

*South Dakota*

# BUREAU OF ADMINISTRATION

Jeff Bloomberg, Commissioner

**Introduction**

**Overview**

**Budget & Funding**

**Review of Various Programs**

**Tour**

**Review of Various Programs, cont.**

**Recommended Legislation**



# BUREAU OF ADMINISTRATION

## Overview

**1-33-2. Governor as head of office.** The head of the Department of Executive Management is the Governor.

**1-33-3. Bureaus and other agencies constituting office.** The Department of Executive Management consists of the Bureau of Finance and Management, the Bureau of Intergovernmental Relations, the Bureau of Administration, the Bureau of Personnel, and the Bureau of Information and Telecommunications and any other agencies created by administrative action or law and placed under the Department of Executive Management.

**1-33-8.1. Administrative functions performed by Bureau of Administration for board and commission.** The Bureau of Administration shall, under the direction and control of the commissioner of administration, perform all administrative functions except special budgetary functions (as defined in § 1-32-1) of the following agencies:

- (1) The Records Destruction Board created by chapter 1-27;
- (2) The Capitol Complex Restoration and Beautification Commission continued by chapter 5-15.



# BUREAU OF ADMINISTRATION

## **Mission Statement**

The primary mission of the Bureau of Administration is to provide administrative and support services to state government agencies, institutions and various political subdivisions.

Administrative support services available through the Office of Central Services include purchasing, central duplicating, central post office, building and grounds maintenance/construction projects, central supply, space management, and surplus property (state and federal).

*South Dakota*

# BUREAU OF ADMINISTRATION

## Budget & Funding

**Jim Neiles, Budget Analyst**





# BUREAU OF ADMINISTRATION

## Bureau of Administration 2011 Budget

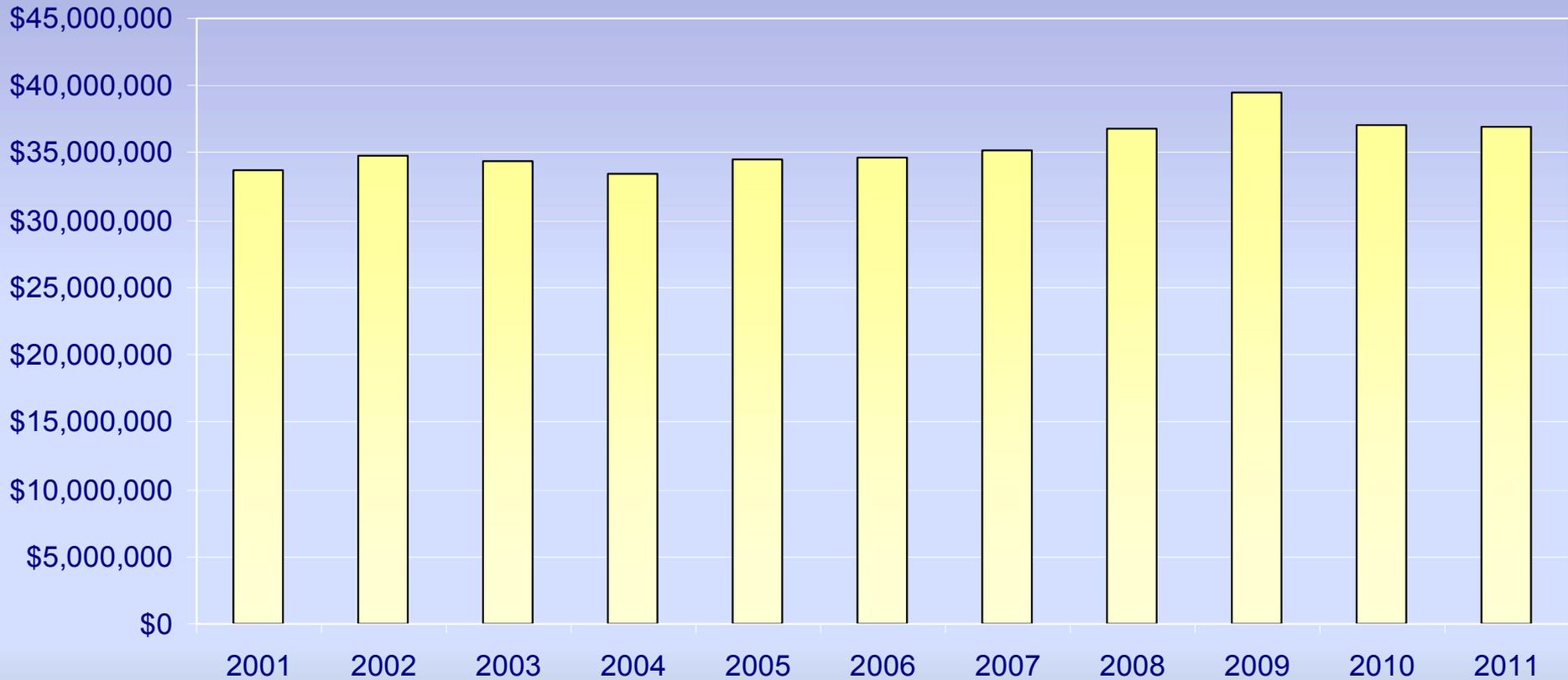
General Funds	\$	4,532,420
Federal Funds	\$	500,000
Other Funds	\$	31,859,679
<b>Total</b>	<b>\$</b>	<b>36,892,099</b>

<b>AGENCY</b>	<b>FTE</b>	<b>AGENCY</b>	<b>FTE</b>
Office of the Commissioner	4.0	Central Duplicating	10.8
Office of Procurement Management	10.0	Federal Surplus Property	13.0
Property Management/Central Supply	6.2	Fleet & Travel Managemnet	13.5
Buildings & Grounds/Governor's Residence	81.7	Office of the State Engineer	14.0
Records Management	4.0	Office of Hearing Examiners	3.0
Central Mail	8.3	Office of Risk Management	5.0
		<b>TOTAL FTE</b>	<b>173.5</b>



# BUREAU OF ADMINISTRATION

## BOA Budget 2001-2011





# BUREAU OF ADMINISTRATION

## BOA FTE 2001-2011





# BUREAU OF ADMINISTRATION

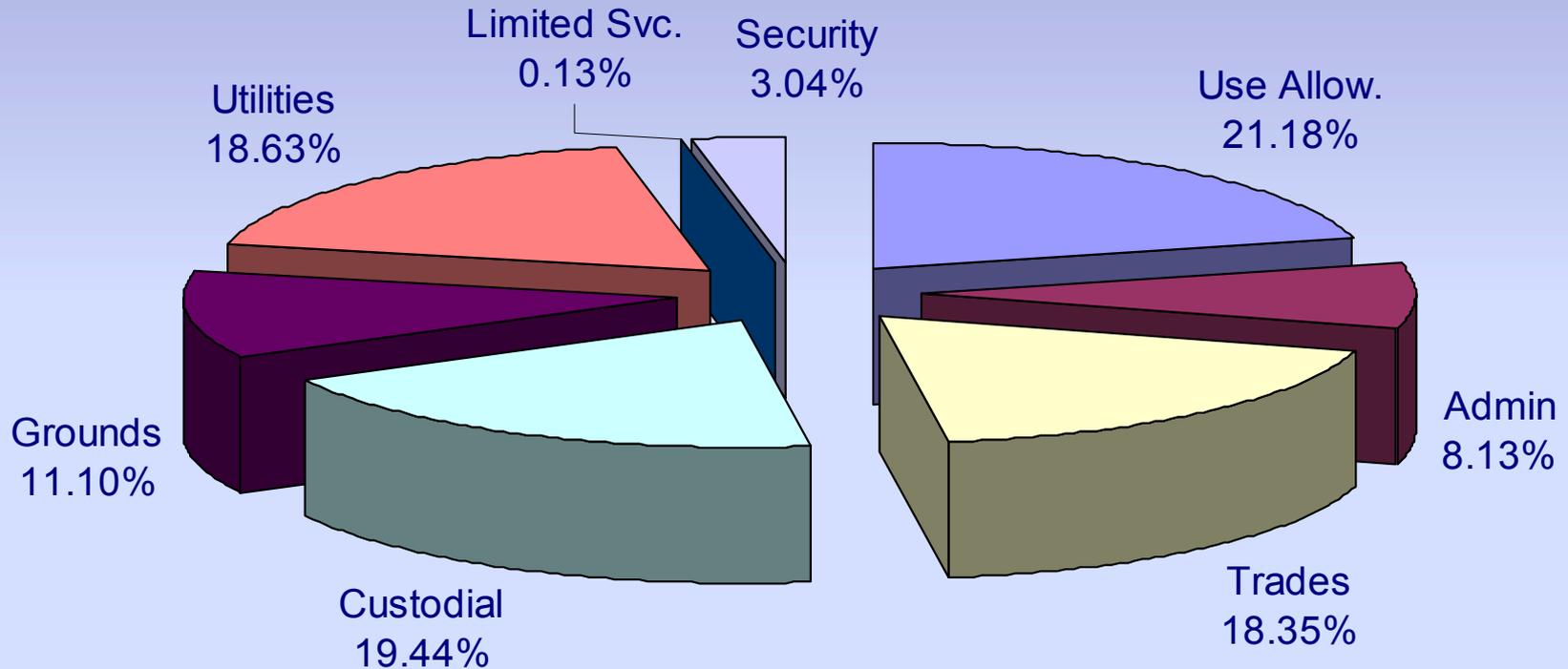
## Bureau of Administration Billing Rates

<u>BILLING AGENCY</u>	<u>CURRENT RATE</u>	<u>BILLING AGENCY</u>	<u>CURRENT RATE</u>
<b><u>PURCHASING</u></b>		<b><u>STATE ENGINEER</u></b>	
Per \$100 purchased	\$0.70	Per hour	\$75.00
<b><u>PROPERTY MGT.</u></b>		<b><u>PEPL-Liability Pool</u></b>	
Per \$100 purchased	\$0.40	General - per FTE	\$195.00
<b><u>BUILDINGS AND GROUNDS</u></b>		Fleet - per vehicle	\$262.00
Per square foot	\$11.78	<b><u>FLEET AND TRAVEL</u></b>	
<b><u>RECORDS MANAGEMENT</u></b>		Per mile:	
Records Series / Annual	\$5.28	Comp/Int	\$0.36
Box Storage-per box / Annual	\$4.88	Full	\$0.33
Vault Storage-per cartridge/quarter	\$0.11	Police	\$0.50
<b><u>CENTRAL MAIL</u></b>		Suburban	\$0.52
Per piece	\$0.086	SUV	\$0.47
<b><u>CENTRAL SUPPLY</u></b>		Mini-van	\$0.42
Percent of sales	11%	Full Van	\$0.58
<b><u>PRINTING</u></b>		1/2 ton truck	\$0.47
Photocopy - per copy	\$0.022	3/4 ton truck	\$0.56
Print & Assemble - per minute	\$0.85	1 ton truck	\$0.80
		Dump truck	\$1.73
		Bus	\$1.35



# BUREAU OF ADMINISTRATION

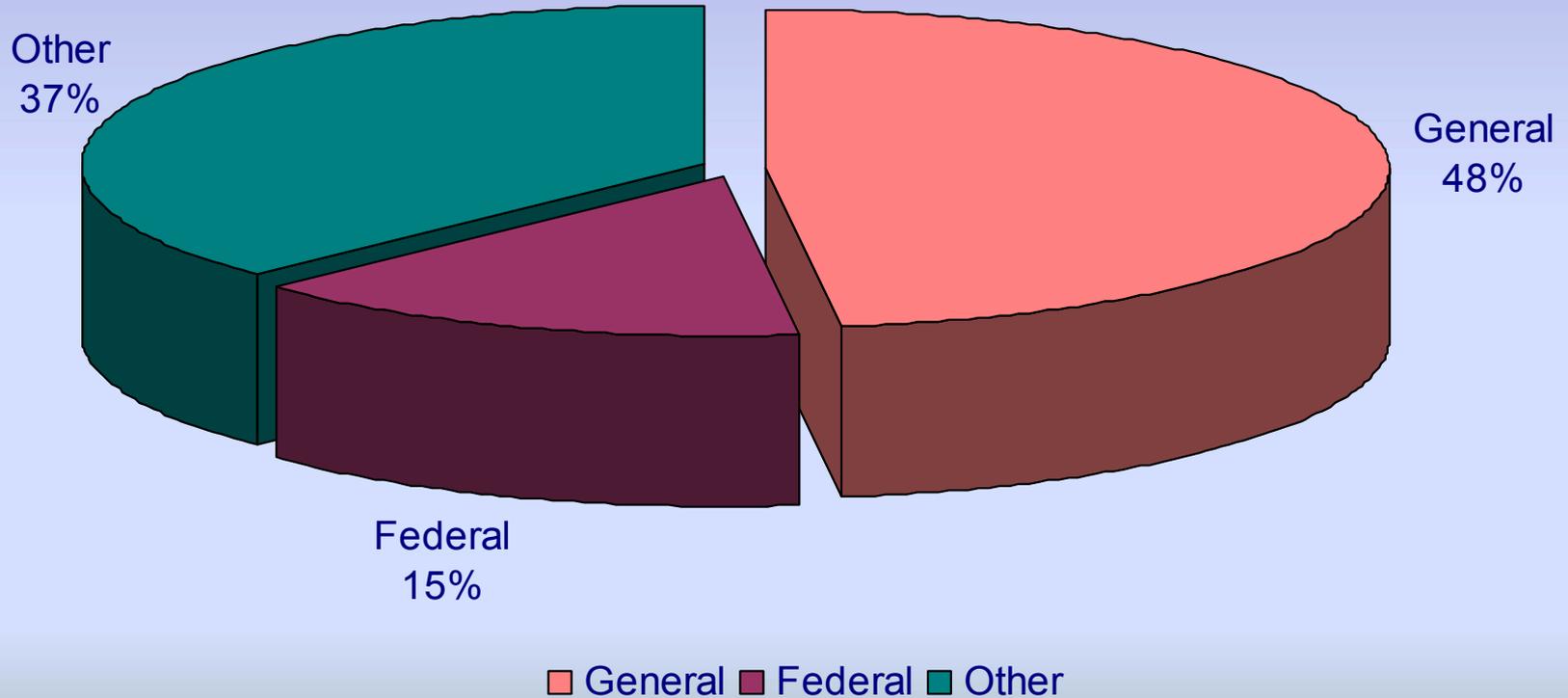
## Buildings & Grounds 2009 Expenses





# BUREAU OF ADMINISTRATION

## Space/Maintenance & Repair FY09





# BUREAU OF ADMINISTRATION

**Central Office**

**Office of Space Management**

**Sustainable Government**

**Records Management**

**Central Mail Service**

**Central Duplicating**

**Property Management/Central Supply**

**Federal Surplus Property**

**Buildings and Grounds**

**Office of Hearing Examiners**

**Office of Risk Management**

**Office of Procurement Management**

**Office of the State Engineer**

**Fleet & Travel Management**

*South Dakota*

# BUREAU OF ADMINISTRATION Central Office

**Jeff Bloomberg, Commissioner**

**Steve Stoneback, Deputy Commissioner**

**Marla Anderson, Administrative Assistant**

**Dwane Russell, Space Manager**

**Mike Mueller, Sustainable Government and Special Projects**



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# BUREAU OF ADMINISTRATION

## **Office of Space Management Dwane Russell, Manager**





# BUREAU OF ADMINISTRATION

## Major Space Projects

- ❖ Becker Hanson Renovation
  - Department of Transportation
  - Bureau of Information & Telecommunications (BIT)
  - Training Center Bureau of Personnel/Unified Judicial System
- ❖ McKay Building
  - State Library 1st floor
  - Department of Education 2nd floor
  - Terminating CANS lease
- ❖ Kneip Building Backfill
  - Social Services consolidated to 1<sup>st</sup> and 2<sup>nd</sup> floors
  - BIT consolidated to 3rd floor
  - Labor moving to 3<sup>rd</sup> Floor
  - Two BIT leases will be terminated
  - Projected completion October
  - MMIS lease will be terminated and staff moved to Kneip 2011

Office of Space Management



# BUREAU OF ADMINISTRATION

## Major Space Projects

### ❖ Capitol Lake Plaza

- Phase 1 Renovation of 3<sup>rd</sup> floor
  - State Lottery
  - August 2010
- Phase 2 Renovation of 1<sup>st</sup> and 2<sup>nd</sup> floors
  - Department of Tourism and Economic Development
  - Completion summer 2011
- LEED Silver project
  - Up to 64% of the energy will be generated on site
  - Wind, photovoltaic and geothermal



# BUREAU OF ADMINISTRATION

## Major Space Projects

- ❖ Office of Hearing Examiners
  - Backfilling Foss Building
  - August 2010
  - Terminating Lease
- ❖ Grounds Shop
  - Currently in Pierre School District Property
  - Must vacate by January 1, 2012



# BUREAU OF ADMINISTRATION

## **Space Management is responsible for:**

- ❖ Reviewing agency needs and requirements for space
- ❖ Locating new lease space where necessary
- ❖ Negotiating new or renewal leases
- ❖ Reviewing all new and renewal lease documents
- ❖ Coordinating requests for proposals, construction, renovation or repair projects
- ❖ Serving as a contact person for complaints

Office of Space Management

*South Dakota*

BUREAU OF ADMINISTRATION

# Sustainable Government

**Mike Mueller, Coordinator**





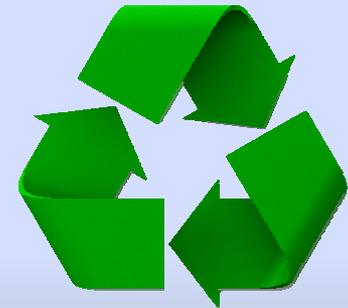
# BUREAU OF ADMINISTRATION

## Responsibilities

- ❖ Leads interagency workgroup to implement sustainability practices in Bureau and state government operations
- ❖ Supports other energy-related projects, such as State Energy Audit, SD Energy Efficient Appliance Rebate Program, Energy Code Workgroup
- ❖ Assists LEED building projects on Capitol campus, such as Mackay Building and Capitol Lake Plaza
- ❖ BOA public information officer
- ❖ Special projects assistance, such as Capitol Centennial

## Sustainability

- ❖ Reduce energy and water consumption
- ❖ Reduce solid waste and increase recycling
- ❖ Green fleet and purchasing to reduce costs
- ❖ Conserve resources and increase efficiency



Sustainable Government

*South Dakota*

# BUREAU OF ADMINISTRATION

**Central Services**

**Records Management**

**Dana Hoffer, Manager**





# BUREAU OF ADMINISTRATION

Records Management was established in 1967 by the State Legislature. Records Management provides services that relate to the creation, utilization, maintenance, retention, disposal, and preservation of records. This office operates a Records Storage Center, Microfilm Unit, and a Microfilm Storage Vault. Records Management establishes records retention and destruction schedules and follows through with the enforcement of those schedules.

## FTE

❖ FTEs--3.5

- Program Manager
- Records Management Specialist
- Microfilm Equipment Operator
- Part-time Secretary

## Laws and Administrative Rules:

- ❖ SDCL 1-27—Public Records and Files
- ❖ 10:03—Records Destruction Board
- ❖ 10:04—Records Management Program



# Records Management



# BUREAU OF ADMINISTRATION

## Services Provided

- ❖ Storage of inactive paper documents
- ❖ Arranging the pick-up of boxes for the Pierre based offices that are being sent to storage
- ❖ Retrieving and re-filing of records in storage
- ❖ Housing of computer backup tapes for BIT
- ❖ Storage of original microfilm and Computer Output Microfiche
- ❖ Assisting state agencies in establishing and updating their records retention and destruction schedules
- ❖ Assisting state agencies with establishing microfilm project registration forms
- ❖ Microfilming of records
- ❖ Destruction of obsolete records
- ❖ Approval of file cabinet requests for State Agencies
- ❖ Upon request, Records Management will conduct an agency walk through

Records Management



# BUREAU OF ADMINISTRATION

## Records Center

The records storage center is used by State Agencies to store short term paper records. Transfer of records to the State Records Center does not transfer control from the agency to Records Management. Weekly, Records Management makes arrangements with Building and Grounds to pickup boxes for Pierre based offices. Field offices using the records center make their own arrangements to bring boxes to Pierre. Upon receiving authorization from agencies, Records Management conducts box destructions in January and July.



Records Management



# BUREAU OF ADMINISTRATION

## Records Center

- ❖ Currently, 11,285 boxes are in storage in our Record Center
- ❖ Records Management received 3,104 boxes in FY 2009
- ❖ Records Management destroyed 1,693 boxes in July of 2009 and 1,562 boxes in January 2010
- ❖ Upon requests from agencies, Records Management will retrieve and re-file records in storage with us
- ❖ Records Management retrieved 1,887 and re-filed 1,264 records in FY 2009
- ❖ Records Management sends out 30 day checkout reminders to agencies that have records checked out



Records Management



# BUREAU OF ADMINISTRATION

## Microfilm Unit

Records Management has three microfilm cameras and one Digital Archive Writer. One camera is used solely for microfilming DMV vehicle titles, which is filmed on a daily basis. The other two cameras are used to film other agencies microfilm projects. The Digital Archive Writer is used to convert digitally scanned tiff images to microfilm. Any microfilm projects sent to Records Management have to be fully prepped and camera ready. Microfilm is processed and duplicated by HOV Services in Sioux Falls.

- ❖ Records Management charges \$24/hour for filming.
- ❖ Other costs associated with filming that the agencies incur:
  - Raw film
    - Processing of film
    - Duplication of film
- ❖ Records Management Camera Operators can film anywhere from 1,100 to 1,300 documents per hour.
- ❖ For FY 2009, Records Management microfilmed 2,462,108 documents.
- ❖ For FY 2009, Records Management converted 656,825 electronic images to microfilm.

Records Management



# BUREAU OF ADMINISTRATION

## **Vault Storage**

Records Management has a temperature and humidity controlled vault used to store original microfilm for state agencies, schools, cities, and counties. The vault is also used to store the Data Center's computer backup tapes. Storing film in our vault does not transfer control of the records from the agency to Records Management. Upon receiving authorization from agencies, Records Management conducts an annual film destruction in April.





# BUREAU OF ADMINISTRATION

## **Vault Storage**

- ❖ Currently, Records Management has approximately 82,798 rolls of original microfilm stored in our microfilm vault. This is approximately 272,877,589 documents that have been put to microfilm.
- ❖ Records Management received and stored 1,975 rolls in FY 2009 Records Management destroyed 1,406 rolls of film in 2009.
- ❖ Upon requests from agencies, Records Management will retrieve and re-file rolls of film stored with us.
  - Records Management retrieved 1,906 and re-filed 1,368 rolls in FY 2009.

*South Dakota*

# BUREAU OF ADMINISTRATION

**Central Services**

**Central Mail Services**

**Roger Getz, Manager**





# BUREAU OF ADMINISTRATION

Central Mail processes all classes of incoming, interoffice, and outgoing mail for state agencies and departments. We provide delivery and pick up of supplies and printing orders throughout the Capitol Complex.

## **Incoming Mail**

Central Mail picks up 210,000 pieces of mail monthly from the United States Post Office. Each mail piece is sorted according to agency and department. Central Mail delivers mail to each department by 8:30 am daily. Without this service the Federal Post Office would deliver the mail to each building between 12:00 pm and 2:00 pm daily. When the mail would arrive at each building staff would have to sort each mail piece to the correct department and agency. This would result in the mail being delayed one day.

## **Outgoing Mail**

Central Mail applies postage to 550,000 pieces of mail monthly. Taking into consideration size, weight, and the delivery time frame Central Mail presorts the mail pieces to achieve the greatest savings. By presorting the mail Central Mail saves \$66,500 monthly.

Central Mail Services



# BUREAU OF ADMINISTRATION

## **Interoffice Mail**

Is defined as mail going from one state agency to another. This may be in the same building or a different building throughout the Capitol complex. Central Mail sorts and delivers approximately 16,000 pieces of interoffice mail monthly.

## **Inserting**

Mail has automated inserting equipment capable of inserting up to six documents into a single envelope. Central Mail inserts approximately 240,000 pieces each month. The equipment is capable of inserting 4,000 pieces per hour. State agencies are encouraged to use this automated equipment to save on man hours.



*South Dakota*

# BUREAU OF ADMINISTRATION

**Central Services**

**Central Duplicating**

**Ann Hirsch, Manager**





# BUREAU OF ADMINISTRATION

Central Duplicating is a centralized printing facility available to all state agencies, statewide. The printing office is located at 1320 E. Sioux, Pierre, South Dakota. This office deals with many state agencies throughout South Dakota.

A web based ordering system is the standard means of ordering printed material. From the customers desk, an online job ticket is completed and submitted to a central email address.

In FY09, the web-based job ordering system produced 8,573 job orders.



## Central Duplicating



# BUREAU OF ADMINISTRATION

## Printing Services Available

### Printing Press

- ❖ Brochures & Forms
- ❖ NCR Forms
- ❖ Letterhead
- ❖ Printing press spot color
- ❖ Standard envelope printing, business reply envelope & manila size envelopes

### Color copies

- ❖ Full colored copies



Central Duplicating



# BUREAU OF ADMINISTRATION

## Printing Services Available

### High speed duplicating

- ❖ “On Demand” printing manuals & books
- ❖ Variable data merging & printing
- ❖ Self mail surveys
- ❖ Brochures
- ❖ Forms
- ❖ Standard collating & stapling
- ❖ Saddle stitched booklets
- ❖ Multiple paper stock choices
- ❖ Online book punching
- ❖ Online tab sheet printing & inserting
- ❖ Consecutive numbering
- ❖ Business Cards



Central Duplicating



# BUREAU OF ADMINISTRATION

## Printing Services Available

### Bindery Work

- ❖ Letter folding
- ❖ Paper punching 3-hole or 2-hole
- ❖ Padding
- ❖ Cutting
- ❖ Standard book staple or saddle stitching

### Remote Office Copiers

- ❖ Provides small office copiers for state agencies located in Pierre
- ❖ Approximately 157 machines are currently in the copier pool program



Central Duplicating



# BUREAU OF ADMINISTRATION

Working together with the offices located in the Central Services building, Central Duplicating is able to provide a revolving door operation for state agencies. Central Duplicating prints and coordinates jobs to meet the customer schedule. Variable data projects are a large part of our work. To promptly process variable data, we work closely with Central Mail. A variety of variable data work pass through this office. They include the state sales tax statements, state corporate reporting, professional licenses renewal, GFP harvest survey cards and social service income reporting.

The combination of these offices insures our customer's satisfaction and that state agencies receive the greatest possible savings.

The FY09 annual impressions made were 41.6 million.

FY09 individual machine area breaks were:

- ❖ 24 million standard duplicating & printing press copies
- ❖ 3.6 million printed envelopes
- ❖ 1.5 million full colored copies
- ❖ 12.5 million remote office copies

Central Duplicating

*South Dakota*

**BUREAU OF ADMINISTRATION**

**Central Services**

**Property Management**

**Central Supply**

**Jeff Karst, Manager**





# BUREAU OF ADMINISTRATION

## Primary Responsibilities

- ❖ Oversee the disposition of all state-owned property and advise state agencies on proper procedures to book and retire fixed and non-capital assets



- ❖ Organize and conduct on-going public auction sales, electronic auction sales, direct public sales, and sealed bid opportunities of surplus property and equipment.

Property Management/Central Supply



# BUREAU OF ADMINISTRATION

## Special Revenue

<u>Source</u>	<u>Actual FY2008</u>	<u>Actual FY2009</u>	<u>YTD FY2010</u>
Public Auction Sales	\$ 2,141,474	\$ 1,879,757	\$ 775,382
Electronic Auction Sales	\$ 353,408	\$ 318,135	\$ 245,660
Direct Public Sales	\$ -	\$ 4,793	\$ 4,617
Sealed Bid	\$ 179,100	\$ 124,650	\$ 117,525
<b>Totals</b>	<b>\$ 2,673,982</b>	<b>\$ 2,327,335</b>	<b>\$ 1,143,184</b>



Property Management/Central Supply



# BUREAU OF ADMINISTRATION

## Primary Responsibilities

- ❖ Monitor a centralized accounting of 12,023 capital assets; process and maintain a supporting record of updates to financial information including such categories as cost, salvage amounts, and YTD depreciation
- ❖ Assist universities, state agencies, local governments, and other qualifying entities to locate surplus to save money by utilizing “pre-owned” items, equipment, and office furniture
- ❖ Maintain and distribute legal publications (Administrative Rules, Legislative Manuals to state agencies and general public
  - Approximate annual sales of \$8,100 to approximately 650 customers
- ❖ Provide limited storage for state agencies that lack storage space
  - 371 pallet spaces leased to 12 different state agencies in the Central Services Building and 252 pallet spaces leased to 20 state agencies in warehouse #1

Property Management/Central Supply



# BUREAU OF ADMINISTRATION

## Primary Responsibilities

- ❖ Provide the sale of US Flags, South Dakota State Flags and POW Flags to state agencies and general public
  - Approximate annual sale of flags \$27,000
  
- ❖ Provide for purchase general office supplies, medical supplies and janitorial supplies for state offices
  - Approximate annual number of items disbursed approximately 53,000 for a cost of approximately \$1.6 million



Property Management/Central Supply

*South Dakota*

BUREAU OF ADMINISTRATION

**Central Services**

**Federal Surplus Property**

**Daryl Miller, Manager**





# BUREAU OF ADMINISTRATION

The South Dakota Federal Property Agency (SDFPA) is a State Agency created by the South Dakota Legislature in accordance with the Federal Property and Administrative Services Act of 1949, as amended.

Our mission is to save taxpayers dollars by acquiring property that is surplus to the needs of the federal government and redistributing it to state and local government entities and other private non-profit entities meeting the eligibility requirements.

SDFPA receives no funding from the State general fund. It is funded by service and handling fees assigned to the property and charged to the recipients. SDFPA is totally self-funded in this way.

SDFPA operates under the South Dakota Bureau of Administration and as a federal partner with the General Services Administration (GSA).

Federal Surplus Property



# BUREAU OF ADMINISTRATION

## Warehouses

SDFPA operates two warehouses. Our administrative office is located in Huron with a satellite office located in Box Elder, SD.

The Box Elder warehouse opened in 1981 to insure equitable distribution of property statewide.



*Huron Warehouse*



*Box Elder Warehouse*



Federal Surplus Property



# BUREAU OF ADMINISTRATION

## Warehouses

- ❖ The Huron site utilizes 29,352 square feet of enclosed building space for operations and warehousing.
- ❖ The Box Elder site utilizes 11,760 square feet of enclosed building space.
- ❖ Both sites have mechanics shops with hoists and other shop equipment.
- ❖ There are nine employees at Huron site and three at Box Elder.
- ❖ SDFPA maintains a want list for items customers desire and contacts them when items are located.
- ❖ SDFPA produces a monthly bulletin that is mailed to all customers and is also available on our website at [www.state.sd.us/boa/fsp.htm](http://www.state.sd.us/boa/fsp.htm).



Federal Surplus Property



# BUREAU OF ADMINISTRATION

## Property

- ❖ Property is available from federal sources worldwide including military installations both in the continental US and overseas and federal civilian agencies.
- ❖ The property is screened and requested by SDFPA on-line from the federal disposal system and is then allocated among the States by GSA.
- ❖ Condition of property varies from new/unused to property requiring repair and even scrap condition.
- ❖ SDFPA repairs and refurbishes much of the property.
- ❖ Types of property include anything from pencils to road graders to pieces of the space shuttle -- about anything the federal government has ever used.
- ❖ SDFPA acquires the property from the federal government at no charge, but must arrange and pay freight to transport it to South Dakota.



Federal Surplus Property



# BUREAU OF ADMINISTRATION

## Property

- ❖ SDFPA participates in the Fixed Price Sale Vehicle (FPSV) Program
- ❖ Receives late model, low mileage vehicles from the federal fleet at a fixed price or auction price and makes the vehicles available to eligible recipients
- ❖ In FY 2009, SDFPA issued a total of 208 FPSVs, of which 46 were to the state fleet
- ❖ In FY 2010, through May, a total of 243 were issued, of which 62 were to the state fleet



Federal Surplus Property



# BUREAU OF ADMINISTRATION

## Eligibility

- ❖ State/Local government entities and their subdivisions:
  - Counties, Cities & Towns, Townships
  - Fire Departments, Highway Departments, City owned & operated Hospitals and Nursing Facilities
  - Public School Districts
- ❖ Private Non-Profit Organizations:
  - Tax Exempt under Section 501-C of the IRS Code, and
  - Licensed, Accredited, Certified or Approved as a direct provider of health or educational services
  - Provider of assistance to homeless or impoverished individuals
  - Provide services to the elderly through funding under the Older American's Act
- ❖ Other Eligibles
  - Service Educational Activities as named by the Department of Defense (Boy & Girl Scouts, American Red Cross, Little League Baseball & 16 other such organizations)
  - Small Business Administration 8a Contractors

Federal Surplus Property



# BUREAU OF ADMINISTRATION

## Restrictions

- ❖ Property must be acquired by an authorized representative of the eligible entity
- ❖ Must be placed into use within 1 year of acquiring
- ❖ Continued in use for 1 year
- ❖ 18 months for major items and all passenger vehicles
- ❖ Cannot be loaned, traded, sold or otherwise disposed of during restriction period

## FY09 Statistics

- ❖ Received over \$12 million in property by federal Acquisition Cost (AC) which is the original cost to federal government
- ❖ Issued nearly \$7 million worth of property by federal AC
- ❖ Saved all customers nearly \$6 million on property issued compared to purchasing like items new at federal AC
- ❖ Save State Agencies alone over \$862,000
- ❖ Maintained a Service and Handling fee overall of 15.5% compared to federal AC
- ❖ Nearly 1,400 organizations statewide with approved eligibilities on file
- ❖ Issued 208 fixed price sale vehicles representing over \$433,000 in savings compared to NADA value

Federal Surplus Property



# BUREAU OF ADMINISTRATION

## Success Stories

- ❖ A 2002 Caterpillar model 120 motor grader was received after it was damaged by the federal government in a roll over. After considerable repair by SDFPA, it was issued to a city at a considerable savings.
- ❖ The South Dakota School for the Deaf received this diagnostic audiometer for a \$75.00 service and handling fee. The School indicated that receiving this through SDFPA saved them approximately \$2,500 and the unit was in mint condition. It is currently being used in their mobile lab.
- ❖ SDFPA issued 444,400 sandbags during the spring of 2010 in cooperation with the Office of Emergency Management to insure equitable distribution to where they were most needed.



Federal Surplus Property

*South Dakota*

# BUREAU OF ADMINISTRATION

## Central Services

# Buildings & Grounds





# BUREAU OF ADMINISTRATION

## Supported Attractions on Capitol Grounds

- ❖ State Capitol Building
- ❖ Capitol Lake with Peninsula
- ❖ Visitor’s Center
- ❖ Hilger’s Gulch Park
- ❖ WWII, Korean, Vietnam & Fighting Stallions Memorials

## Facilities Operated and Maintained

- ❖ Provide 24/7/365 Service to 23 buildings with 857,830 square feet

Capitol Building	141,152	Cultural Heritage Center	64,000
Health Administration/Robert Hayes	10,573	State Health Lab	38,116
Central Boiler Plant/Visitor’s Center	4,067	Public Safety Building	21,349
Soldier’s and Sailor’s Facility	11,765	Natioanl Guard Museum & Trades Shop	7,150
Anderson Building	28,842	Risk Management Building	4,106
Foss Building	60,230	Records Management/Fleet & Travel	11,409
Capitol Lake Plaza	29,080	Bypass Shop	2,945
Governor’s Residence	14,550	Buildings & Grounds Warehouse	5,000
Becker-Hansen Building	90,202	Mickelson Criminal Justice Center	152,700
Bureau of Administration Building	4,496	Kanner Building – Yankton	23,784
Kneip Building	79,184	Fitzmaurice Building – Hot Springs	5,075
McKay Office Building – State Library	48,055		



# BUREAU OF ADMINISTRATION

## Grounds Services

### Maintains & Cares for:

- ❖ 200 acres of grounds to include Hilger's Park and Governor's Grove
- ❖ 6,500 trees and bushes
- ❖ 80 acres cultured grass mowed, fertilized, and irrigated
- ❖ 10 acres of parking lots and sidewalks
- ❖ Snow removal
- ❖ Parking lot and sidewalk repair and replacement





# BUREAU OF ADMINISTRATION

## **Grounds Services Maintains & Cares for:**

- ❖ Surplus pick up and delivery to all state agencies in Pierre
- ❖ Records Management Box Pickup
- ❖ Office & Equipment Moving Service
- ❖ Equipment set up for events throughout the complex, including daily events inside the Capitol rotunda during legislative session, dedications, inaugurations, etc.

Tourists from the U.S. and around the world quite often compliment our Capitol building and the associated grounds as one of the most impressive they've ever seen.



Buildings & Grounds



# BUREAU OF ADMINISTRATION

## **Custodial Service**

- ❖ Provide full service cleaning to over 860,000 square feet of office space
- ❖ Paper, Plastic, and Aluminum Recycling Programs
  - Allows us to play an active role in preserving our environment by significantly reducing our level of refuse delivered to the landfill and saving money in landfill tipping fees*
- ❖ Accommodate over 100 events throughout the Capitol complex each year
- ❖ In-house vacuum & cleaning equipment repairs
- ❖ Green Cleaning Program
  - Elimination of harsh chemical use for cleaning is underway, new Green cleaning products and methods are being implemented*



# BUREAU OF ADMINISTRATION

## Trades & Construction Services

- ❖ Completed over 10,000 square feet of office remodeling and major repair projects last year
- ❖ Provide Plumbing, Electrical, HVAC (heating and air conditioning), Carpentry, Locksmith, System Furniture installation, Engineering & Drafting service
- ❖ Building Automation System Operation, to maximize energy savings we operate most of our mechanical equipment and much of the lighting with automation
- ❖ Fire & Life Safety System Operation & Maintenance
- ❖ Preventative Maintenance – Over 7,000 scheduled work orders for our mechanical equipment completed annually
- ❖ Daily Work Orders – Over 1,750 work orders received each year from over 2,000 state employees we support within our facilities
- ❖ Provide O&M backup support on mechanical equipment at the Women's Prison facility in Pierre



*South Dakota*

BUREAU OF ADMINISTRATION

**Office of  
Hearing Examiners**

**Leo Disburg,  
Chief Hearing Examiner**





# BUREAU OF ADMINISTRATION

Approximately 300 – 400 cases are filed with OHE every year. Hearings may be as short as one-half hour or as long as a week. Depending on the particular agency statutes, the hearing examiner drafts either a final or a proposed decision. Final decisions maybe appealed to circuit court. The OHE does not bill parties for hearing costs.

## Conduct Administrative Hearings and Write Decisions for:

- ❖ Department of Revenue and Regulation
  - Tax audits – real estate tax credit – property tax
  - Equalization appeals – license hearings
- ❖ Division of Insurance
  - Licensing and regulatory matters
- ❖ Department of Human Services
  - Benefits claims



## Office of Hearing Examiners



# BUREAU OF ADMINISTRATION

## Conduct Administrative Hearings and Write Decisions for:

- ❖ Department of Public Safety
  - Driver license or CDL suspension or revocation hearings
- ❖ Department of Health
  - Licensing – regulatory matters
- ❖ Department of Education and Cultural Affairs
  - Special Education
  - Minor boundary changes
  - Teacher licensing, contracts for teachers, superintendent issues
- ❖ Department of Game, Fish and Parks
  - Permits and licenses



Office of Hearing Examiners



# BUREAU OF ADMINISTRATION

## Conduct Administrative Hearings and Write Decisions for:

- ❖ Bureau of Personnel
  - Medical benefits, grievances, disciplinary matters
- ❖ Board of Nursing
  - Licensing hearings
- ❖ Board of Medical & Osteopathic Examiners
  - Licensing hearings
- ❖ Real Estate Commission
  - Licensing/disciplinary hearings



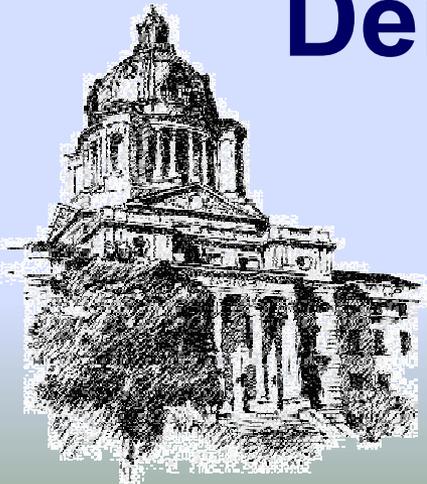
Office of Hearing Examiners

*South Dakota*

BUREAU OF ADMINISTRATION

**Office of  
Risk Management**

**Dennis Rounds, Manager**





# BUREAU OF ADMINISTRATION

## SD PEPL Fund

- ❖ Public Entity Pool for Liability
- ❖ SDCL 3-22
- ❖ Necessitated by expensive commercial insurance
- ❖ Activated in July 1988
- ❖ Liability coverage for all state employees

## What We Do

- ❖ PEPL Administration
  - Claims
  - Lawsuits
- ❖ Loss Control and Training
- ❖ Safety and Hazard ID Inspections
- ❖ Policy Reviews and Advisement
- ❖ Contract Review
- ❖ Purchase Insurance (property, aviation, boiler etc.)
- ❖ Ergonomic Assessments
- ❖ Litigation Services



Office of Risk Management



# BUREAU OF ADMINISTRATION

## Our Mission

- ❖ Protect the State's assets and reputation
- ❖ Assure safe environment for public and employees & citizens accessing state facilities
- ❖ Minimize interruption of vital services
- ❖ Identify claims and lawsuits quickly and handle appropriately
- ❖ Implement aggressive loss control



Office of Risk Management



# BUREAU OF ADMINISTRATION

## **Our Outreach Vision**

- ❖ Develop and maintain a trusting relationship with all state agencies
- ❖ Promote a culture of trust, ethics, leadership and safety throughout state government, especially with those who are leaders or who aspire to be leaders
- ❖ Promote the awareness of risk management at all levels of state government

## **Our Philosophy**

Good Leadership is good risk management

Office of Risk Management



# BUREAU OF ADMINISTRATION

## PEPL Coverage

- ❖ \$1 Million per Occurrence
  - Auto liability
  - General liability
  - Errors & omissions
  - Law enforcement liability
  - Some malpractice liability
- ❖ Memorandum of Coverage signed by Governor



## PEPL Payments

(since program began in 1987)

- |  |   |
|--|---|
| <ul style="list-style-type: none"><li>• <u>General Liability</u><ul style="list-style-type: none"><li>– Indemnity: \$11.4 Million</li><li>– Expenses: \$10.0 Million</li><li>– Total: \$21.4 Million</li></ul></li></ul> | <ul style="list-style-type: none"><li>• <u>Vehicle</u><ul style="list-style-type: none"><li>– Indemnity: \$8.5 Million</li><li>– Expenses: \$0.6 Million</li><li>– Total: \$9.1 Million</li></ul></li></ul> |
|--|---|

**Total Payments: \$30.5 Million**

Office of Risk Management



# BUREAU OF ADMINISTRATION

## Sovereign Immunity

- ❖ SDCL 21-32-17 State employees are immune from suit or liability for damages
- ❖ SDLC 21-32-16 Sovereign Immunity is waived to the extent there is insurance coverage
- ❖ Full immunity remains for discretionary tasks
- ❖ Immunity is waived for ministerial tasks if there is insurance



Office of Risk Management

*South Dakota*

**BUREAU OF ADMINISTRATION**

**Central Services**

**Office of**

**Procurement Management**

**Jeff Holden, Manager**





# BUREAU OF ADMINISTRATION

## Role

Public procurement is the process for budgeting funds, and acquiring goods and services. The process has a least three stages:

- ❖ Communicate with state agencies and institutions to understand their needs to meet departmental objectives
- ❖ Source selection designating the acquisition process to be used for specific procurements, preparing bid documents, advertising the opportunity, evaluating vendor responses, and authorizing the acquisition of supplies
- ❖ Administering established contracts to ensure that the terms of the contracts are satisfied



Office of Procurement Management



# BUREAU OF ADMINISTRATION

## Importance

The State of South Dakota spends a lot of money on goods and services. The Office of Procurement Management is important for several reasons:

- ❖ **Safeguarding of public funds** – Procurement staff are responsible for maintaining the integrity of procurement processes related to the expenditure of public funds
- ❖ **Efficiency and effectiveness** – Procurement staff work to procure quality goods and services, at reasonable prices, and delivered at the right time to ensure that government operates efficiently and effectively
- ❖ **Public confidence** – Procurement Management understands that the public expects procurements to be carried out in an ethical and prudent manner
- ❖ **Supplier confidence** – The procurement process works best when there is real competition. Procurement Management works hard to ensure the process is fair for suppliers and encourages their participation
- ❖ **Public policy and the law** – Procurement Management provides guidance to state agencies and institutions related to appropriate procedures for the procurement of goods and services in order to ensure compliance with laws and regulations designed to ensure fair and open competition.

Office of Procurement Management



# BUREAU OF ADMINISTRATION

## **Functions Performed on a Day-to-Day Basis**

- ❖ Establish and maintain bidder lists
- ❖ Locate new sources of supply for supplies and services
- ❖ Monitor vendor performance related to state contracts
- ❖ Notify bidders of contracting opportunities with the State of South Dakota
- ❖ Receive, open and tabulate bids and proposals
- ❖ Handling of bid and performance security when required
- ❖ Administer state contracts, including enforcement of price adjustment provisions, and contractor compliance with terms and conditions
- ❖ Handle bid protests and other claims from contractors
- ❖ Handle complaints from using agencies about vendors

Office of Procurement Management



# BUREAU OF ADMINISTRATION

## Functions Performed on a Day-to-Day Basis

- ❖ Review agency requisitions for supplies that are being procured through information request for quote procedures to ensure compliance with state law and internal policies and procedures
- ❖ Review specifications for supplies required by state agencies to ensure fairness and open competition if possible
- ❖ Prepare bid and proposal documents for distribution to registered bidders
- ❖ Ensure that bids opportunities are publicly advertised as required by state law
- ❖ Issue purchase orders for approved purchases and distribute those purchase orders to the selected vendors
- ❖ Communicate with vendors regarding state government procurement processes and how to do business with the State of South Dakota

The functions and responsibilities performed by the Office of Procurement Management are best performed as a centralized government function. Decentralizing these functions would create confusion for vendors and likely result in uneven application of procedures by the various agencies and institutions of government. A visible central authority is critical to making the procurement function work at its best within government.

## Office of Procurement Management

*South Dakota*

# BUREAU OF ADMINISTRATION

## Office of the State Engineer

**Kristi Honeywell,  
State Engineer**





# BUREAU OF ADMINISTRATION

OSE provides services to State agencies in four areas:

- 1) managing the construction process for all new construction and renovations of state owned buildings;
- 2) providing technical assistance and advice to physical plant directors on matters beyond their in-house capabilities;
- 3) managing the Statewide Maintenance and Repair Program; and
- 4) implementing the state energy plan.



Office of the State Engineer



# BUREAU OF ADMINISTRATION

## **Construction Services**

- ❖ Assists state agencies in defining the scope of construction projects and preparing an initial budget.
- ❖ Assists state agencies in the selection and contracting of design professionals and when used, construction managers (at risk) and Design Builders.
- ❖ Assists state agencies in presenting their program requirements to the A/E and assuring that the A/E's plans meet the agencies program needs.
- ❖ Reviews plans and specifications.
- ❖ Directs the bidding and construction phases to ensure all state laws are met, as well as ensuring all parties are treated fairly and ethically.
- ❖ Performs contract administration.
- ❖ Maintains construction budgets.
- ❖ Controls and maintains project files.
- ❖ Participates in all milestone inspections and the final inspection.
- ❖ Assists state agencies in making warranty claims.



# BUREAU OF ADMINISTRATION

## **Technical Assistance**

- ❖ Assists in-house facility managers in areas beyond their area of expertise.
- ❖ Acts as a source of training and information on new products and techniques.

## **Administration of the Statewide Maintenance and Repair Program**

- ❖ OSE compiles and reviews agency submitted projects annually (See *Exhibits 1, 2, 3*). Projects are ranked using a scoring system that involves
  - 1) life, safety, and health risks,
  - 2) loss of program or occupancy concerns, long-term cost savings, appearance and age.
- ❖ OSE prepares the projects for construction, maintains the project scope, budget, and schedule, and performs contract administration.



# BUREAU OF ADMINISTRATION

## Statewide Energy Management

- ❖ Promotes energy efficiency and energy cost savings through the State Energy Plan
- ❖ Coordinates state's energy purchases
- ❖ Provides technical assistance to state agencies
- ❖ Distribution of American Recovery and Reinvestment Act (ARRA)
  - ❖ ARRA Stimulus - \$23,709,000 - State Projects
    - ❖ Energy Audit by Sebesta Blomberg Consultants
  - ❖ Energy Efficiency Conservation Block Grants - \$5,756,100 (grants to locals), \$3,837,400 (loans to nonprofits)

## Promoting Energy Efficiency

- ❖ **2009 Legislation** requiring all new construction be built to a high performance green building standard (LEED Silver). (*See Exhibit 4*)
  - 1) 13 new buildings
  - 2) 10 renovations



# BUREAU OF ADMINISTRATION

## Typical State Construction Project Process

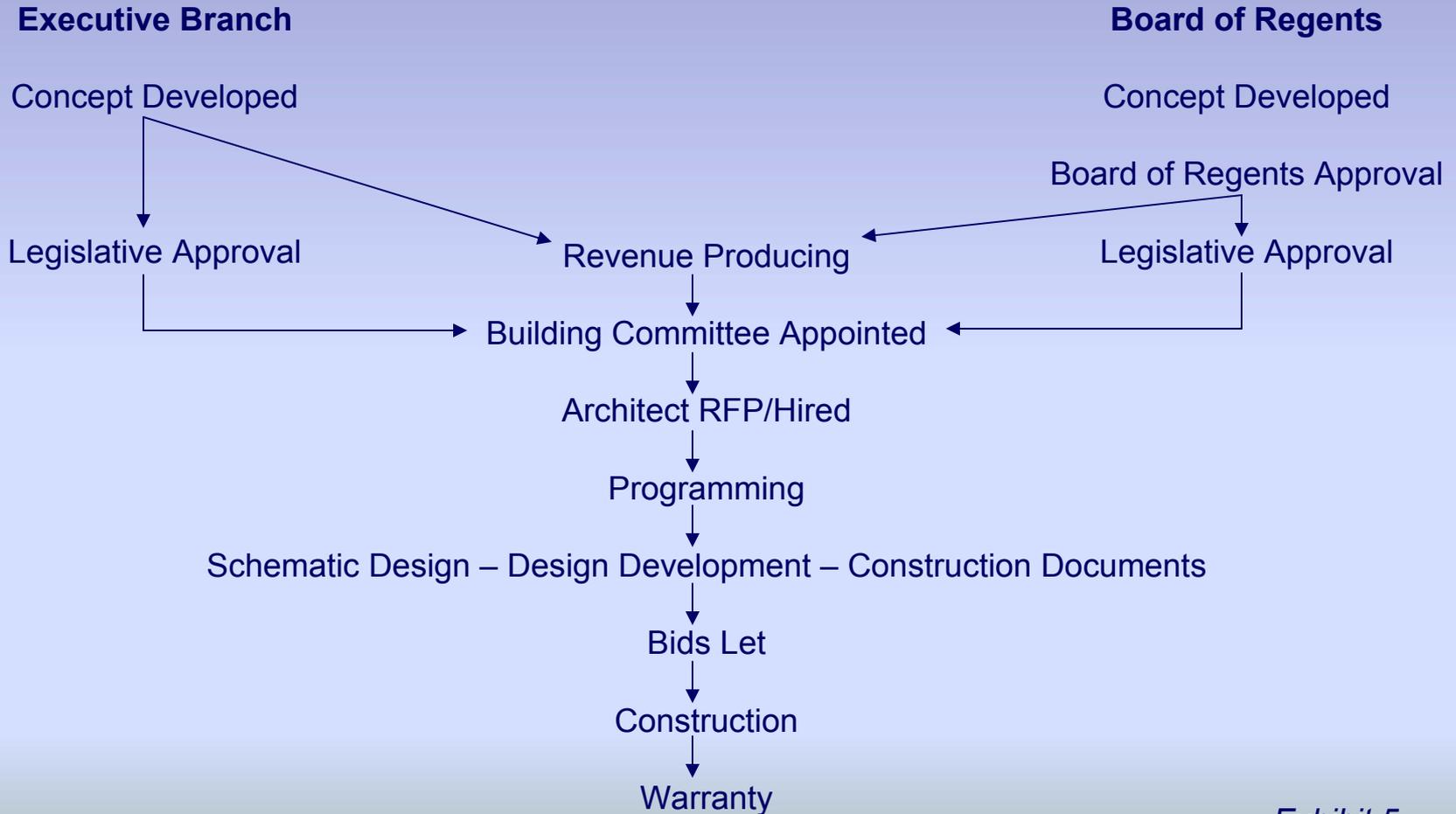


Exhibit 5



# BUREAU OF ADMINISTRATION

## Why is OSE Important?

The Office of the State Engineer provides construction project management services to all state agencies. Centralizing this service in one office benefits the state in the following ways:

- ❖ Consistency - Ensures the procurement and administration of construction services are consistent across the state.
- ❖ Effectiveness and Efficiency – Our engineers are familiar with the construction process. Most state agencies rarely construct buildings or perform renovations of their space. By having this work in one centralized office, we are able to provide a valuable service to agencies that does not have staff experienced in dealing with the challenges associated with construction. We do this work everyday.



Office of the State Engineer



# BUREAU OF ADMINISTRATION

## Why is OSE Important?

- ❖ Protecting the process – OSE staff is charged with maintaining ethical practices and keeping the process fair to all the parties concerned and serves as a facilitator between the contractor, architects/engineers, and campuses.
- ❖ Maintaining a Competitive Environment – OSE works hard to ensure state taxpayers are getting the best value for the best price.

The procurement and project management of state construction projects are managed by one centralized agency. This maintains consistency, protects the procurement process, ensures an effective and efficient building project, and maintains a competitive environment.

*South Dakota*

BUREAU OF ADMINISTRATION

# Fleet & Travel Management

**John DeLoache, Manager**





# BUREAU OF ADMINISTRATION

## **Consolidated Fleet Management by Certified Fleet Managers**

### **Fleet Vehicle Management Available for all State Departments**

- ❖ Vehicle specification assistance available (Standardization of vehicles)
- ❖ Ordering, Registration, lifecycle maintenance, disposal
- ❖ PM scheduling, repairs, accidents, recalls
- ❖ Automated Fuel System Management and fuel tracking
- ❖ Management of Voyager Fueling Card Program
- ❖ Direct access to OEM Representatives
- ❖ U.S. Legislature updates (NAFA)

### **Consolidated Vehicle Data Located in one Department**

- ❖ Cost per vehicle, cost per mile, department cost
- ❖ Work order history available
- ❖ Tracking of all cost (maintenance, overhead, depreciation, fuel) by vehicle
- ❖ Vehicle mileage, department mileage by month, quarter, fiscal year

Fleet & Travel Management



# BUREAU OF ADMINISTRATION

## Management of Travel Programs and Pool Sites

- ❖ Journey System
- ❖ Aircraft Travel Scheduling for Employees
- ❖ Management of 22 vehicle pool locations across state
- ❖ Management/staffing of 24/7 Emergency Service 800 number & office



## Policy and Procedures for Drivers

- ❖ Drivers Handbook and information
- ❖ Updates to drivers of policy changes
- ❖ Training on use of Journey System

Fleet & Travel Management

*South Dakota*

BUREAU OF ADMINISTRATION

# Recommended Legislation

