

PROGRAM NARRATIVE**110 Office of Management and Budget****Date:** 12/23/2014**Time:** 11:42:56**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#: SB2015

Date: 12/23/2014

Biennium: 2015-2017

Time: 11:42:56

Program: Administration		Reporting Level: 03-110-100-00-00-00-00000000			
Description	Expenditures 2011-2013 Biennium	Present Budget 2013-2015	Budget Request Change	Requested Budget 2015-2017 Biennium	Optional Request 2015-2017
Salaries and Wages					
Salaries - Permanent	418,492	1,333,529	(838,765)	494,764	0
Temporary Salaries	28,245	150,000	(140,000)	10,000	0
Overtime	248	1,000	(1,000)	0	0
Fringe Benefits	1,482,313	722,214	(589,192)	133,022	0
Total	1,929,298	2,206,743	(1,568,957)	637,786	0
Salaries and Wages					
General Fund	568,539	706,743	(68,957)	637,786	0
Federal Funds	0	0	0	0	0
Special Funds	1,360,759	1,500,000	(1,500,000)	0	0
Total	1,929,298	2,206,743	(1,568,957)	637,786	0
Accrued Leave Payments					
Salaries - Permanent	0	70,988	(70,988)	0	0
Total	0	70,988	(70,988)	0	0
Accrued Leave Payments					
General Fund	0	70,988	(70,988)	0	0
Federal Funds	0	0	0	0	0
Special Funds	0	0	0	0	0
Total	0	70,988	(70,988)	0	0
Operating Expenses					
Travel	53,744	113,300	(20,000)	93,300	0
Supplies - IT Software	724	2,000	0	2,000	0
Supply/Material-Professional	242	1,000	0	1,000	0
Miscellaneous Supplies	0	700	0	700	0
Office Supplies	13,597	10,200	0	10,200	0
Postage	8,182	11,000	0	11,000	0
Printing	590	7,000	0	7,000	0
IT Equip Under \$5,000	2,403	2,500	0	2,500	0
Other Equip Under \$5,000	0	2,200	0	2,200	0
Office Equip & Furn Supplies	12,732	11,500	0	11,500	0
Insurance	346	300	0	300	0
Rentals/Leases - Bldg/Land	68	100	0	100	0
Repairs	0	1,500	0	1,500	0
IT - Data Processing	4,926	4,191	0	4,191	0
IT - Communications	4,286	4,322	0	4,322	0

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Description	Expenditures 2011-2013 Biennium	Present Budget 2013-2015	Budget Request Change	Requested Budget 2015-2017 Biennium	Optional Request 2015-2017
Professional Development	507,836	546,700	0	546,700	0
Operating Fees and Services	12,045	20,100	(20,000)	100	0
Fees - Professional Services	12,708	38,500	0	38,500	0
Total	634,429	777,113	(40,000)	737,113	0
Operating Expenses					
General Fund	621,065	752,113	(40,000)	712,113	0
Federal Funds	0	0	0	0	0
Special Funds	13,364	25,000	0	25,000	0
Total	634,429	777,113	(40,000)	737,113	0
Emergency Commission Contingency Fd					
Operating Fees and Services	0	534,718	165,282	700,000	0
Total	0	534,718	165,282	700,000	0
Emergency Commission Contingency Fd					
General Fund	0	534,718	165,282	700,000	0
Federal Funds	0	0	0	0	0
Special Funds	0	0	0	0	0
Total	0	534,718	165,282	700,000	0
Grants					
Grants, Benefits & Claims	433,500	430,000	0	430,000	0
Total	433,500	430,000	0	430,000	0
Grants					
General Fund	433,500	430,000	0	430,000	0
Federal Funds	0	0	0	0	0
Special Funds	0	0	0	0	0
Total	433,500	430,000	0	430,000	0
Grants - Guardianships					
Grants, Benefits & Claims	0	828,600	828,600	1,657,200	0
Total	0	828,600	828,600	1,657,200	0
Grants - Guardianships					
General Fund	0	828,600	828,600	1,657,200	0
Federal Funds	0	0	0	0	0

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Special Funds	0	0	0	0	0
Total	0	828,600	828,600	1,657,200	0
Prairie Public Broadcasting					
Grants, Benefits & Claims	1,000,000	1,937,138	(600,000)	1,337,138	3,492,862
Total	1,000,000	1,937,138	(600,000)	1,337,138	3,492,862
Prairie Public Broadcasting					
General Fund	1,000,000	1,937,138	(600,000)	1,337,138	3,492,862
Federal Funds	0	0	0	0	0
Special Funds	0	0	0	0	0
Total	1,000,000	1,937,138	(600,000)	1,337,138	3,492,862
Energy Develop Impact Funding					
Transfers Out	0	2,806,022	(2,806,022)	0	0
Total	0	2,806,022	(2,806,022)	0	0
Energy Develop Impact Funding					
General Fund	0	1,452,946	(1,452,946)	0	0
Federal Funds	0	0	0	0	0
Special Funds	0	1,353,076	(1,353,076)	0	0
Total	0	2,806,022	(2,806,022)	0	0
Info Technology Relocation					
Fees - Professional Services	0	200,000	(200,000)	0	0
Total	0	200,000	(200,000)	0	0
Info Technology Relocation					
General Fund	0	200,000	(200,000)	0	0
Federal Funds	0	0	0	0	0
Special Funds	0	0	0	0	0
Total	0	200,000	(200,000)	0	0
Student Internship Program					
Transfers Out	0	128,450	71,550	200,000	100,000
Total	0	128,450	71,550	200,000	100,000

Student Internship Program

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Description	Expenditures 2011-2013 Biennium	Present Budget 2013-2015	Budget Request Change	Requested Budget 2015-2017 Biennium	Optional Request 2015-2017
General Fund	0	128,450	71,550	200,000	100,000
Federal Funds	0	0	0	0	0
Special Funds	0	0	0	0	0
Total	0	128,450	71,550	200,000	100,000
Health Insurance Pool					
Transfers Out	0	2,000,000	(2,000,000)	0	0
Total	0	2,000,000	(2,000,000)	0	0
Health Insurance Pool					
General Fund	0	1,000,000	(1,000,000)	0	0
Federal Funds	0	0	0	0	0
Special Funds	0	1,000,000	(1,000,000)	0	0
Total	0	2,000,000	(2,000,000)	0	0
State Transfers					
Transfers Out	469,700,000	315,210,000	(315,210,000)	0	0
Total	469,700,000	315,210,000	(315,210,000)	0	0
State Transfers					
General Fund	469,700,000	315,210,000	(315,210,000)	0	0
Federal Funds	0	0	0	0	0
Special Funds	0	0	0	0	0
Total	469,700,000	315,210,000	(315,210,000)	0	0
Total Expenditures	473,697,227	327,129,772	(321,430,535)	5,699,237	3,592,862
Funding Sources					
General Fund					
Total	472,323,104	323,251,696	(317,577,459)	5,674,237	3,592,862
Special Funds					
003 Special Fund Budget	0	2,353,076	(2,353,076)	0	0
251 Capital Grounds Planning Fund 251	13,364	25,000	0	25,000	0
461 OMB Unemp/Payroll CI Fund 461	1,360,759	1,500,000	(1,500,000)	0	0
Total	1,374,123	3,878,076	(3,853,076)	25,000	0

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Description	Expenditures 2011-2013 Biennium	Present Budget 2013-2015	Budget Request Change	Requested Budget 2015-2017 Biennium	Optional Request 2015-2017
Total Funding Sources	473,697,227	327,129,772	(321,430,535)	5,699,237	3,592,862
FTE Employees	2.00	2.00	0.00	2.00	0.00

CHANGE PACKAGE DETAIL110 Office of Management and Budget
Biennium: 2015-2017

Bill#: SB2015

Date: 12/23/2014

Time: 11:42:56

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	(3,292,946)	0	(2,353,076)	(5,646,022)
A-E 5 Remove State-wide Transfers		0.00	(315,210,000)	0	0	(315,210,000)
Total One Time Budget Changes		0.00	(318,502,946)	0	(2,353,076)	(320,856,022)
Ongoing Budget Changes						
A-A 3 Administration		0.00	1,065,432	0	0	1,065,432
Base Payroll Change		0.00	(139,945)	0	(1,500,000)	(1,639,945)
Total Ongoing Budget Changes		0.00	925,487	0	(1,500,000)	(574,513)
Total Base Budget Changes		0.00	(317,577,459)	0	(3,853,076)	(321,430,535)
Optional Budget Changes						
One Time Optional Changes						
A-D 4 Student Internship-Optional	5	0.00	100,000	0	0	100,000
A-D 10 Prairie Public-Optional	7	0.00	3,130,000	0	0	3,130,000
Total One Time Optional Changes		0.00	3,230,000	0	0	3,230,000
Ongoing Optional Changes						
A-C 2 Prairie Public	2	0.00	362,862	0	0	362,862
Total Ongoing Optional Changes		0.00	362,862	0	0	362,862
Total Optional Budget Changes		0.00	3,592,862	0	0	3,592,862

PROGRAM NARRATIVE**Date:** 12/23/2014**110 Office of Management and Budget****Time:** 11:42:56**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, 2013 through June 30, 2014. Visits by tourists including guided, self-guided and visitors signing the visitor's book totaled 9,814.

The Central Mail Bureau processed approximately 862,197 pieces of mail during fiscal year 2014.

During the fiscal year 2014, Facility Management has completed 3,843 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 62% the division's operating line item. Extraordinary repairs are another significant portion of the budget accounting for 12% 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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Biennium: 2015-2017

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Program: Facility Management		Reporting Level: 03-110-200-00-00-00-00000000			
Description	Expenditures 2011-2013 Biennium	Present Budget 2013-2015	Budget Request Change	Requested Budget 2015-2017 Biennium	Optional Request 2015-2017
Salaries and Wages					
Salaries - Permanent	3,837,701	4,218,905	467,136	4,686,041	0
Temporary Salaries	132,659	132,200	(82,200)	50,000	0
Overtime	47,499	33,100	(3,100)	30,000	0
Fringe Benefits	1,906,823	2,341,403	91,500	2,432,903	0
Total	5,924,682	6,725,608	473,336	7,198,944	0
Salaries and Wages					
General Fund	5,924,682	6,725,608	473,336	7,198,944	0
Federal Funds	0	0	0	0	0
Special Funds	0	0	0	0	0
Total	5,924,682	6,725,608	473,336	7,198,944	0
Accrued Leave Payments					
Salaries - Permanent	0	154,733	(154,733)	0	0
Total	0	154,733	(154,733)	0	0
Accrued Leave Payments					
General Fund	0	154,733	(154,733)	0	0
Federal Funds	0	0	0	0	0
Special Funds	0	0	0	0	0
Total	0	154,733	(154,733)	0	0
Operating Expenses					
Travel	37,589	45,600	0	45,600	0
Supplies - IT Software	8,644	9,000	0	9,000	0
Supply/Material-Professional	847	1,000	0	1,000	0
Food and Clothing	12,328	11,525	0	11,525	0
Bldg, Ground, Maintenance	546,266	472,450	0	472,450	0
Miscellaneous Supplies	14,697	29,150	0	29,150	0
Office Supplies	11,967	7,900	0	7,900	0
Postage	2,351	8,600	0	8,600	0
Printing	2,918	7,300	0	7,300	0
IT Equip Under \$5,000	8,960	17,450	0	17,450	0
Other Equip Under \$5,000	9,450	19,400	0	19,400	0
Office Equip & Furn Supplies	4,782	8,150	0	8,150	0
Utilities	2,414,395	2,569,748	0	2,569,748	650,000
Insurance	133,206	138,300	0	138,300	0
Rentals/Leases-Equip & Other	78,106	82,500	0	82,500	0

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Description	Expenditures 2011-2013 Biennium	Present Budget 2013-2015	Budget Request Change	Requested Budget 2015-2017 Biennium	Optional Request 2015-2017
Repairs	522,959	515,400	0	515,400	0
IT - Data Processing	92,142	55,625	0	55,625	0
IT - Communications	48,250	41,575	0	41,575	0
IT Contractual Svcs and Rprs	0	10,350	0	10,350	0
Professional Development	16,138	18,000	0	18,000	0
Operating Fees and Services	24,209	35,700	0	35,700	0
Fees - Professional Services	6,733	59,600	0	59,600	0
Total	3,996,937	4,164,323	0	4,164,323	650,000
Operating Expenses					
General Fund	3,996,937	4,164,323	0	4,164,323	650,000
Federal Funds	0	0	0	0	0
Special Funds	0	0	0	0	0
Total	3,996,937	4,164,323	0	4,164,323	650,000
Capital Assets					
Other Capital Payments	756,127	665,272	(191)	665,081	0
Extraordinary Repairs	3,998,128	8,948,793	(7,255,865)	1,692,928	19,705,000
Equipment Over \$5000	74,684	67,000	0	67,000	0
Total	4,828,939	9,681,065	(7,256,056)	2,425,009	19,705,000
Capital Assets					
General Fund	3,773,101	9,681,065	(7,256,056)	2,425,009	19,705,000
Federal Funds	0	0	0	0	0
Special Funds	1,055,838	0	0	0	0
Total	4,828,939	9,681,065	(7,256,056)	2,425,009	19,705,000
Capital Construction Carryover					
Extraordinary Repairs	2,324,576	4,300,051	(4,300,051)	0	0
Total	2,324,576	4,300,051	(4,300,051)	0	0
Capital Construction Carryover					
General Fund	2,324,576	2,755,752	(2,755,752)	0	0
Federal Funds	0	0	0	0	0
Special Funds	0	1,544,299	(1,544,299)	0	0
Total	2,324,576	4,300,051	(4,300,051)	0	0
Total Expenditures	17,075,134	25,025,780	(11,237,504)	13,788,276	20,355,000

REQUEST DETAIL BY PROGRAM

110 Office of Management and Budget
Biennium: 2015-2017

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Program: Facility Management		Reporting Level: 03-110-200-00-00-00-00000000			
Description	Expenditures 2011-2013 Biennium	Present Budget 2013-2015	Budget Request Change	Requested Budget 2015-2017 Biennium	Optional Request 2015-2017

Funding Sources

General Fund

Total	16,019,296	23,481,481	(9,693,205)	13,788,276	20,355,000
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Special Funds

902 Capitol Renovation Fund 902

	1,055,838	1,544,299	(1,544,299)	0	0
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Total	1,055,838	1,544,299	(1,544,299)	0	0
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Total Funding Sources

	17,075,134	25,025,780	(11,237,504)	13,788,276	20,355,000
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FTE Employees

	62.50	61.50	0.00	61.50	0.00
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CHANGE PACKAGE DETAIL

110 Office of Management and Budget
Biennium: 2015-2017

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Program: Facility Management			Reporting Level: 03-110-200-00-00-00-00000000			
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	(7,700,000)	0	0	(7,700,000)
Total One Time Budget Changes		0.00	(7,700,000)	0	0	(7,700,000)

Ongoing Budget Changes

A-A 2 Facility Management		0.00	2,425,009	0	0	2,425,009
A-F 1 Remove Current Biennium Capital Assets		0.00	(4,736,817)	0	(1,544,299)	(6,281,116)
Base Payroll Change		0.00	318,603	0	0	318,603
Total Ongoing Budget Changes		0.00	(1,993,205)	0	(1,544,299)	(3,537,504)

Total Base Budget Changes

		0.00	(9,693,205)	0	(1,544,299)	(11,237,504)
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Optional Budget Changes

One Time Optional Changes

A-D 8 Two Level Parking Structure - West Entrance		0.00	13,000,000	0	0	13,000,000
A-D 9 New Entrance, Pathway, and Building ID Signs		0.00	1,400,000	0	0	1,400,000
A-D 2 Mailroom Equipment Upgrades	3	0.00	30,000	0	0	30,000
A-D 3 Security Enhancements - Governor's Residence	4	0.00	175,000	0	0	175,000
A-D 5 Mechanical Upgrade in Inspiration Gallery	6	0.00	600,000	0	0	600,000
A-D 6 Upgrade Capitol Elevators	8	0.00	1,400,000	0	0	1,400,000
A-D 7 Fire Suppression J-Wing	9	0.00	3,100,000	0	0	3,100,000
Total One Time Optional Changes		0.00	19,705,000	0	0	19,705,000

Ongoing Optional Changes

A-C 1 Operating Expenses	1	0.00	650,000	0	0	650,000
Total Ongoing Optional Changes		0.00	650,000	0	0	650,000

Total Optional Budget Changes

		0.00	20,355,000	0	0	20,355,000
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PROGRAM NARRATIVE**Date:** 12/23/2014**110 Office of Management and Budget****Time:** 11:42:56**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 645,000 accounting transactions and 109,000 payroll checks and advices each year.

The division manages the statewide Procurement Card Program. This includes 74 state agencies, 11 colleges and universities, 38 school districts and 9 counties. This program has 4,375 active procurement cards, which results in approximately 243,463 transactions totaling \$101.7 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 11 biennial budget documents.

The division has received the GFOA's Certificate of Achievement for Excellence in Financial Reporting for the past 23 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.

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Salaries and Wages					
Salaries - Permanent	2,706,287	2,896,396	250,473	3,146,869	0
Temporary Salaries	17,441	60,000	(60,000)	0	0
Fringe Benefits	889,984	1,063,972	56,137	1,120,109	0
Total	3,613,712	4,020,368	246,610	4,266,978	0
Salaries and Wages					
General Fund	3,613,712	4,020,368	246,610	4,266,978	0
Federal Funds	0	0	0	0	0
Special Funds	0	0	0	0	0
Total	3,613,712	4,020,368	246,610	4,266,978	0
Accrued Leave Payments					
Salaries - Permanent	0	104,395	(104,395)	0	0
Total	0	104,395	(104,395)	0	0
Accrued Leave Payments					
General Fund	0	104,395	(104,395)	0	0
Federal Funds	0	0	0	0	0
Special Funds	0	0	0	0	0
Total	0	104,395	(104,395)	0	0
Operating Expenses					
Travel	63,747	63,000	0	63,000	0
Supplies - IT Software	8,204	8,000	0	8,000	0
Supply/Material-Professional	16,652	16,000	0	16,000	0
Food and Clothing	0	100	0	100	0
Bldg, Ground, Maintenance	71	500	0	500	0
Miscellaneous Supplies	287	2,000	0	2,000	0
Office Supplies	1,535	3,000	0	3,000	0
Postage	279	1,500	0	1,500	0
Printing	68,878	80,000	0	80,000	0
IT Equip Under \$5,000	20,016	35,000	0	35,000	0
Other Equip Under \$5,000	158	2,000	0	2,000	0
Office Equip & Furn Supplies	11,768	10,000	0	10,000	0
Insurance	2,166	2,300	0	2,300	0
Rentals/Leases-Equip & Other	402	4,000	0	4,000	0
Rentals/Leases - Bldg/Land	82	200	0	200	0
Repairs	0	2,060	0	2,060	0

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Time: 11:42:56

Program: Fiscal Management		Reporting Level: 03-110-300-00-00-00-00000000			
Description	Expenditures 2011-2013 Biennium	Present Budget 2013-2015	Budget Request Change	Requested Budget 2015-2017 Biennium	Optional Request 2015-2017
IT - Data Processing	2,719,001	4,031,733	(335,020)	3,696,713	0
IT - Communications	25,153	25,000	0	25,000	0
IT Contractual Svcs and Rprs	168,152	326,053	0	326,053	0
Professional Development	75,612	78,500	0	78,500	0
Operating Fees and Services	11,160	42,470	0	42,470	0
Fees - Professional Services	276,507	520,000	(300,000)	220,000	0
Other Expenses	10	50	0	50	0
Total	3,469,840	5,253,466	(635,020)	4,618,446	0
Operating Expenses					
General Fund	3,469,840	5,253,466	(635,020)	4,618,446	0
Federal Funds	0	0	0	0	0
Special Funds	0	0	0	0	0
Total	3,469,840	5,253,466	(635,020)	4,618,446	0
Fiscal Management Carryover					
Overtime	4,913	0	0	0	0
Travel	7,334	10,000	(10,000)	0	0
Supplies - IT Software	2,796	0	0	0	0
Printing	1,477	4,000	(4,000)	0	0
IT Equip Under \$5,000	150	4,000	(4,000)	0	0
Office Equip & Furn Supplies	0	500	(500)	0	0
IT - Data Processing	1,088,555	2,843,077	(2,843,077)	0	0
IT Contractual Svcs and Rprs	321,340	250,000	(250,000)	0	0
Professional Development	2,398	7,500	(7,500)	0	0
Fees - Professional Services	2,397	0	0	0	0
Total	1,431,360	3,119,077	(3,119,077)	0	0
Fiscal Management Carryover					
General Fund	1,431,360	3,119,077	(3,119,077)	0	0
Federal Funds	0	0	0	0	0
Special Funds	0	0	0	0	0
Total	1,431,360	3,119,077	(3,119,077)	0	0
Total Expenditures	8,514,912	12,497,306	(3,611,882)	8,885,424	0

Funding Sources

REQUEST DETAIL BY PROGRAM

110 Office of Management and Budget
Biennium: 2015-2017

Bill#: SB2015

Date: 12/23/2014

Time: 11:42:56

Program: Fiscal Management		Reporting Level: 03-110-300-00-00-00-00000000			
Description	Expenditures 2011-2013 Biennium	Present Budget 2013-2015	Budget Request Change	Requested Budget 2015-2017 Biennium	Optional Request 2015-2017
General Fund					
Total	8,514,912	12,497,306	(3,611,882)	8,885,424	0
Federal Funds					
002 Federal Fund Budget	0	0	0	0	0
Total	0	0	0	0	0
Special Funds					
003 Special Fund Budget	0	0	0	0	0
Total	0	0	0	0	0
Total Funding Sources	8,514,912	12,497,306	(3,611,882)	8,885,424	0
FTE Employees	21.00	21.00	0.00	21.00	0.00

CHANGE PACKAGE DETAIL

110 Office of Management and Budget
 Biennium: 2015-2017

Bill#: SB2015

Date: 12/23/2014

Time: 11:42:56

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
Base Budget Changes						
One Time Budget Changes						
A-E 1 Remove One-Time Appropriation		0.00	(300,000)	0	0	(300,000)
Total One Time Budget Changes		0.00	(300,000)	0	0	(300,000)
Ongoing Budget Changes						
A-A 1 Fiscal Management		0.00	(3,454,097)	0	0	(3,454,097)
Base Payroll Change		0.00	142,215	0	0	142,215
Total Ongoing Budget Changes		0.00	(3,311,882)	0	0	(3,311,882)
Total Base Budget Changes		0.00	(3,611,882)	0	0	(3,611,882)

PROGRAM NARRATIVE**Date:** 12/23/2014**110 Office of Management and Budget****Time:** 11:42:56**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 DataEmployment Services

- Since implementation of Recruiting Solutions in February 2014:
 - 1,352 job openings have been posted
 - 10,497 applicants have submitted applications
- Coordinated placement of 1,519 'State of North Dakota' combined ads in 10 major newspapers
- Participated in 5 career fairs
- Processed 5 employer action appeals to be heard by the Office of Administrative Hearings; 3 were dismissed, 2 are pending decisions
- Conducted 1 State Personnel Board meeting to adopt rule changes
- Administered Internship Program for state agencies with \$200,000 in funding
 - 78 internships approved
 - 20 agencies received internship funding
 - 18 interns have transitioned to regular employment
 - 23 internships in progress (July 2014)
 - Nearly all funding is obligated; 10 requests have been turned down
- 3,900 performance evaluations in 31 agencies have been completed using ePerformance (PeopleSoft); additional agencies are coming on-board continually

Classification & Compensation

- Maintained classification/compensation system with 899 job classifications
- 1,086 individual employee positions were reviewed for appropriate classifications assignment
- 86 job classification reviews were conducted by the Job Evaluation Committee
- Provided direction to agencies on distribution of salary increases
 - July 1, 2013
 - 63% of classified employees received Market Component increases ranging between 1 & 2%
 - 92% of classified employees received Performance Component increases ranging between 3 & 5%
 - July 1, 2014
 - 62% of classified employees received Market Component increases ranging between 1 & 2%
 - 90% of classified employees received Performance Component increases ranging between 2 & 4%

Training and Development

- Several new training programs were developed since the start of the biennium
 - Recruitment & Selection (Hiring Practices)
 - Fair Labor Standards Act (Employment Law)
 - Motivating Employees
 - Customer Service (web-based)
- Supervisory Management training experienced a 40% increase over the previous biennium with 73 attendees

PROGRAM NARRATIVE**Date:** 12/23/2014**110 Office of Management and Budget****Time:** 11:42:56**Program:** Human Resource Mgmt Service**Reporting level:** 03-110-400-00-00-00-00000000

- Performance Evaluation training has experienced strong demand increasing from 56 to 330 attendees as agencies have emphasized the performance based pay component
- In total for July 1, 2013 to September 30, 2014 1,867 employees have participated in HRMS training programs

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#: SB2015

Date: 12/23/2014

Biennium: 2015-2017

Time: 11:42:56

Program: Human Resource Mgmt Service	Reporting Level: 03-110-400-00-00-00-00000000
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Description	Expenditures 2011-2013 Biennium	Present Budget 2013-2015	Budget Request Change	Requested Budget 2015-2017 Biennium	Optional Request 2015-2017
Salaries and Wages					
Salaries - Permanent	1,409,433	1,764,526	69,794	1,834,320	0
Temporary Salaries	3,035	1,300	(1,300)	0	0
Fringe Benefits	473,462	605,841	47,525	653,366	0
Total	1,885,930	2,371,667	116,019	2,487,686	0
Salaries and Wages					
General Fund	1,885,930	2,371,667	116,019	2,487,686	0
Federal Funds	0	0	0	0	0
Special Funds	0	0	0	0	0
Total	1,885,930	2,371,667	116,019	2,487,686	0
Accrued Leave Payments					
Salaries - Permanent	0	70,432	(70,432)	0	0
Total	0	70,432	(70,432)	0	0
Accrued Leave Payments					
General Fund	0	70,432	(70,432)	0	0
Federal Funds	0	0	0	0	0
Special Funds	0	0	0	0	0
Total	0	70,432	(70,432)	0	0
Operating Expenses					
Travel	14,105	19,554	0	19,554	0
Supplies - IT Software	3,995	2,100	0	2,100	0
Supply/Material-Professional	5,279	6,000	0	6,000	0
Miscellaneous Supplies	420	3,000	0	3,000	0
Office Supplies	4,210	4,800	0	4,800	0
Postage	810	1,500	0	1,500	0
Printing	4,538	8,440	0	8,440	0
IT Equip Under \$5,000	8,233	7,000	0	7,000	0
Other Equip Under \$5,000	35	100	0	100	0
Office Equip & Furn Supplies	8,222	7,000	0	7,000	0
Insurance	1,197	1,220	0	1,220	0
Rentals/Leases-Equip & Other	0	500	0	500	0
Rentals/Leases - Bldg/Land	350	1,000	0	1,000	0
Repairs	45	500	0	500	0
IT - Data Processing	31,767	33,283	0	33,283	0
IT - Communications	10,905	10,500	0	10,500	0

REQUEST DETAIL BY PROGRAM

110 Office of Management and Budget
Biennium: 2015-2017

Bill#: SB2015

Date: 12/23/2014

Time: 11:42:56

Program: Human Resource Mgmt Service		Reporting Level: 03-110-400-00-00-00-00000000			
Description	Expenditures 2011-2013 Biennium	Present Budget 2013-2015	Budget Request Change	Requested Budget 2015-2017 Biennium	Optional Request 2015-2017
IT Contractual Svcs and Rprs	46,100	40,000	0	40,000	0
Professional Development	26,260	23,517	0	23,517	0
Operating Fees and Services	9,150	12,000	0	12,000	0
Fees - Professional Services	0	1,000	0	1,000	0
Total	175,621	183,014	0	183,014	0
Operating Expenses					
General Fund	175,621	183,014	0	183,014	0
Federal Funds	0	0	0	0	0
Special Funds	0	0	0	0	0
Total	175,621	183,014	0	183,014	0
Total Expenditures	2,061,551	2,625,113	45,587	2,670,700	0
Funding Sources					
General Fund					
Total	2,061,551	2,625,113	45,587	2,670,700	0
Total Funding Sources	2,061,551	2,625,113	45,587	2,670,700	0
FTE Employees	12.00	13.00	0.00	13.00	0.00

CHANGE PACKAGE DETAIL

110 Office of Management and Budget

Biennium: 2015-2017

Bill#: SB2015

Date: 12/23/2014

Time: 11:42:56

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**

Base Payroll Change		0.00	45,587	0	0	45,587
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Total Ongoing Budget Changes		0.00	45,587	0	0	45,587
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Total Base Budget Changes		0.00	45,587	0	0	45,587
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PROGRAM NARRATIVE**Date:** 12/23/2014**110 Office of Management and Budget****Time:** 11:42:56**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 201 claims and lawsuits per year.
2. Incurs annually, on average, \$1,380,445 in claims and administered expenses.

The Risk Management Workers Compensation Fund:

1. As of June 30, 2014, the single workers compensation account for state agencies included 258 open claims within the \$100,000 deductible and 27 above the deductible amount.
2. Incurs annually, on average, \$4,710,612 in premium, claims, and administrative expense.

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#: SB2015

Date: 12/23/2014

Biennium: 2015-2017

Time: 11:42:56

Program: Risk Management		Reporting Level: 03-110-500-00-00-00-00000000			
Description	Expenditures 2011-2013 Biennium	Present Budget 2013-2015	Budget Request Change	Requested Budget 2015-2017 Biennium	Optional Request 2015-2017
Salaries and Wages					
Salaries - Permanent	639,912	715,690	27,045	742,735	0
Fringe Benefits	197,185	227,049	16,345	243,394	0
Total	837,097	942,739	43,390	986,129	0
Salaries and Wages					
General Fund	0	0	0	0	0
Federal Funds	0	0	0	0	0
Special Funds	837,097	942,739	43,390	986,129	0
Total	837,097	942,739	43,390	986,129	0
Accrued Leave Payments					
Salaries - Permanent	0	38,811	(38,811)	0	0
Total	0	38,811	(38,811)	0	0
Accrued Leave Payments					
General Fund	0	0	0	0	0
Federal Funds	0	0	0	0	0
Special Funds	0	38,811	(38,811)	0	0
Total	0	38,811	(38,811)	0	0
Operating Expenses					
Travel	4,510	36,000	0	36,000	0
Supplies - IT Software	2,866	8,000	0	8,000	0
Supply/Material-Professional	4,162	9,200	0	9,200	0
Miscellaneous Supplies	0	2,000	0	2,000	0
Office Supplies	1,991	5,000	0	5,000	0
Postage	6,550	6,200	0	6,200	0
Printing	3,330	5,200	0	5,200	0
IT Equip Under \$5,000	1,855	2,700	0	2,700	0
Other Equip Under \$5,000	0	200	0	200	0
Office Equip & Furn Supplies	185	4,200	0	4,200	0
Insurance	10,505	31,000	0	31,000	0
Rentals/Leases-Equip & Other	4,359	5,000	0	5,000	0
Rentals/Leases - Bldg/Land	44,850	66,800	0	66,800	0
Repairs	0	200	0	200	0
IT - Data Processing	64,273	82,600	0	82,600	0
IT - Communications	5,581	7,447	0	7,447	0
IT Contractual Svcs and Rprs	138,561	185,900	0	185,900	0

REQUEST DETAIL BY PROGRAM

110 Office of Management and Budget

Bill#: SB2015

Date: 12/23/2014

Biennium: 2015-2017

Time: 11:42:56

Program: Risk Management		Reporting Level: 03-110-500-00-00-00-00000000			
Description	Expenditures 2011-2013 Biennium	Present Budget 2013-2015	Budget Request Change	Requested Budget 2015-2017 Biennium	Optional Request 2015-2017
Professional Development	7,420	17,400	0	17,400	0
Operating Fees and Services	2,126	1,800	0	1,800	0
Fees - Professional Services	62,824	111,500	0	111,500	0
Total	365,948	588,347	0	588,347	0
Operating Expenses					
General Fund	451	0	0	0	0
Federal Funds	0	0	0	0	0
Special Funds	365,497	588,347	0	588,347	0
Total	365,948	588,347	0	588,347	0
Total Expenditures	1,203,045	1,569,897	4,579	1,574,476	0
Funding Sources					
General Fund					
Total	451	0	0	0	0
Special Funds					
275 Risk Management Workers' Comp Fund	258,799	288,260	48,167	336,427	0
288 State Risk Management Fund 288	943,795	1,281,637	(43,588)	1,238,049	0
Total	1,202,594	1,569,897	4,579	1,574,476	0
Total Funding Sources	1,203,045	1,569,897	4,579	1,574,476	0
FTE Employees	5.00	5.00	0.00	5.00	0.00

CHANGE PACKAGE DETAIL

110 Office of Management and Budget

Biennium: 2015-2017

Bill#: SB2015

Date: 12/23/2014

Time: 11:42:56

Program: Risk Management **Reporting Level:** 03-110-500-00-00-00-00-00000000

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	4,579	4,579
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Total Ongoing Budget Changes		0.00	0	0	4,579	4,579
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Total Base Budget Changes		0.00	0	0	4,579	4,579
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PROGRAM NARRATIVE**Date:** 12/23/2014**110 Office of Management and Budget****Time:** 11:42:56**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 - \$1,298,480

Central Supply:

- Annual business volume - \$399,066

Surplus Property:

- Proceeds from sale of Federal property – \$496,527
- Proceeds from sale of state property – \$296,539
- Transferred 610 pieces of equipment through the Law Enforcement Support Office (LESO) Program valued at approximately \$2,158,000
- Rolled out FEPMIS to 125 agencies.

State Procurement Office:

- Administered 168 statewide contracts, totaling approximately \$165 million.
- Issued 517 solicitations
- Maintained approximately 3,000 registered bidders
- Approximately 400 state employees received procurement training.
- Responded to an average of 385 agency vendor registry requests per month.
- Processed approximately 3,100 IRS 1099s for CY 2013.

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:** 12/23/2014**Time:** 11:42:56**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#: SB2015

Date: 12/23/2014

Biennium: 2015-2017

Time: 11:42:56

Program: Central Services		Reporting Level: 03-110-700-00-00-00-00000000			
Description	Expenditures 2011-2013 Biennium	Present Budget 2013-2015	Budget Request Change	Requested Budget 2015-2017 Biennium	Optional Request 2015-2017
Salaries and Wages					
Salaries - Permanent	2,256,542	2,501,262	209,706	2,710,968	0
Salaries - Other	2,477	0	0	0	0
Temporary Salaries	492	2,000	79,000	81,000	0
Overtime	1,050	0	0	0	0
Fringe Benefits	994,482	1,182,928	36,337	1,219,265	0
Total	3,255,043	3,686,190	325,043	4,011,233	0
Salaries and Wages					
General Fund	1,471,785	1,648,631	138,190	1,786,821	0
Federal Funds	0	0	0	0	0
Special Funds	1,783,258	2,037,559	186,853	2,224,412	0
Total	3,255,043	3,686,190	325,043	4,011,233	0
Accrued Leave Payments					
Salaries - Permanent	0	131,052	(131,052)	0	0
Total	0	131,052	(131,052)	0	0
Accrued Leave Payments					
General Fund	0	43,873	(43,873)	0	0
Federal Funds	0	0	0	0	0
Special Funds	0	87,179	(87,179)	0	0
Total	0	131,052	(131,052)	0	0
Operating Expenses					
Travel	18,320	31,400	0	31,400	0
Supplies - IT Software	46,448	99,158	25,999	125,157	0
Supply/Material-Professional	1,462	4,800	0	4,800	0
Bldg, Ground, Maintenance	26,369	23,724	0	23,724	0
Miscellaneous Supplies	750,989	758,101	0	758,101	0
Office Supplies	11,699	378,686	37,000	415,686	0
Postage	7,213	10,000	0	10,000	0
Printing	18,398	20,000	0	20,000	0
IT Equip Under \$5,000	17,521	30,000	0	30,000	0
Other Equip Under \$5,000	61,839	56,105	(31,500)	24,605	0
Office Equip & Furn Supplies	0	1,750	0	1,750	0
Utilities	24,875	45,000	0	45,000	0
Insurance	9,737	16,915	0	16,915	0
Rentals/Leases-Equip & Other	241,900	200,800	(2,000)	198,800	0

REQUEST DETAIL BY PROGRAM

110 Office of Management and Budget

Bill#: SB2015

Date: 12/23/2014

Biennium: 2015-2017

Time: 11:42:56

Program: Central Services		Reporting Level: 03-110-700-00-00-00-00000000			
Description	Expenditures 2011-2013 Biennium	Present Budget 2013-2015	Budget Request Change	Requested Budget 2015-2017 Biennium	Optional Request 2015-2017
Rentals/Leases - Bldg/Land	156,354	173,000	69,450	242,450	0
Repairs	453,455	529,700	(132,869)	396,831	0
IT - Data Processing	154,865	188,380	1,500	189,880	0
IT - Communications	29,709	40,920	0	40,920	0
Professional Development	9,621	13,630	0	13,630	0
Operating Fees and Services	766,814	796,457	(132,564)	663,893	0
Fees - Professional Services	5,020	12,000	0	12,000	0
Total	2,812,608	3,430,526	(164,984)	3,265,542	0
Operating Expenses					
General Fund	168,641	189,530	(4,000)	185,530	0
Federal Funds	0	0	0	0	0
Special Funds	2,643,967	3,240,996	(160,984)	3,080,012	0
Total	2,812,608	3,430,526	(164,984)	3,265,542	0
Capital Assets					
Equipment Over \$5000	60,649	270,000	(70,000)	200,000	0
Total	60,649	270,000	(70,000)	200,000	0
Capital Assets					
General Fund	0	0	0	0	0
Federal Funds	0	0	0	0	0
Special Funds	60,649	270,000	(70,000)	200,000	0
Total	60,649	270,000	(70,000)	200,000	0
Total Expenditures	6,128,300	7,517,768	(40,993)	7,476,775	0
Funding Sources					
General Fund					
Total	1,640,426	1,882,034	90,317	1,972,351	0
Special Funds					
790 Central Dup Serv Fund 790	4,487,874	5,635,734	(131,310)	5,504,424	0
Total	4,487,874	5,635,734	(131,310)	5,504,424	0
Total Funding Sources	6,128,300	7,517,768	(40,993)	7,476,775	0

REQUEST DETAIL BY PROGRAM

110 Office of Management and Budget

Biennium: 2015-2017

Bill#: SB2015

Date: 12/23/2014

Time: 11:42:56

Program: Central Services		Reporting Level: 03-110-700-00-00-00-00-00000000			
Description	Expenditures 2011-2013 Biennium	Present Budget 2013-2015	Budget Request Change	Requested Budget 2015-2017 Biennium	Optional Request 2015-2017
FTE Employees	29.00	28.00	0.00	28.00	0.00

CHANGE PACKAGE DETAIL

110 Office of Management and Budget
Biennium: 2015-2017

Bill#: SB2015

Date: 12/23/2014

Time: 11:42:56

Program: Central Services	Reporting Level: 03-110-700-00-00-00-00-00000000
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Description	Priority	FTE	General Fund	Federal Funds	Special Funds	Total Funds
Base Budget Changes						
Ongoing Budget Changes						
A-A 4 Central Services		0.00	(4,000)	0	39,016	35,016
A-F 1 Remove Current Biennium Capital Assets		0.00	0	0	(270,000)	(270,000)
Base Payroll Change		0.00	94,317	0	99,674	193,991
Total Ongoing Budget Changes		0.00	90,317	0	(131,310)	(40,993)
Total Base Budget Changes		0.00	90,317	0	(131,310)	(40,993)