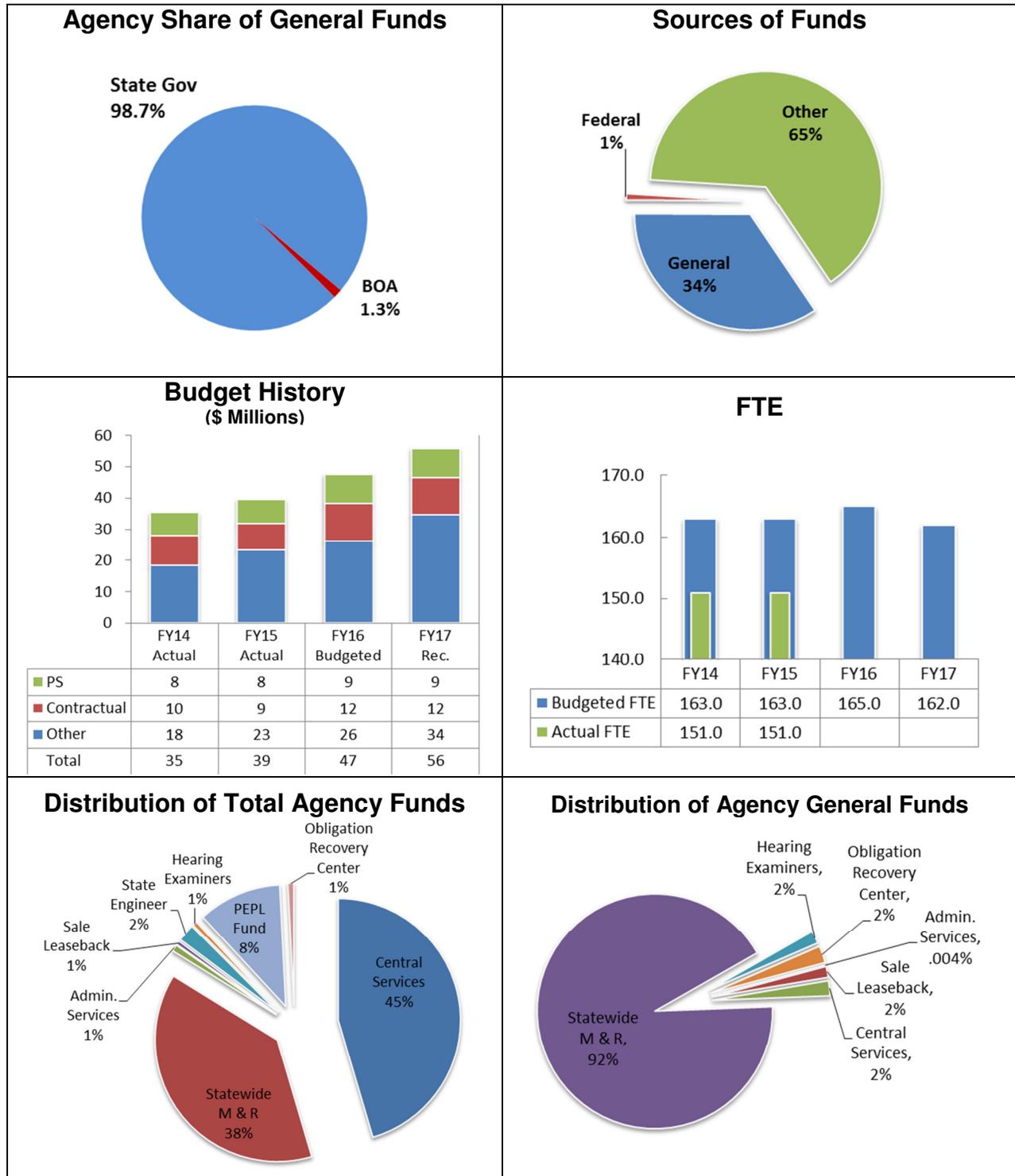


FY17 Budget Briefing

Bureau of Administration

Information contained in this document is based on the Governor's original recommended FY17 budget.
This document may not correspond with the final FY17 budget adopted by the Legislature.



Key Personnel

- Jeff Holden, Commissioner
- Scott Bollinger, Deputy Commissioner
- Terry Miller, Finance Officer
- John DeLoache, Director of Fleet and Travel Management
- Craig Ambach, Director of Risk Management
- Kristi Honeywell, State Engineer

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.

	<u>Actual</u> <u>FY2014</u>	<u>Actual</u> <u>FY2015</u>	<u>Budgeted</u> <u>FY2016</u>	<u>Agency</u> <u>Request</u> <u>FY2017</u>	<u>Gov Rec</u> <u>FY2017</u>	<u>Gov Rec</u> <u>Inc/Dec</u> <u>FY2017</u>	<u>% Change</u> <u>From</u> <u>FY2016</u>
Personal Services							
Employee Salaries	5,377,037	5,658,212	6,813,857	6,883,373	6,813,857	0	0.0%
Employee Benefits	2,137,613	2,102,474	2,430,732	2,449,594	2,430,732	0	0.0%
FTE	151.0	151.0	165.0	166.0	162.0	(3.0)	(1.8%)
Funding Types							
General	411,244	426,655	446,571	534,949	446,571	0	0.0%
Federal	0	0	0	0	0	0	0.0%
Other	7,103,406	7,334,031	8,798,018	8,798,018	8,798,018	0	0.0%
Total PS	7,514,651	7,760,686	9,244,589	9,332,967	9,244,589	0	0.0%
Operating Expenses							
Travel	102,572	111,304	183,943	184,443	183,943	0	0.0%
Contractual Services	9,509,164	8,661,468	12,099,023	12,074,622	12,069,785	(29,238)	(0.2%)
Supplies & Materials	4,905,273	4,475,382	5,229,745	5,230,495	5,229,745	0	0.0%
Capital Outlay	12,589,148	16,636,211	18,792,156	26,847,724	27,156,334	8,364,178	44.5%
Other	610,273	1,817,632	1,815,298	1,950,889	1,815,298	0	0.0%
Funding Types							
General	6,541,132	8,918,517	11,911,539	18,298,117	18,794,795	6,883,256	57.8%
Federal	500,000	500,000	500,000	500,000	500,000	0	0.0%
Other	20,675,298	22,283,480	25,708,626	27,490,056	27,160,310	1,451,684	5.6%
Total OE	27,716,430	31,701,997	38,120,165	46,288,173	46,455,105	8,334,940	21.9%
Totals							
Funding Types							
General	6,952,376	9,345,172	12,358,110	18,833,066	19,241,366	6,883,256	55.7%
Federal	500,000	500,000	500,000	500,000	500,000	0	0.0%
Other	27,778,704	29,617,511	34,506,644	36,288,074	35,958,328	1,451,684	4.2%
Total	35,231,081	39,462,683	47,364,754	55,621,140	55,699,694	8,334,940	17.6%

Department Object Detail

Item	Actual FY2014	Actual FY2015	Budgeted FY2016	Gov Rec FY2017	Inc/Dec Over FY2016	% Change Over FY2016
PERSONAL SERVICES						
General Funds	411,245	426,655	446,571	446,571	0	0.0%
Federal Funds	0	0	0	0	0	0.0%
Other Funds	7,103,407	7,334,031	8,798,018	8,798,018	0	0.0%
Total Personal Services	7,514,652	7,760,686	9,244,589	9,244,589	0	0.0%
FTE	151.0	151.0	165.0	162.0	(3.0)	(1.8%)
TRAVEL						
General Funds	5,260	6,484	13,374	13,374	0	0.0%
Federal Funds	0	0	0	0	0	0.0%
Other Funds	97,312	104,820	170,569	170,569	0	0.0%
Total Travel	102,572	111,304	183,943	183,943	0	0.0%
CONTRACTUAL SERVICES						
General Funds	1,191,017	534,199	902,285	873,047	(29,238)	(3.2%)
Federal Funds	0	0	0	0	0	0.0%
Other Funds	8,318,147	8,127,269	11,196,738	11,196,738	0	0.0%
Total Contractual Services	9,509,164	8,661,468	12,099,023	12,069,785	(29,238)	(0.2%)
SUPPLIES AND MATERIALS						
General Funds	129,923	93,889	119,562	119,562	0	0.0%
Federal Funds	0	0	0	0	0	0.0%
Other Funds	4,775,350	4,381,493	5,110,183	5,110,183	0	0.0%
Total Supplies and Materials	4,905,273	4,475,382	5,229,745	5,229,745	0	0.0%
GRANTS AND SUBSIDIES						
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%
CAPITAL OUTLAY						
General Funds	5,214,932	8,283,945	10,876,318	17,788,812	6,912,494	63.6%
Federal Funds	500,000	500,000	500,000	500,000	0	0.0%
Other Funds	6,874,216	7,852,266	7,415,838	8,867,522	1,451,684	19.6%
Total Capital Outlay	12,589,148	16,636,211	18,792,156	27,156,334	8,364,178	44.5%
OTHER						
General Funds	0	0	0	0	0	0.0%
Federal Funds	0	0	0	0	0	0.0%
Other Funds	610,273	1,817,632	1,815,298	1,815,298	0	0.0%
Total Other	610,273	1,817,632	1,815,298	1,815,298	0	0.0%
TOTAL						
General Funds	6,952,377	9,345,172	12,358,110	19,241,366	6,883,256	55.7%
Federal Funds	500,000	500,000	500,000	500,000	0	0.0%
Other Funds	27,778,705	29,617,511	34,506,644	35,958,328	1,451,684	4.2%
Total All Funds	35,231,082	39,462,683	47,364,754	55,699,694	8,334,940	17.6%

Major Expansions and Reductions

	Governor's Recommendation				
	General Funds	Federal Funds	Other Funds	Total Funds	FTE
A. Sale/Leaseback	(29,238)	-	-	(29,238)	-
B. Central Services FTE Reduction	-	-	-	-	(3.0)
C. State Fleet	-	-	1,451,684	1,451,684	-
D. Statewide Maintenance & Repair	6,912,494	-	-	6,912,494	-
Total	6,883,256	-	1,451,684	8,334,940	(3.0)

A. Sale/Leaseback – Reduction of \$29,238 in general funds for the annual lease payment to the South Dakota Building Authority based on the payment schedule. The final payment will be December 1, 2016.

B. Central Services FTE Reduction – Reduction of 1.0 FTE in Records Management, 1.0 FTE in Central Duplicating, and 1.0 FTE in Federal Surplus Property to align the budgeted FTE with anticipated utilization.

C. State Fleet – Increase of \$1,451,684 in other fund authority for the principal portion of capital lease payments on state vehicles to replace older vehicles in the fleet.

D. Statewide Maintenance and Repair – Increase of \$6,912,494 in general funds for the maintenance and repair of state buildings. This is the last year of a four-year plan to reach an M&R budget of 2% of the replacement value of state-owned buildings.

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.

Center 0121 Administrative Services

	Actual FY2014	Actual FY2015	Budgeted FY2016	Agency Request FY2017	Gov Rec FY2017	Gov Rec Inc/Dec FY2017	% Change From FY2016
Personal Services							
Employee Salaries	211,715	272,882	304,883	304,883	304,883	0	0.0%
Employee Benefits	56,652	72,644	74,804	74,804	74,804	0	0.0%
FTE	2.9	3.8	3.5	3.5	3.5	0.0	0.0%
Funding Types							
General	0	0	0	0	0	0	0.0%
Federal	0	0	0	0	0	0	0.0%
Other	268,367	345,526	379,687	379,687	379,687	0	0.0%
Total PS	268,367	345,526	379,687	379,687	379,687	0	0.0%
Operating Expenses							
Travel	2,250	4,279	7,816	7,816	7,816	0	0.0%
Contractual Services	696,304	34,106	82,658	82,658	82,658	0	0.0%
Supplies & Materials	2,887	1,894	15,166	15,166	15,166	0	0.0%
Capital Outlay	917	6,643	7,000	7,000	7,000	0	0.0%
Other	5	0	0	0	0	0	0.0%
Funding Types							
General	659,336	222	683	683	683	0	0.0%
Federal	0	0	0	0	0	0	0.0%
Other	43,027	46,700	111,957	111,957	111,957	0	0.0%
Total OE	702,363	46,922	112,640	112,640	112,640	0	0.0%
Totals							
Funding Types							
General	659,336	222	683	683	683	0	0.0%
Federal	0	0	0	0	0	0	0.0%
Other	311,394	392,226	491,644	491,644	491,644	0	0.0%
Total	970,731	392,448	492,327	492,327	492,327	0	0.0%

Budget Notes

No budget increase or decrease in the Governor's recommendation.

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.

Center 0122		Sale Leaseback (BFM/BOA)					
	Actual FY2014	Actual FY2015	Budgeted FY2016	Agency Request FY2017	Gov Rec FY2017	Gov Rec Inc/Dec FY2017	% Change From FY2016
Operating Expenses							
Contractual Services	395,369	358,937	318,688	289,450	289,450	(29,238)	(9.2%)
Funding Types							
General	395,369	358,937	318,688	289,450	289,450	(29,238)	(9.2%)
Federal	0	0	0	0	0	0	0.0%
Other	0	0	0	0	0	0	0.0%
Total OE	395,369	358,937	318,688	289,450	289,450	(29,238)	(9.2%)
Totals							
Funding Types							
General	395,369	358,937	318,688	289,450	289,450	(29,238)	(9.2%)
Federal	0	0	0	0	0	0	0.0%
Other	0	0	0	0	0	0	0.0%
Total	395,369	358,937	318,688	289,450	289,450	(29,238)	(9.2%)

Budget Notes

Sale/Leaseback Payments - Reduction of \$29,238 in general funds for the annual lease payment to the South Dakota Building Authority based on the payment schedule. The final payment will be December 1, 2016.

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 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, 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.

Center 0123		Central Services					
	Actual FY2014	Actual FY2015	Budgeted FY2016	Agency Request FY2017	Gov Rec FY2017	Gov Rec Inc/Dec FY2017	% Change From FY2016
Personal Services							
Employee Salaries	4,135,683	4,335,746	5,078,579	5,078,579	5,078,579	0	0.0%
Employee Benefits	1,768,214	1,721,662	1,958,378	1,958,378	1,958,378	0	0.0%
FTE	130.1	129.1	138.5	138.5	135.5	(3.0)	(2.2%)
Funding Types							
General	177,091	175,997	186,880	186,880	186,880	0	0.0%
Federal	0	0	0	0	0	0	0.0%
Other	5,726,805	5,881,411	6,850,077	6,850,077	6,850,077	0	0.0%
Total PS	5,903,896	6,057,408	7,036,957	7,036,957	7,036,957	0	0.0%
Operating Expenses							
Travel	20,324	19,764	56,812	56,812	56,812	0	0.0%
Contractual Services	5,451,956	5,924,944	6,660,336	6,660,336	6,660,336	0	0.0%
Supplies & Materials	4,885,678	4,457,690	5,174,523	5,174,523	5,174,523	0	0.0%
Capital Outlay	3,665,390	4,438,710	4,328,061	5,973,900	5,779,745	1,451,684	33.5%
Other	213,976	252,632	603,000	738,591	603,000	0	0.0%
Funding Types							
General	208,135	208,460	210,049	210,049	210,049	0	0.0%
Federal	0	0	0	0	0	0	0.0%
Other	14,029,188	14,885,281	16,612,683	18,394,113	18,064,367	1,451,684	8.7%
Total OE	14,237,323	15,093,741	16,822,732	18,604,162	18,274,416	1,451,684	8.6%
Totals							
Funding Types							
General	385,226	384,458	396,929	396,929	396,929	0	0.0%
Federal	0	0	0	0	0	0	0.0%
Other	19,755,994	20,766,692	23,462,760	25,244,190	24,914,444	1,451,684	6.2%
Total	20,141,220	21,151,149	23,859,689	25,641,119	25,311,373	1,451,684	6.1%

Budget Notes

FTE Reduction – Reduction of 1.0 FTE in Records Management, 1.0 FTE in Central Duplicating, and 1.0 FTE in Federal Surplus Property to align the budgeted FTE with anticipated utilization.

State Fleet – Increase of \$1,451,684 in other fund authority for the principal portion of capital lease payments on state vehicles to replace older vehicles in the fleet.

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.

Center 0124 State Engineer

	<u>Actual FY2014</u>	<u>Actual FY2015</u>	<u>Budgeted FY2016</u>	<u>Agency Request FY2017</u>	<u>Gov Rec FY2017</u>	<u>Gov Rec Inc/Dec FY2017</u>	<u>% Change From FY2016</u>
Personal Services							
Employee Salaries	641,793	663,216	803,598	803,598	803,598	0	0.0%
Employee Benefits	199,456	196,255	252,344	252,344	252,344	0	0.0%
FTE	11.7	11.5	14.0	14.0	14.0	0.0	0.0%
Funding Types							
General	0	0	0	0	0	0	0.0%
Federal	0	0	0	0	0	0	0.0%
Other	841,249	859,471	1,055,942	1,055,942	1,055,942	0	0.0%
Total PS	841,249	859,471	1,055,942	1,055,942	1,055,942	0	0.0%
Operating Expenses							
Travel	50,688	47,267	65,564	65,564	65,564	0	0.0%
Contractual Services	126,944	141,592	149,715	149,715	149,715	0	0.0%
Supplies & Materials	10,123	10,477	14,500	14,500	14,500	0	0.0%
Capital Outlay	896	19,758	2,050	2,050	2,050	0	0.0%
Funding Types							
General	0	0	0	0	0	0	0.0%
Federal	0	0	0	0	0	0	0.0%
Other	188,650	219,094	231,829	231,829	231,829	0	0.0%
Total OE	188,650	219,094	231,829	231,829	231,829	0	0.0%
Totals							
Funding Types							
General	0	0	0	0	0	0	0.0%
Federal	0	0	0	0	0	0	0.0%
Other	1,029,899	1,078,565	1,287,771	1,287,771	1,287,771	0	0.0%
Total	1,029,899	1,078,565	1,287,771	1,287,771	1,287,771	0	0.0%

Budget Notes

No budget increase or decrease in the Governor's recommendation.

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.

Center 0125 Statewide Maintenance and Repair

	<u>Actual</u> <u>FY2014</u>	<u>Actual</u> <u>FY2015</u>	<u>Budgeted</u> <u>FY2016</u>	<u>Agency</u> <u>Request</u> <u>FY2017</u>	<u>Gov Rec</u> <u>FY2017</u>	<u>Gov Rec</u> <u>Inc/Dec</u> <u>FY2017</u>	<u>% Change</u> <u>From</u> <u>FY2016</u>
Operating Expenses							
Capital Outlay	8,919,999	12,142,197	14,447,795	20,856,024	21,360,289	6,912,494	47.8%
Funding Types							
General	5,208,958	8,281,156	10,858,549	17,266,778	17,771,043	6,912,494	63.7%
Federal	500,000	500,000	500,000	500,000	500,000	0	0.0%
Other	3,211,041	3,361,041	3,089,246	3,089,246	3,089,246	0	0.0%
Total OE	8,919,999	12,142,197	14,447,795	20,856,024	21,360,289	6,912,494	47.8%
Totals							
Funding Types							
General	5,208,958	8,281,156	10,858,549	17,266,778	17,771,043	6,912,494	63.7%
Federal	500,000	500,000	500,000	500,000	500,000	0	0.0%
Other	3,211,041	3,361,041	3,089,246	3,089,246	3,089,246	0	0.0%
Total	8,919,999	12,142,197	14,447,795	20,856,024	21,360,289	6,912,494	47.8%

Budget Notes

Statewide Maintenance and Repair – Increase of \$6,912,494 in general funds for the maintenance and repair of state buildings. FY17 will be the last year of a four-year plan to reach an M&R budget of 2% of the replacement value of state-owned buildings.

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.

Center 0126 Office of Hearing Examiners

	<u>Actual</u> <u>FY2014</u>	<u>Actual</u> <u>FY2015</u>	<u>Budgeted</u> <u>FY2016</u>	<u>Agency</u> <u>Request</u> <u>FY2017</u>	<u>Gov Rec</u> <u>FY2017</u>	<u>Gov Rec</u> <u>Inc/Dec</u> <u>FY2017</u>	<u>% Change</u> <u>From</u> <u>FY2016</u>
Personal Services							
Employee Salaries	180,751	194,420	202,557	272,073	202,557	0	0.0%
Employee Benefits	53,402	56,237	57,134	75,996	57,134	0	0.0%
FTE	3.1	3.3	3.0	4.0	3.0	0.0	0.0%
Funding Types							
General	234,153	250,658	259,691	348,069	259,691	0	0.0%
Federal	0	0	0	0	0	0	0.0%
Other	0	0	0	0	0	0	0.0%
Total PS	234,153	250,658	259,691	348,069	259,691	0	0.0%
Operating Expenses							
Travel	914	1,896	7,951	8,451	7,951	0	0.0%
Contractual Services	64,882	63,763	49,869	54,706	49,869	0	0.0%
Supplies & Materials	3,488	2,085	13,500	14,250	13,500	0	0.0%
Capital Outlay	51	1,997	2,250	3,750	2,250	0	0.0%
Funding Types							
General	69,334	69,741	73,570	81,157	73,570	0	0.0%
Federal	0	0	0	0	0	0	0.0%
Other	0	0	0	0	0	0	0.0%
Total OE	69,334	69,741	73,570	81,157	73,570	0	0.0%
Totals							
Funding Types							
General	303,487	320,399	333,261	429,226	333,261	0	0.0%
Federal	0	0	0	0	0	0	0.0%
Other	0	0	0	0	0	0	0.0%
Total	303,487	320,399	333,261	429,226	333,261	0	0.0%

Budget Notes

No budget increase or decrease in the Governor's recommendation.

OBLIGATION RECOVERY CENTER

The Obligation Recovery Center's mission is to collect debts that are owed to various state agencies.

Center 0127 Obligation Recovery Center

	<u>Actual FY2014</u>	<u>Actual FY2015</u>	<u>Budgeted FY2016</u>	<u>Agency Request FY2017</u>	<u>Gov Rec FY2017</u>	<u>Gov Rec Inc/Dec FY2017</u>	<u>% Change From FY2016</u>
Operating Expenses							
Contractual Services	0	0	450,000	450,000	450,000	0	0.0%
Funding Types							
General	0	0	450,000	450,000	450,000	0	0.0%
Federal	0	0	0	0	0	0	0.0%
Other	0	0	0	0	0	0	0.0%
Total OE	0	0	450,000	450,000	450,000	0	0.0%
Totals							
Funding Types							
General	0	0	450,000	450,000	450,000	0	0.0%
Federal	0	0	0	0	0	0	0.0%
Other	0	0	0	0	0	0	0.0%
Total	0	0	450,000	450,000	450,000	0	0.0%

Budget Notes

No budget increase or decrease in the Governor's recommendation.

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 and to provide management of the Captive Insurance Companies.

Center 0128 PEPL Fund Administration - Info

	<u>Actual</u> <u>FY2014</u>	<u>Actual</u> <u>FY2015</u>	<u>Budgeted</u> <u>FY2016</u>	<u>Agency</u> <u>Request</u> <u>FY2017</u>	<u>Gov Rec</u> <u>FY2017</u>	<u>Gov Rec</u> <u>Inc/Dec</u> <u>FY2017</u>	<u>% Change</u> <u>From</u> <u>FY2016</u>
Personal Services							
Employee Salaries	207,096	191,948	424,240	424,240	424,240	0	0.0%
Employee Benefits	59,889	55,676	88,072	88,072	88,072	0	0.0%
FTE	3.3	3.2	6.0	6.0	6.0	0.0	0.0%
Funding Types							
General	0	0	0	0	0	0	0.0%
Federal	0	0	0	0	0	0	0.0%
Other	266,985	247,623	512,312	512,312	512,312	0	0.0%
Total PS	266,985	247,623	512,312	512,312	512,312	0	0.0%
Operating Expenses							
Travel	25,731	34,883	35,500	35,500	35,500	0	0.0%
Contractual Services	1,415,145	1,279,298	3,387,557	3,387,557	3,387,557	0	0.0%
Supplies & Materials	3,097	3,236	11,956	11,956	11,956	0	0.0%
Capital Outlay	1,896	26,905	5,000	5,000	5,000	0	0.0%
Other	0	1,490,000	0	0	0	0	0.0%
Funding Types							
General	0	0	0	0	0	0	0.0%
Federal	0	0	0	0	0	0	0.0%
Other	1,445,870	2,834,323	3,440,013	3,440,013	3,440,013	0	0.0%
Total OE	1,445,870	2,834,323	3,440,013	3,440,013	3,440,013	0	0.0%
Totals							
Funding Types							
General	0	0	0	0	0	0	0.0%
Federal	0	0	0	0	0	0	0.0%
Other	1,712,855	3,081,946	3,952,325	3,952,325	3,952,325	0	0.0%
Total	1,712,855	3,081,946	3,952,325	3,952,325	3,952,325	0	0.0%

Budget Notes

No budget increase or decrease in the Governor's recommendation.

PEPL FUND CLAIMS - INFORMATIONAL

The mission is to provide liability tort claims coverage for state employees and claims for the Captive Insurance Companies.

Center 0129 PEPL Fund Claims - Info

	<u>Actual</u> <u>FY2014</u>	<u>Actual</u> <u>FY2015</u>	<u>Budgeted</u> <u>FY2016</u>	<u>Agency</u> <u>Request</u> <u>FY2017</u>	<u>Gov Rec</u> <u>FY2017</u>	<u>Gov Rec</u> <u>Inc/Dec</u> <u>FY2017</u>	<u>% Change</u> <u>From</u> <u>FY2016</u>
Operating Expenses							
Travel	2,665	3,215	10,300	10,300	10,300	0	0.0%
Contractual Services	1,358,565	858,826	1,000,200	1,000,200	1,000,200	0	0.0%
Supplies & Materials	0	0	100	100	100	0	0.0%
Other	396,292	75,000	1,212,298	1,212,298	1,212,298	0	0.0%
Funding Types							
General	0	0	0	0	0	0	0.0%
Federal	0	0	0	0	0	0	0.0%
Other	1,757,522	937,041	2,222,898	2,222,898	2,222,898	0	0.0%
Total OE	1,757,522	937,041	2,222,898	2,222,898	2,222,898	0	0.0%
Totals							
Funding Types							
General	0	0	0	0	0	0	0.0%
Federal	0	0	0	0	0	0	0.0%
Other	1,757,522	937,041	2,222,898	2,222,898	2,222,898	0	0.0%
Total	1,757,522	937,041	2,222,898	2,222,898	2,222,898	0	0.0%

Budget Notes

No budget increase or decrease in the Governor's recommendation.

Other Fund Balances

Company and Fund Name	Blue Book Page	Ending Cash and Investment Balance			60-Month Average	Lowest Monthly Cash Balance in Past Five Years	
		June 30				Cash Balance	Amount
		FY2013	FY2014	FY2015			
Company 3007 - Department of Corrections Building Improvement Fund and the Department of Human Services Building Improvement Fund	36	1,478	0	0	892	0	June 2014
Company 3007 - State Capital Construction Fund	37	0	0	0	0	0	July 2010
Company 3007 - Statewide M&R Fund	38	2,694,406	1,248,752	0	2,033,055	(174)	December 2014
Company 3029 - Extraordinary Litigation Fund	39	1,185,107	636,710	(1,421,862)	528,518	(1,421,862)	June 2015
Company 3113 - Maintenance of Buildings and Grounds	40	2,093,683	2,728,771	3,622,861	2,107,294	896,887	November 2010
Company 6003 - Records Management Internal Service Fund	41	127,247	147,200	150,487	162,728	127,247	June 2013
Company 6004 - Buildings and Grounds	42	660,965	722,151	768,185	309,346	(762,580)	November 2012
Company 6005 - Central Mail Services Fund	43	518,455	491,534	578,777	455,863	86,781	January 2014
Company 6007 - Central Duplicating	44	215,589	205,443	368,386	291,386	153,705	March 2012
Company 6008 - Fleet & Travel Management	45	1,886,647	2,217,247	1,877,472	1,500,959	(1,659,308)	February 2012
Company 6014 - Public Entity Pool for Liability	46	9,845,622	10,012,899	11,558,802	9,048,056	6,892,999	February 2012
Company 6015 - Procurement Management Internal Service Fund	47	13,454	28,173	16,046	64,138	(27,231)	January 2013
Company 6016 - State Engineer	48	559,254	638,567	674,870	574,791	446,230	November 2012
Company 6019 - BOA Support Services	49	238,562	228,230	267,740	127,007	(124,016)	November 2012
Company 6021 - Property Management Internal Service Fund	50	25,882	12,554	17,493	34,572	(13,866)	January 2014
Company 6509 - Special State Flag Account	51	16,157	9,761	14,109	6,590	(4,995)	August 2012
Company 6511 - Federal Surplus Property	52	534,437	347,440	689,469	483,823	181,942	September 2010
Company 8000 - Agency Fund	53	309,049	(142,691)	1,109,123	N/A	N/A	N/A
Company 9013 - Liability Captive Insurance Company - STA	54			(20,104)	(335) #	(20,104)	June 2015
Company 9028 - Liability Captive Insurance Company Fund	55			(10,180)	(170) #	(10,180)	June 2015
Company 9034 - Property & Casualty Captive Insurance Company Fund	56			(3,672)	(61) #	(3,672)	June 2015

#Average cash balance and lowest cash balance are actually less than five years due to age of fund.

Governor's Recommended Employee Compensation and Billings Pool – (page 01-24 of the Governor's FY17 budget book)

For FY17, the Governor recommended the funding for the state employee compensation plan and bureau billings be placed in a pool in BFM to be distributed to each agency. *Therefore, individual agency personal services and contractual services budgets do not reflect budget increases for the compensation plan, bureau billings, or the decrease for health insurance.*

- Below are the estimated distributions for employee compensation for FY17. BFM will distribute dollars from the Pool after calculating the increase for salary policy and the decrease for employee health insurance. The distributed amount to the agency will be in addition to the agency's appropriated personal services budget.

FY17 Salary Policy Component	Object	General	Federal	Other	Total
Health Insurance	PS	(\$2,059)	\$0	(\$40,566)	(\$42,625)
Market Adjustment	PS	\$10,126	\$0	\$199,955	\$210,081
Movement Towards Market Value	PS	\$9,857	\$596	\$141,716	\$152,168
Health Insurance	OE	(\$89)	(\$1)	(\$1,602)	(\$1,692)
Market Adjustment	OE	\$234	\$2	\$4,522	\$4,758
Movement Towards Market Value	OE	\$181	\$3	\$5,914	\$6,098
	Total	\$18,250	\$600	\$309,938	\$328,788

- Recommended FY17 - 2.7% market adjustment for all permanent employees (except Career Bands); 0%-2.7% market adjustments for Career Bands; 2.5% movement toward market value for General Pay Structure and PACE; 0% to 4.5% pay for performance for Career Bands; decrease of \$275 per benefitted employee for the employer-paid portion of the health insurance plan.
 - Recommended FY16 – 2% market adjustment for all permanent employees (except Career Bands); 0%-6.6% market adjustments for Career Bands; 2.5% movement toward market value for General Pay Structure and PACE; 0% to 4.5% pay for performance for Career Bands; 0% health insurance.
 - FY15 – 3% across-the-board/market adjustment for all permanent employees (including Career Bands); 3% adjustment toward job worth for PACE; 0%-4.5% pay for performance for Career Bands; targeted compensation adjustments for a small number of hard-to-fill, below market vocational jobs; 18.6% health insurance.
 - FY14 – 3% across-the-board for all permanent employees (except Career Bands); 3.5% to 4% market adjustment for Career Bands; 3.5% adjustment toward job worth for PACE; 0%-4.5% pay for performance for Career Bands; 14.7% health insurance.
- Below are the estimated increases to the bureau billings for FY17. The amount distributed from the BFM pool to the agency will be in addition to the agency's appropriated contractual services budget.

Estimated FY17	General	Federal	Other	Total
Bureau Billing Adjustments	97	3	2,515	2,615

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 2015.

FY15 Actual Expenditures	General	Federal	Other	Total
Bureau of Finance and Management	-	383	204,170	204,553
Bureau of Administration	239,663	10,975	3,028,051	3,278,689
Bureau of Information and Telecommunication	12,202	-	222,385	234,587
Bureau of Human Resources	3,245	-	71,161	74,406
Total FY15 Interagency Payments	255,110	11,358	3,525,767	3,792,235

BOA Billing Rates

South Dakota Bureau of Administration BILLING RATES

BILLING AGENCY	ESTIMATED FY16 RATE	CURRENT FY16 RATE	ESTIMATED FY17 RATE	BILLING AGENCY	ESTIMATED FY16 RATE	CURRENT FY16 RATE	ESTIMATED FY17 RATE
<u>PURCHASING</u>				<u>STATE ENGINEER</u>			
Per \$100 purchased	\$0.64	\$0.73	\$0.71	Per hour	\$103.00	\$102.00	\$106.00
<u>PROPERTY MGT.</u>				<u>PEPL-Liability Pool</u>			
Per \$100 purchased	\$0.46	\$0.50	\$0.52	General - per FTE	\$195.00	\$76.00	\$195.00
<u>BUILDINGS AND GROUNDS</u>				Fleet - per vehicle	\$262.00	\$86.00	\$262.00
Per square foot	\$16.27	\$16.27	\$16.57	<u>FLEET AND TRAVEL</u>			
<u>RECORDS MANAGEMENT</u>				Per mile:			
Records Series / Annual	\$12.65	\$9.60	\$10.40	Comp/Int	\$0.29	\$0.29	\$0.26
Box Storage-per box / Annual	\$6.30	\$4.00	\$4.40	Full	\$0.25	\$0.25	\$0.23
Vault Storage-per cartridge / Qtr.	\$0.10	\$0.12	\$0.14	Police	\$0.45	\$0.45	\$0.43
<u>CENTRAL MAIL</u>				Suburban	\$0.45	\$0.45	\$0.43
Per piece	\$0.135	\$0.137	\$0.130	SUV	\$0.46	\$0.46	\$0.41
<u>PRINTING</u>				Mini-van	\$0.33	\$0.33	\$0.31
Photocopy - per copy	\$0.022	\$0.020	\$0.023	Full Van	\$0.50	\$0.50	\$0.47
Print & Assemble - per minute	\$1.80	\$2.00	\$1.80	1/2 ton truck	\$0.42	\$0.42	\$0.39
				3/4 ton truck	\$0.58	\$0.58	\$0.51
				1 ton truck	\$0.93	\$0.93	\$0.83
				Dump truck	\$2.25	\$2.25	\$2.75
				Bus	\$1.25	\$1.25	\$1.15

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

FY15 BOA Billing Summary**FY2015 Interagency Actual Expenditures
Bureau of Administration**

Agency Name		General	Federal	Other	Total
Governor's Office	Bureau of Administration	\$324,274	\$8,690	\$50,071	\$383,034
Finance & Management Administration	Bureau of Administration	\$36,958	\$0	\$238,287	\$275,245
Information & Telecommunications	Bureau of Administration	\$239,663	\$10,975	\$3,028,051	\$3,278,689
Human Resources	Bureau of Administration	\$210,467	\$26,075	\$750,529	\$987,071
Revenue	Bureau of Administration	\$13,738	\$0	\$236,995	\$250,732
Agriculture	Bureau of Administration	\$30,100	\$0	\$1,532,932	\$1,563,032
Tourism	Bureau of Administration	\$360,659	\$312,840	\$314,638	\$988,137
Game, Fish & Parks	Bureau of Administration	\$885,238	\$48,859	\$275,916	\$1,210,013
Tribal Affairs	Bureau of Administration	\$35,006	\$1,010,326	\$2,452,405	\$3,497,738
Social Services	Bureau of Administration	\$13,511	\$0	\$0	\$13,511
Health	Bureau of Administration	\$1,723,383	\$2,042,836	\$19,126	\$3,785,345
Labor and Regulation	Bureau of Administration	\$206,103	\$808,289	\$330,252	\$1,344,644
Retirement System	Bureau of Administration	\$32,159	\$307,647	\$492,081	\$831,888
Transportation	Bureau of Administration	\$0	\$0	\$187,890	\$187,890
Education	Bureau of Administration	\$545	\$14,118	\$5,232,002	\$5,246,665
Public Safety	Bureau of Administration	\$515,270	\$338,578	\$9,138	\$862,986
Board of Regents	Bureau of Administration	\$209,336	\$341,781	\$785,026	\$1,336,143
Military	Bureau of Administration	\$120,255	\$24,401	\$2,070,193	\$2,214,850
Veterans' Affairs	Bureau of Administration	\$58,817	\$102,908	\$387	\$162,112
Corrections	Bureau of Administration	\$116,095	\$13,714	\$75,989	\$205,798
Human Services	Bureau of Administration	\$855,460	\$10,241	\$120,932	\$986,633
Environment & Natural Resources	Bureau of Administration	\$97,294	\$292,209	\$2,996	\$392,499
Public Utilities Commission	Bureau of Administration	\$337,139	\$308,213	\$189,047	\$834,399
Unified Judicial System	Bureau of Administration	\$15,880	\$12,311	\$102,459	\$130,650
Legislature	Bureau of Administration	\$495,220	\$14,921	\$250,123	\$760,264
Attorney General	Bureau of Administration	\$481,756	\$0	\$0	\$481,756
School and Public Lands	Bureau of Administration	\$1,195,168	\$108,024	\$651,435	\$1,954,628
Secretary of State	Bureau of Administration	\$39,661	\$0	\$2,713	\$42,374
State Treasurer	Bureau of Administration	\$96,500	\$29,043	\$69,131	\$194,674
State Auditor	Bureau of Administration	\$19,365	\$0	\$41,659	\$61,024
		\$56,894	\$0	\$0	\$56,894
		\$8,821,914	\$6,186,999	\$19,512,405	\$34,521,318