

OFFICE OF ADMINISTRATION

FINANCIAL SUMMARY

	FY 2008 EXPENDITURE	FY 2009 APPROPRIATION	FY 2010 REQUEST	GOVERNOR RECOMMENDS FY 2010
Commissioner's Office	\$ 1,267,524	\$ 1,525,966	\$ 1,539,657	\$ 2,094,530
Division of Accounting	2,161,461	2,446,725	2,451,226	2,306,113
Division of Budget and Planning	1,632,882	1,754,867	1,941,023	1,895,498
Division of Information Services	124,054,869	189,383,339	195,016,639	177,071,081
Division of Personnel	2,389,229	2,621,337	2,627,591	2,558,496
Division of Purchasing and Materials Management	5,041,741	3,721,705	3,727,707	3,695,769
Division of Facilities Management, Design and Construction	0	25,000	25,000	25,000
Division of General Services	5,907,903	8,978,329	8,911,846	8,875,859
Assigned Programs	5,361,451	6,438,647	6,454,164	6,436,592
Debt and Related Obligations	93,369,398	94,975,564	94,551,053	94,501,053
Administrative Disbursements	33,155,461	7,195,005	7,045,005	8,495,006
TOTAL	\$ 274,341,919	\$ 319,066,484 *	\$ 324,290,911	\$ 307,954,997
General Revenue Fund	168,383,623	181,888,270	187,444,638	172,735,297
Federal Funds	60,988,134	72,891,737	72,367,156	72,698,333
Other Funds	44,970,162	64,286,477	64,479,117	62,521,367
Full-time equivalent employees	1,935.25	2,085.96	2,112.46	2,038.32

*Does not include \$5,000,000 recommended in the Fiscal Year 2009 Supplemental Appropriations. See the Supplemental section of the Missouri Budget for details regarding the Office of Administration supplemental appropriations.

DEPARTMENT SUMMARY

The Fiscal Year 2010 budget provides a total of \$308 million for the Office of Administration. The Office of Administration provides services for all state agencies and serves as the state's administrative office. The core functions provided by the Office of Administration include:

- Administering budget and accounting activities for the state.
- Administering the human resources system.
- Coordinating data processing and telecommunications for state agencies.
- Providing and maintaining office and other space for governmental operations.
- Procuring supplies, equipment, and services for state agencies.
- Managing the state transportation fleet.

OFFICE OF ADMINISTRATION

COMMISSIONER'S OFFICE

The Commissioner directs the one agency that provides central services and support to all other agencies of state government. These services include accounting, budget and planning, information technology services, asset management, personnel, purchasing and materials management, and general services.

Fiscal Year 2010 Governor's Recommendations

- \$559,821 for the Complete Count Committee, created by Executive Order to maximize Missouri's participation in the 2010 census to ensure all Missourians are counted—including hard to enumerate groups and areas, so that Missouri is fairly represented in the new census and all its effects.
- \$1 federal funds on an open-ended basis to maximize the state's access to and use of federal stimulus funds when they become available.
- \$39,817 for pay plan.
- \$13,690 reallocated from the Division of General Services for mail services.
- \$1 OA Federal and Other Fund reallocated from the Division of Budget and Planning for specialized research.
- (\$44,766) and (0.50) staff core reduction from the Fiscal Year 2009 appropriation level.

DIVISION OF ACCOUNTING

The Division of Accounting maintains all financial records for state appropriations and funds, processes payments, controls production of warrants, and distributes checks. The division also issues warrants to the State Treasurer for expenditures; maintains computerized accounting, payroll, and check writing systems; and administers the Social Security Act for the state and political subdivisions. The division also provides financial data to executive and legislative officials.

Fiscal Year 2010 Governor's Recommendations

- \$63,063 for pay plan.
- \$4,501 reallocated from the Division of General Services for mail services.
- (\$208,176) and (4.50) staff core reduction from the Fiscal Year 2009 appropriation level.

DIVISION OF BUDGET AND PLANNING

The Division of Budget and Planning analyzes state government programs and provides recommendations and information to the Governor, General Assembly, and state agencies regarding fiscal and other policies. The division prepares the budget instructions, reviews agency budget requests, prepares the annual executive budget, analyzes economic and demographic conditions, forecasts state revenues, and conducts technical policy and program analysis. To assist in state government management, the division controls appropriation allotments, manages the automated state budget system, prepares legislative fiscal notes, analyzes and develops policy options, and reviews federal issues and their impact on Missouri. The division prepares population estimates and projections required by state and local agencies and is Missouri's liaison to the United States Bureau of the Census.

Fiscal Year 2010 Governor's Recommendations

- \$182,653 and 0.50 staff for reapportionment and census activities.
- \$1 federal funds on an open-ended basis for the purpose of accessing, maximizing and/or leveraging federal fiscal relief funds, when such funds become available, for construction projects throughout the state as identified, prioritized and supervised by the Commissioner of Administration, with notice to the General Assembly.
- \$47,282 for pay plan.
- \$3,504 reallocated from the Division of General Services for mail services.
- (\$92,808) and (two) staff core reduction from the Fiscal Year 2009 appropriation level.
- (\$1) OA Federal and Other Fund reallocated to the Commissioner's Office for specialized research.

INFORMATION TECHNOLOGY SERVICES DIVISION

The Information Technology Services Division (ITSD) provides mainframe computer processing services to all state agencies through the consolidated State Data Center. The state's telecommunication services are managed by the division, and those services are provided to state agencies. The division also provides Internet services, information technology education services, and network support to all state agencies. In Fiscal Year 2006, management of state information technology resources was consolidated under the Office of Administration.

OFFICE OF ADMINISTRATION

INFORMATION TECHNOLOGY SERVICES DIVISION (Continued)

In Fiscal Year 2007, the scope of information technology consolidation was expanded to transfer information technology (IT) budgets from agencies to the Information Technology Services Division. IT budgets from the Departments of Agriculture; Corrections; Economic Development; Elementary and Secondary Education; Health and Senior Services; Board of Higher Education; Insurance, Financial Institutions and Professional Registration; Labor and Industrial Relations; Revenue; and Social Services were consolidated into the Information Technology Services Division.

Fiscal Year 2010 Governor's Recommendations

- \$5,000,000 Unemployment Automation Fund to replace fund reduction for the Department of Labor and Industrial Relations' enterprise project.
- \$1,927,410 for various information technology requirements.
- \$731,780 for e-mail retention, additional consolidation of the Department of Natural Resources and the Highway Patrol, and annual maintenance needs.
- \$1,431,741 for pay plan, including \$757,642 general revenue.
- \$3,228,819 and two staff reallocated internally within the Information Technology Services Division, including \$2,349,500 general revenue.
- \$566,500 other funds and ten staff transferred from the Department of Labor and Industrial Relations for new system development.
- \$198,175 transferred from the Department of Corrections for Chillicothe information systems expenditures.
- \$35,282 transferred from the Department of Public Safety for the Fire Sprinkler System and Boiler Program System maintenance, including \$6,532 general revenue.
- \$15,000 Excellence in Education Fund transferred from the Department of Elementary and Secondary Education for computer equipment.
- \$3,504 reallocated from the Division of General Services for mail services.
- \$3,000 transferred from the Department of Economic Development for the Film Commission.
- \$2,097 transferred from the Department of Agriculture for Animal Health, Milk Plant Inspection, and Vet Student Loan information technology projects, including \$1,000 general revenue.
- \$1,613 other funds transferred from the Department of Natural Resources for State Parks operations.
- (\$11,993,728) and (25.64) staff core reduction from the Fiscal Year 2009 appropriation level, including (\$6,993,728) general revenue.
- (\$10,212,939) for one-time expenditures, including (\$6,889,091) general revenue.
- (\$3,182,778) and (two) staff reallocated internally within the Information Technology Services Division, including (\$2,349,500) general revenue.
- (\$50,375) transferred to the Department of Corrections for educational materials.
- (\$17,359) transferred to the Department of Agriculture for the Division of Weights and Measures.

DIVISION OF PERSONNEL

The Division of Personnel provides central human resource management programs and services to all executive branch departments in compliance with the State Personnel Law and the principles of sound human resource management. Responsibilities include operation of the Missouri Merit System, position classification and compensation management, supervisory and management training, coordination of labor relations, and providing management expertise and other services to assist agencies.

The Personnel Advisory Board sets rules and regulations for the Merit System, approves classifications and pay plans, conducts appeal hearings for applicants and employees, and advises the Division of Personnel and the Governor on human resource administration.

Fiscal Year 2010 Governor's Recommendations

- \$72,093 for pay plan.
- \$6,254 reallocated from the Division of General Services for mail services.
- (\$141,188) and (three) staff core reduction from the Fiscal Year 2009 appropriation level.

OFFICE OF ADMINISTRATION

DIVISION OF PURCHASING AND MATERIALS MANAGEMENT

The Division of Purchasing and Materials Management centralizes procurement to save money by purchasing supplies, materials, and services in larger quantities and encourages competitive bidding and awards on all contracts. All of state government is served except the University of Missouri, Lincoln University, Truman State University, Missouri Department of Transportation, Judiciary, Lottery, and the General Assembly. It encourages the participation of suppliers, including small disadvantaged businesses, in the competitive bid process and ensures compliance with Chapter 34, RSMo. The division also coordinates recycling collection efforts of state agencies and administers the Recycling Products Preference Program. The materials management section recycles property among agencies and sells surplus state equipment through negotiated, sealed bids, and auction sales. Surplus property sales receipts are used to pay the expenses of surplus property sales with the remaining receipts distributed to the appropriate state funds from which the equipment was purchased. This section also administers the Federal Surplus Property Program that distributes donated new and used federal surplus property to eligible entities which include all state agencies, political subdivisions, not-for-profit health and education entities, and service agencies that meet the federal program guidelines.

Fiscal Year 2010 Governor's Recommendations

- \$71,359 for pay plan, including \$47,597 general revenue.
- \$6,002 reallocated from the Division of General Services for mail services.
- (\$103,297) and (two) staff core reduction from the Fiscal Year 2009 appropriation level.

DIVISION OF FACILITIES MANAGEMENT, DESIGN AND CONSTRUCTION

The Division of Facilities Management, Design and Construction provides professional asset management services to assist state entities in meeting their facility needs for the benefit of the public. These services include: Real Estate Services, Portfolio Management, Facility Management, Project Management, Construction Management, Contract Management, Facility Condition Assessment, Space Management, Space Standards, Statewide Master Plan, and Energy Management. The mission is to provide a superior workplace environment for state occupants and their visitors, and protect the State's investments in property assets. The goal is to provide agencies with the information and resources that will support their development of high-performance workplaces—workplaces that will meet agencies' business needs and can be readily adapted to changing work practices and strategies. While appropriation authority for the division will appear in the Office of Administration appropriation bill, the funds for purposes of the Executive Budget appear in the Statewide Real Estate appropriations bill.

Fiscal Year 2010 Governor's Recommendations

- Eight staff transferred from the Department of Corrections for Chillicothe research and development, and for the new Community Supervision Centers.
- (26) staff core reduction from the Fiscal Year 2009 appropriation level.

DIVISION OF GENERAL SERVICES

The Division of General Services provides agencies with a variety of support services including printing, fleet management, administration of the Legal Expense Fund and the state employee Workers' Compensation Program, vehicle maintenance, mail services, and administration of the Missouri State Employees Charitable Campaign. The Division of General Services provides staff to administer the Missouri Public Entity Risk Management Fund, a liability and property insurance pool for Missouri public entities. In December 2005 the Commissioner of Administration established an interagency committee to evaluate options for improving the efficiency of state agency mail services. This committee, composed of representatives from all executive agencies, worked together over several months and recommended the internal consolidation of mail services using a phased-in approach. All Executive branch agencies except MoDOT, Conservation, Revenue, and Social Services consolidated into the Office of Administration in Phase I during Fiscal Year 2008. Revenue and Social Services are planned to be added in Phase II, once the initial consolidation has been fully established and is functioning efficiently.

Fiscal Year 2010 Governor's Recommendations

- \$25,800 for pay plan.
- (\$61,787) and (one) staff core reduction from the Fiscal Year 2009 appropriation level.
- (\$52,972) reallocated to various divisions for mail services.
- (\$13,511) transferred to Real Estate and the State Tax Commission for mail services.

OFFICE OF ADMINISTRATION

ASSIGNED PROGRAMS

ADMINISTRATIVE HEARING COMMISSION

The Administrative Hearing Commission conducts evidentiary hearings and makes findings of fact and conclusions of law relating to contested cases between private parties and state agencies. The commission's jurisdiction includes, among other things, appeals involving professional licensing matters, tax decisions by the Director of Revenue, MO HealthNet provider certifications and claims, assessments by the Missouri Ethics Commission, and certain actions by the Highways and Transportation Commission relating to railroads and motor carriers.

Fiscal Year 2010 Governor's Recommendations

- \$24,919 for pay plan.
- \$5,762 reallocated from the Division of General Services for mail services.
- (\$61,015) and (1.5) staff core reduction from the Fiscal Year 2009 appropriation level.

OFFICE OF CHILD ADVOCATE

Pursuant to HB 1453 (2004), the Office of the Child Advocate operates as an independent agency under the Office of the Governor within the Office of Administration. The ombudsman provides families and citizens with an avenue through which they can obtain an independent and impartial review of the decisions and/or actions made by the Department of Social Services Children's Division.

There are three main duties of the advocate's office: 1) provide education to Missouri citizens regarding the child welfare process, including investigation, case management, and the court system; 2) receive and investigate complaints from citizens regarding the child welfare system; and 3) make recommendations on improving the system.

Fiscal Year 2010 Governor's Recommendations

- \$6,249 for pay plan, including \$4,115 general revenue.
- (\$11,717) core reduction from the Fiscal Year 2009 appropriation level.

CHILDREN'S TRUST FUND

The Children's Trust Fund and Children's Trust Fund Board were established to facilitate and fund the development of community-based prevention programs to strengthen families, prevent child abuse and neglect, and to provide public education about the problem of child abuse and its prevention. Activities of the Children's Trust Fund are divided into two broad areas: public education and program development, and funding. Each includes an array of programs to meet the goals of the board.

Fiscal Year 2010 Governor's Recommendations

- \$6,336 Children's Trust Fund for pay plan.

GOVERNOR'S COUNCIL ON DISABILITY

The Governor's Council on Disability promotes full participation of the nearly one million Missourians with disabilities in all aspects of community life by educating employers, employees, local and state governments, persons with disabilities, and other interested parties of their rights and responsibilities under the Americans with Disabilities Act, Missouri Human Rights Act, and other disability rights laws.

Fiscal Year 2010 Governor's Recommendations

- \$5,007 for pay plan.
- (\$14,222) core reduction from the Fiscal Year 2009 appropriation level.

OFFICE OF ADMINISTRATION

ASSIGNED PROGRAMS (Continued)

MISSOURI PUBLIC ENTITY RISK MANAGEMENT PROGRAM

The Missouri Public Entity Risk Management Program (MOPERM) was established in 1987 to provide a shared risk pool for local governmental agencies to have affordable insurance coverage. MOPERM provides entities with both liability and property coverage. The Office of Administration provides staff for this program, but is reimbursed for all expenses incurred on behalf of MOPERM.

Fiscal Year 2010 Governor's Recommendations

Continue funding at the current level.

MISSOURI ETHICS COMMISSION

The Missouri Ethics Commission is charged with successfully fulfilling the duties and responsibilities described in Chapters 105 and 130, RSMo. These duties and responsibilities include, but are not limited to, the administration of the following: campaign finance disclosure, report review and audit, lobbyist registration, lobbyist report review and audit, personal financial disclosure statement, opinion writing in response to formal requests, investigation of conflict of interest allegations, audit and investigation of complaints, and investigation of alleged code of conduct violations.

Fiscal Year 2010 Governor's Recommendations

- \$26,871 for pay plan.
- \$9,755 reallocated from the Division of General Services for mail services.

DEBT AND RELATED OBLIGATIONS

BOARD OF PUBLIC BUILDINGS DEBT SERVICE

This appropriation is for payment of principal, interest, and reserve requirements on outstanding bonds.

Fiscal Year 2010 Governor's Recommendations

- (\$418,200) core reduction from the Fiscal Year 2009 appropriation level.

LEASE/PURCHASE DEBT SERVICE

This appropriation is for the payment of principal and interest on outstanding financings.

Fiscal Year 2010 Governor's Recommendations

- (\$3,250) core reduction from the Fiscal Year 2009 appropriation level.

MISSOURI HEALTH AND EDUCATIONAL FACILITIES AUTHORITY DEBT SERVICE

The Missouri Health and Educational Facilities Authority (MoHEFA) has issued \$39,999,569 in Series A 1989 Missouri College Savings Bonds to fund building projects at the University of Missouri. In November 2001, \$35 million in bonds were issued for the University of Missouri-Columbia Arena Project.

Fiscal Year 2010 Governor's Recommendations

- (\$3,061) core reduction from the Fiscal Year 2009 appropriation level.

OFFICE OF ADMINISTRATION

DEBT AND RELATED OBLIGATIONS (Continued)

DEBT MANAGEMENT

This appropriation is for professional assistance with managing the state's \$2.8 billion outstanding debt so that the Office of Administration can monitor the debt and act quickly to take advantage of savings opportunities.

Fiscal Year 2010 Governor's Recommendations

- (\$50,000) core reduction from the Fiscal Year 2009 appropriation level.

NEW JOBS TRAINING CERTIFICATES

Sections 178.892 to 178.896, RSMo, established the New Jobs Training Program. Businesses establishing new jobs in the state can enter into an agreement with a community college district to provide training for new employees. The training is funded from the proceeds of new jobs training certificates issued by community college districts. The debt service on the certificates is payable from the employees' Missouri income tax withholding credits. If the business would sharply decrease or eliminate its operations, funds may not be available to meet debt service costs.

Fiscal Year 2010 Governor's Recommendations

Continue funding at the current level.

CONVENTION AND SPORTS COMPLEX PROJECTS

SB 295 (1989) authorized annual appropriations of state matching funds for convention and sports complex capital projects in certain cities and counties. Ongoing projects include: Jackson County Sports Complex Stadium, \$3,000,000; Bartle Hall, \$2,000,000; and Edward Jones Dome, \$12,000,000.

Fiscal Year 2010 Governor's Recommendations

Continue funding at the current level.

BOARD OF UNEMPLOYMENT FUND FINANCING

HB 1268 (2004) established the Board of Unemployment Fund Financing and authorized them to sell up to \$450 million of credit instruments or enter into financial agreements to provide funds for payments of employment benefits to maintain an adequate fund balance in the Employment Compensation Fund.

Fiscal Year 2010 Governor's Recommendations

Continue funding at the current level.

OFFICE OF ADMINISTRATION

ADMINISTRATIVE DISBURSEMENTS

Acting as the central financial agency for the state, the Office of Administration makes numerous disbursements each year.

CASH MANAGEMENT IMPROVEMENT ACT

The federal Cash Management Improvement Act of 1990 and 1992 requires that the state pay interest on certain federal grant monies while deposited in the State Treasury. Interest is calculated and paid at the daily equivalent of the annualized 13-week average Treasury Bill Rate.

Fiscal Year 2010 Governor's Recommendations

- \$1,600,000 to better reflect planned expenditures.

AUDIT RECOVERY DISTRIBUTION

This is a mechanism to allow the distribution of a percentage of monies recovered by the state to the audit firm that recovers the money.

Fiscal Year 2010 Governor's Recommendations

- (\$49,999) core reduction from the Fiscal Year 2009 appropriation level.

BUDGET RESERVE INTEREST

In the event that the General Revenue Fund borrows money from the Budget Reserve Fund or other funds, general revenue must repay the loan with interest. This mechanism will allow that to happen.

Fiscal Year 2010 Governor's Recommendations

Continue funding at the current level.

TRANSFER TO BUDGET RESERVE FUND

Article IV, Section 27(a), requires a transfer from either general revenue or the Budget Reserve Fund, depending on the balance left in the Budget Reserve Fund at the close of a fiscal year.

Fiscal Year 2010 Governor's Recommendations

Continue funding at the current level.

OTHER FUND CORRECTIONS

A transfer section is needed as a mechanism by which corrections can be made when money is erroneously deposited into the wrong fund.

Fiscal Year 2010 Governor's Recommendations

Continue funding at the current level.

OFFICE OF ADMINISTRATION

ADMINISTRATIVE DISBURSEMENTS (Continued)

FLOOD CONTROL LANDS GRANT

The Flood Control Lands Grant is a “pass-through” of funds that represents 75 percent of the monies from leases of the land owned by the United States under the Flood Control Act. Sections 12.080 and 12.090, RSMo, prescribe that the funds be used for the benefit of public schools and public roads of the county in which the government land is situated. These funds may also be used for any expenses of the county government, including public obligations of levee and drainage districts for flood control and drainage improvements.

Fiscal Year 2010 Governor’s Recommendations

Continue funding at the current level.

NATIONAL FOREST RESERVE GRANT

The National Forest Reserve Grant is a “pass-through” of funds received from the federal government. Sections 12.070 and 12.090, RSMo, provide for 25 percent of all the money received by the National Forest Reserve by the state to be expended for the benefit of public schools and public roads of the county in which the forest reserve is located. Of the total received, 75 percent will be spent for public schools and 25 percent for public roads.

Fiscal Year 2010 Governor’s Recommendations

Continue funding at the current level.

COUNTY PROSECUTION REIMBURSEMENTS

The state may provide reimbursement to counties for expenses incurred in the prosecution of crimes within correctional institutions and expenses of trials of capital cases in limited circumstances.

Fiscal Year 2010 Governor’s Recommendations

Continue funding at the current level.

REGIONAL PLANNING COMMISSIONS

State financial aid enables local governments, through regional planning commissions, to initiate programs and services identified as important by member governments. State funds are matched by local funds.

Fiscal Year 2010 Governor’s Recommendations

- (\$100,000) core reduction from the Fiscal Year 2009 appropriation level.

ELECTED OFFICIALS TRANSITION

The state provides operating costs for the transition into office of newly elected officials, including the Governor, Lieutenant Governor, Secretary of State, Auditor, Treasurer, and Attorney General.

Fiscal Year 2010 Governor’s Recommendations

- (\$150,000) for one-time expenditures.