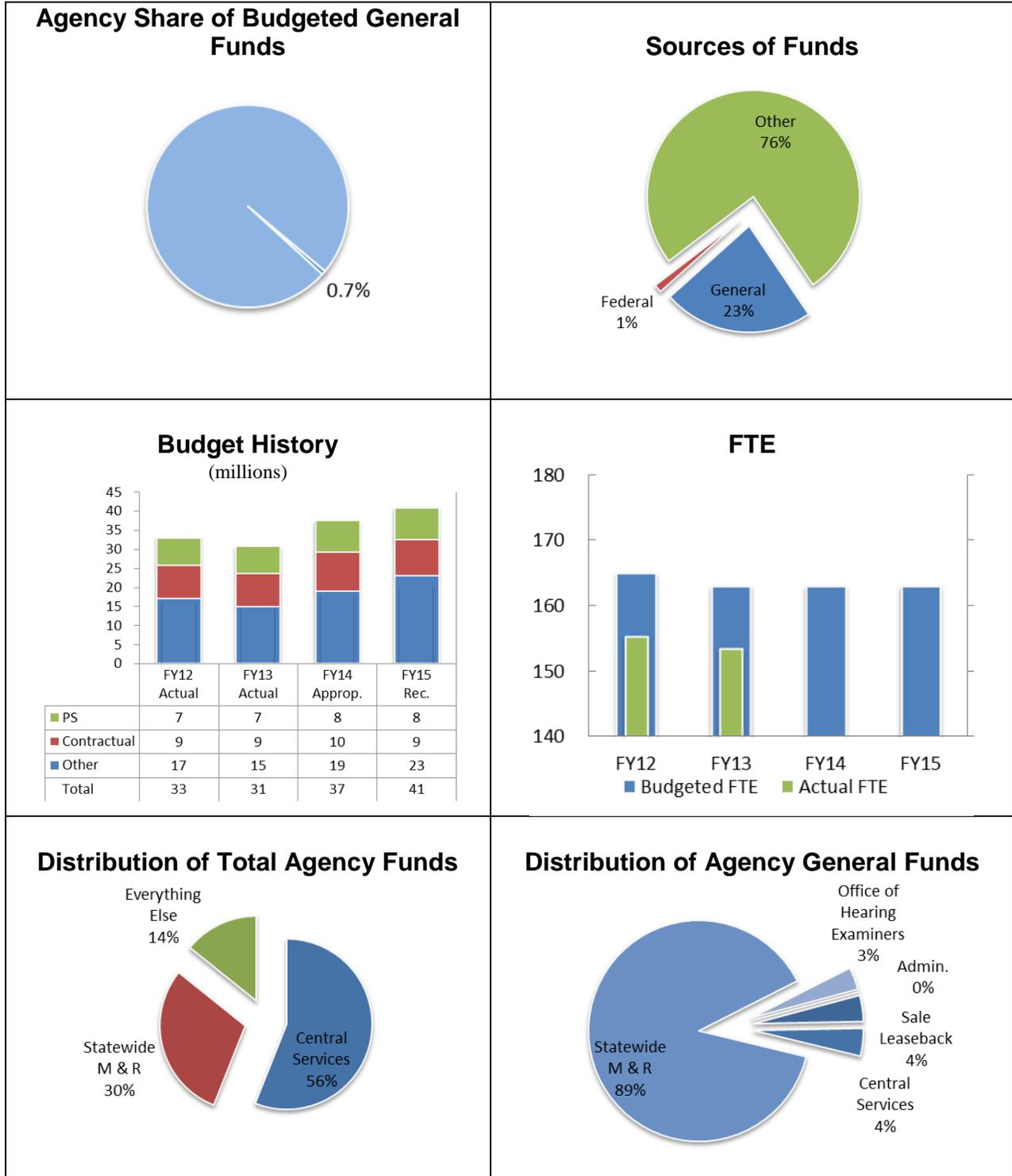


# FY15 Budget Briefing

# Bureau of Administration

Information contained in this document is based on the Governor's original recommended FY15 budget.  
This document may not correspond with the FY15 budget adopted by the Legislature.



## Key Personnel

- Paul Kinsman, Commissioner
- Jeff Holden, Deputy Commissioner
- Kristi Honeywell, State Engineer
- Terry Miller, Finance Officer

## Department Total

The mission is to provide engineering services; to maintain buildings and grounds; and, to provide purchasing, printing, mailing, risk management, space, records, property, fleet, and support services for state government agencies.

	Actual FY12	Actual FY13	Budgeted FY14	Gov Rec FY15	Inc/Dec FY15	% Change From FY14
<b>Personal Services</b>						
Employee Salaries	5,477,402	5,250,555	6,189,422	6,189,422	0	0.0%
Employee Benefits	1,689,686	1,916,437	2,128,412	2,128,412	0	0.0%
<b>FTE</b>	155.2	153.4	163.0	163.0	0.0	0.0%
<b>Funding Types</b>						
General	350,344	383,827	409,233	409,233	0	0.0%
Federal	0	0	0	0	0	0.0%
Other	6,816,744	6,783,165	7,908,601	7,908,601	0	0.0%
<b>Total PS</b>	7,167,088	7,166,992	8,317,834	8,317,834	0	0.0%
<b>Operating Expenses</b>						
Travel	90,463	104,201	182,943	182,943	0	0.0%
Contractual Services	8,752,489	8,718,517	10,148,400	9,470,000	(678,400)	(6.7%)
Supplies & Materials	5,134,445	5,108,245	5,490,996	5,490,996	0	0.0%
Capital Outlay	11,448,534	9,186,449	12,493,109	16,478,307	3,985,198	31.9%
Other	309,116	436,265	789,400	886,400	97,000	12.3%
<b>Funding Types</b>						
General	5,794,822	3,723,951	6,540,665	8,918,128	2,377,463	36.3%
Federal	500,000	500,000	500,000	500,000	0	0.0%
Other	19,440,224	19,329,727	22,064,183	23,090,518	1,026,335	4.7%
<b>Total OE</b>	25,735,047	23,553,678	29,104,848	32,508,646	3,403,798	11.7%
<b>Totals</b>						
<b>Funding Types</b>						
General	6,145,166	4,107,778	6,949,898	9,327,361	2,377,463	34.2%
Federal	500,000	500,000	500,000	500,000	0	0.0%
Other	26,256,968	26,112,892	29,972,784	30,999,119	1,026,335	3.4%
<b>Total</b>	32,902,134	30,720,669	37,422,682	40,826,480	3,403,798	9.1%

## Department Object Detail

Item	Actual FY2012	Actual FY2013	Budgeted FY2014	Gov Rec FY2015	Inc/Dec FY2014	% Change FY2014
<b>PERSONAL SERVICES</b>						
General Funds	350,344	383,827	409,233	409,233	0	0.0%
Federal Funds	0	0	0	0	0	0.0%
Other Funds	6,816,744	6,783,165	7,908,601	7,908,601	0	0.0%
Total Personal Services	7,167,088	7,166,992	8,317,834	8,317,834	0	0.0%
<b>FTE</b>	155.2	153.4	163.0	163.0	0.0	0.0%
<b>TRAVEL</b>						
General Funds	3,441	3,661	12,374	12,374	0	0.0%
Federal Funds	0	0	0	0	0	0.0%
Other Funds	87,021	100,540	170,569	170,569	0	0.0%
Total Travel	90,462	104,201	182,943	182,943	0	0.0%
<b>CONTRACTUAL SERVICES</b>						
General Funds	1,285,283	1,240,747	1,182,002	487,267	(694,735)	(58.8%)
Federal Funds	0	0	0	0	0	0.0%
Other Funds	7,467,206	7,477,770	8,966,398	8,982,733	16,335	0.2%
Total Contractual Services	8,752,489	8,718,517	10,148,400	9,470,000	(678,400)	(6.7%)
<b>SUPPLIES AND MATERIALS</b>						
General Funds	107,173	110,946	119,562	119,562	0	0.0%
Federal Funds	0	0	0	0	0	0.0%
Other Funds	5,027,272	4,997,299	5,371,434	5,371,434	0	0.0%
Total Supplies and Materials	5,134,445	5,108,245	5,490,996	5,490,996	0	0.0%
<b>GRANTS AND SUBSIDIES</b>						
General Funds	0	0	0	0	0	0.0%
Federal Funds	0	0	0	0	0	0.0%
Other Funds	0	0	0	0	0	0.0%
Total Grants and Subsidies	0	0	0	0	0	0.0%
<b>CAPITAL OUTLAY</b>						
General Funds	4,398,925	2,368,597	5,226,727	8,298,925	3,072,198	58.8%
Federal Funds	500,000	500,000	500,000	500,000	0	0.0%
Other Funds	6,549,608	6,317,852	6,766,382	7,679,382	913,000	13.5%
Total Capital Outlay	11,448,533	9,186,449	12,493,109	16,478,307	3,985,198	31.9%
<b>OTHER</b>						
General Funds	0	0	0	0	0	0.0%
Federal Funds	0	0	0	0	0	0.0%
Other Funds	309,116	436,265	789,400	886,400	97,000	12.3%
Total Other	309,116	436,265	789,400	886,400	97,000	12.3%
<b>TOTAL</b>						
<b>General Funds</b>	<b>6,145,166</b>	<b>4,107,778</b>	<b>6,949,898</b>	<b>9,327,361</b>	<b>2,377,463</b>	<b>34.2%</b>
<b>Federal Funds</b>	<b>500,000</b>	<b>500,000</b>	<b>500,000</b>	<b>500,000</b>	<b>0</b>	<b>0.0%</b>
<b>Other Funds</b>	<b>26,256,967</b>	<b>26,112,891</b>	<b>29,972,784</b>	<b>30,999,119</b>	<b>1,026,335</b>	<b>3.4%</b>
<b>Total All Funds</b>	<b>32,902,133</b>	<b>30,720,669</b>	<b>37,422,682</b>	<b>40,826,480</b>	<b>3,403,798</b>	<b>9.1%</b>

## Major Expansions and Reductions

Budget Item		<u>Governor's Recommendation</u>				FTE
		General Funds	Federal Funds	Other Funds	Total Funds	
<b>A.</b>	<b>Bureau Billings</b>	1,033		17,779	18,812	-
<b>B.</b>	<b>Sale/Leaseback</b>	(695,768)		(1,444)	(697,212)	-
<b>C.</b>	<b>State Vehicles</b>			860,000	860,000	-
<b>D.</b>	<b>Statewide M &amp; R</b>	3,072,198		150,000	3,222,198	-
<b>TOTAL</b>		<b>2,377,463</b>		<b>1,026,335</b>	<b>3,403,798</b>	<b>0.0</b>

**A. Bureau Billings:** Increase of \$1,033 from general funds and an increase of \$17,779 in other funds expenditure authority due to increases in bureau billings. (For services provided by central governmental bureaus - Bureau of Administration, Bureau of Finance & Management, Bureau of Information & Telecommunications, and the Bureau of Human Resources.)

	GENERAL FUNDS	FEDERAL FUNDS	OTHER FUNDS	TOTAL
Administration			815	815
Central Services	131		13,899	14,030
State Engineer			2,001	2,001
Office of Hearing Examiners	902			902
PEPL Administration			1,064	1,064
Total	1,033	0	17,779	18,812

**B. Sale/Leaseback:** Reduction of \$695,768 from general funds and a decrease of \$1,444 in other funds expenditure authority for the annual lease payment to the South Dakota Building Authority based on the payment schedule.

	GENERAL FUNDS	FEDERAL FUNDS	OTHER FUNDS	TOTAL
Administration Division (Springfield)	(659,337)		(1,444)	(660,781)
Sale/Leaseback Division (All Others)	(36,431)			(36,431)
Total	(695,768)	0	(1,444)	(697,212)

**C. State Vehicles:** \$763,000 increase in other fund expenditure authority for the principle portion of capital lease purchase payments for state vehicles. \$97,000 increase in other fund expenditure authority for the interest portion of capital lease purchase payments for state vehicles.

**D. Statewide M & R:** Increase of \$3,072,198 from general funds for additional Statewide Maintenance & Repair. A four-year plan has been implemented to increase the M & R budget until it is 2% of the replacement value of the buildings. This is the second year of the plan.

Increase of \$150,000 in other fund expenditure authority for various Capitol Complex projects.

**Governor's Recommended State Employee Compensation Plan – BFM Pool**

For FY15, the Governor recommends the state employee compensation plan be distributed from a pool in the BFM. *Therefore, individual agency budgets do not reflect the change for the compensation plan.*

	<u>General</u>	<u>Federal</u>	<u>Other</u>	<u>Total</u>
Across the Board Increase and Market Adjustments	\$11,006	\$0	\$207,786	\$218,792
Health Insurance	\$10,311	\$0	\$195,614	\$205,925
Movement Toward Job Worth (PACE)	\$2,752	\$0	\$41,105	\$43,857
Pay for Performance (Career Band Families)	\$0	\$0	\$18,212	\$18,212
Targeted Compensation Adjustments	\$0	\$0	\$124,033	\$124,033
Total of all Components	\$24,069	\$0	\$586,750	\$610,819

- ✓ Recommended FY15 - 3.0% PACE; 0%-4.5% Pay for Performance for Career Banding; 3% Across-the-Board/Market; 18.6% Health Insurance; Targeted compensation adjustments for a small number of hard-to-fill, below market vocational jobs.
- ✓ FY14 – 3.5% PACE; 0%-4.5% Pay for Performance for Career Banding; 3% Across-the-Board; 3.5%-4% Market Adjustment for Career Banding; 14.7% Health Insurance
- ✓ FY13 – 2.5% PACE; up to 7.0% Market Adjustment for Career Banding; 3% Across-the-Board; 3.3% Health Insurance.
- ✓ FY12 – 0% PACE; 0% Across-the-Board; 0% Health Insurance. One-time payment to permanent, non-probationary state employees equaling 5%, 3.4%, or 1.7% of the individual's annual salary depending on their longevity. (No increase to base in FY12.)
- ✓ FY11 – 0% PACE; 0% Across-the-Board; 6.3% Health Insurance
- ✓ FY10 – 0% PACE; 0% Across-the-Board; 0% Health Insurance

## ADMINISTRATIVE SERVICES

The mission is to provide the administrative, personnel, financial, and legal services to the Bureau of Administration; to provide government with the services necessary to maintain a safe, productive, clean, efficient, and aesthetically pleasing environment; and to minimize the adverse effects of accidental losses on state government at the lowest possible cost.

	Actual FY12	Actual FY13	Budgeted FY14	Gov Rec FY15	Inc/Dec FY15	% Change From FY14
<b>Personal Services</b>						
Employee Salaries	239,722	225,371	283,883	283,883	0	0.0%
Employee Benefits	56,845	57,765	66,959	66,959	0	0.0%
<b>FTE</b>	3.3	3.2	3.5	3.5	0.0	0.0%
<b>Funding Types</b>						
General	0	0	0	0	0	0.0%
Federal	0	0	0	0	0	0.0%
Other	296,567	283,136	350,842	350,842	0	0.0%
<b>Total PS</b>	296,567	283,136	350,842	350,842	0	0.0%
<b>Operating Expenses</b>						
Travel	1,293	3,682	7,816	7,816	0	0.0%
Contractual Services	685,932	688,627	737,203	77,237	(659,966)	(89.5%)
Supplies & Materials	3,997	3,722	15,166	15,166	0	0.0%
Capital Outlay	7,275	140	7,000	7,000	0	0.0%
Other	0	10	0	0	0	0.0%
<b>Funding Types</b>						
General	648,145	650,710	660,020	683	(659,337)	(99.9%)
Federal	0	0	0	0	0	0.0%
Other	50,352	45,471	107,165	106,536	(629)	(0.6%)
<b>Total OE</b>	698,497	696,181	767,185	107,219	(659,966)	(86.0%)
<b>Totals</b>						
<b>Funding Types</b>						
General	648,145	650,710	660,020	683	(659,337)	(99.9%)
Federal	0	0	0	0	0	0.0%
Other	346,919	328,607	458,007	457,378	(629)	(0.1%)
<b>Total</b>	995,064	979,317	1,118,027	458,061	(659,966)	(59.0%)

## Budget Notes

**Springfield Sale/Leaseback:** Reduction of \$659,337 in general funds and a decrease of \$1,444 in other fund expenditure authority due to the final payment on the sale/leaseback for Springfield being made on 8/15/13.

**Bureau Billings:** Increase of \$815 in other fund expenditure authority due to changes in the internal service rates charged by the bureaus.

## SALE LEASEBACK (BOA/BFM)

The mission is to make lease payments pursuant to Exhibit B of the lease entered into between the Bureau of Administration and the South Dakota Building Authority dated December 1, 1986.

	Actual <u>FY12</u>	Actual <u>FY13</u>	Budgeted <u>FY14</u>	Gov Rec <u>FY15</u>	Inc/Dec <u>FY15</u>	% Change From <u>FY14</u>
<b>Operating Expenses</b>						
Contractual Services	482,281	443,150	395,369	358,938	(36,431)	(9.2%)
<b>Funding Types</b>						
General	482,281	443,150	395,369	358,938	(36,431)	(9.2%)
Federal	0	0	0	0	0	0.0%
Other	0	0	0	0	0	0.0%
<b>Total OE</b>	<b>482,281</b>	<b>443,150</b>	<b>395,369</b>	<b>358,938</b>	<b>(36,431)</b>	<b>(9.2%)</b>
<b>Totals</b>						
<b>Funding Types</b>						
General	482,281	443,150	395,369	358,938	(36,431)	(9.2%)
Federal	0	0	0	0	0	0.0%
Other	0	0	0	0	0	0.0%
<b>Total</b>	<b>482,281</b>	<b>443,150</b>	<b>395,369</b>	<b>358,938</b>	<b>(36,431)</b>	<b>(9.2%)</b>

### Budget Notes

#### Sale/Leaseback History:

In the 1980's, the Legislature sold most state owned buildings and leased them back for state use. This was a revenue generating initiative for the state to use the investment income on the money received from the sale of the buildings. Part of the investment income was to be used to pay for the leases, and the other portion would be realized as net earnings.

The state sold its office buildings valued at approximately \$200,000,000 to the South Dakota Building Authority. To pay for the buildings, the South Dakota Building Authority (SDBA) sold bonds. Bond payments by SDBA to the bondholders would be made out of payments by the state for the use of the same buildings.

The state then took the \$200,000,000 and purchased an annuity contract for \$183,500,000 on the lives of a pool of retired state employees in the SDRS. The revenue stream to the state from the annuity contract would be used to make payments to the SDBA. Of the remaining \$16.5 million, \$14.5 million was used to fund one-time capital projects, and \$2 million was held in reserve to protect against the pool of retired employees dying faster than actuarial projections.

At the end of the 30-year contract (2016), the state will resume ownership of the buildings from the South Dakota Building Authority.

Authority provides for the payment of the original sale/leaseback (Foss, Anderson, State Library, Commerce Building, Becker-Hansen, and Soldiers' and Sailors' War Memorial buildings). The original closing date was December 18, 1986, and the final payment will be December 1, 2016. The funds budgeted are receipted and paid out the same day. There is no impact to the General Fund. Payments associated with this sale/leaseback are funds 0112 and 0122. The activity was refinanced in 1996 to take advantage of a more favorable interest rate. The final payment remains December 1, 2016.

The reduction is based on the payment schedule provided by the South Dakota Building Authority.

This is only a portion of the sales-leaseback initiative; the remaining portion is reported through the Bureau of Finance and Management's budget.

## CENTRAL SERVICES

The mission is to provide purchasing, lease negotiations and management, supplies, printing, mail, travel, state and federal surplus property, records management, and duplicating services to other governmental agencies and to local units of government in an efficient and cost-effective manner.

	Actual FY12	Actual FY13	Budgeted FY14	Gov Rec FY15	Inc/Dec FY15	% Change From FY14
<b>Personal Services</b>						
Employee Salaries	4,297,028	4,064,935	4,682,166	4,682,166	0	0.0%
Employee Benefits	1,394,237	1,580,250	1,709,358	1,709,358	0	0.0%
<b>FTE</b>	134.0	131.5	139.5	138.5	(1.0)	(0.7%)
<b>Funding Types</b>						
General	163,586	168,265	170,837	170,837	0	0.0%
Federal	0	0	0	0	0	0.0%
Other	5,527,679	5,476,920	6,220,687	6,220,687	0	0.0%
<b>Total PS</b>	5,691,265	5,645,185	6,391,524	6,391,524	0	0.0%
<b>Operating Expenses</b>						
Travel	12,752	18,504	55,812	55,812	0	0.0%
Contractual Services	5,767,947	5,293,446	6,070,117	6,084,147	14,030	0.2%
Supplies & Materials	5,110,873	5,086,435	5,427,274	5,427,274	0	0.0%
Capital Outlay	3,329,410	3,109,548	3,556,810	4,319,810	763,000	21.5%
Other	95,783	139,491	500,000	597,000	97,000	19.4%
<b>Funding Types</b>						
General	208,079	208,079	208,135	208,266	131	0.1%
Federal	0	0	0	0	0	0.0%
Other	14,108,686	13,439,345	15,401,878	16,275,777	873,899	5.7%
<b>Total OE</b>	14,316,765	13,647,424	15,610,013	16,484,043	874,030	5.6%
<b>Totals</b>						
<b>Funding Types</b>						
General	371,665	376,344	378,972	379,103	131	0.0%
Federal	0	0	0	0	0	0.0%
Other	19,636,365	18,916,265	21,622,565	22,496,464	873,899	4.0%
<b>Total</b>	20,008,030	19,292,608	22,001,537	22,875,567	874,030	4.0%

## Budget Notes

**Bureau Billing:** Increase of \$131 in general funds and an increase of \$13,899 in other fund expenditure authority due to changes in the internal service rates charged by the bureaus.

**State Vehicles:** \$763,000 increase in other fund expenditure authority for the principle portion of capital lease purchase payments for state vehicles. \$97,000 increase in other fund expenditure authority for the interest portion of capital lease purchase payments for state vehicles.

**FTE Decrease:** Decrease of 1.0 FTE in Central Services

## STATE ENGINEER

The mission is to provide services to state government-related facility needs in the areas of planning, design, construction, maintenance, operation, and use of state-owned buildings.

	<b>Actual FY12</b>	<b>Actual FY13</b>	<b>Budgeted FY14</b>	<b>Gov Rec FY15</b>	<b>Inc/Dec FY15</b>	<b>% Change From FY14</b>
<b>Personal Services</b>						
Employee Salaries	548,447	601,155	742,088	742,088	0	0.0%
Employee Benefits	145,388	176,801	222,857	222,857	0	0.0%
<b>FTE</b>	11.2	11.9	13.0	14.0	1.0	7.7%
<b>Funding Types</b>						
General	0	0	0	0	0	0.0%
Federal	0	0	0	0	0	0.0%
Other	693,835	777,956	964,945	964,945	0	0.0%
<b>Total PS</b>	693,835	777,956	964,945	964,945	0	0.0%
<b>Operating Expenses</b>						
Travel	51,684	52,848	65,564	65,564	0	0.0%
Contractual Services	118,106	122,721	125,415	127,416	2,001	1.6%
Supplies & Materials	11,877	12,063	23,000	23,000	0	0.0%
Capital Outlay	3,087	11,237	2,050	2,050	0	0.0%
<b>Funding Types</b>						
General	0	0	0	0	0	0.0%
Federal	0	0	0	0	0	0.0%
Other	184,754	198,869	216,029	218,030	2,001	0.9%
<b>Total OE</b>	184,754	198,869	216,029	218,030	2,001	0.9%
<b>Totals</b>						
<b>Funding Types</b>						
General	0	0	0	0	0	0.0%
Federal	0	0	0	0	0	0.0%
Other	878,590	976,825	1,180,974	1,182,975	2,001	0.2%
<b>Total</b>	878,590	976,825	1,180,974	1,182,975	2,001	0.2%

## Budget Notes

**Bureau Billings:** Increase of \$2,001 in other funds expenditure authority due to changes in the internal service rates charged by the bureaus.

**FTE Increase:** Increase of 1.0 FTE for an additional engineer based on an increased work load for the state engineer's office.

## STATEWIDE MAINTENANCE AND REPAIR (M&R)

The mission is to add to the value or extend the useful life of the Capitol Complex buildings and grounds, state agencies, institutions under the supervision of the Departments of Corrections, Social Services and Human Services, and the State Veterans' Home; and to make necessary alterations and repairs.

	<u>Actual</u> <u>FY12</u>	<u>Actual</u> <u>FY13</u>	<u>Budgeted</u> <u>FY14</u>	<u>Gov Rec</u> <u>FY15</u>	<u>Inc/Dec</u> <u>FY15</u>	<u>% Change</u> <u>From</u> <u>FY14</u>
<b>Operating Expenses</b>						
Capital Outlay	8,101,326	6,062,049	8,919,999	12,142,197	3,222,198	36.1%
<b>Funding Types</b>						
General	4,390,285	2,351,008	5,208,958	8,281,156	3,072,198	59.0%
Federal	500,000	500,000	500,000	500,000	0	0.0%
Other	3,211,041	3,211,041	3,211,041	3,361,041	150,000	4.7%
<b>Total OE</b>	<b>8,101,326</b>	<b>6,062,049</b>	<b>8,919,999</b>	<b>12,142,197</b>	<b>3,222,198</b>	<b>36.1%</b>
<b>Totals</b>						
<b>Funding Types</b>						
General	4,390,285	2,351,008	5,208,958	8,281,156	3,072,198	59.0%
Federal	500,000	500,000	500,000	500,000	0	0.0%
Other	3,211,041	3,211,041	3,211,041	3,361,041	150,000	4.7%
<b>Total</b>	<b>8,101,326</b>	<b>6,062,049</b>	<b>8,919,999</b>	<b>12,142,197</b>	<b>3,222,198</b>	<b>36.1%</b>

## Budget Notes

**Statewide M & R:** Increase of \$3,072,198 from general funds for additional Statewide Maintenance & Repair. A four-year plan has been implemented to increase the M & R budget until it is 2% of the replacement value of the buildings. This is the second year of the plan.

Increase of \$150,000 in other fund expenditure authority for various Capitol Complex projects.

## OFFICE OF HEARING EXAMINERS

The mission is to be responsible for the impartial administration of administrative hearings; to ensure all citizens of South Dakota receive fair, prompt, and objective hearings; and to provide a fair hearing through flexible due process for any contested case with the details and extent of the hearing varying according to the nature and circumstances of each case as allowed by the law.

	<u>Actual</u> <u>FY12</u>	<u>Actual</u> <u>FY13</u>	<u>Budgeted</u> <u>FY14</u>	<u>Gov Rec</u> <u>FY15</u>	<u>Inc/Dec</u> <u>FY15</u>	<u>% Change</u> <u>From</u> <u>FY14</u>
<b>Personal Services</b>						
Employee Salaries	149,506	167,595	187,403	187,403	0	0.0%
Employee Benefits	37,253	47,967	50,993	50,993	0	0.0%
<b>FTE</b>	2.8	3.2	3.0	3.0	0.0	0.0%
<b>Funding Types</b>						
General	186,758	215,562	238,396	238,396	0	0.0%
Federal	0	0	0	0	0	0.0%
Other	0	0	0	0	0	0.0%
<b>Total PS</b>	186,758	215,562	238,396	238,396	0	0.0%
<b>Operating Expenses</b>						
Travel	786	169	7,951	7,951	0	0.0%
Contractual Services	62,504	65,850	44,482	45,384	902	2.0%
Supplies & Materials	2,742	3,107	13,500	13,500	0	0.0%
Capital Outlay	0	1,878	2,250	2,250	0	0.0%
<b>Funding Types</b>						
General	66,032	71,004	68,183	69,085	902	1.3%
Federal	0	0	0	0	0	0.0%
Other	0	0	0	0	0	0.0%
<b>Total OE</b>	66,032	71,004	68,183	69,085	902	1.3%
<b>Totals</b>						
<b>Funding Types</b>						
General	252,790	286,566	306,579	307,481	902	0.3%
Federal	0	0	0	0	0	0.0%
Other	0	0	0	0	0	0.0%
<b>Total</b>	252,790	286,566	306,579	307,481	902	0.3%

## Budget Notes

**Bureau Billings:** Increase of \$902 in general funds due to changes in the internal service rates charged by the bureaus.

## PEPL FUND ADMINISTRATION - INFORMATIONAL

The mission is to provide liability tort claims coverage for state employees and to provide loss control services as a part of the coverage program.

	<u>Actual</u> <u>FY12</u>	<u>Actual</u> <u>FY13</u>	<u>Budgeted</u> <u>FY14</u>	<u>Gov Rec</u> <u>FY15</u>	<u>Inc/Dec</u> <u>FY15</u>	<u>% Change</u> <u>From</u> <u>FY14</u>
<b>Personal Services</b>						
Employee Salaries	242,700	191,499	293,882	293,882	0	0.0%
Employee Benefits	55,962	53,653	78,245	78,245	0	0.0%
<b>FTE</b>	3.9	3.6	4.0	4.0	0.0	0.0%
<b>Funding Types</b>						
General	0	0	0	0	0	0.0%
Federal	0	0	0	0	0	0.0%
Other	298,662	245,153	372,127	372,127	0	0.0%
<b>Total PS</b>	298,662	245,153	372,127	372,127	0	0.0%
<b>Operating Expenses</b>						
Travel	16,698	20,927	35,500	35,500	0	0.0%
Contractual Services	879,729	949,742	1,775,614	1,776,678	1,064	0.1%
Supplies & Materials	4,955	2,869	11,956	11,956	0	0.0%
Capital Outlay	7,434	1,597	5,000	5,000	0	0.0%
<b>Funding Types</b>						
General	0	0	0	0	0	0.0%
Federal	0	0	0	0	0	0.0%
Other	908,817	975,135	1,828,070	1,829,134	1,064	0.1%
<b>Total OE</b>	908,817	975,135	1,828,070	1,829,134	1,064	0.1%
<b>Totals</b>						
<b>Funding Types</b>						
General	0	0	0	0	0	0.0%
Federal	0	0	0	0	0	0.0%
Other	1,207,479	1,220,287	2,200,197	2,201,261	1,064	0.0%
<b>Total</b>	1,207,479	1,220,287	2,200,197	2,201,261	1,064	0.0%

### Budget Notes

**Bureau Billings:** Increase of \$1,064 in other fund expenditure authority due to changes in the internal service rates charged by the bureaus.

## PEPL FUND CLAIMS - INFORMATIONAL

The mission is to provide liability tort claims coverage for state employees.

	<u>Actual</u> <u>FY12</u>	<u>Actual</u> <u>FY13</u>	<u>Budgeted</u> <u>FY14</u>	<u>Gov Rec</u> <u>FY15</u>	<u>Inc/Dec</u> <u>FY15</u>	<u>% Change</u> <u>From</u> <u>FY14</u>
<b>Personal Services</b>						
Employee Benefits	0	1	0	0	0	0.0%
<b>FTE</b>	0.0	0.0	0.0	0.0	0.0	0.0%
<b>Funding Types</b>						
General	0	0	0	0	0	0.0%
Federal	0	0	0	0	0	0.0%
Other	0	1	0	0	0	0.0%
<b>Total PS</b>	0	1	0	0	0	0.0%
<b>Operating Expenses</b>						
Travel	7,250	8,072	10,300	10,300	0	0.0%
Contractual Services	755,991	1,154,981	1,000,200	1,000,200	0	0.0%
Supplies & Materials	0	49	100	100	0	0.0%
Other	213,333	296,764	289,400	289,400	0	0.0%
<b>Funding Types</b>						
General	0	0	0	0	0	0.0%
Federal	0	0	0	0	0	0.0%
Other	976,575	1,459,866	1,300,000	1,300,000	0	0.0%
<b>Total OE</b>	976,575	1,459,866	1,300,000	1,300,000	0	0.0%
<b>Totals</b>						
<b>Funding Types</b>						
General	0	0	0	0	0	0.0%
Federal	0	0	0	0	0	0.0%
Other	976,575	1,459,867	1,300,000	1,300,000	0	0.0%
<b>Total</b>	976,575	1,459,867	1,300,000	1,300,000	0	0.0%

### Budget Notes

No changes recommended.

## Other Fund Balances

Company and Fund Name	Blue Book Page	Ending Balance - June 30		Five Year Average	Lowest Monthly Cash Balance in Past Five Years	
		FY2012	FY2013	Cash Balance	Amount	Month
Company 3007 - Department of Corrections Building Improvement Fund and the Department of Human Services Building Improvement Fund	36	\$ 1,444	\$ 1,478	\$ 1,642	\$ 1,192	May 2009
Company 3007 - State Capital Construction Fund	37	\$ -	\$ -	\$ -	\$ -	July 2008
Company 3007 - Statewide M&R Fund	38	\$ 2,605,606	\$ 2,694,406	\$ 2,708,750	\$ 2,353,504	July 2010
Company 3007 - Memorial Maintenance Fund	39	\$ 14,125	\$ -	\$ 12,006	\$ -	October 2012
Company 3029 - Extraordinary Litigation Fund	40	\$ 1,210,988	\$ 1,185,107	\$ 640,796	\$ (752,551)	March 2010
Company 3113 - Maintenance of Buildings and Grounds	41	\$ 1,714,609	\$ 2,093,683	\$ 1,986,893	\$ 896,887	November 2010
Company 6003 - Records Management Internal Service Fund	42	\$ 137,214	\$ 127,247	\$ 167,044	\$ 127,247	June 2013
Company 6004 - Buildings and Grounds	43	\$ 69,011	\$ 660,965	\$ 265,927	\$ (762,580)	November 2012
Company 6005 - Central Mail Services Fund	44	\$ 674,697	\$ 518,455	\$ 427,086	\$ 32,866	August 2008
Company 6006 - Supply Internal Service Fund	45	\$ 305,741	\$ -	\$ 204,032	\$ 67,549	June 2013
Company 6007 - Central Duplicating	46	\$ 183,185	\$ 215,589	\$ 424,287	\$ 153,705	March 2012
Company 6008 - Fleet & Travel Management	47	\$ 141,475	\$ 1,886,647	\$ 1,022,117	\$ (1,848,329)	August 2008
Company 6014 - Public Entity Pool for Liability	48	\$ 10,331,166	\$ 9,845,622	\$ 8,575,855	\$ 6,468,695	August 2008
Company 6015 - Procurement Management Internal Service Fund	49	\$ 109,012	\$ 13,454	\$ 66,088	\$ (34,557)	October 2008
Company 6016 - State Engineer	50	\$ 552,840	\$ 559,254	\$ 607,324	\$ 446,230	November 2012
Company 6019 - BOA Support Services	51	\$ 246,467	\$ 238,562	\$ 123,049	\$ (155,270)	November 2008
Company 6021 - Property Management Internal Service Fund	52	\$ 31,847	\$ 25,882	\$ 34,236	\$ (13,168)	January 2013
Company 6509 - Special State Flag Account	53	\$ 373	\$ 16,157	\$ 1,561	\$ (4,995)	August 2012
Company 6511 - Federal Surplus Property	54	\$ 393,281	\$ 534,437	\$ 428,752	\$ 165,446	October 2008
Company 8000 - Agency Fund	55	\$ 368,490	\$ 309,049	N/A	N/A	N/A

Refer to the **Supplemental Information** Section for more information on these and other funds.

## Major Budget Change History

### **FY14:**

- ✓ Implemented a four-year plan to increase the Statewide Maintenance & Repair budget until it is 2% of the replacement value of the buildings.

### **FY13:**

- ✓ Discontinued the Central Supply Program.
- ✓ Eliminated 2.0 FTE and associated other funds within the Central Services Division.

### **FY12:**

- ✓ Various across-the-board cuts to personal services, operating expenses and 8.5 FTEs (0.5 FTE in Administrative Services, 6.0 FTEs in Central Services, 1.0 FTE in State Engineer, and 1.0 FTE in PEPL Fund Administration).

### **Interim 2010**

- ✓ The Bureau of Administration was reviewed during the 2010 legislative interim as part of the Legislative process of reviewing all departments.

## Interagency Billings

Below are the sources of funds BOA used to pay for services provided by central governmental bureaus (Bureau of Finance and Management, Bureau of Information and Telecommunications, Bureau of Administration, and the Bureau of Human Resources) in FY 2013.

FY13 Actual Expenditures	General Funds	Federal Funds	Other Funds	Total Funds
Bureau of Administration	216,234	22,445	2,336,452	2,575,131
Bureau of Finance and Management	152	306	165,936	166,394
Bureau of Human Resources	2,486	-	65,931	68,417
Bureau of Information and Telecommunications	13,637	-	260,205	273,842
<i>Total Bureau Billings</i>	232,510	22,750	2,828,524	3,083,784

## BOA Billing Summary

### FY2013 BOA Revenue Billings Summary

Department	General	Federal	Other	Total
Governor's Office	298,758.13	6,480.01	41,139.10	346,377.24
Bureau of Finance and Mgmt.	31,806.75	-	180,197.92	212,004.67
Bureau of Administration	216,234.18	22,444.50	2,336,451.98	2,575,130.66
Bureau of Information & Telecomm.	186,974.66	18,246.25	747,430.31	952,651.22
Bureau of Human Resources	22,624.97	1,702.69	230,608.49	254,936.15
Revenue	38,214.45	-	1,495,773.91	1,533,988.36
Agriculture	391,656.52	392,653.31	353,112.98	1,137,422.81
Tourism	817,787.42	54,557.11	245,317.17	1,117,661.70
Game, Fish, & Parks	-	985,165.02	2,798,543.49	3,783,708.51
Tribal Relations	12,404.91	-	-	12,404.91
Social Services	1,715,153.45	1,978,867.98	20,511.01	3,714,532.44
Health	175,329.17	810,477.19	322,769.62	1,308,575.98
Labor	34,427.13	354,509.60	554,753.81	943,690.54
Retirement	-	-	187,844.20	187,844.20
Transportation	-	-	5,483,602.79	5,483,602.79
Education	519,971.80	353,371.86	5,422.77	878,766.43
Public Safety	222,155.92	305,989.37	711,330.19	1,239,475.48
Board of Regents	148,097.09	36,574.20	2,341,582.60	2,526,253.89
Military	41,979.47	86,052.71	1,089.12	129,121.30
Veterans Affairs	72,163.26	14,123.03	80,457.11	166,743.40
Corrections	875,339.04	50,578.28	109,111.93	1,035,029.25
Human Services	106,302.99	253,629.13	2,120.48	362,052.60
Environment & Natural Resources	336,313.79	312,075.04	158,112.03	806,500.86
Public Utilities Commission	18,730.57	15,696.22	92,741.36	127,168.15
Unified Judicial System	456,057.06	5,136.44	206,287.61	667,481.11
Legislature	458,550.31	-	-	458,550.31
Attorney General	1,101,754.87	192,894.69	771,912.33	2,066,561.89
School & Public Lands	33,278.61	-	-	33,278.61
Secretary of State	108,222.49	9,007.47	41,482.44	158,712.40
State Treasurer	21,488.69	-	27,469.63	48,958.32
State Auditor	53,472.10	-	-	53,472.10
<b>Total</b>	<b>8,515,249.80</b>	<b>6,260,232.10</b>	<b>19,547,176.38</b>	<b>34,322,658.28</b>

## BOA Billing Rates

### South Dakota Bureau of Administration BILLING RATES

<u>BILLING AGENCY</u>	<u>ESTIMATED FY14 RATE</u>	<u>CURRENT FY14 RATE</u>	<u>ESTIMATED FY15 RATE</u>	<u>BILLING AGENCY</u>	<u>ESTIMATED FY14 RATE</u>	<u>CURRENT FY14 RATE</u>	<u>ESTIMATED FY15 RATE</u>
<b><u>PURCHASING</u></b>				<b><u>STATE ENGINEER</u></b>			
Per \$100 purchased	\$0.52	\$0.62	\$0.64	Per hour	\$93.00	\$102.00	\$103.00
<b><u>PROPERTY MGT.</u></b>				<b><u>PEPL-Liability Pool</u></b>			
Per \$100 purchased	\$0.32	\$0.34	\$0.45	General - per FTE	\$195.00	\$150.00	\$195.00
<b><u>BUILDINGS AND GROUNDS</u></b>				Fleet - per vehicle	\$262.00	\$140.00	\$262.00
Per square foot	\$12.73	\$13.14	\$13.36	<b><u>FLEET AND TRAVEL</u></b>			
<b><u>RECORDS MANAGEMENT</u></b>				Per mile:			
Records Series / Annual	\$10.40	\$14.20	\$14.62	Comp/Int	\$0.37	\$0.34	\$0.32
Box Storage-per box / Annual	\$6.40	\$8.52	\$8.78	Full	\$0.35	\$0.32	\$0.30
Vault Storage-per cartridge/quarterly	\$0.07	\$0.03	\$0.04	Police	\$0.52	\$0.49	\$0.49
<b><u>CENTRAL MAIL</u></b>				Suburban	\$0.50	\$0.47	\$0.45
Per piece	\$0.093	\$0.102	\$0.115	SUV	\$0.50	\$0.47	\$0.47
<b><u>CENTRAL SUPPLY</u></b>				Mini-van	\$0.39	\$0.36	\$0.36
Percent of sales	<i>Program Eliminated</i>	<i>Program Eliminated</i>	<i>Program Eliminated</i>	Full Van	\$0.46	\$0.47	\$0.47
<b><u>PRINTING</u></b>				1/2 ton truck	\$0.49	\$0.47	\$0.45
Photocopy - per copy	\$0.024	\$0.021	\$0.022	3/4 ton truck	\$0.64	\$0.63	\$0.60
Print & Assemble - per minute	\$1.65	\$1.60	\$1.65	1 ton truck	\$0.96	\$0.96	\$0.95
				Dump truck	\$2.31	\$2.31	\$2.31
				Bus	\$1.32	\$1.32	\$1.22

Rates are actuarial based, reviewed quarterly, and adjusted as needed.

Projections as of 12/3/2013