



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

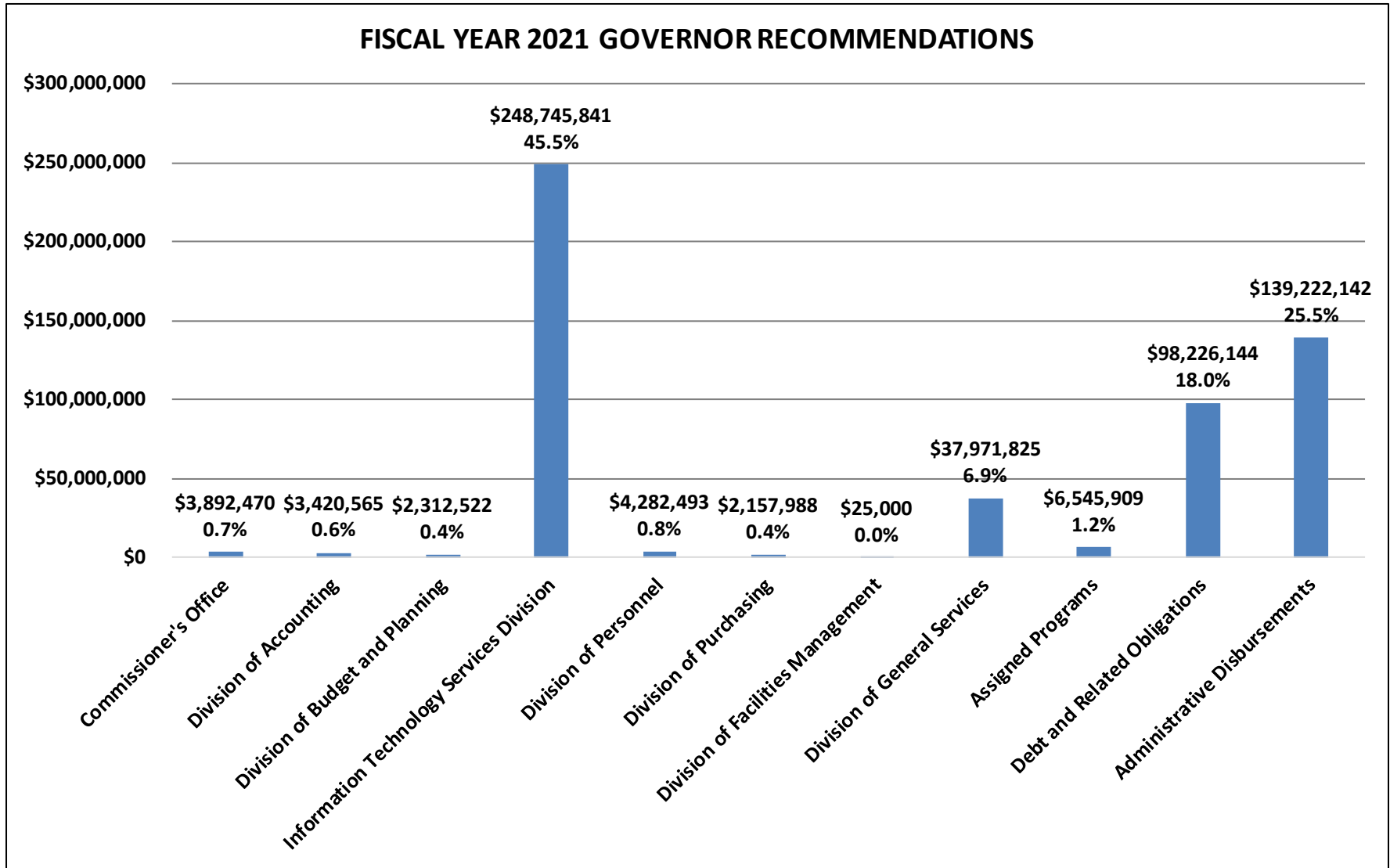
Support. Services. Solutions.

OFFICE OF ADMINISTRATION

FINANCIAL SUMMARY

	FY 2019 EXPENDITURE	FY 2020 APPROPRIATION	FY 2021 REQUEST	FY 2021 GOVERNOR RECOMMENDS
Commissioner's Office	\$ 991,433	\$ 7,133,735	\$ 7,135,426	\$ 3,892,470
Division of Accounting	2,186,080	3,200,808	3,276,979	3,420,565
Division of Budget and Planning	1,666,109	2,225,706	2,290,913	2,312,522
Information Technology Services Division	125,880,222	245,333,999	296,282,912	248,745,841
Division of Personnel	3,113,396	4,608,950	3,160,997	4,282,493
Division of Purchasing	1,963,837	2,102,688	2,137,490	2,157,988
Division of Facilities Management, Design and Construction	0	25,000	25,000	25,000
Division of General Services	26,204,554	37,914,311	37,953,631	37,971,825
Assigned Programs	4,861,359	6,547,819	6,515,478	6,545,909
Debt and Related Obligations	111,947,681	98,328,569	98,226,144	98,226,144
Administrative Disbursements	34,639,291	25,080,343	38,730,342	139,222,142
State Legal Expense Fund Transfer	585,000	1	1	1
DEPARTMENTAL TOTAL	\$ 314,038,962	\$ 432,501,929	* \$ 495,735,313	\$ 546,802,900
General Revenue Fund	226,497,063	235,297,459	284,665,740	333,589,722
Federal Funds	56,645,040	100,750,473	99,571,062	99,536,347
Other Funds	30,896,859	96,453,997	111,498,511	113,676,831
Total Full-time Equivalent Employees	1,789.40	1,892.72	1,894.72	1,894.72
General Revenue Fund	702.61	686.21	688.21	688.21
Federal Funds	239.46	321.29	321.29	321.29
Other Funds	847.33	885.22	885.22	885.22

* Does not include \$385,775 recommended in the Fiscal Year 2020 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

	FY 2019 EXPENDITURE	FY 2020 APPROPRIATION	FY 2021 GOVERNOR RECOMMENDS
Commissioner's Office	\$ 672,586	\$ 1,750,088	\$ 1,506,535
Office of Equal Opportunity	318,847	383,647	385,935
Judicial Electronic Monitoring Pilot	0	5,000,000	2,000,000
TOTAL	\$ 991,433	\$ 7,133,735	\$ 3,892,470
General Revenue Fund	991,433	6,878,698	3,745,980
Federal Funds	0	253,134	50,249
Other Funds	0	1,903	96,241
Total Full-time Equivalent Employees	12.59	17.50	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 2021 Governor's Recommendations

- \$246,670 for performance incentives for high-achieving department employees, including \$100,180 general revenue.
- \$10,942 for pay plan.
- \$15,936 for the remaining pay periods of the Fiscal Year 2020 approved pay plan.
- (\$3,500,000) core reduction from the Fiscal Year 2020 appropriation level, including (\$3,250,000) general revenue.
- (\$9,313) reallocated to various divisions for mileage reimbursement costs, including (\$4,276) general revenue.
- (\$5,500) reallocated to the Division of Personnel.

**OFFICE OF ADMINISTRATION
DIVISION OF ACCOUNTING**

FINANCIAL SUMMARY

	FY 2019 EXPENDITURE	FY 2020 APPROPRIATION	FY 2021 GOVERNOR RECOMMENDS
Accounting			
TOTAL	\$ 2,186,080	\$ 3,200,808	\$ 3,420,565
General Revenue Fund	2,186,080	3,200,808	3,420,565
Total Full-time Equivalent Employees	47.42	70.00	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 2021 Governor’s Recommendations

- \$111,400 and two staff for enterprise resource planning system implementation.
- \$32,233 for pay plan.
- \$44,887 for the remaining pay periods of the Fiscal Year 2020 approved pay plan.
- \$31,190 for the remaining pay periods of the Fiscal Year 2020 approved pay plan associated with the recently completed compensation study to move to market-based minimums.
- \$47 reallocated from the Commissioner’s Office for mileage reimbursement costs.
- (Two) staff core reduction from the Fiscal Year 2020 appropriation level.

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

FINANCIAL SUMMARY

	FY 2019 EXPENDITURE	FY 2020 APPROPRIATION	FY 2021 GOVERNOR RECOMMENDS
Budget and Planning	\$ 1,666,109	\$ 1,971,738	\$ 2,017,221
Census Preparation	0	253,968	295,301
TOTAL	\$ 1,666,109	\$ 2,225,706	\$ 2,312,522
General Revenue Fund	1,666,109	2,225,706	2,312,522
Total Full-time Equivalent Employees	25.78	29.00	31.00

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 2021 Governor’s Recommendations

- \$143,228 and two staff to continue census preparation activities.
- \$21,645 for pay plan.
- \$27,828 for the remaining pay periods of the Fiscal Year 2020 approved pay plan.
- \$7,671 for the remaining pay periods of the Fiscal Year 2020 approved pay plan associated with the recently completed compensation study to move to market-based minimums.
- \$36 reallocated from the Commissioner’s Office for mileage reimbursement costs.
- (\$113,592) core reduction for one-time expenditures.

**OFFICE OF ADMINISTRATION
INFORMATION TECHNOLOGY SERVICES DIVISION**

FINANCIAL SUMMARY

	FY 2019 EXPENDITURE	FY 2020 APPROPRIATION	FY 2021 GOVERNOR RECOMMENDS
ITSD Consolidation	\$ 123,986,240	\$ 242,333,999	\$ 243,745,841
eProcurement	1,893,982	3,000,000	5,000,000
TOTAL	\$ 125,880,222	\$ 245,333,999	\$ 248,745,841
General Revenue Fund	57,489,026	84,276,985	84,471,030
Federal Funds	49,793,986	90,353,423	91,004,509
Other Funds	18,597,210	70,703,591	73,270,302
Total Full-time Equivalent Employees	938.88	968.50	968.50

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 2021 Governor’s Recommendations

- \$5,000,000 for the creation of new advanced customer service technologies.
- \$2,100,000 Division of Alcohol and Tobacco Control Fund for the modernization of the Department of Public Safety’s Alcohol and Tobacco Control online system.
- \$2,000,000 eProcurement and State Technology Fund for the receipt and expenditure of funds for eProcurement activities.
- \$800,000 to manage the state’s mainframe services.
- \$550,750 for the development of a mobile application for Department of Health and Senior Services staff to conduct Home and Community Based Services assessments, including \$75,375 general revenue.
- \$500,000 for the implementation of new level of care requirements in the Department of Health and Senior Services web tool, including \$125,000 general revenue.
- \$475,000 to manage the state’s cloud services.
- \$122,000 for equipment maintenance for the Department of Revenue.
- \$494,350 for pay plan, including \$257,441 general revenue.
- \$651,266 for the remaining pay periods of the Fiscal Year 2020 approved pay plan, including \$373,698 general revenue.
- \$297,638 for the remaining pay periods of the Fiscal Year 2020 approved pay plan associated with the recently completed compensation study to move to market-based minimums, including \$170,733 general revenue.
- \$6,125 reallocated from the Commissioner’s Office for mileage reimbursement costs, including \$3,097 general revenue.
- (\$9,394,488) core reduction from the Fiscal Year 2020 appropriation level, including (\$7,017,500) general revenue.
- (\$190,799) core reduction for one-time expenditures.

**OFFICE OF ADMINISTRATION
DIVISION OF PERSONNEL**

FINANCIAL SUMMARY

	FY 2019 EXPENDITURE	FY 2020 APPROPRIATION	FY 2021 GOVERNOR RECOMMENDS
Personnel			
TOTAL	\$ 3,113,396	\$ 4,608,950	\$ 4,282,493
General Revenue Fund	2,988,846	4,048,950	4,282,493
Federal Funds	47,000	166,000	0
Other Funds	77,550	394,000	0
Total Full-time Equivalent Employees	55.59	72.97	72.97

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 2021 Governor's Recommendations

- \$890,000 for statewide best-in-class talent management support.
- \$200,000 for frontline improvement incentive awards.
- \$31,627 for pay plan.
- \$42,778 for the remaining pay periods of the Fiscal Year 2020 approved pay plan.
- \$3,507 for the remaining pay periods of the Fiscal Year 2020 pay plan associated with the recently completed compensation study to move to market-based minimums.
- \$5,500 reallocated from the Commissioner's Office.
- \$131 reallocated from the Commissioner's Office for mileage reimbursement costs.
- (\$1,500,000) core reduction for one-time expenditures, including (\$940,000) general revenue.

**OFFICE OF ADMINISTRATION
DIVISION OF PURCHASING**

FINANCIAL SUMMARY

	FY 2019 EXPENDITURE	FY 2020 APPROPRIATION	FY 2021 GOVERNOR RECOMMENDS
Purchasing	\$ 1,831,856	\$ 1,936,570	\$ 2,157,988
Contract Review	131,981	166,118	0
TOTAL	\$ 1,963,837	\$ 2,102,688	\$ 2,157,988
General Revenue Fund	1,945,747	2,079,971	2,134,705
Federal Funds	9,003	11,296	11,578
Other Funds	9,087	11,421	11,705
Total Full-time Equivalent Employees	36.02	37.00	37.00

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. 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 2021 Governor’s Recommendations

- \$20,554 for pay plan, including \$20,324 general revenue.
- \$29,865 for the remaining pay periods of the Fiscal Year 2020 approved pay plan, including \$29,529 general revenue.
- \$4,825 for the remaining pay periods of the Fiscal Year 2020 pay plan associated with the recently completed compensation study to move to market-based minimums.
- \$56 reallocated from the Commissioner’s Office for mileage reimbursement costs.

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

FINANCIAL SUMMARY

	FY 2019 EXPENDITURE	FY 2020 APPROPRIATION	FY 2021 GOVERNOR RECOMMENDS
State Capitol Commission Fund			
TOTAL	\$ 0	\$ 25,000	\$ 25,000
State Capitol Commission Fund	0	25,000	25,000
Total Full-time Equivalent Employees	503.89	504.25	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 2021 Governor’s Recommendations

Continue funding at the current level.

**OFFICE OF ADMINISTRATION
DIVISION OF GENERAL SERVICES**

FINANCIAL SUMMARY

	FY 2019 EXPENDITURE	FY 2020 APPROPRIATION	FY 2021 GOVERNOR RECOMMENDS
General Services	\$ 925,690	\$ 989,095	\$ 1,019,770
State Legal Expense Fund	23,018,670	33,607,565	33,607,565
Surplus Property	959,345	1,421,164	1,548,602
Fixed Price Vehicle Program	938,680	1,495,994	1,495,994
Surplus Property Recycling	98,263	100,599	0
Surplus Property Sale Proceed	263,906	299,894	299,894
TOTAL	\$ 26,204,554	\$ 37,914,311	\$ 37,971,825
General Revenue Fund	19,550,690	19,614,095	19,644,770
Other Funds	6,653,864	18,300,216	18,327,055
Total Full-time Equivalent Employees	106.41	124.00	124.00

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 2021 Governor's Recommendations

- \$18,268 for pay plan, including \$9,382 general revenue.
- \$26,454 for the remaining pay periods of the Fiscal Year 2020 approved pay plan, including \$13,587 general revenue.
- \$12,718 for the remaining pay periods of the Fiscal Year 2020 pay plan associated with the recently completed compensation study to move to market-based minimums, including \$7,657 general revenue.
- \$74 reallocated from the Commissioner's Office for mileage reimbursement costs, including \$49 general revenue.

**OFFICE OF ADMINISTRATION
ASSIGNED PROGRAMS**

FINANCIAL SUMMARY

	FY 2019 EXPENDITURE	FY 2020 APPROPRIATION	FY 2021 GOVERNOR RECOMMENDS
Administrative Hearing Commission	\$ 920,143	\$ 1,210,862	\$ 1,155,530
Office of Child Advocate	325,967	386,836	396,048
Children's Trust Fund	2,068,754	3,200,438	3,208,181
Governor's Council on Disability	186,862	209,138	214,087
Missouri Ethics Commission	1,359,633	1,540,545	1,572,063
TOTAL	\$ 4,861,359	\$ 6,547,819	\$ 6,545,909
General Revenue Fund	2,620,159	3,065,141	3,133,177
Federal Funds	140,845	146,620	150,011
Other Funds	2,100,355	3,336,058	3,262,721
Total Full-time Equivalent Employees	62.82	69.50	69.50

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 2021 Governor's Recommendations

- \$10,817 for pay plan, including \$10,277 general revenue.
- \$14,958 for the remaining pay periods of the Fiscal Year 2020 approved pay plan.
- \$504 for the remaining pay periods of the Fiscal Year 2020 pay plan associated with the recently completed compensation study to move to market-based minimums.
- \$9 reallocated from the Commissioner's Office for mileage reimbursement costs.
- (\$81,620) Administrative Hearing Commission Educational Due Process Hearing Fund core reduction from the Fiscal Year 2020 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 2021 Governor's Recommendations

- \$3,693 for pay plan, including \$2,356 general revenue.
- \$5,378 for the remaining pay periods of the Fiscal Year 2020 approved pay plan, including \$3,430 general revenue.
- \$141 reallocated from the Commissioner's Office for mileage reimbursement costs, including \$35 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 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 2021 Governor's Recommendations

- \$2,927 Children's Trust Fund for pay plan.
- \$4,261 Children's Trust Fund for the remaining pay periods of the Fiscal Year 2020 approved pay plan.
- \$555 Children's Trust Fund reallocated from the Commissioner's Office for mileage reimbursement costs.

**OFFICE OF ADMINISTRATION
ASSIGNED PROGRAMS**

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 2021 Governor’s Recommendations

- \$1,872 for pay plan.
- \$2,727 for the remaining pay periods of the Fiscal Year 2020 approved pay plan.
- \$350 reallocated from the Commissioner’s Office for mileage reimbursement costs.

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 2021 Governor’s Recommendations

Continue funding at the current level.

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 2021 Governor’s Recommendations

- \$12,643 for pay plan.
- \$18,409 for the remaining pay periods of the Fiscal Year 2020 approved pay plan.
- \$466 reallocated from the Commissioner’s Office for mileage reimbursement costs.

**OFFICE OF ADMINISTRATION
DEBT AND RELATED OBLIGATIONS**

FINANCIAL SUMMARY

	FY 2019 EXPENDITURE	FY 2020 APPROPRIATION	FY 2021 GOVERNOR RECOMMENDS
Board of Public Buildings Debt Service	\$ 61,784,771	\$ 61,648,355	\$ 61,550,555
Lease/Purchase Debt Service	16,083,658	2,411,807	2,413,807
Missouri Health and Educational Facilities Authority Debt Service	2,519,375	2,520,875	2,521,750
Missouri Historical Society Building Debt Service	2,328,594	2,322,594	2,318,469
Debt Management	35,234	83,300	83,300
Convention and Sports Complex Projects	17,000,000	17,000,000	17,000,000
Fulton State Hospital Bonding	12,196,049	12,341,638	12,338,263
TOTAL	\$ 111,947,681	\$ 98,328,569	\$ 98,226,144
General Revenue Fund	109,181,530	95,916,762	95,812,337
Other Funds	2,766,151	2,411,807	2,413,807
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 2021 Governor's Recommendations

- (\$97,800) core reduction from the Fiscal Year 2020 appropriation level.

LEASE/PURCHASE DEBT SERVICE

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

Fiscal Year 2021 Governor's Recommendations

- \$2,000 State Facility Maintenance and Operation Fund for debt service.

MISSOURI HEALTH AND EDUCATIONAL FACILITIES AUTHORITY DEBT SERVICE

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

Fiscal Year 2021 Governor's Recommendations

- \$875 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 2021 Governor's Recommendations

- (\$4,125) core reduction from the Fiscal Year 2020 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 2021 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 2021 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 2021 Governor's Recommendations

- (\$3,375) core reduction from the Fiscal Year 2020 appropriation level.

**OFFICE OF ADMINISTRATION
ADMINISTRATIVE DISBURSEMENTS**

FINANCIAL SUMMARY

	FY 2019 EXPENDITURE	FY 2020 APPROPRIATION	FY 2021 GOVERNOR RECOMMENDS
Cash Management Improvement Act	\$ 481,955	\$ 540,000	\$ 940,000
Budget Reserve Interest	3,586,149	6,000,000	6,000,000
Budget Reserve Required Transfer	22,966,049	7,480,143	22,480,142
Cash Operating Expense Transfer	0	0	100,000,000
Other Fund Corrections	653,222	800,000	800,000
Statewide Dues	102,738	130,200	222,000
Flood Control Lands Grant	1,497,329	1,800,000	1,800,000
National Forest Reserve Grant	5,141,249	8,000,000	6,500,000
County Prosecution Reimbursements	16,600	30,000	30,000
Regional Planning Commissions	194,000	300,000	300,000
Elected Officials Transition	0	0	150,000
TOTAL	\$ 34,639,291	\$ 25,080,343	\$ 139,222,142
General Revenue Fund	27,292,443	13,990,342	114,632,142
Federal Funds	6,654,206	9,820,000	8,320,000
Other Funds	692,642	1,270,001	16,270,000
Total Full-time Equivalent Employees	0.00	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 2021 Governor's Recommendations

- \$400,000 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 2021 Governor's Recommendations

Continue funding at the current level.

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 2021 Governor's Recommendations

- \$14,999,999 Budget Reserve Fund to provide authority to make required payments.

**OFFICE OF ADMINISTRATION
ADMINISTRATIVE DISBURSEMENTS**

CASH OPERATING EXPENSE FUND

This section transfers General Revenue funds to the Cash Operating Expense Fund.

Fiscal Year 2021 Governor's Recommendations

- \$100,000,000 for transfer to the Cash Operating Expense Fund.

OTHER FUND CORRECTIONS

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

Fiscal Year 2021 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 2021 Governor's Recommendations

- \$91,800 for annual dues to the Education Commission of the States.

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 2021 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 2021 Governor's Recommendations

- (\$1,500,000) federal funds core reduction from the Fiscal Year 2020 appropriation level.

**OFFICE OF ADMINISTRATION
ADMINISTRATIVE DISBURSEMENTS**

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 2021 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 2021 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, State Treasurer, and Attorney General.

Fiscal Year 2021 Governor's Recommendations

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