LSC Greenbook

Analysis of the Enacted Budget

Department of Administrative Services

(Also includes the Employee Benefits Funds)

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Department of Administrative Services

- Total appropriations of $379.7 million in FY 2010 and $373.4 million in FY 2011
- Increased push to consolidate various state services
- Leveraged Enterprise Procurement initiative for IT purchases

OVERVIEW

Agency Overview

The Department of Administrative Services (DAS) is responsible for providing state agencies services pertaining to personnel, equal opportunity, collective bargaining, real estate, information technology systems, and the procurement of goods. The agency consists of four primary divisions – General Services, Human Resources, Equal Opportunity, and Administrative Support – as well as the Office of Collective Bargaining and the Office of Information Technology. A large portion of the agency's operating budget comes from fees that state agencies pay for these services. Over 60% of the agency's appropriations for FY 2010-FY 2011 are supported in this manner, with the remainder coming from the General Revenue Fund (GRF).

Appropriation Overview

The budget act appropriates the Department $379.7 million in FY 2010, a 5.2% increase over FY 2009 spending of $360.8 million. Appropriations for FY 2011 are $373.4 million, a 1.7% decrease over FY 2010 levels. Appropriations for the FY 2010-FY 2011 biennium are shown in the table below. As mentioned immediately above, over 60% of the Department's appropriations are supported by user charges and fees assessed for services. The remainder comes from the GRF.

Appropriations by Fund Group, FY 2010-FY 2011					
Fund Group	FY 2009	FY 2010	% change, FY 2009-FY 2010	FY 2011	% change, FY 2010-FY 2011
General Revenue	$156,488,945	$166,707,897	6.5%	$165,517,199	(0.7%)
General Services	$204,215,338	$213,027,807	4.3%	$207,881,871	(2.4%)
Total	$360,827,080	$379,735,704	5.2%	$373,399,070	(1.7%)

*FY 2009 figures represent actual expenditures.

As of August 2009, state payroll data indicate that DAS employs a staff of 876 persons. During FY 2010-FY 2011, DAS anticipates absorbing employees from other agencies into the General Services Division to carry out a proposed consolidation of printing services. The State Architect's Office, also within the General Services Division, is also expected to add staff for capital management services. Finally, new staff will be brought on to carry out the strategic procurement program. All of these initiatives are discussed in greater detail in the corresponding sections of this Greenbook.

Major Initiatives

This section highlights some of the larger initiatives and changes made under H.B. 1. These topics are discussed in more detail in the Analysis of the Enacted Budget section immediately following.

Leveraged Enterprise Services

The budget appropriates $10 million in each fiscal year for Leveraged Enterprise Services, which will be used to procure technology hardware and software for state agencies. Currently, state agencies make the majority of their IT purchases independently. By engaging in collective procurement, state agencies should be able to realize substantial savings and other benefits when making IT hardware and software purchases. The appropriation for this program – $10.0 million in each fiscal year – will be funded by pass-through payments made by the agencies making the purchase and by an administrative charge. Although this deals with IT procurement, the initiative will be coordinated by the General Services Division.

Services Consolidation

During FY 2010-FY 2011, several operations and functions currently performed "in-house" at state agencies are expected to be consolidated under DAS. In the FY 2008-FY 2009 budget cycle, DAS absorbed OIT's state printing operations (which were previously operated separately from DAS's other divisions) and JFS's fulfillment services. DAS anticipates further consolidation during FY 2010-FY 2011, with State Printing potentially absorbing printing operations from the Bureau of Workers' Compensation, Industrial Commission, Department of Taxation, Department of Public Safety, and Department of Transportation with the aim of reducing printing costs.

Cost-savings Measures

H.B. 1 includes several provisions that are intended to yield state agency payroll savings of approximately $200.0 million. Chief among these are a cost-savings day (CSD) plan, a step freeze for collective bargaining employees, and a moratorium on personal leave accrual and conversion. These measures are discussed in greater detail under the Employee Benefits Funds section of this Greenbook.

Vetoed Measures

Ohio Product Preference in State Procurement

The Governor vetoed a provision in H.B. 1 that modified the Ohio product preference requirements, to stipulate that at least four, as opposed to at least two in current law, bids are required in order to ensure sufficient competition when giving preference to Ohio-priced or mined products.

State Payroll, Expenditure, and Tax Credit Web Site – Partially Vetoed

H.B. 1 requires the Department of Administrative Services to establish a single Internet web site allowing access to a database containing each state employee's gross pay from the most recent pay period. The bill also requires DAS to maintain a database that provides information on tax credits granted to business entities by the Department of Development. The Governor vetoed provisions requiring that the employee pay database also provide state employees' year-to-date pay. Also vetoed were requirements that DAS maintain a publically accessible database detailing agency expenditures for goods and services, a requirement that all of these databases contain searchable fields, and mandates for each state agency to provide expenditure information to DAS on a daily basis.

Public Notice Requirements

The Governor vetoed a provision in H.B. 1 that modified the requirements that a state agency must comply with when publishing notices, allowing notices that must be published in a newspaper to also be published in a newspaper insert.

Propane-Powered State Vehicles

Also vetoed was a requirement that DAS conduct a two-year pilot project in which 10% of gasoline-powered cars, sport utility vehicles, and light-duty pickup trucks used by the Department of Natural Resources, Department of Public Safety, and Department of Transportation were to be converted to a propane fuel system. The bill also required DAS to conduct a study of the pilot project to assess all aspects of the use of propane-powered vehicles during the project and to submit a final report to the Governor, the President of the Senate, the Minority Leader of the Senate, the Speaker of the House of Representatives, and the Minority Leader of the House of Representatives by December 31, 2011.

Analysis of Enacted Budget

Introduction

This section provides an analysis of funding for each appropriation item in DAS's budget. In this analysis DAS's line items are grouped into five major categories. For each category a table is provided listing the appropriation in each fiscal year of the biennium. Following the table, a narrative describes how the appropriation is used and any changes affecting the appropriation. If the appropriation is earmarked, the earmarks are listed and described. The five categories used in this analysis are as follows:

1. Information Technology;
2. General Services;
3. Administration, Human Resources, & Collective Bargaining;
4. Equal Opportunity; and
5. State Building Debt and Operating Payments.

To aid the reader in finding each item in the analysis, the following table shows the category in which each appropriation has been placed, listing the line items in order within their respective fund groups and funds. This is the same order the line items appear in the budget bill.

Also included is a separate section that provides an analysis of the eight state funds responsible for paying various state employee benefits. These are referred to as the Employee Benefits Funds (PAY).

Fund	ALI	Name		Category
Categorization of DAS Appropriation Line Items				
General Revenue Fund Group				
GRF	100415	OAKS Rental Payments	5:	State Building Debt and Operating Payments
GRF	100416	STARS Lease Rental Payments	5:	State Building Debt and Operating Payments
GRF	100418	Web Sites and Business Gateway	1:	Information Technology
GRF	100419	IT Security Infrastructure	1:	Information Technology
GRF	100433	State of Ohio Computer Center	5:	State Building Debt and Operating Payments
GRF	100423	EEO Project Tracking Software	4:	Equal Opportunity
GRF	100439	Equal Opportunity Certification Payments	4:	Equal Opportunity
GRF	100447	OBA – Building Rent Payments	5:	State Building Debt and Operating Payments
GRF	100448	OBA – Building Operating Payments	5:	State Building Debt and Operating Payments
GRF	100449	DAS – Building Operating Payments	5:	State Building Debt and Operating Payments
GRF	100451	Minority Affairs	4:	Equal Opportunity
GRF	102321	Construction Compliance	4:	Equal Opportunity
GRF	130321	State Agency Support Services	2:	General Services
General Services Fund Group				
1120	100616	DAS Administration	3:	Administration, Human Resources and Collective Bargaining
1150	100632	Central Services Agency	3:	Administration, Human Resources and Collective Bargaining
1170	100644	General Services Division – Operation	2:	General Services
1220	100637	Fleet Management	2:	General Services
1250	100622	Human Resources Division – Operating	3:	Administration, Human Resources and Collective Bargaining
1280	100620	Collective Bargaining	3:	Administration, Human Resources and Collective Bargaining
1300	100606	Risk Management Reserve	2:	General Services
1310	100639	State Architect's Office	2:	General Services
1320	100631	DAS Building Management	2:	General Services
1330	100607	IT Service Delivery	1:	Information Technology
1880	100649	Equal Opportunity Division – Operating	4:	Equal Opportunity
2100	100612	State Printing	2:	General Services
2290	100630	IT Governance	1:	Information Technology
2290	100640	Leveraged Enterprise Purchases	2:	General Services
4270	100602	Investment Recovery	2:	General Services
4N60	100617	Major IT Purchases	1:	Information Technology
4P30	100603	DAS Information Services	1:	Information Technology
5C20	100605	MARCS Administration	1:	Information Technology
5C30	100608	Skilled Trades	2:	General Services
5EB0	100635	OAKS Support Organization	1:	Information Technology
5L70	100610	Professional Development	3:	Administration, Human Resources and Collective Bargaining
5V60	100619	Employee Educational Development	3:	Administration, Human Resources and Collective Bargaining
5X30	100634	Centralized Gateway Enhancement	1:	Information Technology

Category 1: Information Technology

Appropriation items in the Information Technology category fund DAS's oversight of the state's information technology infrastructure and policies. This includes a support structure for managing technology acquisition, policy, planning, and project management that is used by the state's agencies, boards, and commissions.

Appropriations for Information Technology				
Fund		**ALI and Name**	**FY 2010**	**FY 2011**
General Revenue Fund				
GRF	100418	Web Sites and Business Gateway	$2,696,933	$2,943,076
GRF	100419	IT Security Infrastructure	$861,250	$1,111,250
		General Revenue Fund Subtotal	***$3,558,183***	***$4,054,326***
General Services Fund Group				
1330	100607	IT Services Delivery	$58,750,678	$58,750,678
2290	100630	IT Governance	$15,346,474	$15,346,474
4N60	100617	Major IT Purchases	$7,495,719	$1,950,000
4P30	100603	DAS Information Services	$4,054,414	$4,054,414
5C20	100605	MARCS Administration	$11,069,291	$11,069,291
5EB0	100635	OAKS Support Organization	$15,984,761	$18,009,192
5X30	100634	Centralized Gateway Enhancement	$3,676,956	$2,052,308
		General Services Fund Group Subtotal	***$116,378,293***	***$111,232,357***
Total Funding: Information Technology			**$119,936,476**	**$115,286,683**

Web Sites and Business Gateway (100418)

H.B. 1 appropriations for this line item are $2.7 million in FY 2010, a 150% increase from FY 2009 spending of $1.1 million for this purpose, and $2.9 million in FY 2011, a 9.1% increase over FY 2010 appropriations. This line item funds two of the state's largest on-line initiatives: the state's official web site, known as the State Portal, and the Ohio Business Gateway, which allows public and private entities to complete fiscal transactions with the state electronically. The appropriation also provides funding for Shared Hosting Services, the physical infrastructure that houses the State Portal and the web sites of 56 other state agencies. When comparing FY 2009 spending to the FY 2010 appropriation, the majority of the increase in this line item is related to upgrades being made to the Ohio business gateway in the FY 2010-FY 2011 biennium; the disparity between the two years was also caused by FY 2009 spending deferrals related to GRF spending cuts that occurred in FY 2009.

State Portal

The State Portal, otherwise known as Ohio.gov, serves as a starting point for directing individuals seeking information regarding the state of Ohio. The state portal guides users to individual state agencies or to specific transactions, regardless of the data's location within the state's web site.

Ohio Business Gateway

The Ohio Business Gateway (OBG) is a cooperative effort, incorporating six state agencies and over 500 municipalities, that allows private entities to file and pay various taxes and fees through one centralized, on-line access point. The OBG first came on-line in CY 2002. During that first year, it collected approximately $8.0 million in tax liabilities. Since that time, demand for this service has grown steadily with $2.5 billion being collected during FY 2007 and $3.4 billion being collected in FY 2008. DAS envisions that OBG will be a system that is perpetually changed to meet new market trends and needs and, indeed, DAS plans on making enhancements to the system in FY 2010. A substantial portion of these upgrades will be paid for through line item 100634, Centralized Gateway Enhancements, which is discussed later on in this section.

IT Security Infrastructure (100419)

H.B. 1 appropriations for this line item are $861,250 in FY 2010, a 35.5% decrease from FY 2009 spending of $1.3 million, and $1.1 million in FY 2011, a 29% increase over the FY 2010 appropriation. The item funds personnel and miscellaneous costs associated with the security of the state's internal network infrastructure, including wide area network, state employee access to the Internet, and the state's internal e-mail system. This line item is split almost evenly between Unified Network Services (UNS) and Enterprise Shared Services (ESS), both of which are discussed below.

IT Service Delivery (100607)

The budget funds this line item at $58.8 million in FY 2010 and FY 2011, a 12.8% decrease from FY 2009 spending of $67.3 million. This line item provides substantial funding for many of the state's IT-related functions, including the Ohio Administrative Knowledge System (OAKS), the Multi-Agency Radio Communication System (MARCS), the state's telephone and data networks, and maintenance of various other mainframe and open platform operating systems. Funding for this line item is derived from fees charged to state agencies for services provided, which amounted to $62.9 million in FY 2009. The following programs are funded by this line item.

Enterprise Computing

This program offers mainframe, Windows, UNIX, data storage, and database services to state agencies. Enterprise Computing encompasses thousands of state customers that provide millions of Ohio citizens with state services, benefits, and assistance. Enterprise Computing supports the OAKS infrastructure, public assistance, child support, unemployment, job matching, Medicaid, and other state services. For example, the Mainframe Systems Services unit provides computing power and data storage for state agencies such as the Rehabilitation Services Commission and Department of Developmental Disabilities.

Enterprise Computing's hardware and software applications process over five million on-line transactions per day and store nearly 600 million megabytes of customer data. Services are tailored to the unique functions and characteristics of each agency and utilize economies of scale to provide access to high speed and highly dependable hardware that might have otherwise been cost prohibitive. Users are charged fees to cover personnel, hardware, and other general operating costs.

Unified Network Services

Unified Network Services (UNS) breaks down into two major components: Network Administration (NA) and the Multi-Agency Radio Communications System (MARCS). A detailed explanation of MARCS is provided under appropriation item 100605, MARCS Administration.

NA provides the essential services and infrastructure that connects state agencies to each other and to citizens accessing state services via the Internet, including state e-mail, telephone, and network security services. This program provides high-quality voice, video, and data services at a lower cost than similar products provided by independent providers.

The budget will enable NA to maintain 35,000 telephone and other voice services, 1,500 video-conferencing sites, and over one gigabyte of Internet and other data network services. During the previous biennium, this appropriation funded roughly two-thirds of UNS's costs associated with personnel; the remainder is covered under the MARCS administration line item, which is discussed below.

Enterprise Shared Services

Enterprise Shared Services provides IT services relating to electronic commerce, electronic filing, ePayment, business intelligence, application integration, data exchange, and geographic information systems.

Included under ESS are the Location Based Response System (LBRS) and the closely related Ohio Statewide Imagery Program (OSIP). Both state and local government entities use these systems to obtain accurate road information for use in emergency response, road and bridge inventory, disease reporting, and crash location determination. As such, funding for these geographic imaging systems is derived from a combination of capital, state, local, and federal entities. Imagery information gathering for the northern half of the state is complete; the remainder of the state is expected to be completed during FY 2010-FY 2011.

IT Services Program Management

IT Services Program Management (SPM) provides leadership, financial support, oversight, and program management to the various programs under the Office of Information Technology (OIT). OIT provides 70 various services to state customers, all of which are fee based. SPM manages all of OIT's contracts, accounts payable and receivable, asset management, and cost accounting related to billings. During FY 2008, SPM oversaw 16,000 invoices to state customers; 431 OIT employees; 1,865 encumbrances; procurement requests totaling $74.5 million and 3,000 related ISTV vouchers; 20 Controlling Board requests; and approximately 14,000 OIT assets with a value of $325 million.

Broadband Ohio

H.B. 119 and H.B. 562, the FY 2009-FY 2010 capital bill, provided $20 million in operating funds and $5 million in capital funds within the Department of Development and Department of Administrative Services' budgets to help state agencies migrate onto the Broadband Ohio network. Similar funding for the FY 2010-FY 2011 biennium has not been provided. State agencies have been reluctant to abandon existing network services due to the prohibitive cost of the bandwidth required to utilize the Broadband Ohio network. However, H.B. 1 reappropriates the unexpended, unencumbered amounts of appropriation item 100607 that were allocated for implementation of the NextGen Network in FY 2008 and FY 2009 for the same purpose in FY 2010 and FY 2011.

The NextGen Network provides faster, more reliable Internet/network capabilities to underserved state agencies and communities in Ohio. The Broadband Ohio network encompasses the NextGen Network and OSCnet, which is the network serving the state's education institutions, hospitals, public television stations, federal agencies, and economic development centers.

Budget Provisions – Transfers

H.B. 1 transfers $7,768 in cash from the Unemployment Compensation Fund (Fund 1130) to the Information Technology Fund (Fund 1330), correcting a deposit made to the wrong fund. The bill abolishes Fund 1130 upon completion of the transfer.

IT Governance (100630)

The budget funds this line item at $15.3 million in both FY 2010 and FY 2011, a 29.0% decrease from FY 2009 spending of $11.9 million. This line item funds certain statutory and federal rule responsibilities and regulatory oversight with regard to the state's almost $800 million annual investment in technology.

This line item also provides privacy measures and protects sensitive data utilized by the various agencies of the state. To this end, Enterprise IT Architecture and Policy revised state IT security-related policies to ensure that they meet or exceed the latest industry standards.

MARCS Administration (100605)

H.B. 1 appropriations for this line item are $11.1 million per year in FY 2010 and FY 2011, a 1.8% decrease from FY 2009 spending of $11.3 million. This appropriation item funds a statewide mobile voice and data communications system, known as the Multi-Agency Radio Communication System (MARCS) used by public safety and emergency responders at local, state, and federal levels of government.

MARCS provides a statewide communications system between emergency first responders at all levels of government (state, county, local). It is used on a daily basis by state agencies such as the Ohio State Highway Patrol and has been used for specific emergency events such as flooding and tornadoes. MARCS currently provides service to over 700 public safety and public service customers in all 88 counties across Ohio. This customer base consists of over 27,171 mobile radios, 1,881 in-car computers, and 75 computer-aided dispatch stations. Users are charged various subscription fees for particular services: $15 per month for mobile radio, $350 per month for mobile data, and $1,800 per month for computer-aided dispatch. The total received from these services in FY 2009 was approximately $13.0 million.

A substantial portion of the appropriation will also be used to provide preventative and routine maintenance to the MARCS system, including general tower/site maintenance, HVAC and generator repairs, and radio system updates. Approximately $3.6 million in FY 2010 and $5.3 million in FY 2011 will be spent on maintenance costs.

Major IT Purchases (100617)

H.B. 1 appropriations for this line item are $7.5 million in FY 2010, substantially higher than FY 2009 spending of $1.0 million for this purpose. The FY 2011 appropriation is $1.4 million. Appropriations in this item are used to make major purchases of IT equipment and systems statewide. As part of the user fees charged for IT services, DAS factors in IT equipment and system depreciation. Amounts charged for this purpose are set aside specifically to upgrade and replace outdated equipment. IT equipment and systems are typically depreciated over a three to five-year period. This funding method allows DAS to make infrequent, large-scale technology purchases without creating spikes in computer services user rates in any single fiscal year. Appropriations will be used to make IT hardware purchases to maintain those systems and services that relate to Enterprise Computing, as discussed above under appropriation 100607, IT Services Delivery. These include various state mainframes, Windows systems, UNIX systems, data storage, and database services. DAS plans on making enhancements to these systems in the upcoming fiscal year; the cost of these upgrades will be shared with line item 100634, Centralized Gateway Enhancements, which is discussed immediately below.

The substantial difference in FY 2009 spending and the FY 2010 appropriation is in large part attributable to expenditures related to an agency e-mail consolidation initiative that were intended to be made in FY 2009, but were deferred to FY 2010 due to budget constraints.

Budget Provisions – Transfers

H.B. 1 makes three transfers from the IT Purchases Fund (Fund 4N60). The first is up to $2.8 million in each fiscal year to the State Architect Fund (Fund 1310) to support the OAKS Capital Improvements Module and other costs of the State Architect's Office that are not directly related to capital projects managed by the State Architect. The second is up to $1,097,412 in FY 2010 and $1,111,575 in FY 2011 to the Director's Office Fund (Fund 1120) to support operating expenses of the Accountability and Results Initiative. The third transfer is up to $4.0 million in FY 2010 and $1.0 million in FY 2011 to the OAKS Support Organization Fund (Fund 5EBO) for OAKS operating costs not billed to other funds maintained by OBM and DAS. The final transfer is up to $639,945 in each fiscal year to the GRF. As of September 1, the unobligated cash balance of Fund 4N60 was $8.6 million.

Centralized Gateway Enhancement (100634)

H.B. 1 appropriations for this line item are $3.7 million in FY 2010, over two and a half times FY 2009 spending of $1.5 million, and fall to $2.1 million in FY 2011. This appropriation item pays the costs of enhancing and expanding the Ohio Business Gateway, State Portal, and Shared Hosting Environment. Appropriations will be used to purchase hardware, software, and personal services needed to expand the Ohio Business Gateway, as discussed under appropriation item 100418, Web Sites and Business Gateway. The majority of these expenditures will be spent on contracted software development.

Among the goals for the Ohio Business Gateway is to expand its functionality and meet increased demand for tax payments. New functions will allow for:

- a business to change its demographic information, such as its address, and have that new information sent to chosen state agencies;
- a secure method for uploading large quantities of data and forms from businesses that have large amounts of work performed by outside vendors, such as attorneys or CPAs;
- a single log-in point through which users can access all of the features on OBG; and

- a new-business wizard that will allow new businesses to complete and track necessary forms on-line rather than printing and mailing them.

These new functions are expected to cost $1.8 million.

The Department of Taxation recently changed its policies to require that all sales tax returns must be filed electronically, providing individuals with three options to file: E-Forms, Telefile, and the OBG. Though individuals are not required to use the OBG to file these tax returns or make payments, it is expected that a significant number of tax filers will choose the OBG, significantly increasing its use. These new functions and tax requirements are expected to increase the number of transactions completed via OBG by roughly 25,000, or 16%, from FY 2009 to FY 2010.

DAS Information Services (100603)

H.B. 1 appropriations for this line item are $4.1 million per year in FY 2010 and FY 2011, a 14.0% reduction from FY 2009 spending of $4.7 million for these functions. This line item provides for the development and support of software applications for use by state agencies, boards and commissions, and the Governor's Office. These functions are carried out by DAS's IT Services department, whose services include application system development, application support, program installation support, operating system support, and so forth. IT Services attempts to respond and complete requests for services within two hours. The majority of the appropriation will be used to pay costs associated with payroll, as software development services are labor intensive.

OAKS Support Organization (100635)

H.B. 1 appropriations for this line item are roughly $16.0 million in FY 2010, a 27.1% decrease from FY 2009 spending of $21.9 million, and $18.0 million in FY 2011, a 12.7% increase over the FY 2010 appropriations. This appropriation item provides for the application, data management, and other IT functions related to supporting the management of the state's finances, human resources, and other assets through the Ohio Administrative Knowledge System (OAKS). DAS began rolling out OAKS in December of 2006; the last of the originally intended modules was released in July of 2008. FY 2009 appropriations supported just under 100 FTEs.

Budget Provisions – Corrective Transfer to OAKS Support Organization Fund

H.B. 1 authorizes OBM to transfer $1,317,922 from the IT Services Delivery Fund (Fund 1330) to the OAKS Support Organization Fund (Fund 5EB0) to correct an ISTV deposited mistakenly in Fund 1330.

Category 2: General Services

Line items in this category provide general services to state agencies such as procurement, building maintenance, and fleet management.

Appropriations for General Services				
Fund		ALI and Name	FY 2010	FY 2011
General Revenue Fund (GRF)				
GRF	130321	State Agency Support Services	$3,239,578	$3,339,578
		General Revenue Fund Subtotal	***$3,239,578***	***$3,339,578***
General Services Fund				
1170	100644	General Services Division – Operating	$10,000,000	$10,000,000
1220	100637	Fleet Management	$1,500,000	$1,500,000
1300	100606	Risk Management Reserve	$5,568,548	$5,568,548
1310	100639	State Architect's Office	$7,544,146	$7,544,146
1320	100631	DAS Building Management	$8,637,670	$8,637,670
2100	100612	State Printing	$12,000,000	$12,000,000
2290	100640	Leveraged Enterprise Purchases	$10,000,000	$10,000,000
4270	100602	Investment Recovery	$5,592,697	$5,592,697
5C30	100608	Skilled Trades	$605,885	$605,885
		General Services Fund Group Subtotal	***$61,448,946***	***$61,448,946***
Total Funding: General Services			**$64,688,524**	**$64,788,524**

Procurement

General Services Division – Operating (100644)

H.B. 1 appropriations for line item 100644, General Services Division – Operating, are $10 million in both FY 2010 and FY 2011, a 14.3% decrease from FY 2009 spending of $11.7 million for this purpose. This appropriation item is supported by charges to state and local agencies for services rendered; it funds procurement services, general DAS property management, and part of the State Architect's Office. Of primary interest, H.B. 1 appropriations will be used by DAS to: (1) add employees to the Office of Procurement Services (OPS) to meet expected increase in demand for statewide procurement services, (2) appoint a new chief procurement officer, (3) implement new procurement strategies, and (4) operate a procurement program designed specifically for IT purchases, Leveraged Enterprise Services, described in greater detail later in this section.

Office of Procurement Services – Overview

The Office of Procurement Services (OPS) provides supplies, services, and technology needs for many state and local agencies through large-scale contracts. OPS's responsibilities include establishing contracts and enforcing all procurement guidelines placed in statute. OPS provides procurement services to over 180 state agencies and 1,800 local governments, political subdivisions, and institutions of higher education. During FY 2008, total purchases made from OPS contracts were approximately $632 million. Of this amount, $425 million was from state agencies and $207 million was from political subdivisions. DAS estimates that cost savings from procurement contracts overseen by OPS are roughly 6% to 10%. The Cooperative Purchasing Program enables local governments, political subdivisions, and institutions of higher education to utilize DAS contracts to purchase supplies and services.

Formerly housed in the Department Developmental Disabilities, the Office of Procurement from Community Rehabilitation Programs (CRP) certifies sheltered work centers for individuals with disabilities and approves contracts between those centers and government-order agencies. Sections 125.60 to 125.6012 of the Revised Code require that all state agencies make purchases of supplies and services from certified work shelters that employ individuals with severe disabilities. During FY 2008, there were roughly 120 of these shelters; the total amount of purchases made from CRP certified shelters was approximately $37 million. Formerly, costs to administer this program were provided for under a separate line item. This line item has been discontinued for the FY 2010-FY 2011 biennium and all CRP-related costs will be accounted for under appropriation item 100644, General Services Division – Operating.

Like many of DAS's line items, the appropriation is supported by procurement fees that are collected from users and deposited in the General Services Division Operating Fund (Fund 1170). For term contracts, state agencies are charged a user fee of 0.5% of the voucher amount; for state term schedule purchases, a revenue share fee (charged to participating vendors) of 0.75% of all purchases made via the contract. For FY 2009, receipts from these sources totaled $11.4 million; revenues to the fund for FY 2010 and FY 2011 are expected to be $13.8 million and $14.8 million, respectively, largely owing to the expansion of procurement services described in this section.

Increased Demand and New Procurement Strategies

FY 2010-FY 2011 funding will also allow OPS to add 28 new FTEs to its staff to deal with increased demand for procurement services. Generally, DAS expects budget constraints to cause more entities to make purchases through centralized DAS procurement. Specifically, FY 2009 legislation removing procurement exemptions from the Bureau of Workers' Compensation and the Adjutant General, as well as changes made to competitive bid thresholds, are anticipated to increase OPS's workload significantly. Currently, OPS staff administers 300 term contracts and over 1,500 term schedules.

To deal with this increased demand and generate further procurement savings, DAS anticipates implementing strategic sourcing, which, simply put, is a more active, analytical approach to procurement. As opposed to a more passive style of receiving a procurement request and then bidding it out to suppliers, DAS will work with participating agencies to assess their needs as a whole with regard to a specific product or service and then procure that service or product for all parties via a master contract. OPS estimates that this approach to procurement could save the state between $35 million and $70 million per year.

Leveraged Enterprise Services (100640)

H.B. 1 funds line item 100640, Leveraged Enterprise Services, at $10.0 million in both FY 2010 and FY 2011. The line item is newly created under H.B. 1 and will be used to procure technology hardware and software for state agencies. Currently, state agencies make the majority of their IT purchases independently. By engaging in collective procurement, state agencies should realize substantial savings and other benefits when making IT hardware and software purchases. For example, purchasing thousands of licenses for a particular software application would give the state greater leverage when it comes to negotiating terms for upgrades and maintenance services. OPS will work closely with the Office of Information Technology (OIT) to administer this program. OIT will be responsible for outlining IT procurement specifications and ensuring that the provisions of the contract are satisfied, whereas OPS will negotiate the contracts. The appropriation will be funded by pass-through payments for purchases and by user fees to cover the cost of administering the program.

State Architect's Office

State Architect's Office (100639)

H.B. 1 appropriations for this line item are $7.5 million in each fiscal year, a 50.0% increase from FY 2009 spending of $5.0 million. This line item funds the State Architect's Office (SAO), which provides capital project management, contract management, and competitive selection services to state agencies. Among services SAO also provides are interior design services and energy services. During FY 2009, SAO oversaw 221 projects with a cumulative cost of $768 million. In the FY 2010-FY 2011 biennium, SAO anticipates an increased demand for its services related to greater centralization of construction administration services (such as energy services, interior design, etc.) caused by budget reductions. SAO's activities are discussed in more detail below.

Construction Management Services

SAO provides construction management services for the capital projects of state agencies. This includes assessing a customer's facility requirements, long-range facility master planning, total cost estimation at various stages throughout the project, and project budgeting. To ensure that state agencies utilize contractors that provide high quality and value, SAO provides guidance and support to state agencies in the competitive selection of architects, engineers, and construction managers. Similarly, SAO develops and maintains contracts for design services, construction, and construction management to ensure that capital projects are completed according to specifications and required timelines.

Interior Design Services

SAO operates an Interior Design Services (IDS) unit, which provides professional space planning and interior design services to tenants of buildings owned by DAS. The IDS unit makes sure that state agencies use their space resources consistently and efficiently by producing space analyses and usage studies. IDS produces detailed, computer-generated drawings and models of agency spaces that are useful in calculating square footage for determining rent, performing certain types of maintenance, and planning for future projects.

Energy Services

SAO operates an Office of Energy Services (OES), which facilitates the cost effective use of energy resources in state facilities. OES conducts reviews of existing energy systems in state buildings and makes recommendations in the design and construction of new systems that result in energy savings. To accomplish this, OES oversees a program of performance-based contracts. When state agencies wish to make a capital improvement that will result in energy savings, they can finance a portion of the project through performance-based contracts backed by bonds issued through the Air Quality Development Authority. These contracts identify specific measures or portions of the project that guarantee savings in operating costs. The bonds are paid for out of these savings. OES managed 17 performance contracts during FY 2008, which will produce an estimated average savings of $3.35 million per year during the first ten years after the projects are completed. Additionally, OES managed 17 capital projects and tracked performance on 107 projects.

Building Maintenance and Management

DAS Building Management (100631)

H.B. 1 appropriations for this line item are $8.6 million in both FY 2010 and FY 2011, a 8.1% decrease from FY 2009 spending of $9.4 million. This appropriation item is used to operate and maintain various state buildings managed by DAS's

Facilities Management Section (FMS). This section oversees over 1.5 million square feet of state-owned building facilities. It provides safety, security, custodial, preventative maintenance, HVAC operations, and repair services in the five state-owned buildings maintained by DAS. FMS reviews cost allocations to ensure that the state's average building operational costs are below $11.50 per square foot for state-owned buildings and below $12.00 per square foot for commercially leased properties. FMS is also responsible for marketing and filling space managed by both DAS and OBA, attempting to ensure that building vacancy rates are no greater than 5%.

Skilled Trades (100608)

H.B. 1 funds this appropriation at $605,885 in both FY 2010 and FY 2011, a 27.9% increase from FY 2009 spending of $473,588. This appropriation funds the Skilled Trades Unit (STU), which performs construction services to state entities requiring minor construction, modification, or renovation services within state owned buildings. The unit also provides quick response services in DAS-managed facilities for those agencies that require emergency repairs. STU services include office wall reconfiguration, electrical, plumbing, and HVAC services, window and door installation, painting, and other miscellaneous work. In FY 2008, these services were valued at slightly under $600,000.

Other General Services Division Appropriations

State Printing (100612)

H.B. 1 funds this line item at $12.0 million in both FY 2010 and FY 2011, a 3.7% increase when compared to FY 2009 spending of $12.5 million. The Printing and Document Management Services (DPMS) department of DAS provides design, creation, duplication, distribution, and archival services to state agencies. It also provides procurement services to state agencies for large printing projects, a fulfillment operation for folding documents and stuffing envelopes, and general mail services.

H.B. 1 appropriations will be used to consolidate printing and copying services that are currently done in-house at state agencies to be centralized under this operating unit. This centralization will enable the state to reduce redundant staffing and equipment. It will also ensure that existing equipment is run at optimum capacity. DAS estimates that DPMS services rates are anywhere from 30% to 50% lower than commercial rates and that they are roughly 40% lower than rates at agency printing centers. DAS anticipates increasing ODPS production by 30% to 40% and hiring new full-time employees to handle the increased work load. Specifically, DAS is currently holding discussions with BWC and ODOT to provide their printing and fulfillment requirements.

Risk Management Reserve (100606)

This line item funds the Office of Risk Management (ORM), which is responsible for administering self-insured and privately insured property and liability programs. H.B. 1 funds this appropriation at $5.6 million in both FY 2010 and FY 2011, a 135.4% increase from FY 2009 spending of $2.4 million. This includes administering a statewide property insurance policy that covers over $5.0 billion worth of property as well as a self-insurance program that covers over 16,000 state motor vehicles. Of ORM's expenditures, just over 80% cover claims payouts and insurance premiums. The appropriation increase includes $2.0 million that will be used to pay insurance policy premiums that were previously made by state agencies, thus explaining the large percentage increase in the FY 2010-FY 2011 appropriation over FY 2009 expenditures.

Annually, the state pays out approximately $5.0 million as a result of civil actions related to uninsured risk, which includes property damage, wrongful death, negligence, etc. The ORM asserts that in order to maintain an actuarially sound risk program, a substantial reserve should be built in the Risk Management Reserve Fund (Fund 1300). At the beginning of FY 2009, the reserve amount was $6.6 million.

Fleet Management (100637)

H.B. 1 appropriates this line item at $1.5 million in both FY 2010 and FY 2011, a 7.3% reduction from FY 2009 spending of $1.6 million. This appropriation funds DAS's Office of Fleet Management (OFM), which is responsible for the acquisition, maintenance, management, analysis, and disposal of the state's 11,000 vehicle fleet. To accomplish this, OFM administers a fleet management information system and a fleet card. The fleet card allows users to make fuel and maintenance purchases and then automatically uploads this data into the management information system, automating much of the process involved in assessing the fleet's cost-per-mile data.

Annually, OFM oversees approximately $39.0 million in expenditures for replacement vehicles. During FY 2008, OFM implemented more stringent criteria for choosing the size of a replacement vehicle. Rather than a mid-size sedan, smaller, more fuel efficient vehicles are now the default vehicle for transporting fewer than three passengers. Additionally, OFM will reduce the amount of mileage reimbursement the state pays to employees for driving personal vehicles.

Investment Recovery (100602)

H.B. 1 funds this appropriation at $5.6 million in FY 2010 and FY 2011, a 51.4% increase over FY 2009 spending of $3.7 million. This line item funds the State and Federal Surplus and the Asset Management Services sections in DAS, which provide state surplus, federal surplus, and general asset management services to state agencies. A significant portion of this appropriation is used to return the proceeds of the sale of surplus property to agencies originally purchasing the items. In FY 2009, the State and

Federal Surplus Section generated $3.1 million in revenue for the Investment Recovery Fund (Fund 4270), of which roughly $2.1 million, or 68%, was returned to state agencies. The Section has utilized web-based marketing and auctioning capabilities to increase awareness of public auctions.

Earmarks

Earmarks for GSF Appropriation Item 100602, Investment Recovery		
Program	**FY 2010**	**FY 2011**
Various Surplus Management Programs	$2,093,564	$2,107,388
Surplus Property Sale	$3,590,000	$3,576,176
Total	**$5,683,564**	**$5,683,564**

H.B. 1 earmarks up to $2,093,564 in FY 2010 and up to $2,107,388 in FY 2011 to pay the operating expenses of the State Surplus Property Program, the Surplus Federal Property Program, and the Asset Management Services Program. The bill also earmarks up to $3,590,000 in FY 2010 and $3,576,176 in FY 2011 to transfer proceeds from the sale of surplus property from Fund 4270 to non-GRF funds as appropriate. It should be noted that this appropriation item is potentially over-earmarked, as the appropriated amount is only $5,592,697.

State Agency Support Services (130321)

H.B. 1 funds this appropriation at $3.2 million in FY 2010, a 32.4% decrease from FY 2009 expenditures of $4.8 million, and $3.3 million in FY 2011, a 3.1% increase over FY 2010 appropriations. This line item provides GRF funding to several General Services programs, including state mail services, records management, space planning services, real-estate land services, and the Governor's Residence. In general, this line item is used to provide these services to state agencies without charging a fee, as doing so would either be too complicated or not cost effective.

Category 3: Administration, Human Resources, Collective Bargaining, and DAS Administration

This line item category includes appropriations for the various statewide human resources functions DAS handles on behalf of state agencies. It also includes funding for the Office of Collective Bargaining. Finally, this grouping includes line item funding for overall DAS administration, although this is not strictly speaking a statewide human resources function.

Appropriations for Administration, Human Resources, and Collective Bargaining				
Fund	**ALI and Name**		**FY 2010**	**FY 2011**
General Services Fund Group				
1120	100616	DAS Administration	$4,500,000	$4,500,000
1150	100632	Central Service Agency	$756,642	$756,642
1250	100622	Human Resources Division – Operating	$20,560,614	$20,560,614
1280	100620	Collective Bargaining	$3,662,534	$3,662,534
5L70	100610	Professional Development	$3,900,000	$3,900,000
5V60	100619	Employee Educational Development	$936,129	$936,129
		General Services Fund Group Subtotal	***$34,315,919***	***$34,315,919***
Total Funding:	**Administration, Human Resources, and Collective Bargaining**		**$34,315,919**	**$34,315,919**

Human Resources Division – Operating (100622)

H.B. 1 funds this line item, the largest within this category, at $20.6 million in both FY 2010 and FY 2011, a 15.2% decrease from FY 2009 spending of $24.2 million. This appropriation item supports payroll, recruitment, benefits administration, policy development, and other general human resources services to state agencies, which are discussed in more detail below.

State Personnel

General human resources services are provided to state agencies through six units underneath the State Personnel category. Each of these business units are described below.

- **Human Capital Management (HCM) Support Unit** – processes payroll for state agencies; collects taxes and contributions to benefit programs, including healthcare and retirement programs; provides customer support to agencies, dependents, and vendors for all HCM OAKS needs; this unit processes an average of 58,000 paychecks every two weeks. Total state payroll, including wages and employee benefits, was $4.5 billion in FY 2009;

- **Human Resources Support Center** – approves position descriptions and processes approximately 42,000 personnel actions each biennium; maintains certification eligibility lists; administers civil service exams and other proficiency tests; maintains personnel records for state agencies;
- **Office Compensation and Recruitment** – oversees the employee classification system; manages the Ohio Performance Review System; assists state agencies with personnel recruitment;
- **Office of Policy Development** – provides information and assistance to state agencies and employees related to employment law and other employment issues; acts as legal counsel for the Human Resources Division; works with the Office of Collective Bargaining on bargaining matters and other issues that affect all state employees;
- **Training and Development** – offers education and development programs; and
- **Information Resources Center** – provides updates on human resources policies and procedures to state employees and the public in general.

Benefits Administration

This appropriation also enables state employee benefits administration through Benefits Administration Services (BAS). BAS solicits, procures, and manages medical, dental, prescription drug, vision, life, and long-term care benefits for state employees. Additionally, BAS conducts data analysis and research to make sure that benefit programs are cost effective. Annually, $150,000 of this appropriation is dedicated to analyzing the administration and management of the state's self-insured health care program. Such analyses enable BAS to minimize the impact of inflating health care costs. This office also oversees medical and pharmaceutical benefits for 130,000 people (52,000 state employees and 78,000 dependents), as well as dental, vision, and life benefits for roughly 15,000 exempt employees. Bargaining unit employees receive dental, vision, and life benefits through the Employee Benefits Trust.

Budget Provisions

County Job Classification Plan Reimbursements

H.B. 1 contains a provision requiring those counties that do not have a county personnel department and that use county job classification plans established by DAS to pay a usage fee. Such fees will be paid into the Human Resources Fund (Fund 1250). The bill also includes provisions which places general limits on DAS's supervision of county personnel departments. DAS anticipates that neither of these provisions will have a significant fiscal impact, as local governments generally use their in-house resources to do this work.

Collective Bargaining (100620)

H.B. 1 funds this appropriation at $3.7 million in each fiscal year, a 29.0% increase from FY 2009 spending of $2.8 million. The Office of Collective Bargaining (OCB) supports the collective bargaining process with union-represented state employees on behalf of the Governor and oversees labor relations in general. There are 14 bargaining units and a total of approximately 44,000 employees covered by bargaining agreements. This program also provides legal representation and counsel in the resolution of approximately 2,500 employee grievances per year and of approximately 100 unfair labor practice charges brought against the state annually. The major factors that determine OCB's cost are the length and adversarial nature of bargaining agreement negotiations. OCB currently charges a fee of $2.00 per employee per pay period in order to fund the Office.

Budget Provisions

Collective Bargaining for Care Providers

H.B. 1 contains provisions in uncodified law allowing independent home care providers and independent child care providers to form and be represented by a representative organization for the purpose of collective bargaining. These provisions codify existing practice as required in Executive Orders 2007-23s and 2008-02s.

Payroll Reduction Strategies

H.B. 1 requires the Office of Collective Bargaining to negotiate with the respective state collective bargaining units to achieve payroll savings of between $170 million and $200 million for each fiscal year, in the FY 2010-FY 2011 biennium. The major concessions in collective bargaining contracts include:

- No pay increases over the three-year life of the contract;
- Ten unpaid "cost-savings days" in the first two years of the contract;
- A freeze on step increases during the first two years of the contract;
- No increase in the percentage of health care premiums paid by employees (15%);
- Mandatory mail-in for maintenance prescription medications no longer required; and
- No change over the life of the contract in drug copays or change in deductible.

DAS Administration (100616)

H.B. 1 funds this appropriation at $4.5 million in FY 2010 and FY 2011, a 4.1% decrease from FY 2009 spending of $4.7 million. This funding supports the provision of legal, financial, human resources, communications, and legislative guidance and oversight to all of DAS's operating divisions and offices. These services are provided through the Office of Employee Services, the Office of Finance, the Office of the Chief Legal Counsel, and the Office of Communications and External Relations.

Professional Development (100610)

H.B. 1 funds this appropriation at $3.9 million in each fiscal year over the FY 2010-FY 2011 biennium, a 29.3% increase over FY 2009 spending of $3.0 million. The line item funds the Exempt Professional Development (EPD) Program through which exempt employees are provided tuition reimbursement, computer purchase loans, and reimbursement for the costs associated with other professional development and training. Currently, full-time employees are eligible to receive up to $3,000 per fiscal year for tuition reimbursement, $1,500 for professional development workshops, and $1,800 in computer loans. Loans are repaid through payroll deductions. Each service provided under the program has seen a steady increase over the past four years.

Employee Educational Development (100619)

H.B. 1 funds this line item at $936,129 in both FY 2010 and FY 2011, a 34.0% increase over FY 2009 spending of $698,406. This line item funds Employee Educational Development (EED) through reimbursement plans for nonexempt employees affiliated with five state unions — the Health Care and Social Service Union District 1199, State Council of Professional Educators, Ohio State Troopers Association Unit 1 and Unit 15, and Fraternal Order of Police.

Central Service Agency (100632)

H.B. 1 funds this appropriation at $756,642 in both FY 2010 and FY 2011, an 18.3% decrease from FY 2009 spending of $925,875. The entirety of this appropriation item funds the Central Service Agency (CSA), which provides accounting, budgeting, personnel, and payroll services for smaller state agencies (primarily boards and commissions). This consolidation of services allows these smaller agencies to conduct their business in a more cost-effective manner. Revenues to CSA during FY 2009 totaled $550,827.

eLicensing

The eLicensing system is a database used by the state's licensing boards to maintain their licensing records. After initial license data is put into the system, it is available for board use, for update, and is accessible through an on-line look-up system that allows members of the public to make sure that professionals maintain their licenses in good standing. Certain boards have also made use of applications that enable licensees to apply for and renew their licenses on-line, which saves the boards administrative costs associated with manually inputting data into the system. During FY 2008, the data for approximately 1.5 million licenses was stored in the system. The cost to operate the eLicensing system in the FY 2010-FY 2011 biennium is expected to be $375,700 per year. H.B. 1 contains a temporary law provision that prohibits DAS from charging more than $363,678 in each fiscal year of the biennium to operate the licensing system.

Category 4: Equal Opportunity

This category of appropriations includes funding for the five line items that support programs housed in the Equal Opportunity Division.

Appropriations for Equal Opportunity				
Fund		**ALI and Name**	**FY 2010**	**FY 2011**
General Revenue Fund				
GRF	100423	EEO Project Tracking Software	$0	$100,000
GRF	100439	Equal Opportunity Certification Programs	$712,724	$712,724
GRF	100451	Minority Affairs	$50,016	$50,016
GRF	102321	Construction Compliance	$1,108,744	$1,108,744
		General Revenue Fund Subtotal	***$1,871,484***	***$1,971,484***
General Services Fund Group				
1880	100649	Equal Opportunity Division-Operating	$884,650	$884,650
		General Services Fund Group Subtotal	***$884,650***	***$884,650***
Total Funding: Equal Opportunity			**$2,756,134**	**$2,856,134**

Equal Opportunity Certification Programs (100439)

H.B. 1 funds this GRF line item at $712,724 in both FY 2010 and FY 2011, a 0.4% increase over FY 2009 spending of $709,691. This appropriation facilitates access to state government contracts and business services for underrepresented Ohio businesses. One of its functions is to provide certification to businesses participating in DAS's Minority Business Enterprise (MBE) Program, which assists minority businesses in obtaining state government contracts, and the Encouraging Diversity, Growth and Equity (EDGE) Program, which is a program for small, socially, and economically disadvantaged businesses. Of the purchases that DAS is required to make via competitive selection, the goal is to have 15% of those purchases set-aside for bidding only from certified MBE businesses. For the EDGE Program, the goal is to set aside 5% of purchases for qualifying vendors.

Minority Affairs (100451)

H.B. 1 appropriations for this GRF line item are $50,016 in both fiscal years, a 12.8% increase when compared to FY 2009 spending of $44,324. The line item supports liaison services, funding, budget preparation, and clerical support to the Ohio Dr. Martin Luther King Jr. Holiday Commission. The Commission has three major programming initiatives: sponsoring the Ohio Dr. Martin Luther King, Jr. Commemorative Celebration, publishing a yearly calendar to educate and enlighten Ohioans about equality-related topics and the legacy of Dr. King, and the sponsoring of a statewide oratorical contest for Ohio youth that promotes awareness of the importance of providing opportunities for equal employment and economic development.

Construction Compliance (102321)

H.B. 1 appropriations for this GRF line item are $1.1 million in both fiscal years. This funding supports the Construction Compliance Unit (CCU), which ensures that contractors on state or state-assisted construction projects comply with equal employment opportunity laws and regulations. This is accomplished through site visits and desk audits. One of the program's major responsibilities is issuing certificates of compliance that indicate that the contractor has not violated any affirmative action program requirements during the last five years. There is no charge to issue these certificates. The CCU's service goals for FY 2010-FY 2011 include: conducting 175 project reviews each year, conducting 130 compliance reviews each year, processing certificates of compliance in a timely manner, and providing training sessions each year to contractor organizations and equal employment opportunity officers.

Equal Opportunity Division – Operating and EEO Project Tracking Software (100649 and 100423)

H.B. 1 funds line item 100649 at $884,650 per year, an 8.5% increase when compared to FY 2009 spending of $815,369. This provides funding for the Affirmative Action/Equal Employment Opportunity Unit (AA/EEO) and general program management for all of the equal opportunity programs. The AA/EEO administers and coordinates the state employee discrimination complaint procedure.

Budget Provisions – GRF Transfer

H.B. 1 requires OBM to transfer $500,000 in FY 2010 from the GRF to the State Equal Employment Opportunity Fund (Fund 1880). Though DAS is still in the process of determining exactly how this money is going to be used, it is anticipated that these amounts will be used to support new operating staff – one outreach coordinator, an intermittent receptionist and college intern, two MEB/EEO officers, and a clerk – and an upgrade of the Division's project tracking software. Of the transferred amount, $142,846 in FY 2010 and $41,981 in FY 2011 will be used to pay for these upgrades. Appropriation item 100423 will be used to supplement development costs of the system in FY 2011.

Category 5: State Building Debt and Operating Payments

Appropriations in this category are for lease rental payments paid to the Ohio Building Authority (OBA), debt service payments for construction projects financed through bonds proceeds in the Administrative Building Fund (Fund 7026). Also included are payments for two major statewide computer systems, OAKS and STARS. It also includes funding for building operating costs.

Appropriations for State Building Debt and Operating Payments				
Fund		ALI and Name	FY 2010	FY 2011
General Revenue Fund				
GRF	100415	OAKS Rental Payments	$18,066,000	$21,693,200
GRF	100416	STARS Lease Rental Payments	$4,977,600	$4,982,500
GRF	100433	State of Ohio Computer Center	$5,385,268	$4,289,127
GRF	100447	OBA – Building Rent Payments	$102,635,400	$97,712,600
GRF	100448	OBA – Building Operating Payments	$24,003,000	$24,203,000
GRF	100449	DAS – Building Operating Payments	$2,971,384	$3,271,384
Total Funding: State Building Debt and Operating Payments			**$158,038,652**	**$156,151,811**

OAKS Rental Payments (100415)

The budget provides funding for this line item at $18.1 million in FY 2010, a 27.8% increase over FY 2009 spending of $14.1 million, and $21.7 million in FY 2011, a 20.1% increase over FY 2010. This line item is used to make debt service payments for the acquisition, development, installation and implementation of the OAKS system. Debt service is secured against the assets (hardware, software, etc.) of the OAKS system itself. These amounts are calculated by the Office of Budget and Management.

STARS Lease Rental Payments (100416)

H.B. 1 funds this line item at roughly $5.0 million in both FY 2010 and FY 2011. This line item will be used to make debt service payments for the acquisition, development, installation, and implementation of the State Taxation Accounting and Revenue System (STARS), which will be used by the Department of Taxation to store and process data and transactions related to tax collection. Debt service is secured against the assets (hardware, software, etc.) of the STARS system itself. These amounts are calculated by the Office of Budget and Management.

State of Ohio Computer Center (100433)

H.B. 1 appropriations for this line item are $5.4 million in FY 2010, an 18.6% decrease from FY 2009 spending of $6.6 million, and $4.3 million in FY 2011, a further 20.4% decrease in FY 2011. The entirety of this appropriation pays the operating costs of the State of Ohio Computer Center (SOCC), which houses and operates the servers, data storage devices, and other IT hardware for the Department of Health, the Department of Job and Family Services, Public Safety, the Bureau of Workers' Compensation, and the Super Computer Center. SOCC represents an investment of $60 million and houses equipment with a total value exceeding $300 million.

In previous years, appropriations provided for SOCC via the state's operating budget have been insufficient to cover the cost of utilities such as electricity and natural gas used by SOCC. Accordingly, SOCC has had to seek Controlling Board approval to increase its appropriation several times to cover the cost of utilities. With the amounts appropriated, the problem is likely to recur, especially because of the high demand for electricity and natural gas consumed by the equipment at the facility. Nevertheless, the budget contains a provision that enables DAS to make payments from the Building and Management Fund (Fund 1320) to cover utility costs at SOCC. The estimated amount needed from that fund to pay for these expenses over the FY 2010-FY 2011 biennium is $250,000.

OBA – Building Rent Payments (100447)

The budget provides funding for this line item of $102.6 million in FY 2010, a 1.0% increase over FY 2009 spending of $101.6 million. The FY 2011 appropriation declines 4.8% to $97.7 million. The line item is used to make rental payments to the Ohio Building Authority (OBA) for those state agencies that are GRF funded. This line item also contains debt service for Administrative Building Fund (Fund 026) capital projects. Non-GRF state agency tenants of the state office towers reimburse the GRF for the Agency's pro-rata share of building debt service.

OBA – Building Operating Payments (100448)

The budget provides funding for this line item of $24.0 million in FY 2010, a 19.2% increase when compared to FY 2009 spending of $20.1 million, and increases slightly to $24.2 million in FY 2011. This covers the quarterly building operating and maintenance payments to OBA for the following state office buildings owned and maintained by OBA: the James A. Rhodes State Office Tower in Columbus, the Frank J. Lausche State Office Tower in Cleveland, the Michael V. DiSalle Government Center in Toledo, the Oliver R. Ocasek Government Center in Akron, and the Vern Riffe Center for Government and the Arts in Columbus.

DAS – Building Operating Payments (100449)

H.B. 1 funds this line item at roughly $3.0 million in FY 2010, a 17.4% decrease from FY 2009 spending of $3.6 million, and $3.3 million in FY 2011, a 10.1% increase over the FY 2010 appropriation. The appropriation is used to pay the rent expenses of veterans' groups and the operating expenses of state facilities maintained by DAS which are not billed to tenants. These expenses include the cost of vacant space and space undergoing renovation, the rent expenses of tenants who are relocated due to building renovations, and the rent expenses of GRF agencies occupying space in DAS-owned buildings. This line item also pays the costs of building appraisals or studies that are required for property under consideration for sale, purchase, or renovation by the state.

EMPLOYEE BENEFITS FUNDS (PAY)

The following table displays the appropriations for the nine state funds responsible for paying various state employee benefits, including the newly created Cost Savings Day Fund. The Employee Benefits Funds (PAY), although administered by DAS, are set apart in their own section because they consist of pass-through funds and transfers not actually appropriated for DAS's use.

Appropriations for Employee Benefits Funds				
Fund	ALI and Name		FY 2010	FY 2011
Accrued Leave Disability				
8060	995666	Accrued Leave Fund	$65,200,000	$67,200,000
8070	995667	Disability Fund	$27,400,000	$28,100,000
		Accrued Leave Disability Fund Subtotal	***$92,600,000***	***$95,300,000***
Agency Fund				
1240	995673	Payroll Deductions	$881,573,000	$943,283,110
8080	995668	State Employee Health Benefit Fund	$551,795,580	$598,643,430
8090	995669	Dependent Care Spending Account	$2,969,635	$2,969,635
8100	995670	Life Insurance Investment Fund	$2,229,934	$2,229,834
8110	995671	Parental Leave Benefit Fund	$3,900,000	$4,000,000
8130	995672	Health Care Spending Account	$8,977,689	$12,000,000
8140	995674	Cost Savings Days	$200,000,000	$200,000,000
		Agency Fund Group Subtotal	***$1,651,445,738***	***$1,763,126,009***
Total Funding: Employee Benefits Fund			**$1,744,045,738**	**$1,858,426,009**

Accrued Leave Fund (995666)

H.B. 1 funds this appropriation at $65.2 million in FY 2010, a 13.0% decrease from FY 2009 spending of $75.0 million, and $67.2 million in FY 2011, a 3.1% increase over FY 2010 appropriations. This appropriation item provides for the payment to employees, at termination from state service, of accrued employee vacation, sick, and personal leave. Additionally, this line item covers payments for certain amounts of sick and personal leave made to active employees during the annual December conversion. These payments will be affected by the cost-savings strategies described in this section. Annual disbursements from the fund have remained relatively stable over the last five years, ranging from a low of $20.8 million in FY 2005 to a high of $75.0 million in FY 2009.

Disability Fund (995667)

H.B. 1 funds this line item at $27.4 million in FY 2010, a 18.3% increase over FY 2009 spending of $23.1 million, and $28.1 million in FY 2011, a 2.6% increase over FY 2010 levels. This appropriation item provides disability and income protection to eligible state employees. After a three-month period, that percentage drops to 50%. Disability benefit payments are subject to a lifetime maximum of one year. During FY 2008, the last year for which LSC has data, a total of 3,341 individuals received disability benefits.

Budget Provisions – Service-connected Injury Leave

H.B. 1 modifies current law, extending to employees of the legislative and judicial branches, as well as elected officials, salary continuation, not to exceed 480 hours, in the event of an injury that occurs during the performance of state employment. Note that none of these entities has opted into this program as of September 2009. Additionally, the bill makes several changes that will simplify accounting for injury benefits in OAKS. First, rather than paying injured employees 70% of their salary for the first three months and then 50% of their salary for the remaining nine months of the year (which amounts to an average of roughly 55% of the employee's salary over the course of the year), employees will now be paid 67% over the entire 12-month period. Second, the bill requires that when a state employee is on approved disability leave, the employee is responsible for paying for his or her share of retirement contributions, health insurance, life insurance, and other benefits. Overall, DAS anticipates that the increase in salary injury leave periods will offset employee spending on benefits, making the provisions cost/revenue neutral.

Payroll Deductions (995673)

H.B. 1 provides appropriations for this line item of $881.6 million in FY 2010, a 13.0% increase over FY 2009 spending of $780.4 million. The appropriation rises to $943.3 million in FY 2011, a 7.0% increase over the FY 2010 amount. This appropriation is used to transfer money from the Payroll Deductions Fund to the various funds that are used to provide other benefits, including health, dental, vision, etc. It is also used to make tax payments directly to various applicable taxing authorities. Revenues to the fund consist of payroll deductions taken from employee pay for those benefits.

State Employee Health Benefit Fund (995668)

H.B. 1 funding for this line item is $551.8 million in both FY 2010, a 9.0% increase when compared to FY 2009 spending of $506.1 million, and increases to $598.6 million in FY 2011, an 8.5% increase over the FY 2010 amount. This line item funds the medical claims costs of the approximately 30,000 state employees enrolled in the Ohio Med PPO, which is the state's self-insured Preferred Provider Organization health insurance plan. This also covers the claims costs of the approximately 22,000 state employees enrolled in the various Health Maintenance Organization (HMO) plans maintained by the state. The appropriation also covers amounts required to pay for mental health, dental, vision, and prescription drug coverage for state employees.

Dependent Care Spending Account (995669)

H.B. 1 funds this line item at roughly $3.0 million in FY 2010 and FY 2011, a 9.7% increase over FY 2009 spending of $2.7 million. This line item is used to reimburse employees for their dependent care expenses. Receipts consist of pre-tax payroll deductions charged to employees eligible for this benefit. At the beginning of FY 2009, there were 699 employees participating in the Dependent Care Spending Account Program.

Life Insurance Investment Fund (995670)

H.B. 1 funds this line item at $2.2 million in both FY 2010 and FY 2011, an 11.1% increase over FY 2009 expenditures of $2.0 million for this appropriation item, which is used to pay the costs of the group life insurance and accidental death and dismemberment insurance provided to exempt employees after one year of continuous service. Employees are covered for the amount of their gross salary rounded up to the next $1,000. Approximately 16,000 employees are enrolled in the plan.

Parental Leave Benefit (995671)

H.B. 1 funds this line item at $3.9 million in FY 2010, an 8.3% increase when compared to FY 2009 spending of $3.6 million, and $4.0 million in FY 2011, a 2.6% increase over the FY 2010 appropriation. This fund is used to pay salary benefits to state employees that take paternity or maternity leave. All eligible employees receive 70% of their regular rate of pay after serving a waiting period of 14 calendar days. Additionally, insurance premiums and retirement contributions may also be paid on the employee's behalf when on parental leave.

Health Care Spending Account (995672)

H.B. 1 funds this line item at roughly $9.0 million in FY 2010, a 43.2% increase over FY 2009 spending of $6.3 million, and $12.0 million in FY 2011, a 33.7% increase over the FY 2010 appropriation. This appropriation is used to reimburse to state employees that participate in the Health Care Spending Account Program for medical expenses. Pre-tax deductions are taken from employees salaries to fund these reimbursements. Approximately 3,715 participated in this program during CY 2008. DAS anticipates greater participation in the program during the FY 2010-FY 2011 biennium due to effects of constricting state agency budgets on employee salaries.

Cost Savings Days (995674)

H.B. 1 funds this line item at $200 million in FY 2010 and FY 2011. This appropriation was newly created in H.B. 1 to make payments from the Cost Savings Days Fund (Fund 8140) discussed in greater detail below.

Pay Reduction Strategies

The budget includes a number of provisions designed to lower payroll costs for the FY 2010-FY 2011 biennium. Such measures include the authorization of cost-savings days (CSDs) and the creation of the Cost Savings Fund (Fund 8140) to pay employees who participated in a cost savings program, moratoria on annual step advancements, the elimination of pay supplements for intermittent employees, and moratoria on the accrual of personal leave and on the annual conversion of accrued but unused personal leave. Collective bargaining agreements with nonexempt employees have substantially similar provisions as those that apply to exempt employees. These provisions, which are expected to save approximately $191.8 million during the FY 2010-FY 2011 biennium, are discussed in more detail below.

Cost-Savings Days

Under the Cost Savings Days (CSD) Program, each full-time permanent employee must take the equivalent of ten unpaid days off, for a total of 80 hours of cost savings in both FY 2010 and FY 2011. In effect, employees lose pay of 3.076 hours per pay period, though for some collective bargaining units the amount of lost pay per pay period in FY 2010 may be slightly higher. Non-permanent and part-time employees will not receive holiday pay during both FY 2010 and FY 2011.

Bargaining unit employees select their CSDs through a canvass with the dates awarded in the order of seniority. Exempt employees select and are granted CSDs in accordance with agency guidelines. However, agencies must be adequately staffed in order to perform administrative functions during customer service hours (8:00 a.m. through 5:00 p.m., Monday through Friday). Agencies may close only under certain conditions, as enumerated by DAS.

The CSD Program applies to state employees in different ways, depending on the agency for which they work. The provision will not affect legislative employees, employees in the Office of the Governor, and employees of the Supreme Court. The Treasurer of State (TOS), the Attorney General (AGO), the Secretary of State (SOS), and the Auditor of State (AUD) must opt-in to the program, making modifications as they see fit. As of July 1, 2009, exempt employees of TOS and AGO will be required to take 80 cost-savings hours, exempt employees at SOS will be required to take 40 cost-savings hours, and certain exempt employees of AUD will be required to take a 2% pay cut.

These measures, as applied to both exempt and nonexempt employees, are expected to save an estimated $143.7 million per year. After the FY 2010-FY 2011 biennium, the Director of DAS, in consultation with the Director of OBM, is authorized to implement mandatory cost-savings days applicable to exempt employees in the event of a fiscal emergency. The above-elected officials may also opt out of the program, as they are able, after the FY 2010-FY 2011 biennium.

The CSD Program will reduce state agency payroll expenditures by 80 hours per year per employee. Participating employees will be paid 100% of their salary; however, each pay period an amount equivalent to 3.076 hours (80 hours/26 pay periods) of pay will be deducted from each employee's pay check. These amounts will then be transferred to the Cost Savings Fund. When an employee uses a cost-savings day, amounts from the fund will be used to pay that employee's salary for that day, allowing agencies to realize a cumulative total of 80 hours of savings per employee. To this end, the bill makes an appropriation of $200 million per year and permits additional appropriations if determined necessary. Should amounts in the fund be insufficient to meet demands on the fund at any time, the bill authorizes OBM to make temporary transfers from the GRF to the Cost Savings Fund and to reimburse the GRF for such transfers.

Freeze on Step Advancements

The bill places a general moratorium on annual step advancements for state employees from June 21, 2009 through June 20, 2011, and provides that intermittent employees are not eligible for step advancements. Also, pay supplements are eliminated for intermittent employees. The moratorium on step advancements is expected to save approximately $30 million per fiscal year.

Personal Leave Moratoria

The bill imposes moratoria, from December 2009 through December 2011, on the accrual of personal leave by employees paid by warrant of the Director of OBM and on the annual conversion of accrued but unused personal leave. The moratoria apply to employees of SOS, AUD, TOS, and AGO unless those officials decide to exempt the office's employees and notify the Director of DAS on or before November 1, 2009. Exempted are employees of the Supreme Court, General Assembly, and Legislative Service Commission unless the appointing authorities of these employees choose to include them in the moratoria by November 1, 2009. The moratoria are expected to save approximately $18.1 million per year.

FY 2012 Pay Supplements and Sick Leave Credits

To compensate employees for the various pay reduction strategies during the FY 2010-FY 2011 biennium, the bill provides for a one-time pay supplement and credit of sick leave in FY 2012. In July 2011, full-time state employees in active payroll status on June 18, 2011 will receive a one-time credit of sick leave equal to the lesser of 32 hours or half the hours of personal leave hours the employee lost as a result of the personal leave moratoria. Similarly, in August 2011, full-time state employees in active payroll status on June 30, 2011 will receive a one-time pay supplement equal to the lesser of 32 hours or half the hours of personal leave hours the employee lost as a result of the personal leave moratoria. Active-status part-time employees will receive a one-time pay supplement equivalent to 16 hours and a one-time sick leave credit of 16 hours.

Employees who are not in active payroll status on July 30, 2011, due to military leave or an absence taken under the federal Family and Medical Leave Act, are eligible to receive the one-time pay supplement. Employees of SOS, AUD, TOS, AGO, Supreme Court, General Assembly, and Legislative Service Commission do not receive the pay supplement or sick leave credit unless those employees were subject to the personal leave moratoria and those entities provided notification of the decision to participate in the pay supplement and sick leave credit by June 1, 2011.

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Line Item Detail by Agency

Report For: Main Operating Appropriations Bill **Version:** Enacted

DAS Department of Administrative Services

			FY 2008	FY 2009	FY 2010 Appropriations	% Change FY09 - FY10	FY 2011 Appropriations	% Change FY10 - FY11
GRF	100403	School Employees Health Care Board	$ 271,149	$ 313,066	$ 0	-100.00%	$ 0	N/A
GRF	100404	CRP Procurement Program	$ 128,481	$ 15,688	$0	N/A	$0	N/A
GRF	100405	Agency Audit Expenses	$ 353,028	$ 395,002	$ 0	-100.00%	$ 0	N/A
GRF	100406	County/University Human Resources	$ 597,572	$ 250,993	$ 0	-100.00%	$ 0	N/A
GRF	100410	Veterans' Records Conversion	$ 31,134	$ 25,036	$ 0	-100.00%	$ 0	N/A
GRF	100415	OAKS Rental Payments	$ 14,075,715	$ 14,134,446	$ 18,066,000	27.82%	$ 21,693,200	20.08%
GRF	100416	STARS Lease Rental Payments	$0	$0	$ 4,977,600	N/A	$ 4,982,500	0.10%
GRF	100418	Web Site and Business Gateway	$ 3,201,034	$ 1,077,819	$ 2,696,933	150.22%	$ 2,943,076	9.13%
GRF	100419	IT Security Infrastructure	$ 1,330,122	$ 1,335,976	$ 861,250	-35.53%	$ 1,111,250	29.03%
GRF	100421	OAKS Project Implementation	$ 261,652	$ 319,274	$ 0	-100.00%	$ 0	N/A
GRF	100423	EEO Project Tracking Software	$0	$0	$ 0	N/A	$ 100,000	N/A
GRF	100433	State of Ohio Computer Center	$ 5,819,871	$ 6,614,180	$ 5,385,268	-18.58%	$ 4,289,127	-20.35%
GRF	100439	Equal Opportunity Certification Programs	$ 741,882	$ 709,691	$ 712,724	0.43%	$ 712,724	0.00%
GRF	100447	OBA-Building Rent Payments	$ 104,819,524	$ 101,586,813	$ 102,635,400	1.03%	$ 97,712,600	-4.80%
GRF	100448	OBA-Building Operating Payments	$ 21,597,734	$ 20,138,189	$ 24,003,000	19.19%	$ 24,203,000	0.83%
GRF	100449	DAS-Building Operating Payments	$ 3,550,822	$ 3,596,358	$ 2,971,384	-17.38%	$ 3,271,384	10.10%
GRF	100451	Minority Affairs	$ 37,599	$ 44,324	$ 50,016	12.84%	$ 50,016	0.00%
GRF	100734	Major Maintenance-State Buildings	$0	$ 41,999	$ 0	-100.00%	$ 0	N/A
GRF	102321	Construction Compliance	$ 1,024,717	$ 1,096,783	$ 1,108,744	1.09%	$ 1,108,744	0.00%
GRF	130321	State Agency Support Services	$ 4,489,956	$ 4,793,307	$ 3,239,578	-32.41%	$ 3,339,578	3.09%
General Revenue Fund Total			**$ 162,331,992**	**$ 156,488,945**	**$ 166,707,897**	**6.53%**	**$ 165,517,199**	**-0.71%**
1120	100616	DAS Administration	$ 4,439,240	$ 4,690,170	$ 4,500,000	-4.05%	$ 4,500,000	0.00%
1150	100632	Central Service Agency	$ 756,642	$ 925,875	$ 756,642	-18.28%	$ 756,642	0.00%
1170	100644	General Services Division - Operating	$ 9,627,015	$ 11,669,850	$ 10,000,000	-14.31%	$ 10,000,000	0.00%
1220	100637	Fleet Management	$ 1,349,877	$ 1,618,140	$ 1,500,000	-7.30%	$ 1,500,000	0.00%
1250	100622	Human Resources Division - Operating	$ 24,533,132	$ 24,236,527	$ 20,560,614	-15.17%	$ 20,560,614	0.00%
1270	100627	Vehicle Liability Insurance	$ 21,168	$ 0	$0	N/A	$0	N/A
1280	100620	Collective Bargaining	$ 2,837,750	$ 2,838,237	$ 3,662,534	29.04%	$ 3,662,534	0.00%

Line Item Detail by Agency

			FY 2008	FY 2009	FY 2010 Appropriations	% Change FY09 - FY10	FY 2011 Appropriations	% Change FY10 - FY11
DAS	**Department of Administrative Services**							
1300	100606	Risk Management Reserve	$ 3,378,254	$ 2,365,230	$ 5,568,548	135.43%	$ 5,568,548	0.00%
1310	100639	State Architect's Office	$ 5,350,043	$ 5,029,322	$ 7,544,146	50.00%	$ 7,544,146	0.00%
1320	100631	DAS Building Management	$ 8,637,670	$ 9,402,079	$ 8,637,670	-8.13%	$ 8,637,670	0.00%
1330	100607	IT Services Delivery	$ 58,750,678	$ 67,333,918	$ 58,750,678	-12.75%	$ 58,750,678	0.00%
1880	100649	Equal Opportunity Division - Operating	$ 703,189	$ 815,369	$ 884,650	8.50%	$ 884,650	0.00%
2010	100653	General Services Resale Merchandise	$ 1,068,213	$ 610,725	$ 0	-100.00%	$ 0	N/A
2100	100612	State Printing	$ 10,152,571	$ 12,455,509	$ 12,000,000	-3.66%	$ 12,000,000	0.00%
2290	100630	IT Governance	$ 16,404,047	$ 11,900,423	$ 15,346,474	28.96%	$ 15,346,474	0.00%
2290	100640	Leveraged Enterprise Purchases	$0	$0	$ 10,000,000	N/A	$ 10,000,000	0.00%
4270	100602	Investment Recovery	$ 5,592,697	$ 3,693,228	$ 5,592,697	51.43%	$ 5,592,697	0.00%
4N60	100617	Major IT Purchases	$ 3,153,051	$ 1,047,767	$ 7,495,719	615.40%	$ 1,950,000	-73.99%
4P30	100603	DAS Information Services	$ 4,054,414	$ 4,716,595	$ 4,054,414	-14.04%	$ 4,054,414	0.00%
5C20	100605	MARCS Administration	$ 10,453,372	$ 11,271,289	$ 11,069,291	-1.79%	$ 11,069,291	0.00%
5C30	100608	Skilled Trades	$ 605,885	$ 473,588	$ 605,885	27.94%	$ 605,885	0.00%
5CW0	100636	Governor's Residence Education Center	$0	$ 10,500	$0	N/A	$0	N/A
5D70	100621	Workforce Development	$ 189,006	$ 5,232	$0	N/A	$0	N/A
5EB0	100635	OAKS Support Organization	$ 7,389,049	$ 21,932,621	$ 15,984,761	-27.12%	$ 18,009,192	12.66%
5L70	100610	Professional Development	$ 3,622,829	$ 3,016,760	$ 3,900,000	29.28%	$ 3,900,000	0.00%
5V60	100619	Employee Educational Development	$ 812,283	$ 698,406	$ 936,129	34.04%	$ 936,129	0.00%
5X30	100634	Centralized Gateway Enhancement	$ 163,317	$ 1,457,980	$ 3,676,956	152.20%	$ 2,052,308	-44.18%
	General Services Fund Group Total		**$ 184,045,393**	**$ 204,215,338**	**$ 213,027,807**	**4.32%**	**$ 207,881,871**	**-2.42%**
3AL0	100625	MARCS Grants	$0	$ 32,000	$0	N/A	$0	N/A
3H60	100609	Federal Grants OGRIP	$ 735,901	$ 90,796	$0	N/A	$0	N/A
	Federal Special Revenue Fund Group Total		**$ 735,901**	**$ 122,796**	**$0**	**N/A**	**$0**	**N/A**
Department of Administrative Services Total			***$ 347,113,287***	***$ 360,827,080***	***$ 379,735,704***	***5.24%***	***$ 373,399,070***	***-1.67%***