

# OFFICE OF ADMINISTRATION

## FINANCIAL SUMMARY

	FY 2015 EXPENDITURE	FY 2016 APPROPRIATION	FY 2017 REQUEST	GOVERNOR RECOMMENDS FY 2017
Commissioner's Office	\$ 1,022,444	\$ 1,088,937	\$ 1,088,937	\$ 1,106,103
Division of Accounting	2,067,490	2,226,481	2,226,481	2,268,674
Division of Budget and Planning	1,591,451	1,683,864	1,683,864	1,716,103
Information Technology Services Division	119,838,170	159,270,164	174,085,635	168,717,151
Division of Personnel	2,689,912	3,142,497	2,842,497	2,897,514
Division of Purchasing	4,277,820	5,114,678	1,876,620	1,881,568
Division of Facilities Management, Design and Construction	0	25,000	25,000	25,000
Division of General Services	10,764,224	7,687,520	16,079,784	10,989,987
Assigned Programs	6,833,986	8,942,829	10,493,189	9,947,488
Debt and Related Obligations	98,527,928	99,452,682	116,474,194	116,474,194
Administrative Disbursements	<u>28,668,779</u>	<u>14,684,202</u>	<u>15,184,485</u>	<u>15,164,485</u>
<b>DEPARTMENTAL TOTAL</b>	<b>\$ 276,282,204</b>	<b>\$ 303,318,854 *</b>	<b>\$ 342,060,686</b>	<b>\$ 331,188,267</b>
General Revenue Fund	175,264,996	174,641,743	209,144,966	198,235,391
Federal Funds	55,725,944	80,848,933	82,848,933	82,649,056
Other Funds	45,291,264	47,828,178	50,066,787	50,303,820
<b>Total Full-time Equivalent Employees</b>	<b>1,771.27</b>	<b>1,889.47</b>	<b>1,892.47</b>	<b>1,891.47</b>
General Revenue Fund	666.84	655.35	655.65	654.35
Federal Funds	253.57	321.29	320.99	321.29
Other Funds	850.86	912.83	915.83	915.83

\* Does not include \$3,125,106 recommended in the Fiscal Year 2016 Supplemental Appropriations. See the Supplemental section of the Missouri Budget for details regarding the Office of Administration supplemental appropriations.

## DEPARTMENT SUMMARY

The Fiscal Year 2017 budget provides \$331.2 million for the Office of Administration. The Office of Administration is the state's service and administrative control agency. Created by the General Assembly on January 15, 1973, it combines and coordinates the central management functions of state government. Its responsibilities were clarified and amended by the Omnibus State Reorganization Act of 1974. The core functions provided by the Office of Administration include:

- Administering state budget and accounting activities.
- Administering the human resources system.
- Coordinating information technology and telecommunications for state agencies.
- Providing and maintaining asset management including office and other space for governmental operations.
- Procuring supplies, equipment, and services for state agencies.
- Managing the state transportation fleet, printing, and mail services.

**OFFICE OF ADMINISTRATION  
COMMISSIONER'S OFFICE**

**FINANCIAL SUMMARY**

	FY 2015 EXPENDITURE	FY 2016 APPROPRIATION	GOVERNOR RECOMMENDS FY 2017
Commissioner's Office	\$ 671,962	\$ 708,907	\$ 721,637
Office of Equal Opportunity	<u>350,482</u>	<u>380,030</u>	<u>384,466</u>
<b>TOTAL</b>	<b>\$ 1,022,444</b>	<b>\$ 1,088,937</b>	<b>\$ 1,106,103</b>
<b>PERSONAL SERVICE</b>			
General Revenue Fund	821,860	858,347	875,513
<b>EXPENSE AND EQUIPMENT</b>			
General Revenue Fund	131,082	150,590	150,590
Other Funds	69,502	80,000	80,000
<b>TOTAL</b>			
General Revenue Fund	952,942	1,008,937	1,026,103
Other Funds	69,502	80,000	80,000
<b>Total Full-time Equivalent Employees</b>	<b>11.93</b>	<b>14.50</b>	<b>14.50</b>
General Revenue Fund	11.93	14.50	14.50

The chief administrative officer is the Commissioner of Administration, who is appointed by the Governor with the advice and consent of the Senate. The Commissioner appoints the Deputy Commissioner / Chief Counsel, Assistant Commissioner and the directors of the divisions who report directly to him. The divisions are Accounting; Budget and Planning; Facilities Management, Design and Construction; General Services; Information Technology Services; and Purchasing. The Director of the Division of Personnel is appointed by the Governor and reports to the Commissioner of Administration.

The Office of Equal Opportunity, created by Executive Order 10-24, assists and monitors state agencies in promoting and ensuring equal opportunity within state government through employment, provision of services, and operation of facilities.

**Fiscal Year 2017 Governor's Recommendations**

- \$17,166 for pay plan.

**OFFICE OF ADMINISTRATION  
DIVISION OF ACCOUNTING**

**FINANCIAL SUMMARY**

	FY 2015 EXPENDITURE	FY 2016 APPROPRIATION	GOVERNOR RECOMMENDS FY 2017
Accounting TOTAL	\$ 2,067,490	\$ 2,226,481	\$ 2,268,674
PERSONAL SERVICE	1,950,615	2,109,586	2,151,779
EXPENSE AND EQUIPMENT	111,970	116,895	116,895
PROGRAM SPECIFIC DISTRIBUTION	4,905	0	0
TOTAL General Revenue Fund	2,067,490	2,226,481	2,268,674
Total Full-time Equivalent Employees General Revenue Fund	46.93	49.00	49.00
	46.93	49.00	49.00

The Division of Accounting (DoA) provides central accounting and central payroll system services for state government, producing checks and electronic payments for state vendors and state employees. The DoA publishes annual statewide financial reports, administers bond sales for the Board of Fund Commissioners, Board of Public Buildings, and Board of Unemployment Fund Financing, and administers the social security coverage for all employees of the state and its political subdivisions.

**Fiscal Year 2017 Governor's Recommendations**

- \$42,193 for pay plan.

**OFFICE OF ADMINISTRATION  
DIVISION OF BUDGET AND PLANNING**

**FINANCIAL SUMMARY**

	FY 2015 EXPENDITURE	FY 2016 APPROPRIATION	GOVERNOR RECOMMENDS FY 2017
Budget and Planning TOTAL	\$ 1,591,451	\$ 1,683,864	\$ 1,716,103
PERSONAL SERVICE	1,522,462	1,611,943	1,644,182
EXPENSE AND EQUIPMENT	68,989	71,921	71,921
TOTAL			
General Revenue Fund	1,591,451	1,683,864	1,716,103
Total Full-time Equivalent Employees	25.58	26.00	26.00
General Revenue Fund	25.58	26.00	26.00

The Division of Budget and Planning (DBP) analyzes state government programs and provides recommendations and information to the Commissioner of Administration, Governor, General Assembly, and state agencies regarding fiscal and other policies. The DBP 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 analyses. To assist in state government management, the DBP controls appropriation allotments, manages the automated state budget system, prepares legislative fiscal notes, reviews legislation, tracks agency performance measures, analyzes and develops policy options, and reviews federal issues and their impact on Missouri. The DBP prepares population estimates and projections, required by state and local agencies, and serves as Missouri's liaison to the United States Bureau of the Census.

**Fiscal Year 2017 Governor's Recommendations**

- \$32,239 for pay plan.

**OFFICE OF ADMINISTRATION  
INFORMATION TECHNOLOGY SERVICES DIVISION**

**FINANCIAL SUMMARY**

	FY 2015 EXPENDITURE	FY 2016 APPROPRIATION	GOVERNOR RECOMMENDS FY 2017
ITSD Consolidation	\$ 119,027,855	\$ 157,270,164	\$ 166,717,151
Rural Broadband Technology	810,315	0	0
eProcurement	0	2,000,000	2,000,000
<b>TOTAL</b>	<b>\$ 119,838,170</b>	<b>\$ 159,270,164</b>	<b>\$ 168,717,151</b>
<b>PERSONAL SERVICE</b>			
General Revenue Fund	21,635,446	21,193,888	21,602,463
Federal Funds	9,786,444	14,880,356	15,177,965
Other Funds	6,249,509	8,006,114	8,232,534
<b>EXPENSE AND EQUIPMENT</b>			
General Revenue Fund	33,671,785	31,041,080	36,760,679
Federal Funds	36,505,368	55,712,977	55,907,977
Other Funds	11,008,703	28,142,613	30,946,283
<b>PROGRAM SPECIFIC DISTRIBUTION</b>			
General Revenue Fund	980,915	9,386	500
Federal Funds	0	245,100	50,100
Other Funds	0	38,650	38,650
<b>TOTAL</b>			
General Revenue Fund	56,288,146	52,244,354	58,363,642
Federal Funds	46,291,812	70,838,433	71,136,042
Other Funds	17,258,212	36,187,377	39,217,467
<b>Total Full-time Equivalent Employees</b>			
General Revenue Fund	923.72	985.00	985.00
Federal Funds	430.00	399.39	399.39
Other Funds	251.24	318.99	318.99
Other Funds	242.48	266.62	266.62

ITSD's mission is to provide the IT services and systems that allow state agencies to fulfill their missions while maximizing the total value of the State's IT infrastructure, workforce and contracts for the benefit of all. ITSD provides network, data center, telecommunication services, helpdesk, application development and other services for most of Missouri State Government. Led by the Chief Information Officer (CIO), the division sets a foundation for a unified IT office that delivers superior quality at reduced cost.

**Fiscal Year 2017 Governor's Recommendations**

- \$3,748,913 to fund information technology core functions.
- \$2,000,000 to support information technology security for the state.
- \$53,200 Division of Alcohol and Tobacco Control Fund to reflect change of core funding source.
- \$882,603 for pay plan, including \$423,575 general revenue.
- \$3,000,000 Workers' Compensation Fund transferred from the Department of Labor and Industrial Relations.
- \$471 Agriculture Protection Fund transferred from the Department of Agriculture.
- (\$185,000) other funds core reallocated to match anticipated spending levels.
- (\$53,200) core reduction from the Fiscal Year 2016 appropriation level.

**OFFICE OF ADMINISTRATION  
DIVISION OF PERSONNEL**

**FINANCIAL SUMMARY**

	FY 2015 EXPENDITURE	FY 2016 APPROPRIATION	GOVERNOR RECOMMENDS FY 2017
Personnel			
TOTAL	\$ 2,689,912	\$ 3,142,497	\$ 2,897,514
PERSONAL SERVICE	2,610,715	2,750,851	2,805,868
EXPENSE AND EQUIPMENT	79,197	91,646	91,646
PROGRAM SPECIFIC DISTRIBUTION	0	300,000	0
TOTAL			
General Revenue Fund	2,689,912	3,142,497	2,897,514
Total Full-time Equivalent Employees	67.98	72.97	72.97
General Revenue Fund	61.96	65.97	65.97
Other Funds	6.02	7.00	7.00

The Division of Personnel (DoP) is responsible for administering the State's Merit System, overseeing the Uniform Classification and Pay System, and developing and administering a management training program, as established in the State Personnel Law (Chapter 36, RSMo). Division staff provide consultation on a variety of human resources topics. The Missouri Merit System is based on the principles of merit and fitness as determined by competitive evaluation criteria for employment. The Uniform Classification and Pay (UCP) system is designed to promote equity in position classification among state employees in most executive branch agencies and to provide coordinated compensation policies.

The Personnel Advisory Board (PAB) has oversight responsibility for the Missouri merit system and the Uniform Classification and Pay system and has rule-making authority in various areas of human resources administration. Responsibilities also include making recommendations to the Governor and the general assembly regarding the state's pay plan. The PAB consists of seven members, six of whom are appointed by the Governor with the advice and consent of the Senate. Four members are appointed from the public at large, one is a member of executive management in state government, and one is a non-management state employee. The seventh member is the person designated as the state equal opportunity officer, now known as the Director of the Office of Equal Opportunity.

**Fiscal Year 2017 Governor's Recommendations**

- \$55,017 for pay plan.
- (\$300,000) core reduction from the Fiscal Year 2016 appropriation level.

**OFFICE OF ADMINISTRATION  
DIVISION OF PURCHASING**

**FINANCIAL SUMMARY**

	FY 2015 EXPENDITURE	FY 2016 APPROPRIATION	GOVERNOR RECOMMENDS FY 2017
Purchasing	\$ 1,621,435	\$ 1,846,188	\$ 1,881,568
Surplus Property	947,736	1,374,404	0
Fixed Price Vehicle Program	1,321,295	1,495,994	0
Surplus Property Recycling	97,769	98,198	0
Surplus Property Sale Proceed	289,585	299,894	0
<b>TOTAL</b>	<b>\$ 4,277,820</b>	<b>\$ 5,114,678</b>	<b>\$ 1,881,568</b>
<b>PERSONAL SERVICE</b>			
General Revenue Fund	1,553,634	1,768,985	1,804,365
Other Funds	598,582	826,582	0
<b>EXPENSE AND EQUIPMENT</b>			
General Revenue Fund	67,801	77,203	77,203
Other Funds	1,869,969	2,181,808	0
<b>PROGRAM SPECIFIC DISTRIBUTION</b>			
Other Funds	187,834	260,100	0
<b>TOTAL</b>			
General Revenue Fund	1,621,435	1,846,188	1,881,568
Other Funds	2,656,385	3,268,490	0
<b>Total Full-time Equivalent Employees</b>			
General Revenue Fund	50.54	56.00	35.00
Other Funds	31.91	35.00	35.00
Other Funds	18.63	21.00	0.00

The Division of Purchasing (Purchasing) is responsible for the procurement of all state-required supplies, materials, equipment, and professional or general services, except for those agencies exempted by law. Purchasing executes procurement functions in accordance with applicable statutes by maximizing competition in the procurement process, conducting evaluations and negotiations as appropriate, and awarding contracts to the "lowest and best" bidders.

**Fiscal Year 2017 Governor's Recommendations**

- \$35,380 for pay plan.
- (\$3,268,490) other funds and (21) staff reallocated to the Division of General Services for the Surplus Property, Fixed Price Vehicle, and Recycling Programs.

**OFFICE OF ADMINISTRATION  
DIVISION OF FACILITIES MANAGEMENT, DESIGN AND CONSTRUCTION**

**FINANCIAL SUMMARY**

	FY 2015 EXPENDITURE	FY 2016 APPROPRIATION	GOVERNOR RECOMMENDS FY 2017
State Capitol Commission Fund			
TOTAL	\$ 0	\$ 25,000	\$ 25,000
EXPENSE AND EQUIPMENT	0	25,000	25,000
TOTAL			
State Capitol Commission Fund	0	25,000	25,000
Total Full-time Equivalent Employees	489.92	513.50	515.50
Other Funds	489.92	513.50	515.50

The Division of Facilities Management, Design and Construction's (FMDC) 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 of FMDC 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 place practices and strategies. The Executive Budget's Real Estate section contains the division's operating funds. Additionally, FMDC draws upon funds in the Capital Improvements appropriation bills.

**Fiscal Year 2017 Governor's Recommendations**

- Two staff State Facility Maintenance and Operation Fund for maintenance of the Teasdale State Office Building.



**OFFICE OF ADMINISTRATION  
DIVISION OF GENERAL SERVICES**

**FINANCIAL SUMMARY**

	FY 2015 EXPENDITURE	FY 2016 APPROPRIATION	GOVERNOR RECOMMENDS FY 2017
General Services	\$ 905,208	\$ 947,519	\$ 964,963
State Property Preservation Transfer	0	1	1
State Legal Expense Fund	9,859,016	6,740,000	6,740,000
Surplus Property	0	0	1,389,979
Fixed Price Vehicle Program	0	0	1,495,994
Surplus Property Recycling	0	0	99,156
Surplus Property Sale Proceed	0	0	299,894
<b>TOTAL</b>	<b>\$ 10,764,224</b>	<b>\$ 7,687,520</b>	<b>\$ 10,989,987</b>
<b>PERSONAL SERVICE</b>			
General Revenue Fund	832,117	872,166	889,610
Other Funds	0	0	843,115
<b>EXPENSE AND EQUIPMENT</b>			
General Revenue Fund	73,091	75,353	75,353
Other Funds	0	0	2,181,808
<b>PROGRAM SPECIFIC DISTRIBUTION</b>			
General Revenue Fund	9,197,461	6,000,001	6,000,001
Other Funds	661,555	740,000	1,000,100
<b>TOTAL</b>			
General Revenue Fund	10,102,669	6,947,520	6,964,964
Other Funds	661,555	740,000	4,025,023
<b>Total Full-time Equivalent Employees</b>			
General Revenue Fund	95.03	106.00	127.00
Other Funds	19.56	21.00	20.00
Other Funds	75.47	85.00	107.00

The Division of General Services provides essential support services to state departments and to the Office of Administration. State Printing provides comprehensive reproduction services including design, printing, finishing, and quick copy services. Central Mail Services advises agencies on efficient mailing practices and provides comprehensive mailing services to most state agencies operating within the Jefferson City area. Risk Management administers the Legal Expense Fund and the workers' compensation program for state employees, purchases insurance as required, and advises state agencies on risk management issues. Vehicle Maintenance operates a centralized maintenance facility to provide mechanical repairs and body shop services for state vehicles based in the Mid-Missouri area. Fleet Management establishes statewide policies governing state vehicle operations and management; coordinates a centralized fleet information system; operates a consolidated car pool serving agencies in the Jefferson City area; and serves as a resource for fleet management issues. Surplus Property is responsible for transfers and disposal of state surplus property and distribution of excess federal property to eligible entities. State Recycling coordinates statewide recycling efforts and serves as a resource for recycling issues. General Services also provides administrative support and staffing to operate the Missouri Public Entity Risk Management Fund (MOPERM) program and coordinates the Missouri State Employees Charitable Campaign.

**Fiscal Year 2017 Governor's Recommendations**

- \$33,977 for pay plan, including \$17,444 general revenue.
- \$3,268,490 other funds and 21 staff reallocated from the Division of Purchasing for the Surplus Property, Fixed Price Vehicle, and Recycling Programs.

**OFFICE OF ADMINISTRATION  
ASSIGNED PROGRAMS**

**FINANCIAL SUMMARY**

	FY 2015 EXPENDITURE	FY 2016 APPROPRIATION	GOVERNOR RECOMMENDS FY 2017
Administrative Hearing Commission	\$ 849,961	\$ 1,180,076	\$ 1,200,892
Office of Child Advocate	252,591	320,478	326,430
Children's Trust Fund	2,816,295	3,697,728	3,135,088
Governor's Council on Disability	184,372	195,101	213,611
Missouri Ethics Commission	1,191,288	1,390,885	1,412,906
Alternatives to Abortion	1,539,479	2,158,561	3,658,561
<b>TOTAL</b>	<b>\$ 6,833,986</b>	<b>\$ 8,942,829</b>	<b>\$ 9,947,488</b>
<b>PERSONAL SERVICE</b>			
General Revenue Fund	1,964,037	2,413,740	2,462,016
Federal Funds	124,861	125,675	128,189
Other Funds	240,273	294,084	299,965
<b>EXPENSE AND EQUIPMENT</b>			
General Revenue Fund	381,863	482,500	517,500
Federal Funds	14,824	14,825	14,825
Other Funds	43,941	174,819	167,807
<b>PROGRAM SPECIFIC DISTRIBUTION</b>			
General Revenue Fund	1,458,310	2,026,186	2,006,186
Federal Funds	48,071	50,000	1,550,000
Other Funds	2,557,806	3,361,000	2,801,000
<b>TOTAL</b>			
General Revenue Fund	3,804,210	4,922,426	4,985,702
Federal Funds	187,756	190,500	1,693,014
Other Funds	2,842,020	3,829,903	3,268,772
<b>Total Full-time Equivalent Employees</b>			
General Revenue Fund	59.64	66.50	66.50
Federal Funds	38.97	44.49	44.49
Other Funds	2.33	2.30	2.30
Other Funds	18.34	19.71	19.71

**ADMINISTRATIVE HEARING COMMISSION**

The Administrative Hearing Commission (AHC) is an executive branch court that decides disputes, usually between a state agency and a business or individual, after a trial-type hearing. Its decisions are subject to review by judicial branch courts, if a party wishes to appeal. The AHC's jurisdiction is broad and frequently expanding with the passage of new legislation. Matters under its jurisdiction include state tax disputes; Medicaid provider payment disputes; due process complaints filed under the federal Individuals with Disabilities Education Act (IDEA); appeal of personnel matters under the state's merit system; discipline of professional licenses, as well as appeals of denials of those licenses; motor vehicle dealer licenses; decisions of certain commissions under the Department of Natural Resources; appeals of orders issued by the Ethics Commission; liquor control licenses; motor carrier and railroad safety matters; and surety agent licenses. The AHC is also statutorily charged with jurisdiction over certain franchisor-franchisee disputes, and serves as hearing officer pursuant to memoranda of understanding with the Missouri Commission on Human Rights and the Department of Agriculture. The AHC's jurisdiction was recently expanded to include appeals from DESE decisions, involving scholarship-granting organizations and special education students. The AHC consists of not more than five commissioners, appointed by the Governor and confirmed by the Senate, who serve six-year terms.

**Fiscal Year 2017 Governor's Recommendations**

- \$20,816 for pay plan, including \$19,307 general revenue.

## **OFFICE OF ADMINISTRATION ASSIGNED PROGRAMS**

### **OFFICE OF CHILD ADVOCATE**

The Office of Child Advocate (OCA) provides families and citizens 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. The main duties of the Office of Child Advocate are: (1) review foster care cases; (2) review unsubstantiated hotline investigations; (3) mediate between parents and schools regarding abuse allegations that occur in a school setting; (4) review child fatalities when there is a history of child abuse and neglect concerns or involvement with Children's Division; (5) intervene on behalf of a child during judicial proceedings; (6) review policy and procedures of Children's Division, the Juvenile Office and guardian ad litem within a county; and (7) provide information and referrals for families needing resources. The OCA is managed by the Child Advocate, who is appointed jointly by the Governor and the Chief Justice of the Missouri Supreme Court, with the advice and consent of the Senate, and reports to the Commissioner of Administration.

### **Fiscal Year 2017 Governor's Recommendations**

- \$5,952 for pay plan, including \$3,438 general revenue.

### **CHILDREN'S TRUST FUND**

The Children's Trust Fund (CTF) is a non-profit organization that works to prevent child abuse and neglect through grant distribution, public education, awareness, and training. CTF was established by state statute in 1983 as a public-private partnership governed by a 21-member Board of Directors, including seventeen public members appointed by the Governor, twelve upon the advice and consent of the Senate. Unique in its origin and mission, CTF is the only state agency to receive non-general revenue funding for the specific purpose of child abuse and neglect prevention. Funding is obtained from dedicated fees on marriage licenses and vital records, voluntary contributions designated on Missouri state income tax returns, sales of the specialty CTF prevent child abuse license plate, general donations, interest income from the Fund, and other grants. CTF funded programs include building the protective factors known to strengthen families and prevent abuse, positive parenting education and family support, home visitation, mentoring, crisis nursery, fatherhood and grandparent support, sexual abuse prevention, prevention of Shaken Baby Syndrome, safe sleep environments for infants, infant nurturing, training, and community education.

### **Fiscal Year 2017 Governor's Recommendations**

- \$4,372 Children's Trust Fund for pay plan.
- (\$567,012) Children's Trust Fund core reduction from the Fiscal Year 2016 appropriation level.

### **GOVERNOR'S COUNCIL ON DISABILITY**

The Governor's Council on Disability (GCD) provides education and technical assistance to people with disabilities and the public about civil rights, employment, education, housing, and transportation; and ensures equal access and full participation for all individuals with disabilities in their communities at the local, state, and federal levels. GCD works to ensure that proposed legislation respect the rights of people with disabilities through legislative updates and the Legislation Education Project. The Council offers a summer leadership program for high school students with disabilities called the MO Youth Leadership Forum. Annually, the Inclusion Awards honors employers, or other entities or individuals, who have done an outstanding job promoting the inclusion of people with disabilities in the state. Additionally, the Youth Leadership Award honors a youth with disabilities who demonstrates outstanding leadership skills in their community. The Governor appoints 21 members-at-large, representing each Congressional district.

### **Fiscal Year 2017 Governor's Recommendations**

- \$15,000 to enhance the Governor's Council on Disability outreach services.
- \$3,510 for pay plan.

### **MISSOURI PUBLIC ENTITY RISK MANAGEMENT PROGRAM**

The Missouri Public Entity Risk Management (MOPERM) operates a shared-risk program offering tort liability, property, and other coverages for participating political subdivisions of the state. Membership of the board consists of the Attorney General, the Commissioner of Administration, and four members appointed by the Governor with the advice and consent of the Senate, who are officers or employees of those public entities participating in the fund.

### **Fiscal Year 2017 Governor's Recommendations**

Continue funding at the current level.

## **OFFICE OF ADMINISTRATION ASSIGNED PROGRAMS**

### **MISSOURI ETHICS COMMISSION**

The Missouri Ethics Commission (MEC) is charged with the enforcement of conflict of interest and lobbying laws and campaign finance disclosure laws. The MEC also educates public officials, candidates for public office, registered lobbyists and the public about these laws. The MEC is composed of six members, appointed by the Governor with advice and consent of the Senate, for four year terms. Each member must be from a different congressional district with three Democrats and three Republicans serving at a given time.

#### **Fiscal Year 2017 Governor's Recommendations**

- \$22,021 for pay plan.

### **ALTERNATIVES TO ABORTION**

The Alternatives to Abortion Program was established in 2007 through Section 188.325, RSMo. The program is designed to assist low-income pregnant women in carrying their unborn child to term instead of having an abortion, and to assist them in caring for their child or placing their child for adoption. The program provides services and counseling during pregnancy and for one year following birth. The program is currently administered through the Commissioner's Office, which manages eight contracts with community-based, non-profit organizations to provide these services to eligible women and their children.

#### **Fiscal Year 2017 Governor's Recommendations**

- \$1,500,000 Temporary Assistance for Needy Families Fund to implement SB 24 (2015).

**OFFICE OF ADMINISTRATION  
DEBT AND RELATED OBLIGATIONS**

**FINANCIAL SUMMARY**

	FY 2015 EXPENDITURE	FY 2016 APPROPRIATION	GOVERNOR RECOMMENDS FY 2017
Board of Public Buildings Debt Service	\$ 47,088,184	\$ 49,543,842	\$ 63,880,680
Lease/Purchase Debt Service	16,100,483	16,093,139	16,083,614
Missouri Health and Educational Facilities Authority Debt Service	2,525,200	2,532,400	2,526,600
Missouri Historical Society Building Debt Service	0	0	2,700,000
Debt Management	73,097	83,300	83,300
New Jobs Training Certificate	0	1	0
Convention and Sports Complex Projects	17,000,000	17,000,000	17,000,000
Fulton State Hospital Bonding	15,740,964	14,200,000	14,200,000
<b>TOTAL</b>	<b>\$ 98,527,928</b>	<b>\$ 99,452,682</b>	<b>\$ 116,474,194</b>
<b>EXPENSE AND EQUIPMENT</b>			
General Revenue Fund	74,897	93,722	93,722
Other Funds	1,540,964	0	0
<b>PROGRAM SPECIFIC DISTRIBUTION</b>			
General Revenue Fund	94,477,740	96,931,553	113,962,915
Other Funds	2,434,327	2,427,407	2,417,557
<b>TOTAL</b>			
General Revenue Fund	94,552,637	97,025,275	114,056,637
Other Funds	3,975,291	2,427,407	2,417,557
<b>Total Full-time Equivalent Employees</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**BOARD OF PUBLIC BUILDINGS DEBT SERVICE**

This appropriation is for payment of principal, interest, and fees related to outstanding bonds.

**Fiscal Year 2017 Governor's Recommendations**

- \$15,050,000 for the payment of higher education bonds debt.
- (\$713,162) core reduction from the Fiscal Year 2016 appropriation level.

**LEASE/PURCHASE DEBT SERVICE**

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

**Fiscal Year 2017 Governor's Recommendations**

- \$325 for the payment of annual debt.
- (\$9,850) State Facility Maintenance and Operation Fund core reduction from the Fiscal Year 2016 appropriation level.

**MISSOURI HEALTH AND EDUCATIONAL FACILITIES AUTHORITY DEBT SERVICE**

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

**Fiscal Year 2017 Governor's Recommendations**

- (\$5,800) core reduction from the Fiscal Year 2016 appropriation level.

**OFFICE OF ADMINISTRATION  
DEBT AND RELATED OBLIGATIONS**

**MISSOURI HISTORICAL SOCIETY BUILDING DEBT SERVICE**

This appropriation is for the principal, interest, and fees on outstanding bonds.

**Fiscal Year 2017 Governor's Recommendations**

- \$2,700,000 for the payment of debt on State Historical Society Bonds.

**DEBT MANAGEMENT**

This appropriation is for professional assistance with managing the state's \$1.1 billion outstanding debt so that the Office of Administration can monitor the debt and act quickly to take advantage of savings opportunities.

**Fiscal Year 2017 Governor's Recommendations**

Continue funding at the current level.

**NEW JOBS TRAINING CERTIFICATE**

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 2017 Governor's Recommendations**

- (\$1) core reduction from the Fiscal Year 2016 appropriation level.

**CONVENTION AND SPORTS COMPLEX PROJECTS**

Sections 67.641 and 67.653, RSMo, authorize annual appropriations of state matching funds for convention and sports complex capital projects in certain cities and counties. The final Bartle Hall payment will be made in Fiscal Year 2016. Edward Jones Dome debt service appropriation is for the payment of principal, interest, and fees on outstanding financings.

**Fiscal Year 2017 Governor's Recommendations**

Continue funding at the current level.

**FULTON STATE HOSPITAL BONDING**

This appropriation is for the payment of principal, interest, and fees for bonds related to the replacement and renovation of the Fulton State Hospital.

**Fiscal Year 2017 Governor's Recommendations**

Continue funding at the current level.

**OFFICE OF ADMINISTRATION  
ADMINISTRATIVE DISBURSEMENTS**

**FINANCIAL SUMMARY**

	FY 2015 EXPENDITURE	FY 2016 APPROPRIATION	GOVERNOR RECOMMENDS FY 2017
Cash Management Improvement Act	\$ 19,999	\$ 340,000	\$ 340,000
Budget Reserve Interest	1,463,460	3,500,000	3,500,000
Budget Reserve Required Transfer	17,520,571	2	2
Other Fund Corrections	313,830	800,000	883,283
Statewide Dues	0	114,200	361,200
Flood Control Lands Grant	3,581,278	1,800,000	1,800,000
National Forest Reserve Grant	5,657,591	8,000,000	8,000,000
County Prosecution Reimbursements	15,050	30,000	30,000
Regional Planning Commissions	97,000	100,000	100,000
Elected Officials Transition	0	0	150,000
<b>TOTAL</b>	<b>\$ 28,668,779</b>	<b>\$ 14,684,202</b>	<b>\$ 15,164,485</b>
<b>PERSONAL SERVICES</b>			
General Revenue Fund	0	0	56,000
<b>EXPENSE AND EQUIPMENT</b>			
General Revenue Fund	19,999	414,200	755,200
Federal Funds	0	20,000	20,000
Other Funds	0	20,000	20,000
<b>PROGRAM SPECIFIC DISTRIBUTION</b>			
General Revenue Fund	1,574,105	3,180,001	3,263,284
Federal Funds	9,246,376	9,800,000	9,800,000
Other Funds	17,828,299	1,250,001	1,250,001
<b>TOTAL</b>			
General Revenue Fund	1,594,104	3,594,201	4,074,484
Federal Funds	9,246,376	9,820,000	9,820,000
Other Funds	17,828,299	1,270,001	1,270,001
<b>Total Full-time Equivalent Employees</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

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 2017 Governor's Recommendations**

Continue funding at the current level.

**BUDGET RESERVE INTEREST**

In the event that any state fund borrows money from the Budget Reserve Fund or other funds, that fund must repay the loan with interest.

**Fiscal Year 2017 Governor's Recommendations**

Continue funding at the current level.

**OFFICE OF ADMINISTRATION  
ADMINISTRATIVE DISBURSEMENTS**

**BUDGET RESERVE REQUIRED TRANSFER**

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

**Fiscal Year 2017 Governor's Recommendations**

Continue funding at the current level.

**OTHER FUND CORRECTIONS**

This transfer section allows corrections when money is erroneously deposited into the wrong fund.

**Fiscal Year 2017 Governor's Recommendations**

- \$83,283 to correct fund balances.

**STATEWIDE DUES**

The State of Missouri belongs to several national and regional associations which benefit all state agencies.

**Fiscal Year 2017 Governor's Recommendations**

- \$247,000 to pay statewide membership dues.

**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 2017 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 2017 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 2017 Governor's Recommendations**

Continue funding at the current level.



**OFFICE OF ADMINISTRATION  
ADMINISTRATIVE DISBURSEMENTS**

**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 2017 Governor's Recommendations**

Continue funding at the current 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, Treasurer, and Attorney General.

**Fiscal Year 2017 Governor's Recommendations**

- \$150,000 for transition expenses for newly elected officials.