

OFFICE OF ADMINISTRATION

FINANCIAL SUMMARY

	FY 2017 EXPENDITURE	FY 2018 APPROPRIATION	FY 2019 REQUEST	GOVERNOR RECOMMENDS FY 2019
Commissioner's Office	\$ 1,004,642	\$ 1,025,153	\$ 1,095,268	\$ 4,550,143
Division of Accounting	2,199,672	2,267,020	2,265,981	2,293,281
Division of Budget and Planning	1,591,702	1,730,607	1,727,071	1,712,371
Information Technology Services Division	121,159,542	168,403,381	181,054,643	191,107,005
Division of Personnel	2,801,820	2,895,357	2,823,886	6,863,573
Division of Purchasing	1,789,437	2,042,481	2,041,609	2,052,659
Division of Facilities Management, Design and Construction	0	25,000	25,000	25,000
Division of General Services	27,230,197	30,231,868	30,231,867	35,244,773
Assigned Programs	8,542,517	6,378,353	6,365,321	6,421,297
Debt and Related Obligations	88,319,365	113,785,957	112,168,378	364,202,378
Administrative Disbursements	<u>7,802,837</u>	<u>40,901,001</u>	<u>15,414,002</u>	<u>22,813,201</u>
DEPARTMENTAL TOTAL	\$ 262,441,731	\$ 369,686,178 *	\$ 355,213,026	\$ 637,285,681
General Revenue Fund	178,855,434	229,398,447	212,925,770	489,519,845
Federal Funds	50,799,991	81,110,186	81,110,186	81,110,641
Other Funds	32,786,306	59,177,545	61,177,070	66,655,195
Total Full-time Equivalent Employees	1,804.33	1,890.22	1,891.72	1,894.72
General Revenue Fund	690.67	658.10	659.60	664.60
Federal Funds	243.47	321.29	321.29	321.29
Other Funds	870.19	910.83	910.83	908.83

* Does not include \$278,803,075 recommended in the Fiscal Year 2018 Supplemental Appropriations. See the Supplemental section of the Missouri Budget for details regarding the Office of Administration supplemental appropriations.

DEPARTMENT SUMMARY

The Fiscal Year 2019 budget provides \$637.3 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 state government's central management functions. 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 2017 EXPENDITURE	FY 2018 APPROPRIATION	GOVERNOR RECOMMENDS FY 2019
Commissioner's Office	\$ 698,877	\$ 720,687	\$ 4,173,287
Office of Equal Opportunity	305,765	304,466	376,856
TOTAL	\$ 1,004,642	\$ 1,025,153	\$ 4,550,143
PERSONAL SERVICE			
General Revenue Fund	824,028	875,063	1,054,553
EXPENSE AND EQUIPMENT			
General Revenue Fund	170,164	150,090	3,495,590
Other Funds	10,450	0	0
TOTAL			
General Revenue Fund	994,192	1,025,153	4,550,143
Other Funds	10,450	0	0
Total Full-time Equivalent Employees	14.17	14.50	17.50
General Revenue Fund	14.17	14.50	17.50

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 her. 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 2019 Governor's Recommendations

- \$1,957,000 for the Business Transformation Management Office.
- \$993,000 for the Medicaid Organization Reform Project.
- \$500,000 and two staff for the Complete Count Committee for the census.
- \$4,875 for pay plan.
- \$70,115 and one staff reallocated from the Division of Personnel for Office of Equal Opportunity duties.

**OFFICE OF ADMINISTRATION
DIVISION OF ACCOUNTING**

FINANCIAL SUMMARY

	FY 2017 EXPENDITURE	FY 2018 APPROPRIATION	GOVERNOR RECOMMENDS FY 2019
Accounting TOTAL	\$ 2,199,672	\$ 2,267,020	\$ 2,293,281
PERSONAL SERVICE	2,083,541	2,150,125	2,176,386
EXPENSE AND EQUIPMENT	116,131	116,895	116,895
TOTAL			
General Revenue Fund	2,199,672	2,267,020	2,293,281
Total Full-time Equivalent Employees	48.36	49.00	49.00
General Revenue Fund	48.36	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 2019 Governor's Recommendations

- \$27,300 for pay plan.
- (\$1,039) transferred to the Office of the Governor.

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

FINANCIAL SUMMARY

	FY 2017 EXPENDITURE	FY 2018 APPROPRIATION	GOVERNOR RECOMMENDS FY 2019
Budget and Planning TOTAL	\$ 1,591,702	\$ 1,730,607	\$ 1,712,371
PERSONAL SERVICE	1,520,880	1,655,666	1,643,771
EXPENSE AND EQUIPMENT	70,822	74,941	68,600
TOTAL			
General Revenue Fund	1,591,702	1,730,607	1,712,371
Total Full-time Equivalent Employees	25.42	26.00	26.00
General Revenue Fund	25.42	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 2019 Governor's Recommendations

- \$3,900 for pay plan.
- (\$18,600) core reduction from the Fiscal Year 2018 appropriation level.
- (\$2,741) core reduction for one-time expenditures.
- (\$795) transferred to the Office of the Governor.

**OFFICE OF ADMINISTRATION
INFORMATION TECHNOLOGY SERVICES DIVISION**

FINANCIAL SUMMARY

	FY 2017 EXPENDITURE	FY 2018 APPROPRIATION	GOVERNOR RECOMMENDS FY 2019
ITSD Consolidation	\$ 120,008,267	\$ 166,403,381	\$ 187,107,005
eProcurement	1,151,275	2,000,000	4,000,000
TOTAL	\$ 121,159,542	\$ 168,403,381	\$ 191,107,005
PERSONAL SERVICE			
General Revenue Fund	23,121,927	23,085,864	23,198,693
Federal Funds	10,209,839	15,177,965	15,177,965
Other Funds	5,938,177	8,102,319	8,140,693
EXPENSE AND EQUIPMENT			
General Revenue Fund	31,953,687	35,264,224	55,823,645
Federal Funds	33,876,216	55,958,078	55,958,078
Other Funds	15,418,052	30,776,281	32,807,931
PROGRAM SPECIFIC DISTRIBUTION			
General Revenue Fund	577,066	0	0
Federal Funds	24,288	0	0
Other Funds	40,290	38,650	0
TOTAL			
General Revenue Fund	55,652,680	58,350,088	79,022,338
Federal Funds	44,110,343	71,136,043	71,136,043
Other Funds	21,396,519	38,917,250	40,948,624
Total Full-time Equivalent Employees			
General Revenue Fund	945.68	980.00	981.50
Federal Funds	443.29	399.39	400.89
Other Funds	241.33	318.99	318.99
Other Funds	261.06	261.62	261.62

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 2019 Governor's Recommendations

- \$10,000,000 for SAM II replacement.
- \$8,341,127 for Department of Revenue data warehouse restructuring.
- \$2,318,866 and two staff to implement Real ID pursuant to HB 151 (2017).
- \$2,000,000 eProcurement and State Technology Fund to receive and expend funds for eProcurement activities.
- \$59,562 for pay plan, including \$21,188 general revenue.
- \$1,500 transferred from the Department of Public Safety for on-going computer costs.
- (\$10,431) and (.5) staff transferred to the Office of the Governor.
- (\$7,000) other funds core adjustment from the Fiscal Year 2018 appropriation level.

**OFFICE OF ADMINISTRATION
DIVISION OF PERSONNEL**

FINANCIAL SUMMARY

	FY 2017 EXPENDITURE	FY 2018 APPROPRIATION	GOVERNOR RECOMMENDS FY 2019
Personnel TOTAL	\$ 2,801,820	\$ 2,895,357	\$ 6,863,573
PERSONAL SERVICE	2,713,202	2,803,711	3,165,221
EXPENSE AND EQUIPMENT	88,618	91,646	3,698,352
TOTAL			
General Revenue Fund	2,801,820	2,895,357	6,863,573
Total Full-time Equivalent Employees	65.41	72.97	74.97
General Revenue Fund	60.24	65.97	67.97
Other Funds	5.17	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 (UPC), maintaining employee service reports, developing and administering a management development training program, and overseeing a variety of employee recognition programs, including a statewide employee suggestion system as established in the State Personnel Law (Chapter 36, RSMo). Division staff provides consultation on a variety of human resources topics. The Missouri Merit System is based on the principles of merit and fitness for employment. 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 2019 Governor’s Recommendations

- \$2,915,000 for the Reward for Performance Transformation Program.
- \$700,000 for the Lean Efficiency and Cost Reduction Program.
- \$220,206 and three staff for the Missouri Leaders in Management Program.
- \$200,000 for the Cost Reduction and Citizen Service Improvement Challenge.
- \$32,481 for pay plan.
- (\$70,115) and (one) staff reallocated to the Commissioner’s Office, Office of Equal Opportunity.
- (\$28,000) core reduction from the Fiscal Year 2018 appropriation level.
- (\$1,356) transferred to the Office of the Governor.

**OFFICE OF ADMINISTRATION
DIVISION OF PURCHASING**

FINANCIAL SUMMARY

	FY 2017 EXPENDITURE	FY 2018 APPROPRIATION	GOVERNOR RECOMMENDS FY 2019
Purchasing	\$ 1,789,437	\$ 1,880,218	\$ 1,890,396
Contract Review	0	162,263	162,263
TOTAL	\$ 1,789,437	\$ 2,042,481	\$ 2,052,659
PERSONAL SERVICE			
General Revenue Fund	1,735,329	1,942,897	1,953,075
Federal Funds	0	11,129	11,129
Other Funds	0	11,252	11,252
EXPENSE AND EQUIPMENT			
General Revenue Fund	54,108	77,203	77,203
TOTAL			
General Revenue Fund	1,789,437	2,020,100	2,030,278
Federal Funds	0	11,129	11,129
Other Funds	0	11,252	11,252
Total Full-time Equivalent Employees			
General Revenue Fund	35.22	37.00	37.00
Other Funds	0.00	0.25	0.25

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. Additionally, Purchasing is responsible for cooperative contracts, emergency procurement authorizations, single feasible source contracts, special delegations of authority, as well as other procurement authorizations as permitted by law.

Fiscal Year 2019 Governor's Recommendations

- \$11,050 for pay plan.
- (\$872) transferred to the Office of the Governor.

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

FINANCIAL SUMMARY

	FY 2017 EXPENDITURE	FY 2018 APPROPRIATION	GOVERNOR RECOMMENDS FY 2019
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	497.89	515.25	515.25
Other Funds	497.89	515.25	515.25

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 2019 Governor's Recommendations

Continue funding at the current level.

**OFFICE OF ADMINISTRATION
DIVISION OF GENERAL SERVICES**

FINANCIAL SUMMARY

	FY 2017 EXPENDITURE	FY 2018 APPROPRIATION	GOVERNOR RECOMMENDS FY 2019
General Services	\$ 920,582	\$ 964,279	\$ 964,184
State Property Preservation Transfer	0	0	1
State Legal Expense Fund	24,201,366	25,982,566	30,982,565
Surplus Property	780,096	1,389,979	1,402,329
Fixed Price Vehicle Program	990,291	1,495,994	1,495,994
Surplus Property Recycling	97,871	99,156	99,806
Surplus Property Sale Proceed	239,991	299,894	299,894
TOTAL	\$ 27,230,197	\$ 30,231,868	\$ 35,244,773
PERSONAL SERVICE			
General Revenue Fund	847,990	888,926	899,781
Other Funds	602,749	843,115	856,115
EXPENSE AND EQUIPMENT			
General Revenue Fund	72,592	75,353	64,403
Other Funds	1,299,773	2,181,808	2,181,808
PROGRAM SPECIFIC DISTRIBUTION			
General Revenue Fund	19,983,784	16,000,001	16,000,001
Other Funds	4,423,309	10,242,665	15,242,665
TOTAL			
General Revenue Fund	20,904,366	16,964,280	16,964,185
Other Funds	6,325,831	13,267,588	18,280,588
Total Full-time Equivalent Employees			
General Revenue Fund	106.80	127.00	125.00
Other Funds	18.84	20.00	20.00
	87.96	107.00	105.00

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 coordinates the Missouri State Employees Charitable Campaign.

Fiscal Year 2019 Governor's Recommendations

- \$5,000,000 other funds for transfer to the State Legal Expense Fund.
- \$1 for transfer to the State Property Preservation Fund.
- \$23,855 for pay plan, including \$10,855 general revenue.
- (\$10,951) core reduction from the Fiscal Year 2018 appropriation level.
- (Two) staff Office of Administration Revolving Administrative Trust Fund core reduction from the Fiscal Year 2018 appropriation level.

**OFFICE OF ADMINISTRATION
ASSIGNED PROGRAMS**

FINANCIAL SUMMARY

	FY 2017 EXPENDITURE	FY 2018 APPROPRIATION	GOVERNOR RECOMMENDS FY 2019
Administrative Hearing Commission	\$ 979,276	\$ 1,200,892	\$ 1,185,117
Office of Child Advocate	319,749	326,430	327,080
Children's Trust Fund	2,246,901	3,135,088	3,193,839
Governor's Council on Disability	190,900	198,611	200,561
Missouri Ethics Commission	1,247,055	1,517,332	1,514,700
Alternatives to Abortion	3,558,636	0	0
TOTAL	\$ 8,542,517	\$ 6,378,353	\$ 6,421,297
PERSONAL SERVICE			
General Revenue Fund	2,258,267	2,548,428	2,565,198
Federal Funds	128,159	128,189	128,644
Other Funds	247,851	299,965	358,716
EXPENSE AND EQUIPMENT			
General Revenue Fund	368,559	417,939	384,907
Federal Funds	14,641	14,825	14,825
Other Funds	56,034	167,807	167,807
PROGRAM SPECIFIC DISTRIBUTION			
General Revenue Fund	70	200	200
Federal Funds	3,508,616	0	0
Other Funds	1,960,320	2,801,000	2,801,000
TOTAL			
General Revenue Fund	2,626,896	2,966,567	2,950,305
Federal Funds	3,651,416	143,014	143,469
Other Funds	2,264,205	3,268,772	3,327,523
Total Full-time Equivalent Employees			
General Revenue Fund	63.18	68.50	68.50
Federal Funds	42.93	46.49	46.49
Other Funds	2.14	2.30	2.30
Other Funds	18.11	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 Department of Elementary and Secondary Education 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 2019 Governor's Recommendations

- \$4,225 for pay plan.
- (\$20,000) core reduction from the Fiscal Year 2018 appropriation level.

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 the Children's Division; (5) intervene on behalf of a child during judicial proceedings; (6) review policy and procedures of the 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 2019 Governor's Recommendations

- \$650 for pay plan, including \$195 general revenue.

CHILDREN'S TRUST FUND

The Children's Trust Fund (CTF) works to prevent child abuse and neglect and strengthen families through grant distribution, 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, of whom twelve require 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 CTF prevent child abuse license plate depicting a child's green handprints, 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 engagement, family support, home visiting, mentoring, crisis nurseries, fatherhood and grandparent support, child sexual abuse prevention, prevention of Shaken Baby Syndrome/abusive head trauma, safe sleep environments for infants, not leaving children unattended in vehicles, training, and community education.

Fiscal Year 2019 Governor's Recommendations

- \$57,451 Children's Trust Fund for compensation adjustments.
- \$1,300 Children's Trust Fund for pay plan.

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; GCD 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 Missouri 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. A new award, the Website/IT award, will be awarded to the non-profit, business, or local government agency that has the most informative and accessible website. The Governor appoints 21 members-at-large, representing each Congressional district.

Fiscal Year 2019 Governor's Recommendations

- \$1,950 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 2019 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, personal financial disclosure, and lobbying laws as well as 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 2019 Governor's Recommendations

- \$10,400 for pay plan.
- (\$13,032) core reduction for one-time expenditures.

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.

Fiscal Year 2019 Governor's Recommendations

The program is currently administered by the Department of Social Services.

**OFFICE OF ADMINISTRATION
DEBT AND RELATED OBLIGATIONS**

FINANCIAL SUMMARY

	FY 2017 EXPENDITURE	FY 2018 APPROPRIATION	GOVERNOR RECOMMENDS FY 2019
Board of Public Buildings Debt Service	\$ 55,447,181	\$ 63,414,330	\$ 61,839,060
Lease/Purchase Debt Service	16,083,600	16,082,539	16,085,911
Missouri Health and Educational Facilities Authority Debt Service	2,526,600	2,522,625	2,519,375
Missouri Historical Society Building Debt Service	2,333,530	2,333,344	2,328,594
Debt Management	17,609	83,300	83,300
Revenue Anticipation Note	0	0	252,000,000
Convention and Sports Complex Projects	5,000,000	17,000,000	17,000,000
Fulton State Hospital Bonding	6,910,845	12,349,819	12,346,138
TOTAL	\$ 88,319,365	\$ 113,785,957	\$ 364,202,378
EXPENSE AND EQUIPMENT			
General Revenue Fund	28,403	93,722	93,722
PROGRAM SPECIFIC DISTRIBUTION			
General Revenue Fund	85,873,418	111,274,553	361,316,449
Other Funds	2,417,544	2,417,682	2,792,207
TOTAL			
General Revenue Fund	85,901,821	111,368,275	361,410,171
Other Funds	2,417,544	2,417,682	2,792,207
Total Full-time Equivalent Employees	0.00	0.00	0.00

BOARD OF PUBLIC BUILDINGS DEBT SERVICE

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

Fiscal Year 2019 Governor's Recommendations

- \$375,000 Board of Public Building Bond Proceeds Fund for debt service.
- (\$1,950,270) core reduction from the Fiscal Year 2018 appropriation level.

LEASE/PURCHASE DEBT SERVICE

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

Fiscal Year 2019 Governor's Recommendations

- \$3,847 for the payment of annual debt.
- (\$475) State Facility Maintenance and Operation Fund core reduction from the Fiscal Year 2018 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 2019 Governor's Recommendations

- (\$3,250) core reduction from the Fiscal Year 2018 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 2019 Governor's Recommendations

(\$4,750) core reduction from the Fiscal Year 2018 appropriation level.

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 2019 Governor's Recommendations

Continue funding at the current level.

REVENUE ANTICIPATION NOTE

This appropriation is for the debt service on short-term notes issued to provide working capital resources to the General Revenue Fund.

Fiscal Year 2019 Governor's Recommendations

- \$252,000,000 for debt service on revenue notes.

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. Edward Jones Dome debt service appropriation is for the payment of principal, interest, and fees on outstanding financings.

Fiscal Year 2019 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 2019 Governor's Recommendations

- (\$3,681) core reduction from the Fiscal Year 2018 appropriation level.

**OFFICE OF ADMINISTRATION
ADMINISTRATIVE DISBURSEMENTS**

FINANCIAL SUMMARY

	FY 2017 EXPENDITURE	FY 2018 APPROPRIATION	GOVERNOR RECOMMENDS FY 2019
Cash Management Improvement Act	\$ 12,274	\$ 340,000	\$ 540,000
Budget Reserve Interest	2,294,899	3,500,000	4,000,000
Budget Reserve Required Transfer	1,556,828	26,000,001	7,500,001
Other Fund Corrections	677,942	800,000	800,000
Statewide Dues	222,000	231,000	130,200
Flood Control Lands Grant	39,714	1,800,000	1,800,000
National Forest Reserve Grant	2,756,490	8,000,000	8,000,000
County Prosecution Reimbursements	22,950	30,000	30,000
Regional Planning Commissions	97,000	200,000	0
Elected Officials Transition	122,740	0	13,000
TOTAL	\$ 7,802,837	\$ 40,901,001	\$ 22,813,201
PERSONAL SERVICES			
General Revenue Fund	101,214	0	10,000
EXPENSE AND EQUIPMENT			
General Revenue Fund	255,800	531,000	633,200
Federal Funds	0	20,000	20,000
Other Funds	0	20,000	20,000
PROGRAM SPECIFIC DISTRIBUTION			
General Revenue Fund	4,035,834	29,280,000	11,080,000
Federal Funds	3,038,232	9,800,000	9,800,000
Other Funds	371,757	1,250,001	1,250,001
TOTAL			
General Revenue Fund	4,392,848	29,811,000	11,723,200
Federal Funds	3,038,232	9,820,000	9,820,000
Other Funds	371,757	1,270,001	1,270,001
Total Full-time Equivalent Employees			
General Revenue Fund	2.20	0.00	0.00
General Revenue Fund	2.20	0.00	0.00

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 2019 Governor's Recommendations

- \$200,000 for anticipated payments.

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 2019 Governor's Recommendations

- \$500,000 for anticipated payments.

**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 2019 Governor's Recommendations

- (\$18,500,000) core reduction from the Fiscal Year 2018 appropriation level.

OTHER FUND CORRECTIONS

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

Fiscal Year 2019 Governor's Recommendations

Continue funding at the current level.

STATEWIDE DUES

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

Fiscal Year 2019 Governor's Recommendations

- (\$100,800) core reduction from the Fiscal Year 2018 appropriation level.

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 2019 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 2019 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 2019 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 2019 Governor's Recommendations

- (\$200,000) core reduction from the Fiscal Year 2018 appropriation level.

ELECTED OFFICIALS TRANSITION

The state provides operating costs for the transition into office of newly elected officials, including the State Auditor's Office.

Fiscal Year 2019 Governor's Recommendations

- \$13,000 for transition expenses for a newly elected state official.