
AGENCY OVERVIEW

110 OFFICE OF MANAGEMENT AND BUDGET

Date: 12/13/2006

Time: 14:24:10

STATUTORY AUTHORITY

NDCC 54-44

AGENCY DESCRIPTION

OMB' s vision is to be a leader in delivering quality customer service and managing available resources.

OMB's five divisions include:

Human Resource Management Service- provides leadership and expertise in human resource services.

Central Services - provides services through Central Duplicating, State Procurement Office, Central Supply and Surplus Property.

Facility Management - provides services to maintain and operate the capitol complex.

Fiscal Management - provides services for budgeting, accounting, and payroll.

Risk Management - protects the assets of the State of North Dakota.

AGENCY MISSION

To provide a range of products and services resulting in a well-run government that meets the needs of North Dakota citizens.

AGENCY PERFORMANCE MEASURES

Performance measures are in the process of being updated.

MAJOR ACCOMPLISHMENTS

Fiscal Management:

- Integrated the new purchasing card contract into PeopleSoft
- Implemented eApplications
- Upgraded Peoplesoft HRMS and the PeopleSoft portal to 8.9

Facility Management:

- Managed and supervised the fire suppression project for the State Capitol Building

Risk management:

- Implemented an on-line incident reporting system that ensures prompt reporting of potential claims and lawsuits.

Central Services:

- Designed a website used by all state agencies for posting solicitations online
- Human Resources Management Services:

- Hosted the Central States Compensation Association Conference
- Provided several training programs to state employees and completed several salary studies

FUTURE CRITICAL ISSUES

Costs to continue include the costs to continue the 2005-07 salary increases authorized by the Legislature. \$156,869 in general funds and \$39,313 in special funds are included in the payroll costs to continue.

REQUEST SUMMARY

110 OFFICE OF MANAGEMENT AND BUDGET
 Biennium: 2007-2009

Bill#: SB2015

Date: 12/13/2006

Time: 14:24:10

Description	Expenditures 2003-2005 Biennium	Present Budget 2005-2007	Budget Request Change	Requested Budget 2007-2009 Biennium	Optional Budget Request
BY MAJOR PROGRAM					
ADMINISTRATION	2,200,676	40,782,766	-10,809,610	29,973,156	686,000
FACILITY MANAGEMENT	8,163,829	11,467,070	-1,966,555	9,500,515	6,131,000
FISCAL MANAGEMENT	4,583,800	7,255,016	-868,407	6,386,609	125,728
HUMAN RESOURCE MGMT SERVICE	1,205,246	1,375,464	21,853	1,397,317	37,630
RISK MANAGEMENT	1,132,529	1,149,594	49,091	1,198,685	0
CENTRAL SERVICES	4,205,005	5,796,523	142,795	5,939,318	126,095
TOTAL MAJOR PROGRAMS	21,491,085	67,826,433	-13,430,833	54,395,600	7,106,453
BY LINE ITEM					
SALARIES AND WAGES	11,391,635	13,678,150	391,261	14,069,411	282,216
OPERATING EXPENSES	7,736,982	11,508,042	353,490	11,861,532	96,737
FISCAL MANAGEMENT CARRYOVER	1,491,198	915,103	-915,103	0	0
EQUIPMENT	0	0	0	0	0
CAPITAL ASSETS	692,270	3,999,000	-2,395,481	1,603,519	6,041,500
GRANTS	179,000	389,000	-165,000	224,000	0
PRAIRIE PUBLIC BROADCASTING	0	1,337,138	0	1,337,138	686,000
CENTERS FOR EXCELLENCE	0	36,000,000	-10,700,000	25,300,000	0
TOTAL LINE ITEMS	21,491,085	67,826,433	-13,430,833	54,395,600	7,106,453
BY FUNDING SOURCE					
GENERAL FUND	15,573,993	21,071,114	19,519,974	40,591,088	7,203,275
FEDERAL FUNDS	192,079	207,200	-132,200	75,000	0
SPECIAL FUNDS	5,725,013	46,548,119	-32,818,607	13,729,512	-96,822
TOTAL FUNDING SOURCE	21,491,085	67,826,433	-13,430,833	54,395,600	7,106,453
TOTAL FTE	186.50	127.50	4.00	131.50	2.00

REQUEST DETAIL

Date: 12/13/2006

110 OFFICE OF MANAGEMENT AND BUDGET

Bill#: SB2015

Time: 14:24:10

Biennium: 2007-2009

Description	Expenditures 2003-2005 Biennium	Present Budget 2005-2007	Budget Request Change	Requested Budget 2007-2009 Biennium	Optional Budget Request
SALARIES AND WAGES					
SALARIES - PERMANENT	7,339,545	8,685,026	330,602	9,015,628	135,960
SALARIES - OTHER	48,654	92,389	-86,814	5,575	96,000
TEMPORARY SALARIES	239,201	163,998	-32,818	131,180	0
OVERTIME	0	0	13,950	13,950	0
FRINGE BENEFITS	3,764,235	4,736,737	166,341	4,903,078	50,256
SALARY INCREASE	0	0	0	0	0
BENEFIT INCREASE	0	0	0	0	0
TOTAL	11,391,635	13,678,150	391,261	14,069,411	282,216
SALARIES AND WAGES					
GENERAL FUND	8,248,201	9,737,212	381,080	10,118,292	379,038
FEDERAL FUNDS	0	0	0	0	0
SPECIAL FUNDS	3,143,434	3,940,938	10,181	3,951,119	-96,822
TOTAL	11,391,635	13,678,150	391,261	14,069,411	282,216
OPERATING EXPENSES					
SALARIES - PERMANENT	0	0	0	0	0
TRAVEL	178,926	237,704	2,450	240,154	2,800
SUPPLIES - IT SOFTWARE	279,493	52,500	-1,010	51,490	14,077
SUPPLY/MATERIAL-PROFESSIONAL	12,331	26,300	-1,500	24,800	0
FOOD AND CLOTHING	9,215	13,000	0	13,000	0
BLDG, GROUND, MAINTENANCE	400,724	388,000	5,700	393,700	0
MISCELLANEOUS SUPPLIES	478,357	696,025	-140,064	555,961	0
OFFICE SUPPLIES	261,198	330,747	-74,547	256,200	480
POSTAGE	38,535	49,900	-2,100	47,800	0
PRINTING	112,023	128,114	5,786	133,900	0
IT EQUIP UNDER \$5,000	56,993	81,900	6,350	88,250	2,000
OTHER EQUIP UNDER \$5,000	47,784	54,500	-19,500	35,000	5,000
OFFICE EQUIP & FURN SUPPLIES	7,938	14,500	-2,000	12,500	0
UTILITIES	1,716,939	1,743,100	324,808	2,067,908	0
INSURANCE	203,776	150,641	23,550	174,191	0
RENTALS/LEASES-EQUIP & OTHER	496,237	523,523	95,477	619,000	0
RENTALS/LEASES - BLDG/LAND	172,598	196,800	35,000	231,800	0
REPAIRS	627,017	747,960	120,300	868,260	0
IT - DATA PROCESSING	702,419	2,636,143	-81,923	2,554,220	68,372
IT-COMMUNICATIONS	94,242	113,122	13,900	127,022	2,008
IT CONTRACTUAL SERVICES AND RE	198,630	876,146	104,800	980,946	0
PROFESSIONAL DEVELOPMENT	573,658	667,706	-59,606	608,100	1,000

REQUEST DETAIL

Date: 12/13/2006

110 OFFICE OF MANAGEMENT AND BUDGET

Bill#: SB2015

Time: 14:24:10

Biennium: 2007-2009

Description	Expenditures 2003-2005 Biennium	Present Budget 2005-2007	Budget Request Change	Requested Budget 2007-2009 Biennium	Optional Budget Request
OPERATING FEES AND SERVICES	416,383	1,230,943	40	1,230,983	1,000
FEES - PROFESSIONAL SERVICES	651,566	548,768	-2,421	546,347	0
OPERATING BUDGET ADJUSTMENT	0	0	0	0	0
TOTAL	7,736,982	11,508,042	353,490	11,861,532	96,737
OPERATING EXPENSES					
GENERAL FUND	5,089,324	8,014,661	253,478	8,268,139	96,737
FEDERAL FUNDS	192,079	207,200	-132,200	75,000	0
SPECIAL FUNDS	2,455,579	3,286,181	232,212	3,518,393	0
TOTAL	7,736,982	11,508,042	353,490	11,861,532	96,737
FISCAL MANAGEMENT CARRYOVER					
SALARIES - PERMANENT	394,968	0	0	0	0
SALARIES - OTHER	113,093	20,000	-20,000	0	0
FRINGE BENEFITS	124,755	2,000	-2,000	0	0
TRAVEL	14,275	0	0	0	0
SUPPLIES - IT SOFTWARE	3,551	200,000	-200,000	0	0
MISCELLANEOUS SUPPLIES	930	0	0	0	0
OFFICE SUPPLIES	3,444	0	0	0	0
POSTAGE	354	0	0	0	0
PRINTING	15,821	0	0	0	0
IT EQUIP UNDER \$5,000	1,569	0	0	0	0
RENTALS/LEASES-EQUIP & OTHER	3,490	0	0	0	0
RENTALS/LEASES - BLDG/LAND	9,472	0	0	0	0
IT - DATA PROCESSING	7,537	0	0	0	0
IT-COMMUNICATIONS	6,203	0	0	0	0
IT CONTRACTUAL SERVICES AND RE	191,475	0	0	0	0
PROFESSIONAL DEVELOPMENT	39,679	0	0	0	0
OPERATING FEES AND SERVICES	278	693,103	-693,103	0	0
FEES - PROFESSIONAL SERVICES	560,304	0	0	0	0
TOTAL	1,491,198	915,103	-915,103	0	0
FISCAL MANAGEMENT CARRYOVER					
GENERAL FUND	1,491,198	915,103	-915,103	0	0
FEDERAL FUNDS	0	0	0	0	0
SPECIAL FUNDS	0	0	0	0	0
TOTAL	1,491,198	915,103	-915,103	0	0

REQUEST DETAIL

Date: 12/13/2006

110 OFFICE OF MANAGEMENT AND BUDGET

Bill#: SB2015

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Biennium: 2007-2009

Description	Expenditures 2003-2005 Biennium	Present Budget 2005-2007	Budget Request Change	Requested Budget 2007-2009 Biennium	Optional Budget Request
CAPITAL ASSETS					
OTHER CAPITAL PAYMENTS	0	0	253,519	253,519	0
EXTRAORDINARY REPAIRS	660,920	3,959,000	-2,649,000	1,310,000	6,035,000
EQUIPMENT OVER \$5000	31,350	40,000	0	40,000	0
IT EQUIPMENT OVER \$5000	0	0	0	0	6,500
TOTAL	692,270	3,999,000	-2,395,481	1,603,519	6,041,500
CAPITAL ASSETS					
GENERAL FUND	692,270	804,000	9,519	813,519	6,041,500
FEDERAL FUNDS	0	0	0	0	0
SPECIAL FUNDS	0	3,195,000	-2,405,000	790,000	0
TOTAL	692,270	3,999,000	-2,395,481	1,603,519	6,041,500
GRANTS					
GRANTS, BENEFITS & CLAIMS	179,000	389,000	-165,000	224,000	0
TOTAL	179,000	389,000	-165,000	224,000	0
GRANTS					
GENERAL FUND	53,000	263,000	-209,000	54,000	0
FEDERAL FUNDS	0	0	0	0	0
SPECIAL FUNDS	126,000	126,000	44,000	170,000	0
TOTAL	179,000	389,000	-165,000	224,000	0
SPECIAL LINES					
PRAIRIE PUBLIC BROADCASTING	0	1,337,138	0	1,337,138	686,000
CENTERS FOR EXCELLENCE	0	36,000,000	-10,700,000	25,300,000	0
STATEWIDE EQUITY POOL	0	0	0	0	0
TOTAL	0	37,337,138	-10,700,000	26,637,138	686,000
SPECIAL LINES					
GENERAL FUND	0	1,337,138	20,000,000	21,337,138	686,000
FEDERAL FUNDS	0	0	0	0	0
SPECIAL FUNDS	0	36,000,000	-30,700,000	5,300,000	0
TOTAL	0	37,337,138	-10,700,000	26,637,138	686,000

REQUEST DETAIL**110 OFFICE OF MANAGEMENT AND BUDGET**
Biennium: 2007-2009**Bill#: SB2015****Date: 12/13/2006****Time: 14:24:10**

Description	Expenditures 2003-2005 Biennium	Present Budget 2005-2007	Budget Request Change	Requested Budget 2007-2009 Biennium	Optional Budget Request
FUNDING SOURCES					
GENERAL FUND	15,573,993	21,071,114	19,519,974	40,591,088	7,203,275
FEDERAL FUNDS	192,079	207,200	-132,200	75,000	0
SPECIAL FUNDS	5,725,013	46,548,119	-32,818,607	13,729,512	-96,822
TOTAL FUNDING SOURCES	21,491,085	67,826,433	-13,430,833	54,395,600	7,106,453

CHANGE PACKAGE SUMMARY

Date: 12/13/2006

110 OFFICE OF MANAGEMENT AND BUDGET

Bill#: SB2015

Time: 14:24:10

Biennium: 2007-2009

Description	FTE	General Fund	Federal Funds	Special Funds	Total Funds
AGENCY BUDGET CHANGES					
Cost To Continue	4.00	19,346,080	0	-33,884,819	-14,538,739
1 Risk Management	.00	0	-132,200	140,000	7,800
2 Facility Management	.00	1,158,427	0	750,000	1,908,427
3 Fiscal Management	.00	-990,625	0	0	-990,625
4 Human Resources Management Division	.00	17	0	0	17
5 Central Services	.00	-47,065	0	132,212	85,147
6 Administration	.00	53,140	0	44,000	97,140
Agency Total	4.00	19,519,974	-132,200	-32,818,607	-13,430,833
OPTIONAL REQUEST					
7 Funding source change for Procurement FTE	.00	106,808	0	-96,822	9,986
8 Additional FTE for State Procurement	1.00	67,674	0	0	67,674
9 FileNet Document Management	.00	48,435	0	0	48,435
10 Emergency Power to the Governor's Residence	.00	35,000	0	0	35,000
11 Capitol Grounds Improvement Target Hardening	.00	3,000,000	0	0	3,000,000
12 Heat pump replacement at Heritage Center	.00	600,000	0	0	600,000
13 Replace carpeting in areas of the Heritage Center	.00	200,000	0	0	200,000
14 Remodel the plaza of the Heritage Center entrance	.00	200,000	0	0	200,000
15 Salary Adjustments	.00	96,000	0	0	96,000
16 Redesign of HRMS Website	.00	37,630	0	0	37,630
17 Additional FTE for Fiscal Management	1.00	125,728	0	0	125,728
18 Prairie Public Broadcasting Matching Funds	.00	686,000	0	0	686,000
19 Deferred Maintenance	.00	2,000,000	0	0	2,000,000
Optional Total	2.00	7,203,275	0	-96,822	7,106,453

BUDGET CHANGES NARRATIVE

110 OFFICE OF MANAGEMENT AND BUDGET

Date: 12/13/2006

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Change Group: A	Change Type: A	Change No: 1	Priority: 6
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Risk Management - The major budget changes for the Risk Management Division are a \$90,000 increase for IT contractual services, and a \$97,000 decrease for professional development. Future federal funds may be available to coordinate COOP with cities and counties. These COOP costs would be primarily for IT contractual services. Federal funds paid for training all state agency personnel on COG in the 05-07 biennium and that training is complete. Salaries increased to continue the 2005-07 biennial increases and to include funding for payment of leave, based on planned retirement in 2008.

Change Group: A	Change Type: A	Change No: 2	Priority: 2
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Facility Management - The major budget change for Facility Management is an increase in utilities due to increased energy prices.

Change Group: A	Change Type: A	Change No: 3	Priority: 5
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Fiscal Management - The major budget change for the Fiscal Management Division is the unfunding of the 2005-07 carryover amount of \$915,103.

Change Group: A	Change Type: A	Change No: 4	Priority: 4
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Human Resources Management Division - The only major budget change is the increase in salaries to maintain the Legislatively authorized 2005-07 salary increases.

Change Group: A	Change Type: A	Change No: 5	Priority: 3
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Central Services - The major changes in Central Services budget were decreases in miscellaneous supplies and office supplies based anticipated decreases in Central Duplicating's business volume and Surplus Property purchases of GSA vehicles for resale, and increases equipment rental and repairs to allow for possible replacement of a mainframe printer and to cover maintenance costs bundled with lease payments. Maintenance costs are identified and under repairs to track them separately from the lease payments.

Change Group: A	Change Type: A	Change No: 6	Priority: 1
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Administration - Major budget changes are an increase of \$53,140 for Statewide dues and an increase of \$44,000 in grants to the ND Firefighters Association. The grants are funded with special funds.

Change Group: A	Change Type: A	Change No: 100	Priority:
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OMB Procurement FTE -

Provides 1.0 FTE as an administrative assistant to staff the Peoplesoft vendor registry help desk for agency personnel, higher education institutions and vendors. This function has been previously handled with temporary staff. Also provides general funding for an existing position to assist the Procurement module lead with Peoplesoft functions such as vendor registry, IRS 1099 forms, E-supplier and Strategic sourcing.

Change Group: A	Change Type: A	Change No: 110	Priority:
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OMB Governors Residence Emergency Power -

Provides funding for emergency back-power to the Governor's Residence.

Change Group: A	Change Type: A	Change No: 120	Priority:
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OMB IT -

Transfers funding from IT contractual to provide funding to redesign the HRMS website and to convert procurement and vendor registry to a FileNet Document Management system.

Change Group: A	Change Type: A	Change No: 130	Priority:
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OMB Facility Workload -

Provides funding for workload adjustments to employees involved in the installation of the new emergency back-up generators and other added responsibilities.

Change Group: A	Change Type: A	Change No: 140	Priority:
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OMB Heritage Center -

Provides funding to replace heat pumps, carpeting and remodel the outside plaza at the Heritage Center.

Change Group: A	Change Type: A	Change No: 150	Priority:
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OMB Deferred Maintenance -

Provides \$100,000 funding to update names, repair and maintain the Veteran's Memorial on the capital grounds. Also provides funding for extraordinary repairs for the Capitol Tower, Liberty Memorial Building, Heritage Center and State Office Building; to include health and safety issues, handicap accessibility, road and parking lot maintenance and carpet replacement.

Change Group: A	Change Type: A	Change No: 160	Priority:
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OMB Prairie Public Matching Funds -

Prairie Public Broadcasting is requesting a one-time payment of \$686,622 in general funds to match federal grant awards. The total project costs will be \$3,049,266, with the federal grants providing all but \$686,622 of the funding.

Change Group: A	Change Type: A	Change No: 170	Priority:
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OMB Salary Equity Pool -

Provides \$10.0 million salary equity funding; \$5.0 million from the general fund and \$5.0 million special fund authority to be distributed to agencies based on salary equity issues.

Change Group: O	Change Type: A	Change No: 7	Priority: 2
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Funding source change for Procurement FTE - Requests change for a special fund position in Central Duplicating to a general fund position in Procurement. This position will assist the Procurement module lead with Peoplesoft functions such as vendor registry, IRS 1099 forms, E-supplier and Strategic sourcing

Change Group: O	Change Type: A	Change No: 8	Priority: 1
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Additional FTE for State Procurement - This position would be an administrative assistant who would staff the Peoplesoft vendor registry help desk and respond to e-mails and phone calls from agency personnel, higher education institutions and vendors. The help desk has been staffed with a temporary employee the past 3 years.

Change Group: O	Change Type: A	Change No: 9	Priority: 6
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FileNet Document Management - Requests funding for a FileNet system to provide electronic access to the records retained by the State Procurement and Vendor Registry Office. The records include such items as procurement solicitation and responses, alternate procurements, term contracts, vendor applications, W-9 and 1099 IRS forms and other vendor information. FileNet would allow access by users from their desktop, and all state agencies and higher education would have access.. Records retention for most of these documents is 7 years and storage space at the Capitol is at a premium.

Change Group: O	Change Type: A	Change No: 10	Priority: 3
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Emergency Power to the Governor's Residence - This will allow for emergency back-power to the Governor's Residence.

Change Group: O	Change Type: A	Change No: 11	Priority: 4
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Capitol Grounds Improvement Target Hardening - This funding would provide for projects recommended from a capitol grounds improvement study prepared for ND Highway Patrol for security purposes.

Change Group: O	Change Type: A	Change No: 12	Priority: 8
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Heat pump replacement at Heritage Center - This funding would provide for the replacement of all the heat pumps within the Heritage Center. These heat pumps have exceeded their life expectancy and currently have the highest failure rate of heat pumps throughout the Capitol grounds.

Change Group: O	Change Type: A	Change No: 13	Priority: 9
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Replace carpeting in areas of the Heritage Center - This funding would provide for the replacement of carpeting in the Main Gallery and other public areas throughout the Heritage Center

Change Group: O	Change Type: A	Change No: 14	Priority: 10
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Remodel the plaza of the Heritage Center entrance - This funding would provide for the remodeling of the outside plaza in front of the Heritage Center entrance.

Change Group: O	Change Type: A	Change No: 15	Priority: 7
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Salary Adjustments - This funding would provide for workload adjustments to various employees due to the installation of the new emergency back-up generators and other additional responsibilities.

Change Group: O	Change Type: A	Change No: 16	Priority: 5
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Redesign of HRMS Website - The redesign of HRMS Website will focus on categorization of current information, usability enhancement, new look and feel, removal of dreamweaver templates, and the automation of the job announcement process. Links will be added for users to search job vacancies by keywords and category. An administration area will be added so each agency can add and edit their own job listings.

Change Group: O	Change Type: A	Change No: 17	Priority: 12
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Additional FTE for Fiscal Management - Request for an account/budget specialist to implement and support new statewide Peoplesoft functionality such as the inventory module, data warehouse, and reporting tools.

Change Group: O	Change Type: A	Change No: 18	Priority: 11
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Prairie Public Broadcasting Matching Funds - Prairie Public Broadcasting is requesting a one-time payment of \$686,622 in general funds to match federal grant awards. The total project costs will be \$3,049,266, with the federal grants providing all but \$686,622 of the funding.

Change Group: O	Change Type: A	Change No: 19	Priority: 20
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Deferred Maintenance -

Extraordinary repairs for Capitol Tower, Liberty Memorial Building, Heritage Center and State Office Building; to include health and safety issues, handicap accessibility, road and parking lot maintenance and carpet replacement.