



# OFFICE of ADMINISTRATION

The Office of Administration serves as the administrative and managerial arm of State of Missouri government. Created by the General Assembly on January 15, 1973, the Office of Administration combines and coordinates the central management functions of state government.

The Office of Administration is comprised of seven divisions and the Office of Equal Opportunity. The department provides support, services, and solutions that allow other state departments to operate efficiently and effectively. The Commissioner of Administration acts as the Chief Executive with oversight of the Office of Administration's seven divisions.

## Division of Accounting

The Division of Accounting maintains all financial records for State of Missouri appropriations and funds, processes payments, controls production of warrants, and distributes checks.

## Division of Budget & Planning

Analyzes state government programs and provides recommendations and information to the Governor, General Assembly, and state agencies regarding fiscal and other policies.

## Division of Facilities Management, Design & Construction (FMDC)

Provides project management and construction administration for capital improvement projects. FMDC also operates, maintains and manages state-owned office buildings and other structures, and is responsible for acquiring and managing leased space.

## Division of General Services

Provides state agencies with a variety of support services, such as: printing, mail services, fleet management, vehicle maintenance, and administration of the legal expense fund and the state employee workers' compensation program. General Services also maintains responsibility for the statewide in-house recycling program; transfers and/or disposes of state agencies' surplus property to maximize state resources; and administers the Federal Surplus Property Program.

## Division of Information Technology Services

Manages state information technology resources; provides mainframe computer processing services through the State Data Center; manages the State's telecommunication services; and provides Internet services, and network support to all state agencies.

## Division of Personnel

Provides central human resource (HR) management programs and services to all executive branch departments in compliance with the State Personnel Law.

## Division of Purchasing

Centralizes procurement to save money by purchasing supplies, materials, and services in larger quantities and encourages competitive bidding and awards on all contracts.

## Office of Equal Opportunity (OEO)

Promotes a diversified workforce within state government. OEO also assists women and minorities in developing opportunities to contract with the state to economically empower traditionally under-served communities and improve the overall fiscal vitality of the State of Missouri.

### The Commissioner of Administration serves on the following boards and commissions:

- Board of Fund Commissioners
- Board of Unemployment Fund Financing
- Minority Business Advocacy Commission
- Missouri Consolidated Health Care Plan
- Missouri Higher Education Savings Program
- Missouri Public Entity Management Fund
- Missouri State Capitol Commission
- Missouri State Employment Retirement System
- Petroleum Storage Insurance Tank Fund
- Missouri Achieving a Better Life Experience Program

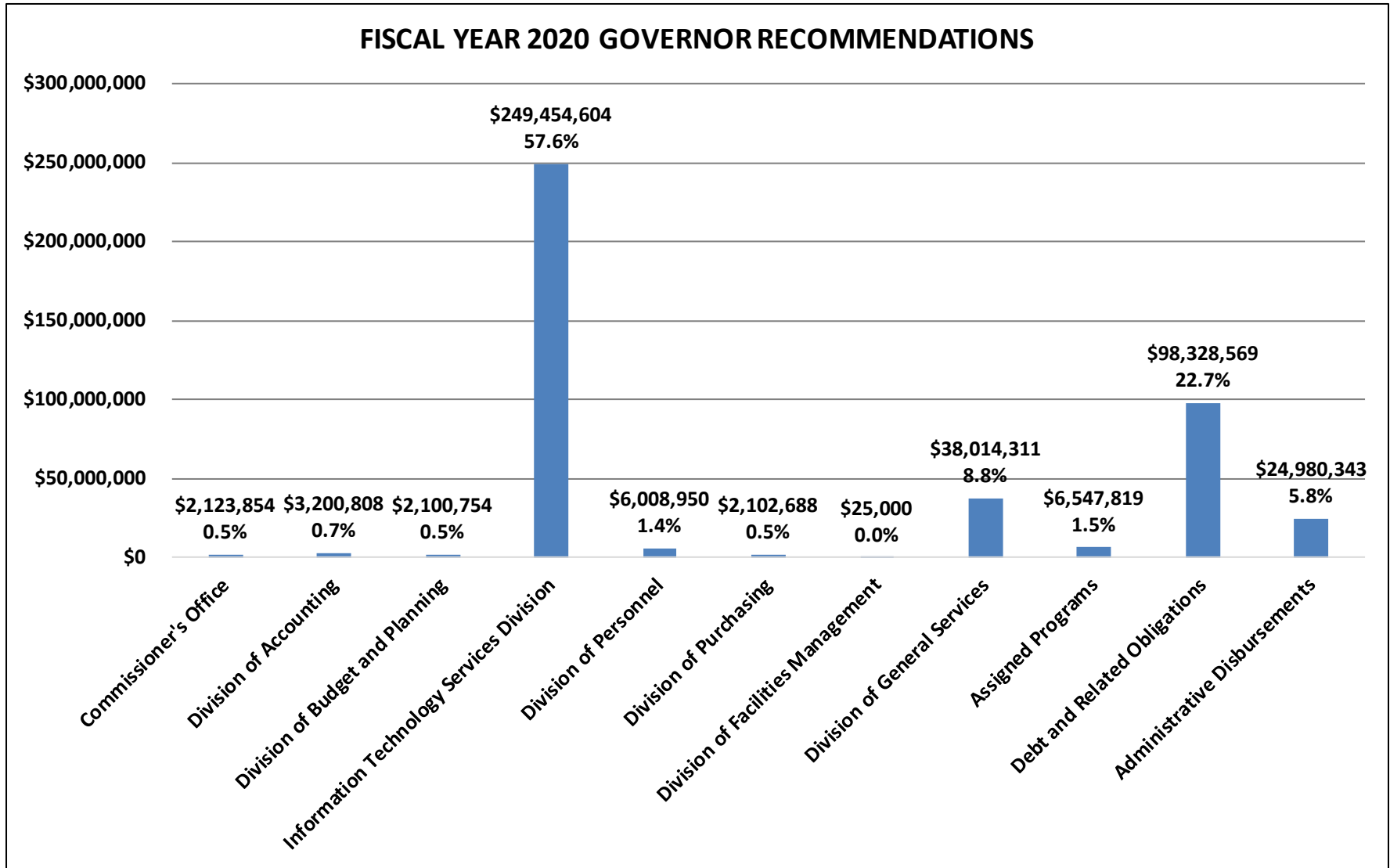
**Support. Services. Solutions.**

# OFFICE OF ADMINISTRATION

## FINANCIAL SUMMARY

	FY 2018 EXPENDITURE	FY 2019 APPROPRIATION	FY 2020 REQUEST	FY 2020 GOVERNOR RECOMMENDS
Commissioner's Office	\$ 988,687	\$ 2,101,593	\$ 1,607,918	\$ 2,123,854
Division of Accounting	2,181,733	2,283,433	3,124,731	3,200,808
Division of Budget and Planning	1,675,446	1,718,191	2,330,500	2,100,754
Information Technology Services Division	122,140,849	177,001,247	213,073,419	249,454,604
Division of Personnel	2,699,245	6,154,255	3,262,624	6,008,950
Division of Purchasing	1,968,040	2,054,804	2,067,999	2,102,688
Division of Facilities Management, Design and Construction	0	25,000	25,000	25,000
Division of General Services	31,353,562	37,860,545	38,075,173	38,014,311
Assigned Programs	4,631,924	6,424,094	6,500,416	6,547,819
Debt and Related Obligations	112,194,657	112,202,378	98,328,569	98,328,569
Administrative Disbursements	29,127,712	24,513,201	26,750,201	24,980,343
State Legal Expense Fund Transfer	1,039,312	1	1	1
<b>DEPARTMENTAL TOTAL</b>	<b>\$ 310,001,167</b>	<b>\$ 372,338,742</b>	<b>* \$ 395,146,551</b>	<b>\$ 432,887,701</b>
General Revenue Fund	220,392,081	221,364,689	229,333,404	235,448,268
Federal Funds	50,885,007	83,520,050	99,630,200	100,881,339
Other Funds	38,724,079	67,454,003	66,182,947	96,558,094
<b>Total Full-time Equivalent Employees</b>	<b>1,792.75</b>	<b>1,890.72</b>	<b>1,894.72</b>	<b>1,896.72</b>
General Revenue Fund	697.57	667.24	687.21	689.21
Federal Funds	240.67	321.29	321.29	321.29
Other Funds	854.51	902.19	886.22	886.22

\* Does not include \$744,690 recommended in the Fiscal Year 2019 Supplemental Appropriations. See the Supplemental section of the Missouri Budget for details regarding the Office of Administration supplemental appropriations.



**OFFICE OF ADMINISTRATION  
COMMISSIONER'S OFFICE**

**FINANCIAL SUMMARY**

	<b>FY 2018 EXPENDITURE</b>	<b>FY 2019 APPROPRIATION</b>	<b>FY 2020 GOVERNOR RECOMMENDS</b>
Commissioner's Office	\$ 697,945	\$ 1,224,695	\$ 1,740,207
Office of Equal Opportunity	290,742	376,898	383,647
Judicial Electronic Monitoring Pilot	0	500,000	0
<b>TOTAL</b>	<b>\$ 988,687</b>	<b>\$ 2,101,593</b>	<b>\$ 2,123,854</b>
<b>PERSONAL SERVICE</b>			
General Revenue Fund	834,907	946,003	1,078,264
<b>EXPENSE AND EQUIPMENT</b>			
General Revenue Fund	153,780	905,590	795,590
Federal Funds	0	250,000	250,000
<b>TOTAL</b>			
General Revenue Fund	988,687	1,851,593	1,873,854
Federal Funds	0	250,000	250,000
<b>Total Full-time Equivalent Employees</b>	<b>12.81</b>	<b>15.50</b>	<b>17.50</b>
General Revenue Fund	12.81	15.50	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 2020 Governor's Recommendations**

- \$500,000 and two staff for the Complete Count Committee for the census.
- \$15,936 for pay plan.
- \$6,325 for the remaining pay periods of the Fiscal Year 2019 approved pay plan.
- (\$500,000) core reduction from the Fiscal Year 2019 appropriation level.

**OFFICE OF ADMINISTRATION  
DIVISION OF ACCOUNTING**

**FINANCIAL SUMMARY**

	<b>FY 2018 EXPENDITURE</b>	<b>FY 2019 APPROPRIATION</b>	<b>FY 2020 GOVERNOR RECOMMENDS</b>
Accounting			
<b>TOTAL</b>	<b>\$ 2,181,733</b>	<b>\$ 2,283,433</b>	<b>\$ 3,200,808</b>
PERSONAL SERVICE	2,064,519	2,166,538	3,068,513
EXPENSE AND EQUIPMENT	117,088	116,895	132,295
PROGRAM SPECIFIC DISTRIBUTION	126	0	0
TOTAL			
General Revenue Fund	2,181,733	2,283,433	3,200,808
<b>Total Full-time Equivalent Employees</b>	<b>47.72</b>	<b>49.00</b>	<b>70.00</b>
General Revenue Fund	47.72	49.00	70.00

The Division of Accounting provides central accounting and central payroll system services for state government, producing checks and electronic payments for state vendors and state employees. The division 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 2020 Governor's Recommendations**

- \$44,887 for pay plan.
- \$17,452 for the remaining pay periods of the Fiscal Year 2019 approved pay plan.
- \$31,190 for pay plan associated with the recently completed compensation study to move to market-based minimums.
- \$439,327 transferred from the statewide leasing budget.
- \$384,519 and 21 staff reallocated from various divisions.

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

**FINANCIAL SUMMARY**

	<b>FY 2018 EXPENDITURE</b>	<b>FY 2019 APPROPRIATION</b>	<b>FY 2020 GOVERNOR RECOMMENDS</b>
Budget and Planning	\$ 1,675,446	\$ 1,718,191	\$ 1,846,786
Census Preparation	0	0	253,968
<b>TOTAL</b>	<b>\$ 1,675,446</b>	<b>\$ 1,718,191</b>	<b>\$ 2,100,754</b>
PERSONAL SERVICE	1,603,445	1,649,591	1,890,810
EXPENSE AND EQUIPMENT	72,001	68,600	209,944
<b>TOTAL</b>			
General Revenue Fund	1,675,446	1,718,191	2,100,754
<b>Total Full-time Equivalent Employees</b>	<b>25.93</b>	<b>26.00</b>	<b>29.00</b>
General Revenue Fund	25.93	26.00	29.00

The Division of Budget and Planning 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 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 analyses. To assist in state government management, the division 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 division 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 2020 Governor’s Recommendations**

- \$252,153 and two staff for reapportionment and census activities.
- \$85,191 and one staff for enterprise resource planning system implementation.
- \$27,828 for pay plan.
- \$9,720 for the remaining pay periods of the Fiscal Year 2019 approved pay plan.
- \$7,671 for pay plan associated with the recently completed compensation study to move to market-based minimums.

**OFFICE OF ADMINISTRATION  
INFORMATION TECHNOLOGY SERVICES DIVISION**

**FINANCIAL SUMMARY**

	<b>FY 2018 EXPENDITURE</b>	<b>FY 2019 APPROPRIATION</b>	<b>FY 2020 GOVERNOR RECOMMENDS</b>
ITSD Consolidation	\$ 120,601,933	\$ 174,001,247	\$ 246,454,604
eProcurement	1,538,916	3,000,000	3,000,000
<b>TOTAL</b>	<b>\$ 122,140,849</b>	<b>\$ 177,001,247</b>	<b>\$ 249,454,604</b>
<b>PERSONAL SERVICE</b>			
General Revenue Fund	23,879,029	23,734,003	25,458,163
Federal Funds	10,574,283	15,263,974	16,495,311
Other Funds	5,369,283	7,738,493	8,153,381
<b>EXPENSE AND EQUIPMENT</b>			
General Revenue Fund	30,964,567	39,746,796	61,961,597
Federal Funds	32,978,449	57,458,078	73,858,112
Other Funds	16,620,208	33,059,903	62,350,210
<b>PROGRAM SPECIFIC DISTRIBUTION</b>			
General Revenue Fund	1,754,630	0	1,177,830
Federal Funds	400	0	0
<b>TOTAL</b>			
General Revenue Fund	56,598,226	63,480,799	88,597,590
Federal Funds	43,553,132	72,722,052	90,353,423
Other Funds	21,989,491	40,798,396	70,503,591
<b>Total Full-time Equivalent Employees</b>			
General Revenue Fund	946.57	981.50	971.50
Federal Funds	457.25	407.53	402.50
Other Funds	238.31	318.99	318.99
	251.01	254.98	250.01

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.

**OFFICE OF ADMINISTRATION  
INFORMATION TECHNOLOGY SERVICES DIVISION**

**Fiscal Year 2020 Governor's Recommendations**

- \$25,000,000 Workers' Compensation Fund for modernization of the workers' compensation system within the Department of Labor and Industrial Relations.
- \$15,334,613 federal funds for a state agency model management information system for the Women, Infants and Children program within the Department of Health and Senior Services.
- \$8,500,000 for a statewide enterprise resource planning system, including \$4,000,000 general revenue.
- \$6,836,000 for Department of Revenue data warehouse restructuring.
- \$4,500,000 for the Missouri Corrections Integrated System within the Department of Corrections.
- \$3,200,000 for Department of Revenue call center digital modernization.
- \$2,000,000 for motor vehicle and driver licensing information technology infrastructure.
- \$2,000,000 for virtual desktops.
- \$1,375,000 for intensive project management training, including \$750,000 general revenue.
- \$1,230,149 for electronic case reporting for the Department of Health and Senior Services, including \$123,015 general revenue.
- \$600,000 for the Department of Economic Development customer relations management system.
- \$500,000 for information technology equipment for the Department of Corrections.
- \$140,482 for a report management system for the Division of Fire Safety within the Department of Public Safety.
- \$140,000 for a report management system for the Capitol Police within the Department of Public Safety.
- \$23,849 to continue information technology services previously funded by the Early Childhood Development, Education and Care Fund.
- \$735,937 for pay plan, including \$373,698 general revenue.
- \$278,681, for the remaining pay periods of the Fiscal Year 2019 approved pay plan, including \$143,533 general revenue.
- \$307,990 for pay plan associated with the recently completed compensation study to move to market-based minimums, including \$170,733 general revenue.
- \$4,433 Division of Alcohol and Tobacco Control Fund transferred from the Department of Public Safety.
- (\$229,928) and (ten) staff reallocated to various divisions, including (\$384,519) general revenue.
- (\$23,849) Early Childhood Development, Education and Care Fund core reduction from the Fiscal Year 2019 appropriation level.



**OFFICE OF ADMINISTRATION  
DIVISION OF PERSONNEL**

**FINANCIAL SUMMARY**

	FY 2018 EXPENDITURE	FY 2019 APPROPRIATION	FY 2020 GOVERNOR RECOMMENDS
Personnel			
<b>TOTAL</b>	<b>\$ 2,699,245</b>	<b>\$ 6,154,255</b>	<b>\$ 6,008,950</b>
<b>PERSONAL SERVICE</b>			
General Revenue Fund	2,607,599	2,831,109	2,900,804
<b>EXPENSE AND EQUIPMENT</b>			
General Revenue Fund	91,646	1,796,338	2,108,146
Federal Funds	0	573,026	300,000
Other Funds	0	953,782	700,000
<b>TOTAL</b>			
General Revenue Fund	2,699,245	4,627,447	5,008,950
Federal Funds	0	573,026	300,000
Other Funds	0	953,782	700,000
<b>Total Full-time Equivalent Employees</b>	<b>60.74</b>	<b>72.97</b>	<b>72.97</b>
General Revenue Fund	56.18	65.97	65.97
Other Funds	4.56	7.00	7.00

The Division of Personnel is responsible for administering functions set forth in State Personnel Law (Chapter 36, RSMo), which includes maintaining the Uniform Classification and Pay System (UCP), as well as personnel standards on a merit basis for programs required by federal law or regulations. The UCP system is designed to support equity in position classification and pay among state employees in most executive branch agencies and to allow coordinated compensation policies. The Division of Personnel delivers training programs and services to support a culture of continuous improvement, high performance, and accountability. Division staff provide consultative services in a variety of human resource topics. Additional areas of responsibilities involve recruitment, retention, employee recognition programs, and labor contract negotiations.

The Personnel Advisory Board (PAB) has oversight responsibility for the Uniform Classification and Pay system and has rule-making authority for State Personnel Law. 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 2020 Governor's Recommendations**

- \$2,700,000 for the Reward for Performance Transformation Program, including \$1,700,000 general revenue.
- \$300,000 for the Lean Efficiency Program.
- \$42,819 for pay plan.
- \$23,369 for the remaining pay periods of the Fiscal Year 2019 approved pay plan.
- \$3,507 for pay plan associated with the recently completed compensation study to move to market-based minimums.
- (\$2,915,000) core reduction from the Fiscal Year 2019 appropriation level, including (\$1,388,192) general revenue.
- (\$300,000) core reduction for one-time expenditures.

**OFFICE OF ADMINISTRATION  
DIVISION OF PURCHASING**

**FINANCIAL SUMMARY**

	<b>FY 2018 EXPENDITURE</b>	<b>FY 2019 APPROPRIATION</b>	<b>FY 2020 GOVERNOR RECOMMENDS</b>
Purchasing	\$ 1,809,132	\$ 1,891,841	\$ 1,936,570
Contract Review	158,908	162,963	166,118
<b>TOTAL</b>	<b>\$ 1,968,040</b>	<b>\$ 2,054,804</b>	<b>\$ 2,102,688</b>
<b>PERSONAL SERVICE</b>			
General Revenue Fund	1,875,692	1,955,220	2,002,768
Federal Funds	10,876	11,129	11,296
Other Funds	10,978	11,252	11,421
<b>EXPENSE AND EQUIPMENT</b>			
General Revenue Fund	70,494	77,203	77,203
<b>TOTAL</b>			
General Revenue Fund	1,946,186	2,032,423	2,079,971
Federal Funds	10,876	11,129	11,296
Other Funds	10,978	11,252	11,421
<b>Total Full-time Equivalent Employees</b>	<b>36.41</b>	<b>37.00</b>	<b>37.00</b>
General Revenue Fund	36.03	36.75	36.75
Federal Funds	0.17	0.00	0.00
Other Funds	0.21	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 2020 Governor’s Recommendations**

- \$29,864 for pay plan, including \$29,528 general revenue.
- \$13,195 for the remaining pay periods of the Fiscal Year 2019 approved pay plan.
- \$4,825 for pay plan associated with the recently completed compensation study to move to market-based minimums.

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

**FINANCIAL SUMMARY**

	<b>FY 2018 EXPENDITURE</b>	<b>FY 2019 APPROPRIATION</b>	<b>FY 2020 GOVERNOR RECOMMENDS</b>
State Capitol Commission Fund			
<b>TOTAL</b>	<b>\$ 0</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>
EXPENSE AND EQUIPMENT	0	25,000	25,000
TOTAL			
State Capitol Commission Fund	0	25,000	25,000
<b>Total Full-time Equivalent Employees</b>	<b>496.96</b>	<b>515.25</b>	<b>504.25</b>
Other Funds	496.96	515.25	504.25

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 2020 Governor’s Recommendations**

- (11) staff reallocated to the Division of Accounting.

**OFFICE OF ADMINISTRATION  
DIVISION OF GENERAL SERVICES**

**FINANCIAL SUMMARY**

	<b>FY 2018 EXPENDITURE</b>	<b>FY 2019 APPROPRIATION</b>	<b>FY 2020 GOVERNOR RECOMMENDS</b>
General Services	\$ 915,152	\$ 960,607	\$ 1,089,095
State Legal Expense Fund	28,274,513	33,607,565	33,607,565
Surplus Property	858,618	1,396,979	1,421,164
Fixed Price Vehicle Program	914,772	1,495,994	1,495,994
Surplus Property Recycling	99,066	99,506	100,599
Surplus Property Sale Proceed	291,441	299,894	299,894
<b>TOTAL</b>	<b>\$ 31,353,562</b>	<b>\$ 37,860,545</b>	<b>\$ 38,014,311</b>
<b>PERSONAL SERVICE</b>			
General Revenue Fund	842,349	896,204	924,692
Other Funds	601,589	850,465	875,743
<b>EXPENSE AND EQUIPMENT</b>			
General Revenue Fund	72,803	64,403	164,403
Other Funds	1,306,456	2,181,808	2,181,808
<b>PROGRAM SPECIFIC DISTRIBUTION</b>			
General Revenue Fund	18,625,000	18,625,000	18,625,000
Other Funds	9,905,365	15,242,665	15,242,665
<b>TOTAL</b>			
General Revenue Fund	19,540,152	19,585,607	19,714,095
Other Funds	11,813,410	18,274,938	18,300,216
<b>Total Full-time Equivalent Employees</b>			
General Revenue Fund	103.94	125.00	125.00
Other Funds	18.47	20.00	20.00
Other Funds	85.47	105.00	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 State 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 2020 Governor's Recommendations**

- \$100,000 for a statewide fleet assessment.
- \$26,420 for pay plan, including \$13,553 general revenue.
- \$14,628 for the remaining pay periods of the Fiscal Year 2019 approved pay plan, including \$7,278 general revenue.
- \$12,718 for pay plan associated with the recently completed compensation study to move to market-based minimums, including \$7,657 general revenue.

**OFFICE OF ADMINISTRATION  
ASSIGNED PROGRAMS**

**FINANCIAL SUMMARY**

	<b>FY 2018 EXPENDITURE</b>	<b>FY 2019 APPROPRIATION</b>	<b>FY 2020 GOVERNOR RECOMMENDS</b>
Administrative Hearing Commission	\$ 974,623	\$ 1,187,563	\$ 1,210,862
Office of Child Advocate	322,912	328,944	386,836
Children's Trust Fund	1,839,922	3,194,358	3,200,438
Governor's Council on Disability	175,227	200,011	209,138
Missouri Ethics Commission	1,319,240	1,513,218	1,540,545
<b>TOTAL</b>	<b>\$ 4,631,924</b>	<b>\$ 6,424,094</b>	<b>\$ 6,547,819</b>
<b>PERSONAL SERVICE</b>			
General Revenue Fund	2,249,606	2,566,717	2,675,034
Federal Funds	128,188	129,018	131,795
Other Funds	264,906	359,620	367,251
<b>EXPENSE AND EQUIPMENT</b>			
General Revenue Fund	349,105	384,907	389,907
Federal Funds	14,686	14,825	14,825
Other Funds	211,754	167,807	167,807
<b>PROGRAM SPECIFIC DISTRIBUTION</b>			
General Revenue Fund	125	200	200
Other Funds	1,413,554	2,801,000	2,801,000
<b>TOTAL</b>			
General Revenue Fund	2,598,836	2,951,824	3,065,141
Federal Funds	142,874	143,843	146,620
Other Funds	1,890,214	3,328,427	3,336,058
<b>Total Full-time Equivalent Employees</b>	<b>61.67</b>	<b>68.50</b>	<b>69.50</b>
General Revenue Fund	43.18	46.49	47.49
Federal Funds	2.19	2.30	2.30
Other Funds	16.30	19.71	19.71

## **OFFICE OF ADMINISTRATION ASSIGNED PROGRAMS**

### **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 also includes appeals from Department of Elementary and Secondary Education decisions involving scholarship-granting organizations and special education students. The AHC's jurisdiction was recently expanded to include appeals of denials of medical marijuana facilities' licenses and qualifying patients' identification cards. 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 2020 Governor's Recommendations**

- \$16,124 for pay plan, including \$14,958 general revenue.
- \$6,671 for the remaining pay periods of the Fiscal Year 2019 approved pay plan, including \$6,286 general revenue.
- \$504 for pay plan associated with the recently completed compensation study to move to market-based minimums.

### **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 2020 Governor's Recommendations**

- \$50,000 and one staff to conduct reviews of the decisions and/or actions made by the Department of Social Services, Children's Division.
- \$5,378 for pay plan, including \$3,430 general revenue.
- \$2,514 for the remaining pay periods of the Fiscal Year 2019 approved pay plan, including \$1,685 general revenue.

**OFFICE OF ADMINISTRATION  
ASSIGNED PROGRAMS**

**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 17-member Board of Directors, including 13 public members appointed by the Governor and four legislators. 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 provides funding to community-based programs throughout the state, with a focus on evidence-based programs, child fatality prevention, child sexual abuse prevention, and capacity building.

**Fiscal Year 2020 Governor’s Recommendations**

- \$4,261 Children’s Trust Fund for pay plan.
- \$1,819 Children’s Trust Fund for the remaining pay periods of the Fiscal Year 2019 approved 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, transportation, and other disability-related topics; 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. The Website/IT award is awarded to the non-profit, business, or local government agency that provides a fully accessible, user-friendly website. The Governor appoints a chairperson and 20 council members representing each of the eight US Congressional Districts. The majority of the council members are individuals with disabilities. The chairperson requires the advice and consent of the Senate.

**Fiscal Year 2020 Governor’s Recommendations**

- \$5,000 to support core functions.
- \$2,727 for pay plan.
- \$1,400 for the remaining pay periods of the Fiscal Year 2019 approved pay plan.

**MISSOURI PUBLIC ENTITY RISK MANAGEMENT PROGRAM**

The Missouri Public Entity Risk Management (MOPERM) operates a shared-risk pool offering tort liability, property, and other coverages for participating political subdivisions of the state. MOPERM is governed by a board consisting 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 2020 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 2020 Governor's Recommendations**

- \$18,409 for pay plan.
- \$8,918 for the remaining pay periods of the Fiscal Year 2019 approved pay plan.



**OFFICE OF ADMINISTRATION  
DEBT AND RELATED OBLIGATIONS**

**FINANCIAL SUMMARY**

	<b>FY 2018 EXPENDITURE</b>	<b>FY 2019 APPROPRIATION</b>	<b>FY 2020 GOVERNOR RECOMMENDS</b>
Board of Public Buildings Debt Service	\$ 62,059,372	\$ 61,839,060	\$ 61,648,355
Lease/Purchase Debt Service	16,082,149	16,085,911	2,411,807
Missouri Health and Educational Facilities Authority Debt Service	2,522,625	2,519,375	2,520,875
Missouri Historical Society Building Debt Service	2,325,399	2,328,594	2,322,594
Debt Management	10,291	83,300	83,300
Convention and Sports Complex Projects	17,000,000	17,000,000	17,000,000
Fulton State Hospital Bonding	12,194,821	12,346,138	12,341,638
<b>TOTAL</b>	<b>\$ 112,194,657</b>	<b>\$ 112,202,378</b>	<b>\$ 98,328,569</b>
<b>EXPENSE AND EQUIPMENT</b>			
General Revenue Fund	25,679	93,722	93,722
<b>PROGRAM SPECIFIC DISTRIBUTION</b>			
General Revenue Fund	109,751,685	109,316,449	95,823,040
Other Funds	2,417,293	2,792,207	2,411,807
<b>TOTAL</b>			
General Revenue Fund	109,777,364	109,410,171	95,916,762
Other Funds	2,417,293	2,792,207	2,411,807
<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 2020 Governor's Recommendations**

- \$184,295 for debt service.
- (\$375,000) Board of Public Building Bond Proceeds Fund core reduction for one-time expenditures.

**LEASE/PURCHASE DEBT SERVICE**

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

**Fiscal Year 2020 Governor's Recommendations**

- (\$13,674,104) core reduction from the Fiscal Year 2019 appropriation level, including (\$13,668,704) general revenue.

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

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

**Fiscal Year 2020 Governor's Recommendations**

- \$1,500 for the payment of annual debt.

**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 2020 Governor's Recommendations**

- (\$6,000) core reduction from the Fiscal Year 2019 appropriation level.

**DEBT MANAGEMENT**

This appropriation is for professional assistance with managing the state's \$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 2020 Governor's Recommendations**

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

**Fiscal Year 2020 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 2020 Governor's Recommendations**

- (\$4,500) core reduction from the Fiscal Year 2019 appropriation level.

**OFFICE OF ADMINISTRATION  
ADMINISTRATIVE DISBURSEMENTS**

**FINANCIAL SUMMARY**

	<b>FY 2018 EXPENDITURE</b>	<b>FY 2019 APPROPRIATION</b>	<b>FY 2020 GOVERNOR RECOMMENDS</b>
Cash Management Improvement Act	\$ 216,773	\$ 540,000	\$ 540,000
Budget Reserve Interest	3,089,605	3,750,000	6,000,000
Budget Reserve Required Transfer	17,724,429	9,250,001	7,480,143
Other Fund Corrections	816,638	800,000	800,000
Statewide Dues	130,200	130,200	130,200
Flood Control Lands Grant	1,435,503	1,800,000	1,800,000
National Forest Reserve Grant	5,505,714	8,000,000	8,000,000
County Prosecution Reimbursements	14,850	30,000	30,000
Regional Planning Commissions	194,000	200,000	200,000
Elected Officials Transition	0	13,000	0
<b>TOTAL</b>	<b>\$ 29,127,712</b>	<b>\$ 24,513,201</b>	<b>\$ 24,980,343</b>
<b>PERSONAL SERVICES</b>			
General Revenue Fund	0	10,000	0
<b>EXPENSE AND EQUIPMENT</b>			
General Revenue Fund	346,973	633,200	630,200
Federal Funds	0	20,000	20,000
Other Funds	0	20,000	20,000
<b>PROGRAM SPECIFIC DISTRIBUTION</b>			
General Revenue Fund	20,999,921	12,780,000	13,260,142
Federal Funds	7,178,125	9,800,000	9,800,000
Other Funds	602,693	1,250,001	1,250,001
<b>TOTAL</b>			
General Revenue Fund	21,346,894	13,423,200	13,890,342
Federal Funds	7,178,125	9,820,000	9,820,000
Other Funds	602,693	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 2020 Governor's Recommendations**

Continue funding at the current level.

**OFFICE OF ADMINISTRATION  
ADMINISTRATIVE DISBURSEMENTS**

**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 2020 Governor's Recommendations**

- \$2,250,000 for anticipated payments.

**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 2020 Governor's Recommendations**

- (\$1,769,858) core reduction from the Fiscal Year 2019 appropriation level.

**OTHER FUND CORRECTIONS**

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

**Fiscal Year 2020 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 2020 Governor's Recommendations**

Continue funding at the current 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 2020 Governor's Recommendations**

Continue funding at the current level.

**OFFICE OF ADMINISTRATION  
ADMINISTRATIVE DISBURSEMENTS**

**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 2020 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 2020 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 2020 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 State Auditor's Office.

**Fiscal Year 2020 Governor's Recommendations**

- (\$13,000) core reduction for one-time expenditures.