

**PROGRAM NARRATIVE****Date:** 12/07/2012**110 Office of Management and Budget****Time:** 14:08:11**Program:** Administration**Reporting level:** 03-110-100-00-00-00-00000000**Program Performance Measures**

Performance measures are reported at the agency level.

**Program Statistical Data**

Program Statistics are reported by the five divisions of OMB that report to Administration

**Explanation of Program Costs**

Major program costs include \$1,337,138 for Prairie Public Broadcasting, \$700,000 for the state contingency fund, \$200,000 for the Student Internship Program, statewide dues of \$ 466,000 , \$145,000 for the Commission on Uniform State Laws dues and travels costs, funding for the Boys and Girls Clubworks, and salaries for two employees. In addition, \$1,500,000 of salary and benefits are related to unemployment benefits, which are paid from special funds.

**Program Goals and Objectives**

The Office of Management and Budget provides innovative leadership and support to state government.

**REQUEST DETAIL BY PROGRAM**

110 Office of Management and Budget

Bill#: HB1015

Date: 12/07/2012

Time: 14:08:11

Biennium: 2013-2015

<b>Program:</b> Administration	<b>Reporting Level:</b> 03-110-100-00-00-00-00000000
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Description	Expenditures 2009-2011 Biennium	Present Budget 2011-2013	Budget Request Change	Requested Budget 2013-2015 Biennium	Optional Request 2013-2015
<b>Salaries and Wages</b>					
Salaries - Permanent	370,735	402,849	23,803	426,652	0
Salary Budget Adjustment	0	0	1,500,000	1,500,000	0
Temporary Salaries	0	40,000	(40,000)	0	150,000
Overtime	0	0	0	0	0
Fringe Benefits	1,470,455	1,606,750	(1,493,268)	113,482	0
Salary Increase	0	0	0	0	0
Benefit Increase	0	0	0	0	0
<b>Total</b>	<b>1,841,190</b>	<b>2,049,599</b>	<b>(9,465)</b>	<b>2,040,134</b>	<b>150,000</b>
<b>Salaries and Wages</b>					
General Fund	470,075	549,599	(9,465)	540,134	150,000
Federal Funds	0	0	0	0	0
Special Funds	1,371,115	1,500,000	0	1,500,000	0
<b>Total</b>	<b>1,841,190</b>	<b>2,049,599</b>	<b>(9,465)</b>	<b>2,040,134</b>	<b>150,000</b>
<b>Operating Expenses</b>					
Travel	57,662	98,300	(5,000)	93,300	20,000
Supplies - IT Software	1,834	2,000	0	2,000	0
Supply/Material-Professional	449	1,000	0	1,000	0
Miscellaneous Supplies	7,207	700	0	700	0
Office Supplies	25,662	10,200	0	10,200	0
Postage	9,708	17,000	(6,000)	11,000	0
Printing	20,976	13,000	(6,000)	7,000	0
IT Equip Under \$5,000	1,425	2,500	0	2,500	0
Other Equip Under \$5,000	1,535	2,200	0	2,200	0
Office Equip & Furn Supplies	0	11,500	0	11,500	0
Insurance	241	300	0	300	0
Rentals/Leases - Bldg/Land	0	100	0	100	0
Repairs	1,359	1,500	0	1,500	0
IT - Data Processing	4,271	13,191	(9,000)	4,191	0
IT - Communications	4,235	4,322	0	4,322	0
Professional Development	501,103	546,700	0	546,700	0
Operating Fees and Services	28,419	5,100	(5,000)	100	20,000
Fees - Professional Services	34,422	38,500	0	38,500	600,000
<b>Total</b>	<b>700,508</b>	<b>768,113</b>	<b>(31,000)</b>	<b>737,113</b>	<b>640,000</b>
<b>Operating Expenses</b>					
General Fund	693,238	743,113	(31,000)	712,113	640,000

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110 Office of Management and Budget

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Biennium: 2013-2015

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Program: Administration		Reporting Level: 03-110-100-00-00-00-00000000			
Description	Expenditures 2009-2011 Biennium	Present Budget 2011-2013	Budget Request Change	Requested Budget 2013-2015 Biennium	Optional Request 2013-2015
Federal Funds	0	0	0	0	0
Special Funds	7,270	25,000	0	25,000	0
<b>Total</b>	<b>700,508</b>	<b>768,113</b>	<b>(31,000)</b>	<b>737,113</b>	<b>640,000</b>
<b>Emergency Commission Contingency Fd</b>					
Operating Fees and Services	0	620,000	80,000	700,000	0
<b>Total</b>	<b>0</b>	<b>620,000</b>	<b>80,000</b>	<b>700,000</b>	<b>0</b>
<b>Emergency Commission Contingency Fd</b>					
General Fund	0	620,000	80,000	700,000	0
Federal Funds	0	0	0	0	0
Special Funds	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>620,000</b>	<b>80,000</b>	<b>700,000</b>	<b>0</b>
<b>Capital Assets</b>					
IT Equip/Sftware Over \$5000	0	0	0	0	6,859,044
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,859,044</b>
<b>Capital Assets</b>					
General Fund	0	0	0	0	6,859,044
Federal Funds	0	0	0	0	0
Special Funds	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,859,044</b>
<b>Grants</b>					
Grants, Benefits & Claims	430,000	434,000	(4,000)	430,000	0
<b>Total</b>	<b>430,000</b>	<b>434,000</b>	<b>(4,000)</b>	<b>430,000</b>	<b>0</b>
<b>Grants</b>					
General Fund	430,000	434,000	(4,000)	430,000	0
Federal Funds	0	0	0	0	0
Special Funds	0	0	0	0	0
<b>Total</b>	<b>430,000</b>	<b>434,000</b>	<b>(4,000)</b>	<b>430,000</b>	<b>0</b>
<b>Prairie Public Broadcasting</b>					
Grants, Benefits & Claims	3,353,338	1,000,000	0	1,000,000	2,614,638
<b>Total</b>	<b>3,353,338</b>	<b>1,000,000</b>	<b>0</b>	<b>1,000,000</b>	<b>2,614,638</b>

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Biennium: 2013-2015

Program: Administration		Reporting Level: 03-110-100-00-00-00-00000000			
Description	Expenditures 2009-2011 Biennium	Present Budget 2011-2013	Budget Request Change	Requested Budget 2013-2015 Biennium	Optional Request 2013-2015
<b>Prairie Public Broadcasting</b>					
General Fund	2,345,238	1,000,000	0	1,000,000	2,614,638
Federal Funds	0	0	0	0	0
Special Funds	1,008,100	0	0	0	0
<b>Total</b>	<b>3,353,338</b>	<b>1,000,000</b>	<b>0</b>	<b>1,000,000</b>	<b>2,614,638</b>
<b>State Student Internship Program</b>					
Transfers Out	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>State Student Internship Program</b>					
General Fund	0	0	0	0	0
Federal Funds	0	0	0	0	0
Special Funds	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Student Internship Program</b>					
Grants, Benefits & Claims	0	0	0	0	0
Transfers Out	0	72,771	127,229	200,000	(125,000)
<b>Total</b>	<b>0</b>	<b>72,771</b>	<b>127,229</b>	<b>200,000</b>	<b>(125,000)</b>
<b>Student Internship Program</b>					
General Fund	0	72,771	127,229	200,000	(125,000)
Federal Funds	0	0	0	0	0
Special Funds	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>72,771</b>	<b>127,229</b>	<b>200,000</b>	<b>(125,000)</b>
<b>State Transfers</b>					
Transfers Out	59,000,000	424,700,000	(424,700,000)	0	0
<b>Total</b>	<b>59,000,000</b>	<b>424,700,000</b>	<b>(424,700,000)</b>	<b>0</b>	<b>0</b>
<b>State Transfers</b>					
General Fund	37,000,000	424,700,000	(424,700,000)	0	0
Federal Funds	0	0	0	0	0
Special Funds	22,000,000	0	0	0	0
<b>Total</b>	<b>59,000,000</b>	<b>424,700,000</b>	<b>(424,700,000)</b>	<b>0</b>	<b>0</b>
<b>Total Expenditures</b>	<b>65,325,036</b>	<b>429,644,483</b>	<b>(424,537,236)</b>	<b>5,107,247</b>	<b>10,138,682</b>

**REQUEST DETAIL BY PROGRAM**

110 Office of Management and Budget  
Biennium: 2013-2015

Bill#: HB1015

Date: 12/07/2012

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**Program:** Administration **Reporting Level:** 03-110-100-00-00-00-00000000

Description	Expenditures 2009-2011 Biennium	Present Budget 2011-2013	Budget Request Change	Requested Budget 2013-2015 Biennium	Optional Request 2013-2015
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**Funding Sources**

**General Fund**

<b>Total</b>	<b>40,938,551</b>	<b>428,119,483</b>	<b>(424,537,236)</b>	<b>3,582,247</b>	<b>10,138,682</b>
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**Federal Funds**

G173 Risk Mgt Homeland Security-FY2003

<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
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**Special Funds**

003 Special Fund Budget

251 Capital Grounds Planning Fund 251

432 Permanent Oil Tax Trust Fund 432

461 OMB Unemp/Payroll CI Fund 461

<b>Total</b>	<b>24,386,485</b>	<b>1,525,000</b>	<b>0</b>	<b>1,525,000</b>	<b>0</b>
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**Total Funding Sources**

	<b>65,325,036</b>	<b>429,644,483</b>	<b>(424,537,236)</b>	<b>5,107,247</b>	<b>10,138,682</b>
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**FTE Employees**

	<b>2.00</b>	<b>2.00</b>	<b>0.00</b>	<b>2.00</b>	<b>0.00</b>
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**CHANGE PACKAGE DETAIL**110 Office of Management and Budget  
Biennium: 2013-2015

Bill#: HB1015

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Program: Administration			Reporting Level: 03-110-100-00-00-00-00000000			
Description	Priority	FTE	General Fund	Federal Funds	Special Funds	Total Funds

**Base Budget Changes****One Time Budget Changes**

A-E 1 Remove One-Time Appropriation		0.00	(14,000)	0	0	(14,000)
<b>Total One Time Budget Changes</b>		<b>0.00</b>	<b>(14,000)</b>	<b>0</b>	<b>0</b>	<b>(14,000)</b>

**Ongoing Budget Changes**

A-A 3 Administration		0.00	186,229	0	1,500,000	1,686,229
A-A 5 Remove State-wide Transfers		0.00	(424,700,000)	0	0	(424,700,000)
Base Payroll Change		0.00	(9,465)	0	(1,500,000)	(1,509,465)
<b>Total Ongoing Budget Changes</b>		<b>0.00</b>	<b>(424,523,236)</b>	<b>0</b>	<b>0</b>	<b>(424,523,236)</b>

**Total Base Budget Changes**

<b>0.00</b>	<b>(424,537,236)</b>	<b>0</b>	<b>0</b>	<b>(424,537,236)</b>
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**Optional Budget Changes****One Time Optional Changes**

A-D 10 Business Development Engine		0.00	6,859,044	0	0	6,859,044
A-D 7 Prairie Public-Optional		0.00	2,277,500	0	0	2,277,500
A-D 8 Student Intern-Optional		0.00	75,000	0	0	75,000
A-D 9 ND Anniversary Coordinator		0.00	190,000	0	0	190,000
<b>Total One Time Optional Changes</b>		<b>0.00</b>	<b>9,401,544</b>	<b>0</b>	<b>0</b>	<b>9,401,544</b>

**Ongoing Optional Changes**

A-C 5 Administration		0.00	600,000	0	0	600,000
A-C 6 Prairie Public		0.00	337,138	0	0	337,138
<b>Total Ongoing Optional Changes</b>		<b>0.00</b>	<b>937,138</b>	<b>0</b>	<b>0</b>	<b>937,138</b>

**Total Optional Budget Changes**

<b>0.00</b>	<b>10,338,682</b>	<b>0</b>	<b>0</b>	<b>10,338,682</b>
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**Optional Savings Changes**

A-G 1 3% Optional Savings		0.00	(200,000)	0	0	(200,000)
<b>Total Optional Savings Changes</b>		<b>0.00</b>	<b>(200,000)</b>	<b>0</b>	<b>0</b>	<b>(200,000)</b>

**PROGRAM NARRATIVE****Date:** 12/07/2012**110 Office of Management and Budget****Time:** 14:08:11**Program:** Facility Management**Reporting level:** 03-110-200-00-00-00-00000000**Program Performance Measures**

Performance measures are reported at the agency level.

**Program Statistical Data**

The Facility Management tour guides provided tours to visitors from July 1, 2011 through June 30, 2012. Visits by tourists including guided, self-guided and visitors signing the visitor's book totaled 10,652.

The Central Mail Bureau processed approximately 834,148 pieces of mail in the year 2012 with shipping and postage charges totaling \$529,618.

During the fiscal year 2012, Facility Management has completed 4,021 work orders. Our goal is to respond to each work order within one hour.

**Explanation of Program Costs**

Approximately half of Facility Management's budget is for salaries because all of the functions of the division

depend on personnel to provide services. The second highest budget item for the division is for utilities for the

Capitol Complex. This expense accounts for 63% the division's operating line item. Extraordinary repairs are another

significant portion of the budget accounting for 14% of the overall budget. These extraordinary repairs are for improvements,

restorations and repairs of the buildings and grounds on the Capitol complex.

**Program Goals and Objectives**

The mission of Facility Management is to provide a clean and safe environment with friendly, respectful and

efficient service to all who use the North Dakota Capitol Complex.

**REQUEST DETAIL BY PROGRAM**

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Bill#: HB1015

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Biennium: 2013-2015

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Program: Facility Management		Reporting Level: 03-110-200-00-00-00-00000000			
Description	Expenditures 2009-2011 Biennium	Present Budget 2011-2013	Budget Request Change	Requested Budget 2013-2015 Biennium	Optional Request 2013-2015
<b>Salaries and Wages</b>					
Salaries - Permanent	3,576,027	4,057,919	220,258	4,278,177	0
Salary Budget Adjustment	0	0	0	0	(150,000)
Temporary Salaries	191,320	103,244	(103,244)	0	0
Overtime	59,104	19,920	(19,920)	0	0
Fringe Benefits	1,768,470	2,171,832	13,553	2,185,385	0
Salary Increase	0	0	0	0	0
Benefit Increase	0	0	0	0	0
<b>Total</b>	<b>5,594,921</b>	<b>6,352,915</b>	<b>110,647</b>	<b>6,463,562</b>	<b>(150,000)</b>
<b>Salaries and Wages</b>					
General Fund	5,594,921	6,352,915	110,647	6,463,562	(150,000)
Federal Funds	0	0	0	0	0
Special Funds	0	0	0	0	0
<b>Total</b>	<b>5,594,921</b>	<b>6,352,915</b>	<b>110,647</b>	<b>6,463,562</b>	<b>(150,000)</b>
<b>Operating Expenses</b>					
Travel	40,373	38,000	0	38,000	0
Supplies - IT Software	9,630	9,000	0	9,000	0
Supply/Material-Professional	650	1,000	0	1,000	0
Food and Clothing	12,581	11,525	0	11,525	0
Bldg, Ground, Maintenance	551,257	481,050	0	481,050	(50,000)
Miscellaneous Supplies	18,841	17,900	0	17,900	0
Office Supplies	6,512	7,800	0	7,800	0
Postage	3,124	9,000	0	9,000	0
Printing	10,216	7,200	0	7,200	0
IT Equip Under \$5,000	10,590	12,150	0	12,150	0
Other Equip Under \$5,000	15,512	12,800	0	12,800	0
Office Equip & Furn Supplies	2,172	6,750	0	6,750	0
Utilities	2,289,947	2,646,548	0	2,646,548	(50,000)
Insurance	161,555	136,300	0	136,300	0
Rentals/Leases-Equip & Other	75,992	64,000	0	64,000	0
Repairs	512,083	518,000	0	518,000	0
IT - Data Processing	88,927	67,625	0	67,625	0
IT - Communications	42,367	41,575	0	41,575	0
IT Contractual Svcs and Rprs	0	10,000	0	10,000	0
Professional Development	11,467	18,000	0	18,000	0
Operating Fees and Services	19,723	11,600	0	11,600	0
Fees - Professional Services	38,624	36,500	0	36,500	0

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Program: Facility Management		Reporting Level: 03-110-200-00-00-00-00000000			
Description	Expenditures 2009-2011 Biennium	Present Budget 2011-2013	Budget Request Change	Requested Budget 2013-2015 Biennium	Optional Request 2013-2015
<b>Total</b>	<b>3,922,143</b>	<b>4,164,323</b>	<b>0</b>	<b>4,164,323</b>	<b>(100,000)</b>
<b>Operating Expenses</b>					
General Fund	3,846,025	4,164,323	0	4,164,323	(100,000)
Federal Funds	76,118	0	0	0	0
Special Funds	0	0	0	0	0
<b>Total</b>	<b>3,922,143</b>	<b>4,164,323</b>	<b>0</b>	<b>4,164,323</b>	<b>(100,000)</b>
<b>Capital Assets</b>					
Other Capital Payments	647,619	665,143	129	665,272	0
Extraordinary Repairs	1,585,266	7,878,000	(6,629,207)	1,248,793	15,950,000
Equipment Over \$5000	132,428	67,000	0	67,000	0
<b>Total</b>	<b>2,365,313</b>	<b>8,610,143</b>	<b>(6,629,078)</b>	<b>1,981,065</b>	<b>15,950,000</b>
<b>Capital Assets</b>					
General Fund	2,365,313	6,010,143	(4,029,078)	1,981,065	15,950,000
Federal Funds	0	0	0	0	0
Special Funds	0	2,600,000	(2,600,000)	0	0
<b>Total</b>	<b>2,365,313</b>	<b>8,610,143</b>	<b>(6,629,078)</b>	<b>1,981,065</b>	<b>15,950,000</b>
<b>Capital Construction Carryover</b>					
Bldg, Ground, Maintenance	0	0	0	0	0
Postage	0	0	0	0	0
Fees - Professional Services	629,320	0	0	0	0
Other Capital Payments	0	0	0	0	0
Extraordinary Repairs	1,180,351	2,675,000	(2,675,000)	0	0
<b>Total</b>	<b>1,809,671</b>	<b>2,675,000</b>	<b>(2,675,000)</b>	<b>0</b>	<b>0</b>
<b>Capital Construction Carryover</b>					
General Fund	1,180,351	2,675,000	(2,675,000)	0	0
Federal Funds	0	0	0	0	0
Special Funds	629,320	0	0	0	0
<b>Total</b>	<b>1,809,671</b>	<b>2,675,000</b>	<b>(2,675,000)</b>	<b>0</b>	<b>0</b>
<b>Total Expenditures</b>	<b>13,692,048</b>	<b>21,802,381</b>	<b>(9,193,431)</b>	<b>12,608,950</b>	<b>15,700,000</b>

**Funding Sources**

**REQUEST DETAIL BY PROGRAM**

110 Office of Management and Budget  
 Biennium: 2013-2015

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Program: Facility Management		Reporting Level: 03-110-200-00-00-00-00000000			
Description	Expenditures 2009-2011 Biennium	Present Budget 2011-2013	Budget Request Change	Requested Budget 2013-2015 Biennium	Optional Request 2013-2015
<b>General Fund</b>					
<b>Total</b>	<b>12,986,610</b>	<b>19,202,381</b>	<b>(6,593,431)</b>	<b>12,608,950</b>	<b>15,700,000</b>
<b>Federal Funds</b>					
G173 Risk Mgt Homeland Security-FY2003	0	0	0	0	0
G226 State Energy Program	76,118	0	0	0	0
<b>Total</b>	<b>76,118</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Special Funds</b>					
493 Land and Minereals Trust Fund 493F	629,320	0	0	0	0
902 Capitol Renovation Fund 902	0	2,600,000	(2,600,000)	0	0
<b>Total</b>	<b>629,320</b>	<b>2,600,000</b>	<b>(2,600,000)</b>	<b>0</b>	<b>0</b>
<b>Total Funding Sources</b>	<b>13,692,048</b>	<b>21,802,381</b>	<b>(9,193,431)</b>	<b>12,608,950</b>	<b>15,700,000</b>
<b>FTE Employees</b>	<b>60.00</b>	<b>60.00</b>	<b>2.50</b>	<b>62.50</b>	<b>0.00</b>

**CHANGE PACKAGE DETAIL**

110 Office of Management and Budget  
Biennium: 2013-2015

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Program: Facility Management			Reporting Level: 03-110-200-00-00-00-00-00000000			
Description	Priority	FTE	General Fund	Federal Funds	Special Funds	Total Funds

**Base Budget Changes**

**One Time Budget Changes**

A-E 1 Remove One-Time Appropriation		0.00	(2,800,000)	0	0	(2,800,000)
<b>Total One Time Budget Changes</b>		<b>0.00</b>	<b>(2,800,000)</b>	<b>0</b>	<b>0</b>	<b>(2,800,000)</b>

**Ongoing Budget Changes**

A-A 2 Facility Management		0.00	1,981,065	0	0	1,981,065
A-F 1 Remove Current Biennium Capital Assets		0.00	(5,885,143)	0	(2,600,000)	(8,485,143)
Base Payroll Change		2.50	110,647	0	0	110,647
<b>Total Ongoing Budget Changes</b>		<b>2.50</b>	<b>(3,793,431)</b>	<b>0</b>	<b>(2,600,000)</b>	<b>(6,393,431)</b>

**Total Base Budget Changes**

		<b>2.50</b>	<b>(6,593,431)</b>	<b>0</b>	<b>(2,600,000)</b>	<b>(9,193,431)</b>
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**Optional Budget Changes**

**One Time Optional Changes**

A-D 2 Parking Lot Remodel	2	0.00	11,000,000	0	0	11,000,000
A-D 3 Exterior Signage for Capitol Grounds	3	0.00	1,400,000	0	0	1,400,000
A-D 4 Capitol South Entrance Remodel	4	0.00	1,000,000	0	0	1,000,000
A-D 5 Repair and Cleaning in Capitol & J-Wing	5	0.00	1,200,000	0	0	1,200,000
A-D 6 Exterior Restoration of Legislative & J-Wing	6	0.00	1,500,000	0	0	1,500,000
<b>Total One Time Optional Changes</b>		<b>0.00</b>	<b>16,100,000</b>	<b>0</b>	<b>0</b>	<b>16,100,000</b>

**Total Optional Budget Changes**

		<b>0.00</b>	<b>16,100,000</b>	<b>0</b>	<b>0</b>	<b>16,100,000</b>
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**Optional Savings Changes**

A-G 1 3% Optional Savings		0.00	(400,000)	0	0	(400,000)
<b>Total Optional Savings Changes</b>		<b>0.00</b>	<b>(400,000)</b>	<b>0</b>	<b>0</b>	<b>(400,000)</b>

**PROGRAM NARRATIVE****Date:** 12/07/2012**110 Office of Management and Budget****Time:** 14:08:11**Program:** Fiscal Management**Reporting level:** 03-110-300-00-00-00-00000000**Program Performance Measures**

Performance measures are reported at the agency level.

**Program Statistical Data**

Fiscal Management serves 92 state agencies, including colleges and universities.

The division processes approximately 576,000 accounting transactions and 108,000 payroll checks and advices each year.

The division manages the statewide Procurement Card Program. This includes 72 state agencies, 11 colleges and universities, 28 school districts and 6 counties. This program has 3,900 active procurement cards, which results in approximately 175,000 transactions totaling \$74.2 million per year.

The division has received the GFOA's (Government Finance Officer's Association of the United States and Canada) Distinguished Budget Presentation Award for its past 9 biennial budget documents.

The division has received the GFOA's Certificate of Achievement for Excellence in Financial Reporting for the past 19 years.

**Explanation of Program Costs**

Ninety percent (90%) of the budget for the Fiscal Management Division falls into two categories--data processing and salaries. All functions of the division depend on technology and people. Other large expenses include IT consultants and other professional consultants. Consultants are hired for revenue forecasting, cost allocation, updating and maintenance of IBARS, implementation of Peoplesoft accounting and payroll modules, and assistance in completing the Statewide Comprehensive Annual Financial Report (CAFR).

**Program Goals and Objectives**

The mission of Fiscal Management is to provide our customers responsive guidance and knowledgeable management in fiscal operations.

**REQUEST DETAIL BY PROGRAM**

110 Office of Management and Budget

Bill#: HB1015

Date: 12/07/2012

Time: 14:08:11

Biennium: 2013-2015

Program: Fiscal Management		Reporting Level: 03-110-300-00-00-00-00000000			
Description	Expenditures 2009-2011 Biennium	Present Budget 2011-2013	Budget Request Change	Requested Budget 2013-2015 Biennium	Optional Request 2013-2015
<b>Salaries and Wages</b>					
Salaries - Permanent	2,487,141	2,804,703	31,557	2,836,260	0
Temporary Salaries	2,334	60,000	0	60,000	0
Fringe Benefits	820,634	953,805	33,206	987,011	0
Salary Increase	0	0	0	0	0
Benefit Increase	0	0	0	0	0
<b>Total</b>	<b>3,310,109</b>	<b>3,818,508</b>	<b>64,763</b>	<b>3,883,271</b>	<b>0</b>
<b>Salaries and Wages</b>					
General Fund	3,310,109	3,818,508	64,763	3,883,271	0
Federal Funds	0	0	0	0	0
Special Funds	0	0	0	0	0
<b>Total</b>	<b>3,310,109</b>	<b>3,818,508</b>	<b>64,763</b>	<b>3,883,271</b>	<b>0</b>
<b>Operating Expenses</b>					
Travel	58,113	63,000	0	63,000	0
Supplies - IT Software	9,091	8,000	0	8,000	0
Supply/Material-Professional	16,957	16,000	0	16,000	0
Food and Clothing	39	100	0	100	0
Bldg, Ground, Maintenance	36	500	0	500	0
Miscellaneous Supplies	183	2,000	0	2,000	0
Office Supplies	5,170	3,000	0	3,000	0
Postage	122	1,500	0	1,500	0
Printing	77,721	80,000	0	80,000	0
IT Equip Under \$5,000	29,681	35,000	0	35,000	0
Other Equip Under \$5,000	784	2,000	0	2,000	0
Office Equip & Furn Supplies	3,205	10,000	0	10,000	0
Insurance	1,800	2,300	0	2,300	0
Rentals/Leases - Bldg/Land	90	200	0	200	0
Repairs	0	2,060	0	2,060	0
IT - Data Processing	2,310,950	4,066,233	0	4,066,233	(254,817)
IT - Communications	23,609	25,000	0	25,000	0
IT Contractual Svcs and Rprs	767,872	326,053	0	326,053	0
Professional Development	106,298	78,000	0	78,000	0
Operating Fees and Services	6,950	12,470	0	12,470	0
Fees - Professional Services	209,992	220,000	0	220,000	0
Other Expenses	0	50	0	50	0
<b>Total</b>	<b>3,628,663</b>	<b>4,953,466</b>	<b>0</b>	<b>4,953,466</b>	<b>(254,817)</b>

**REQUEST DETAIL BY PROGRAM**

110 Office of Management and Budget

Bill#: HB1015

Date: 12/07/2012

Time: 14:08:11

Biennium: 2013-2015

Program: Fiscal Management		Reporting Level: 03-110-300-00-00-00-00000000			
Description	Expenditures 2009-2011 Biennium	Present Budget 2011-2013	Budget Request Change	Requested Budget 2013-2015 Biennium	Optional Request 2013-2015
<b>Operating Expenses</b>					
General Fund	3,628,663	4,953,466	0	4,953,466	(254,817)
Federal Funds	0	0	0	0	0
Special Funds	0	0	0	0	0
<b>Total</b>	<b>3,628,663</b>	<b>4,953,466</b>	<b>0</b>	<b>4,953,466</b>	<b>(254,817)</b>
<b>Fiscal Management Carryover</b>					
Travel	0	3,000	(3,000)	0	0
Printing	1,378	1,500	(1,500)	0	0
IT Equip Under \$5,000	0	150	(150)	0	0
IT - Data Processing	599,551	2,519,685	(2,519,685)	0	0
IT Contractual Svcs and Rprs	0	239,000	(239,000)	0	0
Professional Development	0	2,500	(2,500)	0	0
Operating Fees and Services	47	0	0	0	0
<b>Total</b>	<b>600,976</b>	<b>2,765,835</b>	<b>(2,765,835)</b>	<b>0</b>	<b>0</b>
<b>Fiscal Management Carryover</b>					
General Fund	600,976	2,765,835	(2,765,835)	0	0
Federal Funds	0	0	0	0	0
Special Funds	0	0	0	0	0
<b>Total</b>	<b>600,976</b>	<b>2,765,835</b>	<b>(2,765,835)</b>	<b>0</b>	<b>0</b>
<b>Federal Stimulus Funds</b>					
Salaries - Permanent	44,885	0	0	0	0
Fringe Benefits	12,910	0	0	0	0
Travel	9,690	0	0	0	0
Printing	1,777	0	0	0	0
IT - Data Processing	215,735	0	0	0	0
IT Contractual Svcs and Rprs	16,569	0	0	0	0
Professional Development	90	0	0	0	0
Fees - Professional Services	26,515	0	0	0	0
<b>Total</b>	<b>328,171</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Federal Stimulus Funds</b>					
General Fund	0	0	0	0	0
Federal Funds	328,171	0	0	0	0
Special Funds	0	0	0	0	0
<b>Total</b>	<b>328,171</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**REQUEST DETAIL BY PROGRAM**

110 Office of Management and Budget  
Biennium: 2013-2015

Bill#: HB1015

Date: 12/07/2012

Time: 14:08:11

Program: Fiscal Management		Reporting Level: 03-110-300-00-00-00-00000000			
Description	Expenditures 2009-2011 Biennium	Present Budget 2011-2013	Budget Request Change	Requested Budget 2013-2015 Biennium	Optional Request 2013-2015
<b>Total Expenditures</b>	<b>7,867,919</b>	<b>11,537,809</b>	<b>(2,701,072)</b>	<b>8,836,737</b>	<b>(254,817)</b>
<b>Funding Sources</b>					
<b>General Fund</b>					
<b>Total</b>	<b>7,539,748</b>	<b>11,537,809</b>	<b>(2,701,072)</b>	<b>8,836,737</b>	<b>(254,817)</b>
<b>Federal Funds</b>					
002 Federal Fund Budget	0	0	0	0	0
G173 Risk Mgt Homeland Security-FY2003	0	0	0	0	0
G213 ARRA	328,171	0	0	0	0
<b>Total</b>	<b>328,171</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Funding Sources</b>	<b>7,867,919</b>	<b>11,537,809</b>	<b>(2,701,072)</b>	<b>8,836,737</b>	<b>(254,817)</b>
<b>FTE Employees</b>	<b>21.00</b>	<b>21.00</b>	<b>0.00</b>	<b>21.00</b>	<b>0.00</b>

**CHANGE PACKAGE DETAIL**

110 Office of Management and Budget  
Biennium: 2013-2015

Bill#: HB1015

Date: 12/07/2012

Time: 14:08:11

Program: Fiscal Management			Reporting Level: 03-110-300-00-00-00-00000000			
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Description	Priority	FTE	General Fund	Federal Funds	Special Funds	Total Funds
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**Base Budget Changes**

**Ongoing Budget Changes**

A-A 1 Fiscal Management		0.00	(2,765,835)	0	0	(2,765,835)
Base Payroll Change		0.00	64,763	0	0	64,763
<b>Total Ongoing Budget Changes</b>		<b>0.00</b>	<b>(2,701,072)</b>	<b>0</b>	<b>0</b>	<b>(2,701,072)</b>
<b>Total Base Budget Changes</b>		<b>0.00</b>	<b>(2,701,072)</b>	<b>0</b>	<b>0</b>	<b>(2,701,072)</b>

**Optional Savings Changes**

A-G 1 3% Optional Savings		0.00	(254,817)	0	0	(254,817)
<b>Total Optional Savings Changes</b>		<b>0.00</b>	<b>(254,817)</b>	<b>0</b>	<b>0</b>	<b>(254,817)</b>

**PROGRAM NARRATIVE****Date:** 12/07/2012**110 Office of Management and Budget****Time:** 14:08:11**Program:** Human Resource Mgmt Service**Reporting level:** 03-110-400-00-00-00-00000000**Program Performance Measures**

Performance measures are reported at the agency level.

**Program Statistical Data**Classification and Compensation

- HRMS maintains a classification/compensation system with 891 job classifications.
- 23 of those job classifications were reviewed and updated, or newly established.
- 242 individual employee positions were reviewed for appropriate classification assignment. There was a moratorium on reclassification requests from November 2010 to October 2011 due to Hay Study and implementation.
- 2 requests for reconsideration were reviewed by the Job Evaluation Committee (JEC).
- 134 job classifications (individual and class series) were reviewed by JEC.

Human Resource Consulting and Coaching

- Provided technical assistance to 2,427 contacts regarding internships, investigations, telecommuting, recruitment, selection, policies and rules interpretation, classifications, compensation, discipline, or other issues.

Employment Services

- State employment information through the HRMS website includes 1,243 job announcements were posted to the website and 2,451 individuals subscribed to automatic e-mail notification of all job announcements as they are posted to the web.
- Coordinated placement of 1,107 'State of North Dakota' combined ads in 10 major newspapers.
- Rated 461 applications for 33 positions and conducted 47 interviews for 13 positions..
- Participated in 2 career fairs and completed 2 mediations.
- Processed 4 appeals to be heard by the Office of Administrative Hearings; 3 were dismissed, 1 is pending decisions.
- Conducted 1 State Personnel board meeting to adopt rule changes.
- Working with 149 ELM learning administrators: managing 6,700 classes.
- Implemented Talent Management, over 600 online performance evaluations created.

Training and Development

**PROGRAM NARRATIVE****Date:** 12/07/2012**110 Office of Management and Budget****Time:** 14:08:11**Program:** Human Resource Mgmt Service**Reporting level:** 03-110-400-00-00-00-00000000

- HRMS coordinated 45 different training courses in 215 sessions for 3,067 individuals.
- Supervisory Management Development continues to be one of the most popular classes, training 52 employees in Part I and II.
- A new program was developed entitled 'Generational Differences' for supervisors and non-supervisors, which was attended by 984 state employees.

**Explanation of Program Costs**

92 percent of HRMS' program costs are for salaries. Operating expenses account for 8 percent of HRMS' program costs with IT and professional development being the primary items. Operating expenses focus on the service provided to agencies through printing, web site, and maintaining staff expertise. Staff is encouraged to participate in programs and organizations contributing directly to HRMS' ability to provide management consulting to agencies.

**Program Goals and Objectives**

Human Resource Management Services mission is to provide leadership and expertise in human resource management.

**REQUEST DETAIL BY PROGRAM**

110 Office of Management and Budget

Bill#: HB1015

Date: 12/07/2012

Biennium: 2013-2015

Time: 14:08:11

<b>Program:</b> Human Resource Mgmt Service	<b>Reporting Level:</b> 03-110-400-00-00-00-00000000
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Description	Expenditures 2009-2011 Biennium	Present Budget 2011-2013	Budget Request Change	Requested Budget 2013-2015 Biennium	Optional Request 2013-2015
<b>Salaries and Wages</b>					
Salaries - Permanent	1,254,421	1,481,564	176,596	1,658,160	0
Temporary Salaries	1,611	876	(876)	0	131,679
Fringe Benefits	414,354	523,795	70,790	594,585	39,669
Salary Increase	0	0	0	0	0
Benefit Increase	0	0	0	0	0
<b>Total</b>	<b>1,670,386</b>	<b>2,006,235</b>	<b>246,510</b>	<b>2,252,745</b>	<b>171,348</b>
<b>Salaries and Wages</b>					
General Fund	1,670,386	2,006,235	111,441	2,117,676	171,348
Federal Funds	0	0	0	0	0
Special Funds	0	0	135,069	135,069	0
<b>Total</b>	<b>1,670,386</b>	<b>2,006,235</b>	<b>246,510</b>	<b>2,252,745</b>	<b>171,348</b>
<b>Operating Expenses</b>					
Travel	15,186	19,554	0	19,554	0
Supplies - IT Software	1,943	2,100	0	2,100	0
Supply/Material-Professional	5,168	6,000	0	6,000	0
Miscellaneous Supplies	1,181	3,000	0	3,000	0
Office Supplies	4,444	4,800	0	4,800	0
Postage	853	4,000	(2,500)	1,500	0
Printing	6,376	16,440	(8,000)	8,440	0
IT Equip Under \$5,000	6,659	7,000	0	7,000	0
Other Equip Under \$5,000	21	100	0	100	0
Office Equip & Furn Supplies	8,624	4,000	0	4,000	0
Insurance	1,005	1,220	0	1,220	0
Rentals/Leases-Equip & Other	0	500	0	500	0
Rentals/Leases - Bldg/Land	250	1,000	0	1,000	0
Repairs	55	500	0	500	0
IT - Data Processing	35,543	86,283	(50,000)	36,283	0
IT - Communications	10,148	10,500	0	10,500	0
IT Contractual Svcs and Rprs	0	40,000	0	40,000	0
Professional Development	18,069	23,517	0	23,517	0
Operating Fees and Services	19,897	12,000	0	12,000	0
Fees - Professional Services	20,282	1,000	0	1,000	0
<b>Total</b>	<b>155,704</b>	<b>243,514</b>	<b>(60,500)</b>	<b>183,014</b>	<b>0</b>
<b>Operating Expenses</b>					
General Fund	155,704	243,514	(60,500)	183,014	0

**REQUEST DETAIL BY PROGRAM**

110 Office of Management and Budget  
Biennium: 2013-2015

Bill#: HB1015

Date: 12/07/2012

Time: 14:08:11

Program: Human Resource Mgmt Service		Reporting Level: 03-110-400-00-00-00-00000000			
Description	Expenditures 2009-2011 Biennium	Present Budget 2011-2013	Budget Request Change	Requested Budget 2013-2015 Biennium	Optional Request 2013-2015
Federal Funds	0	0	0	0	0
Special Funds	0	0	0	0	0
<b>Total</b>	<b>155,704</b>	<b>243,514</b>	<b>(60,500)</b>	<b>183,014</b>	<b>0</b>
<b>Total Expenditures</b>	<b>1,826,090</b>	<b>2,249,749</b>	<b>186,010</b>	<b>2,435,759</b>	<b>171,348</b>
<b>Funding Sources</b>					
<b>General Fund</b>					
<b>Total</b>	<b>1,826,090</b>	<b>2,249,749</b>	<b>50,941</b>	<b>2,300,690</b>	<b>171,348</b>
<b>Special Funds</b>					
790 Central Dup Serv Fund 790	0	0	135,069	135,069	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>135,069</b>	<b>135,069</b>	<b>0</b>
<b>Total Funding Sources</b>	<b>1,826,090</b>	<b>2,249,749</b>	<b>186,010</b>	<b>2,435,759</b>	<b>171,348</b>
<b>FTE Employees</b>	<b>12.00</b>	<b>12.00</b>	<b>1.00</b>	<b>13.00</b>	<b>0.00</b>

**CHANGE PACKAGE DETAIL**

110 Office of Management and Budget  
Biennium: 2013-2015

Bill#: HB1015

Date: 12/07/2012

Time: 14:08:11

Program: Human Resource Mgmt Service			Reporting Level: 03-110-400-00-00-00-00000000			
Description	Priority	FTE	General Fund	Federal Funds	Special Funds	Total Funds

**Base Budget Changes**

**Ongoing Budget Changes**

A-A 6 HRMS		0.00	(60,500)	0	0	(60,500)
Base Payroll Change		1.00	111,441	0	135,069	246,510
<b>Total Ongoing Budget Changes</b>		<b>1.00</b>	<b>50,941</b>	<b>0</b>	<b>135,069</b>	<b>186,010</b>
<b>Total Base Budget Changes</b>		<b>1.00</b>	<b>50,941</b>	<b>0</b>	<b>135,069</b>	<b>186,010</b>

**Optional Budget Changes**

**Ongoing Optional Changes**

A-C 1 HRMS		0.00	171,348	0	0	171,348
<b>Total Ongoing Optional Changes</b>		<b>0.00</b>	<b>171,348</b>	<b>0</b>	<b>0</b>	<b>171,348</b>
<b>Total Optional Budget Changes</b>		<b>0.00</b>	<b>171,348</b>	<b>0</b>	<b>0</b>	<b>171,348</b>

**PROGRAM NARRATIVE****Date:** 12/07/2012**110 Office of Management and Budget****Time:** 14:08:11**Program:** Risk Management**Reporting level:** 03-110-500-00-00-00-00000000**Program Performance Measures**

Performance measures are reported at the agency level.

**Program Statistical Data**

The Risk Management Fund:

1. Administers an average of 206 claims and lawsuits per year.
2. Incurs annually, on average, \$1,278,004 for claims and expenses (paid and reserved).

The Risk Management Workers Compensation Fund:

1. This single workers compensation account for state agencies \$100,000 deductible program established in 2001 has resulted in a net premium savings of \$3,288,338.
2. Cost savings created by this program are used to finance the deductible and are passed through to agencies as reductions in premiums, elimination of claim deductibles, and premium dividends

**Explanation of Program Costs**

This request is all special funds:

1. Salary represents 5 FTEs who provide administrative support and loss control services
2. The operating funds are needed to administer the program.
3. The most significant costs of the program are for excess liability coverage premium, IT services for maintenance of Risk Software programs, and actuarial fees required to determine the financial viability of the Funds and amount of required contributions or premium.

**Program Goals and Objectives**

The mission of the Risk Management Division is to coordinate efficient functions that promote safety and reduce loss resulting from tort liability or employee injury claims.

**REQUEST DETAIL BY PROGRAM**

110 Office of Management and Budget

Bill#: HB1015

Date: 12/07/2012

Biennium: 2013-2015

Time: 14:08:11

<b>Program:</b> Risk Management	<b>Reporting Level:</b> 03-110-500-00-00-00-00000000
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Description	Expenditures 2009-2011 Biennium	Present Budget 2011-2013	Budget Request Change	Requested Budget 2013-2015 Biennium	Optional Request 2013-2015
<b>Salaries and Wages</b>					
Salaries - Permanent	598,765	644,818	22,066	666,884	0
Fringe Benefits	182,846	224,124	(13,037)	211,087	0
Salary Increase	0	0	0	0	0
Benefit Increase	0	0	0	0	0
<b>Total</b>	<b>781,611</b>	<b>868,942</b>	<b>9,029</b>	<b>877,971</b>	<b>0</b>

**Salaries and Wages**

General Fund	0	0	0	0	0
Federal Funds	0	0	0	0	0
Special Funds	781,611	868,942	9,029	877,971	0
<b>Total</b>	<b>781,611</b>	<b>868,942</b>	<b>9,029</b>	<b>877,971</b>	<b>0</b>

**Operating Expenses**

Travel	8,533	36,000	0	36,000	0
Supplies - IT Software	1,233	8,000	0	8,000	0
Supply/Material-Professional	3,023	9,200	0	9,200	0
Miscellaneous Supplies	0	2,000	0	2,000	0
Office Supplies	3,461	5,000	0	5,000	0
Postage	5,830	6,200	0	6,200	0
Printing	566	5,200	0	5,200	0
IT Equip Under \$5,000	3,249	2,700	0	2,700	0
Other Equip Under \$5,000	113	400	0	400	0
Office Equip & Furn Supplies	0	2,500	0	2,500	0
Insurance	665	11,000	0	11,000	20,000
Rentals/Leases-Equip & Other	4,438	5,000	0	5,000	0
Rentals/Leases - Bldg/Land	41,830	66,800	0	66,800	0
Repairs	0	200	0	200	0
IT - Data Processing	79,983	86,000	0	86,000	0
IT - Communications	6,529	7,447	0	7,447	0
IT Contractual Svcs and Rprs	111,353	185,900	0	185,900	0
Professional Development	5,676	17,000	0	17,000	0
Operating Fees and Services	565	1,800	0	1,800	0
Fees - Professional Services	91,354	110,000	0	110,000	0
<b>Total</b>	<b>368,401</b>	<b>568,347</b>	<b>0</b>	<b>568,347</b>	<b>20,000</b>

**Operating Expenses**

General Fund	0	0	0	0	0
Federal Funds	0	0	0	0	0

**REQUEST DETAIL BY PROGRAM**

110 Office of Management and Budget  
Biennium: 2013-2015

Bill#: HB1015

Date: 12/07/2012

Time: 14:08:11

Program: Risk Management		Reporting Level: 03-110-500-00-00-00-00000000			
Description	Expenditures 2009-2011 Biennium	Present Budget 2011-2013	Budget Request Change	Requested Budget 2013-2015 Biennium	Optional Request 2013-2015
Special Funds	368,401	568,347	0	568,347	20,000
<b>Total</b>	<b>368,401</b>	<b>568,347</b>	<b>0</b>	<b>568,347</b>	<b>20,000</b>
<b>Total Expenditures</b>	<b>1,150,012</b>	<b>1,437,289</b>	<b>9,029</b>	<b>1,446,318</b>	<b>20,000</b>
<b>Funding Sources</b>					
<b>Special Funds</b>					
275 Risk Management Workers' Comp Fund	257,939	290,446	(2,186)	288,260	0
288 State Risk Management Fund 288	892,073	1,146,843	11,215	1,158,058	20,000
<b>Total</b>	<b>1,150,012</b>	<b>1,437,289</b>	<b>9,029</b>	<b>1,446,318</b>	<b>20,000</b>
<b>Total Funding Sources</b>	<b>1,150,012</b>	<b>1,437,289</b>	<b>9,029</b>	<b>1,446,318</b>	<b>20,000</b>
<b>FTE Employees</b>	<b>5.00</b>	<b>5.00</b>	<b>0.00</b>	<b>5.00</b>	<b>0.00</b>

**CHANGE PACKAGE DETAIL**  
 110 Office of Management and Budget  
 Biennium: 2013-2015

Bill#: HB1015

Date: 12/07/2012

Time: 14:08:11

Program: Risk Management	Reporting Level: 03-110-500-00-00-00-00-00000000
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Description	Priority	FTE	General Fund	Federal Funds	Special Funds	Total Funds
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**Base Budget Changes**

**Ongoing Budget Changes**

Base Payroll Change		0.00	0	0	9,029	9,029
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<b>Total Ongoing Budget Changes</b>		<b>0.00</b>	<b>0</b>	<b>0</b>	<b>9,029</b>	<b>9,029</b>
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<b>Total Base Budget Changes</b>		<b>0.00</b>	<b>0</b>	<b>0</b>	<b>9,029</b>	<b>9,029</b>
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**Optional Budget Changes**

**Ongoing Optional Changes**

A-C 4 Risk Management		0.00	0	0	20,000	20,000
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<b>Total Ongoing Optional Changes</b>		<b>0.00</b>	<b>0</b>	<b>0</b>	<b>20,000</b>	<b>20,000</b>
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<b>Total Optional Budget Changes</b>		<b>0.00</b>	<b>0</b>	<b>0</b>	<b>20,000</b>	<b>20,000</b>
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**PROGRAM NARRATIVE****Date:** 12/07/2012**110 Office of Management and Budget****Time:** 14:08:11**Program:** Central Services**Reporting level:** 03-110-700-00-00-00-00000000**Program Performance Measures**

Performance measures are reported at the agency level.

**Program Statistical Data**

Central Duplicating Services:

- Annual business volume - \$1,384,500

Central Supply:

- Annual business volume - \$541,900

Surplus Property:

- Proceeds from sale of Federal property – \$835,600
- Proceeds from sale of state property – \$830,100
- Number of items transferred through the Law Enforcement Support Office program – \$1,100,000

State Procurement Office:

- Number of statewide contracts administered – 150, an annual spend of approximately \$150,950,000
- Maintained 45,100 active vendors. Responded to 460 agency Vendor Registry requests per month.
- Processed approximately 3,400 IRS 1099's for the calendar year 2011.
- Issued over 863 State Procurement Office and agency solicitations.
- Maintained over 3,000 registered bidders.
- Approximately 2,800 state employees received procurement training.

**Explanation of Program Costs**

Cost of the special funded programs of Central Duplicating, Central Supply, and Surplus Property include the salaries, facilities, materials, and equipment necessary to deliver these services. Costs incurred by Central Duplicating and Central Supply are recovered from using agencies. Surplus Property's operating costs are recovered from the proceeds generated from the distribution and sales of state-owned and Federal surplus property. Services from the State Procurement Office are provided with general funds.

**PROGRAM NARRATIVE****110 Office of Management and Budget****Date:** 12/07/2012**Time:** 14:08:11**Program:** Central Services**Reporting level:** 03-110-700-00-00-00-00000000**Program Goals and Objectives**

The objective of Central Services Division is to support state government by providing our customers with quality products and services, enabling them to accomplish their mission.

**REQUEST DETAIL BY PROGRAM**

110 Office of Management and Budget

Bill#: HB1015

Date: 12/07/2012

Biennium: 2013-2015

Time: 14:08:11

Program: Central Services		Reporting Level: 03-110-700-00-00-00-00000000			
Description	Expenditures 2009-2011 Biennium	Present Budget 2011-2013	Budget Request Change	Requested Budget 2013-2015 Biennium	Optional Request 2013-2015
<b>Salaries and Wages</b>					
Salaries - Permanent	2,045,016	2,292,124	67,172	2,359,296	0
Salaries - Other	2,405	5,568	(5,568)	0	0
Temporary Salaries	4,137	56,852	(56,852)	0	30,000
Overtime	446	14,044	(14,044)	0	0
Fringe Benefits	903,252	1,052,976	2,603	1,055,579	0
Salary Increase	0	0	0	0	0
Benefit Increase	0	0	0	0	0
<b>Total</b>	<b>2,955,256</b>	<b>3,421,564</b>	<b>(6,689)</b>	<b>3,414,875</b>	<b>30,000</b>
<b>Salaries and Wages</b>					
General Fund	1,253,496	1,506,063	80,585	1,586,648	30,000
Federal Funds	0	0	0	0	0
Special Funds	1,701,760	1,915,501	(87,274)	1,828,227	0
<b>Total</b>	<b>2,955,256</b>	<b>3,421,564</b>	<b>(6,689)</b>	<b>3,414,875</b>	<b>30,000</b>
<b>Operating Expenses</b>					
Travel	12,557	31,400	0	31,400	10,000
Supplies - IT Software	8,107	24,157	0	24,157	0
Supply/Material-Professional	1,643	4,800	0	4,800	0
Food and Clothing	91	0	0	0	0
Bldg, Ground, Maintenance	22,919	11,424	12,300	23,724	0
Miscellaneous Supplies	634,440	795,807	(37,706)	758,101	0
Office Supplies	14,091	204,456	(118,770)	85,686	400,000
Postage	7,520	10,000	0	10,000	0
Printing	15,544	20,000	0	20,000	0
IT Equip Under \$5,000	4,951	30,000	0	30,000	0
Other Equip Under \$5,000	28,496	26,355	0	26,355	0
Office Equip & Furn Supplies	0	0	0	0	0
Utilities	29,564	45,000	0	45,000	0
Insurance	3,936	7,615	9,300	16,915	0
Rentals/Leases-Equip & Other	356,789	198,800	0	198,800	0
Rentals/Leases - Bldg/Land	132,743	153,800	19,200	173,000	0
Repairs	429,547	529,700	0	529,700	0
IT - Data Processing	144,623	207,170	(17,290)	189,880	0
IT - Communications	31,740	40,920	0	40,920	0
Professional Development	24,772	17,630	(4,000)	13,630	0
Operating Fees and Services	773,934	696,457	0	696,457	100,000
Fees - Professional Services	6,311	12,000	0	12,000	0

**REQUEST DETAIL BY PROGRAM**

110 Office of Management and Budget

Bill#: HB1015

Date: 12/07/2012

Biennium: 2013-2015

Time: 14:08:11

Program: Central Services		Reporting Level: 03-110-700-00-00-00-00000000			
Description	Expenditures 2009-2011 Biennium	Present Budget 2011-2013	Budget Request Change	Requested Budget 2013-2015 Biennium	Optional Request 2013-2015
<b>Total</b>	<b>2,684,318</b>	<b>3,067,491</b>	<b>(136,966)</b>	<b>2,930,525</b>	<b>510,000</b>
<b>Operating Expenses</b>					
General Fund	171,665	210,820	(21,290)	189,530	10,000
Federal Funds	0	0	0	0	0
Special Funds	2,512,653	2,856,671	(115,676)	2,740,995	500,000
<b>Total</b>	<b>2,684,318</b>	<b>3,067,491</b>	<b>(136,966)</b>	<b>2,930,525</b>	<b>510,000</b>
<b>Capital Assets</b>					
Extraordinary Repairs	98,933	0	0	0	0
Equipment Over \$5000	0	70,000	45,000	115,000	0
IT Equip/Sftware Over \$5000	0	110,000	(110,000)	0	0
<b>Total</b>	<b>98,933</b>	<b>180,000</b>	<b>(65,000)</b>	<b>115,000</b>	<b>0</b>
<b>Capital Assets</b>					
General Fund	98,933	0	0	0	0
Federal Funds	0	0	0	0	0
Special Funds	0	180,000	(65,000)	115,000	0
<b>Total</b>	<b>98,933</b>	<b>180,000</b>	<b>(65,000)</b>	<b>115,000</b>	<b>0</b>
<b>Total Expenditures</b>	<b>5,738,507</b>	<b>6,669,055</b>	<b>(208,655)</b>	<b>6,460,400</b>	<b>540,000</b>
<b>Funding Sources</b>					
<b>General Fund</b>					
<b>Total</b>	<b>1,524,094</b>	<b>1,716,883</b>	<b>59,295</b>	<b>1,776,178</b>	<b>40,000</b>
<b>Federal Funds</b>					
G173 Risk Mgt Homeland Security-FY2003	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Special Funds</b>					
790 Central Dup Serv Fund 790	4,214,413	4,952,172	(267,950)	4,684,222	500,000
<b>Total</b>	<b>4,214,413</b>	<b>4,952,172</b>	<b>(267,950)</b>	<b>4,684,222</b>	<b>500,000</b>
<b>Total Funding Sources</b>	<b>5,738,507</b>	<b>6,669,055</b>	<b>(208,655)</b>	<b>6,460,400</b>	<b>540,000</b>
<b>FTE Employees</b>	<b>28.00</b>	<b>28.00</b>	<b>0.00</b>	<b>28.00</b>	<b>0.00</b>

**REQUEST DETAIL BY PROGRAM**

110 Office of Management and Budget

Biennium: 2013-2015

Bill#: HB1015

Date: 12/07/2012

Time: 14:08:11

<b>Program:</b> Central Services		<b>Reporting Level:</b> 03-110-700-00-00-00-00-00000000			
Description	Expenditures 2009-2011 Biennium	Present Budget 2011-2013	Budget Request Change	Requested Budget 2013-2015 Biennium	Optional Request 2013-2015

**CHANGE PACKAGE DETAIL**  
**110 Office of Management and Budget**  
**Biennium: 2013-2015**

**Bill#: HB1015**

**Date:** 12/07/2012

**Time:** 14:08:11

<b>Program:</b> Central Services			<b>Reporting Level:</b> 03-110-700-00-00-00-00-00000000			
Description	Priority	FTE	General Fund	Federal Funds	Special Funds	Total Funds

**Base Budget Changes**

**Ongoing Budget Changes**

A-A 4 Central Services		0.00	(21,290)	0	(676)	(21,966)
A-F 1 Remove Current Biennium Capital Assets		0.00	0	0	(180,000)	(180,000)
Base Payroll Change		0.00	80,585	0	(87,274)	(6,689)
<b>Total Ongoing Budget Changes</b>		<b>0.00</b>	<b>59,295</b>	<b>0</b>	<b>(267,950)</b>	<b>(208,655)</b>
<b>Total Base Budget Changes</b>		<b>0.00</b>	<b>59,295</b>	<b>0</b>	<b>(267,950)</b>	<b>(208,655)</b>

**Optional Budget Changes**

**Ongoing Optional Changes**

A-C 2 Central Services		0.00	40,000	0	0	40,000
A-C 3 Central Services		0.00	0	0	500,000	500,000
<b>Total Ongoing Optional Changes</b>		<b>0.00</b>	<b>40,000</b>	<b>0</b>	<b>500,000</b>	<b>540,000</b>
<b>Total Optional Budget Changes</b>		<b>0.00</b>	<b>40,000</b>	<b>0</b>	<b>500,000</b>	<b>540,000</b>