

**Program Budget Comparison**

The following table summarizes the total proposed budget by year, type of expenditure, and source of funding.

Program Budget Comparison								
Budget Item	Base Fiscal 2014	Approp. Fiscal 2015	Budget Fiscal 2016	Budget Fiscal 2017	Biennium Fiscal 14-15	Biennium Fiscal 16-17	Biennium Change	Biennium % Change
FTE	19.00	19.00	18.27	18.26	19.00	18.26	(0.74)	(3.89)%
Personal Services	1,088,500	1,271,424	1,383,901	1,382,766	2,359,924	2,766,667	406,743	17.24 %
Operating Expenses	335,876	188,150	380,804	303,659	524,026	684,463	160,437	30.62 %
<b>Total Costs</b>	<b>\$1,424,376</b>	<b>\$1,459,574</b>	<b>\$1,764,705</b>	<b>\$1,686,425</b>	<b>\$2,883,950</b>	<b>\$3,451,130</b>	<b>\$567,180</b>	<b>19.67 %</b>
General Fund	438,941	486,246	730,327	698,127	925,187	1,428,454	503,267	54.40 %
State/Other Special Rev. Funds	958,546	946,722	1,006,192	961,398	1,905,268	1,967,590	62,322	3.27 %
Proprietary Funds	26,889	26,606	28,186	26,900	53,495	55,086	1,591	2.97 %
<b>Total Funds</b>	<b>\$1,424,376</b>	<b>\$1,459,574</b>	<b>\$1,764,705</b>	<b>\$1,686,425</b>	<b>\$2,883,950</b>	<b>\$3,451,130</b>	<b>\$567,180</b>	<b>19.67 %</b>

**Program Description**

The Central Services Division (CSD) provides accounting; asset management; budgeting; fiscal management; human resources; internal controls; payroll and benefits; purchasing; training; and assistance with the implementation of policies, rules, and regulations for the Department of Justice. The program also administers payments to counties for a portion of the cost of the county attorney.

**Program Highlights**

<b>Central Services Division Major Budget Highlights</b>
<ul style="list-style-type: none"> <li>• Compared to the FY 2015 legislative budget, changes to the budget are for:                             <ul style="list-style-type: none"> <li>◦ Increases in funding for services purchased from the Department of Administration for information technology and office rent</li> <li>◦ Legislative audit costs that were in FY 2014 and are requested in FY 2016</li> <li>◦ Funding requested at the FY 2014 expenditure level that is higher than the FY 2015 legislative budget</li> <li>◦ Funding to annualize the 2013 biennium legislative pay plan</li> </ul> </li> </ul>
<b>Major LFD Issues</b>
<ul style="list-style-type: none"> <li>• Funding for office equipment repair may not be needed</li> </ul>

**Program Discussion -**

FY 2016 and FY 2017 contain any reductions in FTE made by the executive to implement the boilerplate language in HB 2. Though intended by the legislature, the FY 2014 and FY 2015 FTE levels do not reflect this language.

*Personal Services*

In the FY 2015 legislative budget, personal services comprised 87.1% of the program budget, even though there is an overall increase in costs. The difference is primarily due to continuing operating costs at the FY 2014 level, which is higher than the FY 2015 amount. The Governor proposes 78.4% in FY 2016 and 82.0% in FY 2017. The increases in costs are due to:

- Funding to annualize the 2013 legislative pay plan, HB 13
- Funding to pay increases provided at the agency's discretion

In FY 2014, this program provided pay increases to 6 staff over the funding of the legislative pay plan. A competitive increase was provided to one staff for an increase of 5.0% and market increases were provided to six staff at an average increase of 7.4%. Cumulatively the increases added an estimated \$22,000 to subsequent years' funding requirements. In FY 2014, this program experienced a 14.2% vacancy rate in hours when compared to hours budgeted.

**Funding**

The following table shows proposed program funding by source from all sources of authority.

Department of Justice, 28-Central Services Division Funding by Source of Authority						
Funds	HB2	Non-Budgeted Proprietary	Statutory Appropriation	Total All Sources	% Total All Funds	
01100 General Fund	1,428,454	0	5,907,834	7,336,288	78.39 %	
02006 Cigarette Fire Safety Standard	0	0	0	0	0.00 %	
02016 Criminal Justice Info Network	0	0	0	0	0.00 %	
02074 Gambling License Fee Account	159,796	0	0	159,796	8.12 %	
02140 Consumer Education Settlement	213,063	0	0	213,063	10.83 %	
02143 Drug Forfeitures-State	0	0	0	0	0.00 %	
02422 Highways Special Revenue	1,541,145	0	0	1,541,145	78.33 %	
02456 Insurance Verification SB508	0	0	0	0	0.00 %	
02790 6901-Statewide Tobacco Sttlmnt	0	0	0	0	0.00 %	
02797 CJIS - Background Checks	53,586	0	0	53,586	2.72 %	
02798 MVD IT System - HB261	0	0	0	0	0.00 %	
<b>State Special Total</b>	<b>\$1,967,590</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,967,590</b>	<b>21.02 %</b>	
03214 Special Law Enforcement Assist	0	0	0	0	0.00 %	
<b>Federal Special Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00 %</b>	
06005 Liquor Division	55,086	0	0	55,086	100.00 %	
<b>Proprietary Total</b>	<b>\$55,086</b>	<b>\$0</b>	<b>\$0</b>	<b>\$55,086</b>	<b>0.59 %</b>	
<b>Total All Funds</b>	<b>\$3,451,130</b>	<b>\$0</b>	<b>\$5,907,834</b>	<b>\$9,358,964</b>		

The Central Services Division is funded by allocation of costs among the various funding sources supporting the department. General fund provides roughly 40% of the division's funding. State special revenue, the largest source being the non-restricted account of highway state special revenue, provides roughly half of the division funding. Proprietary funds including liquor licensing fees provide the remainder of the division's funding.

**Budget Summary by Category**

The following summarizes the total budget utilizing the FY 2015 Legislative base, present law adjustments, and new proposals.

Budget Summary by Category									
Budget Item	-----General Fund-----				-----Total Funds-----				
	Leg. Budget Fiscal 2016	Leg. Budget Fiscal 2017	Leg. Biennium Fiscal 16-17	Percent of Budget	Leg. Budget Fiscal 2016	Leg. Budget Fiscal 2017	Leg. Biennium Fiscal 16-17	Percent of Budget	
2015 Budget	486,246	486,246	972,492	68.08 %	1,459,574	1,459,574	2,919,148	84.59 %	
PL Adjustments	244,081	211,881	455,962	31.92 %	305,131	226,851	531,982	15.41 %	
New Proposals	0	0	0	0.00 %	0	0	0	0.00 %	
<b>Total Budget</b>	<b>\$730,327</b>	<b>\$698,127</b>	<b>\$1,428,454</b>		<b>\$1,764,705</b>	<b>\$1,686,425</b>	<b>\$3,451,130</b>		

**Present Law Adjustments -**

The "Present Law Adjustments" table shows the changes from FY 2015 legislative appropriation to the budget proposed by the executive. PSPL adjusts all personal services. LGPL provides for adjustments to other expenditures such as operating expenses. Each is discussed in the narrative that follows. Total funds in the Present Law Adjustments table do not include proprietary funds budgeted in House Bill 2.

Present Law Adjustments										
	-----Fiscal 2016-----					-----Fiscal 2017-----				
	FTE	General Fund	State Special	Federal Special	Total Funds	FTE	General Fund	State Special	Federal Special	Total Funds
DP 98 - LEG. Personal Services Present Law	0.00	89,972	21,923	0	111,895	0.00	103,995	7,203	0	111,198
DP 99 - LEG. Present Law	0.00	154,109	37,547	0	191,656	0.00	107,886	7,473	0	115,359
<b>Grand Total All Present Law Adjustments</b>	<b>0.00</b>	<b>\$244,081</b>	<b>\$59,470</b>	<b>\$0</b>	<b>\$303,551</b>	<b>0.00</b>	<b>\$211,881</b>	<b>\$14,676</b>	<b>\$0</b>	<b>\$226,557</b>

DP 98 - LEG. Personal Services Present Law -

The following table outlines various components of the changes included in the PS PL adjustments.

Personal Services Present Law Adjustments					
CP 98 PSPL Item	FTE	FY 2016			
		General Fund	State Special	Federal Special	Total Funds
State Share Health Insurance	18.27	\$7,471	\$1,371	\$0	\$8,843
Executive Implementation of 2015 Pay Increase		20,065	3,683	-	23,748
Fully Fund 2015 Legislatively Authorized FTE		8,983	15,582	-	24,565
Other		53,452	1,286	-	54,739
<b>Personal Services Present Law Adjustments</b>	<b>18.27</b>	<b>\$89,972</b>	<b>\$21,923</b>	<b>\$0</b>	<b>\$111,895</b>
CP 98 PSPL Item	FTE	FY 2017			
		General Fund	State Special	Federal Special	Total Funds
State Share Health Insurance	18.26	\$7,467	\$1,371	\$0	\$8,838
Executive Implementation of 2015 Pay Increase		20,100	3,650	-	23,750
Fully Fund 2015 Legislatively Authorized FTE		8,983	15,582	-	24,565
Other		67,445	(13,400)	-	54,045
<b>Personal Services Present Law Adjustments</b>	<b>18.26</b>	<b>\$103,995</b>	<b>\$7,203</b>	<b>\$0</b>	<b>\$111,198</b>

The executive has proposed to increase funding for personal services by 8.8% in FY 2016 and FY 2017 compared to the FY 2015 legislative budget.

Changes that make up the other adjustments are to adjust for various changes to payroll tax rates and pay changes given at the discretion of the agency.

DP 99 - LEG. Present Law -

The executive has proposed to increase funding for all other expenditure categories excluding personal services by 102.4% in FY 2016 and by 61.4% in FY 2017 compared to the FY 2015 legislative budget. Changes that make up the LGPL adjustment are:

- Legislative audit fees in FY 2016 that were all budgeted in FY 2014
- Increases in costs for purchasing information technology services from the Department of Administration
- Increases in costs for renting office space from the Department of Administration
- FY 2014 expenditures for minor software, office equipment repair and maintenance, and educational and training costs that are higher than the FY 2015 legislative budget

The executive proposes higher costs for information technology services and office rent provided by the Department of Administration. The costs are budgeted as a fixed cost in this program to allow it to make payments for the services. In FY 2014, expenditures were higher than the FY 2015 legislative budget. The executive has requested funding for these expenditures at the FY 2014 expenditure level. Additionally, legislative audit fees is a fixed cost item that is budgeted in the first year of each biennium and so does not appear in the FY 2015 legislative budget.

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Office Equipment Repair Funding

Included in the funding for operating costs is \$12,107 in payments made for office equipment repair that occurred in FY 2014, while the FY 2015 legislative funding is \$150. The executive has requested funding at the FY 2014 expenditure level for each year of the 2017 biennium. From FY 2010 through FY 2012, the average for these expenditures was \$390 per year. During FY 2013 and FY 2014 the building housing the program was renovated, which resulted in these expenditures. With the renovation complete, there will not be the need for the funding at this level.