Benefits/No NE Ret/No Health	.00	45,000	0	4,270	49,270
Estimated Salary Needs							
		Board, Group, & Missing Positions	.00	45,000	0	4,270	49,270
		Permanent Positions	36.50	1,999,126	501,875	466,366	2,967,367
		Estimated Salary and Benefits	36.50	2,044,126	501,875	470,636	3,016,637
Adjusted Over or (Under) Funding							
		Original Appropriation	.00	139,500	0	(3,537)	135,963
		Estimated Expenditures	.00	139,500	0	(3,537)	135,963
		Base	.00	139,500	0	(3,537)	135,963

PCF Summary Report

Request for Fiscal Year: 2025

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 2024 ORIGINAL APPROPRIATION	36.50	2,183,626	501,875	467,099	3,152,600
5.00	FY 2024 TOTAL APPROPRIATION	36.50	2,183,626	501,875	467,099	3,152,600
7.00	FY 2024 ESTIMATED EXPENDITURES	36.50	2,183,626	501,875	467,099	3,152,600
8.11	FTP or Fund Adjustments	0.00	0	0	0	0
9.00	FY 2025 BASE	36.50	2,183,626	501,875	467,099	3,152,600
10.11	Change in Health Benefit Costs	0.00	0	25,600	0	25,600
10.12	Change in Variable Benefit Costs	0.00	0	0	6,100	6,100
10.61	Salary Multiplier - Regular Employees	0.00	20,000	0	4,700	24,700
11.00	FY 2025 PROGRAM MAINTENANCE	36.50	2,203,626	527,475	477,899	3,209,000
13.00	FY 2025 TOTAL REQUEST	36.50	2,203,626	527,475	477,899	3,209,000

PCF Detail Report

Request for Fiscal Year: 2025
 200
 ADAD
 45000

Agency: Department of Administration
 Appropriation Unit: Purchasing
 Fund: Admin Acct Svcs Appd&Cont Isf

PCN	Class	Description	FTP	Salary	Health	Variable Benefits	Total
Totals from Personnel Cost Forecast (PCF)							
		Permanent Positions	16.00	1,066,540	220,000	248,377	1,534,917
		Total from PCF	16.00	1,066,540	220,000	248,377	1,534,917
		FY 2024 ORIGINAL APPROPRIATION	16.00	1,125,207	220,000	240,693	1,585,900
		Unadjusted Over or (Under) Funded:	.00	58,667	0	(7,684)	50,983
Adjustments to Wage and Salary							
NEWP-183929	90000	GROUP POSITION , Std Benefits/No NE Ret/No Health	.00	15,050	0	1,428	16,478
Estimated Salary Needs							
		Board, Group, & Missing Positions	.00	15,050	0	1,428	16,478
		Permanent Positions	16.00	1,066,540	220,000	248,377	1,534,917
		Estimated Salary and Benefits	16.00	1,081,590	220,000	249,805	1,551,395
Adjusted Over or (Under) Funding							
		Original Appropriation	.00	43,617	0	(9,112)	34,505
		Estimated Expenditures	.00	43,617	0	(9,112)	34,505
		Base	.00	43,617	0	(9,112)	34,505

PCF Summary Report

Request for Fiscal Year: 2025

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 2024 ORIGINAL APPROPRIATION	16.00	1,125,207	220,000	240,693	1,585,900
5.00	FY 2024 TOTAL APPROPRIATION	16.00	1,125,207	220,000	240,693	1,585,900
7.00	FY 2024 ESTIMATED EXPENDITURES	16.00	1,125,207	220,000	240,693	1,585,900
9.00	FY 2025 BASE	16.00	1,125,207	220,000	240,693	1,585,900
10.11	Change in Health Benefit Costs	0.00	0	11,200	0	11,200
10.12	Change in Variable Benefit Costs	0.00	0	0	3,200	3,200
10.61	Salary Multiplier - Regular Employees	0.00	10,700	0	2,500	13,200
11.00	FY 2025 PROGRAM MAINTENANCE	16.00	1,135,907	231,200	246,393	1,613,500
12.03	DOP- 4 FTE and related equipment	4.00	222,080	57,800	52,616	332,500
13.00	FY 2025 TOTAL REQUEST	20.00	1,357,987	289,000	299,009	1,946,000

PCF Detail Report

Request for Fiscal Year: 2025

Agency: Department of Administration
 Appropriation Unit: Purchasing
 Fund: Surplus Property Revolving Fund

200
 ADAD
 45600

PCN	Class	Description	FTP	Salary	Health	Variable Benefits	Total
Totals from Personnel Cost Forecast (PCF)							
		Permanent Positions	3.00	134,389	41,250	31,435	207,074
		Total from PCF	3.00	134,389	41,250	31,435	207,074
		FY 2024 ORIGINAL APPROPRIATION	3.08	150,794	42,350	32,256	225,400
		Unadjusted Over or (Under) Funded:	.08	16,405	1,100	821	18,326
Estimated Salary Needs							
		Permanent Positions	3.00	134,389	41,250	31,435	207,074
		Estimated Salary and Benefits	3.00	134,389	41,250	31,435	207,074
Adjusted Over or (Under) Funding							
		Original Appropriation	.08	16,405	1,100	821	18,326
		Estimated Expenditures	.00	16,405	1,100	821	18,326
		Base	.00	16,405	1,100	821	18,326

PCF Summary Report

Request for Fiscal Year: 2025

Agency: Department of Administration
 Appropriation Unit: Purchasing
 Fund: Surplus Property Revolving Fund

200
 ADAD
 45600

DU		FTP	Salary	Health	Variable Benefits	Total
3.00	FY 2024 ORIGINAL APPROPRIATION	3.08	150,794	42,350	32,256	225,400
5.00	FY 2024 TOTAL APPROPRIATION	3.08	150,794	42,350	32,256	225,400
6.41	FTP/Noncognizable Adjustment	(0.08)	0	0	0	0
7.00	FY 2024 ESTIMATED EXPENDITURES	3.00	150,794	42,350	32,256	225,400
8.11	FTP or Fund Adjustments	(0.08)	0	0	0	0
9.00	FY 2025 BASE	3.00	150,794	42,350	32,256	225,400
10.11	Change in Health Benefit Costs	0.00	0	2,100	0	2,100
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 2025 PROGRAM MAINTENANCE	3.00	152,094	44,450	32,956	229,500
13.00	FY 2025 TOTAL REQUEST	3.00	152,094	44,450	32,956	229,500

PCF Detail Report

Request for Fiscal Year: 2025

Agency: Department of Administration
 Appropriation Unit: Office of Insurance Management
 Fund: Group Ins Acct Appd&Cont Isf,

200
 ADAK
 46100

PCN	Class	Description	FTP	Salary	Health	Variable Benefits	Total
Totals from Personnel Cost Forecast (PCF)							
		Permanent Positions	6.25	387,780	85,937	90,410	564,127
		Total from PCF	6.25	387,780	85,937	90,410	564,127
		FY 2024 ORIGINAL APPROPRIATION	6.30	406,023	86,625	86,852	579,500
		Unadjusted Over or (Under) Funded:	.05	18,243	688	(3,558)	15,373
Estimated Salary Needs							
		Permanent Positions	6.25	387,780	85,937	90,410	564,127
		Estimated Salary and Benefits	6.25	387,780	85,937	90,410	564,127
Adjusted Over or (Under) Funding							
		Original Appropriation	.05	18,243	688	(3,558)	15,373
		Estimated Expenditures	.00	18,243	688	(3,558)	15,373
		Base	.00	18,243	688	(3,558)	15,373

PCF Summary Report

Request for Fiscal Year: 2025

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 2024 ORIGINAL APPROPRIATION	6.30	406,023	86,625	86,852	579,500
5.00	FY 2024 TOTAL APPROPRIATION	6.30	406,023	86,625	86,852	579,500
6.41	FTP/Noncognizable Adjustment	(0.05)	0	0	0	0
7.00	FY 2024 ESTIMATED EXPENDITURES	6.25	406,023	86,625	86,852	579,500
8.11	FTP or Fund Adjustments	(0.05)	0	0	0	0
9.00	FY 2025 BASE	6.25	406,023	86,625	86,852	579,500
10.11	Change in Health Benefit Costs	0.00	0	4,400	0	4,400
10.12	Change in Variable Benefit Costs	0.00	0	0	1,200	1,200
10.61	Salary Multiplier - Regular Employees	0.00	3,900	0	900	4,800
11.00	FY 2025 PROGRAM MAINTENANCE	6.25	409,923	91,025	88,952	589,900
12.01	OGI-Employee Benefit Specialist, Personnel Tech and related equipment	2.00	82,880	28,900	19,637	131,400
13.00	FY 2025 TOTAL REQUEST	8.25	492,803	119,925	108,589	721,300

PCF Detail Report

Request for Fiscal Year: 2025

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	453,589	91,437	105,330	650,356
		Total from PCF	6.65	453,589	91,437	105,330	650,356
		FY 2024 ORIGINAL APPROPRIATION	7.80	571,583	107,250	122,267	801,100
		Unadjusted Over or (Under) Funded:	1.15	117,994	15,813	16,937	150,744
Adjustments to Wage and Salary							
200000	1526C	Risk Management Analyst	1.00	54,517	13,750	12,752	81,019
2873	R90						
Estimated Salary Needs							
		Permanent Positions	7.65	508,106	105,187	118,082	731,375
		Estimated Salary and Benefits	7.65	508,106	105,187	118,082	731,375
Adjusted Over or (Under) Funding							
		Original Appropriation	.15	63,477	2,063	4,185	69,725
		Estimated Expenditures	.00	63,477	2,063	4,185	69,725
		Base	.00	63,477	2,063	4,185	69,725

PCF Summary Report

Request for Fiscal Year: 2025

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 2024 ORIGINAL APPROPRIATION	7.80	571,583	107,250	122,267	801,100
5.00	FY 2024 TOTAL APPROPRIATION	7.80	571,583	107,250	122,267	801,100
6.41	FTP/Noncognizable Adjustment	(0.15)	0	0	0	0
7.00	FY 2024 ESTIMATED EXPENDITURES	7.65	571,583	107,250	122,267	801,100
8.11	FTP or Fund Adjustments	(0.15)	0	0	0	0
9.00	FY 2025 BASE	7.65	571,583	107,250	122,267	801,100
10.11	Change in Health Benefit Costs	0.00	0	5,400	0	5,400
10.12	Change in Variable Benefit Costs	0.00	0	0	1,500	1,500
10.61	Salary Multiplier - Regular Employees	0.00	5,100	0	1,200	6,300
11.00	FY 2025 PROGRAM MAINTENANCE	7.65	576,683	112,650	124,967	814,300
13.00	FY 2025 TOTAL REQUEST	7.65	576,683	112,650	124,967	814,300

PCF Detail Report

Request for Fiscal Year: 2025

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	96,544	15,125	21,617	133,286
		Total from PCF	1.10	96,544	15,125	21,617	133,286
		FY 2024 ORIGINAL APPROPRIATION	1.10	171,574	15,125	36,701	223,400
		Unadjusted Over or (Under) Funded:	.00	75,030	0	15,084	90,114
Estimated Salary Needs							
		Permanent Positions	1.10	96,544	15,125	21,617	133,286
		Estimated Salary and Benefits	1.10	96,544	15,125	21,617	133,286
Adjusted Over or (Under) Funding							
		Original Appropriation	.00	75,030	0	15,084	90,114
		Estimated Expenditures	.00	75,030	0	15,084	90,114
		Base	.00	75,030	0	15,084	90,114

PCF Summary Report

Request for Fiscal Year: 2025

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 2024 ORIGINAL APPROPRIATION	1.10	171,574	15,125	36,701	223,400
5.00	FY 2024 TOTAL APPROPRIATION	1.10	171,574	15,125	36,701	223,400
7.00	FY 2024 ESTIMATED EXPENDITURES	1.10	171,574	15,125	36,701	223,400
9.00	FY 2025 BASE	1.10	171,574	15,125	36,701	223,400
10.11	Change in Health Benefit Costs	0.00	0	800	0	800
10.12	Change in Variable Benefit Costs	0.00	0	0	300	300
10.61	Salary Multiplier - Regular Employees	0.00	1,000	0	200	1,200
11.00	FY 2025 PROGRAM MAINTENANCE	1.10	172,574	15,925	37,201	225,700
13.00	FY 2025 TOTAL REQUEST	1.10	172,574	15,925	37,201	225,700

PCF Detail Report

Request for Fiscal Year: 202
5

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	11.40	473,440	156,748	110,742	740,930
		Total from PCF	11.40	473,440	156,748	110,742	740,930
		FY 2024 ORIGINAL APPROPRIATION	11.40	487,557	156,750	104,293	748,600
		Unadjusted Over or (Under) Funded:	.00	14,117	2	(6,449)	7,670
Estimated Salary Needs							
		Permanent Positions	11.40	473,440	156,748	110,742	740,930
		Estimated Salary and Benefits	11.40	473,440	156,748	110,742	740,930
Adjusted Over or (Under) Funding							
		Original Appropriation	.00	14,117	2	(6,449)	7,670
		Estimated Expenditures	.00	14,117	2	(6,449)	7,670
		Base	.00	14,117	2	(6,449)	7,670

PCF Summary Report

Request for Fiscal Year: 2025

Agency: Department of Administration

200

Appropriation Unit: Document Services

ADAM

Fund: General Fund

10000

DU		FTP	Salary	Health	Variable Benefits	Total
3.00	FY 2024 ORIGINAL APPROPRIATION	11.40	487,557	156,750	104,293	748,600
5.00	FY 2024 TOTAL APPROPRIATION	11.40	487,557	156,750	104,293	748,600
7.00	FY 2024 ESTIMATED EXPENDITURES	11.40	487,557	156,750	104,293	748,600
9.00	FY 2025 BASE	11.40	487,557	156,750	104,293	748,600
10.11	Change in Health Benefit Costs	0.00	0	8,000	0	8,000
10.12	Change in Variable Benefit Costs	0.00	0	0	1,400	1,400
10.61	Salary Multiplier - Regular Employees	0.00	4,700	0	1,200	5,900
11.00	FY 2025 PROGRAM MAINTENANCE	11.40	492,257	164,750	106,893	763,900
13.00	FY 2025 TOTAL REQUEST	11.40	492,257	164,750	106,893	763,900

PCF Detail Report

Request for Fiscal Year: 2025

Agency: Department of Administration
 Appropriation Unit: Document Services
 Fund: Admin Acct Svcs Appd&Cont Isf

200
 ADAM
 45000

PCN	Class	Description	FTP	Salary	Health	Variable Benefits	Total
Totals from Personnel Cost Forecast (PCF)							
		Permanent Positions	5.60	239,356	76,998	55,989	372,343
		Total from PCF	5.60	239,356	76,998	55,989	372,343
		FY 2024 ORIGINAL APPROPRIATION	5.12	270,778	70,400	57,922	399,100
		Unadjusted Over or (Under) Funded:	(.48)	31,422	(6,598)	1,933	26,757
Adjustments to Wage and Salary							
NEWP-636694	90000	GROUP POSITION , Std Benefits/No NE Ret/No Health	.00	1,900	0	180	2,080
Estimated Salary Needs							
		Board, Group, & Missing Positions	.00	1,900	0	180	2,080
		Permanent Positions	5.60	239,356	76,998	55,989	372,343
		Estimated Salary and Benefits	5.60	241,256	76,998	56,169	374,423
Adjusted Over or (Under) Funding							
		Original Appropriation	(.48)	29,522	(6,598)	1,753	24,677
		Estimated Expenditures	.00	29,522	(6,598)	1,753	24,677
		Base	.00	29,522	(6,598)	1,753	24,677

PCF Summary Report

Request for Fiscal Year: 2025

Agency: Department of Administration
 Appropriation Unit: Document Services
 Fund: Admin Acct Svcs Appd&Cont Isf

200
 ADAM
 45000

DU		FTP	Salary	Health	Variable Benefits	Total
3.00	FY 2024 ORIGINAL APPROPRIATION	5.12	270,778	70,400	57,922	399,100
5.00	FY 2024 TOTAL APPROPRIATION	5.12	270,778	70,400	57,922	399,100
6.41	FTP/Noncognizable Adjustment	0.48	0	0	0	0
7.00	FY 2024 ESTIMATED EXPENDITURES	5.60	270,778	70,400	57,922	399,100
8.11	FTP or Fund Adjustments	0.48	0	0	0	0
9.00	FY 2025 BASE	5.60	270,778	70,400	57,922	399,100
10.11	Change in Health Benefit Costs	0.00	0	3,900	0	3,900
10.12	Change in Variable Benefit Costs	0.00	0	0	700	700
10.61	Salary Multiplier - Regular Employees	0.00	2,400	0	600	3,000
11.00	FY 2025 PROGRAM MAINTENANCE	5.60	273,178	74,300	59,222	406,700
13.00	FY 2025 TOTAL REQUEST	5.60	273,178	74,300	59,222	406,700



State of Idaho

Department of Administration

BRAD LITTLE
Governor
LORI WOLFF
Interim Director

650 West State Street, Room 100
Boise, ID 83702
Telephone: (208) 332-1824
www.adm.idaho.gov

August 18, 2023

SUBJ: Department of Administration FY25 FTP Budget Request

The Idaho Department of Administration, Division of Public Works (DPW) is requesting two Project Managers and one Technical Records Specialist in the FY25 budget request. DPW has had four appropriated full-time positions (FTP) vacant for over six months; one Maintenance Craftsman, two Electricians, and one Roofing Program Supervisor. The appropriated FTPs are essential for the operation of the division and cannot be used to fill the FY25 budget request. The justification for this and the recruitment challenges and status are as follows:

Maintenance Craftsman (1), Sr. and Electricians (2) – Chinden Campus

Positions are Essential

The Chinden Campus comprises eight primary buildings with some exterior structures for a total of approximately 1.5 million square feet. The buildings were constructed between 1976 to 1995, and there are significant deferred maintenance issues. The maintenance group at the campus consists of a Facilities Manager, Building Superintendent, 2-HVAC Specialists, 2- Maintenance Craftsmen Sr., and 2- Electricians. Having two electricians and one maintenance craftsman, sr. vacant creates considerable challenges in completing preventative or urgent maintenance repairs. This requires our Facility Services group to hire contractors to complete the work and pay higher costs.

Recruitment

Recruitment for our maintenance positions has been challenging due to a tight labor market and pay disparity between the public and private sectors for skilled labor. We are not only competing with other organizations seeking maintenance positions but also with a construction industry that has seen exponential growth. Industry hiring managers have informed us that they are paying between \$32 to \$36/hour for non-union electricians. In our last recruitment for electricians, we received three applications. One of the applicants did not return our calls, and the other two declined the position because of the low pay. In our most recent recruitment for a maintenance craftsman, sr. we had eight applicants. One responded that he was not going to be in Idaho until May 2024, one accepted another position, one never returned our calls or email, and five declined due to starting wage. We are currently advertising for another round of applicants for our electrician and maintenance craftsman, sr. positions. We are aggressively working to fill the positions by the end of CY 2023.

Roofing / Asbestos Abatement Program Supervisor (1) – DPW

Position is Essential

The Division of Public Works has 582 active design and construction projects in progress. Of those, 51 projects are related to roof replacement or asbestos abatement. The Idaho Deferred Maintenance Program has an additional 21 planned roof replacement projects. It is imperative to have a project manager experienced in roofing applications that can coordinate the roofing program, administer these projects for our customer agencies, and provide technical consulting services for commercial roof applications and hazardous material abatement.

Recruitment

Recruitment for this position has been delayed because DPW evaluated their roofing program and determined that the Roofing Program Supervisor position should be reclassified to a Project Manager 1/Roofing Program position. The original Roofing Program Supervisor classification was primarily a field position that required the supervisor to have a building and asbestos inspector's certifications. This position was required to physically inspect roofs or potential asbestos abatement areas, take required samples, and coordinating contractors onsite. DPW's roofing program has grown substantially over the years, and the number of roofing and asbestos projects can range between 30 to 70 projects a year. The position has shifted from a 'hands-on' field supervisor to a project manager role to manage this workload. The project manager is required to administer all DPW roofing and hazardous material abatement projects. This requires coordination of multiple concurrent projects, the ability to contract with and communicate with design professionals and agency customers, perform design reviews, develop contracts, bid and award the projects, coordinate contractor activities with the agencies, and ensure completion of contract close-out activities. Additionally, depending on the roofing project workload, this position will administer other types of construction projects consistent with the existing DPW project management staff.

DPW has worked with DHR representatives to prepare the reclassification documents. The reclassification was recently approved, and the recruitment will begin immediately. With acceptable applicants, DPW is hopeful the position will be filled before the end of the calendar year.



Lori Wolff
Interim Director
Idaho Department of Administration.

8/29/2023
Date



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 29, 2023

Lori Wolff, Interim Administrator
Department of Administration

Dear Lori:

This letter is in response to your FY 2025 Budget request. Your initial request was received August 23, 2023 and listed the following requested item(s) for your FY 2025 budget:

1. Increase FTP by 1.0, Financial Specialist
2. Increase FTP by 4.0, Purchasing Officer
3. Increase FTP by 2.0, Project Manager 1
4. Increase FTP by 1.0, Technical Records Specialist 1
5. Increase FTP by 1.0, Employee Benefits Specialist
6. Increase FTP by 1.0, Personnel Technician

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

1. 1.0, Financial Specialist, Pay Grade K
2. 4.0, Purchasing Officer, Pay Grade L
3. 2.0, Project Manager 1, Pay Grade M
7. 1.0, Technical Records Specialist 1, Pay Grade H
4. 1.0, Employee Benefits Specialist, Pay Grade J
5. 1.0, Personnel Technician, Pay Grade I

This letter attests that the Department of Administration request(s) are in alignment with 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 andrea.ryan@dhr.idaho.gov or 208.758.1618

Sincerely,

A handwritten signature in black ink, appearing to read "AR", with a stylized flourish underneath.

Andrea Ryan
Human Resource Manager

Cc: David Hahn, Division of Financial Management

Inflationary Adjustments

Request for Fiscal Year: 2025

Agency: Department of Administration

200

Appropriation Unit: Public Works

ADAC

	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	Change	% Change	FY 2024 Appropriation	CY 2024 Expenditure Adjustments	FY 2024 Estimated Expenditures	Remove One Time Funding	FY 2025 Base less Adjustments	General Inflation DU 10.21	% Change	Medical Inflation DU 10.22	% Change	FY 2025 Totals
Summary Account																
Computer Services	0	0	0	0	0	0	9,700	233,200	242,900	0	9,700	9,700	0	0	0	19,400
Utilities	0	0	0	0	0	0	290,000	2,651,800	2,941,800	0	290,000	290,000	0	0	0	580,000
Rental Costs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	299,700	2,885,000	3,184,700	0	299,700	299,700	0	0	0	599,400
Fund Source																
Dedicated	0	0	0	0	0	0	299,700	2,885,000	3,184,700	0	299,700	299,700	0	0	0	599,400
Total	0	0	0	0	0	0	299,700	2,885,000	3,184,700	0	299,700	299,700	0	0	0	599,400

AGENCY: 200

Approp Unit: ADAC

Decision Unit No: 10.21

Title: Public Works Inflationary Adj

	General	Dedicated	Federal	Other	Total
FULL-TIME POSITIONS (FTP)		0			
PERSONNEL COSTS					
1. Salaries		0			
2. Benefits		0			
3. Group Position Funding					
TOTAL PERSONNEL COSTS		0			
OPERATING EXPENSES					
Idaho Power Inflation		290,000			
Systemates Inflation		9,700			
TOTAL OPERATING EXPENDITURES		299,700			
CAPITAL OUTLAY		0			
TOTAL CAPITAL OUTLAY		0			
T/B PAYMENTS		0			
GRAND TOTAL		299,700			

Explain the request and provide justification for the need.

This request is for an inflationary increase of approximately 15% for electrical power costs dictated by Idaho Power, and 4% for the vendor Systemmates.

If a supplemental, what emergency is being addressed?

This request is not related to an emergency.

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

Idaho Code 67-5709 grants authority to the director of the department of administration to pay for personnel costs and operating expenditures incurred in the operation and management of the Capitol Mall properties and the multiagency facilities from the rents received there from.

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

PC \$3,152,600; PE \$12,194,500; CO \$0

What resources are necessary to implement this request?

OE funds \$290,000 for fund 45000, and \$9,700 for Fund 36500

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

N/A

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

N/A

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

Ongoing operating costs \$299,700

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

1. The Idaho Power inflation increase is based on a planned rate increase provided by Idaho Power.

Provide details about the revenue assumptions supporting this request.

1. The Idaho Power increase will be paid by Fund 45000, which is derived from rent revenue from the Capitol Mall and Chinden campuses.
2. The Systemates increase will be paid by Fund 36500, which is derived from various taxes.

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

This serves all agencies renting space and working in the Capitol Mall and Chinden Campus. The cost increase will have to be paid. If not funded, then other areas of the budget will have to be cut to make up the difference.

SYSTEMATES, INC.
 2435 N. Central Expy #640
 Richardson, TX 75080
 +1 2142174100
 accounting@systemates.com

Invoice 18093

RECEIVED
 By Keri Fox at 2:29 pm, Apr 18, 2023

3112/5315/\$10,120.44/ GAAP = P
 3112/5315/\$232,770.03

Do not pay until 7/1/23

BILL TO
 Nicole Hanson
 State of Idaho, Division of Public Works
 502 N. 4th Street
 P.O. Box 83720
 Boise, ID 83720-0072

DATE	PLEASE PAY	DUE DATE
04/07/2023	\$242,890.47	06/06/2023

DESCRIPTION	QTY	RATE	AMOUNT
Projectmates Annual Service Fee July 15, 2023 to July 14, 2024	1	211,734.10	211,734.10T
Projectmates 100 Additional Users	100	292.03	29,203.00T
Annual Maintenance of custom programming per proposal dated Aug 9, 2021	1	1,492.61	1,492.61T
Annual Maintenance of custom programming per proposal dated Nov 12, 2021	1	460.76	460.76T
Reflects 4% increase per our agreement.			

SUBTOTAL	242,890.47
TAX (0%)	0.00
TOTAL	242,890.47

TOTAL DUE **\$242,890.47**

$\$242,890.47/12 = \$20,240.87/2 = \$10,120.44$
 $242,890.47 - 10,120.44 = \$232,770.03$

THANK YOU.

Idaho Power Files Annual Power Cost Adjustment

April 14, 2023

BOISE, Idaho — Idaho Power has filed the final piece of its annual spring cost adjustments with the Idaho Public Utilities Commission (IPUC). This year's Power Cost Adjustment (PCA) calls for a price increase as a result of higher power costs related to natural gas and market prices, lower than expected hydro generation and a limited coal supply.

Neither Idaho Power nor its shareholders receive any financial return from this filing, which is a request for \$200.23 million. The money collected is used solely to recover expenses associated with annual fluctuations in power supply costs.

"We understand times are tough for many, and we are sensitive to the impacts price increases have on our customers," said Ryan Adelman, Vice President of Power Supply. "Unfortunately, our power supply costs were higher this past year because of continued drought conditions, high natural gas prices and fuel supply challenges, and we must recover those costs to maintain the reliable service our customers depend on. Despite these obstacles, we are working hard to keep our prices 20% to 30% lower than the national average."

Idaho Power previously filed the Fixed Cost Adjustment (FCA) on March 15. If approved, the FCA and PCA rate changes will take effect June 1. A typical Idaho residential customer will see an overall monthly increase of \$11.06 — the combined impact of the following two filings:

- The FCA, which is applicable only to residential and small commercial customers, adjusts prices based on changes in energy use per customer during the previous year. For the average Idaho residential customer using 950 kilowatt-hours (kWh) of energy per month, this year's FCA requests a monthly bill decrease of \$1.66.
- The PCA is a cost-recovery tool that passes on both the benefits and costs of supplying energy to Idaho Power customers. This year's PCA requests a monthly bill increase of \$12.72 for the average Idaho residential customer.

The impact of both filings for all Idaho customers is shown in the table below. The actual percentage will depend on a customer's classification and the rate they pay.

2023 RATE FILINGS							
Percentage Change from Current Billed Revenue							
Filing	Revenue Change (millions)	Overall Percentage Impact	Residential	Small General Service	Large General Service ₁	Large Power ₂	Irrigation
PCA	\$200.23	14.68%	11.90%	9.70%	16.19%	20.26%	15.01%
FCA	-\$9.98	-0.73%	-1.56%	-1.63%	N/A	N/A	N/A
Combined Impact ₃	\$190.26	13.94%	10.34%	8.08%	16.19%	20.26%	15.01%

₁ Includes lighting schedules; ₂ Includes special contracts; ₃ Totals may not sum due to rounding

The PCA has two main components: a true-up mechanism for power costs incurred the previous year and an estimate of what energy will cost in the coming year. The true-up brings last year's anticipated costs in balance with costs actually incurred the previous April through March. The estimate reflects Idaho Power's anticipated fuel costs, purchased power costs and customer benefits from sales of surplus energy for the coming April through March.

The increase in this year's PCA is primarily due to last year's actual power supply costs, which exceeded the forecast, driven by lower-than-expected hydro generation, high natural gas prices, high market prices and a limited coal supply. This year's PCA forecast also reflects expected increased costs primarily due to continued high natural gas and market prices and a limited coal supply.

Opportunities for Public Review

Idaho Power's proposal is subject to public review and approval by the IPUC. Copies of the application are available to the public at the IPUC offices (11331 W. Chinden Blvd. Building 8, Suite 201-A, Boise, ID 83714), Idaho Power offices, or at idahopower.com (<http://idahopower.com/>) or puc.idaho.gov (<http://puc.idaho.gov>). Customers also may subscribe to the IPUC's RSS feed to receive periodic updates via email about the case. Written comments regarding Idaho Power's proposal (Case No. IPC-E-23-12) may be filed with the IPUC.

About Idaho Power

Idaho Power, headquartered in vibrant and fast-growing Boise, Idaho, has been a locally operated energy company since 1916. Today, it serves a 24,000-square-mile area in Idaho and Oregon. The company's goal to provide 100% clean energy by 2045 builds on its long history as a clean-energy leader that provides reliable service at affordable prices. With 17 low-cost hydroelectric projects at the core of its diverse energy mix, Idaho Power's residential, business and agricultural customers pay among the nation's lowest prices for electricity. Its 2,000 employees proudly serve more than 610,000 customers with a culture of safety first, integrity always and respect for all.

IDACORP Inc. (NYSE: IDA), Idaho Power's independent publicly traded parent company, is also headquartered in Boise, Idaho. To learn more, visit idahopower.com (<http://idahopower.com/>) or [idacorpinc.com](http://www.idacorpinc.com) (<http://www.idacorpinc.com/>).

Jordan Rodriguez

Communications Specialist

✉ jrodriguez@idahopower.com

(<mailto:jrodriguez@idahopower.com>) 208-388-2460

Form B4: Inflationary Adjustments

Agency: Administration, Department of
 Function: Management Services
 Activity: _____

Agency Number: 200
 Function/Activity Number: _____

FY 2025 Request
 Page ____ of ____
 Original Submission ____ or Revision No. ____

(1) Operating Expenditures Summary Object	(2) FY 2020 Actual	(3) FY 2021 Actual	(4) FY 2022 Actual	(5) FY 2023 Actual	FY 2022 to FY 2023		(8) FY 2024 Approp	(9) FY 2024 Exp. Adj.	(10) FY 2024 Est. Exp.
					(6) Change	(7) % Change			
Communication Costs	5,222	5,825	6,321	4,248	(2,073)	-32.79%	6,700	-	6,700
Employee Development Costs	1,047	7,244	1,271	2,319	1,048	82.52%	2,230	-	2,230
General Services	115	1,255	838	1,274	436	51.98%	1,610	-	1,610
Professional Services	30,000	30,000	32,000	32,244	244	0.76%	20,340	-	20,340
Repair & Maintenance Service	1,494	378,164	1,192	147	(1,045)	-87.67%	910	-	910
Administrative Services	844	761	894	1,244	350	39.08%	1,730	-	1,730
Computer Services	12,156	12,111	12,386	31,152	18,766	151.51%	29,240	-	29,240
Employee Travel Costs	2,171	754	1,462	939	(523)	-35.78%	1,460	-	1,460
Administrative Supplies	4,552	10,959	3,227	4,227	1,000	30.99%	5,590	-	5,590
Computer Supplies	3,475	7,985	126	4,643	4,517	3590.99%	9,130	-	9,130
Repair & Maintenance Supplie	10	7	-	-	-	#DIV/0!	-	-	-
Specific Use Supplies	35	131	35	82	47	133.18%	-	-	-
Insurance	18,777	9,132	8,640	7,006	(1,634)	-18.91%	12,460	-	12,460
Rentals & Operating Leases	43,274	44,234	45,367	41,663	(3,704)	-8.16%	61,020	-	61,020
Miscellaneous Expenditures	46,548	41,533	39,369	17,418	(21,952)	-55.76%	33,280	-	33,280
Total	169,719	550,094	153,129	148,606	(4,523)	-2.95%	185,700	-	185,700
FundSource									
General	78,813	63,945	68,087	68,100	13	0.02%	68,300	-	68,300
Dedicated	200	257,023	417	13,725	13,308	3195.12%	117,300	-	117,300
Federal	-	-	-	-	-	#DIV/0!	-	-	-
Total	79,013	320,968	68,503	81,825	13,321	19.45%	185,600	-	185,600

Part B: Operating Expenditures Summary Object	(12) FY 2024 Est. Exp	(13) Remove One Time Funding	(14) SWCAP, Nondisc., Rent	(15) FY 2025 Base	(16) General Inflation (DU 10.21)	(17) % Change	(18) Medical Inflation (DU 10.22)	(19) % Change	(20) FY2025 Total
Employee Development Costs	2,230	-	-	2,230	-	0.00%	-	0.00%	2,230
General Services	1,610	-	-	1,610	-	0.00%	-	0.00%	1,610
Professional Services	20,340	-	-	20,340	-	0.00%	-	0.00%	20,340
Repair & Maintenance Service	910	-	-	910	-	0.00%	-	0.00%	910
Administrative Services	1,730	-	-	1,730	-	0.00%	-	0.00%	1,730
Computer Services	29,240	-	-	29,240	-	0.00%	-	0.00%	29,240
Employee Travel Costs	1,460	-	-	1,460	-	0.00%	-	0.00%	1,460
Administrative Supplies	5,590	-	-	5,590	-	0.00%	-	0.00%	5,590
Computer Supplies	9,130	-	-	9,130	-	0.00%	-	0.00%	9,130
Repair & Maintenance Supplie	-	-	-	-	-	#DIV/0!	-	0.00%	-
Specific Use Supplies	-	-	-	-	-	#DIV/0!	-	0.00%	-
Insurance	12,460	-	-	12,460	-	0.00%	-	0.00%	12,460
Rentals & Operating Leases	61,020	-	-	61,020	-	0.00%	-	0.00%	61,020
Miscellaneous Expenditures	33,280	-	-	33,280	-	0.00%	-	0.00%	33,280
Total	185,700	-	-	185,700	-	0.00%	-	-	185,700
FundSource									
General	68,300	-	-	68,300	-	0.00%	-	0.00%	68,300
Dedicated	117,300	-	-	117,300	-	0.00%	-	0.00%	117,300
Federal	-	-	-	-	-	#DIV/0!	-	0.00%	-
Total	185,600	-	-	185,600	-	0.00%	-	-	185,600

(1) Operating Expenditures Summary Object	(2) FY 2020 Actual	(3) FY 2021 Actual	(4) FY 2022 Actual	(5) FY 2023 Actual	FY 2022 to FY 2023		(8) FY 2024 Approp	(9) FY 2024 Exp. Adj.	(10) FY 2024 Est. Exp.
					(6) Change	(7) % Change			
Communication Costs	107,783	92,304	95,958	90,290	(5,668)	-5.91%	106,500		106,500
Employee Development Costs	14,587	16,095	14,379	21,732	7,353	51.13%	30,500		30,500
General Services	2,384,199	2,010,884	1,903,580	2,448,382	544,802	28.62%	2,650,000		2,650,000
Professional Services	9,211	27,713	6,155	3,418	(2,737)	-44.46%	8,900		8,900
Repair & Maintenance Services	4,336,724	5,277,442	5,220,516	4,754,886	(465,630)	-8.92%	6,038,000		6,038,000
Administrative Services	4,281	4,444	5,474	6,941	1,467	26.80%	8,800		8,800
Computer Services	203,387	196,359	224,851	374,180	149,329	66.41%	371,100		371,100
Employee Travel Costs	30,629	9,369	30,525	43,021	12,496	40.94%	53,800		53,800
Administrative Supplies	84,915	32,788	25,680	51,502	25,822	100.55%	53,300		53,300
Fuel & Lubricant Costs	18,911	15,416	24,702	31,096	6,393	25.88%	39,100		39,100
Computer Supplies	59,974	29,021	23,465	29,245	5,780	24.63%	50,100		50,100
Repair & Maintenance Supplies	519,388	461,765	495,408	597,605	102,197	20.63%	633,000		633,000
Specific Use Supplies	96,535	125,045	112,876	94,029	(18,847)	-16.70%	103,000		103,000
Insurance	488,615	504,305	690,316	415,062	(275,255)	-39.87%	512,000		512,000
Utility Charges	2,460,165	2,186,334	2,132,821	2,651,808	518,987	24.33%	3,195,500		3,195,500
Rentals & Operating Leases	554,222	521,401	554,142	368,684	(185,458)	-33.47%	594,000		594,000
Miscellaneous Expenditures	285,013	234,044	208,440	123,342	(85,098)	-40.83%	250,000		250,000
Total	11,658,539	11,744,728	11,769,289	12,105,223	335,934	2.85%	14,697,600	-	14,697,600
FundSource									
General	1,358,758	1,473,447	1,551,042	1,675,400	124,358	8.02%	1,675,400	-	1,675,400
Dedicated	565,512	547,207	600,098	672,487	72,389	12.06%	13,022,200	-	13,022,200
Federal	-	-	-	-	-	#DIV/0!	-	-	-
Total	1,924,269	2,020,654	2,151,140	2,347,886	196,747	9.15%	14,697,600	-	14,697,600

(11) Part B: Operating Expenditures Summary Object	(12) FY 2024 Est. Exp	(13) Remove One Time Funding	(14) SWCAP, Nondisc., Rent	(15) FY 2025 Base	(16) General Inflation (DU 10.21)	(17) % Change	(18) Medical Inflation (DU 10.22)	(19) % Change	(20) FY2025 Total
Communication Costs	106,500	-	-	106,500	-	0.00%	-	0.00%	106,500
Employee Development Costs	30,500	-	-	30,500	-	0.00%	-	0.00%	30,500
General Services	2,650,000	-	-	2,650,000	-	0.00%	-	0.00%	2,650,000
Professional Services	8,900	-	-	8,900	-	0.00%	-	0.00%	8,900
Repair & Maintenance Services	6,038,000	-	-	6,038,000	-	0.00%	-	0.00%	6,038,000
Administrative Services	8,800	-	-	8,800	-	0.00%	-	0.00%	8,800
Computer Services	371,100	-	-	371,100	9,700	2.61%	-	0.00%	380,800
Employee Travel Costs	53,800	-	-	53,800	-	0.00%	-	0.00%	53,800
Administrative Supplies	53,300	-	-	53,300	-	0.00%	-	0.00%	53,300
Fuel & Lubricant Costs	39,100	-	-	39,100	-	0.00%	-	0.00%	39,100
Computer Supplies	50,100	-	-	50,100	-	0.00%	-	0.00%	50,100
Repair & Maintenance Supplies	633,000	(83,200)	-	549,800	-	0.00%	-	0.00%	549,800
Specific Use Supplies	103,000	-	-	103,000	-	0.00%	-	0.00%	103,000
Insurance	512,000	-	-	512,000	-	0.00%	-	0.00%	512,000
Utility Charges	3,195,500	-	-	3,195,500	290,000	9.08%	-	0.00%	3,485,500
Rentals & Operating Leases	594,000	-	-	594,000	-	0.00%	-	0.00%	594,000
Miscellaneous Expenditures	250,000	-	-	250,000	-	0.00%	-	0.00%	250,000
Total	14,697,600	(83,200)	-	14,614,400	299,700	2.05%	-	-	14,914,100
FundSource									
General	1,675,400	-	-	1,675,400	-	0.00%	-	0.00%	1,675,400
Dedicated	13,022,200	-	-	13,022,200	299,700	2.30%	-	0.00%	13,321,900
Federal	-	-	-	-	-	#DIV/0!	-	0.00%	-
Total	14,697,600	-	-	14,697,600	299,700	2.04%	-	-	14,997,300

(1) Operating Expenditures Summary Object	(2) FY 2020 Actual	(3) FY 2021 Actual	(4) FY 2022 Actual	(5) FY 2023 Actual	FY 2022 to FY 2023		(8) FY 2024 Approp	(9) FY 2024 Exp. Adj.	(10) FY 2024 Est. Exp.
					(6) Change	(7) % Change			
Communication Costs	5,778	6,048	6,407	6,556	149	2.33%	7,300	-	7,300
Employee Development Costs	4,669	5,298	6,129	6,413	285	4.64%	7,100	-	7,100
General Services	638	914	865	803	(61)	-7.09%	1,400	-	1,400
Professional Services	279,560	460,345	404,452	380,544	(23,908)	-5.91%	394,700	-	394,700
Repair & Maintenance Service	57,034	2,336	106,327	105,192	(1,134)	-1.07%	122,500	-	122,500
Administrative Services	1,494	2,310	1,667	2,113	446	26.75%	2,600	-	2,600
Computer Services	3,045	8,515	8,932	92,399	83,468	934.49%	52,500	-	52,500
Employee Travel Costs	13,519	3,216	14,267	21,295	7,028	49.26%	23,100	-	23,100
Administrative Supplies	8,432	21,178	7,122	6,072	(1,050)	-14.75%	8,000	-	8,000
Fuel & Lubricant Costs	-	-	27	-	(27)	-100.00%	-	-	-
Computer Supplies	7,935	12,836	2,439	1,535	(904)	-37.06%	3,000	-	3,000
Repair & Maintenance Supplie	-	13	-	-	-	#DIV/0!	-	-	-
Specific Use Supplies	257	1,416	-	-	-	#DIV/0!	-	-	-
Insurance	1,056	857	931	10,003	9,071	974.15%	10,100	-	10,100
Rentals & Operating Leases	49,790	51,110	45,604	49,980	4,376	9.60%	53,000	-	53,000
Miscellaneous Expenditures	52,413	50,766	49,455	17,482	(31,973)	-64.65%	37,000	-	37,000
Total	485,622	627,158	654,621	700,387	45,766	6.99%	722,300	-	722,300
FundSource									
General	-	-	-	-	-	#DIV/0!	-	-	-
Dedicated	432,675	592,764	598,082	614,503	16,421	2.75%	722,300	-	722,300
Federal	-	-	-	-	-	#DIV/0!	-	-	-
Total	432,675	592,764	598,082	614,503	16,421	2.75%	722,300	-	722,300

(11) Part B: Operating Expenditures Summary Object	(12) FY 2024 Est. Exp	(13) Remove One Time Funding	(14) SWCAP, Nondisc., Rent	(15) FY 2025 Base	(16) General Inflation (DU 10.21)	(17) % Change	(18) Medical Inflation (DU 10.22)	(19) % Change	(20) FY2025 Total
Communication Costs	7,300	-	-	7,300	-	0.00%	-	0.00%	7,300
Employee Development Costs	7,100	-	-	7,100	-	0.00%	-	0.00%	7,100
General Services	1,400	-	-	1,400	-	0.00%	-	0.00%	1,400
Professional Services	394,700	-	-	394,700	-	0.00%	-	0.00%	394,700
Repair & Maintenance Service	122,500	-	-	122,500	-	0.00%	-	0.00%	122,500
Administrative Services	2,600	-	-	2,600	-	0.00%	-	0.00%	2,600
Computer Services	52,500	-	-	52,500	-	0.00%	-	0.00%	52,500
Employee Travel Costs	23,100	-	-	23,100	-	0.00%	-	0.00%	23,100
Administrative Supplies	8,000	-	-	8,000	-	0.00%	-	0.00%	8,000
Fuel & Lubricant Costs	-	-	-	-	-	#DIV/0!	-	0.00%	-
Computer Supplies	3,000	-	-	3,000	-	0.00%	-	0.00%	3,000
Repair & Maintenance Supplie	-	-	-	-	-	#DIV/0!	-	0.00%	-
Specific Use Supplies	-	-	-	-	-	#DIV/0!	-	0.00%	-
Insurance	10,100	-	-	10,100	-	0.00%	-	0.00%	10,100
Rentals & Operating Leases	53,000	-	-	53,000	-	0.00%	-	0.00%	53,000
Miscellaneous Expenditures	37,000	-	-	37,000	-	0.00%	-	0.00%	37,000
Total	722,300	-	-	722,300	-	0.00%	-	-	722,300
FundSource									
General	-	-	-	-	-	#DIV/0!	-	0.00%	-
Dedicated	722,300	-	-	722,300	-	0.00%	-	0.00%	722,300
Federal	-	-	-	-	-	#DIV/0!	-	0.00%	-
Total	722,300	-	-	722,300	-	0.00%	-	-	722,300

Form B4: Inflationary Adjustments

Agency: Administration, Department of

Agency Number: 200

FY 2025 Request

Function: Purchasing

Function/Activity Number: _____

Page ____ of ____

Activity: _____

Original Submission ____ or Revision No. ____

(1) Trustee/Benefit Summary Object	(2)	(3)	(4)	(5)	FY 2022 to FY 2023		(8)	(9)	(10)
	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	(6) Change	(7) % Change	FY 2024 Approp	FY 2024 Exp. Adj.	FY 2024 Est. Exp.
Miscellaneous Payments As A	-	-	-	-	-	#DIV/0!	-	-	-
Total	-	-	-	-	-	#DIV/0!	-	-	-
FundSource									
General	-	-	-	-	-	#DIV/0!	-	-	-
Dedicated	-	-	-	-	-	#DIV/0!	-	-	-
Federal	-	-	-	-	-	#DIV/0!	-	-	-
Total	-	-	-	-	-	#DIV/0!	-	-	-

(11) Part B: Trustee/Benefit Summary Object	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)
FY 2024 Est. Exp	Remove One Time Funding	SWCAP, Nondisc., Rent	FY 2025 Base	General Inflation (DU 10.21)	% Change	Medical Inflation (DU 10.22)	% Change	FY2025 Total	
Miscellaneous Payments As A	-	-	-	-	-	#DIV/0!	-	0.00%	-
Total	-	-	-	-	-	#DIV/0!	-	-	-
FundSource									
General	-	-	-	-	-	#DIV/0!	-	0.00%	-
Dedicated	-	-	-	-	-	#DIV/0!	-	0.00%	-
Federal	-	-	-	-	-	#DIV/0!	-	0.00%	-
Total	-	-	-	-	-	#DIV/0!	-	-	-

One-Time Operating & One-Time Capital Outlay Summary

Request for Fiscal Year: 2025

Agency: Department of Administration

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	10.31	34430	768	Sorter Machine	0	7/1/1998	1.00	1.00	1,054,187.00	1,054,200
2	ADAC	10.32	45000	768	Replacement of 105 Cameras	0	3/29/2001	105.00	105.00	3,885.00	407,900
2	ADAC	10.32	45000	768	Camera Software replacing existing software and licenses.	0	3/29/2001	105.00	105.00	464.00	48,700
3	ADAC	10.31	45000	755	Replace 1989 Electric Yamaha Lawn Vehicle with Evolution Turfman Pro Lawn Vehicle	0	10/31/1997	1.00	1.00	14,000.00	14,000
4	ADAC	10.32	45000	768	Camera Servers Replacing 9 outdated servers.	0	3/29/2001	2.00	2.00	20,812.00	41,600
								Subtotal	214.00	214.00	1,566,400
Grand Total by Appropriation Unit											
ADAC											512,200
ADAM											1,054,200
								Subtotal			1,566,400
Grand Total by Decision Unit											
10.31											1,068,200
10.32											498,200
								Subtotal			1,566,400
Grand Total by Fund Source											
34430											1,054,200
45000											512,200
								Subtotal			1,566,400
Grand Total by Summary Account											
755											14,000
768											1,552,400
								Subtotal	214.00	214.00	1,566,400

Bailey Peterson

From: IT Approvals
Sent: Friday, October 13, 2023 3:27 PM
To: Bailey Peterson; Chris Carlisle; Kimberly Love
Subject: RE: ITS Approval Need

Importance: Low

Approved.

Approved purchases must conform to State of Idaho purchasing processes, including waiver or exemption requests where appropriate. Approvals are not an endorsement of an agency requirement and do not constitute support for procurement process requests (e.g sole source, contract exemptions or additions, brand name exemptions, etc.).

From: Bailey Peterson <bailey.peterson@adm.idaho.gov>
Sent: Friday, October 13, 2023 3:11:39 PM
To: IT Approvals <ITApproval@its.idaho.gov>; Chris Carlisle <Chris.Carlisle@its.idaho.gov>; Kimberly Love <Kimberly.Love@its.idaho.gov>
Subject: ITS Approval Need

Hello,

We have requested the purchase of a postal sorting machine, the is quote attached.

I wasn't thinking of it as software as it is a big machine that sorts mail; however, DFM is curious if ITS approval is needed for inclusion in the BFY25 budget.

Please review the quote and if necessary, provide your approval for the purchase of this equipment.

If your approval is not required please let me know.

Mrs. Bailey Peterson, CPA

Chief Financial Officer
Department of Administration



5-Second Customer Satisfaction Survey: [Rate Us!](#)
Office: (208) 332-1815
Main: (208) 332-1824
Web: www.adm.idaho.gov

Bailey Peterson

From: IT Approvals
Sent: Tuesday, October 10, 2023 12:07 PM
To: Bailey Peterson; Chris Carlisle; Kimberly Love
Subject: RE: ITS Budget Approval

Importance: Low

Approved.

Approved purchases must conform to State of Idaho purchasing processes, including waiver or exemption requests where appropriate. Approvals are not an endorsement of an agency requirement and do not constitute support for procurement process requests (e.g sole source, contract exemptions or additions, brand name exemptions, etc.).

From: Bailey Peterson <bailey.peterson@adm.idaho.gov>
Sent: Tuesday, October 10, 2023 5:58:30 PM
To: Chris Carlisle <Chris.Carlisle@its.idaho.gov>; Kimberly Love <Kimberly.Love@its.idaho.gov>
Cc: IT Approvals <ITApproval@its.idaho.gov>
Subject: RE: ITS Budget Approval

It appears that Chris is out so I am going to include the approval email provided below as well.

Hello ITS approval group, please review the attached quote and please let me know if ITS approves the addition of a fully security camera replacement for Capitol Mall and 9 Laptops.

Thank you,

Mrs. Bailey Peterson, CPA
Chief Financial Officer
Department of Administration



5-Second Customer Satisfaction Survey: [Rate Us!](#)
Office: (208) 332-1815
Main: (208) 332-1824
Web: www.adm.idaho.gov

From: Bailey Peterson
Sent: Tuesday, October 10, 2023 8:28 AM
To: Brian M. Smith <Brian.Smith@its.idaho.gov>; Chris Carlisle <Chris.Carlisle@its.idaho.gov>; Kimberly Love <Kimberly.Love@its.idaho.gov>
Subject: RE: ITS Budget Approval

Thank you for looping me in with the proper personnel.

We will also completely re-do the Capitol Mall Security Cameras since the current ones are so outdated and not of very good quality.

Can you point me in the right direction to get ITS approval to move forward with the budget approval process?

I have attached the camera replacement quote, and the 9 laptops will be the standard laptops.

Thank you,

Mrs. Bailey Peterson, CPA

Chief Financial Officer

Department of Administration



5-Second Customer Satisfaction Survey: [Rate Us!](#)

Office: (208) 332-1815

Main: (208) 332-1824

Web: www.adm.idaho.gov

AGENCY: 200

Approp Unit: ADAM

Decision Unit No: 10.21

Title: Sorting Machine

	General	Dedicated	Federal	Other	Total
FULL-TIME POSITIONS (FTP)		0			
PERSONNEL COSTS					
1. Salaries		0			
2. Benefits		0			
3. Group Position Funding					
TOTAL PERSONNEL COSTS		0			
OPERATING EXPENSES					
Sorting Machine		1,054,187			
TOTAL OPERATING EXPENDITURES					
CAPITAL OUTLAY		0			
TOTAL CAPITAL OUTLAY		0			
T/B PAYMENTS		0			
GRAND TOTAL		1,054,187			

Explain the request and provide justification for the need.

The United States Postal Service (USPS) is in year 2 of its 10-year modernization efforts to improve mail processing, delivery, and be transparent with its operations. They are investing heavily in technology and are requiring the same from their customers.

Document Services purchased its current sorter in 1998, a "Bell & Howell Criterion 11", formerly known as a "Jetstar 750". Over the past 25 years, the sorter has had several upgrades to increase its capabilities and functionality. While the front-end had upgrades in 2008, the 48-bin section that collects the sorter mail is original. In 2012, there was a computer and camera upgrade totaling \$24,000. The front end was again updated with new computers and cameras in 2017 for \$62,000. It is estimated that the USPS will require another upgrade to be done within the next 3-5 years, at likely a more substantial cost than the previous one. Estimates are over \$100,000, if a vendor will service this end-of-life machine.

A barcode sorter allows Document Services to process and sort outgoing typed letters by zip code, allowing for maximum postage discounts available from the USPS. In FY21 and FY22, we processed 8.4 million and 7.4 million respectively. FY23 numbers are estimated to fall in between the two. By

performing this function, Document Services saved the State of Idaho, its agencies, and the taxpayers \$892,845 in FY22. FY23 is looking to provide even larger savings based on increased volume over FY22.

Document Services is asking to replace this machine with a BlueCrest Vantage. The Vantage machine is on the NASPO contract and meets all the current and future requirements set in place by the USPS, including all modernization efforts. The Vantage sorter will run up to 50,000 pieces per hour in the configuration that would serve the State best, 4-5 times more efficient creating less overtime during busy months. The Vantage sorter machine also can process Flat-Sized envelopes (greater than 11.5" long x 6.2" tall) within the same run. Document Services currently has a separate machine, EZ=Flat Sorter, that processes these larger letters but is also aging gracefully. This machine was purchased in FY11. The EZ-Flat Sorter currently needs \$40,000 in upgrades to meet USPS's modernization efforts. The Vantage sorter is capable of sorting both types of mail, thus eliminating the need to purchase or upgrade the current flat sorter machine soon, and consolidates monthly service agreements and annual licenses, saving tens of thousands of dollars in the coming FY's.

If a supplemental, what emergency is being addressed?

This request is not related to an emergency.

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

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

PC \$3,152,600; PE \$12,194,500; CO \$0

What resources are necessary to implement this request?

CO funds \$1,054,187 for fund 34430

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

N/A

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

N/A

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

One-Time Capitol Outlays \$1,054,187

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

1. A quote was received from the vendor.

Provide details about the revenue assumptions supporting this request.

1. Federal Funding will support this request for infrastructure improvements related to the increase in usage of the postal services during COVID. This will not come from the ARPA fund related to Group Insurance.

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

Customers served and impacted by this request include the State of Idaho Executive, Legislative, and Judicial Branches, Boise State University, University of Idaho, 68 state agencies (several with multiple divisions at multiple locations), and portions of Ada County. If not funded, the current sorter is at and often times over capacity. Assisting future agencies would be limited. If failure were to occur, all mail would be sent first class. Meaning mail will still be processed only without significant discounts.



08/30/23

Bryan Howard
State of Idaho- Dept of Administration
550 W State St.
Boise, ID 83702

Dear Bryan:

Thank you for your patience while pending the current NASPO pricing for the following two options. One option is for a BlueCrest Vantage sorter to replace the B & H Criterion sorter, with the Mixed Mail stacker (which processes both letters and flats). The other option is for the same Vantage sorter configuration, but without the Mixed Mail Stacker.

OPTION ONE- 48 POCKET INCOMING-OUTGOING VANTAGE SORTER WITH MIXED MAIL STACKER (PROCESSES BOTH LETTERS AND FLATS):

\$1,054,187.00 (Includes freight and first year of On-call Service HW coverage & SMA, as well as HelpDesk)

- **SMA- Software Maintenance Agreement- coverage includes Sabre OCR, Incoming and Full Service IMB**

CONFIGURATION IS BELOW:

STZ0	VANTAGE VIRTUAL	1
STV2	FEEDER MIXED MAIL	1
STV7	DOUBLE FEED DETECTION	1
STWW	VANTAGE ADDT'L WORKSTATION MONITOR	1
ST24	THICK MAIL KIT, FEEDER	1
STVB	BASE TRANSPORT MED	1
ST27	THICK MAIL KIT, MEDIUM I/O	1
STW2	PRINTER, FLUOR. CIJ, BACK	1
STPS	CIJ PRINTER ENABLE KIT	1
ST12	INTERFACE MODULE, MM STACKER, DOMESTIC	1
SR90231	MMS SIM- NON SHORT I/O KIT	1
STY9	KIT, RACER CAMERA LED, 1" READER, IOS6	1
ST10	STACKER, MIXED MAIL - PRIMARY, 1 TIER	4

CONFIGURATION IS BELOW:

STZ0	VANTAGE VIRTUAL	1
STV1	FEEDER, HI SPEED LETTER	1
STV7	DOUBLE FEED DETECTION	1
STWW	VANTAGE ADDT'L WORKSTATION MONITOR	1
STY0	KIT FLUORESCENT CAMERA FEEDER	1
STSY	BASE TRANS SHORT 3 VJET	1
STW2	PRINTER, FLUOR. CIJ, BACK	1
STW6	PRINTER, BLACK CIJ, FRONT	1
STW6	PRINTER, BLACK CIJ, FRONT	1
STPS	CIJ PRINTER ENABLE KIT	1
SR90213	MTS LDU-SHORT I/O KIT	1
STSN	MTS LDU MARQUEE	1
STSA	MTS STACKER, LDU, 60 HZ, 4 TIER	1
STY8	KIT, RACER CAMERA LED, 1" READER, LDU	1
STS4	MTS STACKER SINGLE-SIDED 60 HZ 4 TIER	2
STSP	MTS LABEL PRINTER OPTION	2
1005023-01	POCKET LABEL ASSY. SECTIONS 1 THROUGH 6	1
SR2S	REMOTE DIAGNOSTIC SERVER	1
1E31	Laser Report Printer	1
SRTL B	CUSTOM ENG LABOR -SORTER	40
SRJM	Standard Inbound Pass Software	1
SS01	SERVER, 12U SORTER - DOMESTIC	1
SR0C	SOFTWARE IMAGE ARCHIVING	1
SRL10	INCOMING LVE WORKSTATION WIN10	3
SRPL	45K PLATINUM	1
SRRL	45K SMARTMATCH PLATINUM	1
SD2C	POSTAL PLUS 1D/2D ENHANCED WABCR	1
SRNU	RAF ADDRESS PARSING W/MUXLESS UMOVE KIT	1
SRCY	Software DDCS Basic	1
SR8Y	PC FULL SERVICE IMB	1
SR8R	WIRELESS CONNECTIVITY HUB	1
SR8P	WIRELESS HAND SCANNER	1
SR01652	8.5' X 5.5' USPS - UPS LABELS	100

AGENCY: 200

Approp Unit: ADAC

Decision Unit No: 10.32

Title: Security Cameras

	General	Dedicated	Federal	Other	Total
FULL-TIME POSITIONS (FTP)		0			
PERSONNEL COSTS					
1. Salaries		0			
2. Benefits		0			
3. Group Position Funding					
TOTAL PERSONNEL COSTS		0			
OPERATING EXPENSES					
Idaho Power Inflation		498,200			
TOTAL OPERATING EXPENDITURES		498,200			
CAPITAL OUTLAY		0			
TOTAL CAPITAL OUTLAY		0			
T/B PAYMENTS		0			
GRAND TOTAL		498,200			

Explain the request and provide justification for the need.

The Department of Administration, Division of Security Operations was created as a separate division within the department in FY2020 with the immediate goal to “Determine most effective improvements for Security Operations” using industry standards and best-known-practices. In FY2022, an internal review of all surveillance systems at the Capitol Mall was completed. This review was necessary due to the aging security system infrastructure and diminished effectiveness of the security systems equipment.

Security surveillance serves a vital role in the protection of state personnel and assets. The surveillance systems in use are Analog vs IP (Internet Protocol), running on End of Life (EOL) hardware/software, and have a video retention time of 10-14 days versus the industry standard and best-known practice of 30 days. The current analog surveillance cameras are 15 years old or older and only render poor quality images/video. In the marketplace today, technology transition from Analog to IP has occurred and due to the age of the hardware in use, availability for replacements is a challenge and prices for replacement Analog hardware is high. Surveillance system manufacturers no longer make Analog devices or support Analog technology

If a supplemental, what emergency is being addressed?

This request is not related to an emergency.

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

Idaho Code 67-5709 grants authority to the director of the department of administration to pay for personnel costs and operating expenditures incurred in the operation and management of the Capitol Mall properties and the multiagency facilities from the rents received there from.

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

PC \$3,152,600; PE \$12,194,500; CO \$0

What resources are necessary to implement this request?

OE funds \$498,200 for fund 45000

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

N/A

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

N/A

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

One-Time Capitol Outlay \$498,200

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

1. Various quotes and conversations with vendors.

Provide details about the revenue assumptions supporting this request.

1. The Camera System will be paid by Fund 45000, which is derived from rent revenue from the Capitol Mall and Chinden campuses.

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

Customers served and impacted by this request include the State of Idaho Executive, Legislative, and Judicial Branches. All state agencies are housed at the Capitol Mall. Patrons of services, visitors, event organizers, and people celebrating their 1st amendment right on state-owned property. If not funded, the camera system is at the end of its life. Replacing old cameras has become challenging, with replacements no longer available. Retention time is limited and below standard.

State of Idaho Capitol Mall Camera Replacements

State of Idaho

550 W State St.
Boise, Idaho 83720-0072 United States of America

Project #: 23642
Account Rep: Wes Atkinson
Revision: 0
Modified: 10/5/2023



Presented By:

Apex Integrated Security Solutions, Inc.

187 E. 50th Street
Garden City, Idaho 83714
208-378-9650
www.apexintegratedsecurity.com

apex
Integrated Security Solutions

SCOPE OF WORK

This is a budget proposal to provide, install, program, and commission (105) camera replacements for the State of Idaho Capitol Mall.

Apex will provide the following scope of work listed below. Refer to camera list and Capitol drawing at the end of the proposal for all camera locations.

Milestone Recording Servers:

Apex will provide, install, and program (2) BCDVideo BCD208X-PVS-310-80T-16 Milestone recording servers.

State of Idaho to provide a network rack mounting location and network connection to each recording server.

Milestone Software Licensing:

Apex will provide, install, and program (105) Milestone Expert device licenses and (105) 5-year Milestone care licenses.

Capitol Building:

Apex will provide and program (52) camera replacements at the State Capitol Building.

Apex will provide and program (4) Hanwha PNM-C34404RQPZ 4x8mp / PTZ camera replacements and mounting hardware.

Apex will provide and program (21) Hanwha PNM-12082RVD 2x6mp camera replacements and mounting hardware.

Apex will provide and program (2) Hanwha QNP-6320R PTZ camera replacements and mounting hardware.

Apex will provide and program (5) Hanwha QND-8080R 5mp camera replacements and mounting hardware.

Apex will provide and program (17) Hanwha QND-6082R1, (2) Hanwha QNV-6082R1, and (1) Hanwha QND-6012R1 2mp camera replacements and mounting hardware.

Apex sub-contractor Quality Electric will provide and install all network cable / cabling back to the nearest network switch. QEI will provide patch panels and patch cables for all (52) cameras. QEI will provide labor to install all camera units and mounting hardware. Apex will program, focus, and test all cameras with QEI.

This proposal includes paint matching custom mounting hardware for (40) camera locations.

State of Idaho is to provide network POE ports for all (52) camera replacements.

Borah Building:

* Price Includes Accessories

Apex will provide, install, and program (7) camera replacements at the Borah Building.

Apex will provide, install, and program (2) Hanwha PNM-C34404RQPZ 4x8mp / PTZ camera replacements and mounting hardware.

Apex will provide, install, and program (1) Hanwha PNM-12082RVD 2x6mp camera replacements and mounting hardware.

Apex will provide, install, and program (4) Hanwha QND-6012R1 2mp camera replacements.

Apex will provide and install all network cable / cabling back to the nearest network switch. Apex will provide patch panels and patch cables for all (7) cameras.

State of Idaho is to provide network POE ports for all (7) camera replacements.

JRW Building:

Apex will provide, install, and program (4) camera replacements at the JRW Building.

Apex will provide, install, and program (1) Hanwha PNM-C34404RQPZ 4x8mp / PTZ camera replacement.

Apex will provide, install, and program (2) Hanwha PNM-12082RVD 2x6mp camera replacements.

Apex will provide, install, and program (1) Hanwha QND-6082R1 2mp camera replacements.

Apex will provide and install all network cable / cabling back to the nearest network switch. Apex will provide patch panels and patch cables for all (4) cameras.

State of Idaho is to provide network POE ports for all (4) camera replacements.

LBJ Building:

Apex will provide, install, and program (4) camera replacements at the LBJ Building.

Apex will provide, install, and program (1) Hanwha PNM-C34404RQPZ 4x8mp / PTZ camera replacements and mounting hardware.

Apex will provide, install, and program (1) Hanwha PNM-9085RQZ1 4x5mp / PTZ camera replacements and mounting hardware.

Apex will provide, install, and program (2) Hanwha QND-6082R1 2mp camera replacements.

Apex will provide and install all network cable / cabling back to the nearest network switch. Apex will provide patch panels and patch cables for all (4) cameras.

State of Idaho is to provide network POE ports for all (4) camera replacements.

PKS Building:

* Price Includes Accessories

Apex will provide, install, and program (8) camera replacements at the PKS Building.

Apex will provide, install, and program (1) Hanwha PNM-C34404RQPZ 4x8mp / PTZ camera replacement.

Apex will provide, install, and program (1) Hanwha PNM-9085RQZ1 4x5mp / PTZ camera replacements.

Apex will provide, install, and program (2) Hanwha PNM-12082RVD 2x6mp camera replacements and mounting hardware.

Apex will provide and program (3) Hanwha QND-8080R 5mp camera replacements.

Apex will provide, install, and program (1) Hanwha QND-6082R1 2mp camera replacements.

Apex will provide and install all network cable / cabling back to the nearest network switch. Apex will provide patch panels and patch cables for all (8) cameras.

State of Idaho is to provide network POE ports for all (8) camera replacements.

608 Parking Garage:

Apex will provide, install, and program (5) camera replacements at the 608 Parking Garage.

Apex will provide, install, and program (1) Hanwha PNM-9322VQP 4x5mp / PTZ camera replacement and mounting hardware.

Apex will provide, install, and program (4) Hanwha PNM-12082RVD 2x6mp camera replacements.

Apex will provide and install all network cable / cabling back to the nearest network switch. Apex will provide patch panels and patch cables for all (5) cameras.

State of Idaho is to provide network POE ports for all (5) camera replacements.

Tunnel Cameras:

Apex will provide, install, and program (8) camera replacements in the Tunnels.

Apex will provide, install, and program (8) Hanwha QND-6082R1 2mp camera replacements.

Apex will provide and install all network cable / cabling back to the nearest network switch. Apex will provide patch panels and patch cables for all (8) cameras.

State of Idaho is to provide network POE ports for all (8) camera replacements.

Annex Building:

Apex will provide, install, and program (10) camera replacements at the Annex Building.

Apex will provide, install, and program (1) Hanwha PNM-C34404RQPZ 4x8mp / PTZ camera replacement and mounting hardware.

* Price Includes Accessories

Apex will provide, install, and program (3) Hanwha PNM-9085RQZ1 4x5mp / PTZ camera replacements and mounting hardware.

Apex will provide, install, and program (1) Hanwha QND-6082R1 2mp camera replacements and mounting hardware.

Apex will provide, install, and program (4) Hanwha PNM-12082RVD 2x6mp camera replacements and mounting hardware.

Apex will provide and install all network cable / cabling back to the nearest network switch. Apex will provide patch panels and patch cables for all (10) cameras.

This proposal includes paint matching custom mounting hardware for (10) camera locations.

State of Idaho is to provide network POE ports for all (10) camera replacements.

ADDITIONAL EXCLUSIONS AND CLARIFICATIONS

- All 120 VAC
- Patching and Painting
- Any material or labor not specifically listed as part of this proposal
- IP/LAN Address
- Network PoE switch.
- After normal hours, weekends, or holidays

Proposal does not include replacement of existing cable raceways to existing camera locations. If any existing camera cabling raceways need to be repaired, replaced, or raceway access is blocked, a change order will be necessary to rectify the cable raceway.

All work proposed to be completed during normal business hours. Monday - Friday 8am to 5pm.

Proposal does not include network switches, routers, hubs, racks, etc. unless noted in proposal. Connectivity to these devices to be supplied by owner.

Proposal does not include any PC's.

Proposal does not include repair or replacement of existing hardware unless noted within proposal.

PROJECT MOBILIZATION:

The standard lead time for project mobilization is four (4) weeks from the date of receipt of the signed acceptance of this proposal or notice to proceed. This provides for the allocation of labor resources; engineering and submittals; and the order and receipt of necessary equipment for the efficient completion of the installation. In the event an expedited schedule requires utilization of premium time labor and/or rush materials delivery, these costs are not included in this scope of work and will require additional charges. Pricing for this proposal is predicated on free access to the affected work areas during normal working hours (8:00am to 5:00pm Monday thru Friday). In the event access is not available per the construction schedule due to the request of the Tenant, Owner and/or General Contractor, Apex Integrated Security Solutions. Inc. will charge for re-deployment of the installation crew.

* Price Includes Accessories

DELAYS, COSTS AND EXTENSIONS OF TIME

Apex Integrated Security Solutions (Apex) time for performance of the Work shall be extended for such reasonable time as Apex is delayed due to causes reasonably beyond Apex's control, whether such causes are foreseeable or unforeseeable, including pandemics such as coronavirus including, without limitation, labor, parts or equipment shortages. To the extent Apex or its subcontractors expend additional time or costs related to conditions or events outlined in this provision, including without limitation, expedited shipping, hazard pay associated with site conditions, additional PPE requirements, additional time associated with complying with social distancing or hygiene requirements, or additional access restrictions, the Contract Sum shall be equitably adjusted.

WARRANTY:

Apex Integrated Security Solutions, Inc. provides a standard one (1) year warranty on parts and labor for the installation of our systems. Warranty services are provided during normal business hours, Monday thru Friday, 8:00 am to 5:00 pm (excluding Holidays). Emergency response during premium hours and holidays will be charged at the prevailing service rates.

* Price Includes Accessories

Milestone Recording Servers



1 **Apex APEX - Programming Labor**
Programming Labor



2 **BCDVideo BCD208X-PVS-310-80T-16**
Recording Server
(2) Xeon Silver 4310 Processor
32GB RAM Total
(5) 16TB SATA HDD
80TB Raw- 59TB Usable RAID 5
(2) 240GB M.2 SSD
Windows Server 2019 OS RAID 1
BVA Accelerator Installed
Milestone VMS Put on Desktop
5 Year NBD Warranty
BCD Branding



2 BCDVideo BCD-SA-BVA-1.6T
1.6TB BCDVideo Accelerator

Milestone Recording Servers Total

\$41,624.00

Milestone Software Licensing



105 **Milestone Systems ML-XPETDL**
XPROTECT EXPERT DEVICE LICENSE



105 **Milestone Systems ML-Y5XPETDL**
Milestone five years Care Plus for XProtect Expert device license

Milestone Software Licensing Total

\$48,691.65

* Price Includes Accessories

- 

1 Apex Custom Mounting Hardware
Custom Mounting Hardware
- 

21 Hanwha Techwin PNM-12082RVD
6MP X 2, IR outdoor Dome
- 

4 Hanwha Techwin PNM-C34404RQPZ
5-Channel AI IR PTRZ Multi-Directional Camera with PTZ (6.8-120mm)
- 

1 Hanwha Techwin QND-6012R1
2MP IR Indoor Dome
- 

17 Hanwha Techwin QND-6082R1
2MP IR Indoor Dome
- 

5 Hanwha Techwin QND-8080R
5MP Indoor IR Dome
- 

2 Hanwha Techwin QNP-6320R
2MP IR 32x PTZ
- 

2 Hanwha Techwin QNV-6082R1
2MP IR Outdoor Dome
- 

2 Hanwha Techwin SBP-156HMW
Hanging mount
- 

13 Hanwha Techwin SBP-215HMW
Cap Adapter
- 

2 Hanwha Techwin SBP-300BW
Mount Base
- 

2 Hanwha Techwin SBP-300CMW
Pendant Mount (White)
- 

2 Hanwha Techwin SBP-300HMW7
Cap Adapter
- 

8 Hanwha Techwin SBP-300NBW
Installation Box
- 

4 Hanwha Techwin SBP-300WMW1
Wall Mount (White)

* Price Includes Accessories



- 2 **Hanwha Techwin SBP-302CM-06W**
Extension pendant pipe 6" (white)
- 4 **Hanwha Techwin SBP-390WMW2**
Wall Mount

Capitol Building Total **\$96,119.76**

Quality Electric Capitol Building Installation



- 1 **Subcontractor Quality Electric**
Sub-contractor Labor And/or Equipment

Quality Electric Capitol Building Installation Total **\$126,506.02**

* Price Includes Accessories

- 

1 Hanwha Techwin PNM-12082RVD
6MP X 2, IR outdoor Dome
- 

2 Hanwha Techwin PNM-C34404RQPZ
5-Channel AI IR PTRZ Multi-Directional Camera with PTZ (6.8-120mm)
- 

4 Hanwha Techwin QND-6012R1
2MP IR Indoor Dome
- 

1 Hanwha Techwin SBP-215HMW
Cap Adapter
- 

2 Hanwha Techwin SBP-300BW
Mount Base
- 

2 Hanwha Techwin SBP-300KMW1
Corner Mount Base
- 

1 Hanwha Techwin SBP-300NBW
Installation Box
- 

1 Hanwha Techwin SBP-300WMW1
Wall Mount (White)
- 

2 Hanwha Techwin SBP-390WMW2
Wall Mount
- 

800 Paige Datacom Solutions 258300336
GameChanger CMP Blue w/wt str 1000'
Cat 6
- 






1325 Windy City Wire 556609
23 AWG 4 Pair Bare Copper, Non-Shielded Plenum Rated Category 6 White-
Green/Green, White-Brown/Brown

Borah Building Total

\$25,113.35

* Price Includes Accessories







JRW Building

- 
2 **Hanwha Techwin PNM-12082RVD**
6MP X 2, IR outdoor Dome
- 
1 **Hanwha Techwin PNM-C34404RQPZ**
5-Channel AI IR PTRZ Multi-Directional Camera with PTZ (6.8-120mm)
- 
1 **Hanwha Techwin QND-6082R1**
2MP IR Indoor Dome
- 
300 **Paige Datacom Solutions 258300336**
GameChanger CMP Blue w/wt str 1000'
Cat 6
- 
600 **Windy City Wire 556609**
23 AWG 4 Pair Bare Copper, Non-Shielded Plenum Rated Category 6 White-
Green/Green, White-Brown/Brown

JRW Building Total

\$13,011.43

LBJ Building

- 
1 **Hanwha Techwin PNM-9322VQP**
5 Channel 2MP / 5MP X 4 + 2MP 32x PTZ
- 
4 Hanwha Techwin SLA-2M3600P
PNM-9322VQP Lens module
- 
1 **Hanwha Techwin PNM-C34404RQPZ**
5-Channel AI IR PTRZ Multi-Directional Camera with PTZ (6.8-120mm)
- 
2 **Hanwha Techwin QND-6082R1**
2MP IR Indoor Dome
- 
800 **Paige Datacom Solutions 258300336**
GameChanger CMP Blue w/wt str 1000'
Cat 6
- 
600 **Windy City Wire 556609**
23 AWG 4 Pair Bare Copper, Non-Shielded Plenum Rated Category 6 White-
Green/Green, White-Brown/Brown

LBJ Building Total

\$17,907.59

* Price Includes Accessories

- 

2 Hanwha Techwin PNM-12082RVD
6MP X 2, IR outdoor Dome
- 

1 Hanwha Techwin PNM-9085RQZ1
5MP X 4 outdoor Dome, PTRZ w/IR
- 

1 Hanwha Techwin PNM-C34404RQPZ
5-Channel AI IR PTRZ Multi-Directional Camera with PTZ (6.8-120mm)
- 

1 Hanwha Techwin QND-6012R1
2MP IR Indoor Dome
- 

1 Hanwha Techwin QND-8080R
5MP Indoor IR Dome
- 

2 Hanwha Techwin QNV-8080R
5MP IR Outdoor Dome
- 

1 Hanwha Techwin SBP-215HMMW
Cap Adapter
- 

1 Hanwha Techwin SBP-300BW
Mount Base
- 

1 Hanwha Techwin SBP-300KMW1
Corner Mount Base
- 

1 Hanwha Techwin SBP-317HMMW
Cap Adapter
- 

1 Hanwha Techwin SBP-390WMW2
Wall Mount
- 

2 Hanwha Techwin SBV-136BW
Dome Back Box
- 

550 Paige Datacom Solutions 258300336
GameChanger CMP Blue w/wt str 1000'
Cat 6
- 

1475 Windy City Wire 556609
23 AWG 4 Pair Bare Copper, Non-Shielded Plenum Rated Category 6 White-
Green/Green, White-Brown/Brown

PKS Building Total

\$23,404.47

* Price Includes Accessories



3 Hanwha Techwin PNM-C34404RQPZ
5-Channel AI IR PTRZ Multi-Directional Camera with PTZ (6.8-120mm)



4 Hanwha Techwin QND-6082R1
2MP IR Indoor Dome



1275 Paige Datacom Solutions 258300336
GameChanger CMP Blue w/wt str 1000'
Cat 6



800 Windy City Wire 556609
23 AWG 4 Pair Bare Copper, Non-Shielded Plenum Rated Category 6 White-
Green/Green, White-Brown/Brown

PTC Building Total

\$28,541.06

* Price Includes Accessories

608 Parking Garage



- 4 Hanwha Techwin PNM-12082RVD**
6MP X 2, IR outdoor Dome



- 1 Hanwha Techwin PNM-9322VQP**
5 Channel 2MP / 5MP X 4 + 2MP 32x PTZ



- 4 Hanwha Techwin SLA-5M3700P**
PNM-9322VQP Lens module



- 4 Hanwha Techwin SBP-215HMW**
Cap Adapter

- 1 Hanwha Techwin SBP-300BW**
Mount Base



- 1 Hanwha Techwin SBP-300KMW1**
Corner Mount Base



- 1 Hanwha Techwin SBP-390WMW2**
Wall Mount



- 1075 Windy City Wire 556609**
23 AWG 4 Pair Bare Copper, Non-Shielded Plenum Rated Category 6 White-Green/Green, White-Brown/Brown

608 Parking Garage Total

\$16,738.56

Tunnel Cameras



- 8 Hanwha Techwin QND-6082R1**
2MP IR Indoor Dome



- 1600 Windy City Wire 556609**
23 AWG 4 Pair Bare Copper, Non-Shielded Plenum Rated Category 6 White-Green/Green, White-Brown/Brown


Tunnel Cameras Total

\$9,769.84

* Price Includes Accessories

- 

1 Apex Custom Mounting Hardware
Custom Mounting Hardware
- 

4 Hanwha Techwin PNM-12082RVD
6MP X 2, IR outdoor Dome
- 

1 Hanwha Techwin PNM-9085RQZ1
5MP X 4 outdoor Dome, PTRZ w/IR
- 

3 Hanwha Techwin PNM-9322VQP
5 Channel 2MP / 5MP X 4 + 2MP 32x PTZ
- 

12 Hanwha Techwin SLA-2M3600P
PNM-9322VQP Lens module
- 

1 Hanwha Techwin PNM-C34404RQPZ
5-Channel AI IR PTRZ Multi-Directional Camera with PTZ (6.8-120mm)
- 

1 Hanwha Techwin QND-6082R1
2MP IR Indoor Dome
- 

4 Hanwha Techwin SBP-300BW
Mount Base
- 

4 Hanwha Techwin SBP-390WMW2
Wall Mount
- 

1600 Windy City Wire 556609
23 AWG 4 Pair Bare Copper, Non-Shielded Plenum Rated Category 6 White-Green/Green, White-Brown/Brown

Annex Building Total

\$45,412.42

Project Subtotal:

\$492,840.15

* Price Includes Accessories

Miscellaneous Items:

1	Shipping and Handling	\$3,604.30	\$3,604.30
	Shipping and Handling		
1	Lift Rental	\$1,750.00	\$1,750.00
	Lift Rental		

Miscellaneous Items Total: \$5,354.30

* Price Includes Accessories

PROJECT SUMMARY

Total Installation Price: \$492,840.15

Misc. Items: \$5,354.30

Grand Total: \$498,194.45

TERMS AND CONDITIONS

1. Agreement. The sale and provision of equipment and services (the "Project") described in the proposal, to which this document makes reference below (the "Proposal"), are sold and provided by Apex Integrated Security Solutions, Inc. ("Apex") upon the following terms and conditions. These terms and conditions are integral and shall govern all transactions with the customer identified below (the "Customer") relating to the Project, as if the same were fully set forth in the Proposal. This document, together with the Proposal and the applicable Software Support Agreement, shall constitute the entire agreement ("Agreement") between Apex and the Customer relating to the Project. Any attempt to amend or otherwise modify the terms and conditions of the Agreement by oral representations or agreements, course of dealing or Customer documents, including without limitation any purchase order or similar document, is hereby rejected and shall have no legal effect. Customer acknowledges that the Agreement was received and reviewed by Customer in advance of any document generated by Customer.

2. Price and Terms. Prices quoted by Apex in the Proposal shall be binding for thirty (30) days from date of the Proposal. Payment terms are net thirty (30) days from the date of invoice. Upon receipt of Customer's signature on the Agreement, Apex may immediately invoice Customer for an amount equal to fifty percent (50%) of (a) the cost of the entire Project, or (b) the cost of the equipment included in the Project, whichever is greater. Apex may delay commencement of work, unless and until such initial invoice is paid in full. Upon completion of the Project, Apex shall prepare a final invoice; provided, however, that if the Proposal provides for progress billing, Apex shall prepare interim invoices, in which case such interim invoices must be paid in full prior to Apex commencing the next phase of the Project. Apex hereby expressly reserves the right to deactivate or otherwise disable software installed as part of the Project, unless and until all outstanding invoices are paid in full.

3. Taxes. Prices quoted in the Proposal exclude sales, use, excise and all other taxes, licenses, permits and other fees, unless otherwise expressly stated in the Proposal. Any such taxes or fees imposed by local, state or federal taxing authorities shall be added to quoted prices in all cases, except where Customer provides an appropriate tax exemption certificate. Customer shall be ultimately responsible for the payment of all applicable taxes and fees relating to the Project, irrespective of whether the same are included in Apex's invoice or not.

4. Limited Warranties and Limitations of Liability.

a. Equipment and Software. Equipment and software installed by Apex as part of the Project may be warranted by the manufacturer of such equipment or software. Apex shall convey all such factory warranty information to Customer and, in the event of a claim, shall assist Customer to a commercially reasonable extent in communicating with the applicable manufacturer and resolving such claim; provided, however, Apex offers no warranty with respect to any equipment or software included in the Project and shall not be liable for the payment of any amount with respect thereto. In addition, there shall be no warranty with respect to consumable items, including without limitation fuses, batteries and cards, used in connection with the Project.

b. Services. Apex warrants to the original Customer that all services provided by Apex in connection with the Project shall be free from defects in workmanship for a period of one (1) year from the date such services are provided.

c. Notice. Apex warrants to the original Customer that all services provided by Apex in connection with the Project shall be free from defects in workmanship to such claim.

d. Remedies. Customer's sole and exclusive remedy for equipment and software warranty claims shall be the remedy set forth in writing by the applicable manufacturer and as may be performed by such manufacturer upon submission of a claim by Customer. Customer's sole and exclusive remedy for service warranty claims shall be, at Apex's option and in its sole discretion, either (a) correction of the defective work by Apex, or (b) refund of that portion of the Project cost directly attributable to the defective work.

e. Limitations and Exclusions. The limited warranties set forth above are not transferable and shall not cover normal wear and tear, or damage resulting from shipping, storage, abuse, neglect, accidents, alterations, work performed by other service providers or improper operation. There shall be no warranties that extend beyond the description of expressed warranties on the face hereof and in the applicable manufacturer's written warranties relating to equipment and software. Apex hereby disclaims any and all other express or implied warranties including, without limitation, the implied warranties of merchant ability and fitness for a particular use. Furthermore, the customer hereby acknowledges and agrees to the exclusive remedies set forth above and hereby waives any claims to damages, including without limitation, any punitive, direct, indirect, general, special, incidental or consequential damages or lost profits, whether arising from tort, contract or any other legal or equitable theory.

5. General.

a. The Agreement shall not be assigned by Customer without the prior written consent of Apex. Any attempt by Customer to assign any of the rights, duties or obligations hereunder without such consent shall be void.

b. Customer acknowledges that it has not been induced to enter into the Agreement by any representation or warranty not set forth in the Agreement.

c. If any portion of the Agreement is found to be invalid or unenforceable, the parties agree that the remaining portions thereof shall remain in effect.

d. If either party fails to enforce any right or remedy available to it under the Agreement, such failure shall not be construed as a waiver of any right or with respect to any other breach or failure by the other party.

e. The parties agree that the Agreement was negotiated and executed in the state of Idaho. Idaho law shall govern the Agreement and the parties hereby submit to the jurisdiction of the state and federal courts located in Idaho.

f. The Agreement is for the benefit of the parties hereto only and is not intended, and shall not be construed, to create any third-party beneficiaries.

The undersigned Customer hereby accepts and agrees to the terms and conditions set forth above, to the Proposal and to any applicable Software Support Agreement and/or Full-Service Agreement entered into by the parties in connection with the Project:

Client Signature: State of Idaho

Date

Printed Name

Title

Phone Number

Billing Address:

550 W State St.
Boise, Idaho 83720-0072 United States of America

Billing Contact

Email

Capitol Security Cameras (105 Total)

Capitol Cameras (52)

Interior Cameras (45)

Garden Level (13)

1. Garden House Elevator – 2MP
2. Garden Senate elevator – 2MP
3. Visitor/ Info. Desk – 2x6MP
4. Garden Security Hallway to Tunnel – 2MP
5. Garden Security Hallway entrance to Capitol - 2MP
6. West Garden level Hallway – 2x6MP
7. Garden Southwest Entrance – 2MP
8. Garden Southeast Entrance – 2MP
9. E. Garden level Hallway – 2x6MP
10. West Wing Hallway – 2x6MP
11. West Wing ADA elevator – 2MP
12. East Wing Hallway – 2x6MP
13. East Wing ADA elevator – 2MP

1st Floor (9)

14. 1st floor House Elevator – 2MP
15. 1st floor Senate Elevator – 2MP
16. South entrance – 5MP
17. North entrance – 2MP
18. North Hallway – 2x6MP
19. West entrance – 2MP
20. West Hallway – 2x6MP
21. East Entrance – 2MP
22. East Hallway – 2x6MP

2nd Floor (11)

23. 2nd Floor House Elevator – 2MP
24. 2nd Floor Senate Elevator – 2MP
25. South Entrance East Cam. – 5MP
26. South Entrance West Cam. – 5MP
27. West Entrance – 2MP
28. West Gov. Hallway – 2x6MP
29. 2nd Floor South Stairwell – 2x6MP
30. East Entrance – 2MP
31. East Lt. Gov. Hallway – 2x6mp
32. Gov. Office Reception – 5MP
33. AG's Reception Desks – 2x6MP

3rd Floor (3)

34. North JFAC – 5MP
35. Southwest Overflow – 2x6MP
36. Southeast Overflow – 2x6mp

4th Floor (7)

37. House Gallery Entrance – 2x6MP
38. Senate Gallery Entrance – 2x6MP
39. Senate Gallery – 4x8MP / PTZ

- 40. Rotunda/ Senate Entrance – 2x6MP
- 41. Rotunda/ House Entrance – 2x6MP
- 42. House Gallery – 4x8MP / PTZ
- 43. South Roof Access stairs – 2MP

Rotunda/Roof (2)

- 44. South Rotunda Cam. - PTZ
- 45. North Rotunda Cam. - PTZ

Exterior Cameras (7)

- 46. South Portico – 2x6MP
- 47. Capitol West Roof – 4x8MP / PTZ
- 48. Capitol East Roof – 4x8MP / PTZ
- 49. West Wing Area of Refuge exit – 2MP
- 50. East Wing Entrance North Cam. – 2x6MP
- 51. East Wing Area of Refuge exit. – 2MP
- 52. West Wing Entrance North Cam. – 2x6MP

Borah Cameras (7)

Exterior Cameras (2)

- 53. Borah Southwest – 4x8MP / PTZ
- 54. Borah Parking lot – 4x8MP / PTZ

Interior Cameras (5)

- 55. 1st floor Elevator Lobby – 2x6MP
- 56. 1st Floor Northwest Stairwell – 2MP
- 57. 1st Floor East loading dock entrance– 2MP
- 58. 4th floor Northwest Stairwell – 2MP
- 59. Basement Entrance – 2MP

JRW (4)

Exterior Cameras (1)

- 60. Southwest Exterior – 4x8MP / PTZ

Interior Cameras (3)

- 61. Basement/ Tunnel entrance – 2MP
- 62. East entrance/ Conference room – 2x6MP
- 63. West Entrance – 2x6MP

LBJ (4)

Exterior Cameras (2)

- 64. Northwest exterior – 4x5MP / PTZ
- 65. Northeast exterior – 4x8MP / PTZ

Interior Cameras (2)

- 66. North Lobby – 2MP
- 67. South Lobby – 2MP

PKS (8)

Exterior Cameras (6)

- 68. Southwest Corner – 4x8MP / PTZ
- 69. Northeast/Ramp -2x6MP
- 70. 1st Floor North Cam – 4x5MP
- 71. 1st Floor South/ Grounds Office -
2x6MP
- 72. 2nd Floor Ramp/ South Cam.- 5MP
- 73. Postal Ramp -5MP

Interior Cameras (2)

- 74. Postal Loading Bay – 5MP
- 75. Mail/ Lost and Found Room. –
2MP

PTC (7)

Exterior Cameras (3)

- 76. Southwest Corner – 4x8MP / PTZ
- 77. Southeast Corner – 4x8MP / PTZ
- 78. Northeast Corner – 4x8MP / PTZ

Interior Cameras (4)

- 79. 1st Floor North Entrance -2MP
- 80. 1st Floor Lobby – 2MP
- 81. 1st floor Vital Stats/ South Entrance
– 2MP
- 82. PTC Basement – 2MP

608 parking structure (5)

Exterior Cameras (2)

- 83. PKS2 West Entrance – 2x6MP
- 84. PKS2 Northwest Corner & PKS2
North Parking Lot – 4x5MP / PTZ

Interior Cameras (3)

- 85. East Stairwell – 2x6MP
- 86. PKS2 West Stairwell – 2x6MP
- 87. PKS2 East Entry – 2x6MP

Tunnel (8)

Interior Cameras (8)

- 88. LBJ Entrance West Camera - 2MP
- 89. LBJ Entrance East Camera – 2M
- 90. LBJ East Tunnel/ Mechanical
Entrance - 2MP
- 91. PKS East Camera – 2MP
- 92. PKS West Camera – 2MP
- 93. PTC Tunnel West – 2MP
- 94. Capitol Garden Tunnel Hallway –
2MP
- 95. Capitol Garden Tunnel Entrance –
2MP

Annex (10)

Exterior Cameras (4)

- 96. North Parking Lot – 4x5MP / PTZ
- 97. South Entrance/ Military Memorial
– 4x5MP / PTZ
- 98. East Parking Lot/ Entrance –
4x5MP / PTZ
- 99. West Entrance – 4x8MP / PTZ

Interior Cameras (6)

- 100. North and Basement
Entrance – 2MP
- 101. 1st Floor East Entrance –
2x6MP
- 102. 1st Floor West Entrance –
2x6MP
- 103. 1st Floor Main Hallway –
2x6MP
- 104. 2nd Floor – 4x5MP
- 105. 3rd Floor – 2x6MP

Video Surveillance	
Fixed Camera	6
Multi-Lens Camera	1

REV. NO.	

REVISIONS

1. BY: [Redacted] DATE: 8/20/2020
 2. BY: [Redacted] DATE: 8/20/2020
 3. BY: [Redacted] DATE: 8/20/2020
 4. BY: [Redacted] DATE: 8/20/2020
 5. BY: [Redacted] DATE: 8/20/2020

167 E. 20th Street
 Boise, Idaho 83724
 Phone: 208.378.0650
 Fax: 208.378.0660

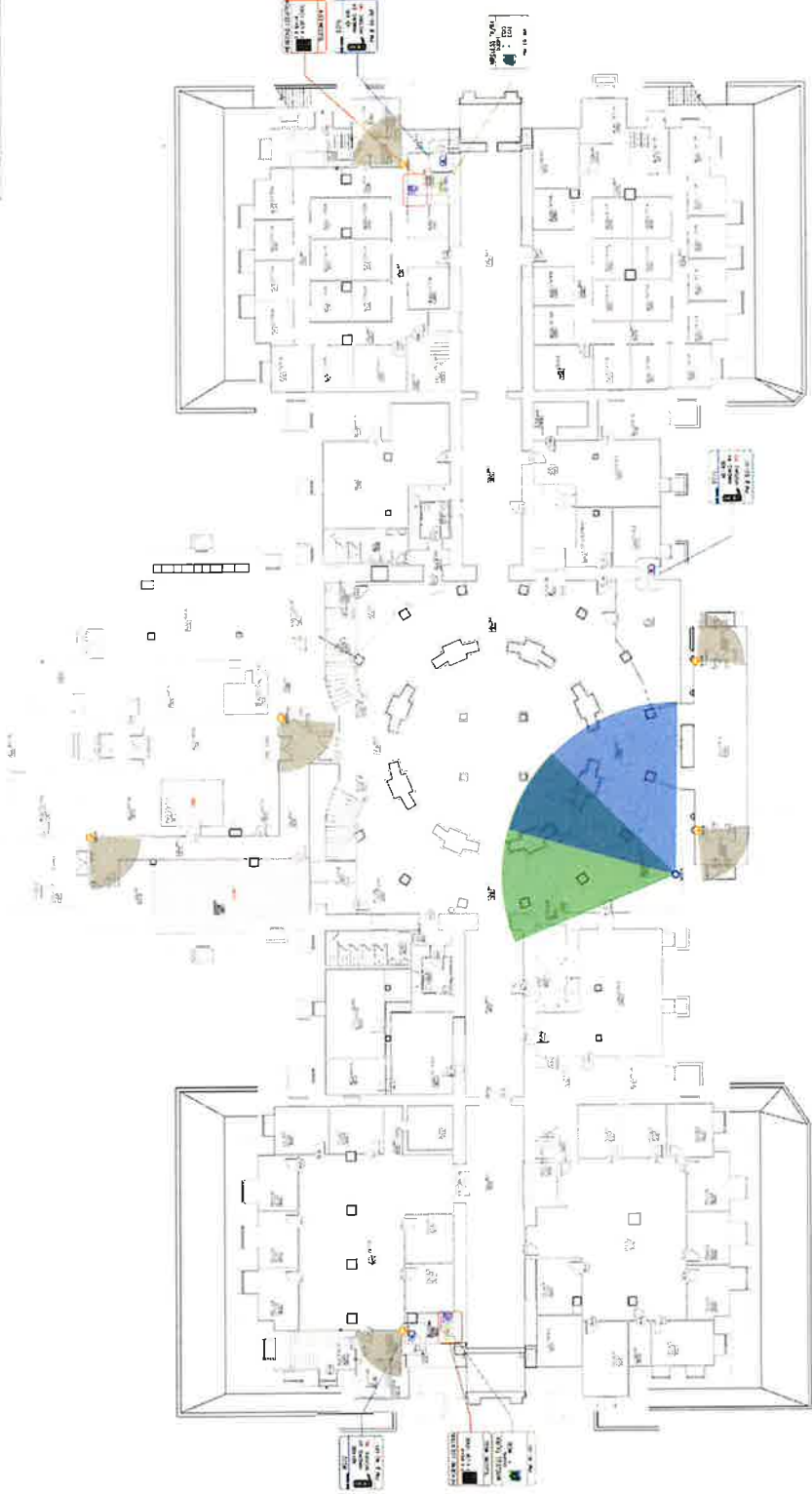
apex
 Protected Security Solutions

Idaho State Capitol
 202008 RM-CC Peer Access-Credit Project

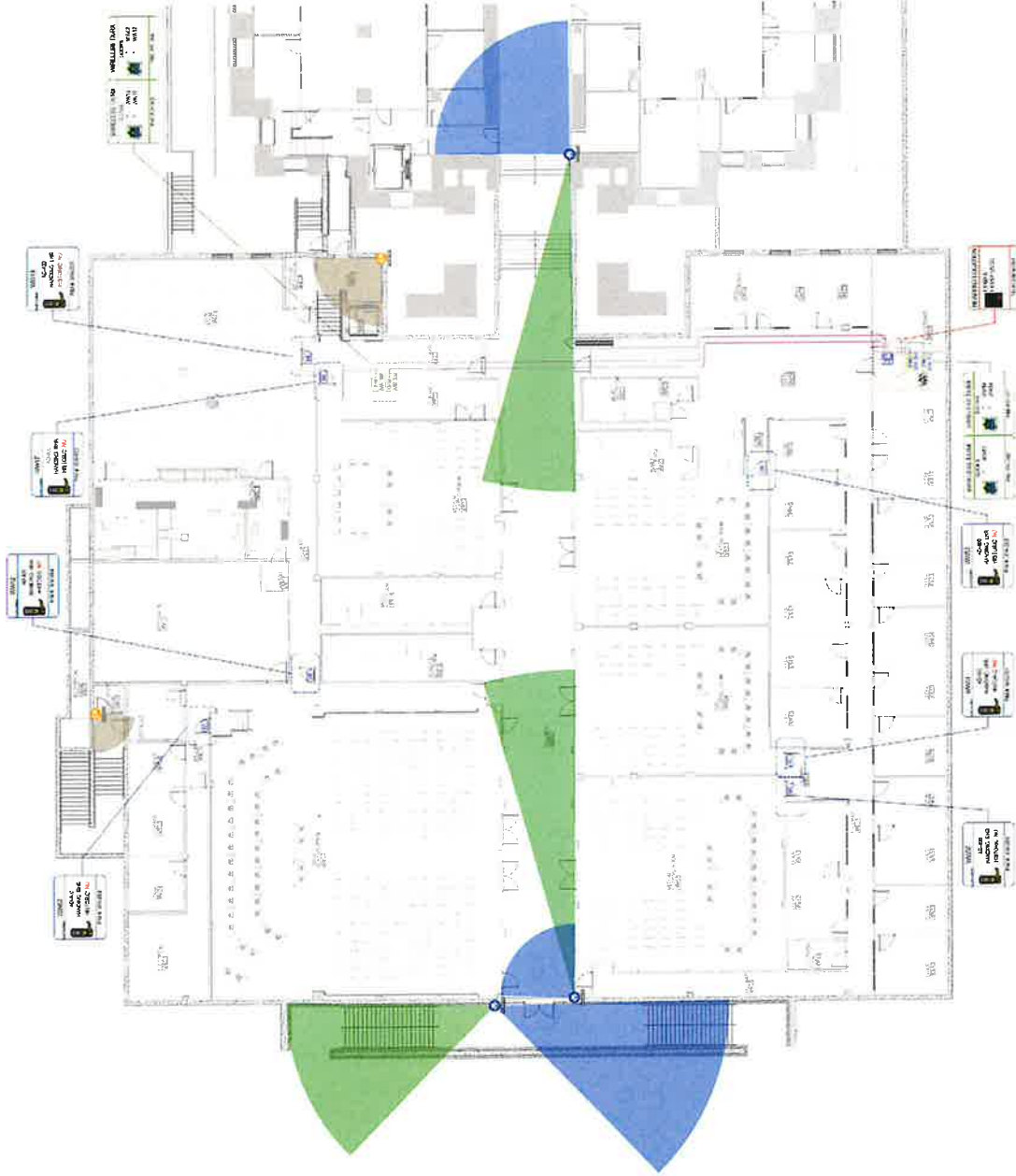
DATE: 8/20/2020
 TIME: 10:00 AM
 PROJECT: 202008 RM-CC Peer Access-Credit Project

202008 RM-CC Peer Access-Credit Project
 8/20/2020

202008 RM-CC Peer Access-Credit Project
 8/20/2020



Video Surveillance	
Fixed Camera	2
Multi-Lens Camera	3



NO.	DESCRIPTION	DATE

STANDARDS
 1. All cameras shall be installed in a secure location.
 2. All cameras shall be installed in a location that provides a clear view of the area to be monitored.
 3. All cameras shall be installed in a location that is not visible to the public.
 4. All cameras shall be installed in a location that is not visible to the public.
 5. All cameras shall be installed in a location that is not visible to the public.

apex
 Protecting People, Facilities & Information
 197 E. 500th Street
 Boise, Idaho 83714
 Phone: 208-378-0650
 Fax: 208-378-0650

20200828 NPW-CC For New- Capitol Project
 Idaho State Capital

APR 20 2024
 5:47 PM
 5/17/2023
 5:47 PM
 5/17/2023

APR 20 2024
 5:47 PM
 5/17/2023
 5:47 PM

APR 20 2024
 5:47 PM
 5/17/2023
 5:47 PM

Video Surveillance

Fixed Camera	2
Multi-Lens Camera	3

SOURCES

- RE: INTERVIEW & DEBRIEFING
- RE: INVESTIGATION & FORENSICS
- RE: SECURITY & PROTECTIVE SERVICES
- RE: INFORMATION & COMMUNICATIONS
- RE: LEGAL COUNSEL
- RE: POLICE & SHERIFF'S OFFICE
- RE: COURT SERVICES
- RE: STATE EMPLOYEES
- RE: LEGISLATIVE COUNSEL
- RE: POLICE & SHERIFF'S OFFICE
- RE: COURT SERVICES
- RE: STATE EMPLOYEES
- RE: LEGISLATIVE COUNSEL
- RE: POLICE & SHERIFF'S OFFICE
- RE: COURT SERVICES
- RE: STATE EMPLOYEES

NO.	LOCATION

7030008 NW/C: Civ Area - Capitol Plaza

Idaho State Capitol

147 E. 6th Street
 Boise, Idaho 83714
 Phone: 208-378-9000
 Fax: 208-378-0000

Protecting People, Places & Information

DATE	8/15/2020
BY	DFW_210008
FOR	2-nd Floor
PROJECT	Security



Video Surveillance	
Fixed Camera	6
Multi-Lens Camera	4

NO. LOCATIONS	NO. OF CAMERAS

SYMBOLS

- FLOOR PLANS WITH SECURITY CAMERA LOCATIONS
- SECURITY CAMERA LOCATIONS WITH VIEWS
- SECURITY CAMERA LOCATIONS WITH VIEWS
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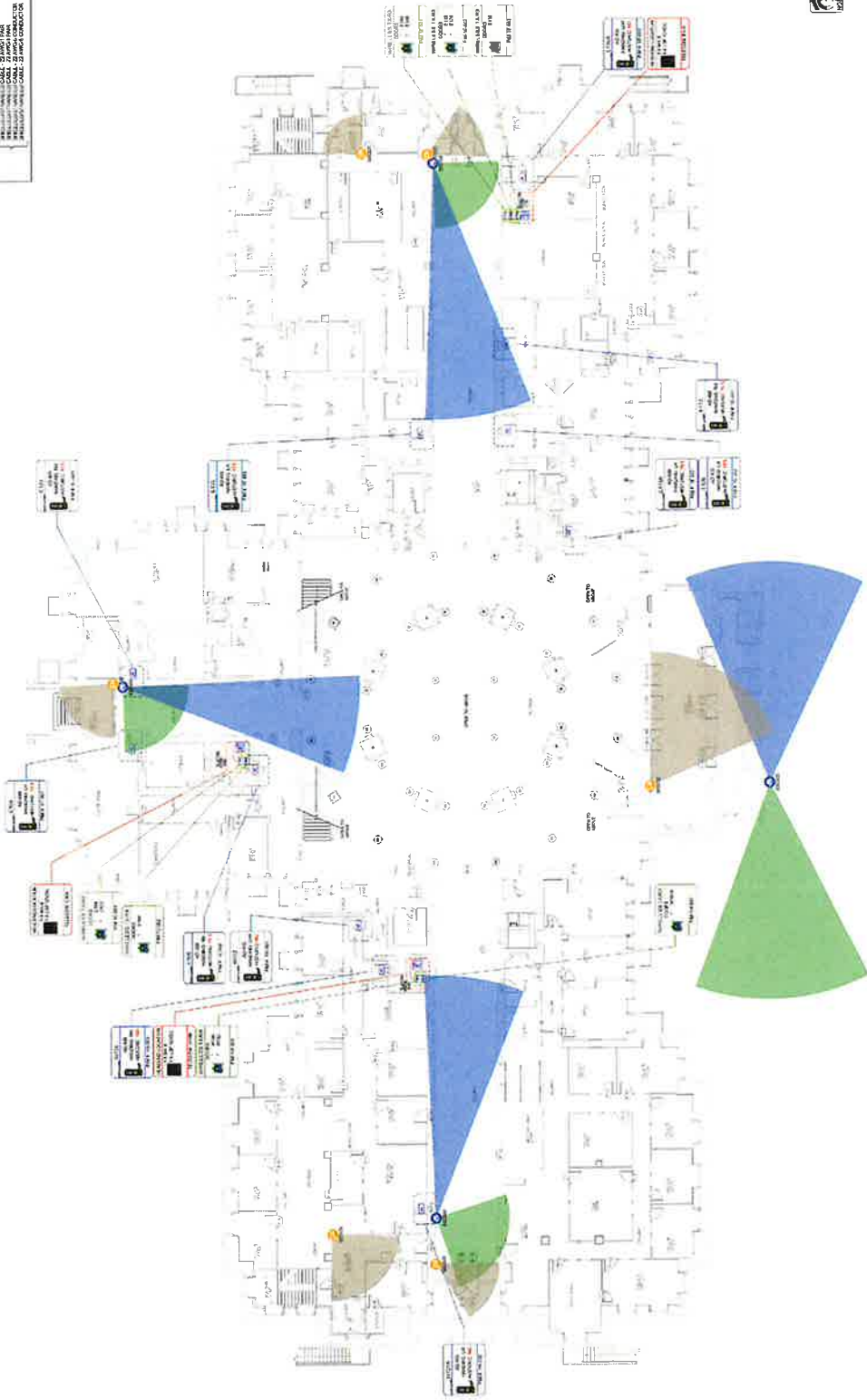
187 E. 50th Street
Boise, Idaho 83714
Phone: 208-378-0050
Fax: 208-378-0000

Protecting People, Facilities & Information

apex
Managed Security Solutions

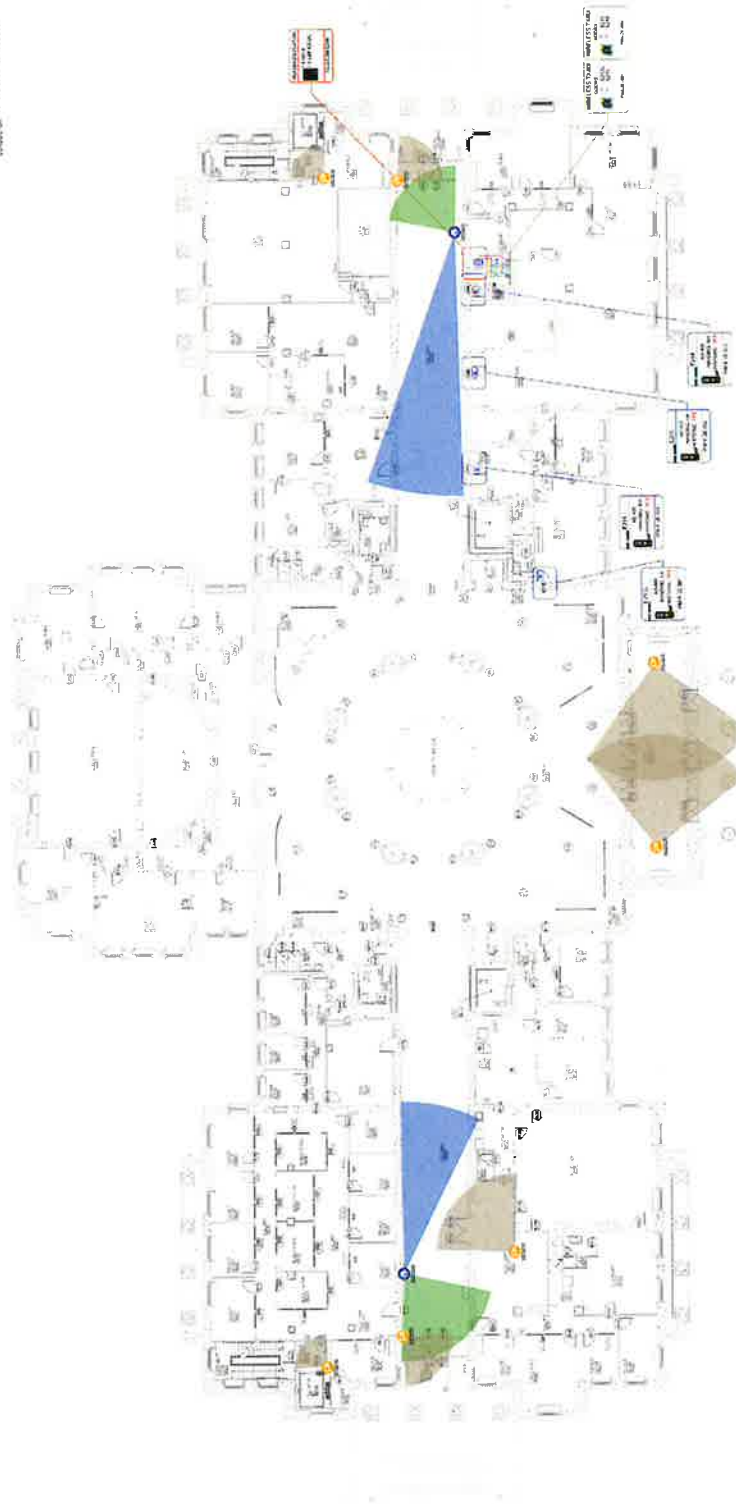
Idaho State Capitol
202008APM CC Door Access Control Project

DATE: 8/12/2020
TIME: 11:00 AM
JOB NO: 202008APM
JOB NAME: 202008APM
JOB DESCRIPTION: 202008APM
JOB LOCATION: 187 E. 50th Street, Boise, Idaho 83714



Video Surveillance	
 Fixed Camera	7
 Multi-Lens Camera	2

SYMBOLS:
 1. SECURITY CAMERA - 1" HOLES
 2. SECURITY CAMERA - 1.5" HOLES
 3. SECURITY CAMERA - 2" HOLES
 4. SECURITY CAMERA - 2.5" HOLES
 5. SECURITY CAMERA - 3" HOLES
 6. SECURITY CAMERA - 4" HOLES
 7. SECURITY CAMERA - 5" HOLES
 8. SECURITY CAMERA - 6" HOLES
 9. SECURITY CAMERA - 8" HOLES
 10. SECURITY CAMERA - 10" HOLES
 11. SECURITY CAMERA - 12" HOLES
 12. SECURITY CAMERA - 15" HOLES
 13. SECURITY CAMERA - 18" HOLES
 14. SECURITY CAMERA - 24" HOLES
 15. SECURITY CAMERA - 36" HOLES
 16. SECURITY CAMERA - 48" HOLES
 17. SECURITY CAMERA - 60" HOLES
 18. SECURITY CAMERA - 72" HOLES
 19. SECURITY CAMERA - 84" HOLES
 20. SECURITY CAMERA - 96" HOLES
 21. SECURITY CAMERA - 108" HOLES
 22. SECURITY CAMERA - 120" HOLES
 23. SECURITY CAMERA - 144" HOLES
 24. SECURITY CAMERA - 168" HOLES
 25. SECURITY CAMERA - 192" HOLES



202308 APB CC Room Access Control Project
 Idaho State Capitol
 187 E. Sixth Street
 Boise, Idaho 83714
 Phone: 208-378-0950
 Fax: 208-378-0950
 Protecting People, Places & Information

Project
 202308 APB CC Room Access Control Project
 Idaho State Capitol
 187 E. Sixth Street
 Boise, Idaho 83714
 Phone: 208-378-0950
 Fax: 208-378-0950
 Protecting People, Places & Information



Video Surveillance	
	1
	2

APX	

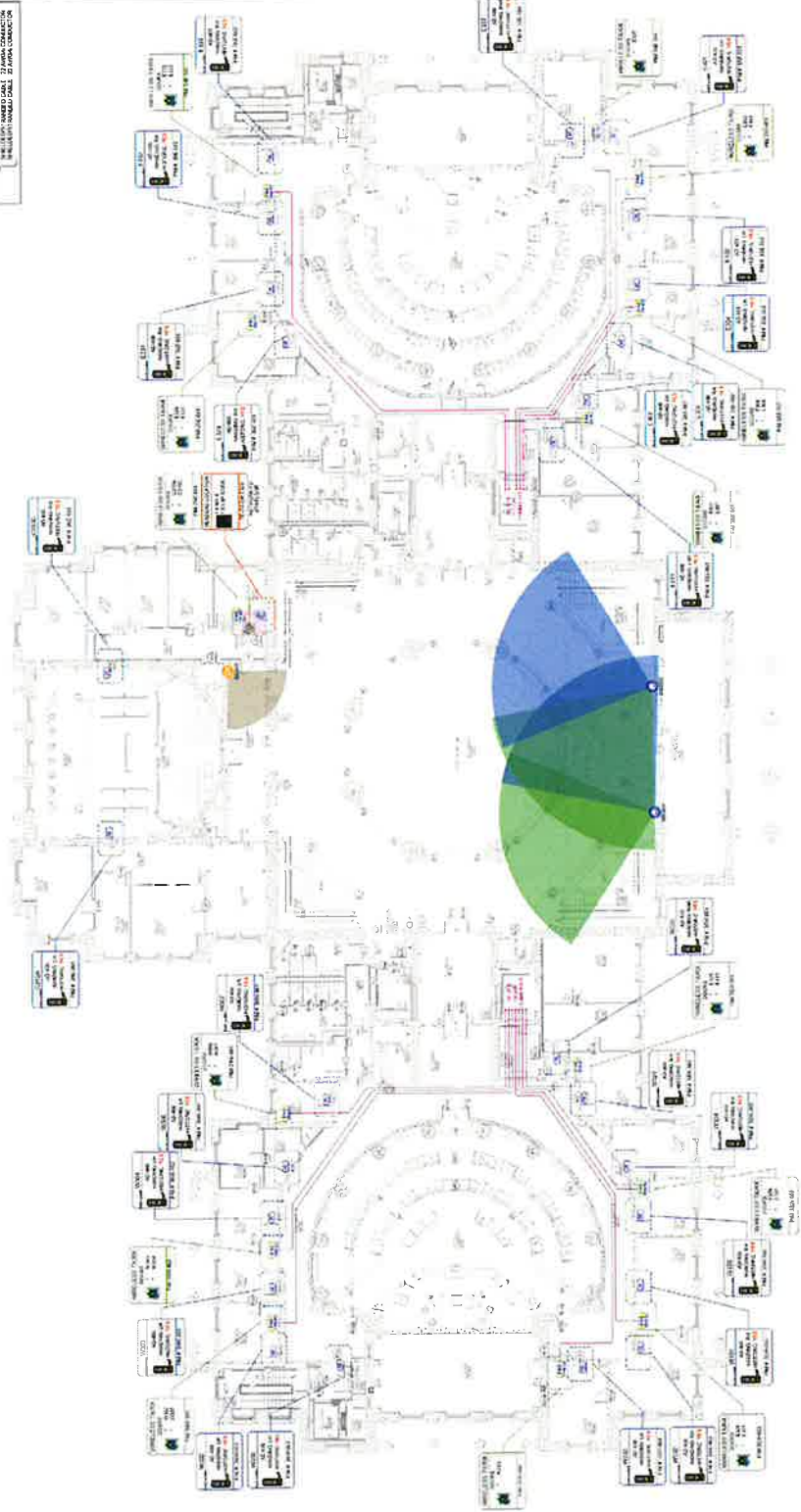
apex
Empowering People & Protecting Profits

187 E. 50th Street
Dover, Idaho 83714
Phone: 208-378-9850
Fax: 208-378-9850

Idaho State Capitol
202008 APX-CC Door Access Control Project

Security	

- SYMBOLS:**
- VIDEO SURVEILLANCE - CAMERA
 - ACCESS CONTROL - DOOR
 - LIGHT FIXTURES - LIGHT FIXTURE
 - ACCESS CONTROL - LOCKING SYSTEM
 - ACCESS CONTROL - LOCKING SYSTEM
 - ACCESS CONTROL - LOCKING SYSTEM
 - ACCESS CONTROL - LOCKING SYSTEM



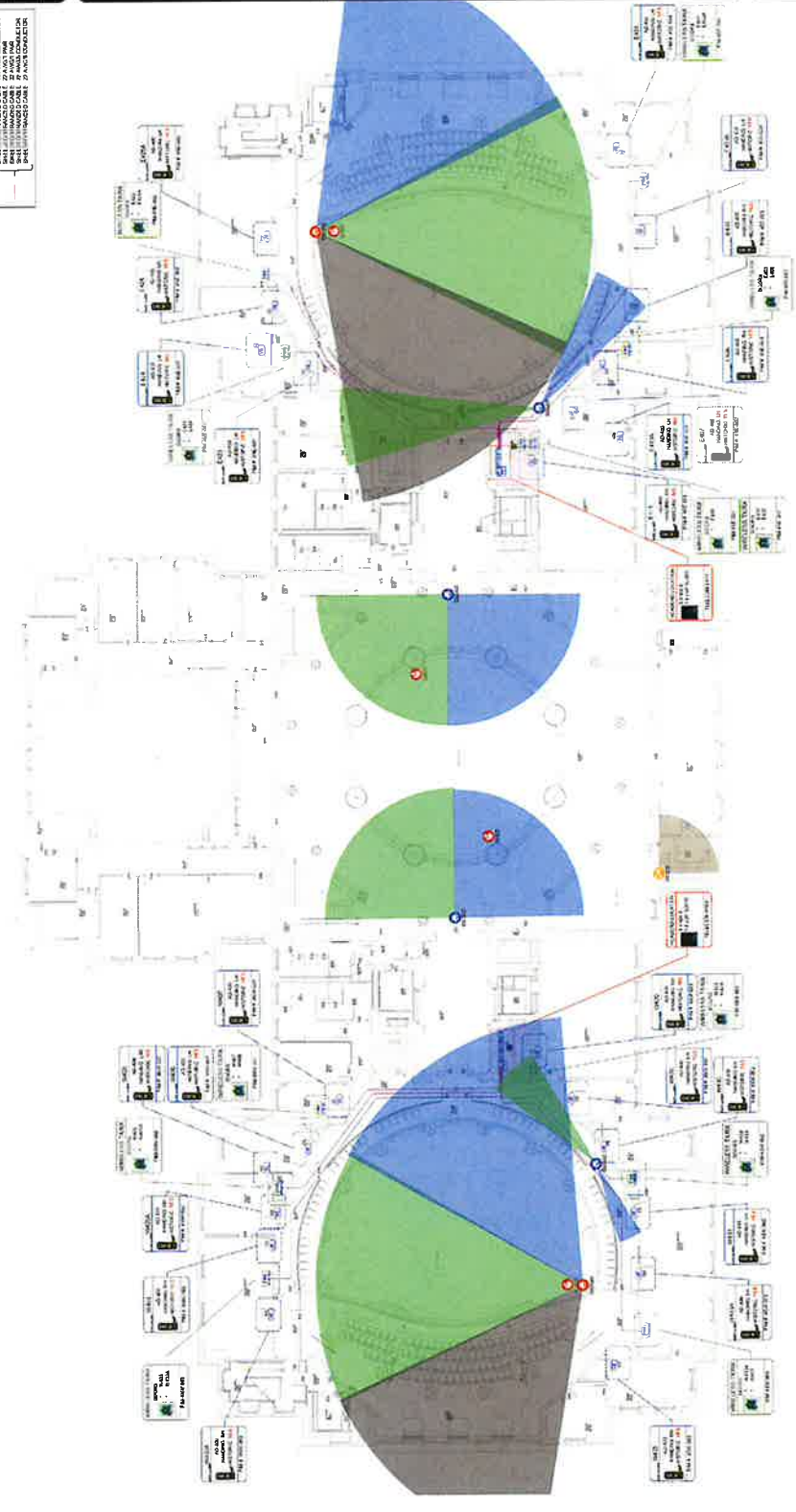
Video Surveillance	
	1
	4
	6

STUDIOS

- SEE PROJECTS/STATIONS & SCHEDULES
- SEE SCHEDULE FOR MORE DETAILS
- SEE SCHEDULE FOR MORE DETAILS
- SEE SCHEDULE FOR MORE DETAILS
- SEE SCHEDULE FOR MORE DETAILS
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apex
Integrating People, Patches & Information
Phone: 208-378-9850
Fax: 208-378-9850
187 E. 60th Street
Boise, Idaho 83714

Idaho State Capitol
2020005 APH CC Post Access Control Project
Front Floor
Security





Video Surveillance	
PTZ Camera	2
Multi-Lens Camera	2

AGENCY: 200

Approp Unit: ADAC

Decision Unit No: 10.31

Title: Facilities Lawn Vehicle

	General	Dedicated	Federal	Other	Total
FULL-TIME POSITIONS (FTP)		0			
PERSONNEL COSTS					
1. Salaries		0			
2. Benefits		0			
3. Group Position Funding					
TOTAL PERSONNEL COSTS		0			
OPERATING EXPENSES					
Idaho Power Inflation		14,000			
TOTAL OPERATING EXPENDITURES		14,000			
CAPITAL OUTLAY		0			
TOTAL CAPITAL OUTLAY		0			
T/B PAYMENTS		0			
GRAND TOTAL		14,000			

Explain the request and provide justification for the need.

Replace a 1989 Electric Yamaha Lawn Vehicle. The existing vehicle is 34 years old and well past its useful life. The vehicle is used by the Capitol Mall landscape crew for transportation of personnel, tools, and supplies around the Capitol Mall.

If a supplemental, what emergency is being addressed?

This request is not related to an emergency.

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

Idaho Code 67-5709 grants authority to the director of the department of administration to pay for personnel costs and operating expenditures incurred in the operation and management of the Capitol Mall properties and the multiagency facilities from the rents received there from.

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

PC \$3,152,600; PE \$12,194,500; CO \$0

What resources are necessary to implement this request?

CO funds \$14,000 for fund 45000

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

N/A

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

N/A

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

One-time Capitol Outlay costs \$14,000

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

1. The Lawn Vehicle request is based on a planned rate increase provided by Idaho Power.

Provide details about the revenue assumptions supporting this request.

1. The Lawn Vehicle will be paid by Fund 45000, which is derived from rent revenue from the Capitol Mall and Chinden campuses.

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

The lawn vehicle is used by our landscaping crew. If not funded, the 1989 vehicle will be used as maintenance allows.

Eco Motors
10366 W State St, Star Idaho, 83689
208-400-3394



Att: Mark Lyons
700 W Jefferson St
Boise, ID 83702

2023 Evolution Turfman 1000 Pro:

- Spec's:** **131" x 55" x 72"**
48V AC Induction motor drive system
400A EVOLUTION controller
6.3 kw motor
Double A-arm coil-over suspension for a smooth quality ride
Decorative strip
Colored Decorative Wheel Trim
Dashboard with color-matching cup holder insert
Luxury Steering Wheel
Speedometer
Rearview Mirror
Horn
USB Charging Ports
Cargo bed with side rails or Aluminum Cargo Box

Pricing: Retail	\$13,995.00
State of Idaho Capital Building	\$12,995.00
Sales Tax	\$0.00
Title Fee	\$0.00
Freight & Set Up	\$0.00
Delivery Fee	\$0.00
Dealer Documentation Fee	\$289.00
Final Total	\$13,284.00

Federal Funds Inventory Form
As Required by Sections 47-1017 & 47-3541(a), Idaho Code
*** Request must be submitted to the Bureau of Personal Management and Legislative Services Office as part of your budget request.

Reporting Agency/Department: 200 - Department of Administration
Contact Person/Title: Betsy Pelaton, Chief Financial Officer

Agency Code: 200
Contact Phone Number: 708-332-1815

Fiscal Year: 2025
Contact Email:

Agency/Department	Line Item	Fund	Source	Fund Title	Account Description	Fund Through	Project	Activity	Agency	Group	Subgroup	Type of	Total Budget	Fiscal Year 2025			Total Available	Total Available	Total Available	Total Available	Total Available	Total Available	Total Available	Total Available	Total Available	Total Available	Total Available	Total Available	Total Available	Total Available	Total Available	Total Available
														FY 25 Budget	FY 25 Actual	FY 25 Available																
	01	10	General Fund	General Fund	General Fund	12/31/25			200			5010	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	

Total FY 2025 All Funds Appropriation: \$1,000,000
Federal Funds as Percentage of Total: 100%

A. Identify below for each grant any obligations agreements, purchase order of goods agreements, maintenance of efforts agreements, or statements of work that are not included in the federal financial report but are to be reported by the recipient as federal financial assets, including federal contracts, subgrants, and other funding agreements, in FY 2025.
 B. Identify a plan for each grant to be reported in the federal financial report under the heading "Other" and not otherwise reported, including any plan for reporting in the federal financial report, or any other reporting, for any grant that is not reported in the federal financial report.
 C. Identify any other reporting obligations, including any reporting obligations for any grant that is not reported in the federal financial report.
 D. Identify any other reporting obligations, including any reporting obligations for any grant that is not reported in the federal financial report.

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

AGENCY INFORMATION

AGENCY NAME:	Department of Administration	Division/Bureau:	
Prepared By:	Bailey Peterson	E-mail Address:	bailey.peterson@adm.idaho.gov
Telephone Number:	208-332-1815	Fax Number:	
DFM Analyst:	David Hahn	LSO/BPA Analyst:	Francis Lippitt
Date Prepared:		For Fiscal Year:	2025

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:	<input type="checkbox"/>	State Owned: <input checked="" type="checkbox"/> Lease Expires:

FUNCTION/USE OF FACILITY

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

COMMENTS

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WORK AREAS

FISCAL YR:	REQUEST 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028
Total Number of Work Areas:	48	48	48	48	48	48
Full-Time Equivalent Positions:	39	39	46	46	46	46
Temp. Employees, Contractors, Auditors, etc.:						

SQUARE FEET

FISCAL YR:	REQUEST 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028
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:	REQUEST 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028
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:	REQUEST 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

IMPORTANT NOTES:

1. Upon completion, please send to Leasing Manager at the State Leasing Program 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:

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

AGENCY INFORMATION

AGENCY NAME:	Department of Administration	Division/Bureau:	
Prepared By:	Bailey Peterson	E-mail Address:	bailey.peterson@adm.idaho.gov
Telephone Number:	208-332-1815	Fax Number:	
DFM Analyst:	David Hahn	LSO/BPA Analyst:	Francis Lippitt
Date Prepared:		For Fiscal Year:	2025

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:	<input type="checkbox"/>	State Owned:	<input checked="" type="checkbox"/>	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:	REQUEST 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028
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:	REQUEST 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028
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:	REQUEST 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028
Total Facility Cost/Yr:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

SURPLUS PROPERTY

FISCAL YR:	REQUEST 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

IMPORTANT NOTES:

1. Upon completion, please send to Leasing Manager at the State Leasing Program 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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AGENCY NOTES:

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

AGENCY INFORMATION

AGENCY NAME:	Department of Administration	Division/Bureau:	
Prepared By:	Bailey Peterson	E-mail Address:	bailey.peterson@adm.idaho.gov
Telephone Number:	208-332-1815	Fax Number:	
DFM Analyst:	David Hahn	LSO/BPA Analyst:	Francis Lippitt
Date Prepared:		For Fiscal Year:	2025

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:	<input type="checkbox"/>	State Owned: <input checked="" type="checkbox"/> Lease Expires:

FUNCTION/USE OF FACILITY

Division of Public Works office.

COMMENTS

WORK AREAS

FISCAL YR:	REQUEST 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028
Total Number of Work Areas:	25	29	32	32	32	32
Full-Time Equivalent Positions:	25	29	32	32	32	32
Temp. Employees, Contractors, Auditors, etc.:						

SQUARE FEET

FISCAL YR:	REQUEST 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028
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:	REQUEST 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028
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:	REQUEST 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

IMPORTANT NOTES:

1. Upon completion, please send to Leasing Manager at the State Leasing Program 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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AGENCY NOTES:

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

AGENCY INFORMATION

AGENCY NAME:	Department of Administration	Division/Bureau:	
Prepared By:	Bailey Peterson	E-mail Address:	<u>bailey.peterson@adm.idaho.gov</u>
Telephone Number:	208-332-1815	Fax Number:	
DFM Analyst:	David Hahn	LSO/BPA Analyst:	Francis Lippitt
Date Prepared:		For Fiscal Year:	2025

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:	<input type="checkbox"/>	State Owned:	<input checked="" type="checkbox"/>	Lease Expires:

FUNCTION/USE OF FACILITY

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

COMMENTS

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WORK AREAS

FISCAL YR:	REQUEST 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028
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:	REQUEST 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028
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:	REQUEST 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028
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:	REQUEST 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

IMPORTANT NOTES:

1. Upon completion, please send to Leasing Manager at the State Leasing Program 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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AGENCY NOTES:

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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 6)
- Industrial Special Indemnity Fund (ISIF) (staff of 1)
- Internal, and Small Agency Support (Fiscal and Director's Office) (staff of 9)

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 4)
- Postal Services (staff of 15)
- Printing Services (staff of 2)

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, 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) 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. Conducts diligent dispersion of government documents through reproduction and mailing via **Postal Services** and **Printing Services**. (Idaho Code Sections 67-5708-5709)

Revenue and Expenditures

Revenue	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
General Fund	\$6,236,746	\$6,096,568	\$5,924,229	\$182,180,992	\$2,606,613
Idaho Education Network - 0120	\$0	\$0	\$0	\$0	\$0
Permanent Building Fund	\$131,884,214	\$165,031,374	\$177,048,917	\$627,704,646	\$649,995,719
Governor's Housing Fund	\$103,515	\$1,121	\$60,359	\$57,145	\$10,345
Admin. & Accounting Svcs.	\$29,321,452	\$30,240,982	\$5,924,229	29,099,164	\$27,655,7684

Federal Surplus Property	\$551,932	\$490,283	\$747,293	\$737,431	\$1,073,532
Group Insurance	\$292,323,371	\$307,203,996	\$317,012,271	\$321,508,659	\$443,690,071
Risk Management	\$10,316,888	\$13,600,277	13,716,132	\$14,982,148	\$13,195,015
Administrative Code Fund	\$50,344	\$706	\$0	\$0	\$0
Capitol Income & Reserve Fund	\$506,476	\$623,032	\$2,703,940	\$658,208	\$1,043,615
Special Indemnity Fund	<u>\$2,627,148</u>	<u>\$5,408,760</u>	<u>\$5,162,295</u>	<u>\$4,544,227</u>	<u>\$4,474,133</u>
Total	\$473,922,086	\$528,632,100	\$557,706,687	\$1,181,472,620	\$1,143,744,797
Expenditures	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
Personnel Costs	\$8,243,394	\$8,701,062	\$8,519,657	\$9,053,745	\$9,814,934.61
Operating Expenditures	\$25,441,274	\$31,280,149	\$37,142,904	\$128,878,041	\$30,733,627.03
Capital Outlay	\$119,639,483	\$142,228,313	\$116,443,230	\$206,635,295	\$136,535,081.50
Trustee/Benefit Payments	<u>\$297,881,348</u>	<u>\$317,941,173</u>	<u>\$323,456,307</u>	<u>\$345,957,852</u>	<u>\$437,801,889.65</u>
Total	\$451,205,499	\$500,150,697	\$485,562,098	\$690,524,933	\$614,885,532.79

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	FY2023
# of FTP's supported through payroll & HR:					
Dept. Of Administration	114	121	124	128	126
Hispanic Commission	3	3	3	3	3
Insurance & Internal Support Division:					
Value of property insured by Risk Management	\$8.8 Billion	\$9.2 Billion	\$9.8 Billion	\$10.9 Billion	\$11.6 Billion
# of vehicles insured for liability by Risk Mgmt (all vehicles insured for liability)	7,395	7,561	8,009	8,004	8,362
# of vehicles insured for physical damage (only vehicles scheduled for this coverage)	6,976	7,161	7,465	7,459	7,488
# of active employees enrolled in group ins	18,839	19,085	18,917	18,657	24,017
# of active employee dependents enrolled in state's group insurance	27,969	28,194	27,917	27,113	33,351

Cases Managed and/or Key Services Provided	FY 2019	FY 2020	FY 2021	FY 2022	FY2023
# of retirees enrolled in state's group insurance	675	638	627	601	684
# of retiree dependents enrolled in group ins	180	171	175	166	137
New ISIF New Claims	37	36	29	32	31
New ISIF Complaints	33	36	26	32	31
New ISIF annuitants added to monthly rolls	7	8	7	12	10
ISIF annuitant deaths	7	4	8	7	19
Purchasing Division:					
# of contracts issued/value	710 / \$374M	367 / \$861 M	624 / \$2B	602/\$2.68B	625/\$1.95B
# of purchasing personnel trained/man hours	525 / 119	542 / 147	468 / 83**	300/60***	239/50
# of online classes available/# of trained/# of classes completed	n/a	n/a	n/a	72/16/1251	74/88/1168
# of P-card transactions	330,723	276,371	224,054	n/a****	122,434
\$ total value of P-card usage	\$81,839,812	\$68,073,266	\$56,188,426	n/a****	\$20,261,034
\$ of Federal Surplus Property (FSP) items sold	\$505,858	\$462,882	\$406,228	\$598,007	\$726,619
FSP's Average cost savings to public entities	84.24% *	74.01%*	70.70%*	60.05%*	72.3%*
Public Works Division:					
\$ appropriated for Public Works projects not including agency funds	\$77,522,000	\$45,221,400	\$133,738,900	\$246,560,800	\$497,049,900
\$ amount of all funding sources for projects under construction	\$385,727,167	\$471,634,184	\$201,357,688	\$460,025,500	\$534,365,992
# of active Public Works projects	369	415	574	491	584
# of new Public Works projects	237	122	259	111	87
# of closed Public Works projects	43	77	155	131	135
# sq. ft. office space leased statewide	1,557,206	1,455,153	1,448,495	1,238,288	1,158,708
# sq. ft. total space leased statewide	1,975,129	1,877,989	1,874,338	1,705,445	1,725,748
\$ amount of office space leased statewide	\$22,145,420	\$21,612,026	\$22,109,423	\$19,134,447	\$18,467,983
\$ amount of total space leased statewide	\$28,797,330	\$28,613,904	\$29,897,247	\$27,306,316	\$27,508,128
# of demand maintenance work orders resolved in Capitol Mall (requests from tenants)	3,401	2,879	2,768	2,445	2,808

Cases Managed and/or Key Services Provided	FY 2019	FY 2020	FY 2021	FY 2022	FY2023
# of routine and scheduled preventive maintenance work orders – Capitol Mall	1,357	1,402	1,574	1,585	1,760
# of demand maintenance work orders resolved at the Chinden Campus (requests from tenants)	93	848	614	853	586
# of routine and scheduled preventive maintenance work orders – Chinden Campus	No Report	4,966	5,300	5,650	5,500
Security Operations Division:					
# of Capitol Mall, Idaho Falls, and Lewiston managed credentials				3,938	4,272
# of Capitol Mall parking passes issued	1,833	1,755	1,417	1,569	1,407
# of temporary parking passes issued	1,653	1,242	527	526	1,671
# of parking permits issued for meetings	6,715	5,662	587	2,195	2,341
# of postage pieces mailed - external	11,267,356	12,561,875	14,095,842	13,446,602	13,072,402
# of postage pieces mailed - interoffice	735,107	738,697	749,810	739,541	744,257
\$ postal cost avoidance	\$1,206,676	\$1,242,116	\$1,344,000	\$1,322,694	\$1,302,500
# of impressions made – Printing Services	1,625,260	1,325,349	1,282,598	1,579,919	1,632,148
<p>Key Services Explanatory Notes:</p> <p>* 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.</p> <p>** 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.</p> <p>*** 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.</p> <p>**** 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.</p>					

FY2022 Performance Highlights

Division of Insurance and Internal Support

Office of Group Insurance (OGI)

- During FY22, as part of the Governor's initiative to provide additional funding for K-12 schools to enhance their benefits offerings, OGI onboarded 26 school districts onto the State's Group Insurance Program. The districts are a mix of size from one benefit-eligible employee to 1,400 benefit-eligible employees, representing all areas of the state.

- OGI was heavily involved in the development, testing and rollout of the State Controller's Office new Luma system. The benefit module of the Luma system now provides a substantially better member experience for enrolling in benefits with a more modern technology and an improved file transfer system with the carriers. Functionality will continue to be developed and refined as the system really takes a foothold in the state government processes.
- During FY22, OGI also worked towards the implementation of offering a Health Savings Account (HSA) program for those employees enrolled in a High Deductible Health Plan. This offering was programmed into the Open Enrollment system and available for employees for the July 1, 2023 plan year. OGI expects to see continued engagement in the HSA with more education to employees about how they can maximize their dollars to pay for health care expenses.
- 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

- Risk management partnered with various state agencies to create an increased awareness for online fraud and how to mitigate against it by following an improved process developed by the State Controller's Office as it relates to information verification.
- Risk Management worked with various agencies in response to situations where shuttle bus operators were younger than 21. Risk Management worked with agency representatives to establish a minimum operator age of 21 due to the increased exposure and risks associated when operating a commercial vehicle with higher passenger capacity.
- Risk Management has partnered with DHR to create a training module that will be used for all State of Idaho vehicle operators. The purpose of this training is to create a standardized resource for vehicle operators that clearly defines the expectation while operating a state vehicle. Topics include the processes to follow to ensure safe vehicle operation while performing work for the State of Idaho and how to handle various situations they may encounter on the road.
- The State of Idaho property insurer FM Global provides a free building plan review as part of its service model. Plan review is a process where an Agency can submit project plans that FM Global engineers can review. During this review process the engineers look to identify deficiencies and make recommendations for fire suppression systems, roofing structure design and composition, and material usage types. Risk Management worked with DPW to create a partnership and dialogue to support the process as it relates to deferred maintenance projects in the State of Idaho. This process will help to reduce property losses.
- Risk partnered with Division of Purchasing to create an improved contract for temporary workers that mitigated newly identified exposures.
- In 2022 state agencies were experiencing delays to get repair quotes for damaged state vehicles, many autobody shops had 2 month repair delays. Risk Management reached out to autobody shops across Idaho to survey them and used the information gathered to create a resource for agencies to obtain timely auto repair services.
- Risk Management created a new loss control follow up process to identify the root cause of each loss. The Loss Control manager uses this process to identify solutions to prevent or reduce that claim type going forward. This process has increased agency awareness and allows Risk to build a strong partnership with the agencies.
- Risk Management partnered with our insurance carrier FM Global to visit insured state properties to identify hazards and provide recommendations to reduce property risk. Each recommendation has "loss expectancy" cost assigned to it. Completing the recommendations reduces our loss expectancy. Risk Management has

worked with agencies to reduce the risk mitigation recommendations causing a reduction of loss expectancy of \$1.5M dollars in FY 23.

Industrial Special Indemnity Fund

Given the potential monetary ramifications of an injured worker being awarded lifetime benefits, the ISIF thoroughly evaluates and analyzes all claims. Claim strategies are developed and determinations are made regarding how best to resolve each claim. In FY23, the ISIF resolved 17 claims through settlement and 6 claims through hearing decisions. The ISIF prevailed on all 6 hearing decisions. Another 12 claims were administratively dismissed. The ISIF remains diligent in pursuing all available options in order to provide benefits to injured workers with qualifying claims, while also maintaining fiscal accountability.

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.

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 Purchasing

State Purchasing

- Purchasing has continued to see a significant volume of projects, including a 68% increase in the number of solicitations completed over FY22. Several complex projects were completed in FY23 including award of the Idaho Behavioral Health Plan, a contract with an initial (4-yr) value of \$1.2billion, and award of a new licensing system for the Division of Occupational and Professional Licenses.
- 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 FY23, Purchasing implemented a new online exemption portal with updated, responsive exemption forms; automated workflow; automated filing; and reporting.
- Purchasing also implemented an online survey tool to assist in the contract renewal process. The survey not only collects basic information that has previously been collected manually (e.g., whether the agency wants to renew the contract), but also information regarding vendor performance. The tool includes responsive questions, automated workflow, and task management for the DOP team.

Federal Surplus Properties (FSP)

- In FY23 FSP donated 2,592 items to various public agencies, nonprofit organizations, and shelters. Approximate market value for all items was \$2,624,958 with FSP charging donees only \$726,619 to cover operating costs. This saved the agencies and political subdivisions nearly \$2 million (72.32%) for equipment, machinery, tools, furniture and many more items necessary for their operations. A great portion of the savings represented taxpayer dollars.
- In FY23, FSP worked closely with customers to facilitate the transfer of a previously donated helicopter from North Idaho College to Idaho State University, ensuring compliance with strict federal regulations for use of such high value federal surplus property.
- Federal surplus works closely with the National Association of State Agencies for Surplus Property (NASASP), to help promote federal surplus property programs, learn best practices from other programs throughout the country, and partner with GSA. During the FY23 Annual Conference, the FSP Buruea Chief was honored to present an award from the National Association to Idaho's Senator Risch.

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. Construction projects for Building 3 included completion of the roof replacement and asbestos abatement. Design work is almost complete in order to start the tenant improvement project for the Idaho Transportation Department.
- DPW manages facilities construction for state agencies. The division administers a rotating list of projects with close to 580 active projects in various stages from pre-design to post-construction. The combined value of these projects currently exceeds \$1.9 billion. The following list is a sample of some of the major projects that have recently been completed:

IDVS: New Veterans Home, Post Falls	\$ 51 million
IDOC: East Dorm Replacement, Kuna	\$ 13.5 million
IDOPL: Chinden Tenant Improvements	\$ 8.4 million

There are several more major projects under construction, including:

UI: Idaho Center for Plant and Soil Health, Parma	\$ 10.5 million
UI: CAFÉ	\$ 27.2 million
ISU: Holt Arena Seating, Pocatello	\$ 17.6 million
ISU: College of Pharmacy Research Labs	\$ 20.2 million

Statewide Leasing Program

- The two-member staff is currently administering a leasing portfolio of 334 leases, consisting of 1,725,748 square feet in 51 cities, for 50 different agencies and commissions.
- In the past fiscal year, the program negotiated 110 leases, consisting of 655,160 square feet representing a total contract value of \$49,149,451, completed 38 requests for proposals and lease modifications in addition to the purchase of IDOC's Pocatello Community Re-Entry Center property and the sale of IDFG Nampa and the ADM 10th and Jefferson, Boise surplus properties.
- The program continues to assist with moving agencies to the Chinden Campus, tracking, negotiating, and creating leases and co-location agreements for state agencies and commissions.

Facilities Services

Capitol Mall

Completed many small remodel projects, including abatement and flooring replacement projects, which included projects for OSBE, Alexander House exterior renovations, Capitol Annex conference room upgrades, SDE, as well as ongoing work for the IWDC. We also installed a new irrigation control system for the Capitol Mall and have made significant improvements to the Steunenbergh Monument on Capitol Boulevard.

- PBF funded projects included the completion of a master plan for the Chinden and Capitol Mall Campus, additional work was completed on Parking Structure # 1, restroom remodels in the LBJ building, and we continue to work through electrical and mechanical upgrades to the Borah Building.
- We identified a list of long-term deferred maintenance projects and have submitted them in conjunction with Phase I of the Governor's deferred maintenance program. We continue to work with our design/build team in identifying projects. Our largest needs at the Capitol Mall include replacing (2) aging HVAC chillers in the central plant, as well as HVAC and fire alarm upgrades to the JRW Building, the LBJ Building, and the PTC Building.

Chinden Campus

Many small remodel and projects were completed at the Chinden Campus, including removing and replacing the roof on Building 3, as well as interior demolition and abatement in Building 3 in preparation for new construction work for ITD, slated to begin early next year.

- Cafeteria is now fully online after an extensive remodel and is serving food again after a three year absence on the campus. We also created a smaller conference room for the campus tenants, called the Les Bois room and outfitted the room with an A/V package for presentational or video conferencing.
- We identified a list of long-term deferred maintenance projects and have submitted them in conjunction with Phase I of the Governor's deferred maintenance program. We continue to work with our design/build team in identifying projects. Our largest needs at the Chinden Campus include replacing (3) large chillers in Chill Plant 2, as well as replacement roofs for building 1 and the cafeteria.

Part II – Performance Measures

Performance Measure		FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY2024
<p>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.</p>							
1. Reduce the States \$3.15 billion Loss Expectancy (LE) by \$10 million each year for the next 5 years by addressing risks identified by FM Global Engineers.	actual					\$3.15 Billion LE	
	target	----	\$922,848	\$874,277	\$825,706	\$777,135	\$3.14 Billion LE
<p>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.</p>							
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	41.5	
	target	37.1 days	35.2 days	34.6 days	34.6 days	33 days	31.4 days
<p>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.</p>							
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. Note: FY2022 Actuals FCI numbers were revised to reflect new VFA facility condition reports.	actual	----	----	----	Capitol Mall FCI = 0.17 (Initial) Chinden Campus FCI = 0.41 (Initial)	Capitol Mall FCI = 0.13 Chinden Campus FCI = 0.36	
	Target Benchmark 0.10	----	----	N/A	N/A	Capitol Mall FCI = 0.16 Chinden Campus FCI = 0.41	Capitol Mall FCI = 0.15 Chinden Campus FCI = 0.39
<p>Goal 4 – Division of Security; 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.</p>							
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	30 hours	
	target	----	----	31 hr; 50 min	30 hr; 40 min	29 hr; 30 min	28hr; 20 min
<p>Goal 5 – Division of Security; 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.</p>							
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	1 day; 12 hours	
	target	----	----	1day; 22 hours	1 day; 18 hours	1 day; 14 hours	1 day; 10 hours

Performance Measure		FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY2024
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%	9%	
	target	----	----	7%	7%	9%	14%
<p>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.</p>							
7. Federal Surplus Properties increases the annual number of registered and/or active donees by 5% each year until benchmark is reached by FY23. Baseline established in FY19.	actual	141	129	138	127	130	
	target	----	148	155	163	171	179
<p>This goal is no longer relevant and has been removed from the Strategic Plan, as well. Goal 7 – Division of Purchasing Implement an in-state purchasing certification program.</p>							
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****	0****	
	target	---	---	35	40	40	No FY24 Target, this goal is no longer relevant and has been removed from the Strategic Plan as well.
<p>This goal is no longer relevant and has been removed from the Strategic Plan, as well. 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.</p>							
9. Program operating costs increase by no more than 3% annually.	actual	\$3.50	\$3.58	\$5.30	\$2.30	\$3.40	
	target	<=\$3.64	<=\$3.64	<=\$3.69	<=\$3.74	<=\$3.40	No FY24 Target, this goal is no longer relevant and has been removed from the Strategic Plan as well.
<p>This goal is no longer relevant and has been removed from the Strategic Plan, as well. 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.</p>							
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	No FY24 Target, this goal is no longer relevant and has been removed from the Strategic Plan as well.

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.

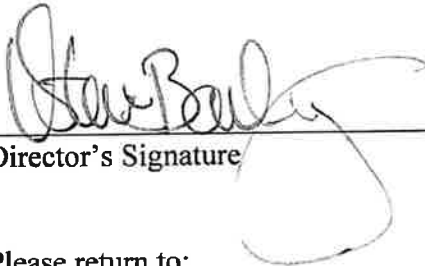
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Director Attestation for Performance Report

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



Director's Signature

September 1, 2023
Date

Please return to:

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