



Fiscal Year 2026 Budget

**“Providing Business Solutions for Idaho State
Government”**

September 1, 2024

Brad Little, Governor

Department of Administration

Steve Bailey, Director

Agency Summary And Certification

FY 2026 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: 09/13/2024

			FY 2024 Total Appropriation	FY 2024 Total Expenditures	FY 2025 Original Appropriation	FY 2025 Estimated Expenditures	FY 2026 Total Request
Appropriation Unit							
Capital Commission			4,639,900	54,300	2,342,000	6,927,600	2,342,000
Document Services			1,882,000	1,488,700	2,913,300	2,913,300	1,933,400
Management Services			1,135,700	1,021,600	1,155,600	1,156,800	1,525,500
Office of Insurance Management			2,326,300	2,115,900	2,608,300	2,607,100	2,713,100
Public Works			21,054,600	19,578,600	21,755,800	21,763,400	21,324,400
Purchasing			2,712,800	2,368,900	3,058,200	2,866,400	2,917,600
Total			33,751,300	26,628,000	33,833,200	38,234,600	32,756,000
By Fund Source							
G	10000	General	2,692,000	2,621,200	2,709,700	2,709,700	2,794,800
F	34430	Federal	0	0	1,054,200	1,054,200	0
D	36500	Dedicated	4,084,500	3,686,400	4,345,500	4,353,100	4,504,200
D	45000	Dedicated	19,214,900	17,410,700	19,973,600	19,781,800	19,576,300
D	45600	Dedicated	664,100	628,900	667,600	667,600	678,200
D	46100	Dedicated	1,063,900	1,063,800	1,308,000	1,308,000	1,322,000
D	46200	Dedicated	1,045,200	930,800	1,082,300	1,082,300	1,183,700
D	48109	Dedicated	239,900	0	142,000	381,900	142,000
D	48269	Dedicated	4,400,000	54,300	2,200,000	6,545,700	2,200,000
D	51900	Dedicated	346,800	231,900	350,300	350,300	354,800
Total			33,751,300	26,628,000	33,833,200	38,234,600	32,756,000
By Account Category							
Personnel Cost			11,638,300	10,552,400	12,477,700	12,477,700	12,966,900
Operating Expense			17,442,700	15,794,600	17,457,800	17,505,900	17,458,500
Capital Outlay			4,670,300	281,000	3,897,700	8,251,000	2,330,600
Total			33,751,300	26,628,000	33,833,200	38,234,600	32,756,000
FTP Positions			126.00	126.00	134.00	134.00	137.00
Total			126.00	126.00	134.00	134.00	137.00

Division Description**Request for Fiscal Year:** 2026**Agency:** Department of Administration

200

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; however, this program is not currently being utilized.

Division Description**Request for Fiscal Year:** 2026**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:** 2026**Agency:** Department of Administration

200

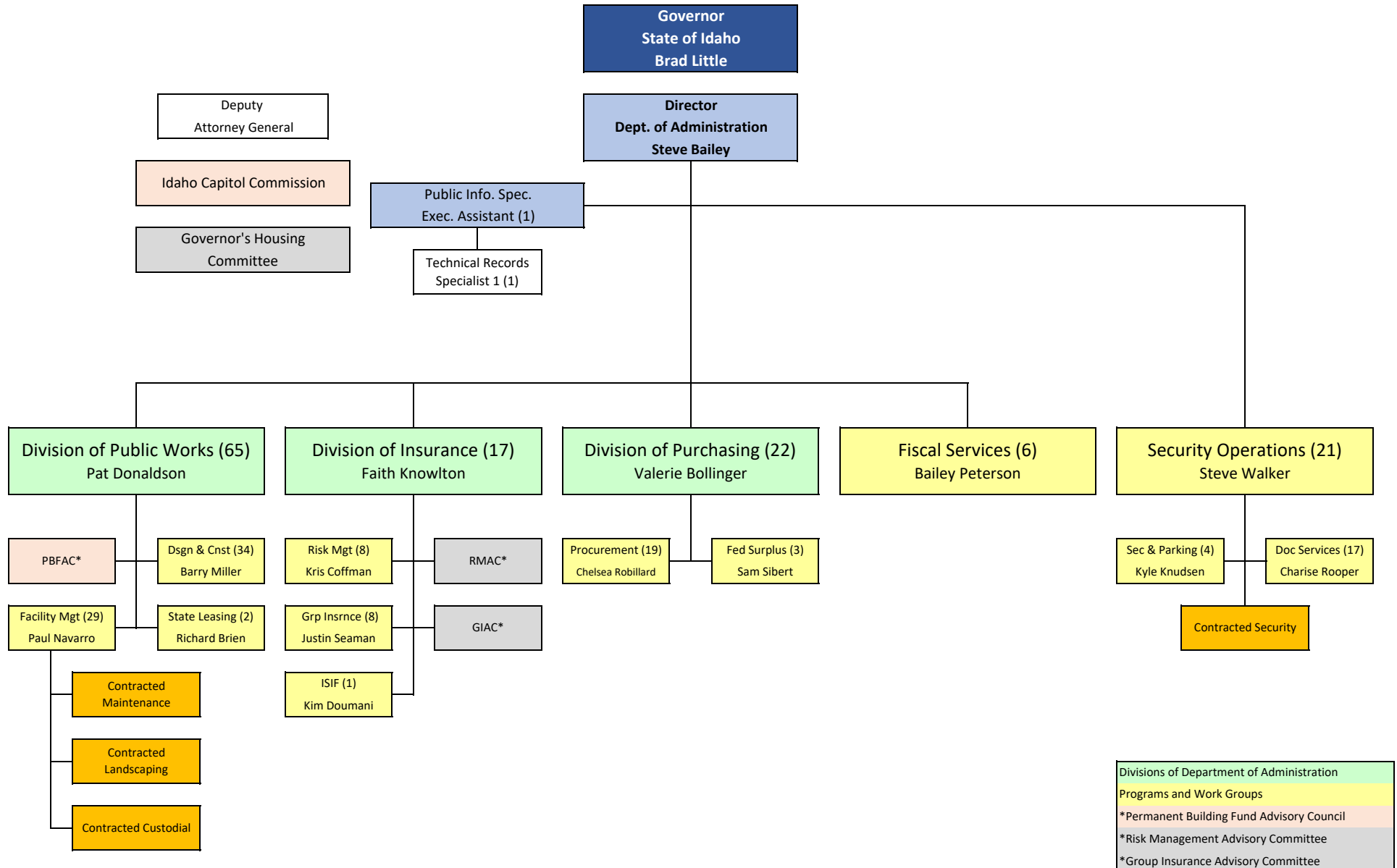
Division: Bond Payments

AD3

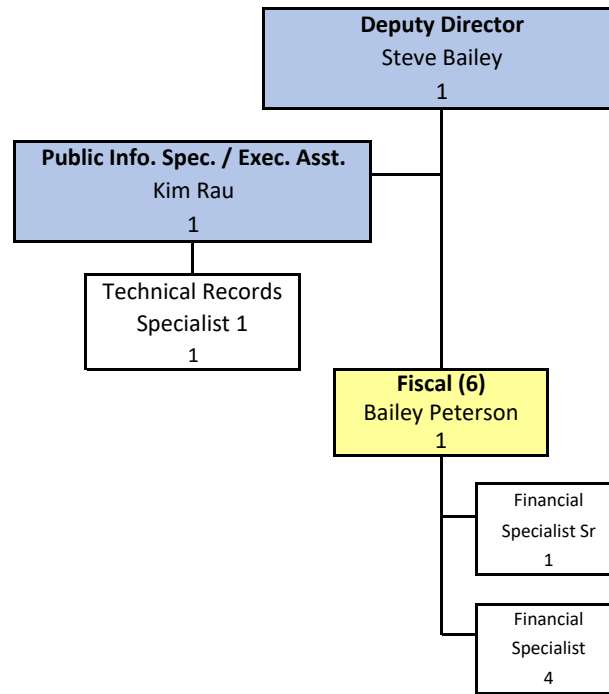
Statutory Authority: IC 67-5701

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.

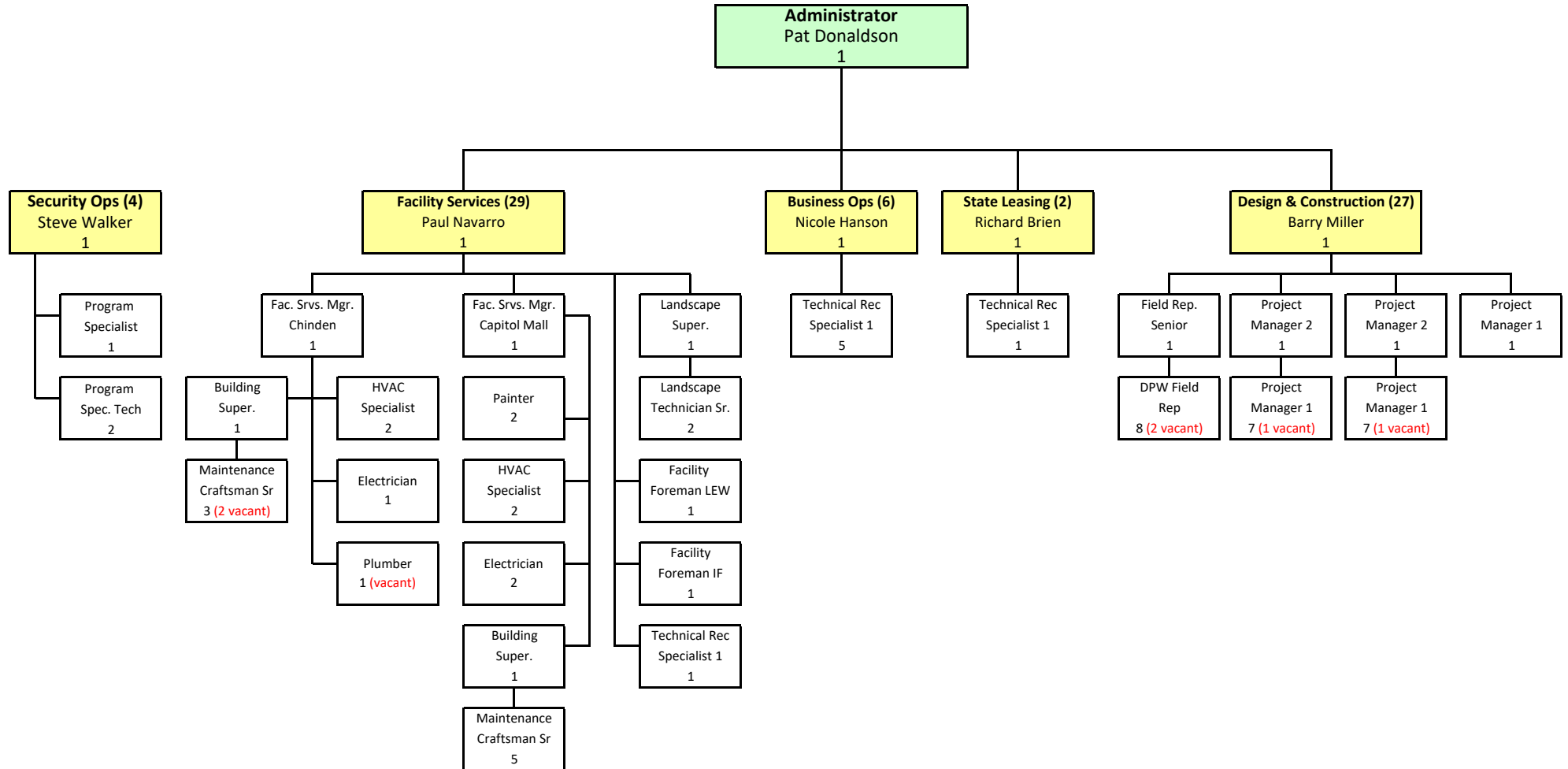
STATE OF IDAHO
Department of Administration (134 FTP)
08-23-24



DEPARTMENT OF ADMINISTRATION
Budgeted Program - Management Services (9 FTP)
Vacant FTP - 0



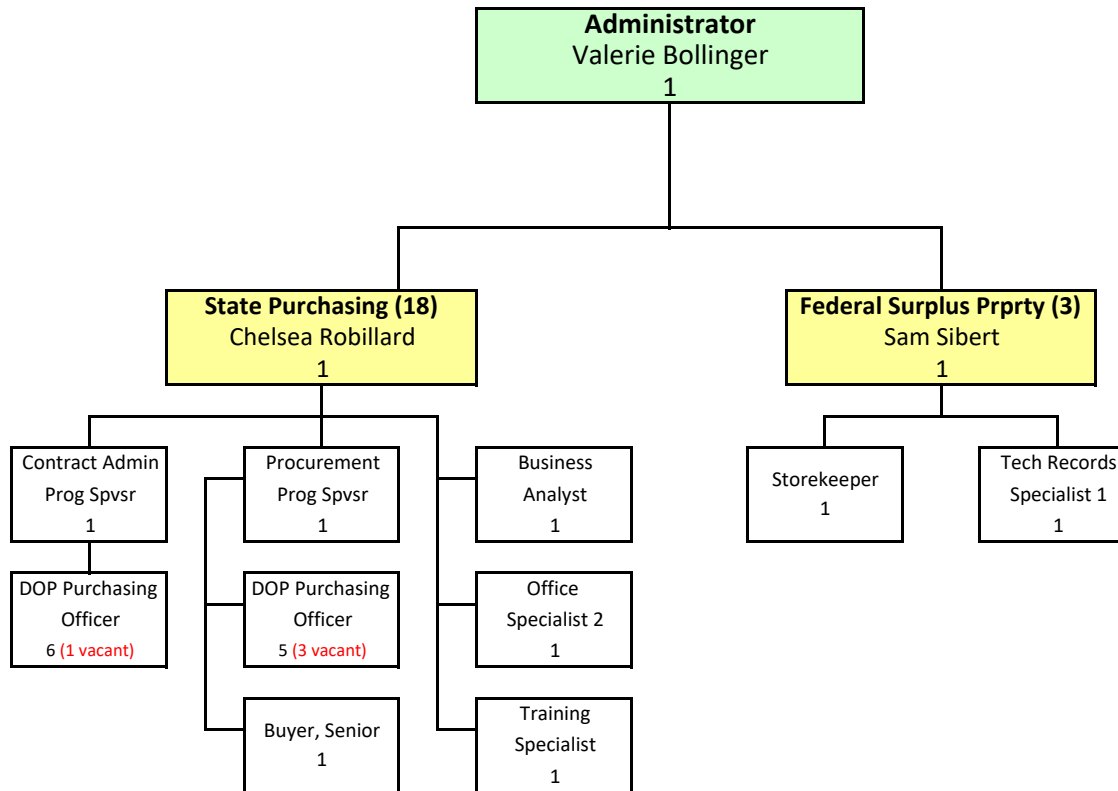
DEPARTMENT OF ADMINISTRATION
Budgeted Program - Public Works (69 FTP)
Vacant FTP - 7



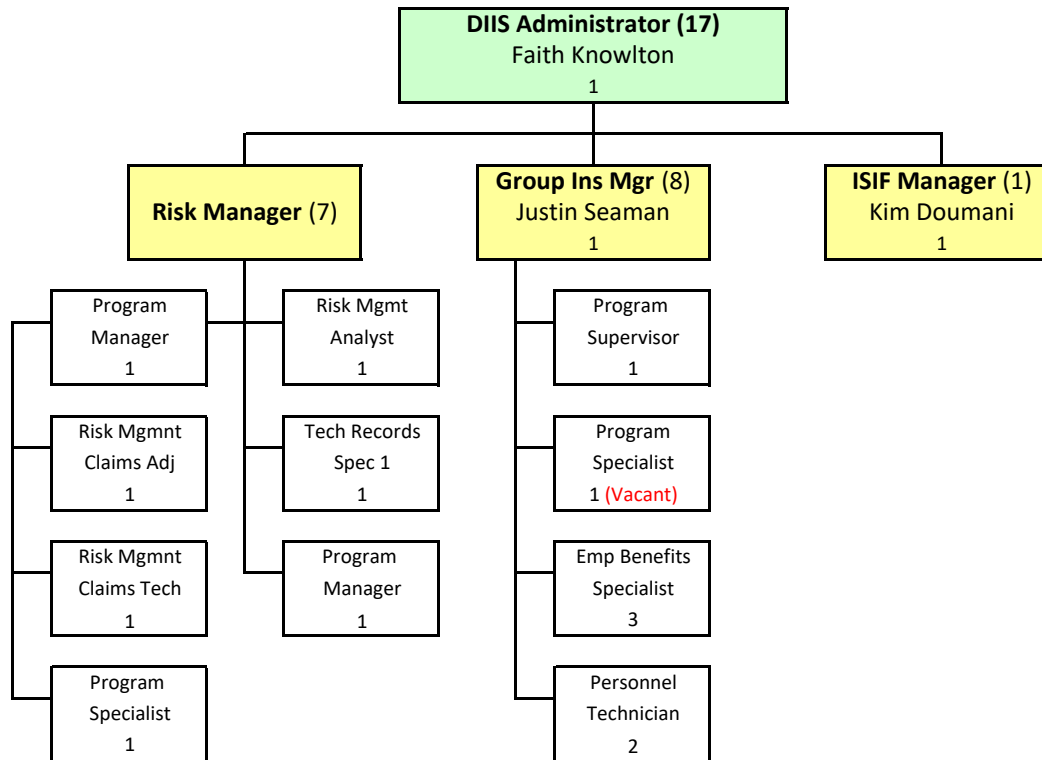
DEPARTMENT OF ADMINISTRATION

Division of Purchasing (22 FTP)

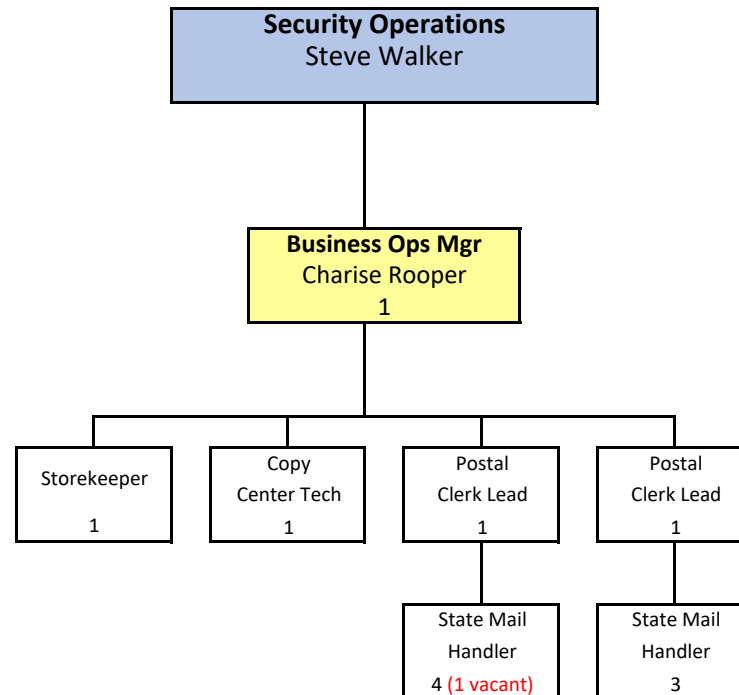
Vacant FTP - 4



DEPARTMENT OF ADMINISTRATION
Budgeted Program - Insurance Management (17 FTP)
Vacant FTP - 1



DEPARTMENT OF ADMINISTRATION
Budgeted Program - Document Services (17 FTP)
Vacant FTP - 1



Agency Revenues

Request for Fiscal Year: 2026

Agency: Department of Administration

200

			FY 22 Actuals	FY 23 Actuals	FY 24 Actuals	FY 25 Estimated Revenue	FY 26 Estimated Revenue	Significant Assumptions
Fund	36500	Permanent Building Fund						
	400	Taxes Revenue	0	0	21,212,614	19,692,000	19,837,300	Based on DFM projection
	445	Sale of Land, Buildings & Equipment	0	0	37,114,290	60,339,800	60,339,800	Varies depending on agency fund project, average of last 3 years
	450	Fed Grants & Contributions	0	0	0	0	0	Coding error, no future grant revenue expected.
	460	Interest	0	0	80,641,955	60,410,000	58,136,900	Based on DFM projection
	463	Rent And Lease Income	0	0	270,334	269,600	269,600	Average of last 2 years
	470	Other Revenue	0	0	1,973	0	0	None Expected
	482	Other Fund Stat	0	0	129,329,009	24,953,000	4,000,000	BFY25 Transfer in from HB 735 and Stat Transfer from 45026, BFY26 estimate from 45026 transfer
		Permanent Building Fund Total	0	0	268,570,175	165,664,400	142,583,600	
Fund	36600	Governor'S Residence Fund						
	460	Interest	7,000	5,214	4,383	3,000	3,000	The balance of this fund is decreasing, we expect a decrease in BFY25.
	467	Other Investment Income	0	456	0	0	0	
		Governor'S Residence Fund Total	7,000	5,670	4,383	3,000	3,000	
Fund	36601	Governor'S Residence Fund: Idaho Community Foundation						
	460	Interest	2,500	4,675	6,719	5,700	5,700	Average of last 2 years
		Governor'S Residence Fund: Idaho Community Foundation Total	2,500	4,675	6,719	5,700	5,700	
Fund	45000	Admin Acct Svcs Appd&Cont Isf						
	435	Sale of Services	0	0	9,120,987	8,450,200	8,450,200	Average of the last 3 years
	441	Sales of Goods	0	0	119,845	199,900	199,900	Refund in BFY24, use average of BFY 22 and 23
	460	Interest	0	0	197,842	215,000	215,000	This fund balance will be less as activities shift to 45000, interest will be less.
	463	Rent And Lease Income	0	0	14,332,343	16,000,000	16,000,000	Capitol Mall rent increased effective BFY25, expect an increase.
	470	Other Revenue	0	0	666,486	7,200	7,200	Utilites revenue that has historically been adjusted to expenditures to offset the HP use of our appropriation.
	482	Other Fund Stat	0	0	1,737,500	1,737,500	1,737,500	Statutory Transfers
		Admin Acct Svcs Appd&Cont Isf Total	0	0	26,175,003	26,609,800	26,609,800	

Agency Revenues

Request for Fiscal Year: 2026

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

435	Sale of Services	23,200	22,250	0	0	0
460	Interest	1,700	6,141	0	0	0
470	Other Revenue	0	16	0	0	0

Admin Acct Svcs Appd&Cont Isf: Small Agency Business Mgmt Total		24,900	28,407	0	0	0
--	--	---------------	---------------	----------	----------	----------

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

435	Sale of Services	25,400	28,595	0	0	0
441	Sales of Goods	3,400	2,400	0	0	0
460	Interest	22,400	84,499	0	0	0
463	Rent And Lease Income	17,433,200	16,342,831	0	0	0
470	Other Revenue	6,500	7,906	0	0	0

Admin Acct Svcs Appd&Cont Isf: Facilities Services Total		17,490,900	16,466,231	0	0	0
---	--	-------------------	-------------------	----------	----------	----------

Fund 45027 Admin Acct Svcs Appd&Cont Isf: Purchasing

435	Sale of Services	2,167,200	2,222,191	0	0	0
441	Sales of Goods	0	500	0	0	0
460	Interest	11,400	86,050	0	0	0
470	Other Revenue	100	1	0	0	0

Admin Acct Svcs Appd&Cont Isf: Purchasing Total		2,178,700	2,308,742	0	0	0
--	--	------------------	------------------	----------	----------	----------

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

435	Sale of Services	6,177,396	5,674,320	0	0	0
441	Sales of Goods	246,500	196,933	0	0	0
445	Sale of Land, Buildings & Equipment	0	500	0	0	0
460	Interest	3,000	22,849	0	0	0
470	Other Revenue	0	164	0	0	0

Admin Acct Svcs Appd&Cont Isf: Document Services-Ded Total		6,426,896	5,894,766	0	0	0
---	--	------------------	------------------	----------	----------	----------

Agency Revenues

Request for Fiscal Year: 2026

Fund 45600 Surplus Property Revolving Fund

441	Sales of Goods	602,300	854,672	769,898	742,000	742,000	Average of the last 3 years
445	Sale of Land, Buildings & Equipment	0	0	155	0	0	
450	Fed Grants & Contributions	101,300	191,695	26,673	106,000	106,000	Average of the last 3 years
460	Interest	1,300	11,617	21,625	16,600	16,600	Average of last 2 years
463	Rent And Lease Income	0	0	(105)	0	0	
470	Other Revenue	4,500	49	0	0	0	
Surplus Property Revolving Fund Total		709,400	1,058,033	818,246	864,600	864,600	

Fund 46100 Group Ins Acct Appd&Cont Isf,

435	Sale of Services	0	0	1,401,350	1,400,000	1,400,000	There is significant growth in the program, expect similar revenue to BFY24.
460	Interest	0	26	2,472	1,700	1,700	Average of last 2 years
Group Ins Acct Appd&Cont Isf, Total		0	26	1,403,822	1,401,700	1,401,700	

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

435	Sale of Services	471,400	939,517	0	0	0	
460	Interest	1,500	1,171	0	0	0	
470	Other Revenue	11	0	0	0	0	
Group Ins Acct Appd&Cont Isf,: Group Ins-Admin Total		472,911	940,688	0	0	0	

Fund 46200 Retained Risk Account

435	Sale of Services	0	0	838,824	833,800	833,800	Average of the last 3 years
460	Interest	0	378	9,672	11,200	11,200	Average of last 2 years
Retained Risk Account Total		0	378	848,496	845,000	845,000	

Fund 46299 Retained Risk Account: Risk Management Administration

435	Sale of Services	785,600	876,955	0	0	0	
460	Interest	1,900	12,234	0	0	0	
470	Other Revenue	34	13	0	0	0	
Retained Risk Account: Risk Management Administration Total		787,534	889,202	0	0	0	

Agency Revenues

Request for Fiscal Year: 2026

Fund 48109 Income Funds: Capitol Commission Operating Fund

460	Interest	1,100	8,910	16,886	12,900	12,900	Average of last 2 years
470	Other Revenue	0	250,000	0	0	0	Transfer came in as a check instead in BFY23. Activity is recorded under 482.
482	Other Fund Stat	0	0	250,000	250,000	250,000	
Income Funds: Capitol Commission Operating Fund Total		1,100	258,910	266,886	262,900	262,900	

Fund 48269 Endowment Earnings Reserve Funds: Capitol Maintenance

460	Interest	0	0	936	8,500	8,500	Activity transferred here from 48279, average of 48279 and 48269
470	Other Revenue	0	0	0	650,000	650,000	Activity transferred here from 48279, average of 48279 and 48269
Endowment Earnings Reserve Funds: Capitol Maintenance Total		0	0	936	658,500	658,500	

Fund 48279 Endowment Earnings Reserve Funds: Capitol Maintenance

460	Interest	4,100	12,885	(319)	0	0	Activity transferred to 48269.
470	Other Revenue	528,000	771,819	0	0	0	Activity transferred to 48269.
Endowment Earnings Reserve Funds: Capitol Maintenance Total		532,100	784,704	(319)	0	0	

Fund 51900 Industrial Special Indemnity Fund

400	Taxes Revenue	0	0	4,081,003	4,000,000	4,000,000	Transfer from Industrial Commission, used to be a transfer in legacy that was not previously recorded here.
460	Interest	43,500	126,245	187,312	156,800	156,800	Average of last 2 years
470	Other Revenue	17,900	7,721	7,870	7,800	7,800	Average of last 2 years
Industrial Special Indemnity Fund Total		61,400	133,966	4,276,185	4,164,600	4,164,600	
Agency Name Total		28,695,341	28,774,398	302,370,532	200,480,200	177,399,400	

Analysis of Fund Balances

Request for Fiscal Year: 2026

Agency: Department of Administration

200

Fund: ARPA State Fiscal Recovery Fund

34430

Sources and Uses:

This fund is used for ARPA fund appropriated to the Department. Funding is limited to the appropriations granted by the legislature.

	FY 22 Actuals	FY 23 Actuals	FY 24 Actuals	FY 25 Estimate	FY 26 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	2,900,000	0	1,054,200	0	Transfer in for the purchase of a sorting machine. HB726
07. Operating Transfers In	0	0	0	0	0	
08. Total Available for Year	0	2,900,000	0	1,054,200	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	1,054,200	0	
14. Prior Year Reappropriations, Supplementals, Recessions	0	2,900,000	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	2,900,000	0	1,054,200	0	
19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)	0	2,900,000	0	1,054,200	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: 2026

Agency: Department of Administration

200

Fund: Permanent Building Fund

36500

Sources and Uses:

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

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

	FY 22 Actuals	FY 23 Actuals	FY 24 Actuals	FY 25 Estimate	FY 26 Estimate
01. Beginning Free Fund Balance	(12,620,552)	(110,997,910)	(289,309,432)	731,483,708	1,003,909,889
02. Encumbrances as of July 1	0	61,639	0	7,581	0
02a. Reappropriation (Legislative Carryover)	81,273,616	657,992,707	786,042,252	0	0
03. Beginning Cash Balance	68,653,064	547,056,436	496,732,820	731,491,289	1,003,909,889
04. Revenues (from Form B-11)	87,645,415	101,796,160	139,241,166	109,600,000	109,600,000
05. Non-Revenue Receipts and Other Adjustments	95,310	(12,408,443)	139,241,166	140,711,400	138,583,600
06. Statutory Transfers In	505,800,754	486,957,191	129,329,009	200,000,000	200,000,000
07. Operating Transfers In	34,710,004	46,975,247	135,798	28,700,000	28,700,000
08. Total Available for Year	696,904,547	1,170,376,591	904,679,959	1,210,502,689	1,480,793,489
09. Statutory Transfers Out	1,737,500	1,737,500	1,737,500	1,737,500	1,737,500
10. Operating Transfers Out	14,478,068	25,568,438	126,400	25,600,000	25,600,000
11. Non-Expenditure Distributions and Other Adjustments	546,837	501,673,779	0	0	0
12. Cash Expenditures for Prior Year Encumbrances	0	61,639	0	0	0
13. Original Appropriation	52,987,200	215,362,100	189,266,300	179,255,300	180,000,000
14. Prior Year Reappropriations, Supplementals, Recessions	545,798,616	960,801,407	94,739,650	0	0
15. Non-cogs, Receipts to Appropriations, etc.	4,390	0	4,390	0	0
16. Reversions and Continuous Appropriations	192,349,846	(245,518,840)	(112,677,989)	0	0
17. Current Year Reappropriation	(657,992,707)	(786,042,252)	0	0	0
18. Reserve for Current Year Encumbrances	(61,639)	0	(7,581)	0	0
19. Current Year Cash Expenditures	133,085,706	144,602,415	171,324,770	179,255,300	180,000,000
19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)	133,147,345	144,602,415	171,332,351	179,255,300	180,000,000
20. Ending Cash Balance	547,056,436	496,732,820	731,491,289	1,003,909,889	1,273,455,989
21. Prior Year Encumbrances as of June 30	0	0	0	0	0
22. Current Year Encumbrances as of June 30	61,639	0	7,581	0	0
22a. Current Year Reappropriation	657,992,707	786,042,252	0	0	0
23. Borrowing Limit	0	0	0	0	0
24. Ending Free Fund Balance	(110,997,910)	(289,309,432)	731,483,708	1,003,909,889	1,273,455,989
24a. Investments Direct by Agency (GL 1203)	150,177,100	664,027,454	686,506,470	686,500,500	686,500,500
24b. Ending Free Fund Balance Including Direct Investments	39,179,190	374,718,022	1,417,990,178	1,690,410,389	1,959,956,489
26. Outstanding Loans (if this fund is part of a loan program)	0	0	0	0	0

Note:

See GL JE 198, 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: 2026

Agency: Department of Administration

200

Fund: Governor'S Residence Fund

36600

Sources and Uses:

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

	FY 22 Actuals	FY 23 Actuals	FY 24 Actuals	FY 25 Estimate	FY 26 Estimate
01. Beginning Free Fund Balance	9,769	6,269	6,992	(49,233)	(46,233)
02. Encumbrances as of July 1	0	0	0	0	0
02a. Reappropriation (Legislative Carryover)	0	0	0	0	0
03. Beginning Cash Balance	9,769	6,269	6,992	(49,233)	(46,233)
04. Revenues (from Form B-11)	7,000	5,670	4,383	3,000	3,000
05. Non-Revenue Receipts and Other Adjustments	50,100	55,661	0	60,608	60,608
06. Statutory Transfers In	0	0	0	0	0
07. Operating Transfers In	0	0	0	0	0
08. Total Available for Year	66,869	67,600	11,375	14,375	17,375
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	60,600	60,608	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	60,600	60,608	60,608	60,608	60,608
19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)	60,600	60,608	60,608	60,608	60,608
20. Ending Cash Balance	6,269	6,992	(49,233)	(46,233)	(43,233)
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	6,269	6,992	(49,233)	(46,233)	(43,233)
24a. Investments Direct by Agency (GL 1203)	236,200	180,526	185,220	124,600	64,000
24b. Ending Free Fund Balance Including Direct Investments	242,469	187,518	135,987	78,367	20,767
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: 2026

Agency: Department of Administration

200

Fund: Governor'S Residence Fund: Idaho Community Foundation

36601

Sources and Uses:

	FY 22 Actuals	FY 23 Actuals	FY 24 Actuals	FY 25 Estimate	FY 26 Estimate
01. Beginning Free Fund Balance	12,046	12,046	12,346	19,065	24,765
02. Encumbrances as of July 1	0	0	0	0	0
02a. Reappropriation (Legislative Carryover)	0	0	0	0	0
03. Beginning Cash Balance	12,046	12,046	12,346	19,065	24,765
04. Revenues (from Form B-11)	2,500	4,700	6,719	5,700	5,700
05. Non-Revenue Receipts and Other Adjustments	(2,500)	(4,400)	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	12,046	12,346	19,065	24,765	30,465
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	12,346	19,065	24,765	30,465
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	12,346	19,065	24,765	30,465
24a. Investments Direct by Agency (GL 1203)	185,900	190,300	196,547	202,300	208,000
24b. Ending Free Fund Balance Including Direct Investments	197,946	202,646	215,612	227,065	238,465
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: 2026

Agency: Department of Administration

200

Fund: Admin Acct Svcs Appd&Cont Isf

45000

Sources and Uses:

State agencies, departments and institutions may sell goods, products and services to the public and political entities. The Department of Administration bills for services including postal, building space, parking, purchasing, records management 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 settlements.

	FY 22 Actuals	FY 23 Actuals	FY 24 Actuals	FY 25 Estimate	FY 26 Estimate
01. Beginning Free Fund Balance	11,955,786	11,854,948	10,019,567	8,166,030	14,586,630
02. Encumbrances as of July 1	164,177	123,963	0	0	0
02a. Reappropriation (Legislative Carryover)	0	0	0	0	0
03. Beginning Cash Balance	12,119,963	11,978,911	10,019,567	8,166,030	14,586,630
04. Revenues (from Form B-11)	26,332,758	24,687,132	24,437,504	26,609,800	26,609,800
05. Non-Revenue Receipts and Other Adjustments	1,153,515	219,692	0	0	0
06. Statutory Transfers In	1,737,500	1,737,500	1,737,500	1,737,500	1,737,500
07. Operating Transfers In	894,926	1,231,136	627,600	917,000	917,000
08. Total Available for Year	42,238,662	39,854,371	36,822,171	37,430,330	43,850,930
09. Statutory Transfers Out	7,088,300	6,773,491	4,480,909	1,953,100	2,500,000
10. Operating Transfers Out	894,900	1,231,136	627,600	917,000	917,000
11. Non-Expenditure Distributions and Other Adjustments	1,019,536	864,783	0	0	0
12. Cash Expenditures for Prior Year Encumbrances	138,200	117,805	0	0	0
13. Original Appropriation	16,701,400	16,918,900	19,214,900	19,973,600	19,646,600
14. Prior Year Reappropriations, Supplementals, Recessions	0	0	0	0	0
15. Non-cogs, Receipts to Appropriations, etc.	0	500	0	0	0
16. Reversions and Continuous Appropriations	4,515,401	3,928,189	4,332,732	0	0
17. Current Year Reappropriation	0	0	0	0	0
18. Reserve for Current Year Encumbrances	(97,986)	0	0	0	0
19. Current Year Cash Expenditures	21,118,815	20,847,589	23,547,632	19,973,600	19,646,600
19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)	21,216,801	20,847,589	23,547,632	19,973,600	19,646,600
20. Ending Cash Balance	11,978,911	10,019,567	8,166,030	14,586,630	20,787,330
21. Prior Year Encumbrances as of June 30	25,977	0	0	0	0
22. Current Year Encumbrances as of June 30	97,986	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	11,854,948	10,019,567	8,166,030	14,586,630	20,787,330
24a. Investments Direct by Agency (GL 1203)	0	0	0	0	0
24b. Ending Free Fund Balance Including Direct Investments	11,854,948	10,019,567	8,166,030	14,586,630	20,787,330
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: 2026

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. 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 capital.

	FY 22 Actuals	FY 23 Actuals	FY 24 Actuals	FY 25 Estimate	FY 26 Estimate
01. Beginning Free Fund Balance	246,959	394,825	610,982	816,699	1,030,599
02. Encumbrances as of July 1	0	0	0	0	0
02a. Reappropriation (Legislative Carryover)	0	0	0	0	0
03. Beginning Cash Balance	246,959	394,825	610,982	816,699	1,030,599
04. Revenues (from Form B-11)	709,400	1,058,032	818,246	864,600	864,600
05. Non-Revenue Receipts and Other Adjustments	16,600	(72,192)	0	0	0
06. Statutory Transfers In	0	0	0	0	0
07. Operating Transfers In	14,600	15,500	16,400	16,900	17,400
08. Total Available for Year	987,559	1,396,165	1,445,628	1,698,199	1,912,599
09. Statutory Transfers Out	0	0	0	0	0
10. Operating Transfers Out	14,600	15,500	0	0	0
11. Non-Expenditure Distributions and Other Adjustments	17,234	118,272	0	0	0
12. Cash Expenditures for Prior Year Encumbrances	0	0	0	0	0
13. Original Appropriation	629,600	645,900	664,100	667,600	672,000
14. Prior Year Reappropriations, Supplementals, Recessions	0	0	0	0	0
15. Non-cogs, Receipts to Appropriations, etc.	35,300	30,378	0	0	0
16. Reversions and Continuous Appropriations	(104,000)	(24,867)	(35,171)	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	560,900	651,411	628,929	667,600	672,000
19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)	560,900	651,411	628,929	667,600	672,000
20. Ending Cash Balance	394,825	610,982	816,699	1,030,599	1,240,599
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	394,825	610,982	816,699	1,030,599	1,240,599
24a. Investments Direct by Agency (GL 1203)	0	0	0	0	0
24b. Ending Free Fund Balance Including Direct Investments	394,825	610,982	816,699	1,030,599	1,240,599
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: 2026

Agency: Department of Administration

200

Fund: Group Ins Acct Appd&Cont Isf,

46100

Sources and Uses:

A monthly per employee payment or transfer is made by each agency to the Department of Administration to fund the Group Insurance Program. The fund contains all contributions collected pursuant to the Group Insurance Act and all interest earned. Funds 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, etc.

	FY 22 Actuals	FY 23 Actuals	FY 24 Actuals	FY 25 Estimate	FY 26 Estimate
01. Beginning Free Fund Balance	81,993,387	68,786,445	88,775,559	126,407,230	604,045,030
02. Encumbrances as of July 1	0	0	0	0	0
02a. Reappropriation (Legislative Carryover)	0	0	0	0	0
03. Beginning Cash Balance	81,993,387	68,786,445	88,775,559	126,407,230	604,045,030
04. Revenues (from Form B-11)	321,967,046	418,626,871	475,246,709	500,000,000	500,000,000
05. Non-Revenue Receipts and Other Adjustments	(520,440)	(1,370,657)	0	0	0
06. Statutory Transfers In	0	25,000,000	21,000,000	0	0
07. Operating Transfers In	53,400	63,200	87,000	89,600	92,300
08. Total Available for Year	403,493,393	511,105,859	585,109,268	626,496,830	1,104,137,330
09. Statutory Transfers Out	0	0	0	21,054,200	0
10. Operating Transfers Out	53,400	63,200	87,000	89,600	92,300
11. Non-Expenditure Distributions and Other Adjustments	(8,652)	(297,208)	0	0	0
12. Cash Expenditures for Prior Year Encumbrances	0	0	0	0	0
13. Original Appropriation	936,900	969,500	1,063,900	1,308,000	1,305,000
14. Prior Year Reappropriations, Supplementals, Recessions	0	30,700	0	0	0
15. Non-cogs, Receipts to Appropriations, etc.	0	0	0	0	0
16. Reversions and Continuous Appropriations	333,725,300	421,564,108	457,551,138	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	334,662,200	422,564,308	458,615,038	1,308,000	1,305,000
19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)	334,662,200	422,564,308	458,615,038	1,308,000	1,305,000
20. Ending Cash Balance	68,786,445	88,775,559	126,407,230	604,045,030	1,102,740,030
21. Prior Year Encumbrances as of June 30	0	0	0	0	0
22. Current Year Encumbrances as of June 30	0	0	0	0	0
22a. Current Year Reappropriation	0	0	0	0	0
23. Borrowing Limit	0	0	0	0	0
24. Ending Free Fund Balance	68,786,445	88,775,559	126,407,230	604,045,030	1,102,740,030
24a. Investments Direct by Agency (GL 1203)	37,645,300	45,494,732	47,014,419	49,000,000	49,000,000
24b. Ending Free Fund Balance Including Direct Investments	106,431,745	134,270,291	173,421,649	653,045,030	1,151,740,030
26. Outstanding Loans (if this fund is part of a loan program)	0	0	0	0	0

Returning unused ARPA Funds

Note:

Analysis of Fund Balances

Request for Fiscal Year: 2026

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 rate. 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.

	FY 22 Actuals	FY 23 Actuals	FY 24 Actuals	FY 25 Estimate	FY 26 Estimate
01. Beginning Free Fund Balance	6,959,478	8,458,336	6,422,450	5,271,756	18,889,456
02. Encumbrances as of July 1	0	0	0	0	0
02a. Reappropriation (Legislative Carryover)	0	0	0	0	0
03. Beginning Cash Balance	6,959,478	8,458,336	6,422,450	5,271,756	18,889,456
04. Revenues (from Form B-11)	15,034,700	13,030,730	15,922,230	14,700,000	14,700,000
05. Non-Revenue Receipts and Other Adjustments	(103,400)	(210,980)	0	0	0
06. Statutory Transfers In	0	0	0	0	0
07. Operating Transfers In	55,200	164,271	34,100	35,100	36,200
08. Total Available for Year	21,945,978	21,442,357	22,378,780	20,006,856	33,625,656
09. Statutory Transfers Out	0	0	0	0	0
10. Operating Transfers Out	55,200	164,271	34,100	35,100	36,200
11. Non-Expenditure Distributions and Other Adjustments	3,922	(3,873)	0	0	0
12. Cash Expenditures for Prior Year Encumbrances	0	0	0	0	0
13. Original Appropriation	962,200	1,012,400	1,045,200	1,082,300	1,166,200
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	12,466,320	13,847,109	16,027,724	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	13,428,520	14,859,509	17,072,924	1,082,300	1,166,200
19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)	13,428,520	14,859,509	17,072,924	1,082,300	1,166,200
20. Ending Cash Balance	8,458,336	6,422,450	5,271,756	18,889,456	32,423,256
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	8,458,336	6,422,450	5,271,756	18,889,456	32,423,256
24a. Investments Direct by Agency (GL 1203)	8,809,700	9,025,532	9,330,982	9,500,000	9,500,000
24b. Ending Free Fund Balance Including Direct Investments	17,268,036	15,447,982	14,602,738	28,389,456	41,923,256
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: 2026

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. 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.

	FY 22 Actuals	FY 23 Actuals	FY 24 Actuals	FY 25 Estimate	FY 26 Estimate
01. Beginning Free Fund Balance	153,519	68,981	53,689	83,825	61,925
02. Encumbrances as of July 1	0	0	0	0	0
02a. Reappropriation (Legislative Carryover)	69,963	142,000	97,858	239,858	0
03. Beginning Cash Balance	223,482	210,981	151,547	323,683	61,925
04. Revenues (from Form B-11)	1,100	258,910	16,886	12,900	12,900
05. Non-Revenue Receipts and Other Adjustments	(1)	(2)	0	0	0
06. Statutory Transfers In	125,000	0	250,000	250,000	250,000
07. Operating Transfers In	0	0	0	0	0
08. Total Available for Year	349,581	469,889	418,433	586,583	324,825
09. Statutory Transfers Out	0	0	0	0	0
10. Operating Transfers Out	126,500	132,200	138,300	142,800	146,000
11. Non-Expenditure Distributions and Other Adjustments	0	0	0	0	0
12. Cash Expenditures for Prior Year Encumbrances	0	0	0	0	0
13. Original Appropriation	142,000	142,000	142,000	142,000	142,000
14. Prior Year Reappropriations, Supplementals, Recessions	70,000	142,000	97,858	239,858	0
15. Non-cogs, Receipts to Appropriations, etc.	0	0	0	0	0
16. Reversions and Continuous Appropriations	(57,900)	0	(43,550)	0	0
17. Current Year Reappropriation	(142,000)	(97,858)	(239,858)	0	0
18. Reserve for Current Year Encumbrances	0	0	0	0	0
19. Current Year Cash Expenditures	12,100	186,142	(43,550)	381,858	142,000
19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)	12,100	186,142	(43,550)	381,858	142,000
20. Ending Cash Balance	210,981	151,547	323,683	61,925	36,825
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	142,000	97,858	239,858	0	0
23. Borrowing Limit	0	0	0	0	0
24. Ending Free Fund Balance	68,981	53,689	83,825	61,925	36,825
24a. Investments Direct by Agency (GL 1203)	100	69	69	100	100
24b. Ending Free Fund Balance Including Direct Investments	69,081	53,758	83,894	62,025	36,925
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: 2026

Agency: Department of Administration

200

Fund: Endowment Earnings Reserve Funds: Capitol Maintenance

48269

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 timber sales, specialty license plates, and EFIB Investment earnings. 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, and maintenance of the Capitol Building.

	FY 22 Actuals	FY 23 Actuals	FY 24 Actuals	FY 25 Estimate	FY 26 Estimate
01. Beginning Free Fund Balance	0	0	0	(1,883,833)	(1,225,333)
02. Encumbrances as of July 1	0	0	0	0	0
02a. Reappropriation (Legislative Carryover)	0	0	0	4,345,695	0
03. Beginning Cash Balance	0	0	0	2,461,862	(1,225,333)
04. Revenues (from Form B-11)	0	0	936	8,500	8,500
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	733,657	650,000	650,000
08. Total Available for Year	0	0	734,593	3,120,362	(566,833)
09. Statutory Transfers Out	0	0	418,426	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	2,200,000	4,345,695	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	(4,345,695)	0	0
18. Reserve for Current Year Encumbrances	0	0	0	0	0
19. Current Year Cash Expenditures	0	0	(2,145,695)	4,345,695	0
19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)	0	0	(2,145,695)	4,345,695	0
20. Ending Cash Balance	0	0	2,461,862	(1,225,333)	(566,833)
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	4,345,695	0	0
23. Borrowing Limit	0	0	0	0	0
24. Ending Free Fund Balance	0	0	(1,883,833)	(1,225,333)	(566,833)
24a. Investments Direct by Agency (GL 1203)	0	0	2	0	0
24b. Ending Free Fund Balance Including Direct Investments	0	0	(1,883,831)	(1,225,333)	(566,833)
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: 2026

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 timber sales, specialty license plates, and EFIB Investment earnings. 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, and maintenance of the Capitol Building.

	FY 22 Actuals	FY 23 Actuals	FY 24 Actuals	FY 25 Estimate	FY 26 Estimate
01. Beginning Free Fund Balance	6,927	(1,416,942)	(1,466,343)	0	0
02. Encumbrances as of July 1	0	0	0	0	0
02a. Reappropriation (Legislative Carryover)	1,593,731	2,200,000	2,200,000	0	0
03. Beginning Cash Balance	1,600,658	783,058	733,657	0	0
04. Revenues (from Form B-11)	532,100	784,704	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	2,132,758	1,567,762	733,657	0	0
09. Statutory Transfers Out	125,000	0	0	0	0
10. Operating Transfers Out	0	0	733,657	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	0	0	0
14. Prior Year Reappropriations, Supplementals, Recessions	1,593,700	2,200,000	0	0	0
15. Non-cogs, Receipts to Appropriations, etc.	403,000	0	0	0	0
16. Reversions and Continuous Appropriations	(772,000)	(1,365,895)	0	0	0
17. Current Year Reappropriation	(2,200,000)	(2,200,000)	0	0	0
18. Reserve for Current Year Encumbrances	0	0	0	0	0
19. Current Year Cash Expenditures	1,224,700	834,105	0	0	0
19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)	1,224,700	834,105	0	0	0
20. Ending Cash Balance	783,058	733,657	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	2,200,000	2,200,000	0	0	0
23. Borrowing Limit	0	0	0	0	0
24. Ending Free Fund Balance	(1,416,942)	(1,466,343)	0	0	0
24a. Investments Direct by Agency (GL 1203)	0	0	0	0	0
24b. Ending Free Fund Balance Including Direct Investments	(1,416,942)	(1,466,343)	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: 2026

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 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 a pre-existing physical impairment.

	FY 22 Actuals	FY 23 Actuals	FY 24 Actuals	FY 25 Estimate	FY 26 Estimate
01. Beginning Free Fund Balance	2,733,479	3,040,423	2,843,183	6,887,450	10,701,750
02. Encumbrances as of July 1	0	0	0	0	0
02a. Reappropriation (Legislative Carryover)	0	0	0	0	0
03. Beginning Cash Balance	2,733,479	3,040,423	2,843,183	6,887,450	10,701,750
04. Revenues (from Form B-11)	61,405	133,967	4,276,185	4,164,600	4,164,600
05. Non-Revenue Receipts and Other Adjustments	(32,614)	(57,379)	0	0	0
06. Statutory Transfers In	0	0	0	0	0
07. Operating Transfers In	4,515,436	4,340,166	19,300	19,900	20,500
08. Total Available for Year	7,277,706	7,457,177	7,138,668	11,071,950	14,886,850
09. Statutory Transfers Out	0	0	0	0	0
10. Operating Transfers Out	20,900	20,000	19,300	19,900	20,500
11. Non-Expenditure Distributions and Other Adjustments	0	606	0	0	0
12. Cash Expenditures for Prior Year Encumbrances	0	0	0	0	0
13. Original Appropriation	330,700	342,500	346,800	350,300	351,700
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	3,885,683	4,250,888	(114,882)	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	4,216,383	4,593,388	231,918	350,300	351,700
19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)	4,216,383	4,593,388	231,918	350,300	351,700
20. Ending Cash Balance	3,040,423	2,843,183	6,887,450	10,701,750	14,514,650
21. Prior Year Encumbrances as of June 30	0	0	0	0	0
22. Current Year Encumbrances as of June 30	0	0	0	0	0
22a. Current Year Reappropriation	0	0	0	0	0
23. Borrowing Limit	0	0	0	0	0
24. Ending Free Fund Balance	3,040,423	2,843,183	6,887,450	10,701,750	14,514,650
24a. Investments Direct by Agency (GL 1203)	2,407,800	2,465,158	2,546,361	2,600,000	2,600,000
24b. Ending Free Fund Balance Including Direct Investments	5,448,223	5,308,341	9,433,811	13,301,750	17,114,650
26. Outstanding Loans (if this fund is part of a loan program)	0	0	0	0	0

Note:

		FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
Agency	Department of Administration						200
Division	Department of Administration						AD1
Appropriation Unit	Management Services						ADAA
FY 2024 Total Appropriation							
1.00	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
1.21	Account Transfers						ADAA
	45000 Dedicated	0.00	(22,200)	22,200	0	0	0
		0.00	(22,200)	22,200	0	0	0
1.31	Transfers Between Programs						ADAA
	46100 Dedicated	0.00	(12,100)	0	0	0	(12,100)
		0.00	(12,100)	0	0	0	(12,100)
1.61	Reverted Appropriation Balances						ADAA
	10000 General	0.00	0	(6,800)	0	0	(6,800)
	36500 Dedicated	0.00	(8,600)	(1,700)	0	0	(10,300)
	45000 Dedicated	0.00	(62,100)	(13,400)	0	0	(75,500)
	45600 Dedicated	0.00	(2,500)	0	0	0	(2,500)
	46200 Dedicated	0.00	(4,400)	0	0	0	(4,400)
	51900 Dedicated	0.00	(2,500)	0	0	0	(2,500)
		0.00	(80,100)	(21,900)	0	0	(102,000)
FY 2024 Actual Expenditures							
2.00	FY 2024 Actual Expenditures						ADAA
	10000 General	1.58	199,700	61,500	0	0	261,200
	36500 Dedicated	1.08	108,900	16,400	0	0	125,300
	45000 Dedicated	4.15	395,900	108,000	0	0	503,900
	45600 Dedicated	0.29	20,600	0	0	0	20,600
	46100 Dedicated	0.61	60,400	100	0	0	60,500
	46200 Dedicated	0.31	31,100	0	0	0	31,100
	51900 Dedicated	0.18	19,000	0	0	0	19,000
		8.20	835,600	186,000	0	0	1,021,600
FY 2025 Original Appropriation							
3.00	FY 2025 Original Appropriation						ADAA

		FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
10000	General	1.55	204,200	71,200	0	0	275,400
36500	Dedicated	0.93	120,100	18,100	0	0	138,200
45000	Dedicated	4.16	490,100	96,100	0	0	586,200
45600	Dedicated	0.26	23,500	0	0	0	23,500
46100	Dedicated	0.61	74,000	100	0	0	74,100
46200	Dedicated	0.31	36,300	0	0	0	36,300
51900	Dedicated	0.18	21,900	0	0	0	21,900
		8.00	970,100	185,500	0	0	1,155,600

FY 2025 Total Appropriation

5.00 FY 2025 Total Appropriation ADAA

10000	General	1.55	204,200	71,200	0	0	275,400
36500	Dedicated	0.93	120,100	18,100	0	0	138,200
45000	Dedicated	4.16	490,100	96,100	0	0	586,200
45600	Dedicated	0.26	23,500	0	0	0	23,500
46100	Dedicated	0.61	74,000	100	0	0	74,100
46200	Dedicated	0.31	36,300	0	0	0	36,300
51900	Dedicated	0.18	21,900	0	0	0	21,900
		8.00	970,100	185,500	0	0	1,155,600

Appropriation Adjustments

6.31 Program Transfer ADAA

This decision unit reflects a program transfer from ADAK to ADAA to ensure the positions are fully funded.

51900	Dedicated	0.00	1,200	0	0	0	1,200
		0.00	1,200	0	0	0	1,200

FY 2025 Estimated Expenditures

7.00 FY 2025 Estimated Expenditures ADAA

10000	General	1.55	204,200	71,200	0	0	275,400
36500	Dedicated	0.93	120,100	18,100	0	0	138,200
45000	Dedicated	4.16	490,100	96,100	0	0	586,200
45600	Dedicated	0.26	23,500	0	0	0	23,500
46100	Dedicated	0.61	74,000	100	0	0	74,100
46200	Dedicated	0.31	36,300	0	0	0	36,300
51900	Dedicated	0.18	23,100	0	0	0	23,100
		8.00	971,300	185,500	0	0	1,156,800

Base Adjustments

8.31 Program Transfer ADAA

This decision unit makes a program transfer of FTP to ADAA from ADAC for a reorganization of the Management Services Division. The Financial Specialist was moved to ADAA for better fiscal accountability and performance management of the financial function. The division administrator over security was promoted to Deputy Director and has been moved to the Director's office in ADAA to support the agency's operations better while the Director is away.

45000	Dedicated	2.00	196,900	0	0	0	196,900
		2.00	196,900	0	0	0	196,900

8.32 Program Transfer ADAA

		FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
This decision unit reflects a program transfer from ADAK to ADAA to ensure the positions are fully funded.							
51900	Dedicated	0.00	1,200	0	0	0	1,200
		0.00	1,200	0	0	0	1,200

FY 2026 Base

9.00	FY 2026 Base						ADAA
10000	General	1.55	204,200	71,200	0	0	275,400
36500	Dedicated	0.93	120,100	18,100	0	0	138,200
45000	Dedicated	6.16	687,000	96,100	0	0	783,100
45600	Dedicated	0.26	23,500	0	0	0	23,500
46100	Dedicated	0.61	74,000	100	0	0	74,100
46200	Dedicated	0.31	36,300	0	0	0	36,300
51900	Dedicated	0.18	23,100	0	0	0	23,100
		10.00	1,168,200	185,500	0	0	1,353,700

Program Maintenance

10.11	Change in Health Benefit Costs						ADAA
-------	--------------------------------	--	--	--	--	--	------

This decision unit reflects a change in the employer health benefit costs.

10000	General	0.00	2,000	0	0	0	2,000
36500	Dedicated	0.00	1,200	0	0	0	1,200
45000	Dedicated	0.00	8,000	0	0	0	8,000
45600	Dedicated	0.00	300	0	0	0	300
46100	Dedicated	0.00	800	0	0	0	800
46200	Dedicated	0.00	400	0	0	0	400
51900	Dedicated	0.00	200	0	0	0	200
		0.00	12,900	0	0	0	12,900

10.12	Change in Variable Benefit Costs						ADAA
-------	----------------------------------	--	--	--	--	--	------

This decision unit reflects a change in variable benefits.

10000	General	0.00	100	0	0	0	100
36500	Dedicated	0.00	0	0	0	0	0
45000	Dedicated	0.00	300	0	0	0	300
45600	Dedicated	0.00	0	0	0	0	0
46100	Dedicated	0.00	0	0	0	0	0
46200	Dedicated	0.00	0	0	0	0	0
51900	Dedicated	0.00	0	0	0	0	0
		0.00	400	0	0	0	400

10.61	Salary Multiplier - Regular Employees						ADAA
-------	---------------------------------------	--	--	--	--	--	------

This decision unit reflects a 1% salary multiplier for Regular Employees.

10000	General	0.00	1,600	0	0	0	1,600
36500	Dedicated	0.00	1,000	0	0	0	1,000
45000	Dedicated	0.00	5,800	0	0	0	5,800
45600	Dedicated	0.00	200	0	0	0	200
46100	Dedicated	0.00	600	0	0	0	600
46200	Dedicated	0.00	200	0	0	0	200
51900	Dedicated	0.00	200	0	0	0	200

		FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
		0.00	9,600	0	0	0	9,600
FY 2026 Total Maintenance							
11.00	FY 2026 Total Maintenance						ADAA
10000	General	1.55	207,900	71,200	0	0	279,100
36500	Dedicated	0.93	122,300	18,100	0	0	140,400
45000	Dedicated	6.16	701,100	96,100	0	0	797,200
45600	Dedicated	0.26	24,000	0	0	0	24,000
46100	Dedicated	0.61	75,400	100	0	0	75,500
46200	Dedicated	0.31	36,900	0	0	0	36,900
51900	Dedicated	0.18	23,500	0	0	0	23,500
		10.00	1,191,100	185,500	0	0	1,376,600
Line Items							
12.03	Add FTP MS ADAA						ADAA
Due to the increased workload in both the Division of Public Works and the Office of Group Insurance, an additional financial services position will ensure the Department can keep up to date with its obligations to vendors, legislators, external customers, and internal customers. The Financial Services Division faces many bottleneck issues with processing invoices due to the increased workload of the other Divisions flowing to the Financial Service Division.							
36500	Dedicated	0.45	34,500	0	0	0	34,500
45000	Dedicated	0.40	30,700	5,000	0	0	35,700
OT 45000	Dedicated	0.00	0	2,200	0	0	2,200
46100	Dedicated	0.15	11,500	0	0	0	11,500
		1.00	76,700	7,200	0	0	83,900
12.05	Governor's Housing Stipend Cash Transfer						ADAA
The agency requests, on behalf of the Governor's Housing Committee, an on-going 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.							
10000	General	0.00	0	60,600	0	0	60,600
		0.00	0	60,600	0	0	60,600
12.57	Repair, Replacement, or Alteration Costs						ADAA
One-Time Line Item Requests							
OT 36500	Dedicated	0.00	0	4,400	0	0	4,400
		0.00	0	4,400	0	0	4,400
12.91	Budget Law Exemptions/Other Adjustments						ADAA
The agency requests that, of the amount appropriated to the Department of Administration for the Management Services Program from the General Fund, the Office of the State Controller shall transfer \$60,600 to the Governor's Residence Fund on July 1, 2024, or as soon thereafter as practicable for the period July 1, 2025, through June 30, 2026, to be used for the Governor's housing stipend.							
10000	General	0.00	0	0	0	0	0
		0.00	0	0	0	0	0
FY 2026 Total							
13.00	FY 2026 Total						ADAA
10000	General	1.55	207,900	131,800	0	0	339,700
36500	Dedicated	1.38	156,800	18,100	0	0	174,900
OT 36500	Dedicated	0.00	0	4,400	0	0	4,400
45000	Dedicated	6.56	731,800	101,100	0	0	832,900

		FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
OT 45000	Dedicated	0.00	0	2,200	0	0	2,200
45600	Dedicated	0.26	24,000	0	0	0	24,000
46100	Dedicated	0.76	86,900	100	0	0	87,000
46200	Dedicated	0.31	36,900	0	0	0	36,900
51900	Dedicated	0.18	23,500	0	0	0	23,500
		11.00	1,267,800	257,700	0	0	1,525,500

			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 2024 Total Appropriation								
1.00	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	231,700	0	3,948,900
	45000	Dedicated	36.50	3,152,600	12,277,700	0	0	15,430,300
			67.00	6,125,300	14,697,600	231,700	0	21,054,600
1.21	Account Transfers							ADAC
	45000	Dedicated	0.00	0	(21,700)	21,700	0	0
			0.00	0	(21,700)	21,700	0	0
1.61	Reverted Appropriation Balances							ADAC
	10000	General	0.00	0	(22,600)	0	0	(22,600)
	36500	Dedicated	0.00	(229,200)	(82,000)	(69,000)	0	(380,200)
	45000	Dedicated	0.00	(328,500)	(737,100)	0	0	(1,065,600)
			0.00	(557,700)	(841,700)	(69,000)	0	(1,468,400)
1.81	CY Executive Carry Forward							ADAC
	36500	Dedicated	0.00	0	0	(7,600)	0	(7,600)
			0.00	0	0	(7,600)	0	(7,600)
FY 2024 Actual Expenditures								
2.00	FY 2024 Actual Expenditures							ADAC
	10000	General	0.00	0	1,652,800	0	0	1,652,800
	36500	Dedicated	30.50	2,743,500	662,500	155,100	0	3,561,100
	45000	Dedicated	36.50	2,824,100	11,518,900	21,700	0	14,364,700
			67.00	5,567,600	13,834,200	176,800	0	19,578,600
FY 2025 Original Appropriation								
3.00	FY 2025 Original Appropriation							ADAC
	10000	General	0.00	0	1,675,400	0	0	1,675,400
	36500	Dedicated	33.50	3,288,400	780,100	131,300	0	4,199,800
	OT 36500	Dedicated	0.00	0	7,500	0	0	7,500
	45000	Dedicated	36.50	3,205,100	12,155,800	0	0	15,360,900
	OT 45000	Dedicated	0.00	0	0	512,200	0	512,200
			70.00	6,493,500	14,618,800	643,500	0	21,755,800
FY 2025Total Appropriation								
5.00	FY 2025 Total Appropriation							ADAC
	10000	General	0.00	0	1,675,400	0	0	1,675,400

		FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
36500	Dedicated	33.50	3,288,400	780,100	131,300	0	4,199,800
OT 36500	Dedicated	0.00	0	7,500	0	0	7,500
45000	Dedicated	36.50	3,205,100	12,155,800	0	0	15,360,900
OT 45000	Dedicated	0.00	0	0	512,200	0	512,200
		70.00	6,493,500	14,618,800	643,500	0	21,755,800

Appropriation Adjustments

6.11	Executive Carry Forward						ADAC
	ECF 6207 for the purchase of Laptops						
36500	Dedicated	0.00	0	0	7,600	0	7,600
		0.00	0	0	7,600	0	7,600

FY 2025 Estimated Expenditures

7.00	FY 2025 Estimated Expenditures						ADAC
10000	General	0.00	0	1,675,400	0	0	1,675,400
36500	Dedicated	33.50	3,288,400	780,100	138,900	0	4,207,400
OT 36500	Dedicated	0.00	0	7,500	0	0	7,500
45000	Dedicated	36.50	3,205,100	12,155,800	0	0	15,360,900
OT 45000	Dedicated	0.00	0	0	512,200	0	512,200
		70.00	6,493,500	14,618,800	651,100	0	21,763,400

Base Adjustments

8.11	FTP or Fund Adjustments						ADAC
	This decision unit aligns the agency's FTP allocation by fund.						
36500	Dedicated	(1.00)	0	0	0	0	0
45000	Dedicated	1.00	0	0	0	0	0
		0.00	0	0	0	0	0

8.31	Program Transfer						ADAC
------	------------------	--	--	--	--	--	------

This decision unit makes a program transfer of FTP to ADAA from ADAC for a reorganization of the Management Services Division. The Financial Specialist was moved to ADAA for better fiscal accountability and performance management of the financial function. The division administrator over security was promoted to Deputy Director and has been moved to the Director's office in ADAA to support the agency's operations better while the Director is away.

45000	Dedicated	(2.00)	(196,900)	0	0	0	(196,900)
		(2.00)	(196,900)	0	0	0	(196,900)

8.41	Removal of One-Time Expenditures						ADAC
------	----------------------------------	--	--	--	--	--	------

This decision unit removes one-time appropriation for FY 2025.

OT 36500	Dedicated	0.00	0	(7,500)	0	0	(7,500)
OT 45000	Dedicated	0.00	0	0	(512,200)	0	(512,200)
		0.00	0	(7,500)	(512,200)	0	(519,700)

FY 2026 Base

9.00	FY 2026 Base						ADAC
10000	General	0.00	0	1,675,400	0	0	1,675,400
36500	Dedicated	32.50	3,288,400	780,100	131,300	0	4,199,800
OT 36500	Dedicated	0.00	0	0	0	0	0
45000	Dedicated	35.50	3,008,200	12,155,800	0	0	15,164,000

		FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
OT 45000	Dedicated	0.00	0	0	0	0	0
		68.00	6,296,600	14,611,300	131,300	0	21,039,200

Program Maintenance

10.11 Change in Health Benefit Costs ADAC

This decision unit reflects a change in the employer health benefit costs.

36500	Dedicated	0.00	43,600	0	0	0	43,600
45000	Dedicated	0.00	44,900	0	0	0	44,900
		0.00	88,500	0	0	0	88,500

10.12 Change in Variable Benefit Costs ADAC

This decision unit reflects a change in variable benefits.

36500	Dedicated	0.00	1,300	0	0	0	1,300
45000	Dedicated	0.00	1,200	0	0	0	1,200
		0.00	2,500	0	0	0	2,500

10.61 Salary Multiplier - Regular Employees ADAC

This decision unit reflects a 1% salary multiplier for Regular Employees.

36500	Dedicated	0.00	27,600	0	0	0	27,600
45000	Dedicated	0.00	24,700	0	0	0	24,700
		0.00	52,300	0	0	0	52,300

FY 2026 Total Maintenance

11.00 FY 2026 Total Maintenance ADAC

10000	General	0.00	0	1,675,400	0	0	1,675,400
36500	Dedicated	32.50	3,360,900	780,100	131,300	0	4,272,300
OT 36500	Dedicated	0.00	0	0	0	0	0
45000	Dedicated	35.50	3,079,000	12,155,800	0	0	15,234,800
OT 45000	Dedicated	0.00	0	0	0	0	0
		68.00	6,439,900	14,611,300	131,300	0	21,182,500

Line Items

12.04 Security Equipment ADAC

Truck and Trailer for the Security Division to help provide supplies like safety barriers to events to ensure the security of the constituents and employees in and around state-owned buildings.

OT 45000	Dedicated	0.00	0	0	49,000	0	49,000
		0.00	0	0	49,000	0	49,000

12.06 Program Transfer CO to OE ADAC ADAC

Program Transfer due to accounting and reporting standards.

36500	Dedicated	0.00	0	131,300	(131,300)	0	0
		0.00	0	131,300	(131,300)	0	0

12.55 Repair, Replacement, or Alteration Costs ADAC

One-Time Line Item Requests

OT 36500	Dedicated	0.00	0	0	40,000	0	40,000
		0.00	0	0	40,000	0	40,000

12.56 Repair, Replacement, or Alteration Costs ADAC

One-Time Line Item Requests

OT 45000	Dedicated	0.00	0	0	8,600	0	8,600
----------	-----------	------	---	---	-------	---	-------

			FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
			0.00	0	0	8,600	0	8,600
12.57	Repair, Replacement, or Alteration Costs							ADAC
One-Time Line Item Requests								
OT 36500	Dedicated		0.00	0	12,600	0	0	12,600
OT 45000	Dedicated		0.00	0	31,700	0	0	31,700
			0.00	0	44,300	0	0	44,300
FY 2026 Total								
13.00	FY 2026 Total							ADAC
10000	General		0.00	0	1,675,400	0	0	1,675,400
36500	Dedicated		32.50	3,360,900	911,400	0	0	4,272,300
OT 36500	Dedicated		0.00	0	12,600	40,000	0	52,600
45000	Dedicated		35.50	3,079,000	12,155,800	0	0	15,234,800
OT 45000	Dedicated		0.00	0	31,700	57,600	0	89,300
			68.00	6,439,900	14,786,900	97,600	0	21,324,400

			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 2024 Total Appropriation									
1.00	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	
1.21	Account Transfers								ADAD
	45000 Dedicated		0.00	0	(2,200)	2,200	0	0	
			0.00	0	(2,200)	2,200	0	0	
1.61	Reverted Appropriation Balances								ADAD
	45000 Dedicated		0.00	(121,800)	(187,200)	(2,200)	0	(311,200)	
	45600 Dedicated		0.00	(23,800)	(8,900)	0	0	(32,700)	
			0.00	(145,600)	(196,100)	(2,200)	0	(343,900)	
FY 2024 Actual Expenditures									
2.00	FY 2024 Actual Expenditures								ADAD
	45000 Dedicated		16.00	1,464,100	296,500	0	0	1,760,600	
	45600 Dedicated		3.08	201,600	406,700	0	0	608,300	
			19.08	1,665,700	703,200	0	0	2,368,900	
FY 2025 Original Appropriation									
3.00	FY 2025 Original Appropriation								ADAD
	45000 Dedicated		19.00	1,861,400	545,200	0	0	2,406,600	
	OT 45000 Dedicated		0.00	0	7,500	0	0	7,500	
	45600 Dedicated		3.00	228,500	415,600	0	0	644,100	
			22.00	2,089,900	968,300	0	0	3,058,200	
FY 2025 Total Appropriation									
5.00	FY 2025 Total Appropriation								ADAD
	45000 Dedicated		19.00	1,861,400	545,200	0	0	2,406,600	
	OT 45000 Dedicated		0.00	0	7,500	0	0	7,500	
	45600 Dedicated		3.00	228,500	415,600	0	0	644,100	
			22.00	2,089,900	968,300	0	0	3,058,200	
Appropriation Adjustments									
6.71	Early Reversions								ADAD
	The department is reverting funds early due to the expiration of the procurement software contract and the related activity moving to the LUMA platform.								
	45000 Dedicated		0.00	0	(191,800)	0	0	(191,800)	
			0.00	0	(191,800)	0	0	(191,800)	

			FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
FY 2025 Estimated Expenditures								
7.00	FY 2025 Estimated Expenditures							ADAD
	45000	Dedicated	19.00	1,861,400	353,400	0	0	2,214,800
	OT 45000	Dedicated	0.00	0	7,500	0	0	7,500
	45600	Dedicated	3.00	228,500	415,600	0	0	644,100
			22.00	2,089,900	776,500	0	0	2,866,400
Base Adjustments								
8.41	Removal of One-Time Expenditures							ADAD
	This decision unit removes one-time appropriation for FY 2025.							
	OT 45000	Dedicated	0.00	0	(7,500)	0	0	(7,500)
			0.00	0	(7,500)	0	0	(7,500)
8.51	Base Reductions							ADAD
	This decision unit reduces the operating expenditure base associated with the expiration of the procurement software contract and the related activity moving to the LUMA platform.							
	45000	Dedicated	0.00	0	(191,800)	0	0	(191,800)
			0.00	0	(191,800)	0	0	(191,800)
FY 2026 Base								
9.00	FY 2026 Base							ADAD
	45000	Dedicated	19.00	1,861,400	353,400	0	0	2,214,800
	OT 45000	Dedicated	0.00	0	0	0	0	0
	45600	Dedicated	3.00	228,500	415,600	0	0	644,100
			22.00	2,089,900	769,000	0	0	2,858,900
Program Maintenance								
10.11	Change in Health Benefit Costs							ADAD
	This decision unit reflects a change in the employer health benefit costs.							
	45000	Dedicated	0.00	24,700	0	0	0	24,700
	45600	Dedicated	0.00	3,900	0	0	0	3,900
			0.00	28,600	0	0	0	28,600
10.12	Change in Variable Benefit Costs							ADAD
	This decision unit reflects a change in variable benefits.							
	45000	Dedicated	0.00	800	0	0	0	800
	45600	Dedicated	0.00	100	0	0	0	100
			0.00	900	0	0	0	900
10.61	Salary Multiplier - Regular Employees							ADAD
	This decision unit reflects a 1% salary multiplier for Regular Employees.							
	45000	Dedicated	0.00	15,900	0	0	0	15,900
	45600	Dedicated	0.00	1,700	0	0	0	1,700
			0.00	17,600	0	0	0	17,600
FY 2026 Total Maintenance								
11.00	FY 2026 Total Maintenance							ADAD
	45000	Dedicated	19.00	1,902,800	353,400	0	0	2,256,200

		FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
OT 45000	Dedicated	0.00	0	0	0	0	0
45600	Dedicated	3.00	234,200	415,600	0	0	649,800
		22.00	2,137,000	769,000	0	0	2,906,000

Line Items

12.57 Repair, Replacement, or Alteration Costs ADAD

One-Time Line Item Requests

OT 45000	Dedicated	0.00	0	7,200	0	0	7,200
OT 45600	Dedicated	0.00	0	4,400	0	0	4,400
		0.00	0	11,600	0	0	11,600

FY 2026 Total

13.00 FY 2026 Total ADAD

45000	Dedicated	19.00	1,902,800	353,400	0	0	2,256,200
OT 45000	Dedicated	0.00	0	7,200	0	0	7,200
45600	Dedicated	3.00	234,200	415,600	0	0	649,800
OT 45600	Dedicated	0.00	0	4,400	0	0	4,400
		22.00	2,137,000	780,600	0	0	2,917,600

		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 2024 Total Appropriation							
1.00	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
1.21	Account Transfers						ADAK
	46100 Dedicated	0.00	(31,500)	31,500	0	0	0
	46200 Dedicated	0.00	(8,100)	8,100	0	0	0
		0.00	(39,600)	39,600	0	0	0
1.31	Transfers Between Programs						ADAK
	46100 Dedicated	0.00	12,100	0	0	0	12,100
		0.00	12,100	0	0	0	12,100
1.61	Reverted Appropriation Balances						ADAK
	46100 Dedicated	0.00	0	(100)	0	0	(100)
	46200 Dedicated	0.00	(69,700)	(40,300)	0	0	(110,000)
	51900 Dedicated	0.00	(91,900)	(20,500)	0	0	(112,400)
		0.00	(161,600)	(60,900)	0	0	(222,500)
FY 2024 Actual Expenditures							
2.00	FY 2024 Actual Expenditures						ADAK
	46100 Dedicated	6.30	560,100	443,200	0	0	1,003,300
	46200 Dedicated	7.80	723,300	176,400	0	0	899,700
	51900 Dedicated	1.10	131,500	81,400	0	0	212,900
		15.20	1,414,900	701,000	0	0	2,115,900
FY 2025 Original Appropriation							
3.00	FY 2025 Original Appropriation						ADAK
	46100 Dedicated	8.25	718,700	430,200	0	0	1,148,900
	OT 46100 Dedicated	0.00	0	85,000	0	0	85,000
	46200 Dedicated	7.65	815,600	230,400	0	0	1,046,000
	51900 Dedicated	1.10	226,500	101,900	0	0	328,400
		17.00	1,760,800	847,500	0	0	2,608,300
FY 2025Total Appropriation							
5.00	FY 2025 Total Appropriation						ADAK
	46100 Dedicated	8.25	718,700	430,200	0	0	1,148,900

		FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
OT 46100	Dedicated	0.00	0	85,000	0	0	85,000
46200	Dedicated	7.65	815,600	230,400	0	0	1,046,000
51900	Dedicated	1.10	226,500	101,900	0	0	328,400
		17.00	1,760,800	847,500	0	0	2,608,300

Appropriation Adjustments

6.31 Program Transfer

ADAK

This decision unit reflects a program transfer from ADAK to ADAA to ensure the positions are fully funded.

51900	Dedicated	0.00	(1,200)	0	0	0	(1,200)
		0.00	(1,200)	0	0	0	(1,200)

FY 2025 Estimated Expenditures

7.00 FY 2025 Estimated Expenditures

ADAK

46100	Dedicated	8.25	718,700	430,200	0	0	1,148,900
OT 46100	Dedicated	0.00	0	85,000	0	0	85,000
46200	Dedicated	7.65	815,600	230,400	0	0	1,046,000
51900	Dedicated	1.10	225,300	101,900	0	0	327,200
		17.00	1,759,600	847,500	0	0	2,607,100

Base Adjustments

8.32 Program Transfer

ADAK

This decision unit reflects a program transfer from ADAK to ADAA to ensure the positions are fully funded.

51900	Dedicated	0.00	(1,200)	0	0	0	(1,200)
		0.00	(1,200)	0	0	0	(1,200)

8.41 Removal of One-Time Expenditures

ADAK

This decision unit removes one-time appropriation for FY 2025.

OT 46100	Dedicated	0.00	0	(85,000)	0	0	(85,000)
		0.00	0	(85,000)	0	0	(85,000)

FY 2026 Base

9.00 FY 2026 Base

ADAK

46100	Dedicated	8.25	718,700	430,200	0	0	1,148,900
OT 46100	Dedicated	0.00	0	0	0	0	0
46200	Dedicated	7.65	815,600	230,400	0	0	1,046,000
51900	Dedicated	1.10	225,300	101,900	0	0	327,200
		17.00	1,759,600	762,500	0	0	2,522,100

Program Maintenance

10.11 Change in Health Benefit Costs

ADAK

This decision unit reflects a change in the employer health benefit costs.

46100	Dedicated	0.00	9,400	0	0	0	9,400
46200	Dedicated	0.00	9,900	0	0	0	9,900
51900	Dedicated	0.00	1,400	0	0	0	1,400
		0.00	20,700	0	0	0	20,700

10.12 Change in Variable Benefit Costs

ADAK

This decision unit reflects a change in variable benefits.

46100	Dedicated	0.00	300	0	0	0	300
-------	-----------	------	-----	---	---	---	-----

			FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
	46200	Dedicated	0.00	300	0	0	0	300
	51900	Dedicated	0.00	100	0	0	0	100
			0.00	700	0	0	0	700
10.61	Salary Multiplier - Regular Employees							ADAK
	This decision unit reflects a 1% salary multiplier for Regular Employees.							
	46100	Dedicated	0.00	5,900	0	0	0	5,900
	46200	Dedicated	0.00	6,700	0	0	0	6,700
	51900	Dedicated	0.00	1,200	0	0	0	1,200
			0.00	13,800	0	0	0	13,800
FY 2026 Total Maintenance								
11.00	FY 2026 Total Maintenance							ADAK
	46100	Dedicated	8.25	734,300	430,200	0	0	1,164,500
	OT 46100	Dedicated	0.00	0	0	0	0	0
	46200	Dedicated	7.65	832,500	230,400	0	0	1,062,900
	51900	Dedicated	1.10	228,000	101,900	0	0	329,900
			17.00	1,794,800	762,500	0	0	2,557,300
Line Items								
12.01	Add FTP OGI ADAK							ADAK
	OGI requires one additional FTE to support the increased dollar volume and financial transactions associated with the continued expansion of SCO and non-SCO participants participating in the state's health plan. With the plan projected to continue growing in FY25 and FY26, this position is critical to support the enrollment activities and customer service expectations for the 141 SCO and non-SCO agencies. Projections for FY25 alone indicate OGI will provide medical, vision, dental, EAP, FSA, HSA, and myriad other enhanced benefits for more than 27,000 enrollees and 62,400 members.							
	46100	Dedicated	1.00	63,300	5,000	0	0	68,300
	OT 46100	Dedicated	0.00	0	2,200	0	0	2,200
			1.00	63,300	7,200	0	0	70,500
12.02	Add FTP RISK ADAK							ADAK
	Risk Management requires a Research Analyst to assist with restoring and maintaining data integrity. Currently, due to a lack of manpower at Risk Management, agencies oversee entering their own data into Origami. Agency staff entering the information do not have the training or background in insurance required to correctly assess the total insurable value of an asset. This position will result in favorable coverage rates.							
	46200	Dedicated	1.00	69,500	5,000	0	0	74,500
	OT 46200	Dedicated	0.00	0	2,200	0	0	2,200
			1.00	69,500	7,200	0	0	76,700
12.57	Repair, Replacement, or Alteration Costs							ADAK
	One-Time Line Item Requests							
	OT 46200	Dedicated	0.00	0	7,200	0	0	7,200
	OT 51900	Dedicated	0.00	0	1,400	0	0	1,400
			0.00	0	8,600	0	0	8,600
FY 2026 Total								
13.00	FY 2026 Total							ADAK
	46100	Dedicated	9.25	797,600	435,200	0	0	1,232,800
	OT 46100	Dedicated	0.00	0	2,200	0	0	2,200
	46200	Dedicated	8.65	902,000	235,400	0	0	1,137,400
	OT 46200	Dedicated	0.00	0	9,400	0	0	9,400

		FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
51900	Dedicated	1.10	228,000	101,900	0	0	329,900
OT 51900	Dedicated	0.00	0	1,400	0	0	1,400
		19.00	1,927,600	785,500	0	0	2,713,100

			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 2024 Total Appropriation								
1.00	FY 2024 Total Appropriation							ADAM
	10000	General	11.40	748,600	0	0	0	748,600
	45000	Dedicated	5.12	399,100	695,700	38,600	0	1,133,400
			16.52	1,147,700	695,700	38,600	0	1,882,000
1.21	Account Transfers							ADAM
	45000	Dedicated	0.00	0	(15,600)	15,600	0	0
			0.00	0	(15,600)	15,600	0	0
1.61	Reverted Appropriation Balances							ADAM
	10000	General	0.00	(41,400)	0	0	0	(41,400)
	45000	Dedicated	0.00	(37,700)	(309,900)	(4,300)	0	(351,900)
			0.00	(79,100)	(309,900)	(4,300)	0	(393,300)
FY 2024 Actual Expenditures								
2.00	FY 2024 Actual Expenditures							ADAM
	10000	General	11.40	707,200	0	0	0	707,200
	45000	Dedicated	5.12	361,400	370,200	49,900	0	781,500
			16.52	1,068,600	370,200	49,900	0	1,488,700
FY 2025 Original Appropriation								
3.00	FY 2025 Original Appropriation							ADAM
	10000	General	11.40	758,900	0	0	0	758,900
	OT 34430	Federal	0.00	0	0	1,054,200	0	1,054,200
	45000	Dedicated	5.60	404,500	695,700	0	0	1,100,200
			17.00	1,163,400	695,700	1,054,200	0	2,913,300
FY 2025Total Appropriation								
5.00	FY 2025 Total Appropriation							ADAM
	10000	General	11.40	758,900	0	0	0	758,900
	OT 34430	Federal	0.00	0	0	1,054,200	0	1,054,200
	45000	Dedicated	5.60	404,500	695,700	0	0	1,100,200
			17.00	1,163,400	695,700	1,054,200	0	2,913,300
FY 2025 Estimated Expenditures								
7.00	FY 2025 Estimated Expenditures							ADAM
	10000	General	11.40	758,900	0	0	0	758,900
	OT 34430	Federal	0.00	0	0	1,054,200	0	1,054,200
	45000	Dedicated	5.60	404,500	695,700	0	0	1,100,200

			FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
			17.00	1,163,400	695,700	1,054,200	0	2,913,300
Base Adjustments								
8.41	Removal of One-Time Expenditures							ADAM
This decision unit removes one-time appropriation for FY 2025.								
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)
FY 2026 Base								
9.00	FY 2026 Base							ADAM
10000	General		11.40	758,900	0	0	0	758,900
OT 34430	Federal		0.00	0	0	0	0	0
45000	Dedicated		5.60	404,500	695,700	0	0	1,100,200
			17.00	1,163,400	695,700	0	0	1,859,100
Program Maintenance								
10.11	Change in Health Benefit Costs							ADAM
This decision unit reflects a change in the employer health benefit costs.								
10000	General		0.00	14,800	0	0	0	14,800
45000	Dedicated		0.00	7,300	0	0	0	7,300
			0.00	22,100	0	0	0	22,100
10.12	Change in Variable Benefit Costs							ADAM
This decision unit reflects a change in variable benefits.								
10000	General		0.00	300	0	0	0	300
45000	Dedicated		0.00	100	0	0	0	100
			0.00	400	0	0	0	400
10.61	Salary Multiplier - Regular Employees							ADAM
This decision unit reflects a 1% salary multiplier for Regular Employees.								
10000	General		0.00	5,700	0	0	0	5,700
45000	Dedicated		0.00	3,000	0	0	0	3,000
			0.00	8,700	0	0	0	8,700
FY 2026 Total Maintenance								
11.00	FY 2026 Total Maintenance							ADAM
10000	General		11.40	779,700	0	0	0	779,700
OT 34430	Federal		0.00	0	0	0	0	0
45000	Dedicated		5.60	414,900	695,700	0	0	1,110,600
			17.00	1,194,600	695,700	0	0	1,890,300
Line Items								
12.55	Repair, Replacement, or Alteration Costs							ADAM
One-Time Line Item Requests								
OT 45000	Dedicated		0.00	0	0	33,000	0	33,000
			0.00	0	0	33,000	0	33,000
12.57	Repair, Replacement, or Alteration Costs							ADAM
One-Time Line Item Requests								

		FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
OT 45000	Dedicated	0.00	0	10,100	0	0	10,100
		0.00	0	10,100	0	0	10,100

FY 2026 Total

13.00 FY 2026 Total

ADAM

10000	General	11.40	779,700	0	0	0	779,700
OT 34430	Federal	0.00	0	0	0	0	0
45000	Dedicated	5.60	414,900	695,700	0	0	1,110,600
OT 45000	Dedicated	0.00	0	10,100	33,000	0	43,100
		17.00	1,194,600	705,800	33,000	0	1,933,400

		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 2024 Total Appropriation							
1.00	FY 2024 Total Appropriation						ADAO
	48109 Dedicated	0.00	0	239,900	0	0	239,900
	48269 Dedicated	0.00	0	0	4,400,000	0	4,400,000
		0.00	0	239,900	4,400,000	0	4,639,900
1.61	Reverted Appropriation Balances						ADAO
	48109 Dedicated	0.00	0	0	0	0	0
		0.00	0	0	0	0	0
1.71	Legislative Reappropriation						ADAO
	48109 Dedicated	0.00	0	(239,900)	0	0	(239,900)
	48269 Dedicated	0.00	0	0	(4,345,700)	0	(4,345,700)
		0.00	0	(239,900)	(4,345,700)	0	(4,585,600)
FY 2024 Actual Expenditures							
2.00	FY 2024 Actual Expenditures						ADAO
	48109 Dedicated	0.00	0	0	0	0	0
	48269 Dedicated	0.00	0	0	54,300	0	54,300
		0.00	0	0	54,300	0	54,300
FY 2025 Original Appropriation							
3.00	FY 2025 Original Appropriation						ADAO
	48109 Dedicated	0.00	0	142,000	0	0	142,000
	48269 Dedicated	0.00	0	0	2,200,000	0	2,200,000
		0.00	0	142,000	2,200,000	0	2,342,000
Appropriation Adjustment							
4.11	Legislative Reappropriation						ADAO
This decision unit reflects reappropriation authority granted by HB 459 Section 5							
	OT 48109 Dedicated	0.00	0	239,900	0	0	239,900
	OT 48269 Dedicated	0.00	0	0	4,345,700	0	4,345,700
		0.00	0	239,900	4,345,700	0	4,585,600
FY 2025Total Appropriation							
5.00	FY 2025 Total Appropriation						ADAO
	48109 Dedicated	0.00	0	142,000	0	0	142,000
	OT 48109 Dedicated	0.00	0	239,900	0	0	239,900
	48269 Dedicated	0.00	0	0	2,200,000	0	2,200,000
	OT 48269 Dedicated	0.00	0	0	4,345,700	0	4,345,700

			FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
			0.00	0	381,900	6,545,700	0	6,927,600
FY 2025 Estimated Expenditures								
7.00	FY 2025 Estimated Expenditures							ADAO
48109	Dedicated		0.00	0	142,000	0	0	142,000
OT 48109	Dedicated		0.00	0	239,900	0	0	239,900
48269	Dedicated		0.00	0	0	2,200,000	0	2,200,000
OT 48269	Dedicated		0.00	0	0	4,345,700	0	4,345,700
			0.00	0	381,900	6,545,700	0	6,927,600
Base Adjustments								
8.41	Removal of One-Time Expenditures							ADAO
This decision unit removes one-time appropriation for FY 2025.								
OT 48109	Dedicated		0.00	0	(239,900)	0	0	(239,900)
OT 48269	Dedicated		0.00	0	0	(4,345,700)	0	(4,345,700)
			0.00	0	(239,900)	(4,345,700)	0	(4,585,600)
FY 2026 Base								
9.00	FY 2026 Base							ADAO
48109	Dedicated		0.00	0	142,000	0	0	142,000
OT 48109	Dedicated		0.00	0	0	0	0	0
48269	Dedicated		0.00	0	0	2,200,000	0	2,200,000
OT 48269	Dedicated		0.00	0	0	0	0	0
			0.00	0	142,000	2,200,000	0	2,342,000
FY 2026 Total Maintenance								
11.00	FY 2026 Total Maintenance							ADAO
48109	Dedicated		0.00	0	142,000	0	0	142,000
OT 48109	Dedicated		0.00	0	0	0	0	0
48269	Dedicated		0.00	0	0	2,200,000	0	2,200,000
OT 48269	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
The agency requests reappropriation authority for any unexpended and unencumbered balances from the Capitol Commission Operating Fund and the Capitol Maintenance Reserve Fund.								
OT 48109	Dedicated		0.00	0	0	0	0	0
OT 48269	Dedicated		0.00	0	0	0	0	0
			0.00	0	0	0	0	0
FY 2026 Total								
13.00	FY 2026 Total							ADAO
48109	Dedicated		0.00	0	142,000	0	0	142,000
OT 48109	Dedicated		0.00	0	0	0	0	0
48269	Dedicated		0.00	0	0	2,200,000	0	2,200,000

	FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
OT 48269 Dedicated	0.00	0	0	0	0	0
	0.00	0	142,000	2,200,000	0	2,342,000

Agency: Department of Administration

200

Decision Unit Number 12.01 Descriptive Title Add FTP OGI ADAK

	General	Dedicated	Federal	Total
Request Totals				
50 - Personnel Cost	0	63,300	0	63,300
55 - Operating Expense	0	7,200	0	7,200
70 - Capital Outlay	0	0	0	0
80 -	0	0	0	0
Totals	0	70,500	0	70,500
Full Time Positions	0.00	1.00	0.00	1.00

Appropriation Unit: Office of Insurance Management ADAK

Personnel Cost

500 Employees	0	39,603	0	39,603
512 Employee Benefits	0	9,397	0	9,397
513 Health Benefits	0	14,300	0	14,300
Personnel Cost Total	0	63,300	0	63,300

Operating Expense

558 Employee Development	0	5,000	0	5,000
613 Administrative Supplies	0	600	0	600
625 Computer Supplies	0	1,600	0	1,600
Operating Expense Total	0	7,200	0	7,200

Capital Outlay

764 Office Equipment	0	0	0	0
Capital Outlay Total	0	0	0	0

Full Time Positions

FTP - Permanent	0.00	1.00	0.00	1.00
Full Time Positions Total	0	0	0	0
	0	70,500	0	70,500

Explain the request and provide justification for the need.

OGI requires one additional FTE to support the increased dollar volume and financial transactions associated with the continued expansion of SCO and non-SCO participants (e.g., new statewide Public Defender's office, school districts and political subdivisions) participating in the state's health plan. With the plan projected to continue growing in FY25 and FY26, this position is critical to support the enrollment activities and customer service expectations for the 141 SCO and non-SCO agencies. Projections for FY25 alone indicate OGI will provide medical, vision, dental, EAP, FSA, HSA, and myriad other enhanced benefits for more than 27,000 enrollees and 62,400 members.

The introduction of a new carrier with new and more benefits programs will generate more inquiries and require a substantial amount of time to resolve. This change has already required an enormous amount of time and effort. This will be an on-going effort through FY25 to ensure that members have the information they need, and coverage they expect. This requested position will be vital in triaging incoming questions.

The switch to the new medical carrier while keeping dental with the previous carrier for FY25 will require OGI to perform duplicate daily tasks (e.g. reconciliation, discrepancies, enrollment changes). This will require more time and attention from other OGI staff, who will not be as available to cover other OGI duties that this request position could accommodate.

The workload required for addition of OGI's new HSA benefit has been understated. The amount of work required to maintain this program has been significant. This has impacted OGI's ability to cover many of the duties that a new benefit technician could perform.

The introduction of LUMA in FY24 into OGI's benefits processes continues to require a great deal of time. This alone has taken a full-time position, almost daily, with no real end in sight. Again, this has reduced OGI's ability to complete the duties that this position would perform.

During Open Enrollment, OGI receives over 2,000 paper applications from the non-SCO agencies that must be reviewed, processed, frequently corrected, and delivered to the carriers by OGI staff. Additionally, despite Open Enrollment being a 3-week window, its impact is significant for 4 months as preparations, questions, errors, and time-consuming special requests are constant. Open Enrollment is an all-hands-on-deck event for OGI, and an additional position is required for normal daily operations to be less impacted.

Lastly, OGI has recently received inquiries from cities and counties about joining the plan in FY26. OGI will need to immediately prepare for significantly increased enrollment to provide quality service to all members. Many of these duties would be performed by this requested position.

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 a dedicated appropriation totaling \$1,233,900 (PC \$718,700 and OE \$515,200) for BFY 25 and currently has 8.25 FTPs.

What resources are necessary to implement this request?

The PC request is for \$39,600 Salary and \$23,700 in benefits for one FTE.
The one-time operating expense 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 1 new FTP or an Personnel technician position, pay grade I, and the annual salary at 80% policy (hourly rate of \$19.04) The total annual cost for these positions is \$63,300 (salary totaling \$39,600 and benefits of \$23,700).

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.

In Addition to the ongoing salary costs, we request ongoing spending authority for the increase in ongoing IT services, space rental fees, and other ongoing costs.

Ongoing operating \$5,000

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

- Laptops: 1@1200 = \$1,200
- Monitors: 2@200 = \$400
- Task Chairs: 1@600 = \$600

TOTAL one-time cost: \$2,200

Fund 46100.

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 Personnel Technician would support the enrollment activities and customer service for the 58+ non-SCO agencies that represent more than 11,000 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.

Identify the measure/goal/priority this will improve in the strat plan or PMR.

Goal 1: Stabilize OGI Operations

What is the anticipated measured outcome if this request is funded?

A reduction in the number of current overdue premium discrepancies, resulting in an increase in customer satisfaction



State of Idaho

DIVISION OF HUMAN RESOURCES

Executive Office of the Governor

BRAD LITTLE
Governor
JANELLE WHITE
Administrator

Idaho Personnel Commission
Mike Brassey, Chair
Sarah E. Griffin
Nancy Merrill
Erika Malmen

August 27, 2024

Steve Bailey, Director
Department of Administration

Dear Director Bailey:

This letter is in response to your FY 2026 Budget request. Your initial request was received August 9, 2024 and listed the following requested item(s) for your FY 2026 budget:

1. Increase FTP by 1.0, Research Analyst
2. Increase FTP by 1.0, Personnel Technician;
3. Increase FTP by 1.0, Financial Specialist;

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

1. 1.0, Research Analyst , Pay Grade J
2. 1.0, Personnel Technician, Pay Grade I
3. 1.0, Personnel Technician, Pay Grade K

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 Jessica.garrison@dhr.idaho.gov or 208.819.2193

Sincerely,

A handwritten signature in blue ink that reads "Jessica Garrison".

Jessica Garrison
Human Resource Bureau Chief, Operations

Cc: David Hahn, Division of Financial Management



BRAD LITTLE
Governor
STEVE BAILEY
Director

State of Idaho


Department of Administration

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

August 22, 2024

SUBJ: Department of Administrative FY26 FTP Budget Request

The Idaho Department of Administration is requesting 3 FTE in the FY26 Budget Request. The Department has evaluated all positions to determine if they could be used in place of our FY26 FTE requests. After our review, it was determined that each vacant position has a plan to be filled during the upcoming year, and they are not available to repurpose. We are actively seeking to fill these vacant positions and anticipate they will be filled in the near future.



Steve Bailey
Director
Idaho Department of Administration

8/26/2024
Date

**POSITION DESCRIPTION ACTION FORM
DIVISION OF HUMAN RESOURCES**

PURPOSE:

The Position Description Action Form provides a current record of the major responsibilities of the described position that is necessary in determining proper classification. It is essential that this summary be complete and accurate.

ORGANIZATIONAL CHART:

Attach a current organization chart showing this position and its relationship to other positions in the department, bureau, section, and/or unit. Include employee names, job classifications, and PCN's.

1. **PRIMARY PURPOSE:** Briefly state your position's primary purpose in one or two sentences.

This position is critical in focusing support to the 50+ agencies, political subdivisions and school districts, representing nearly half of the total enrolled population, who do not utilize the State Controller's Office (SCO) for benefit enrollment and maintenance.

2. **POSITION CHANGES (Only complete if requesting a reclassification):** How has this position changed since it was last reviewed? Indicate why changes occurred and if anyone was previously performing these functions.

3. **RESPONSIBILITIES:** Information in this section is intended to document specific job duties by major areas of responsibility. This will require you to group specific duties and/or tasks into like areas or major headings. The percent (%) column should identify the amount of time devoted to the like areas or major headings only. For example, a supervising Chemist might have major responsibilities of supervision 45%, research 25%, and chemical analysis 30%.

DUTIES OR TASKS: List the individual duties or tasks specific and most critical to that responsibility under the major heading. Avoid unclear terms such as "assist", "help", "is responsible for", etc. You do not need to list minor tasks such as sharpening pencils, turning on a PC, etc.

<p align="center">RESPONSIBILITIES (MOST IMPORTANT TO LEAST IMPORTANT) Duties/and tasks listed under major headings</p>	<p align="center">%</p>
<ul style="list-style-type: none"> • Explains enrollment/eligibility policies and procedures. • Responses to non-claim/coverage related inquiries related to medical, dental, FSA, HSA, and Life & Disability plans. • Responsible for eligibility, enrollment, and coverage termination processes/issues for the Active Employees. • Reviews and approves/declines all medical/dental online enrollment applications needing OGI actions on the non-SCO online enrollment platform. • Enforces all National Medical Support Notices (NMN documents) for non-SCO agencies. • Directs customers to resources on the OGI website or with the specific vendor/carrier website. • Works with the carrier(s) to troubleshoot employee enrollment issues • Escalates detailed issues to the appropriate subject matter expert in OGI. 	<p align="center">65%</p>
<ul style="list-style-type: none"> • Provides technical support to the non-SCO entities with the online benefit administration platform • Maintains security access for each entity • Confirms regular enrollment files are being appropriate sent to each applicable carrier 	<p align="center">25%</p>
<ul style="list-style-type: none"> • Provides backup support to the other employee benefits technician who will provide similar services for the SCO agencies. • Processes accounts payable to internal agencies and external vendors. 	<p align="center">10%</p>

6. **CONTACT WITH OTHERS:** What individuals in other departments and outside of state government does the position work with? Include how often and for what purpose. (This can be generalized to departments rather than individuals.)

This position has direct contact with external vendors, state employees, external partner employees, and state agency HR staff.

7. **What knowledge, skills, and abilities do you consider most critical for a new employee to bring to this position?**

Technical Knowledge:

Some knowledge of: computerized record systems.

Experience: providing technical assistance with the processes regarding the application of personnel policies and procedures; reviewing documents for accuracy, completeness, and compliance; compiling data and information for reports; composing letters and memoranda; performing arithmetic calculations involving fractions, decimals, and percentages; explaining policies and procedures.

Technical Skills:

8. **If you have any additional information regarding the classification of this position, please explain.**

The Personnel Technician would support the enrollment activities and customer service for the 58+ non-SCO agencies that represent more than 11,000 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.

The signature below indicates that the information provided is accurate and complete.

Incumbent's Signature (if applicable)

Date

Supervisor's Signature

Date

Supervisor's Classification

POSITION DESCRIPTION ACTION FORM
DIVISION OF HUMAN RESOURCES

PURPOSE:

The Position Description Action Form provides a current record of the major responsibilities of the described position that is necessary in determining proper classification. It is essential that this summary be complete and accurate.

ORGANIZATIONAL CHART:

Attach a current organization chart showing this position and its relationship to other positions in the department, bureau, section, and/or unit. Include employee names, job classifications, and PCN's.

1. **PRIMARY PURPOSE:** Briefly state your position's primary purpose in one or two sentences.

2. **POSITION CHANGES (Only complete if requesting a reclassification):** How has this position changed since it was last reviewed? Indicate why changes occurred and if anyone was previously performing these functions.

3. **RESPONSIBILITIES:** Information in this section is intended to document specific job duties by major areas of responsibility. This will require you to group specific duties and/or tasks into like areas or major headings. The percent (%) column should identify the amount of time devoted to the like areas or major headings only. For example, a supervising Chemist might have major responsibilities of supervision 45%, research 25%, and chemical analysis 30%.

DUTIES OR TASKS: List the individual duties or tasks specific and most critical to that responsibility under the major heading. Avoid unclear terms such as "assist", "help", "is responsible for", etc. You do not need to list minor tasks such as sharpening pencils, turning on a PC, etc.

RESPONSIBILITIES (MOST IMPORTANT TO LEAST IMPORTANT) Duties/and tasks listed under major headings	%

4. **SUPERVISION: Does this position supervise others?** ☐ Yes ☐ No
Describe what the position does (e.g. hiring, hiring recommendations, performance evaluations, work assignment, etc.) and list the job classification(s) and number of positions supervised.

5. **DECISION-MAKING AUTHORITY: What types of decisions or recommendations can this position make?** Please give two or three examples.

How do these decisions or recommendations impact others and what is the result of error?

What actions does this position have the authority to approve or deny? Please give two or three examples.

6. **CONTACT WITH OTHERS: What individuals in other departments and outside of state government does the position work with? Include how often and for what purpose.** (This can be generalized to departments rather than individuals.)
7. **What knowledge, skills, and abilities do you consider most critical for a new employee to bring to this position?**
8. **If you have any additional information regarding the classification of this position, please explain.**

The signature below indicates that the information provided is accurate and complete.

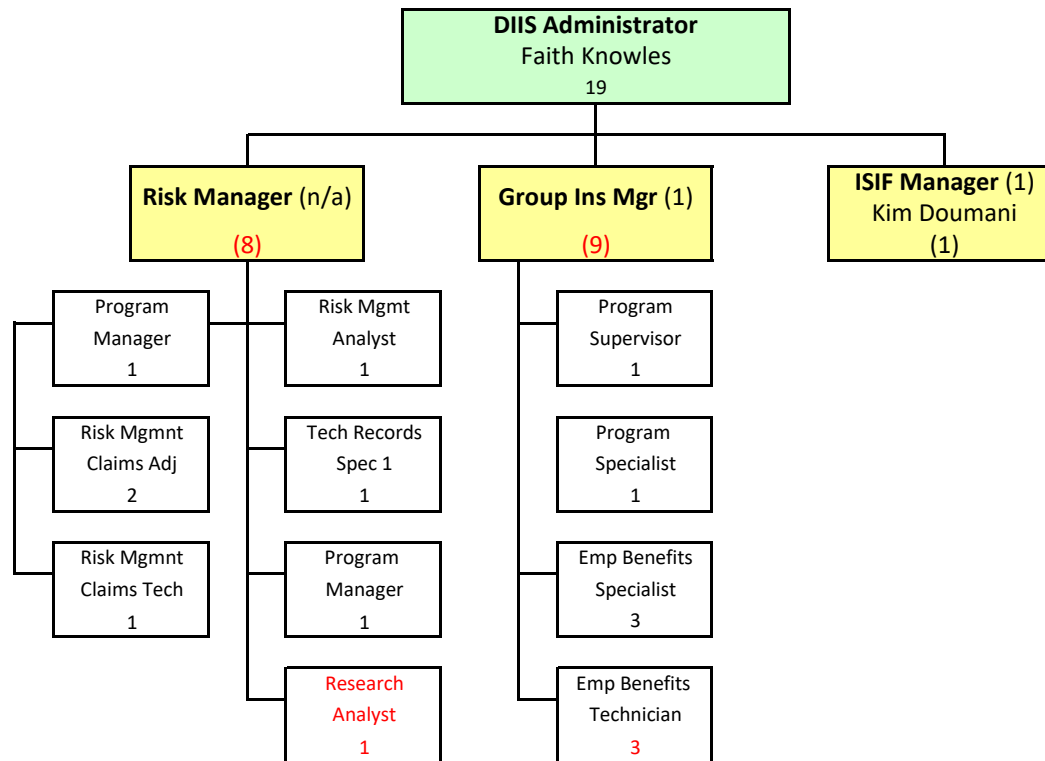
Incumbent's Signature (if applicable)

Date

Supervisor's Signature

Date

Supervisor's Classification _____



Position Action Request

Current Classification: Date:
Requested Classification: Division:
Working Title: PCN:
Supervisor's Name: Signature: _____

Action Requested:

☐ Fill ☐ Delete ☐ Establish ☐ Reclassify Vacant Position

Note: Attach a current PDF.

Request Justification:

Establish/Refill Vacancy (Why is the position needed?):

Reclassification Justification (Summarize what work duties of the position have changed since it was last reviewed):

Proposed Hourly Pay Range: From: To:

Last incumbent's salary:

Pay Grade:

Policy pay rate:

HR USE ONLY:

Salary information: Department: Low: Median: High:
State: Low: Median: High:

Announcement/Recruitment:Duration of Announcement (at least one week): Special Recruitment Efforts:

Indicate Specialty Minimum Qualification Areas:

- ☐ Open Competitive (open to any interested applicants)
- ☐ Department Promotional (open only to classified Department of Administration employees)
- ☐ Statewide Promotional (open only to classified state employees)

Index:

Approval Signatures:

Division Administrator: _____

Human Resource Officer: _____

Fiscal: _____

HR USE ONLY:Announcement Publish Date: Announcement Close Date: Hiring List Number: Hiring Manager Last Name:

Agency: Department of Administration

200

Decision Unit Number 12.02 Descriptive Title Add FTP RISK ADAK

	General	Dedicated	Federal	Total
Request Totals				
50 - Personnel Cost	0	69,500	0	69,500
55 - Operating Expense	0	7,200	0	7,200
70 - Capital Outlay	0	0	0	0
80 -	0	0	0	0
Totals	0	76,700	0	76,700
Full Time Positions	0.00	1.00	0.00	1.00

Appropriation Unit: Office of Insurance Management

ADAK

Personnel Cost

500 Employees	0	44,625	0	44,625
512 Employee Benefits	0	10,575	0	10,575
513 Health Benefits	0	14,300	0	14,300
Personnel Cost Total	0	69,500	0	69,500

Operating Expense

558 Employee Development	0	5,000	0	5,000
625 Computer Supplies	0	1,600	0	1,600
643 Specific Use Supplies	0	600	0	600
Operating Expense Total	0	7,200	0	7,200

Full Time Positions

FTP - Permanent	0.00	1.00	0.00	1.00
Full Time Positions Total	0	0	0	0
	0	76,700	0	76,700

Explain the request and provide justification for the need.

Risk Management requires a Research Analyst to assist with restoring and maintaining data integrity. Currently, due to lack of manpower at Risk Management, agencies oversee entering their own data into Origami. Agency staff entering the information do not have the training or the background in insurance required to correctly assess the total insurable value of an asset. Recently Risk has found many issues with our data integrity. We have found that most buildings are not insured properly. The buildings are either over-insured, underinsured, or not insured at all. We have found multiple instances where agencies are paying insurance on a building that had been demolished years ago. We also have found multiple instances where agencies have added millions to building values with no valid explanation of why and many instances where buildings are listed and insured multiple times.

Incorrect values that are overinflated have caused the State to overpay for its property insurance. Incorrect values also make it difficult to find reinsurance markets that may otherwise be available. Risk Management has only 1 underwriting staff allotted to assist agencies with all lines of business. Property values have increased from 7.2 billion to 12.6 billion over the past 10 years. The significant increase in all lines of coverage require additional staff to help properly serve the agencies. The addition of a Research Analyst position will allow Risk Management to guarantee the integrity of the data being used for rate making purposes.

An initial audit identified 26 buildings that were over insured by \$438 million. This position would allow Risk to continue its audit assessment and correction of the data for all properties. The initial ongoing annual reduction will be a savings of \$118K by removing the \$438 million from the property schedule. Ongoing control of the data entry and values will result in substantial ongoing premium savings in addition to the initial \$118K savings.

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 Risk Management is funded with dedicated appropriation totaling \$1,046,000 (PC \$815,600 and OE \$230,400) for BFY 25 and currently has 7.3 FTP's.

What resources are necessary to implement this request?

The PC request is for \$44,600 Salary and \$24,900 in benefits for one FTE.
The one-time operating expense 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 1 new FTP or a Research Analyst position, pay grade J, and the annual salary at 80% policy (hourly rate of \$21.42)
The total annual cost for this position is \$69,500 (salary totaling \$44,600 and benefits of \$24,900).

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 agencies with accurately assessing values that determine what the state pays for insurance coverage.

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

In Addition to the ongoing salary costs, we request ongoing spending authority for the increase in ongoing IT services, space rental fees, and other ongoing costs.

Ongoing operating \$5,000

In Addition to the ongoing salary and operating costs, we request one-time spending authority for the following:

- Laptops: 1@1200 = \$1,200
- Monitors: 2@200 = \$400
- Task Chairs: 1@600 = \$600

TOTAL one-time cost: \$2,200
Fund 46200.

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 one laptop, two flat-screen monitors, and office furniture.

Provide detail about the revenue assumptions supporting this request.

This program is funded by the insurance allocations collected from each agency.

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

The Research Analyst will support all agencies with correct data collection and input. The position will identify erroneous or questionable data using established methods and procedures to assure quality of data collected. Should this position not be funded, RISK will not have the ability to properly assess its values which results in overpayments to the insurance carriers.

Identify the measure/goal/priority this will improve in the strat plan or PMR.

Address the state's loss expectancy (LE)

What is the anticipated measured outcome if this request is funded?

Reduce Loss Expectancy liability by a certain dollar amount each year.



State of Idaho

DIVISION OF HUMAN RESOURCES

Executive Office of the Governor

BRAD LITTLE
Governor
JANELLE WHITE
Administrator

Idaho Personnel Commission
Mike Brassey, Chair
Sarah E. Griffin
Nancy Merrill
Erika Malmen

August 27, 2024

Steve Bailey, Director
Department of Administration

Dear Director Bailey:

This letter is in response to your FY 2026 Budget request. Your initial request was received August 9, 2024 and listed the following requested item(s) for your FY 2026 budget:

1. Increase FTP by 1.0, Research Analyst
2. Increase FTP by 1.0, Personnel Technician;
3. Increase FTP by 1.0, Financial Specialist;

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

1. 1.0, Research Analyst , Pay Grade J
2. 1.0, Personnel Technician, Pay Grade I
3. 1.0, Personnel Technician, Pay Grade K

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 Jessica.garrison@dhr.idaho.gov or 208.819.2193

Sincerely,

A handwritten signature in blue ink that reads "Jessica Garrison".

Jessica Garrison
Human Resource Bureau Chief, Operations

Cc: David Hahn, Division of Financial Management



BRAD LITTLE
Governor
STEVE BAILEY
Director

State of Idaho


Department of Administration

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

August 22, 2024

SUBJ: Department of Administrative FY26 FTP Budget Request

The Idaho Department of Administration is requesting 3 FTE in the FY26 Budget Request. The Department has evaluated all positions to determine if they could be used in place of our FY26 FTE requests. After our review, it was determined that each vacant position has a plan to be filled during the upcoming year, and they are not available to repurpose. We are actively seeking to fill these vacant positions and anticipate they will be filled in the near future.



Steve Bailey
Director
Idaho Department of Administration

8/26/2024
Date

Risk Analyst

PURPOSE:

The Position Description Action Form provides a current record of the major responsibilities of the described position that is necessary in determining proper classification. It is essential that this summary be complete and accurate.

ORGANIZATIONAL CHART:

Attach a current organization chart showing this position and its relationship to other positions in the department, bureau, section, and/or unit. Include employee names, job classifications, and PCN's.

1. **PRIMARY PURPOSE:** Briefly state your position's primary purpose in one or two sentences.

To perform basic qualitative and quantitative research involving data collection, data preparation and preliminary analysis; perform related work

2. **POSITION CHANGES (Only complete if requesting a reclassification):** How has this position changed since it was last reviewed? Indicate why changes occurred and if anyone was previously performing these functions.

N/A

3. **RESPONSIBILITIES:** Information in this section is intended to document specific job duties by major areas of responsibility. This will require you to group specific duties and/or tasks into like areas or major headings. The percent (%) column should identify the amount of time devoted to the like areas or major headings only. For example, a supervising Chemist might have major responsibilities of supervision 45%, research 25%, and chemical analysis 30%.

DUTIES OR TASKS: List the individual duties or tasks specific and most critical to that responsibility under the major heading. Avoid unclear terms such as "assist", "help", "is responsible for", etc. You do not need to list minor tasks such as sharpening pencils, turning on a PC, etc.

RESPONSIBILITIES (MOST IMPORTANT TO LEAST IMPORTANT) Duties/and tasks listed under major headings	%
1. Research development. Researches information and data Develops tools for collection of data Identifies erroneous or questionable data using established methods and procedures to assure quality of data collected Utilizes established sampling techniques and selects sample Identifies problems with reporting systems and recommends changes Makes recommendations for improving research procedures	50
2. Data analysis and report development. Edits and compiles data manually or by computer program Reviews and corrects data ensuring output is consistent with study Drafts report of findings into format appropriate to various users Responds to requests for information on current and potential use of data and research system	40
3. Other duties as assigned	10

6. **CONTACT WITH OTHERS:** What individuals in other departments and outside of state government does the position work with? Include how often and for what purpose. (This can be generalized to departments rather than individuals.)

This position would work with every agency that is insured by Risk Management

7. What knowledge, skills, and abilities do you consider most critical for a new employee to bring to this position?

Good knowledge of:
Research methods
Principles of statistics'

Experience:
Writing analytical (research) reports or materials
Using statistical software or spreadsheet software to perform statistical analysis

8. If you have any additional information regarding the classification of this position, please explain.

The signature below indicates that the information provided is accurate and complete.

Incumbent's Signature (if applicable)

Date

Supervisor's Signature

Date

Supervisor's Classification

Position Action Request

Current Classification: Date:
Requested Classification: Division:
Working Title: PCN:
Supervisor's Name: Signature: _____

Action Requested:

☐ Fill ☐ Delete ☐ Establish ☐ Reclassify Vacant Position

Note: Attach a current PDF.

Request Justification:

Establish/Refill Vacancy (Why is the position needed?):

Reclassification Justification (Summarize what work duties of the position have changed since it was last reviewed):

Proposed Hourly Pay Range: From: To:

Last incumbent's salary:

Pay Grade:

Policy pay rate:

HR USE ONLY:

Salary information: Department: Low: Median: High:
State: Low: Median: High:

Announcement/Recruitment:

Duration of Announcement (at least one week):

Special Recruitment Efforts:

Indicate Specialty Minimum Qualification Areas:

- ☐ Open Competitive (open to any interested applicants)
- ☐ Department Promotional (open only to classified Department of Administration employees)
- ☐ Statewide Promotional (open only to classified state employees)

Index:

Approval Signatures:

Division Administrator: _____

Human Resource Officer: _____

Fiscal: _____

HR USE ONLY:

Announcement Publish Date:

Announcement Close Date:

Hiring List Number:

Hiring Manager Last Name:

POSITION DESCRIPTION ACTION FORM
DIVISION OF HUMAN RESOURCES

PURPOSE:

The Position Description Action Form provides a current record of the major responsibilities of the described position that is necessary in determining proper classification. It is essential that this summary be complete and accurate.

ORGANIZATIONAL CHART:

Attach a current organization chart showing this position and its relationship to other positions in the department, bureau, section, and/or unit. Include employee names, job classifications, and PCN's.

- PRIMARY PURPOSE:** Briefly state your position's primary purpose in one or two sentences.
- POSITION CHANGES (Only complete if requesting a reclassification):** How has this position changed since it was last reviewed? Indicate why changes occurred and if anyone was previously performing these functions.

3. **RESPONSIBILITIES:** Information in this section is intended to document specific job duties by major areas of responsibility. This will require you to group specific duties and/or tasks into like areas or major headings. The percent (%) column should identify the amount of time devoted to the like areas or major headings only. For example, a supervising Chemist might have major responsibilities of supervision 45%, research 25%, and chemical analysis 30%.

DUTIES OR TASKS: List the individual duties or tasks specific and most critical to that responsibility under the major heading. Avoid unclear terms such as "assist", "help", "is responsible for", etc. You do not need to list minor tasks such as sharpening pencils, turning on a PC, etc.

RESPONSIBILITIES (MOST IMPORTANT TO LEAST IMPORTANT) Duties/and tasks listed under major headings	%

4. **SUPERVISION:** Does this position supervise others? ☐ Yes ☐ No
Describe what the position does (e.g. hiring, hiring recommendations, performance evaluations, work assignment, etc.) and list the job classification(s) and number of positions supervised.

5. **DECISION-MAKING AUTHORITY:** What types of decisions or recommendations can this position make? Please give two or three examples.

How do these decisions or recommendations impact others and what is the result of error?

What actions does this position have the authority to approve or deny? Please give two or three examples.

6. **CONTACT WITH OTHERS: What individuals in other departments and outside of state government does the position work with? Include how often and for what purpose.** (This can be generalized to departments rather than individuals.)
7. **What knowledge, skills, and abilities do you consider most critical for a new employee to bring to this position?**
8. **If you have any additional information regarding the classification of this position, please explain.**

The signature below indicates that the information provided is accurate and complete.

Incumbent's Signature (if applicable)

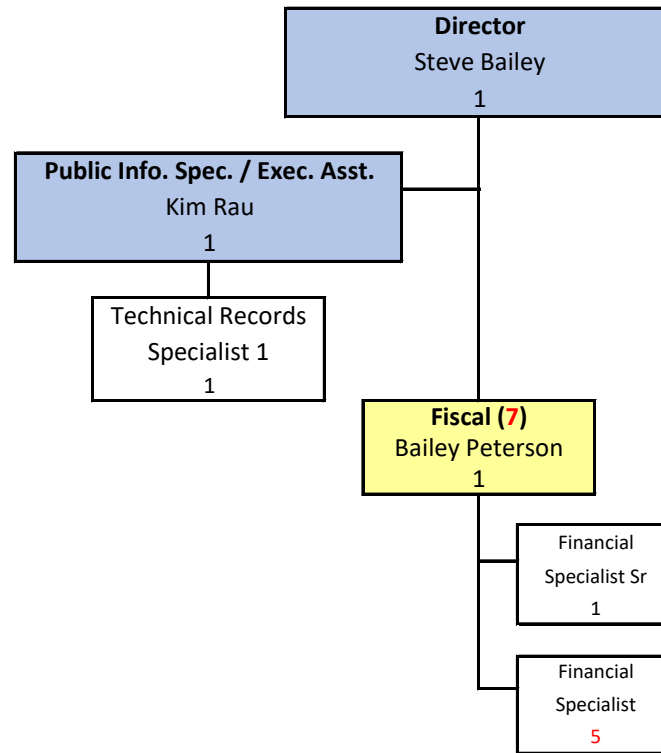
Date

Supervisor's Signature

Date

Supervisor's Classification _____

DEPARTMENT OF ADMINISTRATION
Budgeted Program - Management Services



Agency: Department of Administration

200

Decision Unit Number 12.03 Descriptive Title Add FTP MS ADAA

	General	Dedicated	Federal	Total
Request Totals				
50 - Personnel Cost	0	76,700	0	76,700
55 - Operating Expense	0	7,200	0	7,200
70 - Capital Outlay	0	0	0	0
80 -	0	0	0	0
Totals	0	83,900	0	83,900
Full Time Positions	0.00	1.00	0.00	1.00

Appropriation Unit: Management Services

ADAA

Personnel Cost

500 Employees	0	50,420	0	50,420
512 Employee Benefits	0	11,980	0	11,980
513 Health Benefits	0	14,300	0	14,300
Personnel Cost Total	0	76,700	0	76,700

Operating Expense

558 Employee Development	0	5,000	0	5,000
625 Computer Supplies	0	1,600	0	1,600
643 Specific Use Supplies	0	600	0	600
Operating Expense Total	0	7,200	0	7,200

Full Time Positions

FTP - Permanent	0.00	1.00	0.00	1.00
Full Time Positions Total	0	0	0	0
	0	83,900	0	83,900

Explain the request and provide justification for the need.

Due to the increased workload in both the Division of Public Works and the Office of Group Insurance, an additional financial services position will ensure the Department can keep up to date with its obligations to vendors, legislators, external customers, and internal customers. The Financial Services Division faces many bottleneck issues with processing invoices due to the increased workload of the other Divisions flowing to the Financial Service Division. The Office of Group Insurance has grown significantly with the passage of Idaho Cod Section 67-5767; 26 new school districts joined the plan, which meant payments would be processed in the accounting system instead of part of the automated payroll processing. The Division of Public Works has plans for growth with over \$300 million appropriated for Deferred Maintenance Projects. Each new project increased the workload for Financial Services as we processed all the related invoices and financial actions in the Projectmates system and the accounting system.

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."

Specific authority is granted under 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 Management Services Division is funded with dedicated appropriation totaling \$1,155,600 (PC \$970,100 and OE \$185,500) for BFY 25 and currently has 8 FTP's.

What resources are necessary to implement this request?

The PC request is for \$50,500 Salary and \$26,280 in benefits for one FTE.
The one-time operating expense 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 1 new FTP or a Financial Specialist position, pay grade K, and the annual salary at 80% policy (hourly rate of \$24.27) The total annual cost for these positions is \$76,800 (salary totaling \$50,500 and benefits of \$26,300).

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

Existing staff will not be redirected. This position will assist in picking up the additional workload created by the additional school districts added to the State's Health Plan, and the \$300 M in Deferred Maintenance funds and related project invoice processing.

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

In addition to the ongoing salary costs, we request ongoing spending authority for the increase in ongoing IT services, space rental fees, and other ongoing costs.

Ongoing operating \$5,000

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

- Laptops: 1@1200 = \$1,200
- Monitors: 2@200 = \$400
- Task Chairs: 1@600 = \$600

TOTAL one-time cost: \$2,200

Fund 46100, 45000, and 36500

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 Division is funded by a portion of the fees collected from the Division of Insurance and Internal Support through membership dues and the Division of Public Works through the Permanent Building Fund which is funds by various taxes and interest. The Department anticipates a steady revenue stream and has sufficient reserves to cover the increases in claims from existing membership and the increased workload.

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

The Financial Specialist would support both the Division of Insurance and Internal Support and the Division of Public Works through their increased transaction volume. Should this position not be funded, Management Services ability to complete timely processing of financial transactions will be severely impacted.

Identify the measure/goal/priority this will improve in the strat plan or PMR.

Address deferred maintenance and repair items.
Stabilize OGI Operations

Run Date: 9/13/24, 1:52PM

What is the anticipated measured outcome if this request is funded?

A reduction in the number of current overdue premium discrepancies, increasing customer satisfaction and timely payment help contribute to a lowering of the FCI.



State of Idaho

DIVISION OF HUMAN RESOURCES

Executive Office of the Governor

BRAD LITTLE
Governor
JANELLE WHITE
Administrator

Idaho Personnel Commission
Mike Brassey, Chair
Sarah E. Griffin
Nancy Merrill
Erika Malmen

August 27, 2024

Steve Bailey, Director
Department of Administration

Dear Director Bailey:

This letter is in response to your FY 2026 Budget request. Your initial request was received August 9, 2024 and listed the following requested item(s) for your FY 2026 budget:

1. Increase FTP by 1.0, Research Analyst
2. Increase FTP by 1.0, Personnel Technician;
3. Increase FTP by 1.0, Financial Specialist;

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

1. 1.0, Research Analyst , Pay Grade J
2. 1.0, Personnel Technician, Pay Grade I
3. 1.0, Personnel Technician, Pay Grade K

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 Jessica.garrison@dhr.idaho.gov or 208.819.2193

Sincerely,

A handwritten signature in blue ink that reads "Jessica Garrison".

Jessica Garrison
Human Resource Bureau Chief, Operations

Cc: David Hahn, Division of Financial Management



BRAD LITTLE
Governor
STEVE BAILEY
Director

State of Idaho


Department of Administration

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

August 22, 2024

SUBJ: Department of Administrative FY26 FTP Budget Request

The Idaho Department of Administration is requesting 3 FTE in the FY26 Budget Request. The Department has evaluated all positions to determine if they could be used in place of our FY26 FTE requests. After our review, it was determined that each vacant position has a plan to be filled during the upcoming year, and they are not available to repurpose. We are actively seeking to fill these vacant positions and anticipate they will be filled in the near future.



Steve Bailey
Director
Idaho Department of Administration

8/26/2024
Date

POSITION DESCRIPTION ACTION FORM
DIVISION OF HUMAN RESOURCES

PURPOSE:

The Position Description Action Form provides a current record of the major responsibilities of the described position that is necessary in determining proper classification. It is essential that this summary be complete and accurate.

ORGANIZATIONAL CHART:

Attach a current organization chart showing this position and its relationship to other positions in the department, bureau, section, and/or unit. Include employee names, job classifications, and PCN's.

- PRIMARY PURPOSE:** Briefly state your position's primary purpose in one or two sentences.
- POSITION CHANGES (Only complete if requesting a reclassification):** How has this position changed since it was last reviewed? Indicate why changes occurred and if anyone was previously performing these functions.

3. **RESPONSIBILITIES:** Information in this section is intended to document specific job duties by major areas of responsibility. This will require you to group specific duties and/or tasks into like areas or major headings. The percent (%) column should identify the amount of time devoted to the like areas or major headings only. For example, a supervising Chemist might have major responsibilities of supervision 45%, research 25%, and chemical analysis 30%.

DUTIES OR TASKS: List the individual duties or tasks specific and most critical to that responsibility under the major heading. Avoid unclear terms such as "assist", "help", "is responsible for", etc. You do not need to list minor tasks such as sharpening pencils, turning on a PC, etc.

RESPONSIBILITIES (MOST IMPORTANT TO LEAST IMPORTANT) Duties/and tasks listed under major headings	%

4. **SUPERVISION: Does this position supervise others?** ☐ Yes ☐ No
Describe what the position does (e.g. hiring, hiring recommendations, performance evaluations, work assignment, etc.) and list the job classification(s) and number of positions supervised.

5. **DECISION-MAKING AUTHORITY: What types of decisions or recommendations can this position make?** Please give two or three examples.

How do these decisions or recommendations impact others and what is the result of error?

What actions does this position have the authority to approve or deny? Please give two or three examples.

6. **CONTACT WITH OTHERS: What individuals in other departments and outside of state government does the position work with? Include how often and for what purpose.** (This can be generalized to departments rather than individuals.)
7. **What knowledge, skills, and abilities do you consider most critical for a new employee to bring to this position?**
8. **If you have any additional information regarding the classification of this position, please explain.**

The signature below indicates that the information provided is accurate and complete.

Incumbent's Signature (if applicable)

Date

Supervisor's Signature

Date

Supervisor's Classification _____



State of Idaho Classification Review Request Form

Purpose: To request a new position or reclassify existing position.

Routing: This form is to be completed by agency HR representative in conjunction with supervisor and agency fiscal representative; approved by agency appointing authority, then routed to DHR and DFM for approvals.

Employee Information

Employee Name: NA

Employee ID #: NA

Employee Position #: NA

Agency: 200 Department of Administration

Date Form Completed: 8/7/2024

Form Completed By: Bailey Peterson

Agency Contact #: 208-332-1815

*If this form is being completed for multiple employees, attach a spreadsheet with the information outlined in this form.

Type of Request

Please refer to Idaho Statute 67-5303 (classified) and exempt from Idaho Code, Title 67, Chapter 53, but subject to Idaho Code, Title 59, Chapter 16 (non-classified).

- ☒ Establish a new position
- ☐ Reclassify a current position
- ☐ Other: Click or tap here to enter text.

Position Information

Current Position Information

Date Vacant (if applicable): NA

Classified or Non: NA

Job Name: NA

Job Number: NA

Salary Structure Grade: NA

Current Rate of Pay: NA

Current FLSA Code: NA

Proposed Position Information

Proposed Effective Date: 7/1/2025

Classified or Non: Classified

Job Name: Financial Specialist 8810

Job Number: 666C

Salary Structure Grade: K

Proposed Rate of Pay: 24.27

Proposed FLSA Code: A

Justification

1. Describe the justification for the request (Include details to warrant the request such as evolution of responsibilities over time, reorganization, transfer or redelegation of duties from another position, and/or new functions not previously performed in the unit).

2. How did you determine the job proposed?

We evaluated the workload of the fiscal team and determined that the level of help needed was at the Financial Specialist level due to the type of work that this position will be primarily responsible for.

Attach Supporting Documentation (As Applicable)

- ☐ Organization Chart
- ☐ Position Description Questionnaire or Position Review Summary
- ☐ Other: [Click or tap here to enter text.](#)

Fiscal Impact

1. Is there a fiscal impact if for a reclass or due to a new position? ☒ Yes ☐ No
 - a. If yes, which fund is affected? (check all that apply) ☐ General Fund ☒ Dedicated ☐ Federal
2. What is the budgeted salary and benefits information if approved? (Please include this information in the Provide Other Information Helpful In Understanding This Position section of the Luma action)

Budgeted Salary (total annual salary):\$50,486

Benefits (total health and variable benefits): \$26,250

3. What does the annual amount change by fund? (list all fund numbers and amounts)
 - a. Does this fit into your existing budget? ☐ Yes ☒ No
 - b. If no, what is your plan to fund this reclass or new position ongoing?

We will be requesting a new FTP in the BFY26 request.

Agency Approval

Manager: [Click or tap here to enter text.](#)

HR Representative: [Click or tap here to enter text.](#)

Fiscal Representative: [Click or tap here to enter text.](#)

Appointing Authority: [Click or tap here to enter text.](#)

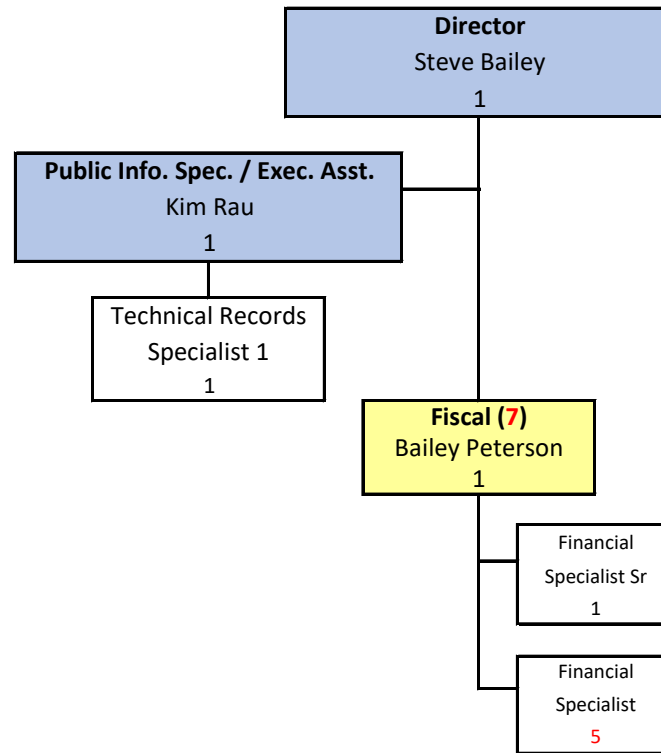
Date: [Click or tap here to enter text.](#)

Date [Click or tap here to enter text.](#)

Date: [Click or tap here to enter text.](#)

Date: [Click or tap here to enter text.](#)

DEPARTMENT OF ADMINISTRATION
Budgeted Program - Management Services



Position Description

Date:	08/07/2024				PCN:	N/A			
Classification Title:	Financial Specialist				Working Title:	Financial Specialist			
Division:	Management Services				Program:	Financial Services			
Supervisor's Title:	Genny Casiano								
Telecommute	Yes		No	X	Flex Schedule	Yes	X	No	

PURPOSE: The Position Description provides a record of the essential job duties and responsibilities of the position to ensure proper classification. It is essential that the questionnaire be complete and accurate.

Completion of this form is a joint effort by the incumbent and the immediate supervisor. Both parties should agree with the contents, and signatures of both are required. It is the supervisor's responsibility to ensure the accuracy of the information provided. Please:

- Use your own words when filling out the form (do not copy from class spec).
- Be sure to consider the job duties over a sufficient period of time to cover all permanent work assignments. Do not include temporary, nonpermanent duties such as those performed for cross-training purposes or on an infrequent ad-hoc basis.
- If a question does not apply, put "NA" (Not Applicable) in that space.
- Review the entire form before completing. It will save time in the end.

1) Primary Purpose: <i>One or two brief sentences describing the position's primary purpose.</i>	
The Financial Specialist will primarily be processing construction invoices and reconciling project accounts between Projectmates and LUMA. This position will offload work from other team members to ensure the timely processing of transactions due to the increased growth of the department and related workload to the financial services division.	
2) Essentials Functions (most to least important): <i>Specific job duties grouped together by major areas of responsibility, including the amount of time (%) devoted to each major area group. For example, a project manager might have major responsibilities of contract management 35%, supervision 25%, research 25%, and field work 15%. Under each of those major headings would follow the individual duties or tasks specific and most critical to that responsibility. It may be helpful to think about what a typical day looks like in this position.</i>	
Functions:	Percentage %
Processing accounts payable construction invoices, including data entry, account coding, verifying spending authority, and ensuring information provided from Projectmates is accurate and complete.	75 %
Reconciling project accounts, including verifying funding sources, contract retainage, and calculating necessary adjustments in the accounting system.	15%
Other duties as assigned.	10%

3) Decision Making Authority: *What types of decisions or recommendations is this position authorized to make? How do these actions impact others and what is the result of error? What actions does this position have authority to approve or deny? Are there financial factors to consider? Etc.*

This position will ensure appropriate accounting coding, which will keep the department compliant with laws and regulations impacting construction projects. If an error were to occur with the transactional data, this could result in audit findings and questions from the legislature about the misappropriation of funding.

4) Problem Solving: *What are the most difficult or technical problems this position solves and why are these considered difficult? Give two or three specific examples.*

This position will ensure appropriate accounting coding, essential for appropriate financial reporting to the legislature. This position will perform complicated reconciliations between systems to ensure that appropriated funds are spent appropriately. This position will also ensure contract retainage is appropriately reported and reconciled for appropriate financial reporting.

5) Equipment Operation: *If applicable, list the equipment operated and the percent of work time spent operating each device. Indicate if the position services and/or repairs equipment.*

N/A computer worker

6) Required Licensure/Certification: *If applicable, list the required licensure or professional certification necessary to perform the essential functions listed in #2.*

N/A

7) Supervision/Team Leader Responsibilities: *If this position serves as the supervisor or team leader for other positions, select the duties below that best describe the expectations.*

Make Hire Decisions	No	Assign & Monitor Work	No	Approve Work Schedules	No	Facilitate Team Meetings	No
Make Hire Recommendations	No	Deliver Performance Evals	No	Approve Work of Others	No	Train Staff	No
Provide Technical Guidance	No	Deliver Disciplinary Action	No	Recommend Pay Actions	No	Resolve Escalations	No
Other	No						

8) Minimum Qualifications: *Describe the knowledges, skills and experience required of a **NEW EMPLOYEE** to do this job and any special requirements you think necessary. These "minimums" should be those that cannot be learned in a short period of time (3 months or less), will not be taught on the job, and would be required of a new employee upon entry into this position.*

Technical Knowledge:

State Laws and Regulations related to construction projects.

Accounting terminology – AR, AP, Cash receipts, P-Card, Travel – and appropriate related transactions

Financial record-keeping methods

Basic Accounting transaction processing(debits and credits).

Technical Skills:

Ability to learn multiple accounting systems.

Intermediate Microsoft Excel knowledge.

Ability to learn multiple accounting systems.

Interpersonal and/or Management Skills/Attributes:

Ability to work in a team/collaborative environment.

Ability to work with others to research and resolve discrepancies.

Internal and External Customer Service to provide assistance and information on Fiscal transactions by phone/email/personal contact.

Additional Information About this Position: *List any information not included in your previous answers that will help someone better understand this position.*

Due to the increased workload in both the Division of Public Works and the Office of Group Insurance, an additional financial services position will ensure the Department can keep up to date with its obligations to vendors, legislators, external customers, and internal customers. The Financial Services Division faces many bottleneck issues with processing invoices due to the increased workload of the other Divisions flowing to the Financial Service Division. The Office of Group Insurance has grown significantly with the passage of Idaho Cod Section 67-5767; 26 new school districts joined the plan, which meant payments would be processed in the accounting system instead of part of the automated payroll processing. The Division of Public Works has plans for growth with over \$300 million appropriated for Deferred Maintenance Projects. Each new project increased the workload for Financial Services as we processed all the related invoices and financial actions in the Projectmates system and the accounting system.

9) Physical Requirements: Select the physical requirements necessary to perform the essential job functions.

OFFICE

☒ Ability to sit 2-4 hours at a time.

☒ Ability to reach and bend for filing purposes.

☒ Periods of prolonged typing.

☒ Periods of prolonged reading.

☒ Ability to lift 30 pounds (file boxes, chairs, etc.).

☐ Some travel may be required.

☐ Other

NON-OFFICE

☐ Ability to acquire and maintain a Driver's License.

☐ Ability to climb ladders, staircases, and/or work on uneven terrain.

☐ Ability to lift and carry up to 30 pounds up ladders, up/down staircases, and/or on even or uneven terrain.

☐ Ability to lift and carry up to 50 pounds up ladders, up/down staircases, and/or on even or uneven terrain.

☐ Ability to work in adverse or inclement weather.

☐ Ability to work in extreme hot or cold temperatures, both outside and inside.

☐ Some travel may be required.

☐ May come into contact with hazardous materials.

☐ Other

The signatures below indicate agreement with the information in this PDF and certifies its accuracy.

Supervisor's Signature

8/7/2024

Date

Employee Signature

Date

Agency: Department of Administration

200

Decision Unit Number12.04

Descriptive TitleSecurity Equipment

	General	Dedicated	Federal	Total
Request Totals				
50 - Personnel Cost	0	0	0	0
55 - Operating Expense	0	0	0	0
70 - Capital Outlay	0	49,000	0	49,000
80 -	0	0	0	0
Totals	0	49,000	0	49,000
Full Time Positions	0.00	0.00	0.00	0.00

Appropriation Unit:Public Works

ADAC

Capital Outlay				
755 Motorized & Non Motorized Equipment	0	49,000	0	49,000
Capital Outlay Total	0	49,000	0	49,000
	0	49,000	0	49,000

Explain the request and provide justification for the need.

1. The Division of Security Operations is tasked with providing and delivering crowd control barriers, road closure signs, and other traffic and safety control devices for events at the Capitol Mall and Chinden Campus. Barriers keep patrons and officers safe, at times separated from contentious-counter groups, and within a secure zone out of harm's way.
2. Since becoming a division in 2020, the division ensures events at the Capitol Mall and Chinden Campus have adequate safe measures in place. The division also supports the Lewiston and Idaho Falls State Office Buildings.

If a supplemental, what emergency is being addressed?

Not applicable

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 Security Division a subpart of Public Works is funded with a dedicated appropriation totaling \$16,244,400 (PC \$3,205,100 and OE \$12,395,800, and CO \$643,500) for BFY 25 and currently has 36.5 FTPs.

What resources are necessary to implement this request?

One-time Capital Outlays totaling \$49,000, \$8,500 Trailer, and \$40,500 Truck.

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

Not applicable

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

Not applicable

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

Both requests are one-time CO with no additional future costs.

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

Both requests were calculated based on June 2024 market prices.

Provide detail about the revenue assumptions supporting this request.

The security operations are funded by rents of the Capitol Mall and Chinden Campus.

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

1 & 2. Any person, state employee, law enforcement officer, or contracted security officer at an event at the Capitol Mall or Chinden Campus are served by this request. If not funded, the ability to store and transport security measures to multiple state sites will be impacted.

Identify the measure/goal/priority this will improve in the strat plan or PMR.

Improve the overall efficiency and effectiveness of the Security operation.

What is the anticipated measured outcome if this request is funded?

Timely processing of security access requests.

Hot Wheels N Deals LLC

4829 Chinden Blvd

Garden City, ID 83714

208 890 0862

Quote for Trailer 07-24-2024

Steve Walker/Dept of Administration, Idaho

New 7x16 enclosed cargo trailer

Brand C&B "Big 10"

CargoB10-7x16+16"

7ft ceiling

Fold down ramp

Trailer brakes

RV style side door

Side step

Inside lights

Radial 8 ply tires

Made in Idaho

Cost \$8,395.00

Tax exempt, no doc fees

Title fee DMV \$21.00

Total \$8416.00

Agency: Department of Administration

200

Decision Unit Number12.05

Descriptive TitleGovernor's Housing Stipend Cash Transfer

	General	Dedicated	Federal	Total
Request Totals				
50 - Personnel Cost	0	0	0	0
55 - Operating Expense	60,600	0	0	60,600
70 - Capital Outlay	0	0	0	0
80 -	0	0	0	0
Totals	60,600	0	0	60,600
Full Time Positions	0.00	0.00	0.00	0.00

Appropriation Unit:Management Services

ADAA

Operating Expense				
676 Miscellaneous Expense	60,600	0	0	60,600
Operating Expense Total	60,600	0	0	60,600
	60,600	0	0	60,600

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 Govenor'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?

\$60,600 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 \$60,600.

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

The Governor's Housing Committee determined that funding 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.

Identify the measure/goal/priority this will improve in the strat plan or PMR.

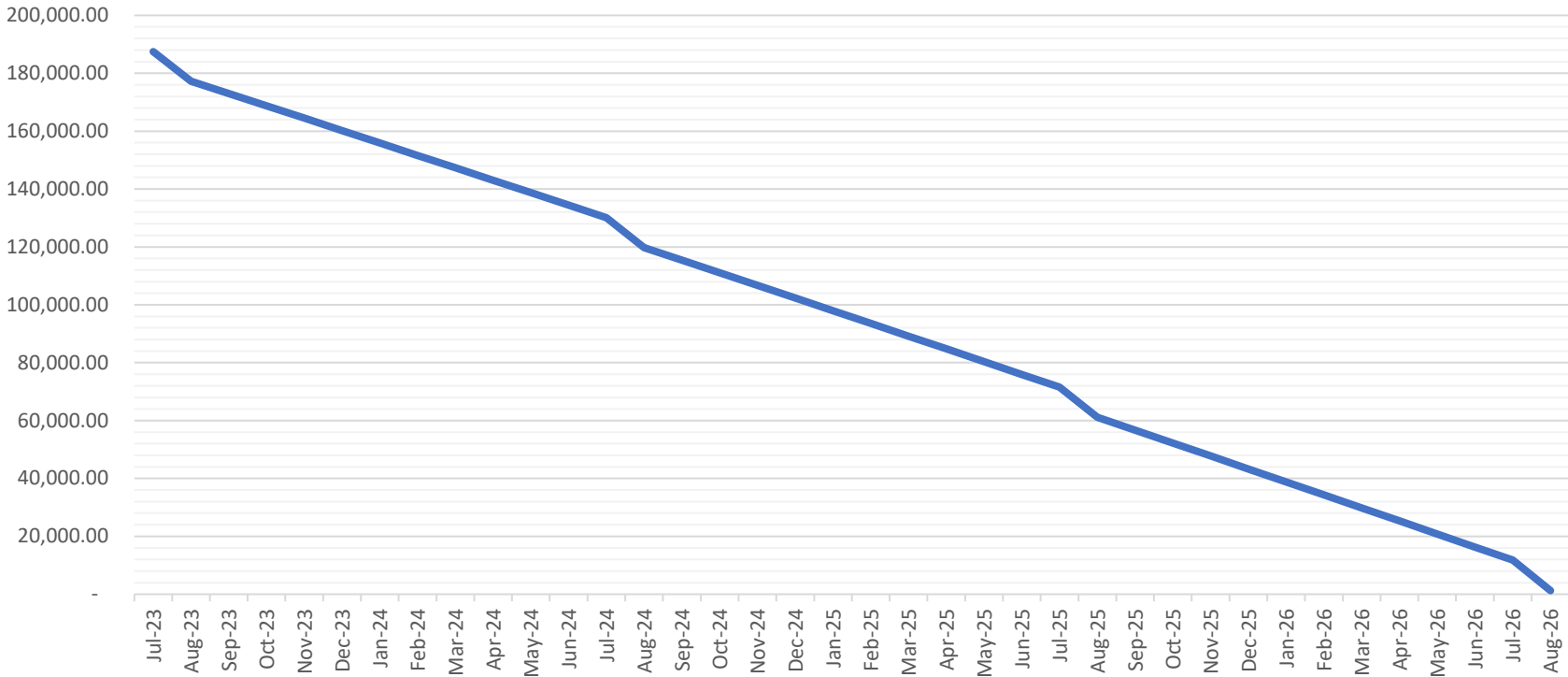
This request will assist in carrying out the objectives of the Governor's Housing Committee as they direct the Department of Administration on how to manage these funds.

What is the anticipated measured outcome if this request is funded?

Continued support to the Governor's Housing Committee

Cash Flow Projection

Proposal 1 (\$4,550.67)



Agency: Department of Administration

200

Decision Unit Number12.06

Descriptive TitleProgram Transfer CO to OE ADAC

	General	Dedicated	Federal	Total
Request Totals				
50 - Personnel Cost	0	0	0	0
55 - Operating Expense	0	131,300	0	131,300
70 - Capital Outlay	0	(131,300)	0	(131,300)
80 -	0	0	0	0
Totals	0	0	0	0
Full Time Positions	0.00	0.00	0.00	0.00

Appropriation Unit:Public Works

ADAC

Operating Expense				
625 Computer Supplies	0	131,300	0	131,300
Operating Expense Total	0	131,300	0	131,300
Capital Outlay				
768 Specific Use Equipment	0	(131,300)	0	(131,300)
Capital Outlay Total	0	(131,300)	0	(131,300)
	0	0	0	0

Explain the request and provide justification for the need.

Due to accounting standards the costs associated with the Facility Needs Assessment software were determined to be operating expenditures. This transfer is the align our budget with the associated accounting standards.

If a supplemental, what emergency is being addressed?

N/A

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

N/A

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

Capitla Outlays in the amount of \$131,300 that being is transferred to Operating.

What resources are necessary to implement this request?

N/A

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

Provide detail about the revenue assumptions supporting this request.

N/A

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

N/A

Identify the measure/goal/priority this will improve in the strat plan or PMR.

N/A

What is the anticipated measured outcome if this request is funded?

N/A

AGENCY: Administration

Approp Unit: ADAC 36500

Decision Unit No: 12.55 Item 1000

Title: Mid-Size SUV (Replacement Vehicle)

	General	Dedicated	Federal	Other	Total
FULL-TIME POSITIONS (FTP)					
PERSONNEL COSTS					
1. Salaries					
2. Benefits					
3. Group Position Funding					
TOTAL PERSONNEL COSTS					
OPERATING EXPENSES					
TOTAL OPERATING EXPENDITURES					
CAPITAL OUTLAY					
1. Mid-Size SUV (Replacement)		\$40,000			\$40,000
TOTAL CAPITAL OUTLAY					
T/B PAYMENTS					
GRAND TOTAL		\$40,000			\$40,000

Explain the request and provide justification for the need.

In FY24, DPW was appropriated approximately \$81,000 to purchase 3 vehicles. Vehicle 1 was purchased for \$36,905 and vehicle 2 was purchased for \$41,142 for a total of \$78,047, so the 3rd vehicle was not replaced.

We request appropriation to replace a 2012 Chevy Impala that has 107,325 miles with a mid-size SUV.

If a supplemental, what emergency is being addressed?

N/A

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.

Please identify the performance measure, goal, or priority this request is intended to improve in the strategic plan or performance measurement report.

Increase efficiency in processes necessary to issue Notice to Proceed on construction projects.

What is the anticipated measured outcome if this request is funded?

The average number of days between project bid date and Notice to Proceed.

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

The Public Works Permanent Building group is funded with a dedicated appropriation totaling \$4,207,300 (PC \$3,288,400, OE \$787,600, and CO \$131,300) for BFY 25 and currently has 33.5 FTPs.

What resources are necessary to implement this request?

One-time Capital Outlays totaling \$40,000

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.

This is a one-time capital outlay.

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

Costs are based on DFM/Div. of Purchasing recommendation.

Provide detail about the revenue assumptions supporting this request.

This request 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?

Our agency customers and citizens of the State of Idaho are being served by this request because it will allow DPW project managers and construction field representatives to visit agency construction projects around the state to ensure compliance with design documents and quality control.

AGENCY: 200

Approp Unit: ADAM

Decision Unit No: 12.55

Title: Doc Services

	General	Dedicated	Federal	Other	Total
FULL-TIME POSITIONS (FTP)					
PERSONNEL COSTS					
1. Salaries					
2. Benefits					
3. Group Position Funding					
TOTAL PERSONNEL COSTS					
OPERATING EXPENSES					
TOTAL OPERATING EXPENDITURES					
CAPITAL OUTLAY					
1. Ford Escape (replacement)	0	\$33,000	0	0	\$33,000
TOTAL CAPITAL OUTLAY	0	0	0	0	\$33,000
T/B PAYMENTS					
GRAND TOTAL	0	\$33,000	0	0	\$33,000

Explain the request and provide justification for the need.

1. Document Services delivers and provides courier services to treasure valley agencies both for postal and quick copy. Replacing an older minivan with a fuel-efficient vehicle will save the tax payers in the long run on fuel and maintenance costs.

If a supplemental, what emergency is being addressed?

N/A

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."

Please identify the performance measure, goal, or priority this request is intended to improve in the strategic plan or performance measurement report.

Create efficiencies in the state's Postal Services at the Chinden Campus

What is the anticipated measured outcome if this request is funded?

Average number of minutes to deliver mail.

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

The Postal Services Division is funded with dedicated appropriation totaling \$1,106,000 (PC \$410,300 and OE \$695,700) for BFY 25 and currently has 17 FTP's.

What resources are necessary to implement this request?

One-time Capital Outlays totaling \$33,000.

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.

This requested is one-time CO with no additional future costs.

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

2024 market prices.

Provide detail about the revenue assumptions supporting this request.

The postal division is funded by fees and usage of the postal services.

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

This request serves state agencies in the Treasure Valley. If not funded, an aging vehicle may experience increased maintenance costs.

From: [WebMaster](#)
To: [Bailey Peterson](#)
Cc: [Bailey Peterson](#)
Subject: Reviewed & Recommended: Request for IT Budget Approval from ITS
Date: Monday, August 26, 2024 8:55:34 AM

Your request #576 for Access Card Printer has been **Reviewed & Recommended** by ITS.

ITS Comments:

This is a standard request for approved technology.

Please click [here](#) to update your request and it will be sent back to ITS for approval.

Thank you for your submission.

ITS Management

If you have any questions, please send an email to itapprovals@its.idaho.gov

Flow by CAL & PBT. Updated 20210820

AGENCY: 200

Approp Unit: ADAC

Decision Unit No: 12.56

Title: Sec Ops

	General	Dedicated	Federal	Other	Total
FULL-TIME POSITIONS (FTP)					
PERSONNEL COSTS					
1. Salaries					
2. Benefits					
3. Group Position Funding					
TOTAL PERSONNEL COSTS					
OPERATING EXPENSES					
TOTAL OPERATING EXPENDITURES					
CAPITAL OUTLAY					
1. Card Reader	0	\$8,600	0	0	\$8,600
2.					
3.					
1. TOTAL CAPITAL OUTLAY	0	\$8,600	0	0	\$8,600
2. T/B PAYMENTS					
GRAND TOTAL	0	\$8,600			\$8,600

Explain the request and provide justification for the need.

1. The access card printer is replacing a printer that is at the end of its life.

If a supplemental, what emergency is being addressed?

NA

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."

Please identify the performance measure, goal, or priority this request is intended to improve in the strategic plan or performance measurement report.

Improve the overall efficiency and effectiveness of the Security operation.

What is the anticipated measured outcome if this request is funded?

Timely processing of security access requests.

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

The Security Division a subpart of Public Works is funded with a dedicated appropriation totaling \$16,244,400 (PC \$3,205,100 and OE \$12,395,800, and CO \$643,500) for BFY 25 and currently has 36.5 FTPs.

What resources are necessary to implement this request?

One-time Operating Expenditure totaling \$8,600.

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

NA

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

NA

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

This request is a one-time CO with no additional future costs.

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

This request was calculated based on June 2024 market prices.

Provide detail about the revenue assumptions supporting this request.

The security operations are funded by rents of the Capitol Mall and Chinden Campus.

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

All Capitol Mall and Chinden Campus agencies and employees. If unfunded, a delay or outsourcing need may be needed to create access cards.



IdentiSys, Inc.
7630 Commerce Way
Eden Prairie, MN 55344
888-437-9783

QUOTATION # 2024-20307

ISSUANCE DATE: 08/26/2024

EXPIRATION DATE: 09/25/2024

PREPARED FOR

Kyle Knudson
State of Idaho Dept of Admin
550 W State Street, ATTN: SECURITY OPERATIONS
Boise, Idaho, 83720-0072
208-332-1932
Kyle.Knudson@adm.idaho.gov

PREPARED BY

Rachel Buchanan
IdentiSys, Inc.
7630 Commerce Way
Eden Prairie, MN 55344
952-294-1217
rachel_buchanan@identisys.com

QTY	PART NUMBER	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	525302-053	Sigma ID3 Printer, Duplex, 125-Card Input Hopper	\$ 3,195.0000	\$ 3,195.00
1	DPML-OSW-A	12 Months On-Site Zone E for printer and laminator. Includes all parts, labor, and travel.	\$ 2,195.0000	\$ 2,195.00
1	529464-001	Sigma Commercial Lamination Module, Single Laminator	\$ 3,195.0000	\$ 3,195.00
SUB TOTAL				\$ 8,585.00
GRAND TOTAL				\$ 8,585.00

Comments

Thank you for the opportunity to do business with you.

Terms & Conditions

Upon accepting this quote, customer is subject to IdentiSys Terms of Use and Sale. IdentiSys does not accept any terms and conditions attached to a customer's purchase order. To find a complete list of IdentiSys' terms, please go to <http://www.identisys.com/terms-of-use-and-sale/>

Pricing above does not include applicable taxes, shipping or handling. F.O.B. Shipping Point. No returns, unless deemed a defective product or error by IdentiSys. All approved returns require an RMA#. Standard Payment Terms: Invoice Due Upon Receipt with credit application approval. Payment by credit card after the order is invoiced may result in a 3% fee

Customer Acceptance

Signature _____

Service	Count	Total
Desktop computers	22	\$ 28,319.00
Laptop computers and docking stations	31	\$ 47,968.00
Firewall	1	\$ 1,078.00
Conference Room Equipment	1	\$ 1,400.00
		\$ 78,765.00

From: [Christopher Davis](#)
To: [Christopher Davis](#)
Cc: [Lori Wolff](#); [Justin Collins](#); [Jamie Neill](#)
Subject: FW: FY26 ITS Replacement Items - Lifecycle Recommendations for Agencies
Date: Friday, August 23, 2024 2:16:29 PM
Attachments: [image001.png](#)
[FY26 ITS Recommended Refresh Items.pdf](#)
[FY26 AgencyReplacementAug 21 B-8.1 .docx](#)

Budget Officers,

In case you didn't receive the below email from ITS to utilize with your ITS-specific replacement items I am passing this along. If you have any specific questions please reach out to ITS.

If you are not an ITS-supported agency, please forgive the extra message.

Respectfully,

Christopher Davis | Budget Bureau Chief
Division of Financial Management
O. 208-854-3055
E. Christopher.Davis@dfm.idaho.gov
W. dfm.idaho.gov

From: Alberto Gonzalez <alberto.gonzalez@its.idaho.gov>
Sent: Thursday, August 22, 2024 4:57 PM
To:
Cc: Lori Wolff <lori.wolff@dfm.idaho.gov>; Justin Collins <Justin.Collins@dfm.idaho.gov>; Christopher Davis <Christopher.Davis@dfm.idaho.gov>; Tim Tower <tim.tower@its.idaho.gov>; Jamie Neill <jamie.neill@gov.idaho.gov>
Subject: FY26 ITS Replacement Items - Lifecycle Recommendations for Agencies

Good afternoon State Agency Directors and Deputies,

I hope this message finds you well. I apologize in advance for the wordy email. I know we are all scrambling to get our budgets submitted to DFM in advance of next week's deadline and I wanted to send an email to emphasize the importance of following the recommended lifecycle replacement process for critical IT assets, including desktops, laptops, switches, routers, wireless access points, and firewall appliances. I realize some of you have greater budget impacts than others and I am happy to discuss the risk levels with you and help you in your determination to either pursue a line-item request or not.

When we sent agency budget packages out in late May and early June, the recommendations we made only included items identified by manufacturers and service providers as out of support and out of service. We considered these critical and only included those. I have attached a PDF that demonstrates what a small percentage of overall hardware this

represents to the executive branch agencies. Additionally, I have attached the justification language for the line items you would be pursuing.

As you are aware, technology plays a foundational role in supporting our agencies' missions and ensuring efficient service delivery to the public. However, as technology evolves and our infrastructure ages, the risk of system failures, security vulnerabilities, and performance degradation increases significantly. To mitigate these risks and maintain a robust IT environment, it is essential that we do everything we can to adhere to a structured lifecycle replacement process.

Here are some key reasons why this process is vital:

Security: Outdated hardware and software are prime targets for cyberattacks. Vendors eventually stop providing updates and patches for older equipment, leaving them vulnerable to new threats. Replacing hardware on schedule ensures we maintain a secure network environment.

Performance and Reliability: Aging equipment tends to suffer from reduced performance and higher failure rates, leading to potential disruptions in our operations. Regular replacement ensures that our systems remain efficient, reliable, and capable of supporting the increasing demands of our agencies.

Cost Efficiency: While there is an upfront cost to replacing equipment, the long-term savings from reduced downtime, lower maintenance costs, and energy efficiency can be substantial. Unplanned failures and emergency replacements often result in higher expenses than planned lifecycle replacements.

Compliance: Adhering to the lifecycle replacement process helps ensure compliance with state and federal regulations regarding IT infrastructure and data security. This proactive approach reduces the likelihood of non-compliance penalties and legal issues.

To ensure that our IT infrastructure remains secure, efficient, and capable of supporting our evolving needs, I strongly urge all agencies to prioritize and adhere to the lifecycle replacement process. ITS is available to assist in planning and implementing these replacements, and we are committed to providing the necessary guidance and support.

Thank you for your attention to this critical matter. If you have any questions or require further information, please do not hesitate to reach out.

Alberto Gonzalez



Chief Information Officer / Administrator
Governor's Office of Information Technology Services
11331 W Chinden Blvd, Suite B201
Boise, ID 83714
P: 208-605-4067
M: 208-695-8234
E: Alberto.Gonzalez@its.idaho.gov

AGENCY: 200

Approp Unit: Various

Decision Unit No: 12.57

Title: IT Replacement Items

	General	Dedicated	Federal	Other	Total
FULL-TIME POSITIONS (FTP)	0	0	0	0	
PERSONNEL COSTS					
1. Salaries					
2. Benefits					
3. Group Position Funding					
TOTAL PERSONNEL COSTS	0	0	0	0	
OPERATING EXPENSES					
Desktop Computers(DU12.58)		28,300			
Laptops(DU12.58)		48,000			
Firewall(DU12.57)		1,100			
Conference Room Equipment(DU12.57)		1,400			
TOTAL OPERATING EXPENDITURES	0	78,800	0	0	
CAPITAL OUTLAY					
TOTAL CAPITAL OUTLAY	0	0	0	0	0
T/B PAYMENTS	0	0	0	0	0
GRAND TOTAL	0	78,800	0	0	

Explain the request and provide justification for the need.

- Desktop Computers: The current desktop computers have reached end-of-life and are no longer supported by the manufacturer, making them prime targets for cyberattacks due to the lack of updates and patches. Their aging hardware also leads to reduced performance and reliability, risking operational disruptions. Replacing these units is a cost-efficient strategy to avoid higher expenses from unplanned failures and to maintain compliance with regulations, ensuring a secure, efficient, and reliable computing environment.
- Laptop computers and docking stations: The current laptop computers have reached end-of-life and are no longer supported by the manufacturer, making them prime targets for cyberattacks due to the lack of updates and patches. Their aging hardware also leads to reduced performance and reliability, risking operational disruptions. Replacing these units is a cost-efficient strategy to avoid higher expenses from unplanned failures and to maintain compliance with regulations, ensuring a secure, efficient, and reliable computing environment.
- Firewall: The current firewalls are at their end-of-life and no longer supported by the manufacturer, which exposes our network to emerging cyber threats due to outdated security protocols and unpatched vulnerabilities. As network gatekeepers, aging firewalls compromise both the security and performance of our entire IT infrastructure. Replacing these critical devices is essential to bolster our cybersecurity defenses, ensure high availability, and optimize network traffic management. This upgrade is not only a proactive step towards cost efficiency by preventing security breaches and network downtime but also crucial for maintaining compliance with state and federal regulations, ensuring our network remains secure and resilient against evolving threats.
- Conference Room Equipment: The current equipment has reached end-of-life and are no longer supported by the manufacturer, making them prime targets for cyberattacks due to the lack of updates and patches.

If a supplemental, what emergency is being addressed?

N/A

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

IC 67-827, IC 67-827A, and IC 67-833

Please identify the performance measure, goal, or priority this request is intended to improve in the strategic plan or performance measurement report.

Security-wise, outdated hardware and software must be replaced to prevent vulnerabilities from unpatched systems, ensuring a secure network. In terms of performance and reliability, replacing aging equipment is crucial to avoid operational disruptions and maintain system efficiency. While initial costs are involved, the long-term savings from decreased downtime and maintenance outweigh emergency replacement costs. Additionally, adhering to a regular replacement schedule helps comply with state and federal regulations, reducing the risk of legal issues and ensuring ongoing compliance.

What is the anticipated measured outcome if this request is funded?

- Desktop Computers:
Outcome: Security, cost efficiency, compliance, and performance and reliability.
- Laptop Computers and Docking Stations:
Outcome: Security, cost efficiency, compliance, and performance and reliability.
- Firewalls:

Outcome: Security, cost efficiency, compliance, and performance and reliability.

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

- This request is funded with dedicated appropriation from the entire Department totaling \$34,073,200 (PC \$12,477,700, OE \$17,697,800, and CO \$3,897,700) for BFY 25 and currently has 134 FTP's.

What resources are necessary to implement this request?

Office of Information Technology will be responsible for the implementation of these items.

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

NA

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

NA

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

- Desktop Computers:
OE \$28,300
- Laptop Computers and Docking Stations:
OE \$48,000
- Firewalls:
OE \$1,400
- Conference Room Equipment:
OE \$1,100

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

Market costs based on NASPO contract pricing and budgetary quotes.

Provide detail about the revenue assumptions supporting this request.

No other revenue is anticipated with changes in this request.

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

Desktop Computers:

Impact: This request serves all departmental staff, enhancing their daily operational capabilities; without funding, outdated systems could lead to increased downtime and reduced productivity.

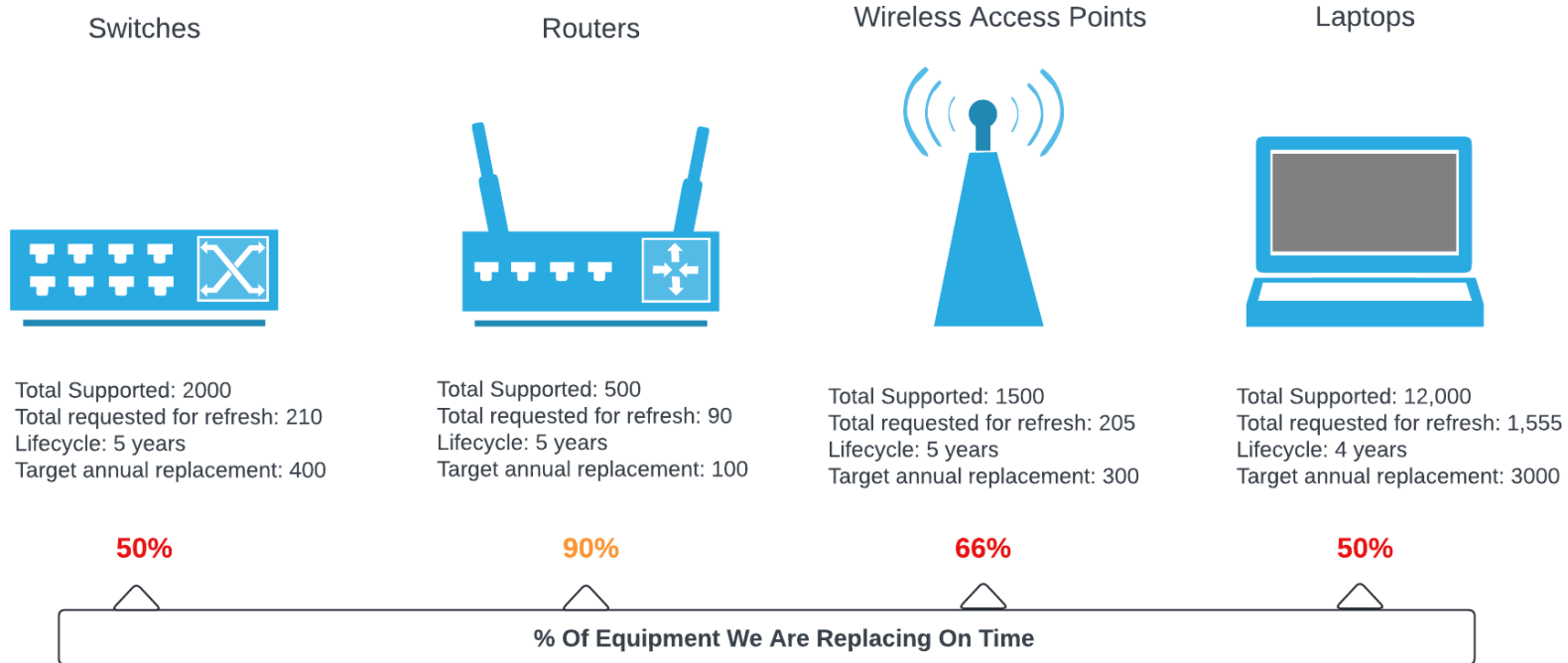
Laptop Computers and Docking Stations:

Impact: Mobile and remote employees rely on this equipment to perform their duties effectively; lack of funding would result in decreased mobility and productivity, impacting service delivery.

Firewalls:

Impact: Firewalls protect the network from external threats and are essential for all users accessing the network; without adequate funding, the organization would face heightened security risks and potential data breaches.

IT Equipment Refresh By The Numbers



No security patches...

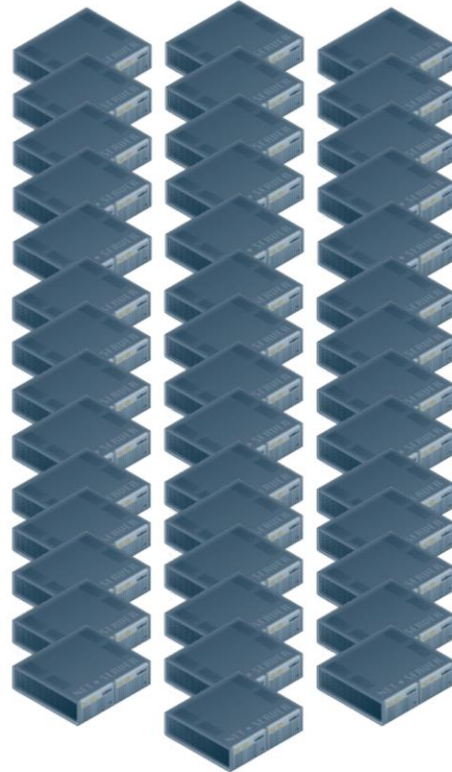
No vendor support...

Increased incident rates...

Did somebody say 'Laserfische'?

ITS Data Center Today

43 VxRail Nodes Serving up 2100 virtual machines across 58 agencies



The VxRail platform is proprietary to Dell

In 2020 each node was about \$80,000

In 2024 Dell is telling us to forecast \$150,000-\$180,000 per node by January 2025

In FY 25 ITS and supported agencies are planning to buy 18 more nodes

With these price increases, this puts the purchase price at **\$2.7 million** conservatively.

Proposed Rearchitecture

22 Ready Nodes, Industry standard with multiple manufacturers.



ReadyNodes are about \$70,000 each

This count aligns with the number of VxRail nodes that need to be refreshed in FY26 from CARES purchases

Multiple manufacturer options from Dell, HP, Cisco, etc. prevents abusive price increases

The FY25 refresh on ReadyNodes would cost \$1.26 million dollars. A cost avoidance of **\$1.44 million** dollars.

ITS anticipates an annual need to buy 12-15 servers a year for current customers, and around 20 servers per year when consolidation is done.

This rearchitecture would represent a **cost avoidance of \$1.6 million dollars annually** for data center costs.

AGENCY: 200

Approp Unit: ADAJ

Title: Budget

Law

Exemption

Governor's

Housing

Decision Unit No: 12.91

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

Explain the request and provide justification for the need.

The agency requests that of the amount appropriated to the Department of Administration for the Management Services Program from the General Fund, the Office of the State Controller shall transfer \$60,600 to the Governor's Residence Fund on July 1, 2024, or as soon thereafter as practicable for the period July 1, 2025, through June 30, 2026, to be used for the Governor's housing stipend.

If a supplemental, what emergency is being addressed?

N/A

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

Idaho Code 67-455 establishes the authority of the Governor's Housing Committee.

Please identify the performance measure, goal, or priority this request is intended to improve in the strategic plan or performance measurement report.

This request supports the Governor Housing Committee's goals and objectives. In 2018, the committee approved a monthly distribution of 4,550.67, with the funding being for the sale of the prior governor's residence.

What is the anticipated measured outcome if this request is funded?

The Governor's Housing Committee will continue to support the governor's housing needs.

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

N/A

What resources are necessary to implement this request?

The prior year's uncommitted/unexpended appropriation.

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

Provide detail about the revenue assumptions supporting this request.

N/A

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

This request serves the state by authorizing funding for the governor's housing costs. If this is not funded, the current fund will not be able to support the governor by August 2026, and housing costs will no longer be provided to the governor.

AGENCY: 200

Approp Unit: ADAO

Title: Budget

Law

Exemption

Capitol

Commission

Decision Unit No: 12.92

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

Explain the request and provide justification for the need.

The agency requests reappropriation authority for any unexpended and unencumbered balances from the Capitol Commission Operating Fund and the Capitol Maintenance Reserve Fund. By making these funds available, the agency will be able to carry out the directives of the Capitol Commission.

If a supplemental, what emergency is being addressed?

N/A

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

HB690Aa of the 1998 legislative session created the Capitol Commission to develop a master plan intended to enhance and maintain the building's historical character and create a Capitol Permanent Endowment Fund and a Capitol Endowment Income Fund were used to create a Capitol Tours Program; this legislation was now found in 67-1606.

Please identify the performance measure, goal, or priority this request is intended to improve in the strategic plan or performance measurement report.

This request supports the Capitol Commission's goals and objectives while carrying out the approved projects for the commission.

What is the anticipated measured outcome if this request is funded?

The Capitol Commissions will continue to complete commission-approved projects.

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

N/A

What resources are necessary to implement this request?

The prior year's uncommitted/unexpended appropriation.

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

Provide detail about the revenue assumptions supporting this request.

N/A

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

This request serves all guests and employees who visit the Capitol Building. The Commission carries out projects to preserve the building's historical character, and this request will support their work. If this request is not funded, the Commission may have budget shortfalls, which could impact project timelines.

PCF Detail Report

Request for Fiscal Year: 2026

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	1.55	129,055	20,150	30,199	179,404
		Total from PCF	1.55	129,055	20,150	30,199	179,404
		FY 2025 ORIGINAL APPROPRIATION	1.55	149,426	20,150	34,624	204,200
		Unadjusted Over or (Under) Funded:	.00	20,371	0	4,425	24,796
Estimated Salary Needs							
		Permanent Positions	1.55	129,055	20,150	30,199	179,404
		Estimated Salary and Benefits	1.55	129,055	20,150	30,199	179,404
Adjusted Over or (Under) Funding							
		Original Appropriation	.00	20,371	0	4,425	24,796
		Estimated Expenditures	.00	20,371	0	4,425	24,796
		Base	.00	20,371	0	4,425	24,796

PCF Summary ReportRequest for Fiscal Year: 202
6

Agency: Department of Administration

200

Appropriation Unit: Management Services

ADAA

Fund: General Fund

10000

DU		FTP	Salary	Health	Variable Benefits	Total
3.00	FY 2025 ORIGINAL APPROPRIATION	1.55	149,426	20,150	34,624	204,200
5.00	FY 2025 TOTAL APPROPRIATION	1.55	149,426	20,150	34,624	204,200
7.00	FY 2025 ESTIMATED EXPENDITURES	1.55	149,426	20,150	34,624	204,200
9.00	FY 2026 BASE	1.55	149,426	20,150	34,624	204,200
10.11	Change in Health Benefit Costs	0.00	0	2,000	0	2,000
10.12	Change in Variable Benefit Costs	0.00	0	0	100	100
10.61	Salary Multiplier - Regular Employees	0.00	1,300	0	300	1,600
11.00	FY 2026 PROGRAM MAINTENANCE	1.55	150,726	22,150	35,024	207,900
13.00	FY 2026 TOTAL REQUEST	1.55	150,726	22,150	35,024	207,900

PCN	Class	Description	FTP	Salary	Health	Variable Benefits	Total
Totals from Personnel Cost Forecast (PCF)							
		Permanent Positions	.93	80,526	12,090	18,905	111,521
		Total from PCF	.93	80,526	12,090	18,905	111,521
		FY 2025 ORIGINAL APPROPRIATION	.93	87,691	12,090	20,319	120,100
		Unadjusted Over or (Under) Funded:	.00	7,165	0	1,414	8,579
Estimated Salary Needs							
		Permanent Positions	.93	80,526	12,090	18,905	111,521
		Estimated Salary and Benefits	.93	80,526	12,090	18,905	111,521
Adjusted Over or (Under) Funding							
		Original Appropriation	.00	7,165	0	1,414	8,579
		Estimated Expenditures	.00	7,165	0	1,414	8,579
		Base	.00	7,165	0	1,414	8,579

PCF Summary ReportRequest for Fiscal Year: 202
6**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 2025 ORIGINAL APPROPRIATION	0.93	87,691	12,090	20,319	120,100
5.00	FY 2025 TOTAL APPROPRIATION	0.93	87,691	12,090	20,319	120,100
7.00	FY 2025 ESTIMATED EXPENDITURES	0.93	87,691	12,090	20,319	120,100
9.00	FY 2026 BASE	0.93	87,691	12,090	20,319	120,100
10.11	Change in Health Benefit Costs	0.00	0	1,200	0	1,200
10.12	Change in Variable Benefit Costs	0.00	0	0	0	0
10.61	Salary Multiplier - Regular Employees	0.00	800	0	200	1,000
11.00	FY 2026 PROGRAM MAINTENANCE	0.93	88,491	13,290	20,519	122,300
12.03	Add FTP MS ADAA	0.45	22,674	6,435	5,391	34,500
13.00	FY 2026 TOTAL REQUEST	1.38	111,165	19,725	25,910	156,800

PCF Detail Report

Request for Fiscal Year: 202
6

Agency: Department of Administration

200

Appropriation Unit: Management Services

ADAA

Fund: Admin Acct Svcs Appd&Cont Isf

45000

PCN	Class	Description	FTP	Salary	Health	Variable Benefits	Total
Totals from Personnel Cost Forecast (PCF)							
		Permanent Positions	4.16	317,778	54,080	74,242	446,100
		Total from PCF	4.16	317,778	54,080	74,242	446,100
		FY 2025 ORIGINAL APPROPRIATION	4.16	353,996	54,080	82,024	490,100
		Unadjusted Over or (Under) Funded:	.00	36,218	0	7,782	44,000
Estimated Salary Needs							
		Permanent Positions	4.16	317,778	54,080	74,242	446,100
		Estimated Salary and Benefits	4.16	317,778	54,080	74,242	446,100
Adjusted Over or (Under) Funding							
		Original Appropriation	.00	36,218	0	7,782	44,000
		Estimated Expenditures	.00	36,218	0	7,782	44,000
		Base	2.00	196,913	14,300	29,687	240,900

PCF Summary ReportRequest for Fiscal Year: 202
6

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 2025 ORIGINAL APPROPRIATION	4.16	353,996	54,080	82,024	490,100
5.00	FY 2025 TOTAL APPROPRIATION	4.16	353,996	54,080	82,024	490,100
7.00	FY 2025 ESTIMATED EXPENDITURES	4.16	353,996	54,080	82,024	490,100
8.31	Program Transfer	2.00	160,695	14,300	21,905	196,900
9.00	FY 2026 BASE	6.16	514,691	68,380	103,929	687,000
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	300	300
10.61	Salary Multiplier - Regular Employees	0.00	4,700	0	1,100	5,800
11.00	FY 2026 PROGRAM MAINTENANCE	6.16	519,391	76,380	105,329	701,100
12.03	Add FTP MS ADAA	0.40	20,188	5,720	4,792	30,700
13.00	FY 2026 TOTAL REQUEST	6.56	539,579	82,100	110,121	731,800

PCF Detail Report

Request for Fiscal Year: 2026

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	15,589	3,380	3,690	22,659
		Total from PCF	.26	15,589	3,380	3,690	22,659
		FY 2025 ORIGINAL APPROPRIATION	.26	16,335	3,380	3,785	23,500
		Unadjusted Over or (Under) Funded:	.00	746	0	95	841
Estimated Salary Needs							
		Permanent Positions	.26	15,589	3,380	3,690	22,659
		Estimated Salary and Benefits	.26	15,589	3,380	3,690	22,659
Adjusted Over or (Under) Funding							
		Original Appropriation	.00	746	0	95	841
		Estimated Expenditures	.00	746	0	95	841
		Base	.00	746	0	95	841

PCF Summary ReportRequest for Fiscal Year: 202
6

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 2025 ORIGINAL APPROPRIATION	0.26	16,335	3,380	3,785	23,500
5.00	FY 2025 TOTAL APPROPRIATION	0.26	16,335	3,380	3,785	23,500
7.00	FY 2025 ESTIMATED EXPENDITURES	0.26	16,335	3,380	3,785	23,500
9.00	FY 2026 BASE	0.26	16,335	3,380	3,785	23,500
10.11	Change in Health Benefit Costs	0.00	0	300	0	300
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 2026 PROGRAM MAINTENANCE	0.26	16,535	3,680	3,785	24,000
13.00	FY 2026 TOTAL REQUEST	0.26	16,535	3,680	3,785	24,000

PCF Detail Report

Request for Fiscal Year: 2026

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	.61	52,387	7,930	12,208	72,525
		Total from PCF	.61	52,387	7,930	12,208	72,525
		FY 2025 ORIGINAL APPROPRIATION	.61	53,641	7,930	12,429	74,000
		Unadjusted Over or (Under) Funded:	.00	1,254	0	221	1,475
Estimated Salary Needs							
		Permanent Positions	.61	52,387	7,930	12,208	72,525
		Estimated Salary and Benefits	.61	52,387	7,930	12,208	72,525
Adjusted Over or (Under) Funding							
		Original Appropriation	.00	1,254	0	221	1,475
		Estimated Expenditures	.00	1,254	0	221	1,475
		Base	.00	1,254	0	221	1,475

PCF Summary ReportRequest for Fiscal Year: 202
6**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 2025 ORIGINAL APPROPRIATION	0.61	53,641	7,930	12,429	74,000
5.00	FY 2025 TOTAL APPROPRIATION	0.61	53,641	7,930	12,429	74,000
7.00	FY 2025 ESTIMATED EXPENDITURES	0.61	53,641	7,930	12,429	74,000
9.00	FY 2026 BASE	0.61	53,641	7,930	12,429	74,000
10.11	Change in Health Benefit Costs	0.00	0	800	0	800
10.12	Change in Variable Benefit Costs	0.00	0	0	0	0
10.61	Salary Multiplier - Regular Employees	0.00	500	0	100	600
11.00	FY 2026 PROGRAM MAINTENANCE	0.61	54,141	8,730	12,529	75,400
12.03	Add FTP MS ADAA	0.15	7,558	2,145	1,797	11,500
13.00	FY 2026 TOTAL REQUEST	0.76	61,699	10,875	14,326	86,900

PCF Detail Report

Request for Fiscal Year: 2026
200
ADAA
46200

Agency: Department of Administration
Appropriation Unit: Management Services
Fund: Retained Risk Account

PCN	Class	Description	FTP	Salary	Health	Variable Benefits	Total
Totals from Personnel Cost Forecast (PCF)							
		Permanent Positions	.31	20,821	4,030	4,929	29,780
		Total from PCF	.31	20,821	4,030	4,929	29,780
		FY 2025 ORIGINAL APPROPRIATION	.31	26,199	4,030	6,071	36,300
		Unadjusted Over or (Under) Funded:	.00	5,378	0	1,142	6,520
Estimated Salary Needs							
		Permanent Positions	.31	20,821	4,030	4,929	29,780
		Estimated Salary and Benefits	.31	20,821	4,030	4,929	29,780
Adjusted Over or (Under) Funding							
		Original Appropriation	.00	5,378	0	1,142	6,520
		Estimated Expenditures	.00	5,378	0	1,142	6,520
		Base	.00	5,378	0	1,142	6,520

PCF Summary ReportRequest for Fiscal Year: 202
6

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 2025 ORIGINAL APPROPRIATION	0.31	26,199	4,030	6,071	36,300
5.00	FY 2025 TOTAL APPROPRIATION	0.31	26,199	4,030	6,071	36,300
7.00	FY 2025 ESTIMATED EXPENDITURES	0.31	26,199	4,030	6,071	36,300
9.00	FY 2026 BASE	0.31	26,199	4,030	6,071	36,300
10.11	Change in Health Benefit Costs	0.00	0	400	0	400
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 2026 PROGRAM MAINTENANCE	0.31	26,399	4,430	6,071	36,900
13.00	FY 2026 TOTAL REQUEST	0.31	26,399	4,430	6,071	36,900

PCF Detail Report

Request for Fiscal Year: 202
6

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	.18	16,730	2,340	3,890	22,960
		Total from PCF	.18	16,730	2,340	3,890	22,960
		FY 2025 ORIGINAL APPROPRIATION	.18	15,880	2,340	3,680	21,900
		Unadjusted Over or (Under) Funded:	.00	(850)	0	(210)	(1,060)
Estimated Salary Needs							
		Permanent Positions	.18	16,730	2,340	3,890	22,960
		Estimated Salary and Benefits	.18	16,730	2,340	3,890	22,960
Adjusted Over or (Under) Funding							
		Original Appropriation	.00	(850)	0	(210)	(1,060)
		Estimated Expenditures	.00	350	0	(210)	140
		Base	.00	50	0	90	140

PCF Summary ReportRequest for Fiscal Year: 202
6**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 2025 ORIGINAL APPROPRIATION	0.18	15,880	2,340	3,680	21,900
5.00	FY 2025 TOTAL APPROPRIATION	0.18	15,880	2,340	3,680	21,900
6.31	Program Transfer	0.00	1,200	0	0	1,200
7.00	FY 2025 ESTIMATED EXPENDITURES	0.18	17,080	2,340	3,680	23,100
8.32	Program Transfer	0.00	900	0	300	1,200
9.00	FY 2026 BASE	0.18	16,780	2,340	3,980	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 2026 PROGRAM MAINTENANCE	0.18	16,980	2,540	3,980	23,500
13.00	FY 2026 TOTAL REQUEST	0.18	16,980	2,540	3,980	23,500

PCF Detail Report

Request for Fiscal Year: 2026

Agency: Department of Administration

Appropriation Unit: Public Works

Fund: Permanent Building Fund

200

ADAC

36500

PCN	Class	Description	FTP	Salary	Health	Variable Benefits	Total
Totals from Personnel Cost Forecast (PCF)							
		Permanent Positions	28.50	1,954,849	370,500	462,735	2,788,084
		Total from PCF	28.50	1,954,849	370,500	462,735	2,788,084
		FY 2025 ORIGINAL APPROPRIATION	33.50	2,316,211	435,500	536,689	3,288,400
		Unadjusted Over or (Under) Funded:	5.00	361,362	65,000	73,954	500,316
Adjustments to Wage and Salary							
2000002909	988C R90	DPW Construction Representative 9410	1.00	47,760	13,000	11,305	72,065
2000002914	988C R90	DPW Construction Representative 9410	1.00	47,760	13,000	11,305	72,065
2000020815	914C R90	Project Manager 1 9410	1.00	70,640	13,000	16,721	100,361
2000020816	914C R90	Project Manager 1 9410	1.00	70,640	13,000	16,721	100,361
Estimated Salary Needs							
		Permanent Positions	32.50	2,191,649	422,500	518,787	3,132,936
		Estimated Salary and Benefits	32.50	2,191,649	422,500	518,787	3,132,936
Adjusted Over or (Under) Funding							
		Original Appropriation	1.00	124,562	13,000	17,902	155,464
		Estimated Expenditures	1.00	124,562	13,000	17,902	155,464
		Base	.00	124,562	13,000	17,902	155,464

PCF Summary ReportRequest for Fiscal Year: 202
6

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 2025 ORIGINAL APPROPRIATION	33.50	2,316,211	435,500	536,689	3,288,400
5.00	FY 2025 TOTAL APPROPRIATION	33.50	2,316,211	435,500	536,689	3,288,400
7.00	FY 2025 ESTIMATED EXPENDITURES	33.50	2,316,211	435,500	536,689	3,288,400
8.11	FTP or Fund Adjustments	(1.00)	0	0	0	0
9.00	FY 2026 BASE	32.50	2,316,211	435,500	536,689	3,288,400
10.11	Change in Health Benefit Costs	0.00	0	43,600	0	43,600
10.12	Change in Variable Benefit Costs	0.00	0	0	1,300	1,300
10.61	Salary Multiplier - Regular Employees	0.00	22,300	0	5,300	27,600
11.00	FY 2026 PROGRAM MAINTENANCE	32.50	2,338,511	479,100	543,289	3,360,900
13.00	FY 2026 TOTAL REQUEST	32.50	2,338,511	479,100	543,289	3,360,900

PCF Detail Report

Request for Fiscal Year: 2026

Agency: Department of Administration

200

Appropriation Unit: Public Works

ADAC

Fund: Admin Acct Svcs Appd&Cont Isf

45000

PCN	Class	Description	FTP	Salary	Health	Variable Benefits	Total
Totals from Personnel Cost Forecast (PCF)							
		Permanent Positions	34.50	2,016,910	448,500	475,183	2,940,593
		Total from PCF	34.50	2,016,910	448,500	475,183	2,940,593
		FY 2025 ORIGINAL APPROPRIATION	36.50	2,216,918	474,500	513,682	3,205,100
		Unadjusted Over or (Under) Funded:	2.00	200,008	26,000	38,499	264,507
Adjustments to Wage and Salary							
200000	1006C	Plumber	1.00	44,160	13,000	10,453	67,613
2902	R90						
200000	666C	Financial Specialist 8810	1.00	52,000	13,000	12,309	77,309
2907	R90						
200000	180C	Technical Records Specialist 1 8810	1.00	36,560	13,000	8,654	58,214
2962	R90						
NEWP-866369	90000	GROUP POSITION , Std Benefits/No NE Ret/No Health	.00	45,000	0	4,068	49,068
Estimated Salary Needs							
		Board, Group, & Missing Positions	.00	45,000	0	4,068	49,068
		Permanent Positions	37.50	2,149,630	487,500	506,599	3,143,729
		Estimated Salary and Benefits	37.50	2,194,630	487,500	510,667	3,192,797
Adjusted Over or (Under) Funding							
		Original Appropriation	(1.00)	22,288	(13,000)	3,015	12,303
		Estimated Expenditures	(1.00)	22,288	(13,000)	3,015	12,303
		Base	(2.00)	(138,407)	(27,300)	(18,890)	(184,597)

PCF Summary ReportRequest for Fiscal Year: 202
6

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 2025 ORIGINAL APPROPRIATION	36.50	2,216,918	474,500	513,682	3,205,100
5.00 FY 2025 TOTAL APPROPRIATION	36.50	2,216,918	474,500	513,682	3,205,100
7.00 FY 2025 ESTIMATED EXPENDITURES	36.50	2,216,918	474,500	513,682	3,205,100
8.11 FTP or Fund Adjustments	1.00	0	0	0	0
8.31 Program Transfer	(2.00)	(160,695)	(14,300)	(21,905)	(196,900)
9.00 FY 2026 BASE	35.50	2,056,223	460,200	491,777	3,008,200
10.11 Change in Health Benefit Costs	0.00	0	44,900	0	44,900
10.12 Change in Variable Benefit Costs	0.00	0	0	1,200	1,200
10.61 Salary Multiplier - Regular Employees	0.00	20,000	0	4,700	24,700
11.00 FY 2026 PROGRAM MAINTENANCE	35.50	2,076,223	505,100	497,677	3,079,000
13.00 FY 2026 TOTAL REQUEST	35.50	2,076,223	505,100	497,677	3,079,000

PCF Detail Report

Request for Fiscal Year: 2026

Agency: Department of Administration

200

Appropriation Unit: Purchasing

ADAD

Fund: Admin Acct Svcs Appd&Cont Isf

45000

PCN	Class	Description	FTP	Salary	Health	Variable Benefits	Total
Totals from Personnel Cost Forecast (PCF)							
		Permanent Positions	15.00	1,065,168	195,000	251,004	1,511,172
		Total from PCF	15.00	1,065,168	195,000	251,004	1,511,172
		FY 2025 ORIGINAL APPROPRIATION	19.00	1,310,698	247,000	303,702	1,861,400
		Unadjusted Over or (Under) Funded:	4.00	245,530	52,000	52,698	350,228
Adjustments to Wage and Salary							
2000002888	275C R90	Buyer Senior 8810	1.00	52,000	13,000	12,309	77,309
2000020817	774C R90	Purchasing Officer 2	1.00	57,120	13,000	13,521	83,641
2000020818	774C R90	Purchasing Officer 2	1.00	57,120	13,000	13,521	83,641
2000020819	774C R90	Purchasing Officer 2	1.00	57,120	13,000	13,521	83,641
Estimated Salary Needs							
		Permanent Positions	19.00	1,288,528	247,000	303,876	1,839,404
		Estimated Salary and Benefits	19.00	1,288,528	247,000	303,876	1,839,404
Adjusted Over or (Under) Funding							
		Original Appropriation	.00	22,170	0	(174)	21,996
		Estimated Expenditures	.00	22,170	0	(174)	21,996
		Base	.00	22,170	0	(174)	21,996

PCF Summary ReportRequest for Fiscal Year: 202
6**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 2025 ORIGINAL APPROPRIATION	19.00	1,310,698	247,000	303,702	1,861,400
5.00	FY 2025 TOTAL APPROPRIATION	19.00	1,310,698	247,000	303,702	1,861,400
7.00	FY 2025 ESTIMATED EXPENDITURES	19.00	1,310,698	247,000	303,702	1,861,400
9.00	FY 2026 BASE	19.00	1,310,698	247,000	303,702	1,861,400
10.11	Change in Health Benefit Costs	0.00	0	24,700	0	24,700
10.12	Change in Variable Benefit Costs	0.00	0	0	800	800
10.61	Salary Multiplier - Regular Employees	0.00	12,900	0	3,000	15,900
11.00	FY 2026 PROGRAM MAINTENANCE	19.00	1,323,598	271,700	307,502	1,902,800
13.00	FY 2026 TOTAL REQUEST	19.00	1,323,598	271,700	307,502	1,902,800

PCN	Class	Description	FTP	Salary	Health	Variable Benefits	Total
Totals from Personnel Cost Forecast (PCF)							
		Permanent Positions	3.00	138,590	39,000	32,806	210,396
		Total from PCF	3.00	138,590	39,000	32,806	210,396
		FY 2025 ORIGINAL APPROPRIATION	3.00	153,851	39,000	35,649	228,500
		Unadjusted Over or (Under) Funded:	.00	15,261	0	2,843	18,104
Estimated Salary Needs							
		Permanent Positions	3.00	138,590	39,000	32,806	210,396
		Estimated Salary and Benefits	3.00	138,590	39,000	32,806	210,396
Adjusted Over or (Under) Funding							
		Original Appropriation	.00	15,261	0	2,843	18,104
		Estimated Expenditures	.00	15,261	0	2,843	18,104
		Base	.00	15,261	0	2,843	18,104

PCF Summary ReportRequest for Fiscal Year: 202
6**Agency:** Department of Administration

200

Appropriation Unit: Purchasing

ADAD

Fund: Surplus Property Revolving Fund

45600

DU		FTP	Salary	Health	Variable Benefits	Total
3.00	FY 2025 ORIGINAL APPROPRIATION	3.00	153,851	39,000	35,649	228,500
5.00	FY 2025 TOTAL APPROPRIATION	3.00	153,851	39,000	35,649	228,500
7.00	FY 2025 ESTIMATED EXPENDITURES	3.00	153,851	39,000	35,649	228,500
9.00	FY 2026 BASE	3.00	153,851	39,000	35,649	228,500
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	100	100
10.61	Salary Multiplier - Regular Employees	0.00	1,400	0	300	1,700
11.00	FY 2026 PROGRAM MAINTENANCE	3.00	155,251	42,900	36,049	234,200
13.00	FY 2026 TOTAL REQUEST	3.00	155,251	42,900	36,049	234,200

PCF Detail Report

Request for Fiscal Year: 2026

Agency: Department of Administration

200

Appropriation Unit: Office of Insurance Management

ADAK

Fund: Group Ins Acct Appd&Cont Isf,

46100

PCN	Class	Description	FTP	Salary	Health	Variable Benefits	Total
Totals from Personnel Cost Forecast (PCF)							
		Permanent Positions	5.25	327,084	68,250	77,119	472,453
		Total from PCF	5.25	327,084	68,250	77,119	472,453
		FY 2025 ORIGINAL APPROPRIATION	8.25	496,424	107,250	115,026	718,700
		Unadjusted Over or (Under) Funded:	3.00	169,340	39,000	37,907	246,247
Adjustments to Wage and Salary							
200000	1541C	Program Supervisor 8810	1.00	63,200	13,000	14,960	91,160
2866	R90						
200002	808C	Personnel Technician	1.00	44,160	13,000	10,453	67,613
0813	R90						
200002	805C	Employee Benefits Specialist	1.00	47,760	13,000	11,305	72,065
0822	R90						
Estimated Salary Needs							
		Permanent Positions	8.25	482,204	107,250	113,837	703,291
		Estimated Salary and Benefits	8.25	482,204	107,250	113,837	703,291
Adjusted Over or (Under) Funding							
		Original Appropriation	.00	14,220	0	1,189	15,409
		Estimated Expenditures	.00	14,220	0	1,189	15,409
		Base	.00	14,220	0	1,189	15,409

PCF Summary Report

Request for Fiscal Year: 2026

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 2025 ORIGINAL APPROPRIATION	8.25	496,424	107,250	115,026	718,700
5.00 FY 2025 TOTAL APPROPRIATION	8.25	496,424	107,250	115,026	718,700
7.00 FY 2025 ESTIMATED EXPENDITURES	8.25	496,424	107,250	115,026	718,700
9.00 FY 2026 BASE	8.25	496,424	107,250	115,026	718,700
10.11 Change in Health Benefit Costs	0.00	0	9,400	0	9,400
10.12 Change in Variable Benefit Costs	0.00	0	0	300	300
10.61 Salary Multiplier - Regular Employees	0.00	4,800	0	1,100	5,900
11.00 FY 2026 PROGRAM MAINTENANCE	8.25	501,224	116,650	116,426	734,300
12.01 Add FTP OGI ADAK	1.00	39,603	14,300	9,397	63,300
13.00 FY 2026 TOTAL REQUEST	9.25	540,827	130,950	125,823	797,600

PCF Detail Report

Request for Fiscal Year: 2026
200
ADAK
46200

Agency: Department of Administration
Appropriation Unit: Office of Insurance Management
Fund: Retained Risk Account

PCN	Class	Description	FTP	Salary	Health	Variable Benefits	Total
Totals from Personnel Cost Forecast (PCF)							
		Permanent Positions	7.65	541,978	99,450	127,497	768,925
		Total from PCF	7.65	541,978	99,450	127,497	768,925
		FY 2025 ORIGINAL APPROPRIATION	7.65	581,427	99,450	134,723	815,600
		Unadjusted Over or (Under) Funded:	.00	39,449	0	7,226	46,675
Estimated Salary Needs							
		Permanent Positions	7.65	541,978	99,450	127,497	768,925
		Estimated Salary and Benefits	7.65	541,978	99,450	127,497	768,925
Adjusted Over or (Under) Funding							
		Original Appropriation	.00	39,449	0	7,226	46,675
		Estimated Expenditures	.00	39,449	0	7,226	46,675
		Base	.00	39,449	0	7,226	46,675

PCF Summary ReportRequest for Fiscal Year: 202
6

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 2025 ORIGINAL APPROPRIATION	7.65	581,427	99,450	134,723	815,600
5.00	FY 2025 TOTAL APPROPRIATION	7.65	581,427	99,450	134,723	815,600
7.00	FY 2025 ESTIMATED EXPENDITURES	7.65	581,427	99,450	134,723	815,600
9.00	FY 2026 BASE	7.65	581,427	99,450	134,723	815,600
10.11	Change in Health Benefit Costs	0.00	0	9,900	0	9,900
10.12	Change in Variable Benefit Costs	0.00	0	0	300	300
10.61	Salary Multiplier - Regular Employees	0.00	5,400	0	1,300	6,700
11.00	FY 2026 PROGRAM MAINTENANCE	7.65	586,827	109,350	136,323	832,500
12.02	Add FTP RISK ADAK	1.00	44,625	14,300	10,575	69,500
13.00	FY 2026 TOTAL REQUEST	8.65	631,452	123,650	146,898	902,000

PCF Detail Report

Request for Fiscal Year: 2026
200
ADAK
51900

Agency: Department of Administration
Appropriation Unit: Office of Insurance Management
Fund: Industrial Special Indemnity Fund

PCN	Class	Description	FTP	Salary	Health	Variable Benefits	Total
Totals from Personnel Cost Forecast (PCF)							
		Permanent Positions	1.10	99,883	14,300	22,644	136,827
		Total from PCF	1.10	99,883	14,300	22,644	136,827
		FY 2025 ORIGINAL APPROPRIATION	1.10	172,281	14,300	39,919	226,500
		Unadjusted Over or (Under) Funded:	.00	72,398	0	17,275	89,673
Estimated Salary Needs							
		Permanent Positions	1.10	99,883	14,300	22,644	136,827
		Estimated Salary and Benefits	1.10	99,883	14,300	22,644	136,827
Adjusted Over or (Under) Funding							
		Original Appropriation	.00	72,398	0	17,275	89,673
		Estimated Expenditures	.00	71,198	0	17,275	88,473
		Base	.00	71,498	0	16,975	88,473

PCF Summary ReportRequest for Fiscal Year: 202
6

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 2025 ORIGINAL APPROPRIATION	1.10	172,281	14,300	39,919	226,500
5.00	FY 2025 TOTAL APPROPRIATION	1.10	172,281	14,300	39,919	226,500
6.31	Program Transfer	0.00	(1,200)	0	0	(1,200)
7.00	FY 2025 ESTIMATED EXPENDITURES	1.10	171,081	14,300	39,919	225,300
8.32	Program Transfer	0.00	(900)	0	(300)	(1,200)
9.00	FY 2026 BASE	1.10	171,381	14,300	39,619	225,300
10.11	Change in Health Benefit Costs	0.00	0	1,400	0	1,400
10.12	Change in Variable Benefit Costs	0.00	0	0	100	100
10.61	Salary Multiplier - Regular Employees	0.00	1,000	0	200	1,200
11.00	FY 2026 PROGRAM MAINTENANCE	1.10	172,381	15,700	39,919	228,000
13.00	FY 2026 TOTAL REQUEST	1.10	172,381	15,700	39,919	228,000

PCF Detail Report

Request for Fiscal Year: 202
6

Agency: Department of Administration

200

Appropriation Unit: Document Services

ADAM

Fund: General Fund

10000

PCN	Class	Description	FTP	Salary	Health	Variable Benefits	Total
Totals from Personnel Cost Forecast (PCF)							
		Permanent Positions	10.50	430,716	136,500	101,955	669,171
		Total from PCF	10.50	430,716	136,500	101,955	669,171
		FY 2025 ORIGINAL APPROPRIATION	11.40	495,815	148,200	114,885	758,900
		Unadjusted Over or (Under) Funded:	.90	65,099	11,700	12,930	89,729
Adjustments to Wage and Salary							
200000 2979	292C R90	Shipping & Receiving Matls Handlr 7380	.90	26,208	11,700	6,204	44,112
Estimated Salary Needs							
		Permanent Positions	11.40	456,924	148,200	108,159	713,283
		Estimated Salary and Benefits	11.40	456,924	148,200	108,159	713,283
Adjusted Over or (Under) Funding							
		Original Appropriation	.00	38,891	0	6,726	45,617
		Estimated Expenditures	.00	38,891	0	6,726	45,617
		Base	.00	38,891	0	6,726	45,617

PCF Summary ReportRequest for Fiscal Year: 202
6

Agency: Department of Administration

200

Appropriation Unit: Document Services

ADAM

Fund: General Fund

10000

DU		FTP	Salary	Health	Variable Benefits	Total
3.00	FY 2025 ORIGINAL APPROPRIATION	11.40	495,815	148,200	114,885	758,900
5.00	FY 2025 TOTAL APPROPRIATION	11.40	495,815	148,200	114,885	758,900
7.00	FY 2025 ESTIMATED EXPENDITURES	11.40	495,815	148,200	114,885	758,900
9.00	FY 2026 BASE	11.40	495,815	148,200	114,885	758,900
10.11	Change in Health Benefit Costs	0.00	0	14,800	0	14,800
10.12	Change in Variable Benefit Costs	0.00	0	0	300	300
10.61	Salary Multiplier - Regular Employees	0.00	4,600	0	1,100	5,700
11.00	FY 2026 PROGRAM MAINTENANCE	11.40	500,415	163,000	116,285	779,700
13.00	FY 2026 TOTAL REQUEST	11.40	500,415	163,000	116,285	779,700

PCF Detail Report

Request for Fiscal Year: 2026

Agency: Department of Administration

200

Appropriation Unit: Document Services

ADAM

Fund: Admin Acct Svcs Appd&Cont Isf

45000

PCN	Class	Description	FTP	Salary	Health	Variable Benefits	Total
Totals from Personnel Cost Forecast (PCF)							
		Permanent Positions	5.50	234,653	71,500	55,543	361,696
		Total from PCF	5.50	234,653	71,500	55,543	361,696
		FY 2025 ORIGINAL APPROPRIATION	5.60	269,300	72,800	62,400	404,500
		Unadjusted Over or (Under) Funded:	.10	34,647	1,300	6,857	42,804
Adjustments to Wage and Salary							
200000	292C	Shipping & Receiving Matls Handlr 7380	.10	2,912	1,300	689	4,901
2979	R90						
NEWP-507582	90000	GROUP POSITION , Std Benefits/No NE Ret/No Health	.00	1,900	0	172	2,072
Estimated Salary Needs							
		Board, Group, & Missing Positions	.00	1,900	0	172	2,072
		Permanent Positions	5.60	237,565	72,800	56,232	366,597
		Estimated Salary and Benefits	5.60	239,465	72,800	56,404	368,669
Adjusted Over or (Under) Funding							
		Original Appropriation	.00	29,835	0	5,996	35,831
		Estimated Expenditures	.00	29,835	0	5,996	35,831
		Base	.00	29,835	0	5,996	35,831

PCF Summary ReportRequest for Fiscal Year: 202
6**Agency:** Department of Administration

200

Appropriation Unit: Document Services

ADAM

Fund: Admin Acct Svcs Appd&Cont Isf

45000

DU		FTP	Salary	Health	Variable Benefits	Total
3.00	FY 2025 ORIGINAL APPROPRIATION	5.60	269,300	72,800	62,400	404,500
5.00	FY 2025 TOTAL APPROPRIATION	5.60	269,300	72,800	62,400	404,500
7.00	FY 2025 ESTIMATED EXPENDITURES	5.60	269,300	72,800	62,400	404,500
9.00	FY 2026 BASE	5.60	269,300	72,800	62,400	404,500
10.11	Change in Health Benefit Costs	0.00	0	7,300	0	7,300
10.12	Change in Variable Benefit Costs	0.00	0	0	100	100
10.61	Salary Multiplier - Regular Employees	0.00	2,400	0	600	3,000
11.00	FY 2026 PROGRAM MAINTENANCE	5.60	271,700	80,100	63,100	414,900
13.00	FY 2026 TOTAL REQUEST	5.60	271,700	80,100	63,100	414,900

One-Time Operating & One-Time Capital Outlay Summary

Request for Fiscal Year: 2026

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	ADAA	12.57	36500	625	ITS Requested Laptop and Desktop Devices	0	Varies	0.00	3.00	1,417.00	4,400
1	ADAC	12.57	45000	625	ITS Requested Laptop and Desktop Devices	0	Varies	0.00	22.00	1,417.00	31,700
1	ADAC	12.57	36500	625	ITS Requested Laptop and Desktop Devices	0	Varies	0.00	7.00	1,417.00	10,100
1	ADAC	12.57	36500	625	Firewall	0		0.00	1.00	1,400.00	1,400
1	ADAC	12.57	36500	625	Conference Room Equipment	0		0.00	1.00	1,100.00	1,100
1	ADAD	12.57	45000	625	ITS Requested Laptop and Desktop Devices	0	Varies	0.00	5.00	1,417.00	7,200
1	ADAD	12.57	45600	625	ITS Requested Laptop and Desktop Devices	0	Varies	0.00	3.00	1,417.00	4,400
1	ADAK	12.57	46200	625	ITS Requested Laptop and Desktop Devices	0	Varies	0.00	5.00	1,417.00	7,200
1	ADAK	12.57	51900	625	ITS Requested Laptop and Desktop Devices	0	Varies	0.00	1.00	1,417.00	1,400
1	ADAM	12.57	45000	625	ITS Requested Laptop and Desktop Devices	0	Varies	0.00	7.00	1,417.00	10,100
2	ADAM	12.55	45000	755	Ford Escape replacing minivan	113,118		0.00	1.00	33,000.00	33,000
3	ADAC	12.56	45000	768	Access Card Printer	0	7/1/2015	0.00	1.00	8,600.00	8,600
4	ADAC	12.55	36500	755	Mid-Size SUV	107,325		0.00	1.00	40,000.00	40,000
Subtotal								0.00	58.00		160,600
Grand Total by Appropriation Unit											
ADAA											4,400
ADAC											92,900
ADAD											11,600
ADAK											8,600
ADAM											43,100
Subtotal											160,600
Grand Total by Decision Unit											
12.55											73,000
12.56											8,600
12.57											79,000
Subtotal											160,600

One-Time Operating & One-Time Capital Outlay Summary

Request for Fiscal Year: 2026

Grand Total by Fund Source				
	36500			57,000
	45000			90,600
	45600			4,400
	46200			7,200
	51900			1,400
		Subtotal		160,600
Grand Total by Summary Account				
	625	0.00	55.00	79,000
	755	0.00	2.00	73,000
	768	0.00	1.00	8,600
		Subtotal	0.00 58.00	160,600

Federal Funds Inventory Form
As Required by Sections 67-1917 & 67-3502(e), Idaho Code
*** Report must be submitted to the Division of Financial Management and Legislative Services Office as part of your budget req

Reporting Agency/Department: Department of Administration
Contact Person/Title: Bailey Peterson

Agency Code: 200
Contact Phone Number: 208-332-1815

Fiscal Year: 2026
Contact Email: bailey.peterson@adm.idaho.gov

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC
Grant Number CFDA# /Cooperative Agreement # /Identifying #	Grant Type	Federal Granting Agency	Grant Title	Grant Description	Pass Through State Agency	Budgeted Program	Award Structure	Grant Is Ongoing or Short-Term	Date of Expiration - If Known *Required if Short-term \$67- 1917(1)(c), I.C.	Total Grant Amount	State Approp [OT] Annually, [OG] In Base, or [C] Continuous \$67- 1917(1)(b), I.C.	MOE or MOU requirements? [Y] Yes or [N] No If Yes answer question # 2. (\$67- 1917(1)(d), I.C.)	State Match Required: [Y] Yes or [N] No (\$67- 1917(1)(d), I.C.)	State Match Description & Fund Source (GF or other state fund) (\$67- 1917(1)(d), I.C.)	Total State Match Amount (\$67- 1917(1)(d), I.C.)	FY 2022 Actual Federal Expenditures	FY 2022 Actual State Match Expenditures	FY 2023 Actual Federal Expenditures	FY 2023 Actual State Match Expenditures	FY 2024 Actual Federal Funds Received (CASH) \$67-1917(1)(a), I.C.	FY 2024 Actual Federal Expenditures	FY 2024 Actual State Match Expenditures\$ 67- 1917(1)(d), I.C.	FY 2025 Estimated Available Federal Funds \$67-1917(1)(b), I.C.	FY 2025 Estimated Federal Expenditures \$67-1917(1)(b), I.C.	FY 2026 Estimated Available Federal Funds \$67- 1917(1)(b), I.C.	FY 2026 Estimated Federal Expenditures \$67- 1917(1)(b), I.C.	Known Reductions; Plan for 10% or More Reduction Complete question # 3 \$67-3502(1)(e), I.C.	Grant Reduced by 50% or More from the previous years funding? Complete question #3. \$67-1917(2), I.C.
21.027	0	U.S. Dept of Treasury	American Rescue Plan Act	Coronavirus State and Local Fiscal Recovery Funds	N	ADAI	Capped	Short-term	9/30/2026	\$48,900,000.00	C	N	N	N/A	\$0.00	\$0.00	\$0.00	\$10,883,679.00	\$0.00	\$27,969,325.00	\$2,684,987.76	\$0.00	\$5,338,537.24	\$5,338,537.24	\$0.00	\$0.00	N/A	100.00%
Total										\$48,900,000.00					\$0.00	\$0.00	\$0.00	\$10,883,679.00	\$0.00	\$27,969,325.00	\$2,684,987.76	\$0.00	\$5,338,537.24	\$5,338,537.24	\$0.00	\$0.00		

Total FY 2024 All Funds Appropriation (DU 1.00)	\$33,751,300
Federal Funds as Percentage of Funds \$67-1917(1)(e), I.C.	7.96%

2. Identify below for each grant any obligations, agreements, joint exercise of powers agreements, maintenance of efforts agreements, or memoranda of understanding that may be impacted by federal or state decisions regarding federal receipts, include any state matching requirements. \$67-1917(1)(d), I.C.

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

3. Provide a plan for each grant with a known reduction in federal funding that includes anticipated changes, and if reduction is: 10-49% include the agency's plan for operating at the reduced rate \$67-3502(1)(e), I.C. or, 50% or more from the previous year's funding include the plan to either reduce or eliminate the services provided through the grant or to continue the services without a shift to state resources. \$67-1917(2), I.C.

CFDA# /Cooperative Agreement # /Identifying #	Plan for reduction or elimination of services.
21.027	The agency's base operations were not supplemented with these funds; once the funding is gone, the agency will continue to operate as normal.

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:	8/27/2024		Fiscal Year:	2026		
FACILITY INFORMATION (please list each facility separately by city and street address)						
Facility Name:	Lewiston State of Idaho Building					
City:	Lewiston		County:			
Property Address:	1118 F Street				Zip Code:	83501
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 - Facilities						
COMMENTS						
WORK AREAS						
FISCAL YR:	ACTUAL 2024	ESTIMATE 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029
Total Number of Work Areas:	2	2	2	2	2	2
Full-Time Equivalent Positions:	2	2	2	2	2	2
Temp. Employees, Contractors, Auditors, etc.:	1	1	1	1	1	1
SQUARE FEET						
FISCAL YR:	ACTUAL 2024	ESTIMATE 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029
Square Feet:	324	324	324	324	324	324
FACILITY COST (Do NOT use your old rate per sq ft; it may not be a realistic figure)						
FISCAL YR:	ACTUAL 2024	ESTIMATE 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029
Total Facility Cost/Yr:	\$4,403.16	\$4,403.16	\$4,403.16	\$4,403.16	\$4,403.16	\$4,403.16
SURPLUS PROPERTY						
FISCAL YR:	ACTUAL 2024	ESTIMATE 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029
	<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.Ross@adm.idaho.gov . Please e-mail or call 208-332-1933 with any questions.						
2. If you have five or more locations, please summarize the information on the Facility Information Summary Sheet and include this summary sheet with your submittal.						
3. Attach a hardcopy of this submittal, as well as the Facility Information Summary Sheet, if applicable, with your budget request. DPW LEASING DOES NOT NEED A COPY OF YOUR BUDGET REQUEST, JUST THIS FORM.						
AGENCY NOTES:						

FIVE-YEAR FACILITY NEEDS PLAN, pursuant to IC 67-5708B						
AGENCY INFORMATION						
AGENCY NAME:	Department of Administration		Division/Bureau:			
Prepared By:	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:	8/27/2024		Fiscal Year:	2026		
FACILITY INFORMATION (please list each facility separately by city and street address)						
Facility Name:	Chinden #6					
City:	Boise		County:	Ada		
Property Address:	11351 W. Chinden Blvd				Zip Code:	83714
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 - Facilities, Security						
COMMENTS						
WORK AREAS						
FISCAL YR:	ACTUAL 2024	ESTIMATE 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029
Total Number of Work Areas:	2	2	2	2	2	2
Full-Time Equivalent Positions:	2	2	2	2	2	2
Temp. Employees, Contractors, Auditors, etc.:	1	1	1	1	1	1
SQUARE FEET						
FISCAL YR:	ACTUAL 2024	ESTIMATE 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029
Square Feet:	1,421	1,421	1,421	1,421	1,421	1,421
FACILITY COST (Do NOT use your old rate per sq ft; it may not be a realistic figure)						
FISCAL YR:	ACTUAL 2024	ESTIMATE 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029
Total Facility Cost/Yr:	\$14,394.73	\$14,394.73	\$14,394.73	\$14,394.73	\$14,394.73	\$14,394.73
SURPLUS PROPERTY						
FISCAL YR:	ACTUAL 2024	ESTIMATE 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029
	<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.Ross@adm.idaho.gov . Please e-mail or call 208-332-1933 with any questions.						
2. If you have five or more locations, please summarize the information on the Facility Information Summary Sheet and include this summary sheet with your submittal.						
3. Attach a hardcopy of this submittal, as well as the Facility Information Summary Sheet, if applicable, with your budget request. DPW LEASING DOES NOT NEED A COPY OF YOUR BUDGET REQUEST, JUST THIS FORM.						
AGENCY NOTES:						

FIVE-YEAR FACILITY NEEDS PLAN, pursuant to IC 67-5708B						
AGENCY INFORMATION						
AGENCY NAME:	Department of Administration		Division/Bureau:			
Prepared By:	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:	8/27/2024		Fiscal Year:	2026		
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						
Administrative office space for the Department of Administration - Facilities, Postal, and Security						
COMMENTS						
WORK AREAS						
FISCAL YR:	ACTUAL 2024	ESTIMATE 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029
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.:	5	5	5	5	5	5
SQUARE FEET						
FISCAL YR:	ACTUAL 2024	ESTIMATE 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029
Square Feet:	9,447	9,447	9,447	9,447	9,447	9,447
FACILITY COST (Do NOT use your old rate per sq ft; it may not be a realistic figure)						
FISCAL YR:	ACTUAL 2024	ESTIMATE 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029
Total Facility Cost/Yr:	\$88,751.30	\$89,751	\$89,751	\$89,751	\$89,751	\$89,751
SURPLUS PROPERTY						
FISCAL YR:	ACTUAL 2024	ESTIMATE 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029
	<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.Ross@adm.idaho.gov . Please e-mail or call 208-332-1933 with any questions.						
2. If you have five or more locations, please summarize the information on the Facility Information Summary Sheet and include this summary sheet with your submittal.						
3. Attach a hardcopy of this submittal, as well as the Facility Information Summary Sheet, if applicable, with your budget request. DPW LEASING DOES NOT NEED A COPY OF YOUR BUDGET REQUEST, JUST THIS FORM.						
AGENCY NOTES:						

FIVE-YEAR FACILITY NEEDS PLAN, pursuant to IC 67-5708B						
AGENCY INFORMATION						
AGENCY NAME:	Department of Administration		Division/Bureau:			
Prepared By:	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:	8/27/2024		Fiscal Year:	2026		
FACILITY INFORMATION (please list each facility separately by city and street address)						
Facility Name:	FSP					
City:	Caldwell		County:	Canyon		
Property Address:	104 S 43rd Ave				Zip Code:	83605
Facility Ownership (could be private or state-owned)	Private Lease:	<input checked="" type="checkbox"/>	State Owned:	<input type="checkbox"/>	Lease Expires:	6/30/2027
FUNCTION/USE OF FACILITY						
Administrative office space for the Department of Administration - FSP staff						
COMMENTS						
Assuming a 3% increase in costs						
WORK AREAS						
FISCAL YR:	ACTUAL 2024	ESTIMATE 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029
Total Number of Work Areas:	3	3	3	3	3	3
Full-Time Equivalent Positions:	3	3	3	3	3	3
Temp. Employees, Contractors, Auditors, etc.:						
SQUARE FEET						
FISCAL YR:	ACTUAL 2024	ESTIMATE 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029
Square Feet:	19,700	19,700	19,700	19,700	19,700	19,700
FACILITY COST (Do NOT use your old rate per sq ft; it may not be a realistic figure)						
FISCAL YR:	ACTUAL 2024	ESTIMATE 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029
Total Facility Cost/Yr:	\$113,472	\$116,876	\$120,382	\$123,994	\$127,714	\$131,545
SURPLUS PROPERTY						
FISCAL YR:	ACTUAL 2024	ESTIMATE 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029
	<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.Ross@adm.idaho.gov . Please e-mail or call 208-332-1933 with any questions.						
2. If you have five or more locations, please summarize the information on the Facility Information Summary Sheet and include this summary sheet with your submittal.						
3. Attach a hardcopy of this submittal, as well as the Facility Information Summary Sheet, if applicable, with your budget request. DPW LEASING DOES NOT NEED A COPY OF YOUR BUDGET REQUEST, JUST THIS FORM.						
AGENCY NOTES:						

FIVE-YEAR FACILITY NEEDS PLAN, pursuant to IC 67-5708B						
AGENCY INFORMATION						
AGENCY NAME:	Department of Administration		Division/Bureau:			
Prepared By:	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:	8/27/2024		Fiscal Year:	2026		
FACILITY INFORMATION (please list each facility separately by city and street address)						
Facility Name:	DPW BLDG					
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 - DPW						
COMMENTS						
WORK AREAS						
FISCAL YR:	ACTUAL 2024	ESTIMATE 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029
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:	ACTUAL 2024	ESTIMATE 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029
Square Feet:	8,393	8,393	8,393	8,393	8,393	8,393
FACILITY COST (Do NOT use your old rate per sq ft; it may not be a realistic figure)						
FISCAL YR:	ACTUAL 2024	ESTIMATE 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029
Total Facility Cost/Yr:	\$97,269	\$97,269	\$97,269	\$97,269	\$97,269	\$97,269
SURPLUS PROPERTY						
FISCAL YR:	ACTUAL 2024	ESTIMATE 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029
	<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.Ross@adm.idaho.gov . Please e-mail or call 208-332-1933 with any questions.						
2. If you have five or more locations, please summarize the information on the Facility Information Summary Sheet and include this summary sheet with your submittal.						
3. Attach a hardcopy of this submittal, as well as the Facility Information Summary Sheet, if applicable, with your budget request. DPW LEASING DOES NOT NEED A COPY OF YOUR BUDGET REQUEST, JUST THIS FORM.						
AGENCY NOTES:						

FIVE-YEAR FACILITY NEEDS PLAN, pursuant to IC 67-5708B						
AGENCY INFORMATION						
AGENCY NAME:	Department of Administration		Division/Bureau:			
Prepared By:	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:	8/27/2024		Fiscal Year:	2026		
FACILITY INFORMATION (please list each facility separately by city and street address)						
Facility Name:						
City:	Pocatello		County:	Bannock		
Property Address:	611 Wilson Ave				Zip Code:	83201
Facility Ownership (could be private or state-owned)	Private Lease:	<input checked="" type="checkbox"/>	State Owned:	<input checked="" type="checkbox"/>	Lease Expires:	4/30/2027
FUNCTION/USE OF FACILITY						
Administrative office space for the Department of Administration - DPW staff						
COMMENTS						
Anticipate a 3% increase for FY2027, lease will need to be renegotiated for BFY28 plugging a 3% increase.						
WORK AREAS						
FISCAL YR:	ACTUAL 2024	ESTIMATE 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029
Total Number of Work Areas:	2	2	2	2	2	2
Full-Time Equivalent Positions:	2	2	2	2	2	2
Temp. Employees, Contractors, Auditors, etc.:						
SQUARE FEET						
FISCAL YR:	ACTUAL 2024	ESTIMATE 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029
Square Feet:	884	884	884	884	884	884
FACILITY COST (Do NOT use your old rate per sq ft; it may not be a realistic figure)						
FISCAL YR:	ACTUAL 2024	ESTIMATE 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029
Total Facility Cost/Yr:	\$9,097	\$9,370	\$9,651	\$9,940	\$10,239	\$10,546
SURPLUS PROPERTY						
FISCAL YR:	ACTUAL 2024	ESTIMATE 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029
	<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.Ross@adm.idaho.gov . Please e-mail or call 208-332-1933 with any questions.						
2. If you have five or more locations, please summarize the information on the Facility Information Summary Sheet and include this summary sheet with your submittal.						
3. Attach a hardcopy of this submittal, as well as the Facility Information Summary Sheet, if applicable, with your budget request. DPW LEASING DOES NOT NEED A COPY OF YOUR BUDGET REQUEST, JUST THIS FORM.						
AGENCY NOTES:						

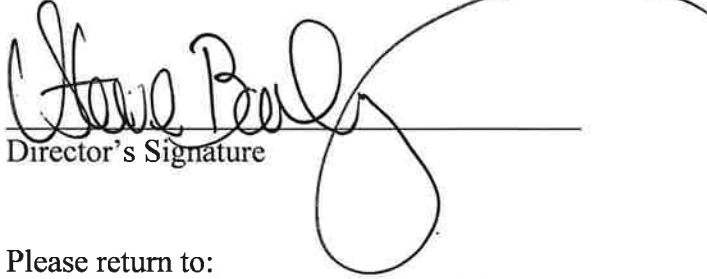
FIVE-YEAR FACILITY NEEDS PLAN, pursuant to IC 67-5708B						
AGENCY INFORMATION						
AGENCY NAME:	Department of Administration		Division/Bureau:			
Prepared By:	Bailey Peterson		E-mail Address:	bailey.peterson@adm.idaho.gov		
Telephone Number:	208-332-1815		Fax Number:			
DFM Analyst:	David Hahn		LSO/BPA Analyst:	Francis Lippitt		
Date Prepared:	8/27/2024		Fiscal Year:	2026		
FACILITY INFORMATION (please list each facility separately by city and street address)						
Facility Name:	University of Idaho Moscow 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						
Administrative office space for the Department of Administration - DPW Staff						
COMMENTS						
The University of Idaho provides this space for no charge.						
WORK AREAS						
FISCAL YR:	ACTUAL 2024	ESTIMATE 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029
Total Number of Work Areas:	1	1	1	1	1	1
Full-Time Equivalent Positions:	1	1	1	1	1	1
Temp. Employees, Contractors, Auditors, etc.:						
SQUARE FEET						
FISCAL YR:	ACTUAL 2024	ESTIMATE 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029
Square Feet:	350	350	350	350	350	350
FACILITY COST (Do NOT use your old rate per sq ft; it may not be a realistic figure)						
FISCAL YR:	ACTUAL 2024	ESTIMATE 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029
Total Facility Cost/Yr:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SURPLUS PROPERTY						
FISCAL YR:	ACTUAL 2024	ESTIMATE 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029
	<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.Ross@adm.idaho.gov . Please e-mail or call 208-332-1933 with any questions.						
2. If you have five or more locations, please summarize the information on the Facility Information Summary Sheet and include this summary sheet with your submittal.						
3. Attach a hardcopy of this submittal, as well as the Facility Information Summary Sheet, if applicable, with your budget request. DPW LEASING DOES NOT NEED A COPY OF YOUR BUDGET REQUEST, JUST THIS FORM.						
AGENCY NOTES:						

FIVE-YEAR FACILITY NEEDS PLAN, pursuant to IC 67-5708B						
AGENCY INFORMATION						
AGENCY NAME:	Department of Administration		Division/Bureau:			
Prepared By:	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:	8/27/2024		Fiscal Year:	2026		
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						
WORK AREAS						
FISCAL YR:	ACTUAL 2024	ESTIMATE 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029
Total Number of Work Areas:	48	48	51	51	51	51
Full-Time Equivalent Positions:	43	48	51	51	51	51
Temp. Employees, Contractors, Auditors, etc.:						
SQUARE FEET						
FISCAL YR:	ACTUAL 2024	ESTIMATE 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029
Square Feet:	10,159	10,159	10,159	10,159	10,159	10,159
FACILITY COST (Do NOT use your old rate per sq ft; it may not be a realistic figure)						
FISCAL YR:	ACTUAL 2024	ESTIMATE 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029
Total Facility Cost/Yr:	\$127,632	\$129,444	\$129,444	\$129,444	\$129,444	\$129,444
SURPLUS PROPERTY						
FISCAL YR:	ACTUAL 2024	ESTIMATE 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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.Ross@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:						

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



Date

Please return to:

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

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

Part I – Agency Profile

Agency Overview

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

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

The department updated many of its goals in FY23 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, human resources, and payroll services to all programs within the Department, supported advisory groups, and Hispanic Commission. It supports the following statutory oversight groups. (Idaho Code Section 67-5701-5704)

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

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

Division of Insurance and Internal Support (DIIS) 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 2021	FY 2022	FY 2023	FY 2024
General Fund	\$5,924,229	\$182,180,992	\$2,606,613	\$2,620,979
Idaho Education Network - 0120	\$0	\$0	\$0	\$0
Permanent Building Fund	\$177,048,917	\$627,704,646	\$649,995,719	\$268,705,973
Governor's Housing Fund	\$60,359	\$57,145	\$10,345	\$11,102
Admin. & Accounting Svcs.	\$5,924,229	29,099,164	\$27,655,7684	\$26,800,476
Federal Surplus Property	\$747,293	\$737,431	\$1,073,532	\$834,646
Group Insurance	\$317,012,271	\$321,508,659	\$443,690,071	\$496,333,709
Risk Management	13,716,132	\$14,982,148	\$13,195,015	\$15,956,330
Administrative Code Fund	\$0	\$0	\$0	\$0
Capitol Income & Reserve Fund	\$2,703,940	\$658,208	\$1,043,615	\$517,503
Special Indemnity Fund	<u>\$5,162,295</u>	<u>\$4,544,227</u>	<u>\$4,474,133</u>	<u>\$4,623,750</u>
Total	\$557,706,687	\$1,181,472,620	\$1,143,744,797	\$816,076,203

NOTE: Includes bond revenues and expenses.

Profile of Cases Managed and/or Key Services Provided

Cases Managed and/or Key Services Provided	FY 2021	FY 2022	FY 2023	FY 2024
# of FTP's supported through payroll & HR:				
Dept. Of Administration	124	128	126	128
Hispanic Commission	3	3	3	3
Insurance & Internal Support Division:				
Value of property insured by Risk Management	\$9.8 Billion	\$10.9 Billion	\$11.6 Billion	11.8 Billion
# of vehicles insured for liability by Risk Mgmt (all vehicles insured for liability)	8,009	8,004	8,362	8,689
# of vehicles insured for physical damage (only vehicles scheduled for this coverage)	7,465	7,459	7,488	7,808
# of active employees enrolled in group ins	18,917	18,657	24,017	25,128
# of active employee dependents enrolled in state's group insurance	27,917	27,113	33,351	34,950

Cases Managed and/or Key Services Provided	FY 2021	FY 2022	FY 2023	FY 2024
# of retirees enrolled in state's group insurance	627	601	684	615
# of retiree dependents enrolled in group ins	175	166	137	121
New ISIF New Claims	29	32	31	47
New ISIF Complaints	26	32	31	38
New ISIF annuitants added to monthly rolls	7	12	10	5
ISIF annuitant deaths	8	7	19	8
Purchasing Division:				
# of contracts issued/value	624 / \$2B	602/\$2.68B	625/\$1.95B	291****/\$3.7B****
# of purchasing personnel trained/man hours	468 / 83**	300/60***	239/50	286/160
# of online classes available/# of trained/# of classes completed	n/a	72/16/1251	74/88/1168	107/63/866
# of P-card transactions	224,054	n/a****	122,434	136,831
\$ total value of P-card usage	\$56,188,426	n/a****	\$20,261,034	\$36,895,967
\$ of Federal Surplus Property (FSP) items sold	\$406,228	\$598,007	\$726,619	\$838,924.65
FSP's Average cost savings to public entities	70.70%*	60.05%*	72.3%*	88.9%*
Public Works Division:				
\$ appropriated for Public Works projects not including agency funds	\$133,738,900	\$246,560,800	\$497,049,900	\$185,181,800
\$ amount of all funding sources for projects under construction	\$201,357,688	\$460,025,500	\$534,365,992	\$246,270,829
# of active Public Works projects	574	491	584	522
# of new Public Works projects	259	111	87	178
# of closed Public Works projects	155	131	135	82
# sq. ft. office space leased statewide	1,448,495	1,238,288	1,158,708	1,173,907
# sq. ft. total space leased statewide	1,874,338	1,705,445	1,725,748	1,731,207
\$ amount of office space leased statewide	\$22,109,423	\$19,134,447	\$18,467,983	\$19,421,508
\$ amount of total space leased statewide	\$29,897,247	\$27,306,316	\$27,508,128	\$28,818,009
# of demand maintenance work orders resolved in Capitol Mall (requests from tenants)	2,768	2,445	2,808	2,791
# of routine and scheduled preventive maintenance work orders – Capitol Mall	1,574	1,585	1,760	1,742

Cases Managed and/or Key Services Provided	FY 2021	FY 2022	FY 2023	FY 2024
# of demand maintenance work orders resolved at the Chinden Campus (requests from tenants)	614	853	586	743
# of routine and scheduled preventive maintenance work orders – Chinden Campus	5,300	5,650	5,500	5,700
Security Operations Division:				
# of Capitol Mall parking passes issued	1,417	1,569	1,407	1,633
# of temporary parking passes issued	527	526	1,671	533
# of parking permits issued for meetings	587	2,195	2,341	4,105
# of postage pieces mailed - external	14,095,842	13,446,602	13,072,402	9,309,167
# of postage pieces mailed - interoffice	749,810	739,541	744,257	818,683
\$ postal cost avoidance	\$1,344,000	\$1,322,694	\$1,302,500	\$217,083*****
# of impressions made – Printing Services	1,282,598	1,579,919	1,632,148	1,683,227
<ul style="list-style-type: none"> Key Services Explanatory Notes: *The Federal Surplus Property (FSP) average costs savings to public entities is calculated by comparing the market value of products sold to the price paid by the donee. ** The number of direct hours spent training by DOP personnel has decreased and will continue to decrease significantly as DOP converts most of its training to on-demand online training. This change allows more state employees to access DOP training and is a more efficient use of DOP's resources. *** In FY22, DOP revamped its training program to move most training from a live format to an online on-demand format. This transition included breaking longer live trainings into shorter online sessions. To account for this change, the training measures have been separated into live trainings (consistent with measures from previous years) and online trainings. **** Due to transition of the state's P-card contract to a new contractor at the beginning of FY23, DOP has been unable to obtain this data from the former contractor for FY22. *****The division's letter sorter, which sorts mail to offer discounted postages rates, was only operational 2 months in FY24. A new letter sorter was procured and became operational at the beginning of FY25. 				

FY2024 Performance Highlights

Division of Insurance and Internal Support

Office of Group Insurance (OGI)

- OGI continued to execute on the Governor's initiative to provide affordable benefits for K-12 school districts as part of the State's Group Insurance Program. Prior to the beginning of the '23-'24 school year, OGI successfully enrolled an additional 7 new school districts in the benefits plan.
- OGI deployed a new online benefits and enrollment platform called Employee Navigator. This new tool allows non-SCO employees to self-enroll online (from a PC or mobile device) and manage their own benefits, including launching qualifying life events. Employee Navigator also allows OGI to have access and administrative control for enrollment and membership content without relying on the carrier's employer portal for non-SCO membership information. From August 2023 through January 2024, OGI brought over 2600 members into Employee Navigator and was set to continue until all-hands on deck was required for the upcoming carrier change to Regence.
- The 2nd half of FY24 was largely dedicated to managing the medical carrier change from Blue Cross of Idaho to Regence Blue Shield of Idaho. Although OGI had not changed medical carriers in approximately 20 years, the transition, while very challenging, was largely successful.
- In April of FY24, OGI conducted its first Open Enrollment for SCO-employees within LUMA. Similar to the carrier change, this event was challenging but largely successful. An upcoming post-mortem will provide valuable lessons learned and allow SCO and OGI to improve the process for the next open enrollment period.

Office of Risk Management

- Risk management worked with Agencies who were able to complete recommendations proposed by the States major property carrier. In Fiscal Year 2024 we completed 63 recommendations which reduced the States loss expectancy by 242M dollars.
- Risk Management partnered with FM Global and State Agencies to host a training experience at the Chinden Campus. FM Global brought in their "Resilience Truck" which has an expandable semi trailer that houses multiple interactive experiences that focus on resilience and mitigating risk & hazards. Trainers taught about flood, fire, earthquake, and damaging wind mitigation techniques and precautions. This training is beneficial for State Agency stakeholders to better understand identified hazards and how to mitigate them.
- Risk Management has partnered with DHR to create an interactive training module that will be used for all State of Idaho vehicle operators that is available in LUMA. 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 engineering review as part of its service model. This service has been used extensively with the deferred maintenance projects being completed.
- As a function of Risk Management, Loss Control performed a loss control follow up process where it investigated claims to identify and propose solutions to help the Agencies reduce or eliminate the variables that lead to the claims. Loss Control partnered with Agency points of contact to discuss circumstances and identify risks. Once identified, solutions are proposed, and training provided when applicable/possible. This process has increased agency awareness and allows Risk to build a strong partnership with the agencies.
- Risk Management and Loss Control connected with State Agencies to share claims data which allows them to understand their top loss cause categories giving them visibility to their specific risks and ultimately the ability to

formulate initiatives to impact them. Risk Management and Loss Control met with Agencies to discuss safety, training, participate in hazard assessment visits, assist in hazard mitigation planning, and to collaborate to create training initiatives.

- Risk Management partnered with our insurance carrier FM Global to contract property appraisals to ensure proper property values are being accounted for. By utilizing FM Global Idaho saved \$110,443 versus using our previous appraisal service. Appraisals performed up to this point have identified that property was over valued by 369M, by reducing the States property value Risk Management reduced our annual insurance premium by an estimated 180K.
- LE was 3.15B but increased to 4.2B as the result of 12 additional engineering visits last year. *
- 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 FY24, the ISIF resolved 10 claims through settlement and 7 claims through hearing decisions. The ISIF prevailed on all 7 hearing decisions. Another 14 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/Konex 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

- In FY 24, the division's letter sorter, which sorts mail to offer discounted postages rates, was only operational 2 months. As a result, the amount of savings to agencies for postage was minimal. A new letter sorter was procured and became operational at the beginning of FY25.
- 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

- In FY24, Purchasing adopted a 3-year Strategic Plan (for calendar years 2024-2026). The Plan seeks to improve service levels and outcomes, elevate the strategic position of the procurement function in Idaho, and includes measurable strategic objectives developed based on input from various stakeholders. The Plan also emphasizes the importance to various groups of stakeholders.
- Purchasing implemented a new project management tool, providing better transparency and accountability related to procurements and other projects. The tool allows DOP's purchasing officers and contract administrators to manage their procurements, renewals, and amendments: they can add agency stakeholders; assign and track tasks; and manage timelines. A real-time report of all current procurement projects, including project status, now feeds into DOP's website, available for anyone to review. DOP is also tracking aspects of its Strategic Plan in this tool.
- The switch to Luma presented several challenges for DOP in FY24, including a significant and unexpected workload associated with unsuccessful contract migration to Luma. DOP continues to experience relatively limited competition due to the supplier pool registered in Luma (approximately 10% of the supplier pool registered in DOP's previous eProcurement system) and is still working to access needed reporting. DOP went through FY24 without any of our previous reporting/data access.
- DOP awarded several large and important contracts in FY24 including: Employee Health Insurance (estimated to save the state \$50million per year); ISP Public Safety System; and ISEE Modernization for the State Board of Education.

Federal Surplus Properties (FSP)

- In FY24, FSP donated 2,497 items to various public agencies, nonprofit organizations, and shelters. Approximate market value for all items was \$6,617,560 with FSP charging donees only \$736,364 to cover operating costs. This saved the agencies and political subdivisions nearly \$6 million (88.9%) for equipment, machinery, tools, furniture and many more items necessary for their operations. A great portion of the savings represented taxpayer dollars.
- FSP made its largest and possibly most exciting donation in FY24, working with NASA to donate a retired DC-8 aircraft to Idaho State University. The aircraft, with an original acquisition cost over \$21 million, and a fair market value of nearly \$5 million, was donated to ISU for just \$150,000. See more at: <https://www.nasa.gov/centers-and-facilities/armstrong/beyond-the-textbook-dc-8-aircraft-inspires-students-in-retirement/>.
- FSP helped countless other eligible entities to acquire vital equipment and supplies, including helping the Coeur d'Alene police department replace several vehicle after a fire destroyed much of their fleet. The FSP team has continued to provide outstanding customer service even as they've been understaffed, with the team's manager on active military deployment since April.

Division of Public Works

Design and Construction

- DPW manages facilities construction for state agencies. The division administers a rotating list of projects with close to 520 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:

DJC: New Gym / CTE Bldg., JCCN	\$ 4.4 million
ISU: Eames ATEIC Renovations	\$ 22 million
AGRI: New Pathology Laboratory	\$ 10.5 million
UI: Idaho Center for Plant and Soil Health, Parma	\$ 11 million

There are several more major projects under construction, including:

BSU: Student Residence Hall	\$ 52 million
UI: CAFÉ	\$ 27.2 million
CWI: Horticulture Building	\$ 24 million
CWI: Health Science Building	\$ 27 million
MIL: Readiness Center	\$ 31 million
ISU: College of Pharmacy Research Labs	\$ 20.2 million
CSI: Automotive/Ag Diesel Mechanics Facility	\$ 15 million
DJC: St. Anthony Cottages	\$ 20.2 million

- A tour was conducted of facilities in southwest Idaho in May and 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 continued, including the courtyard renovation. Design work was completed for the tenant improvement project for the Idaho Transportation Department. This effort was put on hold due to the 2024 legislation relating to ITD's property on State street. Building 4 design work to accommodate ITS tenant improvements is proceeding.
- The Idaho Deferred Maintenance Program is well under way with over \$428 million committed to nine design-build contracts serving 25 agencies and institutions around the state

Statewide Leasing Program

- The two-member staff is currently administering a leasing portfolio of 331 leases, consisting of 1,731,207 square feet in 51 cities, for 50 different agencies and commissions.
- In the past fiscal year, the program negotiated 95 leases, consisting of 498,205 square feet representing a total contract value of \$36,733,744, completed 23 requests for proposals and lease modifications. In addition to leasing agreements the Program searched for a new ISP District office in Lewiston and closed on the purchase of ISP's 1155 Foote Drive, Idaho Falls property and the assisted in the pending sale of ITD's 3311 West State Street, Boise surplus property.
- 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, which included projects for the Department of Education, CTE, OSBE, and DHR.

- PBF funded projects included the continued work on Parking Structure #1, squawk box replacements throughout the Capitol Mall, Camera upgrades at the Chinden campus, HVAC equipment replacement at the Idaho Falls Office Building, new DDC controls for the DPW Building, an ADA family restroom and domestic water line replacement at the Lewiston Office Building, as well as starting work on restroom improvements at the JRW and the PTC Buildings.
- We identified a list of long-term deferred maintenance projects and have submitted them in conjunction with Phase I and Phase II 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 with associated DDC controls, as well as fire alarm upgrades to the Borah Building, and the PTC Building. The Idaho Falls and Lewiston Buildings are also going through a DDC HVAC control upgrade to a new web-based software, replacing an antiquated and obsolete DDC programs, which when complete, should greatly enhance the efficiency and comfort of the buildings. Idaho Falls is completing an LED lighting upgrade started a couple of years ago. With the deferred funds, we will be able to replace the last remaining light fixtures on the 1st and 2nd floors with LED direct/indirect lighting. Lastly, we are working on an elevator renovation of the (2) Passenger elevators and (1) freight elevators for the Lewiston Building, replacing original equipment from 1979.

Chinden Campus

Many small remodels and projects were completed at the Chinden Campus, including on going work for Building 3, including restroom upgrades to the existing, plumbing, waste and vent, electrical switch gear upgrades, and HVAC upgrades. We've also started work on the main courtyard at the Chinden entrance to the property, removal of trees, landscaping and dirt berms has begun, with work commencing later in the year for an ADA accessible courtyard, providing an ADA entrance to Buildings 1, 2 and 3 with new landscaping, hardscape and concrete.

- We identified a list of long-term deferred maintenance projects and have submitted them in conjunction with Phase I and Phase II 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 Building 5. Lastly, we're addressing long term parking lot issues in 15 parking lots, driveways and roadways, with sealcoating, slurry coat overlay, or full replacement as well as striping and seal crack.
- We brought the new boilers for Building 4 online this year, after a 15-month buildout for a new boiler structure, new hydronic piping, high pressure natural gas, flues and large circulation pumps. This continues with our decentralization of boilers for heat, away from the central plant currently housed in the basement of Building 6.

Part II – Performance Measures

Performance Measure		FY2021	FY 2022	FY 2023	FY 2024	FY 2025
Goal 1 – Increase employee benefit communications. <i>This goal will be updated next year as it is not sustainable or relevant at this point.</i>						
1. Number of communications to group insurance program participants.	actual				>12 due to open enrollment	
	target			At least 12 communications throughout the fiscal year.	At least 12 communications throughout the fiscal year.	n/a
Goal 2 – Division of Insurance and Internal Support; Office of Risk Management Address the state's loss expectancy (LE)						
2. Reduce Loss Expectancy liability by a certain dollar amount each year	actual			\$3.15 Billion LE	4.2* Billion LE	
	target				\$242 Million reduction on the initial 3.15 B	\$100 Million reduction
Goal 3 – Division of Public Works Increase efficiency in processes necessary to issue Notice to Proceed on construction projects.						
3. Average number of days between bid date and Notice to Proceed	actual			41.5	38	
	target				39.4	37.4
Goal 4 – Division of Public Works; Facilities Services Address deferred maintenance and repair items.						
4. Average Facility Cost Index (FCI). <i>Reduce average FCI by 5% per year to reach average FCI of <5%</i>	actual	-----		Capitol Mall FCI = 0.13 Chinden Campus FCI = 0.36	Capitol Mall FCI = 0.13 Chinden Campus FCI = 0.36	
	target				Capitol Mall FCI = 0.124 Chinden Campus FCI = 0.342	Capitol Mall FCI = 0.118 Chinden Campus FCI = 0.325

Performance Measure		FY2021	FY 2022	FY 2023	FY 2024	FY 2025
Goal 5 – Division of Purchasing; Federal Surplus Property Promote and expand use of the Federal Surplus Property program.						
5. Number of registered and/or active donees.	actual			130	236	
	target				Increase number of registered and/or active donees by 5% over previous fiscal year	Increase number of registered and/or active donees by 5% over previous fiscal year
Goal 6 – Division of Purchasing; Federal Surplus Property Create efficiencies for major procurement and contract administrative functions.						
6. Percentage of common types of projects exceeding the maximum acceptable cycle time.	actual				?	
	target				Decrease percentage of common types of projects exceeding the maximum acceptable cycle time by 5% of each fiscal year.	Decrease percentage of common types of projects exceeding the maximum acceptable cycle time by 5% of each fiscal year.
Goal 7 – Division of Security; Postal Services Create efficiencies in the state's Postal Services at the Chinden Campus.						
7. Average number of minutes to deliver mail.	actual			30 hours	28 hours	
	target				Annual reduction of 70 minutes	Annual reduction of 70 minutes
Goal 8 – Division of Security; Copy Center Create efficiencies in Copy Center jobs for state agencies.						
8. Average processing time between order received and delivered	actual			1 day; 12 hours	1 day; 4 hours	
	target				Average of 1 day to deliver jobs by FY 27	Average of 1 day to deliver jobs by FY 27

Performance Measure		FY2021	FY 2022	FY 2023	FY 2024	FY 2025
9. Percentage of jobs printed during non-business hours.	actual			9%	5%	
	target				Increase of 20% by FY 27	Increase of 20% by FY 27
Goal 9 – Division of Security; Copy Center Create efficiencies in Copy Center jobs for state agencies.						
10. Improve the overall efficiency and effectiveness of the Security operation	actual				2 minutes	
	target			Response time <10 minutes.	Response time <10 minutes.	Response time < 10 minutes.

For More Information Contact

Kimberly Rau, Executive Assistant/Program Specialist
 Department of Administration
 650 W State Street, Rm 100
 PO Box 83720
 Boise, ID 83720-0003
 Phone: (208) 332-1826
 E-mail : kim.rau@adm.idaho.gov

Moving Expense Report
Fiscal Year: 2024

Reporting on Expenditure Sub Account Code 5964

No Data Available

Agency	Employee	Name	Work Assignment	Amount	Currency	Pay Code	Description	Date	To Accounting Entity
AGENCY 200	261278	JENNIFER LOUISE PIKE	2	2000.00	USD	REN	RETENTION-MORE THAN 6 MO	06/25/2023	140
AGENCY 200	254828	NICOLE A GALLAHER	1	500.00	USD	STC	PERFORMANCE BONUS	01/06/2024	200
AGENCY 200	299607	JOHN B PARHAM	1	500.00	USD	REC	RECRUITMENT-MORE THAN 6 MO	01/06/2024	200
AGENCY 200	308519	Nicole Lynn Bolton	1	500.00	USD	REC	RECRUITMENT-MORE THAN 6 MO	02/17/2024	200
AGENCY 200	312432	Ryan Johnson	1	2000.00	USD	REC	RECRUITMENT-MORE THAN 6 MO	03/30/2024	200
AGENCY 200	252644	SHERRY L JAMIESON ANGHEL	1	2000.00	USD	STC	PERFORMANCE BONUS	05/11/2024	200
AGENCY 200	260781	JUSTIN SHEA SEAMAN	1	2000.00	USD	STC	PERFORMANCE BONUS	05/11/2024	200
AGENCY 200	262807	HEATHER WILDE	1	2000.00	USD	STC	PERFORMANCE BONUS	05/11/2024	200
AGENCY 200	311463	Jessica Dawn Carr	1	2000.00	USD	CSO	COST SAVING OPERATE	05/11/2024	200
AGENCY 200	266840	FORREST THAD BENEDICT II	1	2000.00	USD	STC	PERFORMANCE BONUS	05/25/2024	200
AGENCY 200	273052	GREGORY W CASH	1	1000.00	USD	STC	PERFORMANCE BONUS	05/25/2024	200
AGENCY 200	273932	PENNY L THORPE	1	500.00	USD	STC	PERFORMANCE BONUS	05/25/2024	200
AGENCY 200	275871	GENEVIEVE DUGDALE CASIANO	1	2000.00	USD	STC	PERFORMANCE BONUS	05/25/2024	200
AGENCY 200	285811	CHARISE ROOPER	1	2000.00	USD	STC	PERFORMANCE BONUS	05/25/2024	200
AGENCY 200	287061	ARVIN P. DELEON GUERRERO	1	2000.00	USD	STC	PERFORMANCE BONUS	05/25/2024	200
AGENCY 200	293298	MICHAEL JAMES PICCONO	1	2000.00	USD	STC	PERFORMANCE BONUS	05/25/2024	200