



# North Carolina Department of Administration

## LEGISLATIVE OVERVIEW

For

## JOINT APPROPRIATIONS SUBCOMMITTEE ON GENERAL GOVERNMENT

Volume 2 of 3

Secretary Moses Carey, Jr., North Carolina Department of Administration

**March 2011**

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**North Carolina Department of Administration**  
Facility Management Division

**1. Statutory Authority**

§143-341 (8) a-e

**2. Major Responsibilities, Functions, and Recent Accomplishments**

Facility Management Division provides a safe and healthy work environment for employees and the general public in a cost effective and energy efficient manner by performing routine, preventive, and emergency maintenance to state facilities owned by and allocated to the Department of Administration and by providing limited renovation services and other maintenance requests as a billed service to state agencies.

Programs within division:

- Building Maintenance
- Landscaping
- Janitorial Services

Statistics

Facility Management is responsible for the maintenance in the following areas within Wake County:

Blue Ridge Road:	7 buildings with 446,577 gross square feet
Garner Road:	25 buildings with 340,839 gross square feet
Downtown:	89 buildings with 4,206,203 gross square feet
Other:	3 buildings with 123,185 gross square feet
<b>Total:</b>	<b>124 buildings with 5,116,804 gross square feet</b>

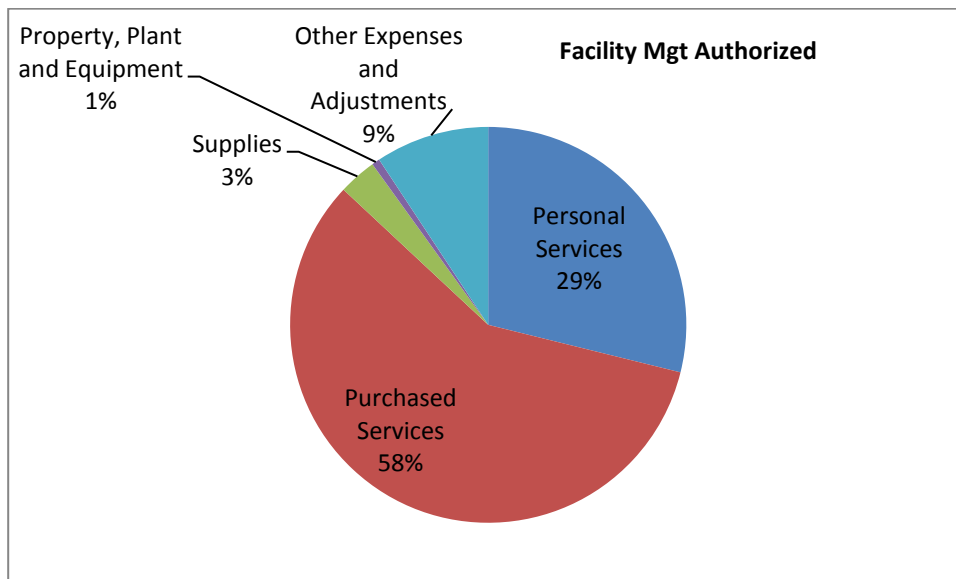
FMD also has housekeeping contracts for 14 buildings downtown, and 2 in the Garner Road area. The others are managed by staff.

Recent Accomplishments

- In collaboration with Management Information Services, implemented an online Customer Work Request program that permits building coordinators to send service requests electronically to Work Control. Upon receipt of a request, the program creates a service order and sends an email to the requester.
- Upgraded the Phoenix alarm monitor monitoring server and desktop program to the latest version to better protect state-owned facilities located throughout the State.
- Achieved a 95.64% completion rate for scheduled building systems equipment in the preventive maintenance program as of December 31, 2010.
- DOA monitors the cost of our operations. At present, we are operating facilities at an average cost of \$4.08/sq. ft., which includes utilities, maintenance, repairs, housekeeping, etc.
- Conducted ongoing review of how DOA services are provided. As part of this, Facility Management was able to replace \$168,512 of contractual housekeeping services by using existing state employees as supervisors, and employing temporary housekeeping employees. Savings achieved for 10 buildings was \$39,391.

### 3. Fiscal Information

Facilities Management Division		2009-2010	2010-2011	2010-2011	2011-2012	2012-2013
Fund 1421		Actual	Certified	Authorized	Recommended	Recommended
Personal Services	531XXX	7,193,046	8,195,690	8,392,623	8,684,207	8,684,207
Purchased Services	532XXX	14,330,210	16,946,201	16,897,032	16,897,032	16,897,032
Supplies	533XXX	742,597	852,435	901,604	901,604	901,604
Property, Plant and Equipment	534XXX	47,394	190,700	190,700	190,700	190,700
Other Expenses and Adjustments	535XXX	2,621,303	2,700,894	2,700,894	2,700,894	2,700,894
Total Aid and Public Assistance						
Intragovernmental Transfers	538XXX	81,217				
<b>Total Expenditures</b>		<b>25,015,767</b>	<b>28,885,920</b>	<b>29,082,853</b>	<b>29,374,437</b>	<b>29,374,437</b>
<b>Total Receipts</b>		<b>3,967,298</b>	<b>3,814,465</b>	<b>3,819,636</b>	<b>3,819,636</b>	<b>3,819,636</b>
<b>Net Appropriation</b>		<b>21,048,469</b>	<b>25,071,455</b>	<b>25,263,217</b>	<b>25,554,801</b>	<b>25,554,801</b>



### 4. 5%/10%/15% reductions for division submitted to the Governor

	Description	Fiscal	FTE
5%	Consolidate functions, eliminate positions	\$210051	4
10%	Consolidate functions, eliminate positions	\$597,554	13
15%	Consolidate functions, eliminate positions	\$937,429	14

5. Governor's Budget: see 15% above

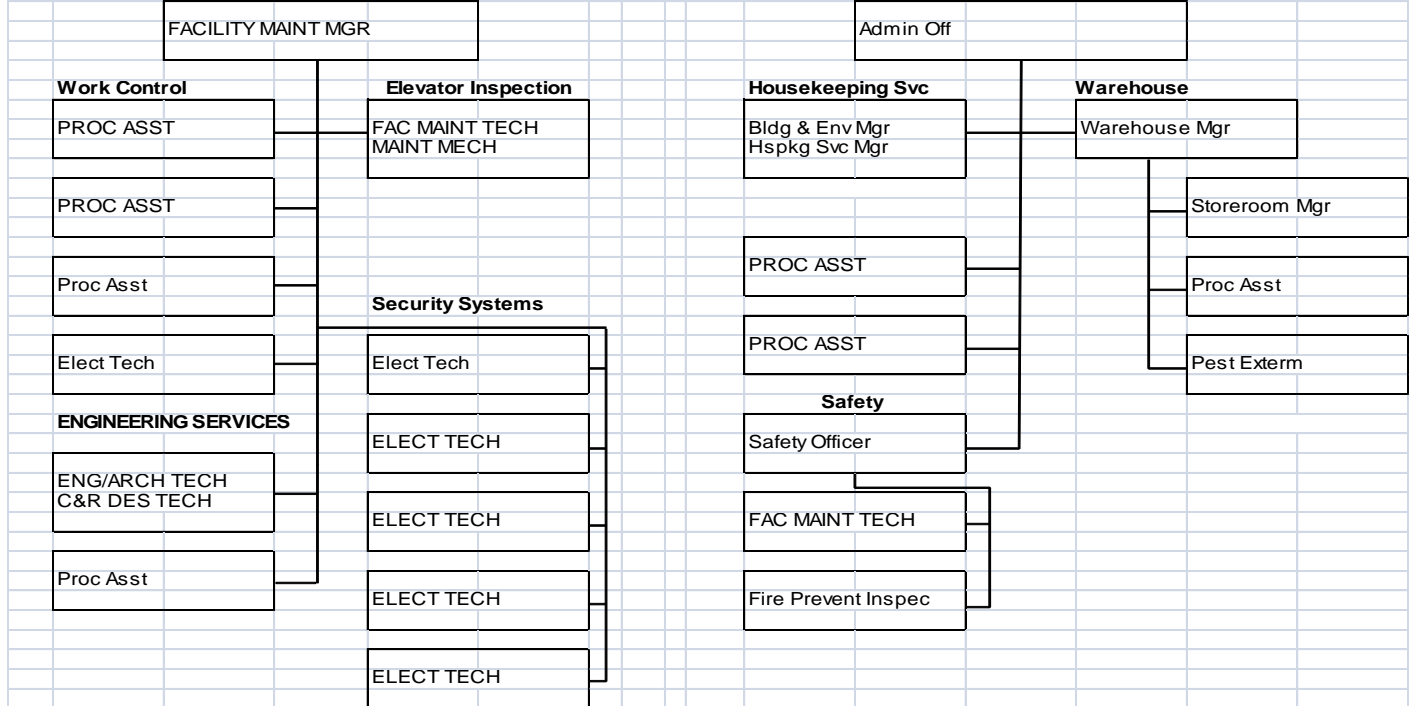
6. Position Summary: 160.79

7. Vacancies from Beacon: 14

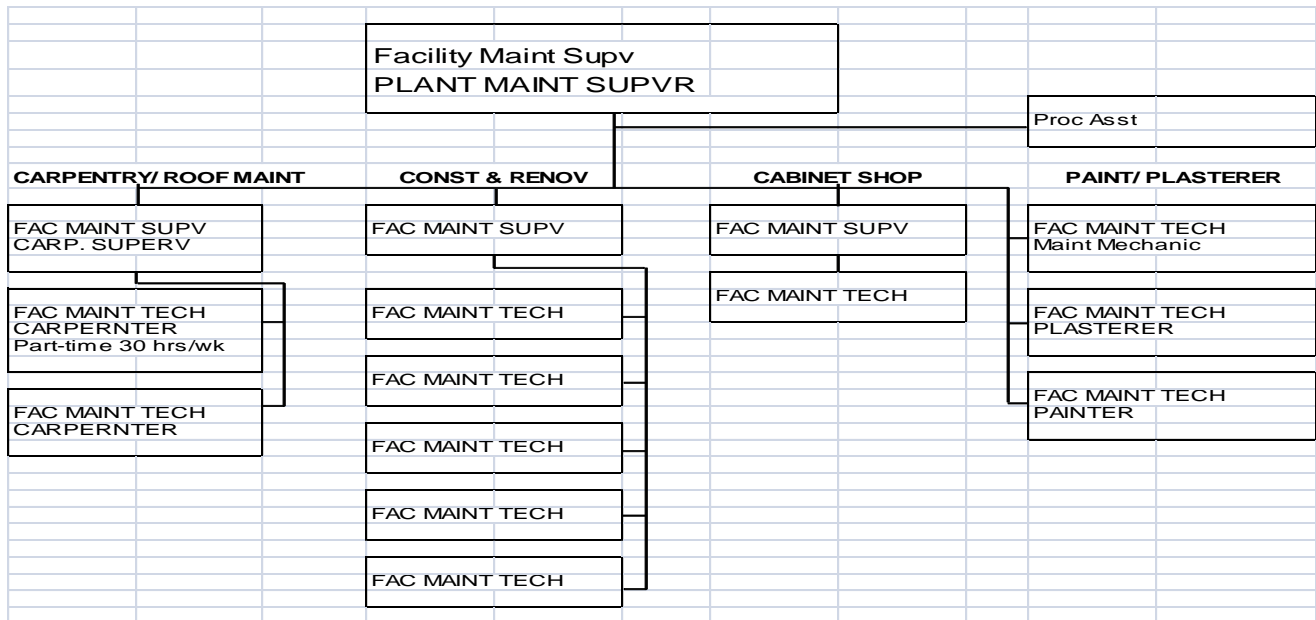
8. Retirement Eligibility 30 or more years: 4

9. Organization Charts

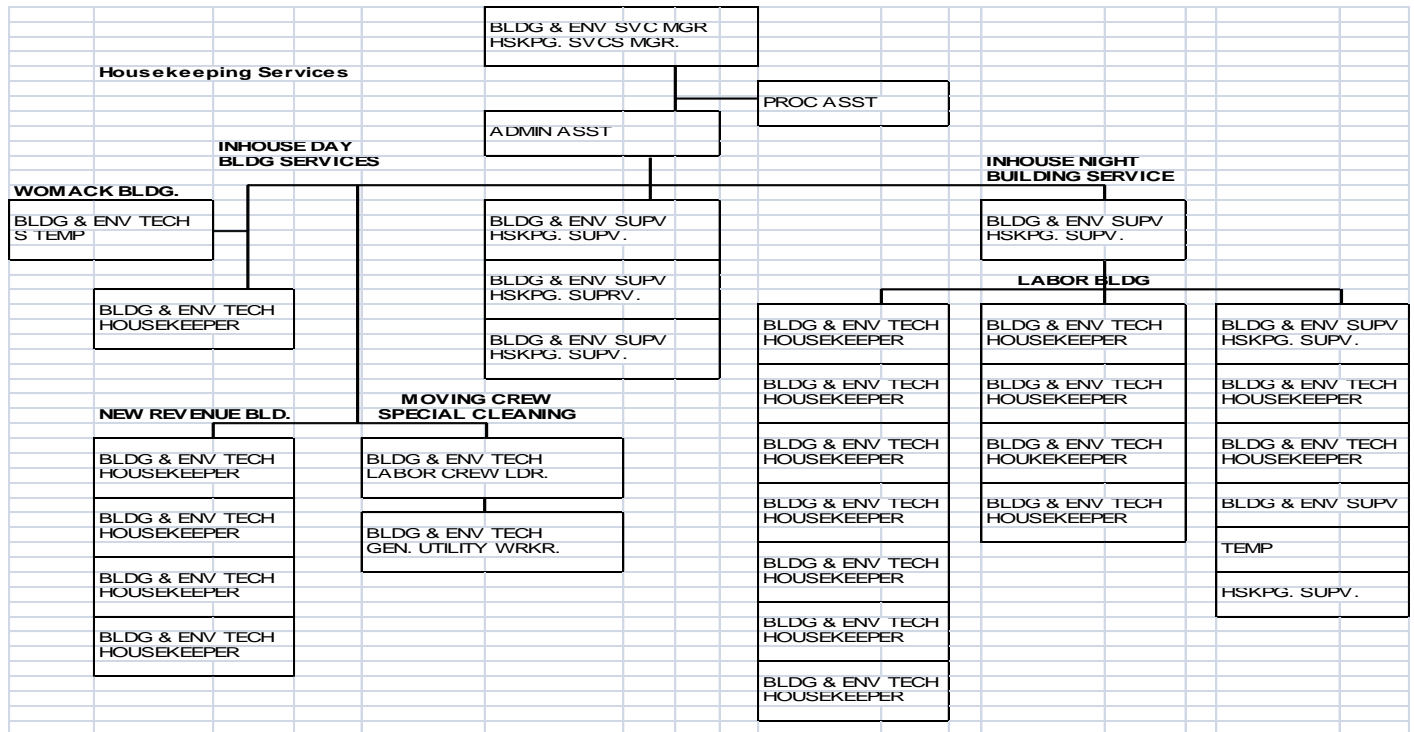
## Administration



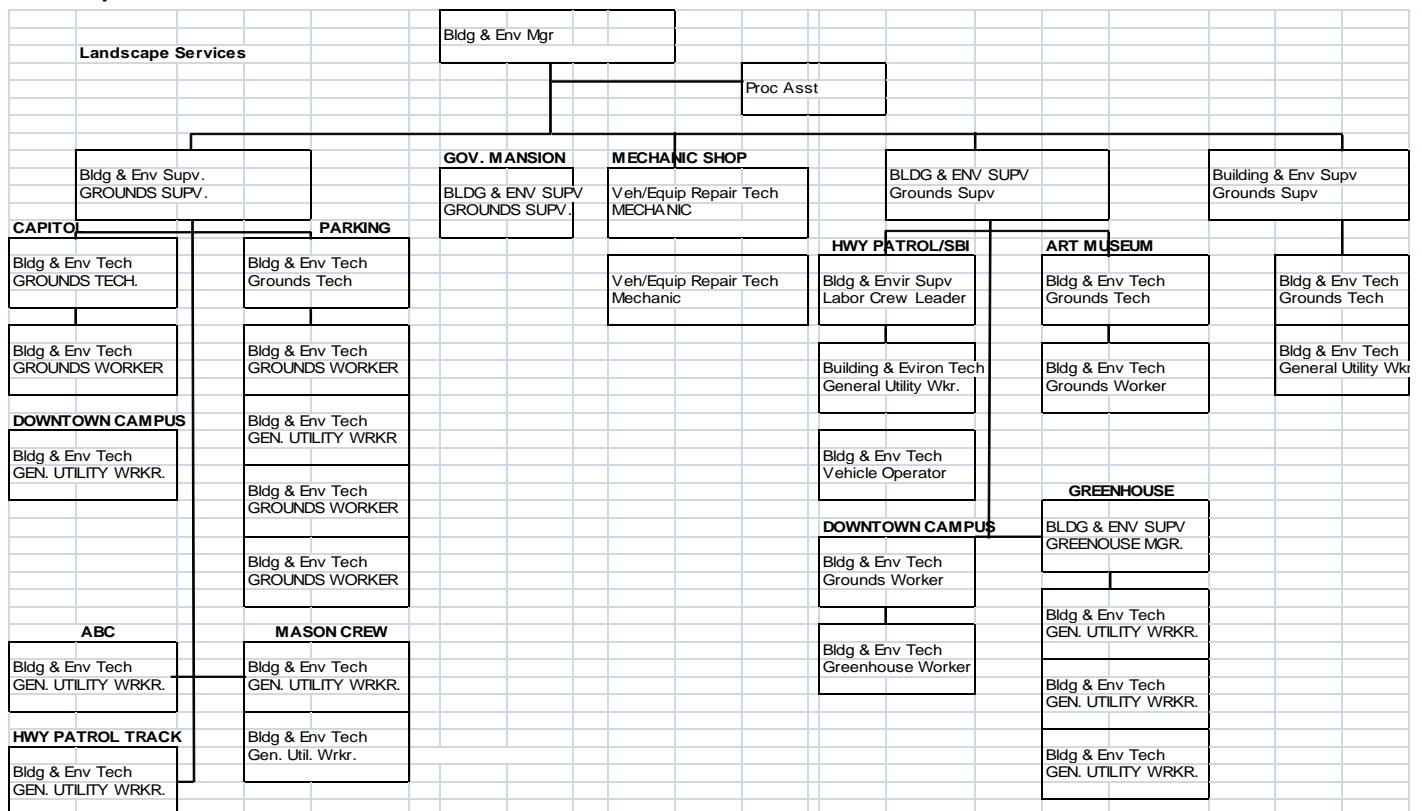
## Carpentry Services



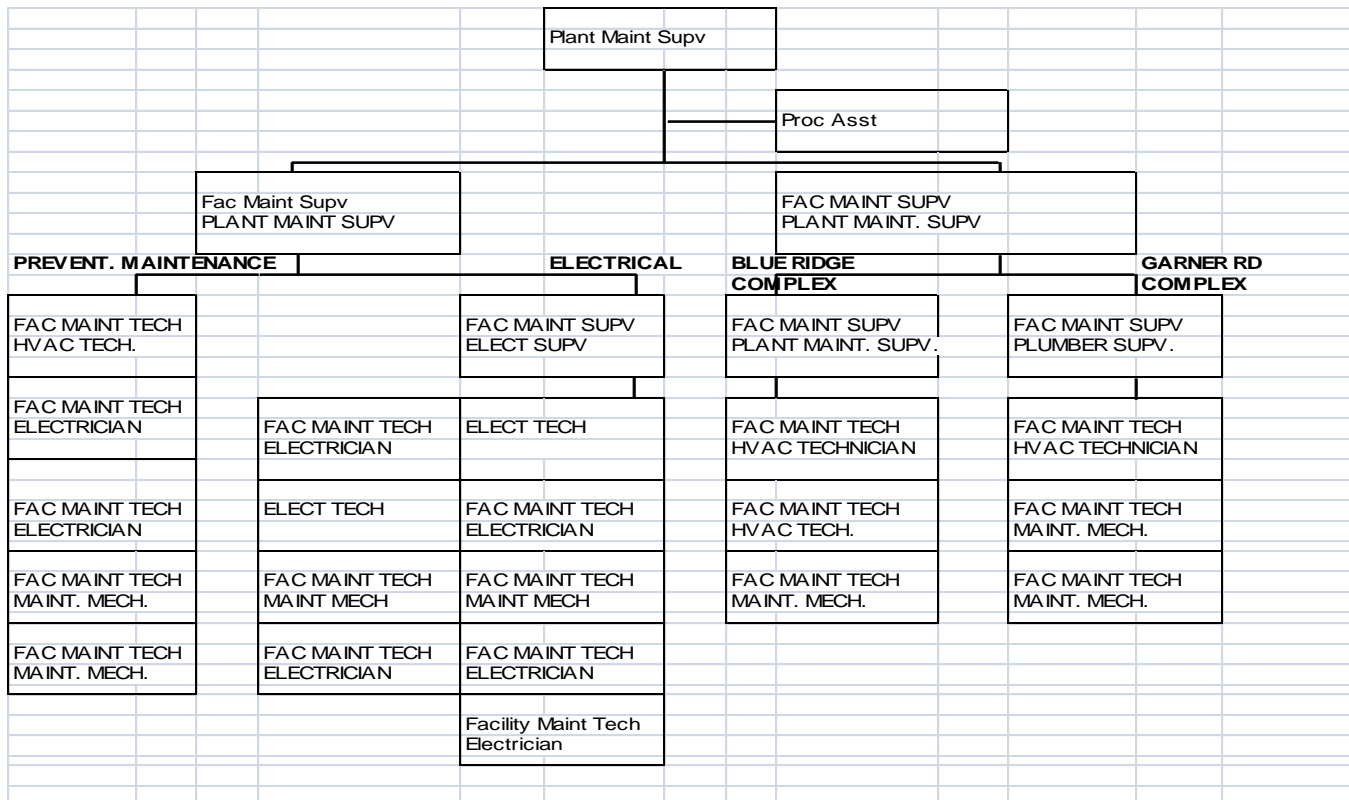
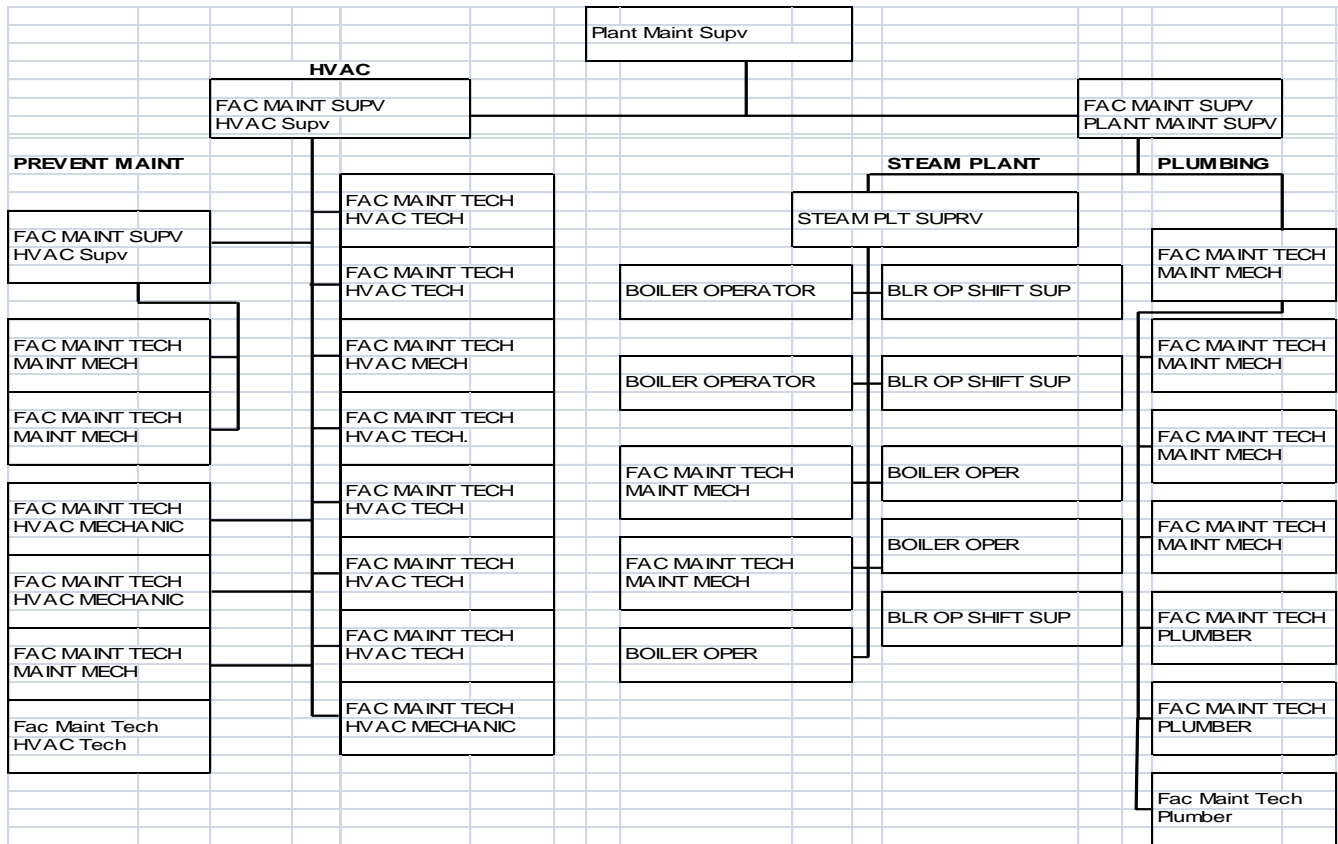
## Housekeeping Services



## Landscape Services



## Building Systems



BUDGET PREPARATION SYSTEM  
BUDGET PREPARATION WORKSHEET I (DETAIL REQUEST)  
FUND DETAIL

4100 - PAGE 26/ 389  
14100 Department of Administration - General 20:57:36 02/09/11  
1421 Facilities Management Division

CODE (1)	DESCRIPTION (2)	2009-2010 ACTUAL (3)	2010-2011 CERTIFIED (4)	2010-2011 AUTHORIZED (5)	2011-2012 INCR/DECR (6)	2011-2012 TOTAL (7)	2012-2013 INCR/DECR (8)	2012-2013 TOTAL (9)
REQUIREMENTS								
53 1111	EPA-REG SALARIES-APPRO	115,069	98,980	98,980	2,722	101,702	2,722	101,702
53 1211	SPA-REG SALARIES-APPRO	4,971,679	5,376,094	5,322,761	240,840	5,563,601	240,840	5,563,601
53 1212	SPA-REG SALARIES-RECPT	271,595	352,024	352,681	0	352,681	0	352,681
53 1311	REG(N S) TEMP WAGES-APPR	0	27,711	27,711	0	27,711	0	27,711
53 1411	OT PAY - APPROPRIATED	8,664	91,458	278,587	0	278,587	0	278,587
53 1412	OT PAY - RECEIPTS	69	1,116	1,116	0	1,116	0	1,116
53 1421	HOLIDAY PAY - APPRO	3,531	3,841	8,460	0	8,460	0	8,460
53 1422	HOLIDAY PAY - RECEIPTS	0	42	42	0	42	0	42
53 1431	SHIFT PREM PAY - APPRO	44,217	22,826	66,468	0	66,468	0	66,468
53 1432	SHIFT PREM PAY - RECEIPT	0	59	59	0	59	0	59
53 1441	CALLBK/STBY PREM PAY-APP	100,649	35,000	62,896	0	62,896	0	62,896
53 1442	CALLBK/STBY PREM PAY-REC	0	50	50	0	50	0	50
53 1461	EPA&SPA-LONGVTY PAY-APPR	94,906	127,772	127,772	0	127,772	0	127,772
53 1462	EPA&SPA-LONGVTY PAY-REC	3,234	6,129	6,129	0	6,129	0	6,129
53 1511	SOCIAL SEC CONTRIB-APPRO	401,584	438,754	434,674	18,633	453,307	18,633	453,307
53 1512	SOCIAL SEC CONTRIB-RECPT	18,504	27,345	27,396	0	27,396	0	27,396
53 1521	REG RETIRE CONTRIB-APPRO	433,677	578,797	573,192	21,662	594,854	21,662	594,854
53 1522	REG RETIRE CONTRIB-RECPT	18,978	38,521	38,575	0	38,575	0	38,575
53 1561	MED INS CONTRIB-APPRO	570,627	729,235	725,127	6,572	731,699	6,572	731,699
53 1562	MED INS CONTRIB-RECPTS	27,914	61,096	61,107	0	61,107	0	61,107
53 1572	UNEMP COMP PAYMNTS TO ES	10,589	4,199	4,199	0	4,199	0	4,199
53 1573	WORKERS COMP INSURANCE	1,370	0	0	0	0	0	0
53 1575	EMPLOYEE ASSISTANCE PROG	1,715	0	0	0	0	0	0
53 1576	FLEXABLE SPENDING SAVING	4,775	0	0	0	0	0	0
53 1627	ST DISABILITY PMT-APPRO	21,764	6,087	6,087	0	6,087	0	6,087
53 1631	WRKER COMP-MED PAYMENTS	43,673	80,202	80,202	1,155	81,357	1,155	81,357
53 1632	WRKER COMP-TEMP DIS PAYM	20,868	64,352	64,352	0	64,352	0	64,352
53 1641	INMATE LABOR	3,395	24,000	24,000	0	24,000	0	24,000
TOTAL PERSONAL SERVICES		7,193,046	8,195,690	8,392,623	291,584	8,684,207	291,584	8,684,207
53 2132	OTHER PROVIDED MED SER	45	0	0	0	0	0	0
53 2133	EMPLOYEE/EMPLOYM PHYSICA	10,112	12,518	12,518	0	12,518	0	12,518
53 2144	PC/PRINTER SUPPORT SERV	67,869	63,838	64,300	0	64,300	0	64,300
53 2160	ENGINEERING SERVICES	176,427	0	177,000	0	177,000	0	177,000
53 2170	ADMIN SERVICES	13,886	8,230	8,230	0	8,230	0	8,230
53 2184	JANITORIAL SER AGREEMENT	1,463,079	1,206,315	1,206,315	0	1,206,315	0	1,206,315
53 2185	WASTE REM/RECY SER AGREE	219,042	357,862	300,000	0	300,000	0	300,000
53 2188	LAWNS & GROUNDS SERV AGR	2,200	0	3,000	0	3,000	0	3,000
53 2199	MISC CONTRACTUAL SERVICE	248,571	379,053	256,453	0	256,453	0	256,453
53 2200	UTILITY/ENERGY SERVICES	10,754,436	12,830,607	12,830,607	0	12,830,607	0	12,830,607



14100 Department of Administration - General  
 1421 Facilities Management Division

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CODE (1)	DESCRIPTION (2)	2009-2010 ACTUAL (3)	2010-2011 CERTIFIED (4)	2010-2011 AUTHORIZED (5)	2011-2012 INCR/DECR (6)	2011-2012 TOTAL (7)	2012-2013 INCR/DECR (8)	2012-2013 TOTAL (9)
REQUIREMENTS								
53 2300	REPAIR SERVICES	507,398	1,105,416	1,089,527	0	1,089,527	0	1,089,527
53 2400	MAINTENANCE AGREEMENTS	619,501	623,586	636,476	0	636,476	0	636,476
53 2500	RENTALS/LEASES	10,369	10,464	11,964	0	11,964	0	11,964
53 2700	TRAVEL&OTHER EMPLOYEE EX	8,645	13,547	15,676	0	15,676	0	15,676
53 2800	COMMUNICATION&DATA PROC	156,782	156,242	176,929	0	176,929	0	176,929
53 2900	OTHER SERVICES	71,848	178,523	108,037	0	108,037	0	108,037
TOTAL PURCHASED SERVICES		14,330,210	16,946,201	16,897,032	0	16,897,032	0	16,897,032
53 3100	GENERAL ADMIN SUPPLIES	26,303	76,519	32,806	0	32,806	0	32,806
53 3200	FACILITY & HARDWARD SUPP	282,024	440,312	393,723	0	393,723	0	393,723
53 3300	VEHICLE/EQUIP OPER SUPPL	116,930	111,787	117,315	0	117,315	0	117,315
53 3500	CLOTHING & RECREATNL SUP	36,144	51,755	51,755	0	51,755	0	51,755
53 3700	RESEARCH/DEVELOP& ED SUP	0	200	200	0	200	0	200
53 3800	PURCHASES FOR RESALE	255,817	116,057	260,000	0	260,000	0	260,000
53 3900	OTHER MATERIALS & SUPPLI	25,379	55,805	45,805	0	45,805	0	45,805
TOTAL SUPPLIES		742,597	852,435	901,604	0	901,604	0	901,604
53 4100	LAND	0	200	200	0	200	0	200
53 4400	OTHER STRUCTURES&IMPROVE	0	6,000	6,000	0	6,000	0	6,000
53 4500	EQUIPMENT	36,886	171,500	171,500	0	171,500	0	171,500
53 4700	INTANGIBLE ASSETS	10,508	13,000	13,000	0	13,000	0	13,000
TOTAL PROPERTY, PLANT & EQUIPMT		47,394	190,700	190,700	0	190,700	0	190,700
53 5100	LEGAL,LICENSE&PERMIT CST	22,685	31,289	31,289	0	31,289	0	31,289
53 5300	DEBT SERVICE	2,597,501	2,664,614	2,664,614	0	2,664,614	0	2,664,614
53 5600	ASSET & OTHER ADJUSTMENT	76	200	200	0	200	0	200
53 5800	OTHER ADMINISTRATIVE EXP	646	1,400	1,400	0	1,400	0	1,400
53 5900	OTHER EXPENSES	395	3,391	3,391	0	3,391	0	3,391
TOTAL OTHER EXPENSES & ADJUSTMEN		2,621,303	2,700,894	2,700,894	0	2,700,894	0	2,700,894
53 8104	TRANSFER TO 24102	9,060	0	0	0	0	0	0
53 8142	TRANS INDIRECT-GROUNDS	-1	0	0	0	0	0	0
53 8144	TRSFER INDIRECT COST CHP	2	0	0	0	0	0	0
53 8146	TRF 64100 RES UNEMP CONT	1	0	0	0	0	0	0
53 8990	TRSFER TO SUBSEQUENT YEAR	72,155	0	0	0	0	0	0
TOTAL INTRAGOVERNMENTAL TRANSACT		81,217	0	0	0	0	0	0

CODE (1)	DESCRIPTION (2)	ACTUAL (3)	CERTIFIED (4)	AUTHORIZED (5)	INCR/DECR (6)	TOTAL (7)	INCR/DECR (8)	TOTAL (9)
-----								
TOTAL REQUIREMENTS		25,015,767	28,885,920	29,082,853	291,584	29,374,437	291,584	29,374,437
-----								
ESTIMATED RECEIPTS								
-----								
43 4140	MAINTENANCE & REPAIR SVC	574,038	1,036,410	1,036,410	0	1,036,410	0	1,036,410
43 4320	SALE OF EQUIPMENT	76	4,200	4,200	0	4,200	0	4,200
43 4390	OTH SALES OF GDS OR PUBL	12,601	13,000	13,000	0	13,000	0	13,000
43 4410	RENTAL OF REAL PROPERTY	2,159,164	2,061,250	2,061,250	0	2,061,250	0	2,061,250
43 7113	INSURANCE RECOVERIES	6,660	0	0	0	0	0	0
43 7121	PAYBACK SETTLEMENTS	5,368	0	0	0	0	0	0
43 7127	PROCUREMENT CARD REBATES	8,143	0	0	0	0	0	0
43 7990	OTHER MISC. REVENUES	5,320	22,000	22,000	0	22,000	0	22,000
43 8107	TRSFR 74100 AUX SERVICES	162,338	247,538	248,311	0	248,311	0	248,311
43 8144	TRSFR FROM BC40401 LAND	7,772	0	0	0	0	0	0
43 8172	TRANSFER DCCPS FUNDS	117,564	117,564	117,564	0	117,564	0	117,564
53 8301	UTILITIES REIMBURSEMENT	740,090	195,000	199,398	0	199,398	0	199,398
53 8302	ELEVATOR REIMBURSEMENT	60,121	50,000	50,000	0	50,000	0	50,000
53 8303	JANITORIAL REIMBURSEMENT	34,252	2,000	2,000	0	2,000	0	2,000
53 8305	TRASH COLLECTION REIMB	71,492	65,503	65,503	0	65,503	0	65,503
53 8352	REFUND OF PRIOR YR EXPEN	2,299	0	0	0	0	0	0
-----								
TOTAL RECEIPTS		3,967,298	3,814,465	3,819,636	0	3,819,636	0	3,819,636
-----								
NET APPROPRIATION		21,048,469	25,071,455	25,263,217	291,584	25,554,801	291,584	25,554,801

**North Carolina Department of Administration**  
Office for Historically Underutilized Businesses

**1. Statutory Authority**

§ 143-48  
§ 143-48.4  
§143-128.2 thru 128.3  
§143-135.5  
S.L. 2001-424 section 7.9

**2. Major Responsibilities, Key Functions and Recent Accomplishments**

The Office serves to promote economic opportunities for historically underutilized businesses in state government contracting and procurement that will foster their growth and profitability through broader participation in the procurement of goods, services and construction. The office manages the statewide certification of historically underutilized firms and maintains an online database for access by agencies and local MWBEs. The division supports the Minority Business Capital Projects Advisory Board.

Programs within HUB

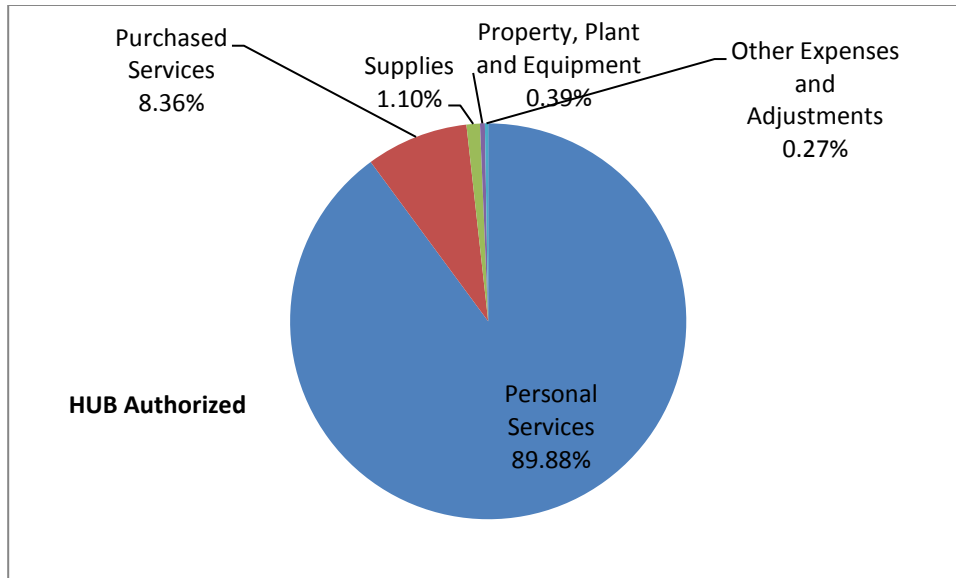
- Compliance
- Certification
- Outreach

Statistics and Recent Accomplishments

- 3,164 firms are currently in the Statewide Uniform Certification (SWUC) Program data base.
- Since the inception of the SWUC program, begun in July 1, 2009, the HUB Office has approved 2,912 HUB firms
- Collaborated with Minority & Women Business Enterprise Program offices statewide to develop the program and establish the certification criteria.

**3. Fiscal Information**

Historically Underutilized Business		2009-2010	2010-2011	2010-2011	2011-2012	2012-2013
Fund 1123		Actual	Certified	Authorized	Recommended	Recommended
Personal Services	531XXX	624,614	691,044	660,831	676,354	676,354
Purchased Services	532XXX	48,257	57,638	61,441	61,441	61,441
Supplies	533XXX	5,710	10,739	8,054	8,054	8,054
Property, Plant and Equipment	534XXX	-	2,900	2,900	2,900	2,900
Other Expenses and Adjustments	535XXX	809	3,093	1,975	1,975	1,975
Intragovernmental Transfers	538XXX					
<b>Total Expenditures</b>		<b>679,390</b>	<b>765,414</b>	<b>735,201</b>	<b>750,724</b>	<b>750,724</b>
<b>Total Receipts</b>		<b>10,482</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
<b>Net Appropriation</b>		<b>668,908</b>	<b>764,414</b>	<b>734,201</b>	<b>749,724</b>	<b>749,724</b>



**4. 5%/10%/15% reductions for division submitted to the Governor**

	Description	Fiscal	FTE
5%	N/A	N/A	N/A
10%	Reduce management layers/eliminate deputy position	\$81,820	1.0
15%	Reduce management layers/eliminate deputy position	\$81,820	1.0

**5. Governor's Budget:** Reduce management layer, as noted above

**6. Position Summary**

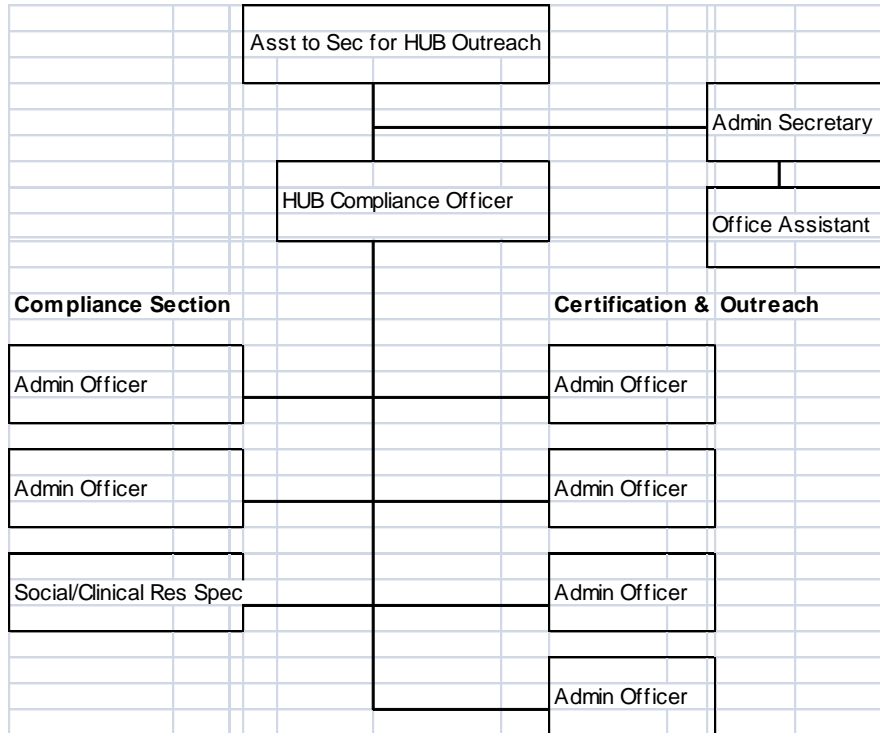
From Feb. 2011 Wks I: 11 positions, consisting of:

- Certification and outreach specialists
- Compliance specialists
- Statistician
- Management, and administrative support

**7. Vacancies from Beacon: 1**

**8. Retirement Eligibility 30 or more years: none**

## 9. Organization Chart



BUDGET PREPARATION SYSTEM  
BUDGET PREPARATION WORKSHEET I (DETAIL REQUEST)  
FUND DETAIL

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1123 Office for Historically Underutilized Businesses

CODE (1)	DESCRIPTION (2)	2009-2010 ACTUAL (3)	2010-2011 CERTIFIED (4)	2010-2011 AUTHORIZED (5)	2011-2012 INCR/DECR (6)	2011-2012 TOTAL (7)	2012-2013 INCR/DECR (8)	2012-2013 TOTAL (9)
REQUIREMENTS								
53 1111	EPA-REG SALARIES-APPRO	85,783	83,487	83,487	2,296	85,783	2,296	85,783
53 1211	SPA-REG SALARIES-APPRO	405,478	434,410	411,318	11,109	422,427	11,109	422,427
53 1421	HOLIDAY PAY - APPRO	42	0	0	0	0	0	0
53 1461	EPA&SPA-LONGVTY PAY-APPR	6,977	13,055	13,055	0	13,055	0	13,055
53 1511	SOCIAL SEC CONTRIB-APPRO	36,321	40,535	38,768	1,026	39,794	1,026	39,794
53 1521	REG RETIRE CONTRIB-APPRO	42,985	57,629	55,202	1,092	56,294	1,092	56,294
53 1561	MED INS CONTRIB-APPRO	40,740	60,928	56,401	0	56,401	0	56,401
53 1572	UNEMP COMP PAYMNTS TO ES	3,708	0	0	0	0	0	0
53 1575	EMPLOYEE ASSISTANCE PROG	117	0	0	0	0	0	0
53 1576	FLEXABLE SPENDING SAVING	967	0	0	0	0	0	0
53 1631	WRKER COMP-MED PAYMENTS	1,487	0	1,500	0	1,500	0	1,500
53 1632	WRKER COMP-TEMP DIS PAYM	9	0	100	0	100	0	100
53 1651	COMPENSATION TO BOARD ME	0	1,000	1,000	0	1,000	0	1,000
TOTAL PERSONAL SERVICES		624,614	691,044	660,831	15,523	676,354	15,523	676,354
53 2144	PC/PRINTER SUPPORT SERV	13,784	13,784	13,784	0	13,784	0	13,784
53 2170	ADMIN SERVICES	4,858	200	5,000	0	5,000	0	5,000
53 2181	SEMINARS	4,055	5,000	5,000	0	5,000	0	5,000
53 2199	MISC CONTRACTUAL SERVICE	5,157	5,642	5,642	0	5,642	0	5,642
53 2300	REPAIR SERVICES	0	494	494	0	494	0	494
53 2400	MAINTENANCE AGREEMENTS	1,000	2,723	2,723	0	2,723	0	2,723
53 2500	RENTALS/LEASES	0	2,556	556	0	556	0	556
53 2700	TRAVEL&OTHER EMPLOYEE EX	4,768	7,280	7,840	0	7,840	0	7,840
53 2800	COMMUNICATION&DATA PROC	9,745	13,874	14,317	0	14,317	0	14,317
53 2900	OTHER SERVICES	4,890	6,085	6,085	0	6,085	0	6,085
TOTAL PURCHASED SERVICES		48,257	57,638	61,441	0	61,441	0	61,441
53 3100	GENERAL ADMIN SUPPLIES	5,590	9,748	7,063	0	7,063	0	7,063
53 3200	FACILITY & HARDWARD SUPP	32	116	116	0	116	0	116
53 3900	OTHER MATERIALS & SUPPLI	88	875	875	0	875	0	875
TOTAL SUPPLIES		5,710	10,739	8,054	0	8,054	0	8,054
53 4500	EQUIPMENT	0	2,700	2,700	0	2,700	0	2,700
53 4700	INTANGIBLE ASSETS	0	200	200	0	200	0	200
TOTAL PROPERTY, PLANT & EQUIPMT		0	2,900	2,900	0	2,900	0	2,900
53 5600	ASSET & OTHER ADJUSTMENT	15	0	0	0	0	0	0

## 1123 Office for Historically Underutilized Businesses

CODE	DESCRIPTION	2009-2010 ACTUAL (1)	2010-2011 CERTIFIED (2)	2010-2011 AUTHORIZED (3)	2011-2012 INCR/DECR (4)	2011-2012 TOTAL (5)	2012-2013 INCR/DECR (6)	2012-2013 TOTAL (7)
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## REQUIREMENTS

53 5800	OTHER ADMINISTRATIVE EXP	768	975	975	0	975	0	975
53 5900	OTHER EXPENSES	26	2,118	1,000	0	1,000	0	1,000
TOTAL OTHER EXPENSES & ADJUSTMEN		809	3,093	1,975	0	1,975	0	1,975
TOTAL REQUIREMENTS		679,390	765,414	735,201	15,523	750,724	15,523	750,724

## ESTIMATED RECEIPTS

43 4320	SALE OF EQUIPMENT	15	0	0	0	0	0	0
43 5600	REGISTRATION FEES	10,250	1,000	1,000	0	1,000	0	1,000
43 7127	PROCUREMENT CARD REBATES	19	0	0	0	0	0	0
53 8352	REFUND OF PRIOR YR EXPEN	198	0	0	0	0	0	0
TOTAL RECEIPTS		10,482	1,000	1,000	0	1,000	0	1,000

NET APPROPRIATION		668,908	764,414	734,201	15,523	749,724	15,523	749,724
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**North Carolina Department of Administration**  
Mail Service Center

**1. Statutory Authority**

§ 143B-341 (8) (g and h)  
§ 8-103

**2. Major Responsibilities, Functions, and Recent Accomplishments**

The Mail Service Center provides mail services including interoffice and courier services in all 100 counties and coordinates pickup / delivery of lab samples, processes outgoing US Postal Mail at a lower rate than the USPS rates. The MSC X-rays incoming mail to keep the workplace safe. Its goal is to provide mail services to and from state agencies with the highest quality, in the most cost-effective manner, and with a high degree of customer satisfaction.

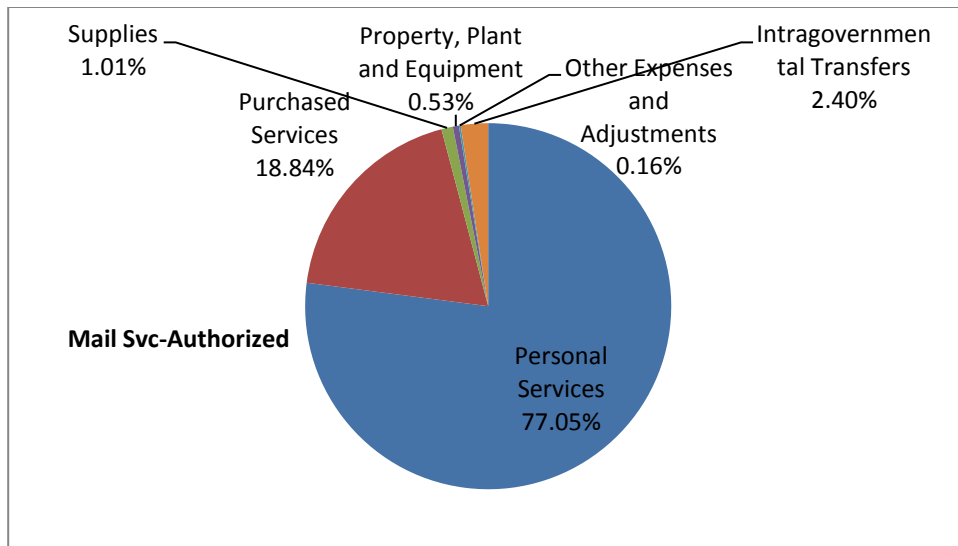
Recent Accomplishments

- Total letters and packages: 1,245,623 pieces at lowest USPS first class rate; cost to state would have been \$2,650,288, but actual charges were \$1,723,222 for a savings of \$927,066.
- Total biohazard and packages over 50 lbs: 48,669 pieces at lowest commercial overnight rate. Cost to General funds would have been \$1,175,532, but actual charges were \$445,497, saving \$730,035. This level of service would be very hard to obtain due to the nature of the materials being shipped.
- Total automation pieces at .083 rate was 20,416,421 for a savings of \$1,694,563
- Total automation pieces at .105 rate was 7,399,087 for a savings of \$776,904
- Customer feedback survey showed dissatisfaction with our website and a desire for training modules to provide guidance to customers on how to best use our services. Website improvements including tutorials about packaging, addressing, and postage; a directory for agency addresses; and links to USPS, UPS, and Fedex.
- By seeking customer feedback, MSC identified a weakness and turned it into an area of compliments and increased volume.

**3. Fiscal Information**

<b>Mail Service Center</b>		<b>2009-2010</b>	<b>2010-2011</b>	<b>2010-2011</b>	<b>2011-2012</b>	<b>2012-2013</b>
<b>Budget 74100 Fund 7218</b>		<b>Actual</b>	<b>Certified</b>	<b>Authorized</b>	<b>Recommended</b>	<b>Recommended</b>
Personal Services	531XXX	2,843,501	3,944,222	3,894,349	3,894,349	3,894,349
Purchased Services	532XXX	961,904	906,746	952,307	952,307	952,307
Supplies	533XXX	45,268	80,761	51,221	51,221	51,221
Property, Plant and Equipment	534XXX	45,722	42,471	27,000	27,000	27,000
Other Expenses and Adjustments	535XXX	5,377	8,728	8,178	8,178	8,178
Aid and Public Assistance	536XXX					
Intragovernmental Transfers	538XXX	40,430	71,607	121,480	121,480	121,480
<b>Total Expenditures</b>		<b>3,942,202</b>	<b>5,054,535</b>	<b>5,054,535</b>	<b>5,054,535</b>	<b>5,054,535</b>
<b>Total Receipts</b>		<b>4,151,805</b>	<b>5,054,535</b>	<b>5,054,535</b>	<b>5,054,535</b>	<b>5,054,535</b>
<b>Change in Fund Balance</b>		<b>209,603</b>	<b>-</b>	<b>-</b>		





4. 5%/10%/15% reductions for division submitted to the Governor: none

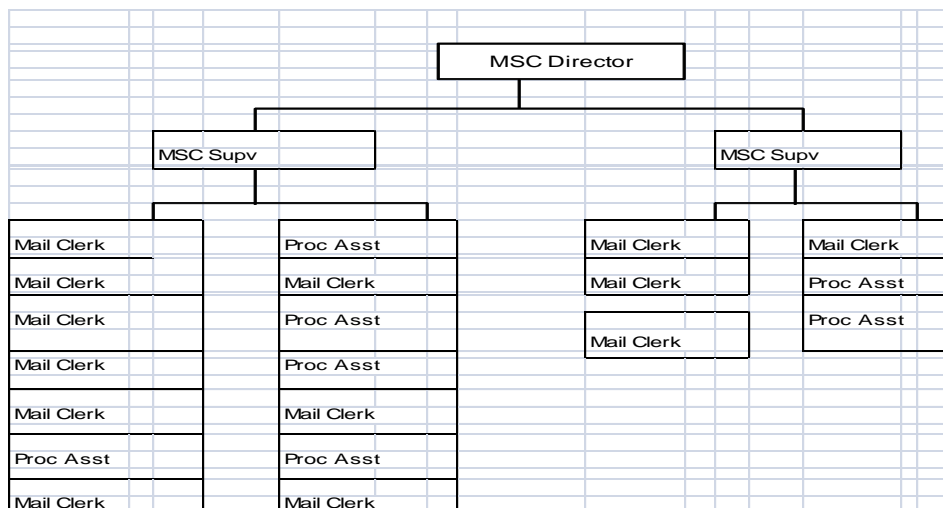
5. Governor's Budget: N/A

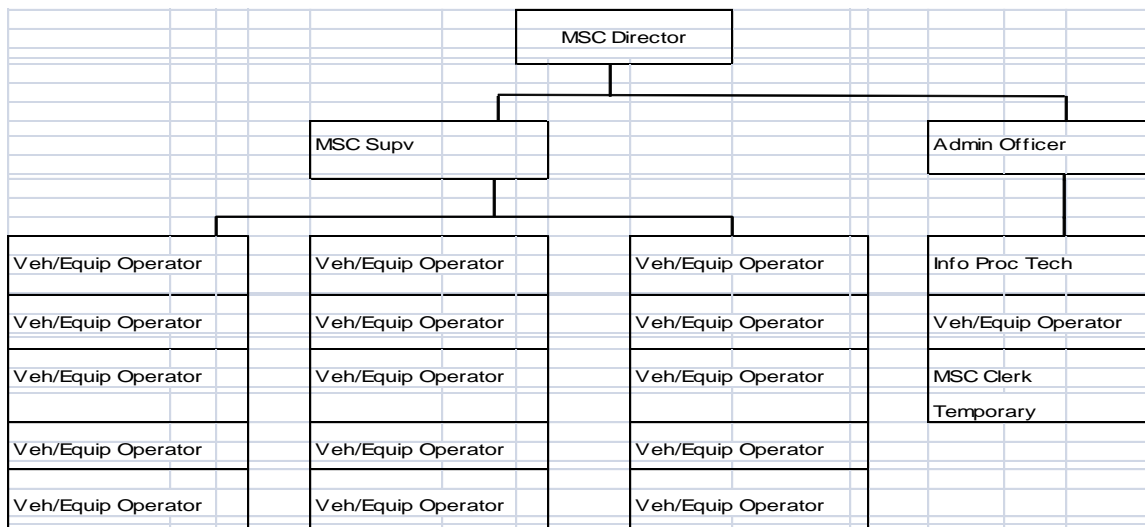
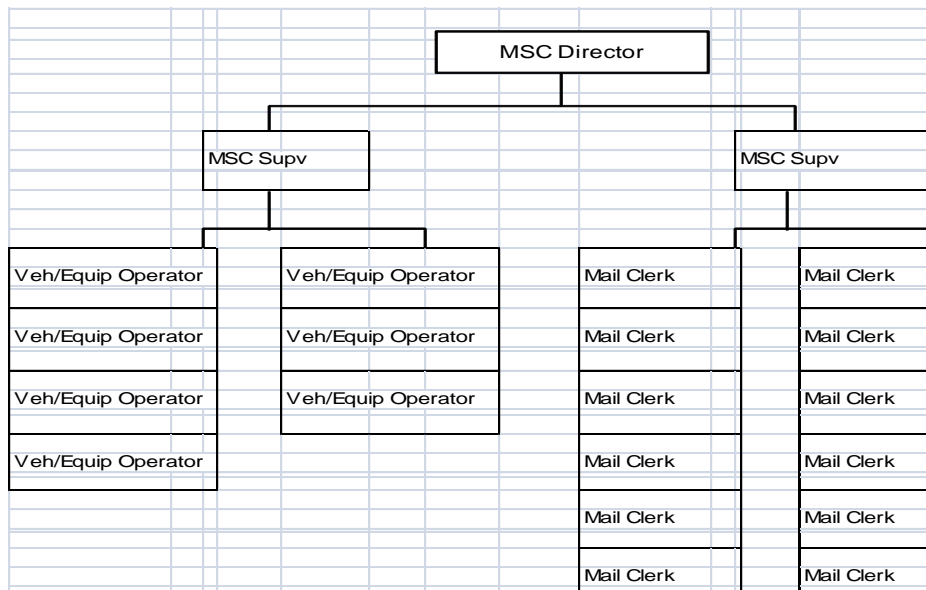
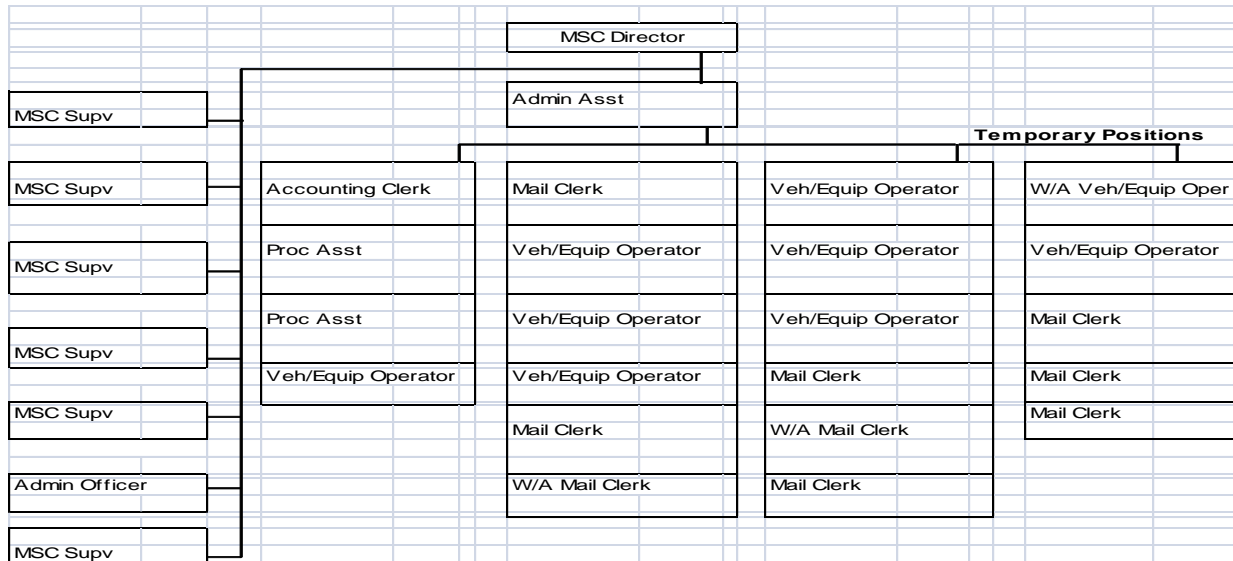
6. Position Summary: 83 positions

7. Vacancies from Beacon: 17 (receipts-supported)

8. Retirement Eligibility 30 or more years: none

9. Organization Charts





BUDGET PREPARATION SYSTEM  
BUDGET PREPARATION WORKSHEET I (DETAIL REQUEST)  
FUND DETAIL

4100 - PAGE 7/ 3,225  
74100 Department of Administration - Internal 20:57:36 02/09/11  
7218 Mail Service Center

CODE	DESCRIPTION	2009-2010 ACTUAL	2010-2011 CERTIFIED	2010-2011 AUTHORIZED	2011-2012 INCR/DECR	2011-2012 TOTAL	2012-2013 INCR/DECR	2012-2013 TOTAL
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
REQUIREMENTS								
53 1212	SPA-REG SALARIES-RECPT	1,883,601	2,876,553	2,838,053	0	2,838,053	0	2,838,053
53 1312	REG(N S) TEMP WAGES-RECP	201,742	108,520	170,520	0	170,520	0	170,520
53 1412	OT PAY - RECEIPTS	22,446	93,000	27,000	0	27,000	0	27,000
53 1422	HOLIDAY PAY - RECEIPTS	195	500	500	0	500	0	500
53 1432	SHIFT PREM PAY - RECEIPT	36,835	28,000	37,000	0	37,000	0	37,000
53 1452	EMPLOYEES ON LOAN-RECEIP	243	0	0	0	0	0	0
53 1462	EPA&SPA-LONGVTY PAY-REC	20,556	26,320	21,320	0	21,320	0	21,320
53 1512	SOCIAL SEC CONTRIB-RECPT	163,102	239,673	236,727	0	236,727	0	236,727
53 1522	REG RETIRE CONTRIB-RECPT	168,922	246,184	242,276	0	242,276	0	242,276
53 1562	MED INS CONTRIB-RECPTS	280,950	319,882	315,363	0	315,363	0	315,363
53 1572	UNEMP COMP PAYMNTS TO ES	2,581	390	390	0	390	0	390
53 1575	EMPLOYEE ASSISTANCE PROG	940	0	0	0	0	0	0
53 1576	FLEXIBLE SPENDING SAVING	1,743	0	0	0	0	0	0
53 1625	ST DISABILITY PMT	0	2,000	2,000	0	2,000	0	2,000
53 1628	ST DISABILITY PMT - REC	24,107	0	0	0	0	0	0
53 1631	WRKER COMP-MED PAYMENTS	8,248	1,200	1,200	0	1,200	0	1,200
53 1632	WRKER COMP-TEMP DIS PAYM	27,290	2,000	2,000	0	2,000	0	2,000
TOTAL PERSONAL SERVICES		2,843,501	3,944,222	3,894,349	0	3,894,349	0	3,894,349
53 2140	INFORMATN TECHNOLOGY SVC	0	24,632	5,000	0	5,000	0	5,000
53 2143	LAN SUPPORT SERVICES	873	5,000	1,000	0	1,000	0	1,000
53 2144	PC/PRINTER SUPPORT SERV	9,704	12,972	10,000	0	10,000	0	10,000
53 2170	ADMIN SERVICES	1,041	1,500	1,200	0	1,200	0	1,200
53 2184	JANITORIAL SER AGREEMENT	5,234	4,500	5,300	0	5,300	0	5,300
53 2185	WASTE REM/RECY SER AGREE	464	3,200	500	0	500	0	500
53 2199	MISC CONTRACTUAL SERVICE	1,103	1,000	1,200	0	1,200	0	1,200
53 2200	UTILITY/ENERGY SERVICES	28,890	26,921	29,100	0	29,100	0	29,100
53 2300	REPAIR SERVICES	21,669	17,389	23,333	0	23,333	0	23,333
53 2400	MAINTENANCE AGREEMENTS	57,936	60,367	59,300	0	59,300	0	59,300
53 2500	RENTAL/LEASES	6,217	12,974	8,300	0	8,300	0	8,300
53 2700	TRAVEL&OTHER EMPLOYEE EX	739,864	530,110	707,864	0	707,864	0	707,864
53 2800	COMMUNICATION& DATA PROC	88,479	203,676	98,600	0	98,600	0	98,600
53 2900	OTHER SERVICES	430	2,505	1,610	0	1,610	0	1,610
TOTAL PURCHASED SERVICES		961,904	906,746	952,307	0	952,307	0	952,307
53 3100	GENERAL ADMIN SUPPLIES	31,625	30,840	32,700	0	32,700	0	32,700
53 3200	FACILITY & HARDWARE SUP	1,677	7,512	3,300	0	3,300	0	3,300
53 3300	VEHICLE/EQUIP OP SUPPL	100	221	221	0	221	0	221
53 3500	CLOTHING & RECREATNL SUP	8,600	24,057	10,000	0	10,000	0	10,000

## 7218 Mail Service Center

CODE (1)	DESCRIPTION (2)	2009-2010 ACTUAL (3)	2010-2011 CERTIFIED (4)	2010-2011 AUTHORIZED (5)	2011-2012 INCR/DECR (6)	2011-2012 TOTAL (7)	2012-2013 INCR/DECR (8)	2012-2013 TOTAL (9)
REQUIREMENTS								
53 3900	OTHER MATERIALS & SUPP	3,266	18,131	5,000	0	5,000	0	5,000
TOTAL SUPPLIES		45,268	80,761	51,221	0	51,221	0	51,221
53 4500	EQUIPMENT	45,583	31,571	24,000	0	24,000	0	24,000
53 4700	INTANGIBLE ASSETS	139	10,900	3,000	0	3,000	0	3,000
TOTAL PROPERTY, PLANT & EQUIPMT		45,722	42,471	27,000	0	27,000	0	27,000
53 5100	LEGAL, LICENCE&PERMIT CS	5,106	5,428	5,428	0	5,428	0	5,428
53 5600	ASSET & OTHER ADJUSTMENT	7	50	50	0	50	0	50
53 5800	OTHER ADMINISTRATIVE EX	122	1,250	700	0	700	0	700
53 5900	OTHER EXPENSES	142	2,000	2,000	0	2,000	0	2,000
TOTAL OTHER EXPENSES & ADJUSTMEN		5,377	8,728	8,178	0	8,178	0	8,178
53 8101	TRSF-14100-GENERAL FUND	40,430	71,607	121,480	0	121,480	0	121,480
TOTAL INTRAGOVERNMENTAL TRANSACT		40,430	71,607	121,480	0	121,480	0	121,480
TOTAL REQUIREMENTS		3,942,202	5,054,535	5,054,535	0	5,054,535	0	5,054,535

## ESTIMATED RECEIPTS

43 4133	POSTGE,FRGHT & DELIV SVC	2,247,414	2,587,877	2,587,877	0	2,587,877	0	2,587,877
43 4320	SALE OF SURP PROP-EQUIP	68	0	0	0	0	0	0
43 4321	SALE OF SURP PROP-NONOPE	63	0	0	0	0	0	0
43 7127	PROCUREMENT CARD REB	89	0	0	0	0	0	0
43 7990	OTHER MISC. REVENUES	5,043	0	0	0	0	0	0
43 8101	TRSF-14100 GENERAL FUND	0	12,972	12,972	0	12,972	0	12,972
53 8307	POSTAGE REIMBURSEMENT	1,554,910	2,453,686	2,453,686	0	2,453,686	0	2,453,686
53 8352	REFUND OF PRIOR YR EXPEN	8,605	0	0	0	0	0	0
53 8399	MOTOR FLEET REBATE	335,613	0	0	0	0	0	0

## 74100 Department of Administration - Internal

20:57:36 02/09/11

## 7218 Mail Service Center

CODE (1)	DESCRIPTION (2)	2009-2010 ACTUAL (3)	2010-2011 CERTIFIED (4)	2010-2011 AUTHORIZED (5)	2011-2012 INCR/DECR (6)	2011-2012 TOTAL (7)	2012-2013 INCR/DECR (8)	2012-2013 TOTAL (9)
TOTAL RECEIPTS		4,151,805	5,054,535	5,054,535	0	5,054,535	0	5,054,535
CHANGE IN FUND BALANCE		209,603	0	0	0	0	0	0

**North Carolina Department of Administration**  
Motor Fleet Management

**1. Statutory Authority**

§143-341 -8 (i)

**2. Major Responsibilities, Functions, and Recent Accomplishments**

Motor Fleet Management provides safe and efficient management, maintenance, repair, and storage of state-owned passenger motor vehicles for all state employees in the performance of their official duties via a centralized source of passenger transportation for all state agencies in the most cost-effective way.

Statistics: the inventory of over 8,100 vehicles is allocated as follows:

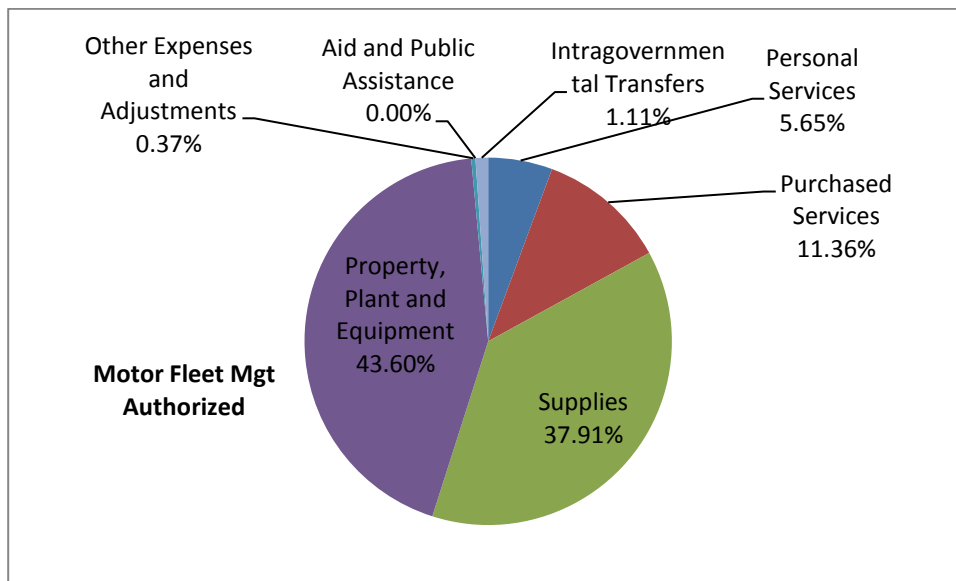
General Purpose	61%
Law Enforcement	13%
DOT Vehicles	11%
Life Threatening, Public Safety, and Unique Uses	10%
Motor Pool	3%
Awaiting Surplus	2%

Recent Accomplishments

- In 2009, MFM saved \$9,556.07 by recycling parts from older/damaged vehicles; savings to date for 2010 is \$13,453.96.
- Rates were reduced in May 2010, and a rule will be repealed that was costing agencies more than was necessary, and discouraged energy conservation.
- Created a downtown Mini Motor Pool to further encourage use of cost-effective transportation for official state employee business travel.
- To improve understanding and compliance with MFM Regulations, training and increased authority was provided to all agency-based Vehicle Coordinators. This includes providing updates regarding the physical location of all assigned vehicles, tracking mileage compliance, exemption requests and misuse reports.
- The Motor Fleet Regulations Manual, last printed in 2003, was fully updated and condensed to reduce printing costs.

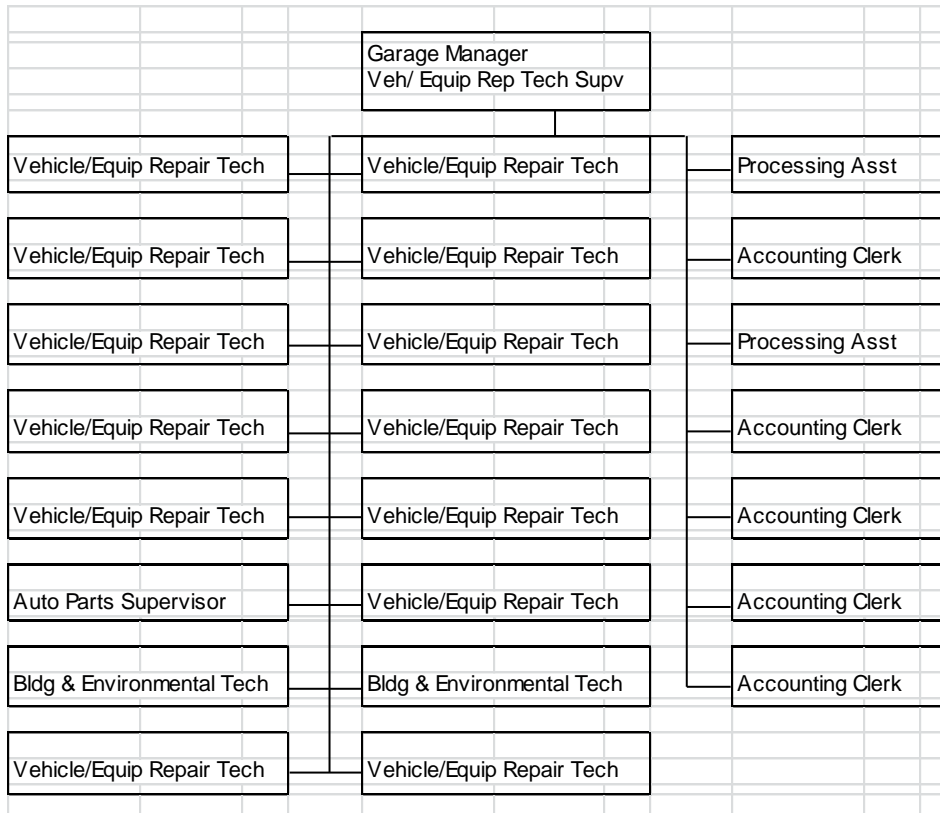
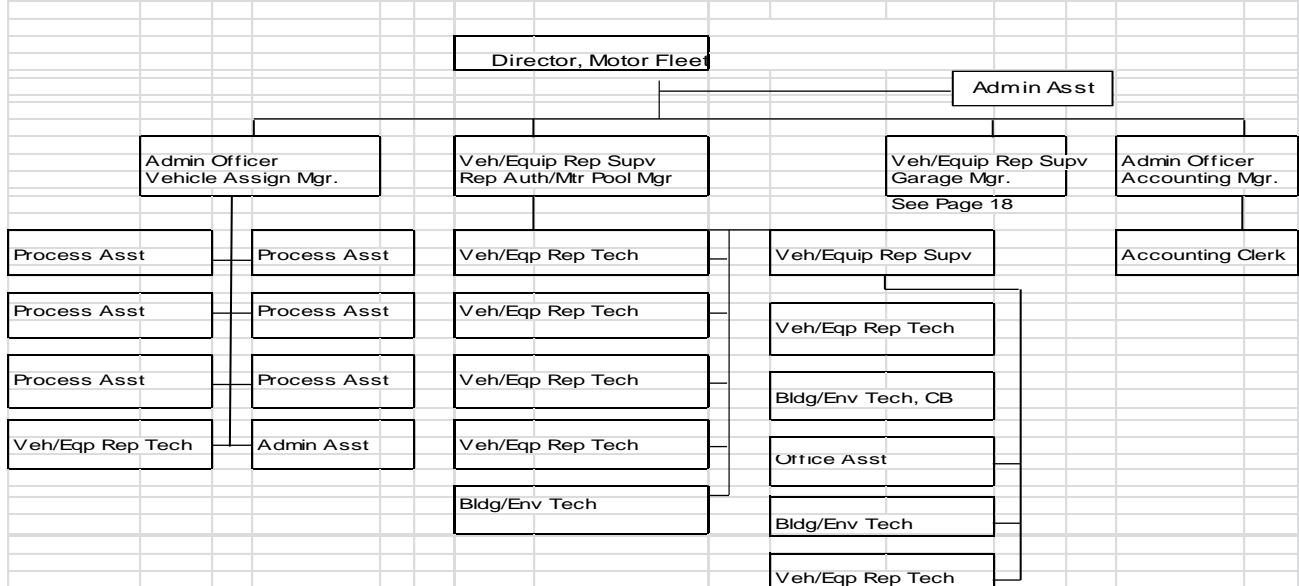
**3. Fiscal Information**

<b>Motor Fleet Management</b>		<b>2009-2010</b>	<b>2010-2011</b>	<b>2010-2011</b>	<b>2011-2012</b>	<b>2012-2013</b>
<b>Budget 74100 Fund 7211</b>		<b>Actual</b>	<b>Certified</b>	<b>Authorized</b>	<b>Recommended</b>	<b>Recommended</b>
Personal Services	531XXX	1,642,194	2,350,132	2,303,814	2,303,814	2,303,814
Purchased Services	532XXX	4,021,778	4,640,210	4,632,959	4,632,959	4,632,959
Supplies	533XXX	14,843,101	15,404,922	15,462,173	15,462,173	15,462,173
Property, Plant and Equipment	534XXX	3,845	17,780,869	17,780,869	17,780,869	17,780,869
Other Expenses and Adjustments	535XXX	7,446,600	150,000	150,000	150,000	150,000
Aid and Public Assistance	536XXX					
Intragovernmental Transfers	538XXX	20,351,593	453,773	453,773	453,773	453,773
<b>Total Expenditures</b>		<b>48,309,111</b>	<b>40,779,906</b>	<b>40,783,588</b>	<b>40,783,588</b>	<b>40,783,588</b>
<b>Total Receipts</b>		<b>54,324,314</b>	<b>46,639,537</b>	<b>46,644,560</b>	<b>46,644,560</b>	<b>46,644,560</b>
<b>Change in Fund Balance</b>		<b>6,015,203</b>	<b>5,859,631</b>	<b>5,860,972</b>	<b>5,860,972</b>	<b>5,860,972</b>



4. **Governor's Budget:** N/A
5. **Position Summary:** 48 positions
6. **Vacancies from Beacon:** 15 (receipts-supported)
7. **Retirement Eligibility 30 or more years:** 1

## 9. Organization Charts



BUDGET PREPARATION SYSTEM  
BUDGET PREPARATION WORKSHEET I (DETAIL REQUEST)  
FUND DETAIL

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74100 Department of Administration - Internal 20:57:36 02/09/11  
7211 Motor Fleet Management

CODE (1)	DESCRIPTION (2)	2009-2010 ACTUAL (3)	2010-2011 CERTIFIED (4)	2010-2011 AUTHORIZED (5)	2011-2012 INCR/DECR (6)	2011-2012 TOTAL (7)	2012-2013 INCR/DECR (8)	2012-2013 TOTAL (9)
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REQUIREMENTS

53 1112	EPA REG SAL & WAGES-REC	91,733	91,733	91,733	0	91,733	0	91,733
53 1212	SPA-REG SALARIES-RECPT	1,141,329	1,616,438	1,619,618	0	1,619,618	0	1,619,618
53 1312	REG(N S) TEMP WAGES-RECP	30,221	0	32,500	0	32,500	0	32,500
53 1322	CONTR EMPL PER IRS-RECPT	0	135,000	50,000	0	50,000	0	50,000
53 1412	OT PAY - RECEIPTS	0	1,100	1,100	0	1,100	0	1,100
53 1422	HOLIDAY PAY - RECEIPTS	62	0	500	0	500	0	500
53 1432	SHIFT PREM PAY - RECEIPT	0	300	300	0	300	0	300
53 1442	CALLBK/STBY PREM PAY-REC	0	3,050	3,050	0	3,050	0	3,050
53 1462	EPA&SPA-LONGVTY PAY-REC	21,585	26,805	26,805	0	26,805	0	26,805
53 1512	SOCIAL SEC CONTRIB-RECPT	95,712	143,407	143,650	0	143,650	0	143,650
53 1522	REG RETIRE CONTRIB-RECPT	109,755	141,392	141,651	0	141,651	0	141,651
53 1562	MED INS CONTRIB-RECPTS	147,881	184,992	184,992	0	184,992	0	184,992
53 1572	UNEMP COMP PAYMNTS TO ES	0	3,000	3,000	0	3,000	0	3,000
53 1575	EMPLOYEE ASSISTANCE PROG	404	0	0	0	0	0	0
53 1576	FLEXIBLE SPENDING SAVING	871	0	0	0	0	0	0
53 1625	ST DISABILITY PMT	0	1,715	1,715	0	1,715	0	1,715
53 1628	ST DISABILITY PMT - REC	1,972	0	2,000	0	2,000	0	2,000
53 1631	WRKER COMP-MED PAYMENTS	0	200	200	0	200	0	200
53 1641	INMATE LABOR	669	1,000	1,000	0	1,000	0	1,000

TOTAL PERSONAL SERVICES	1,642,194	2,350,132	2,303,814	0	2,303,814	0	2,303,814
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53 2120	FINANANCIAL/AUDIT SERVIC	3,500	3,500	3,500	0	3,500	0	3,500
53 2140	INFORMATN TECHNOLOGY SVC	0	5,000	1,000	0	1,000	0	1,000
53 2144	PC/PRINTER SUPPORT SERV	25,060	25,354	25,354	0	25,354	0	25,354
53 2170	ADMIN SERVICES	126,747	88,000	138,000	0	138,000	0	138,000
53 2185	WASTE REM/RECY SER AGREE	45	3,400	1,000	0	1,000	0	1,000
53 2199	MISC CONTRACTUAL SERVICE	950	1,000	1,000	0	1,000	0	1,000
53 2200	UTILITY/ENERGY SERVICES	31,228	27,416	31,298	0	31,298	0	31,298
53 2300	REPAIR SERVICES	2,082,850	2,075,207	2,063,300	0	2,063,300	0	2,063,300
53 2400	MAINTENANCE AGREEMENTS	1,900	2,500	2,000	0	2,000	0	2,000
53 2500	RENTAL/LEASES	0	1,755	755	0	755	0	755
53 2700	TRAVEL&OTHER EMPLOYEE EX	0	24,154	1,000	0	1,000	0	1,000
53 2800	COMMUNICATION& DATA PROC	73,396	95,272	79,600	0	79,600	0	79,600
53 2900	OTHER SERVICES	1,676,102	2,287,652	2,285,152	0	2,285,152	0	2,285,152

TOTAL PURCHASED SERVICES	4,021,778	4,640,210	4,632,959	0	4,632,959	0	4,632,959
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53 3100	GENERAL ADMIN SUPPLIES	5,898	8,450	11,450	0	11,450	0	11,450
53 3200	FACILITY & HARDWARE SUP	38,689	30,518	43,600	0	43,600	0	43,600
53 3300	VEHICLE/EQUIP OP SUPPL	14,451,673	14,959,721	15,000,890	0	15,000,890	0	15,000,890



## 7211 Motor Fleet Management

CODE	DESCRIPTION	2009-2010 ACTUAL	2010-2011 CERTIFIED	2010-2011 AUTHORIZED	2011-2012 INCR/DECR	2011-2012 TOTAL	2012-2013 INCR/DECR	2012-2013 TOTAL
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
REQUIREMENTS								
53 3500	CLOTHING & RECREATNL SUP	12,799	16,233	16,233	0	16,233	0	16,233
53 3800	PURCHASES FOR RESALE	312,837	360,000	360,000	0	360,000	0	360,000
53 3900	OTHER MATERIALS & SUPP	21,205	30,000	30,000	0	30,000	0	30,000
TOTAL SUPPLIES		14,843,101	15,404,922	15,462,173	0	15,462,173	0	15,462,173
53 4300	BUILDINGS-CONSTRUCTED	0	53,500	53,500	0	53,500	0	53,500
53 4400	OTHER STRUCTURES & IMPRO	0	25	25	0	25	0	25
53 4500	EQUIPMENT	3,845	17,726,344	17,726,344	0	17,726,344	0	17,726,344
53 4700	INTANGIBLE ASSETS	0	1,000	1,000	0	1,000	0	1,000
TOTAL PROPERTY, PLANT & EQUIPMT		3,845	17,780,869	17,780,869	0	17,780,869	0	17,780,869
53 5100	LEGAL, LICENCE&PERMIT CS	995	2,200	2,200	0	2,200	0	2,200
53 5600	ASSET & OTHER ADJUSTMENT	47,173	146,000	146,000	0	146,000	0	146,000
53 5800	OTHER ADMINISTRATIVE EX	85	1,400	1,400	0	1,400	0	1,400
53 5900	OTHER EXPENSES	7,398,347	400	400	0	400	0	400
TOTAL OTHER EXPENSES & ADJUSTMEN		7,446,600	150,000	150,000	0	150,000	0	150,000
53 8041	BUDGET SHORTFALL TRANSFE	20,000,000	0	0	0	0	0	0
53 8101	TRSF-14100-GENERAL FUND	351,593	449,452	449,452	0	449,452	0	449,452
53 8102	TRANSFER TO BC24100	0	4,321	4,321	0	4,321	0	4,321
TOTAL INTRAGOVERNMENTAL TRANSACT		20,351,593	453,773	453,773	0	453,773	0	453,773
TOTAL REQUIREMENTS		48,309,111	40,779,906	40,783,588	0	40,783,588	0	40,783,588

## ESTIMATED RECEIPTS

43 4120	TRANSPORTATION SALES/SVC	52,794,487	42,858,607	42,862,289	0	42,862,289	0	42,862,289
43 4140	MAINTENANCE & REPAIR SVC	235,063	249,792	251,133	0	251,133	0	251,133
43 4320	SALE OF SURP PROP-EQUIP	4,033	0	0	0	0	0	0
43 4321	SALE OF SURP PROP-NONOPE	1,097,197	2,908,784	2,908,784	0	2,908,784	0	2,908,784
43 4390	SALE OF SCRAP PAPER	4,960	0	0	0	0	0	0
43 7116	INSURANCE RECOVERIES	122,007	530,000	530,000	0	530,000	0	530,000
43 7127	PROCUREMENT CARD REB	4,619	0	0	0	0	0	0
43 7990	OTHER MISC. REVENUES	61,578	67,000	67,000	0	67,000	0	67,000
43 8101	TRSF-14100 GENERAL FUND	0	25,354	25,354	0	25,354	0	25,354

7211 Motor Fleet Management

CODE (1)	DESCRIPTION (2)	2009-2010 ACTUAL (3)	2010-2011 CERTIFIED (4)	2010-2011 AUTHORIZED (5)	2011-2012 INCR/DECR (6)	2011-2012 TOTAL (7)	2012-2013 INCR/DECR (8)	2012-2013 TOTAL (9)
ESTIMATED RECEIPTS								
-----								
53	8352 REFUND OF PRIOR YR EXPEN	370	0	0	0	0	0	0
-----								
TOTAL RECEIPTS		54,324,314	46,639,537	46,644,560	0	46,644,560	0	46,644,560
-----								
CHANGE IN FUND BALANCE		6,015,203	5,859,631	5,860,972	0	5,860,972	0	5,860,972

**North Carolina Department of Administration**  
Purchase and Contract Division

**1. Statutory Authority**

§143-48  
§143-49  
§143-52  
§143-52.1  
§143-53

**2. Major Responsibilities, Functions, and Recent Accomplishments**

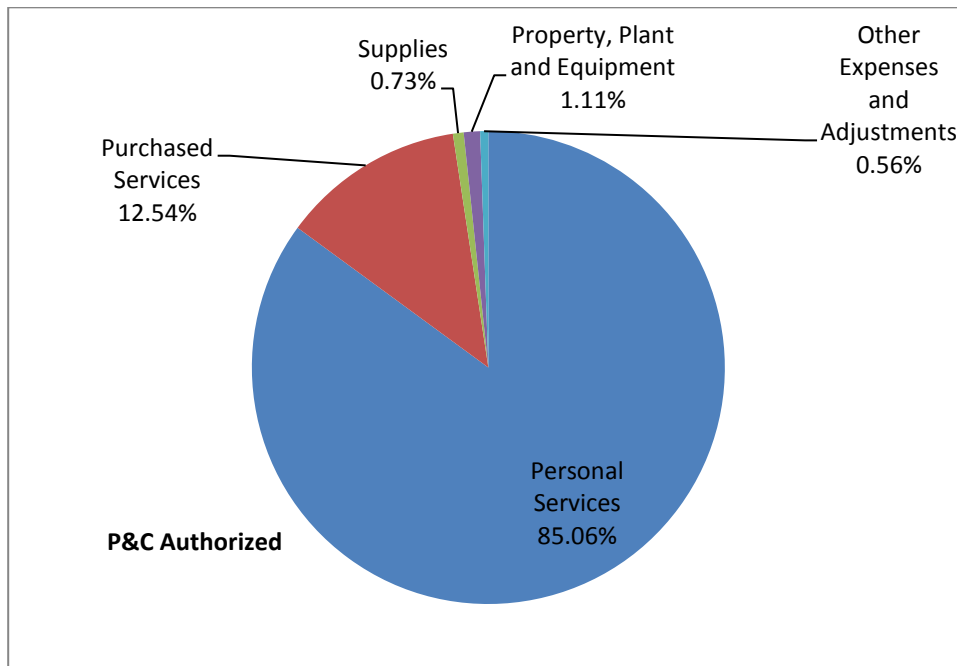
Purchase and Contract (P&C) serves as the procurement management authority for all state departments, institutions, and agencies, including universities and community colleges by (1) providing purchasing services for effective and economical acquisition of goods and services; (2) making purchasing services available to local governments, local education agencies, charitable non-profit organizations; (3) providing purchasing training to state personnel; (4) conducting compliance reviews; (5) administering the state's E-procurement Program; (6) maintaining the online bid distribution system; and (7) supporting the Office for Historically Underutilized Business goals program, and (8) monitoring and reporting EO50 Price Matching Awards.

Recent Accomplishments

- In November 2010, the Department launched a procurement transformation project to “create a customer-focused enterprise to achieve increased procurement effectiveness, efficiency, and compliance” which will result in significant financial benefit for taxpayers by reducing the costs of acquiring goods and services. Results will be:
  - More consistency across the enterprise to leverage the State's buying power, resulting in better value and more effective use of taxpayer money.
  - More efficient processes and systems to support providing customers what they need—when they need it; and
  - Clearer laws and policies
  - Better organization
  - Improved compliance
  - Savings on purchase costs
  - Enhanced procurement and contract management training programs to enable employees to better serve their customers and the taxpayers of North Carolina.
- P&C provided training opportunities statewide regarding Executive Order 50, thereby increasing the chances for more money spent for goods to remain in North Carolina. The first year, more than \$3.0 million in bids was awarded to North Carolina vendors as a result of EO50.
- P&C is developing and testing a contract monitoring tool and procedure for central procurement and agency use

### 3. Fiscal Information

Purchasing and Contract		2009-2010	2010-2011	2010-2011	2011-2012	2012-2013
Fund 1511		Actual	Certified	Authorized	Recommended	Recommended
Personal Services	531XXX	2,803,911	3,260,260	3,221,186	3,300,949	3,300,949
Purchased Services	532XXX	223,327	474,762	474,762	474,762	474,762
Supplies	533XXX	9,678	27,714	27,714	27,714	27,714
Property, Plant and Equipment	534XXX	275	42,161	42,161	42,161	42,161
Other Expenses and Adjustments	535XXX	9,396	21,040	21,040	21,040	21,040
Total Aid and Public Assistance						
Intragovernmental Transfers	538XXX					
<b>Total Expenditures</b>		<b>3,046,587</b>	<b>3,825,937</b>	<b>3,786,863</b>	<b>3,866,626</b>	<b>3,866,626</b>
<b>Total Receipts</b>		<b>6,662</b>	<b>1,429</b>	<b>1,429</b>	<b>1,429</b>	<b>1,429</b>
<b>Net Appropriation</b>		<b>3,039,925</b>	<b>3,824,508</b>	<b>3,785,434</b>	<b>3,865,197</b>	<b>3,865,197</b>



<b>Reserve -E Commerce Initiative Budget 24100 Fund 2514</b>		<b>2009-2010 Actual</b>	<b>2010-2011 Certified</b>	<b>2010-2011 Authorized</b>	<b>2011-2012 Recommended</b>	<b>2012-2013 Recommended</b>
Personal Services	531XXX					
Purchased Services	532XXX	154,804	-	680,000	680,000	680,000
Supplies	533XXX	293	-	5,000	5,000	5,000
Property, Plant and Equipment	534XXX	6,193,313	-	11,000,000	11,000,000	11,000,000
Other Expenses and Adjustments	535XXX	-	-	7,593,000	7,580,517	7,430,815
Intragovernmental Transfers	538XXX					
<b>Total Expenditures</b>		<b>6,348,410</b>	<b>-</b>	<b>19,278,000</b>	<b>19,265,517</b>	<b>19,115,815</b>
<b>Total Receipts</b>		<b>11,733,014</b>	<b>-</b>	<b>19,278,000</b>	<b>19,278,000</b>	<b>19,278,000</b>
<b>Change in Fund Balance</b>		<b>5,384,604</b>		<b>-</b>	<b>12,483</b>	<b>162,185</b>
<b>Cooperative Rebate Budget 24100 Fund 2513</b>		<b>2009-2010 Actual</b>	<b>2010-2011 Certified</b>	<b>2010-2011 Authorized</b>	<b>2011-2012 Recommended</b>	<b>2012-2013 Recommended</b>
Other Expenses and Adjustments	535XXX	-	-	35,000	35000	35000
Intragovernmental Transfers	538XXX					
<b>Total Expenditures</b>		<b>-</b>	<b>-</b>	<b>35,000</b>	<b>35,000</b>	<b>35,000</b>
<b>Total Receipts</b>		<b>35,448</b>	<b>-</b>	<b>35,000</b>	<b>35,000</b>	<b>35,000</b>
<b>Change in Fund Balance</b>		<b>35,448</b>		<b>-</b>	<b>-</b>	<b>-</b>

**4. 5%/10%/15% reductions for division submitted to the Governor**

	Description	Fiscal	FTE
5%	Eliminate positions/leverage existing resources	\$224,420	3.0
10%	Eliminate positions/leverage existing resources	\$480,268	7.0
15%	Eliminate positions/leverage existing resources	\$480,268	7.0

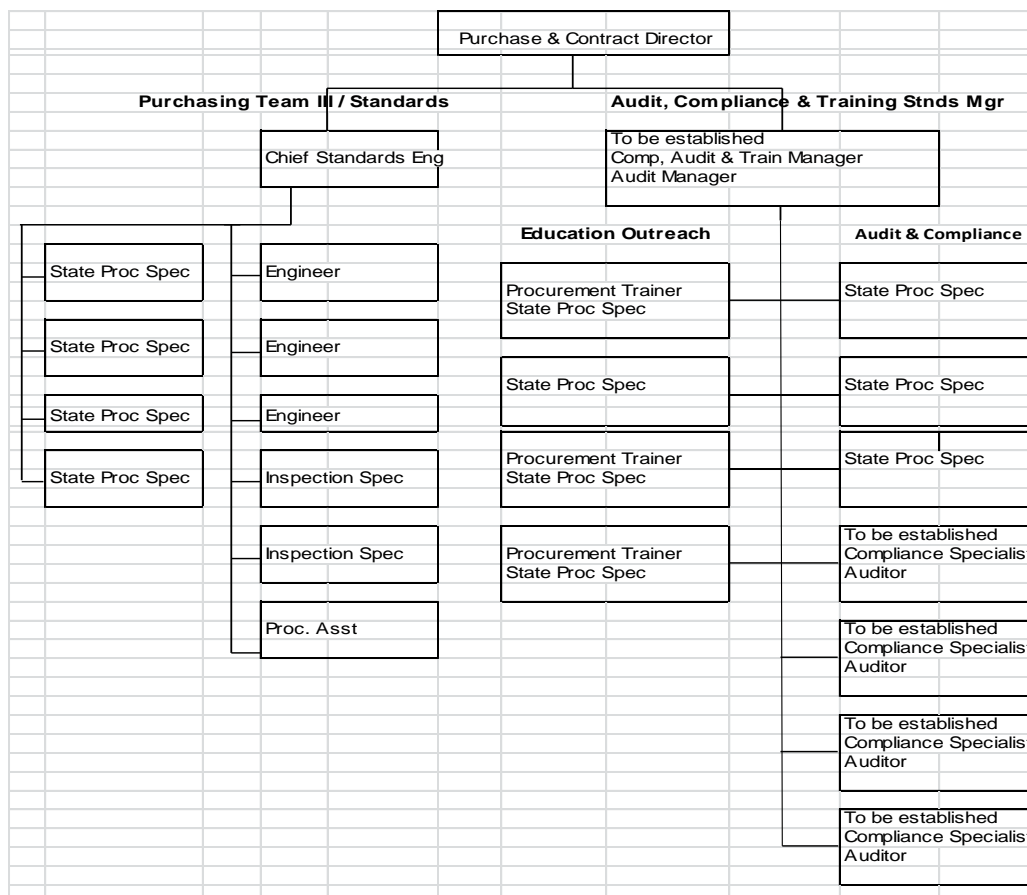
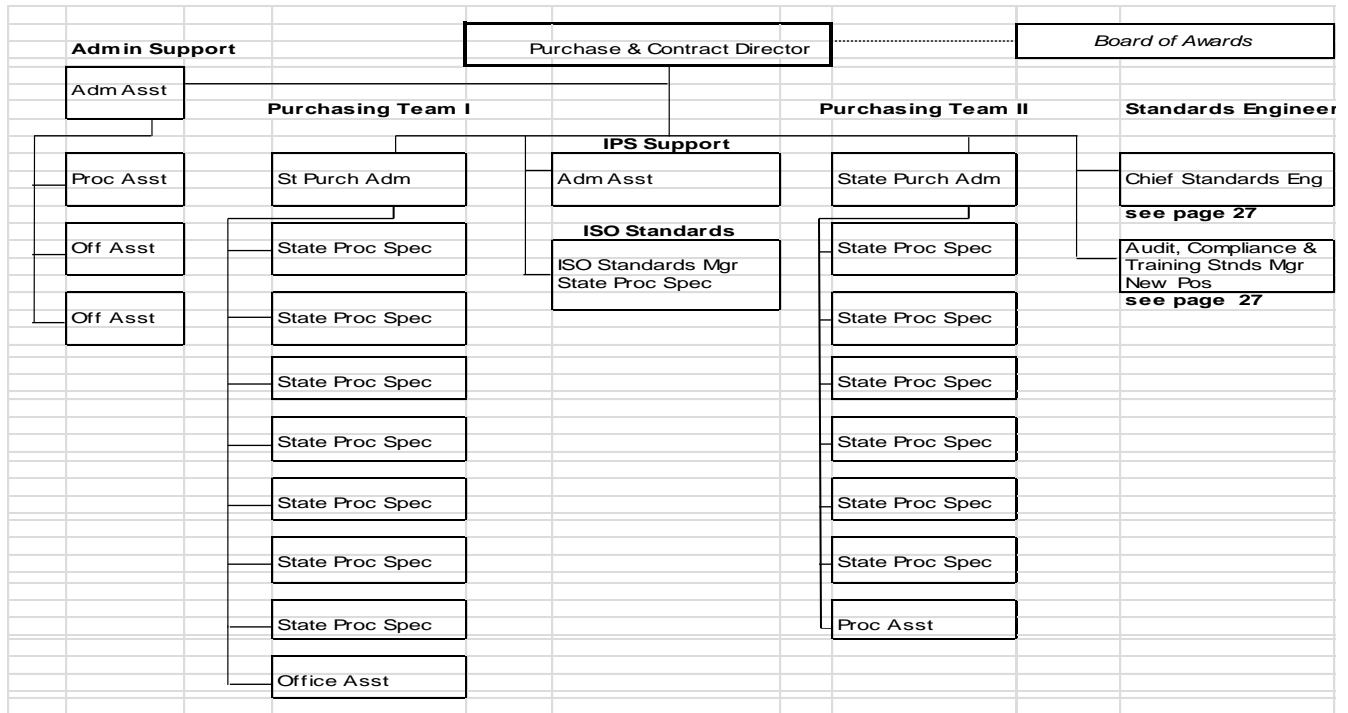
**5. Governor's Budget:** Same as 10% and 15% submission above

**6. Position Summary:** 49

**7. Vacancy List from Beacon:** 13

**8. Retirement Eligibility 30 or more years:** 1

## 9. Organization Chart



BUDGET PREPARATION SYSTEM  
BUDGET PREPARATION WORKSHEET I (DETAIL REQUEST)  
FUND DETAIL

4100 - PAGE 30/ 393  
14100 Department of Administration - General 20:57:36 02/09/11  
1511 Purchasing and Contract

CODE	DESCRIPTION	2009-2010 ACTUAL	2010-2011 CERTIFIED	2010-2011 AUTHORIZED	2011-2012 INCR/DECR	2011-2012 TOTAL	2012-2013 INCR/DECR	2012-2013 TOTAL
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

REQUIREMENTS

53 1111	EPA-REG SALARIES-APPRO	101,517	98,800	98,800	2,717	101,517	2,717	101,517
53 1211	SPA-REG SALARIES-APPRO	2,103,892	2,383,413	2,351,536	66,168	2,417,704	66,168	2,417,704
53 1421	HOLIDAY PAY - APPRO	128	0	0	0	0	0	0
53 1461	EPA&SPA-LONGVTY PAY-APPR	49,687	72,660	72,660	0	72,660	0	72,660
53 1511	SOCIAL SEC CONTRIB-APPRO	164,585	194,083	191,642	5,270	196,912	5,270	196,912
53 1521	REG RETIRE CONTRIB-APPRO	197,360	275,288	272,691	5,608	278,299	5,608	278,299
53 1522	REG RETIRE CONTRIB-RECPT	0	229	229	0	229	0	229
53 1561	MED INS CONTRIB-APPRO	179,586	234,575	230,416	0	230,416	0	230,416
53 1575	EMPLOYEE ASSISTANCE PROG	458	0	0	0	0	0	0
53 1576	FLEXABLE SPENDING SAVING	3,892	0	0	0	0	0	0
53 1627	ST DISABILITY PMT-APPRO	2,409	0	0	0	0	0	0
53 1631	WRKER COMP-MED PAYMENTS	304	0	1,000	0	1,000	0	1,000
53 1632	WRKER COMP-TEMP DIS PAYM	93	0	1,000	0	1,000	0	1,000
53 1651	COMPENSATION TO BOARD ME	0	1,212	1,212	0	1,212	0	1,212

TOTAL PERSONAL SERVICES		2,803,911	3,260,260	3,221,186	79,763	3,300,949	79,763	3,300,949
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53 2110	LEGAL SERVICES	45	573	573	0	573	0	573
53 2140	INFORMATN TECHNOLOGY SVC	0	5,662	5,662	0	5,662	0	5,662
53 2144	PC/PRINTER SUPPORT SERV	37,862	46,397	41,397	0	41,397	0	41,397
53 2170	ADMIN SERVICES	5,101	0	5,000	0	5,000	0	5,000
53 2199	MISC CONTRACTUAL SERVICE	0	207,582	207,582	0	207,582	0	207,582
53 2300	REPAIR SERVICES	0	5,680	5,680	0	5,680	0	5,680
53 2400	MAINTENANCE AGREEMENTS	2,684	12,300	12,300	0	12,300	0	12,300
53 2500	RENTALS/LEASES	76,152	3,561	3,561	0	3,561	0	3,561
53 2700	TRAVEL&OTHER EMPLOYEE EX	59,679	106,744	106,744	0	106,744	0	106,744
53 2800	COMMUNICATION&DATA PROC	40,926	69,292	69,292	0	69,292	0	69,292
53 2900	OTHER SERVICES	878	16,971	16,971	0	16,971	0	16,971

TOTAL PURCHASED SERVICES		223,327	474,762	474,762	0	474,762	0	474,762
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53 3100	GENERAL ADMIN SUPPLIES	9,643	24,715	24,715	0	24,715	0	24,715
53 3200	FACILITY & HARDWARD SUPP	0	1,200	1,200	0	1,200	0	1,200
53 3700	RESEARCH/DEVELOP& ED SUP	35	591	591	0	591	0	591
53 3900	OTHER MATERIALS & SUPPLI	0	1,208	1,208	0	1,208	0	1,208

TOTAL SUPPLIES		9,678	27,714	27,714	0	27,714	0	27,714
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53 4100	LAND	0	1,000	1,000	0	1,000	0	1,000
53 4500	EQUIPMENT	275	39,161	39,161	0	39,161	0	39,161
53 4700	INTANGIBLE ASSETS	0	2,000	2,000	0	2,000	0	2,000

14100 Department of Administration - General

20:57:36 02/09/11

1511 Purchasing and Contract

CODE	DESCRIPTION	2009-2010 ACTUAL	2010-2011 CERTIFIED	2010-2011 AUTHORIZED	2011-2012 INCR/DECR	2011-2012 TOTAL	2012-2013 INCR/DECR	2012-2013 TOTAL
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

REQUIREMENTS

TOTAL PROPERTY, PLANT & EQUIPMT		275	42,161	42,161	0	42,161	0	42,161
53 5100 LEGAL, LICENSE & PERMIT CST		0	3,000	3,000	0	3,000	0	3,000
53 5600 ASSET & OTHER ADJUSTMENT		59	0	0	0	0	0	0
53 5800 OTHER ADMINISTRATIVE EXP		8,637	15,040	15,040	0	15,040	0	15,040
53 5900 OTHER EXPENSES		700	3,000	3,000	0	3,000	0	3,000
TOTAL OTHER EXPENSES & ADJUSTMEN		9,396	21,040	21,040	0	21,040	0	21,040
TOTAL REQUIREMENTS		3,046,587	3,825,937	3,786,863	79,763	3,866,626	79,763	3,866,626

ESTIMATED RECEIPTS

43 4134 PRINT/BIND DUP SVCS		0	1,229	1,229	0	1,229	0	1,229
43 4320 SALE OF EQUIPMENT		59	0	0	0	0	0	0
43 7127 PROCUREMENT CARD REBATES		11	0	0	0	0	0	0
43 7990 OTHER MISC. REVENUES		9	0	0	0	0	0	0
53 8223		5,130	0	0	0	0	0	0
53 8308 COPIER REIMBURSEMENT		638	200	200	0	200	0	200
53 8352 REFUND OF PRIOR YR EXPEN		815	0	0	0	0	0	0

TOTAL RECEIPTS		6,662	1,429	1,429	0	1,429	0	1,429
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NET APPROPRIATION		3,039,925	3,824,508	3,785,434	79,763	3,865,197	79,763	3,865,197
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BUDGET PREPARATION SYSTEM  
BUDGET PREPARATION WORKSHEET I (DETAIL REQUEST)  
FUND DETAIL

4100 - PAGE 22/ 1,289  
24100 Department of Administration - Special Fund 20:57:36 02/09/11  
2514 RES E-COMMERCE INITIATIV

CODE	DESCRIPTION	2009-2010 ACTUAL	2010-2011 CERTIFIED	2010-2011 AUTHORIZED	2011-2012 INCR/DECR	2011-2012 TOTAL	2012-2013 INCR/DECR	2012-2013 TOTAL
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

REQUIREMENTS

53 2400 MAINTENANCE AGREEMENTS	63,358	0	110,000	0	110,000	0	110,000
53 2800 COMMUNICATION&DATA PROC	91,446	0	570,000	0	570,000	0	570,000
TOTAL PURCHASED SERVICES	154,804	0	680,000	0	680,000	0	680,000
53 3100 GENERAL ADMIN SUPPLIES	293	0	5,000	0	5,000	0	5,000
TOTAL SUPPLIES	293	0	5,000	0	5,000	0	5,000
53 5900 OTHER EXPENSES	6,193,313	0	11,000,000	0	11,000,000	0	11,000,000
TOTAL OTHER EXPENSES & ADJUSTMEN	6,193,313	0	11,000,000	0	11,000,000	0	11,000,000
53 7112 RSVE E-COMMERCE INITIATIVE	0	0	7,593,000	-12,483	7,580,517	-162,185	7,430,815
TOTAL RESERVES	0	0	7,593,000	-12,483	7,580,517	-162,185	7,430,815
TOTAL REQUIREMENTS	6,348,410	0	19,278,000	-12,483	19,265,517	-162,185	19,115,815

ESTIMATED RECEIPTS

43 7993 ELECTRON/DIGITAL TRAN FE	7,939,002	0	19,278,000	0	19,278,000	0	19,278,000
43 8153 TRSFR FROM OSBM	3,794,012	0	0	0	0	0	0
TOTAL RECEIPTS	11,733,014	0	19,278,000	0	19,278,000	0	19,278,000

CHANGE IN FUND BALANCE	5,384,604	0	0	12,483	12,483	162,185	162,185
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BI233

BUDGET PREPARATION SYSTEM  
BUDGET PREPARATION WORKSHEET I (DETAIL REQUEST)  
FUND DETAIL

AWG

ATTACHMENT 4

4100 -

PAGE 19/ 1,377

24102 Department of Administration - Special Unbudgeted Revenue

20:57:36 02/09/11

2512 E Procurement

CODE	DESCRIPTION	2009-2010 ACTUAL	2010-2011 CERTIFIED	2010-2011 AUTHORIZED	2011-2012 INCR/DECR	2011-2012 TOTAL	2012-2013 INCR/DECR	2012-2013 TOTAL
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

REQUIREMENTS

53 5900 OTHER EXPENSES		0	0	2,500	0	2,500	0	2,500
TOTAL OTHER EXPENSES & ADJUSTMEN		0	0	2,500	0	2,500	0	2,500
TOTAL REQUIREMENTS		0	0	2,500	0	2,500	0	2,500

ESTIMATED RECEIPTS

TOTAL RECEIPTS		0	0	0	0	0	0	0
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CHANGE IN FUND BALANCE		0	0	-2,500	0	-2,500	0	-2,500
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BUDGET PREPARATION SYSTEM  
BUDGET PREPARATION WORKSHEET I (DETAIL REQUEST)  
FUND DETAIL

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ATTACHMENT 4

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24102 Department of Administration - Special Unbudgeted Revenue

20:57:36 02/09/11

2513 Cooperative Rebate

CODE	DESCRIPTION	2009-2010 ACTUAL	2010-2011 CERTIFIED	2010-2011 AUTHORIZED	2011-2012 INCR/DECR	2011-2012 TOTAL	2012-2013 INCR/DECR	2012-2013 TOTAL
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

REQUIREMENTS

53 5900 OTHER EXPENSES		0	0	70,000	0	70,000	0	70,000
TOTAL OTHER EXPENSES & ADJUSTMEN		0	0	70,000	0	70,000	0	70,000
TOTAL REQUIREMENTS		0	0	70,000	0	70,000	0	70,000

ESTIMATED RECEIPTS

43 7117 REBATES		35,448	0	35,000	0	35,000	0	35,000
TOTAL RECEIPTS		35,448	0	35,000	0	35,000	0	35,000
CHANGE IN FUND BALANCE		35,448	0	-35,000	0	-35,000	0	-35,000

**North Carolina Department of Administration**  
State Construction Office

**1. Statutory Authority**

§44A Article 3	§143-129
§133 Article 1	§143-129.1
§133 Article 3	§143-129.4
§143-64.12	§143-131
§143-64.15	§143-132
§143-64.15A	§143-133
§143-64.17	§143-134.1
§143-17A	§143-134.2
§143-17B	§143-134.3
§143-17F	§143-135
§143-17G	§143-135.1
§143-17K	§143-135.2
§143-64.31	§143-135.3
§143-64.33	§143-135.5
§143-128	§143-135.6
§143-128.1	§143-135.7
§143-128.2	§143-135.8
§143-128.4	§143-135.25
	§143-135.26
	§143-135.27
	§143-135.28

**2. Major Responsibilities, Functions, and Recent Accomplishments**

The Office of State Construction provides professional architectural and engineering services and management leadership to state agencies, universities and community colleges to assure proper and efficient expenditures by (1) analyzing cost estimates and contracts relating to construction or renovation of state buildings; (2) reviewing and approving all plans and specifications for the construction or renovation of state buildings; (3) supervising of the letting of all contracts for the design, construction or renovation of state buildings; (4) inspecting and accepting all work done and materials used in the construction or renovation of state buildings; (5) conducting assessments of state facilities to identify deficiencies, and (6) providing administrative and technical support to the State Building Commission.

Statistics

Buildings under review:	619, valued at \$473,540,046 (current project value)
Buildings under construction:	916, valued at \$4,306,529,114
Total Projects:	1,535 for a total of \$4,780,069,160

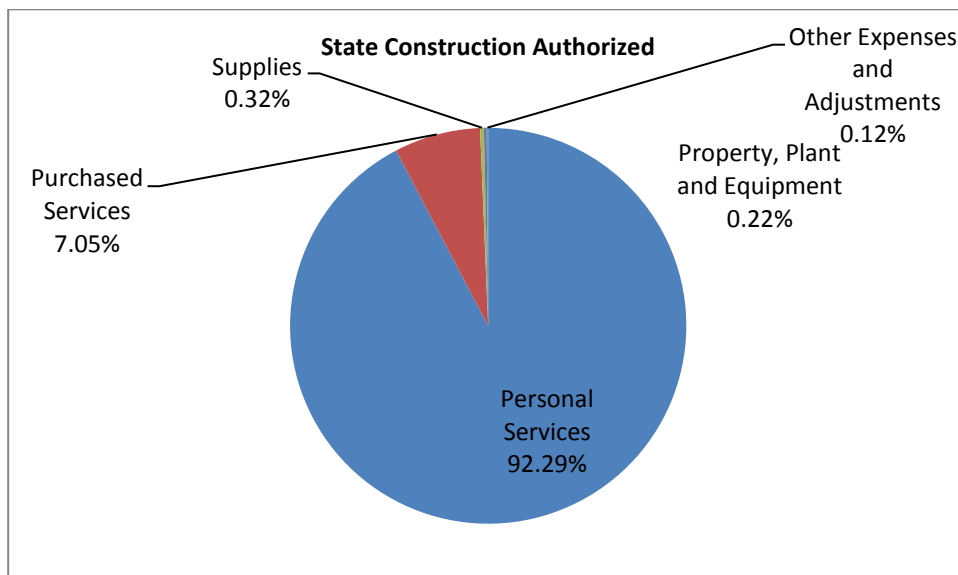
Number of buildings that had Facilities condition assessment (FCAP): 752

### Recent Accomplishments

- Full implementation of electronic change order (CO) processing on all new projects is allowing for approximately two-month reduction in CO processing. Many designers and owners have also switched to electronic CO, because of its efficiency, on existing projects that were already under construction when this new system was implemented.
- SB425 in 2009 transferred authority for building code reviews and inspections on state-owned property from the Department of Insurance to DOA, creating essentially a one-stop-shop for reviews (with the exception of some DENR reviews) and streamlining the process.
- The new Green Square parking deck, which reflects the highest standards of energy efficiency, was completed, adding 900 parking (visitor and employee) spaces. It was completed on time, with savings of approximately \$3.4 million from a \$20 million budget (approximately 17% under budget).
- The annual State Construction Conference attracted 1,100 attendees, including Architects, Engineers, Contractors, Subcontractors and Owners, to learn more about the State's business and take advantage of a highly-regarded networking resource.

### 3. Fiscal Information

State Construction Office		2009-2010	2010-2011	2010-2011	2011-2012	2012-2013
Fund 1411		Actual	Certified	Authorized	Recommended	Recommended
Personal Services	531XXX	4,970,071	4,679,332	4,617,125	5,208,844	5,208,844
Purchased Services	532XXX	438,078	269,781	352,841	352,841	352,841
Supplies	533XXX	11,709	37,690	15,900	15,900	15,900
Property, Plant and Equipment	534XXX	4,516	18,900	10,900	10,900	10,900
Other Expenses and Adjustments	535XXX	1,375	5,995	5,995	5,995	5,995
Total Aid and Public Assistance						
Intragovernmental Transfers	538XXX					
<b>Total Expenditures</b>		<b>5,425,749</b>	<b>5,011,698</b>	<b>5,002,761</b>	<b>5,594,480</b>	<b>5,594,480</b>
<b>Total Receipts</b>		<b>417,484</b>	<b>627,048</b>	<b>627,048</b>	<b>627,048</b>	<b>627,048</b>
<b>Net Appropriation</b>		<b>5,008,265</b>	<b>4,384,650</b>	<b>4,375,713</b>	<b>4,967,432</b>	<b>4,967,432</b>



**4. 5%/10%/15% reductions for division submitted to the Governor**

	Description	Fiscal	FTE
Reduc. 1	Convert small portion of contingency fee to offset State Construction staff requirements, incl. MIS	\$435,851	
Reduc. 2	Convert small portion of contingency fee to offset State Construction staff requirements, incl. MIS	\$572,129	
Reduc. 3	Convert small portion of contingency fee to offset State Construction staff requirements	\$750,012	6
	Also convert MIS staff person providing support to SCO using same approach	83,455	1

**5. Governor's Budget:** see Reduction 3 above

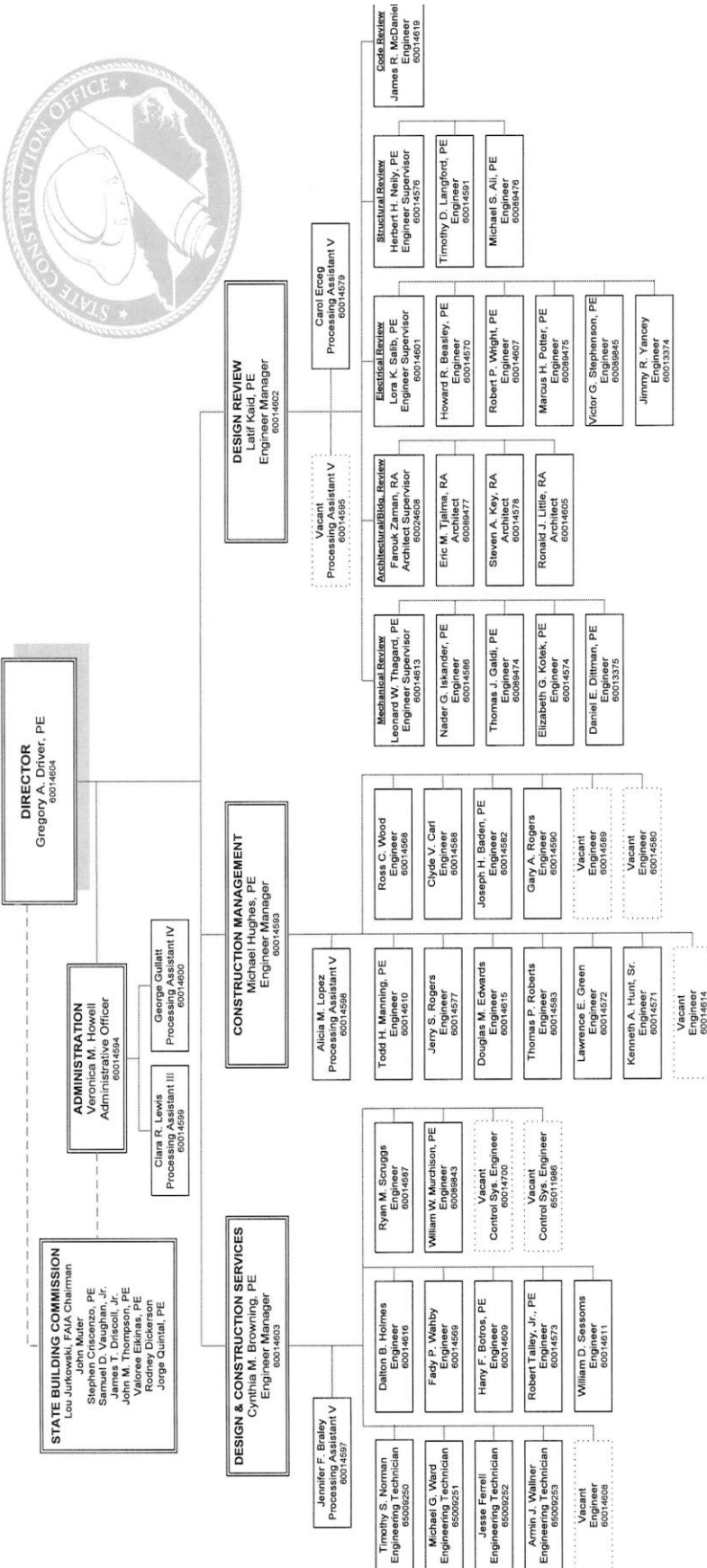
**6. Position Summary:** 57 positions

**7. Vacancies from Beacon:** 7

**8. Retirement Eligibility 30 or more years:** 1

NC Department of Administration  
State Construction Office

Division Head: Gregory A. Driver, PE  
Department Head: Moses Carey, Jr.



BI233

BUDGET PREPARATION SYSTEM  
BUDGET PREPARATION WORKSHEET I (DETAIL REQUEST)  
FUND DETAIL

AWG

ATTACHMENT 4

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14100 Department of Administration - General

20:57:36 02/09/11

1411 State Construction Office

CODE	DESCRIPTION	2009-2010 ACTUAL	2010-2011 CERTIFIED	2010-2011 AUTHORIZED	2011-2012 INCR/DECR	2011-2012 TOTAL	2012-2013 INCR/DECR	2012-2013 TOTAL
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
REQUIREMENTS								
53 1111	EPA-REG SALARIES-APPRO	109,000	94,735	106,395	2,605	109,000	2,605	109,000
53 1211	SPA-REG SALARIES-APPRO	3,584,620	3,063,510	2,994,890	508,424	3,503,314	508,424	3,503,314
53 1212	SPA-REG SALARIES-RECPT	311,525	503,668	503,668	0	503,668	0	503,668
53 1421	HOLIDAY PAY - APPRO	98	0	0	0	0	0	0
53 1422	HOLIDAY PAY - RECEIPTS	115	0	0	0	0	0	0
53 1461	EPA&SPA-LONGVTY PAY-APPR	57,325	53,320	53,320	0	53,320	0	53,320
53 1462	EPA&SPA-LONGVTY PAY-REC	2,968	0	0	0	0	0	0
53 1511	SOCIAL SEC CONTRIB-APPRO	273,744	243,401	239,030	39,092	278,122	39,092	278,122
53 1512	SOCIAL SEC CONTRIB-RECPT	22,479	38,530	38,530	0	38,530	0	38,530
53 1521	REG RETIRE CONTRIB-APPRO	328,220	357,920	352,936	41,598	394,534	41,598	394,534
53 1522	REG RETIRE CONTRIB-RECPT	27,528	47,556	47,556	0	47,556	0	47,556
53 1561	MED INS CONTRIB-APPRO	227,841	240,348	244,456	0	244,456	0	244,456
53 1562	MED INS CONTRIB-RECPTS	18,371	36,344	36,344	0	36,344	0	36,344
53 1572	UNEMP COMP PAYMNTS TO ES	504	0	0	0	0	0	0
53 1575	EMPLOYEE ASSISTANCE PROG	644	0	0	0	0	0	0
53 1576	FLEXABLE SPENDING SAVING	5,089	0	0	0	0	0	0
TOTAL PERSONAL SERVICES		4,970,071	4,679,332	4,617,125	591,719	5,208,844	591,719	5,208,844
53 2140	INFORMATN TECHNOLOGY SVC	0	15,855	0	0	0	0	0
53 2144	PC/PRINTER SUPPORT SERV	59,994	47,963	49,194	0	49,194	0	49,194
53 2170	ADMIN SERVICES	11,275	0	14,624	0	14,624	0	14,624
53 2199	MISC CONTRACTUAL SERVICE	91,040	8,225	8,225	0	8,225	0	8,225
53 2300	REPAIR SERVICES	593	1,123	1,123	0	1,123	0	1,123
53 2400	MAINTENANCE AGREEMENTS	9,667	15,068	9,800	0	9,800	0	9,800
53 2500	RENTALS/LEASES	0	1,343	0	0	0	0	0
53 2700	TRAVEL&OTHER EMPLOYEE EX	157,667	90,953	164,675	0	164,675	0	164,675
53 2800	COMMUNICATION&DATA PROC	106,125	75,389	102,300	0	102,300	0	102,300
53 2900	OTHER SERVICES	1,717	13,862	2,900	0	2,900	0	2,900
TOTAL PURCHASED SERVICES		438,078	269,781	352,841	0	352,841	0	352,841
53 3100	GENERAL ADMIN SUPPLIES	9,730	25,254	13,100	0	13,100	0	13,100
53 3200	FACILITY & HARDWARD SUPP	0	100	100	0	100	0	100
53 3700	RESEARCH/DEVELOP& ED SUP	1,830	11,936	2,500	0	2,500	0	2,500
53 3900	OTHER MATERIALS & SUPPLI	149	400	200	0	200	0	200
TOTAL SUPPLIES		11,709	37,690	15,900	0	15,900	0	15,900
53 4500	EQUIPMENT	1,204	11,900	5,900	0	5,900	0	5,900
53 4700	INTANGIBLE ASSETS	3,312	7,000	5,000	0	5,000	0	5,000



14100 Department of Administration - General

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1411 State Construction Office

CODE	DESCRIPTION	2009-2010 ACTUAL	2010-2011 CERTIFIED	2010-2011 AUTHORIZED	2011-2012 INCR/DECR	2011-2012 TOTAL	2012-2013 INCR/DECR	2012-2013 TOTAL
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

## REQUIREMENTS

TOTAL PROPERTY, PLANT & EQUIPMT	4,516	18,900	10,900	0	10,900	0	10,900
53 5600 ASSET & OTHER ADJUSTMENT	3	0	0	0	0	0	0
53 5800 OTHER ADMINISTRATIVE EXP	1,346	5,000	5,000	0	5,000	0	5,000
53 5900 OTHER EXPENSES	26	995	995	0	995	0	995
TOTAL OTHER EXPENSES & ADJUSTMEN	1,375	5,995	5,995	0	5,995	0	5,995
TOTAL REQUIREMENTS	5,425,749	5,011,698	5,002,761	591,719	5,594,480	591,719	5,594,480

## ESTIMATED RECEIPTS

43 4134 PRINT/BIND DUP SVCS	0	200	200	0	200	0	200
43 4310 SALE OF PUBLICATIONS	0	400	400	0	400	0	400
43 4320 SALE OF EQUIPMENT	3	250	250	0	250	0	250
43 7127 PROCUREMENT CARD REBATES	23	0	0	0	0	0	0
53 8308 COPIER REIMBURSEMENT	27	100	100	0	100	0	100
53 8315 SAL. & F.B.REIMB.	416,690	626,098	626,098	0	626,098	0	626,098
53 8352 REFUND OF PRIOR YR EXPEN	741	0	0	0	0	0	0

TOTAL RECEIPTS	417,484	627,048	627,048	0	627,048	0	627,048
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NET APPROPRIATION	5,008,265	4,384,650	4,375,713	591,719	4,967,432	591,719	4,967,432
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**North Carolina Department of Administration**  
**State Property Office**

**1. Statutory Authority**

§143-341 (4)  
§342  
§143-415  
§146-1 thru 7  
§146-9 thru 17  
§146-22 thru 36  
§146-64  
§146-71 thru 74  
§143-214.8

**2. Major Responsibilities, Functions, and Recent Accomplishments**

The State Property Office manages state property transactions on behalf of state agencies through deeds, leases, easements, licenses, or otherwise; it administers the state's unappropriated and submerged lands; and it maintains a complete and accurate inventory of state owned lands, buildings, and space in buildings for use by state agencies to efficiently and effectively manage their allocated properties.

Statistics

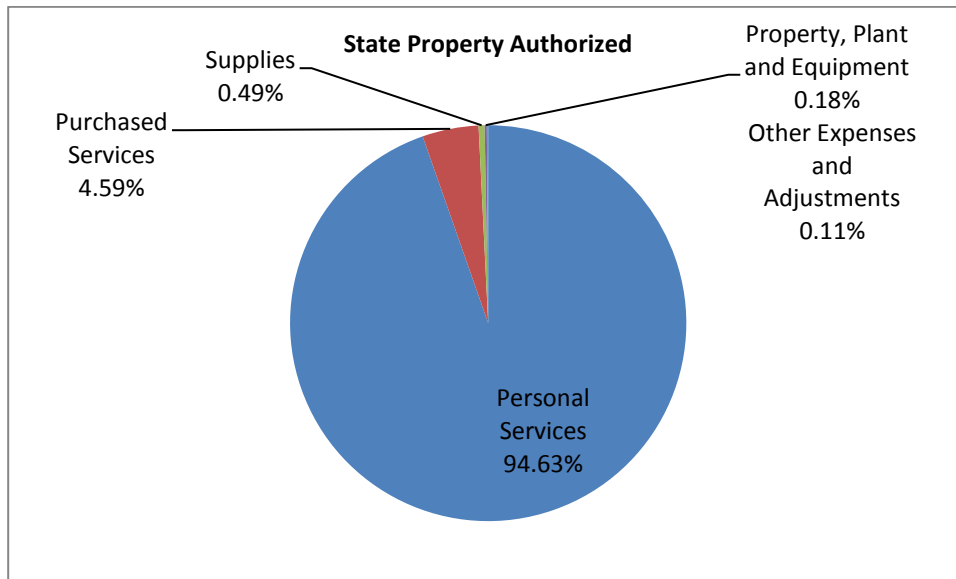
State owned buildings: 12,007 bldgs., at 84,141,518 net sq. ft./111,237,866 gross sq. ft.  
Leased space: 5,685,205 net sq. ft.  
Acres owned: approx. 840,000 acres

Recent Accomplishments

- The General Real Estate Section acquired 13,825 acres by deed or conservation easement and the Leasing Section handled more than 1 million square feet (sf) in transactions.
- The Leasing Section helped to negotiate the settlement of a lawsuit, with possible liability to the State of \$1 million, by negotiating the expansion and extension of an existing lease for 150,000 sf at a fixed rate over seven years, which is a concession valued at approximately \$1.7 million to the State.
- SPO continues to support the Blount Street project and work with the developer as a result of the economic downturn. The original \$20 million sale has been amended to keep the project alive, giving them more time to close the deal in exchange or removal of the Hawkins-Hartness house from the sale, valued at \$600,000.
- Within SPO's delegation, 65 of the 123 lease renewals were at no rent increase, and 17 were renewed with rent decreases.
- Moved majority of DOA divisions into state-owned space, to reduce leasing costs.

### 3. Fiscal Information

State Property Office Fund 1412		2009-2010 Actual	2010-2011 Certified	2010-2011 Authorized	2011-2012 Recommended	2012-2013 Recommended
Personal Services	531XXX	1,824,051	2,200,148	2,017,871	2,042,871	2,042,871
Purchased Services	532XXX	123,111	98,420	97,940	97,940	97,940
Supplies	533XXX	5,066	10,416	10,487	10,487	10,487
Property, Plant and Equipment	534XXX	-	3,692	3,792	3,792	3,792
Other Expenses and Adjustments	535XXX	1,450	2,016	2,325	2,325	2,325
Total Aid and Public Assistance						
Intragovernmental Transfers	538XXX					
<b>Total Expenditures</b>		<b>1,953,678</b>	<b>2,314,692</b>	<b>2,132,415</b>	<b>2,157,415</b>	<b>2,157,415</b>
<b>Total Receipts</b>		<b>901,550</b>	<b>1,195,145</b>	<b>1,135,801</b>	<b>1,135,801</b>	<b>1,135,801</b>
<b>Net Appropriation</b>		<b>1,052,128</b>	<b>1,119,547</b>	<b>996,614</b>	<b>1,021,614</b>	<b>1,021,614</b>



### 4. 5%/10%/15% reductions for division submitted to the Governor

	Description	Fiscal	FTE
5%	Consolidate space planning & code review functions	\$89,028	1.0
10%	Consolidate space planning & code review functions	\$89,028	1.0
15%	Consolidate space planning & code review functions	\$89,028	1.0

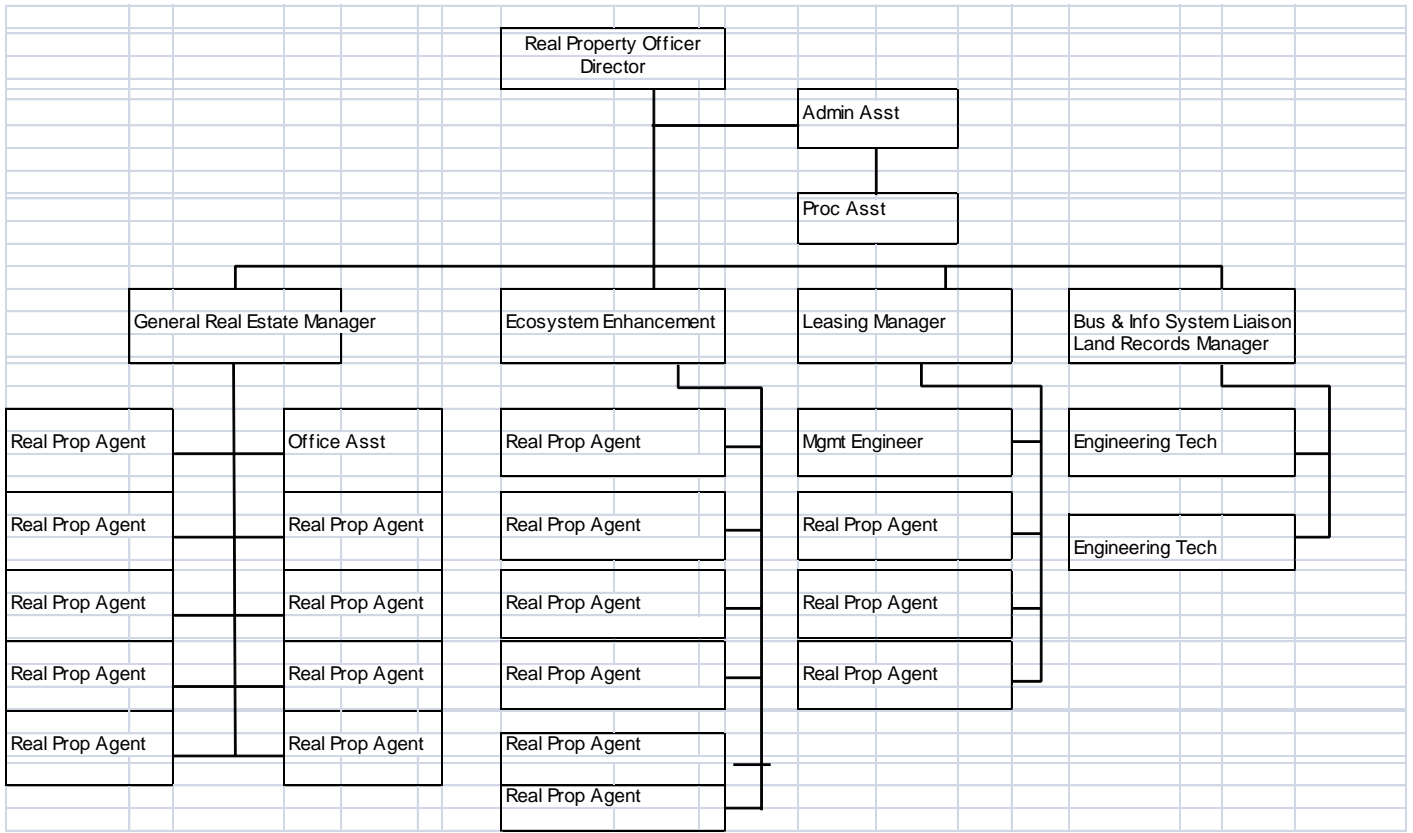
5. **Governor's Budget:** Same as above

6. **Position Summary:** 29 positions

7. **Vacancies from Beacon:** 2

8. **Retirement Eligibility 30 or more years:** none

9. **Organization Chart**



BUDGET PREPARATION SYSTEM  
BUDGET PREPARATION WORKSHEET I (DETAIL REQUEST)  
FUND DETAIL

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14100 Department of Administration - General 20:57:36 02/09/11  
1412 State Property Office

CODE (1)	DESCRIPTION (2)	2009-2010 ACTUAL (3)	2010-2011 CERTIFIED (4)	2010-2011 AUTHORIZED (5)	2011-2012 INCR/DECR (6)	2011-2012 TOTAL (7)	2012-2013 INCR/DECR (8)	2012-2013 TOTAL (9)
REQUIREMENTS								
53 1111	EPA-REG SALARIES-APPRO	0	99,000	-2,723	2,723	0	2,723	0
53 1211	SPA-REG SALARIES-APPRO	747,919	700,878	700,878	18,867	719,745	18,867	719,745
53 1212	SPA-REG SALARIES-RECPT	638,819	716,093	667,954	0	667,954	0	667,954
53 1222	SPA TIME LIMITED SAL- RE	47,348	162,738	162,738	0	162,738	0	162,738
53 1312	SPA TEMPORARY SALARIES-R	0	30,500	30,500	0	30,500	0	30,500
53 1461	EPA&SPA-LONGVTY PAY-APPR	13,055	18,809	18,809	0	18,809	0	18,809
53 1462	EPA&SPA-LONGVTY PAY-REC	5,084	8,825	8,825	0	8,825	0	8,825
53 1511	SOCIAL SEC CONTRIB-APPRO	54,618	62,163	54,381	1,652	56,033	1,652	56,033
53 1512	SOCIAL SEC CONTRIB-RECPT	52,006	70,239	67,110	0	67,110	0	67,110
53 1521	REG RETIRE CONTRIB-APPRO	66,586	88,685	79,784	1,758	81,542	1,758	81,542
53 1522	REG RETIRE CONTRIB-RECPT	60,485	95,448	91,529	0	91,529	0	91,529
53 1561	MED INS CONTRIB-APPRO	58,900	63,979	59,452	0	59,452	0	59,452
53 1562	MED INS CONTRIB-RECPTS	57,661	82,353	78,196	0	78,196	0	78,196
53 1575	EMPLOYEE ASSISTANCE PROG	311	0	0	0	0	0	0
53 1576	FLEXABLE SPENDING SAVING	2,675	0	0	0	0	0	0
53 1622	SEVER SLRY CONTINUE-RECT	18,584	0	0	0	0	0	0
53 1631	WRKER COMP-MED PAYMENTS	0	338	338	0	338	0	338
53 1651	COMPENSATION TO BOARD ME	0	100	100	0	100	0	100
TOTAL PERSONAL SERVICES		1,824,051	2,200,148	2,017,871	25,000	2,042,871	25,000	2,042,871
53 2143	LAN SUPPORT SERVICES	0	5,745	5,745	0	5,745	0	5,745
53 2144	PC/PRINTER SUPPORT SERV	27,825	32,946	32,946	0	32,946	0	32,946
53 2170	ADMIN SERVICES	48,713	0	0	0	0	0	0
53 2199	MISC CONTRACTUAL SERVICE	2,375	0	0	0	0	0	0
53 2300	REPAIR SERVICES	0	911	911	0	911	0	911
53 2400	MAINTENANCE AGREEMENTS	3,993	4,200	4,200	0	4,200	0	4,200
53 2500	RENTALS/LEASES	0	66	66	0	66	0	66
53 2700	TRAVEL&OTHER EMPLOYEE EX	1,356	6,433	6,433	0	6,433	0	6,433
53 2800	COMMUNICATION&DATA PROC	38,737	46,445	45,951	0	45,951	0	45,951
53 2900	OTHER SERVICES	112	1,674	1,688	0	1,688	0	1,688
TOTAL PURCHASED SERVICES		123,111	98,420	97,940	0	97,940	0	97,940
53 3100	GENERAL ADMIN SUPPLIES	5,031	10,115	10,115	0	10,115	0	10,115
53 3200	FACILITY & HARDWARD SUPP	0	272	272	0	272	0	272
53 3700	RESEARCH/DEVELOP& ED SUP	35	29	100	0	100	0	100
TOTAL SUPPLIES		5,066	10,416	10,487	0	10,487	0	10,487
53 4100	LAND	0	0	100	0	100	0	100

14100 Department of Administration - General

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1412 State Property Office

CODE (1)	DESCRIPTION (2)	2009-2010 ACTUAL (3)	2010-2011 CERTIFIED (4)	2010-2011 AUTHORIZED (5)	2011-2012 INCR/DECR (6)	2011-2012 TOTAL (7)	2012-2013 INCR/DECR (8)	2012-2013 TOTAL (9)
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## REQUIREMENTS

53 4500 EQUIPMENT		0	1,692	1,692	0	1,692	0	1,692
53 4700 INTANGIBLE ASSETS		0	2,000	2,000	0	2,000	0	2,000
-----								
TOTAL PROPERTY, PLANT & EQUIPMT		0	3,692	3,792	0	3,792	0	3,792
-----								
53 5600 ASSET & OTHER ADJUSTMENT		13	25	25	0	25	0	25
53 5800 OTHER ADMINISTRATIVE EXP		1,323	1,291	1,600	0	1,600	0	1,600
53 5900 OTHER EXPENSES		114	700	700	0	700	0	700
-----								
TOTAL OTHER EXPENSES & ADJUSTMEN		1,450	2,016	2,325	0	2,325	0	2,325
-----								
TOTAL REQUIREMENTS		1,953,678	2,314,692	2,132,415	25,000	2,157,415	25,000	2,157,415
-----								

## ESTIMATED RECEIPTS

43 4320 SALE OF EQUIPMENT		13	25	25	0	25	0	25
43 7127 PROCUREMENT CARD REBATES		43	0	0	0	0	0	0
43 8144 TRSR FROM BC40401 LAND		257,535	114,034	114,034	0	114,034	0	114,034
53 8315 SAL. & F.B.REIMB.		643,441	1,081,086	1,021,742	0	1,021,742	0	1,021,742
53 8352 REFUND OF PRIOR YR EXPEN		518	0	0	0	0	0	0
-----								
TOTAL RECEIPTS		901,550	1,195,145	1,135,801	0	1,135,801	0	1,135,801
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NET APPROPRIATION		1,052,128	1,119,547	996,614	25,000	1,021,614	25,000	1,021,614
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BI233

BUDGET PREPARATION SYSTEM  
BUDGET PREPARATION WORKSHEET I (DETAIL REQUEST)  
FUND DETAIL

AWG

ATTACHMENT 4

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24102 Department of Administration - Special Unbudgeted Revenue

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2413 GIS Database Enhancement

CODE (1)	DESCRIPTION (2)	2009-2010 ACTUAL (3)	2010-2011 CERTIFIED (4)	2010-2011 AUTHORIZED (5)	2011-2012 INCR/DECR (6)	2011-2012 TOTAL (7)	2012-2013 INCR/DECR (8)	2012-2013 TOTAL (9)
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REQUIREMENTS

53 2143	LAN SUPPORT SERVICES	0	33,370	15,000	0	15,000	0	15,000
TOTAL PURCHASED SERVICES		0	33,370	15,000	0	15,000	0	15,000
TOTAL REQUIREMENTS		0	33,370	15,000	0	15,000	0	15,000

ESTIMATED RECEIPTS

TOTAL RECEIPTS	0	0	0	0	0	0	0	0
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CHANGE IN FUND BALANCE	0	-33,370	-15,000	0	-15,000	0	-15,000	
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**North Carolina Department of Administration**  
Surplus Property Division

**1. Statutory Authority**

§143-64.01 thru 64.05

§143-64.1 thru 64.7

§143-63.1

Federal P.L. 94-519

**2. Major Responsibilities, Functions, and Recent Accomplishments**

The Division of Surplus Property consists of two separate entities, the State Surplus Property agency, and the Federal Surplus Property agency. Both are 100% receipts supported operation that dispose of property declared surplus by agencies and the federal government. The division mission is to act as a clearinghouse to locate and process property deemed surplus by the State or federal governments and distribute available property to qualified recipients pursuant to governing laws in a manner that will minimize the impact to the General Fund.

State Surplus disposes of property declared surplus by using agencies through transfers or sales to other agencies, political subdivisions, qualified non profit tax exempt organizations, sale to the public or by recycling in a manner that provides the most benefit.

Federal Surplus acquires, warehouses, and distributes property deemed surplus by the federal government to state agencies, political subdivisions or qualified non profit tax-exempt organizations.

Recent Accomplishments and Statistics

**Federal Surplus Property Agency**

- **Achieved goal to be revenue neutral**, offsetting expenditures through unique sales.
  - Donated 57 travel trailers for a service charge of \$57,000
  - Purchased and sold 32 vehicles for a \$48,000 profit
  - Sales of TSA prohibited items total \$39,633.07
- In calendar year 2010, **reached 71 different counties** with donated Federal Surplus.

**State Surplus Property Agency**

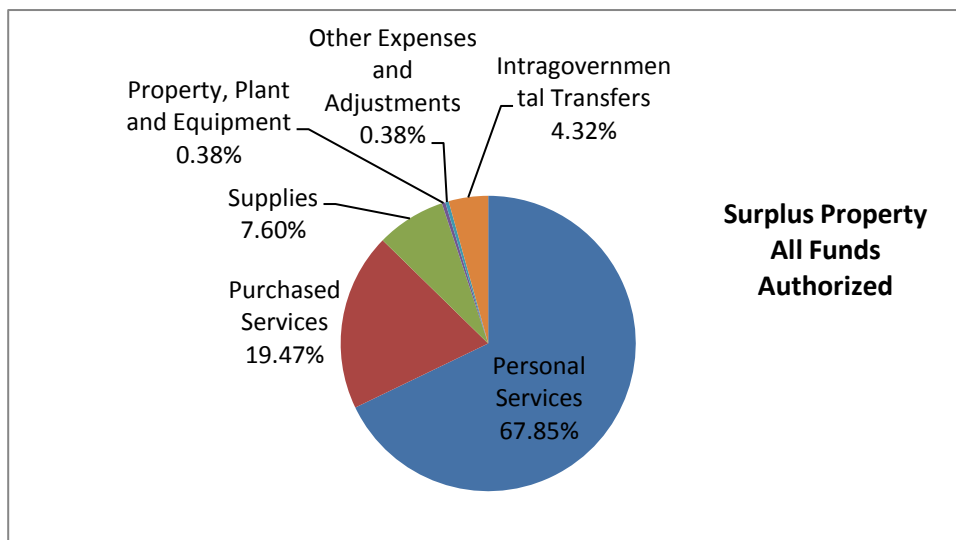
- Last year, Surplus Property returned \$15,765,000 to agencies and universities through surplus sales and \$100,334,000 in the past 5 years
- Computer sales were added to the online bidding in January, allowing bids to reach a much larger audience. First online bid resulted in 100% increase in sales and 20% increase in staff efficiency.
- Implementation of recycle contracts with vendors who offer the state top dollar for oil, batteries, scrap metal, tires, pallets, and timber. The pursuit of these vendors and contracts has offset the loss of revenue from diminished vehicle sales.
- Agency website logs close to 180,000,000 hits annually. About 50,000 customers visit our physical location annually.
- Re-established our Second-Highest Bidder Program to offer defaulted property to the next bidder. This improves customer satisfaction by selling defaulted items faster and reducing staff time previously spent relisting items.



### 3. Fiscal Information

State Surplus Property		2009-2010	2010-2011	2010-2011	2011-2012	2012-2013
Fund 7215		Actual	Certified	Authorized	Recommended	Recommended
Personal Services	531XXX	1,124,251	1,255,357	1,256,968	1,256,968	1,256,968
Purchased Services	532XXX	348,139	402,346	399,046	399,046	399,046
Supplies	533XXX	35,081	66,770	67,970	67,970	67,970
Property, Plant and Equipment	534XXX	6,710	6,215	8,215	8,215	8,215
Other Expenses and Adjustments	535XXX	1,459	6,276	6,376	6,376	6,376
Aid and Public Assistance	536XXX					
Intragovernmental Transfers	538XXX	74,862	77,361	77,361	77,361	77,361
<b>Total Expenditures</b>		<b>1,590,502</b>	<b>1,814,325</b>	<b>1,815,936</b>	<b>1,815,936</b>	<b>1,815,936</b>
<b>Total Receipts</b>		<b>1,359,468</b>	<b>1,814,325</b>	<b>1,815,936</b>	<b>1,815,936</b>	<b>1,815,936</b>
<b>Change in Fund Balance</b>		<b>(231,034)</b>	-	-		

Federal Surplus Property		2009-2010	2010-2011	2010-2011	2011-2012	2012-2013
Budget 74100 Fund 7310		Actual	Certified	Authorized	Recommended	Recommended
Personal Services	531XXX	363,299	456,763	456,763	456,763	456,763
Purchased Services	532XXX	80,591	121,380	92,768	92,768	92,768
Supplies	533XXX	118,571	94,239	123,866	123,866	123,866
Property, Plant and Equipment	534XXX	-	1,965	1,500	1,500	1,500
Other Expenses and Adjustments	535XXX	2,293	3,750	3,200	3,200	3,200
Aid and Public Assistance	536XXX					
Intragovernmental Transfers	538XXX	23,355	31,742	31,742	31,742	31,742
<b>Total Expenditures</b>		<b>588,109</b>	<b>709,839</b>	<b>709,839</b>	<b>709,839</b>	<b>709,839</b>
<b>Total Receipts</b>		<b>587,101</b>	<b>708,498</b>	<b>707,157</b>	<b>707,157</b>	<b>707,157</b>
<b>Change in Fund Balance</b>		<b>(1,008)</b>	<b>(1,341)</b>	<b>(2,682)</b>	<b>(2,682)</b>	<b>(2,682)</b>



### 4. 5%/10%/15% reductions for division submitted to the Governor: none

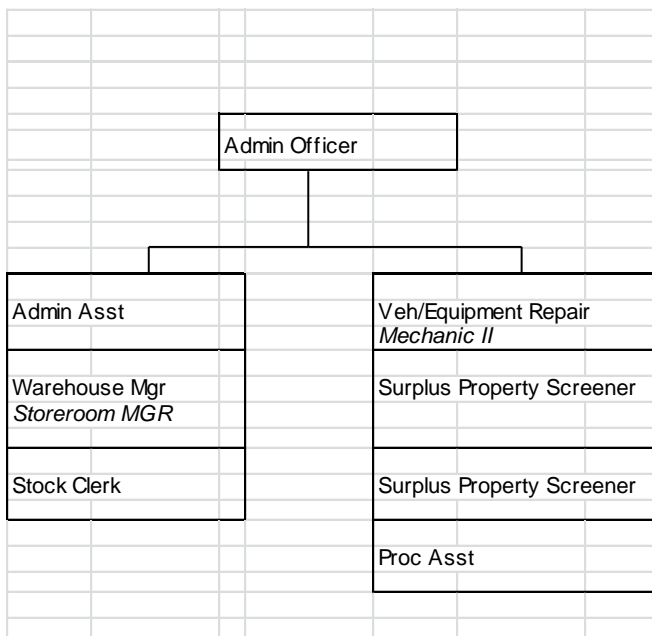
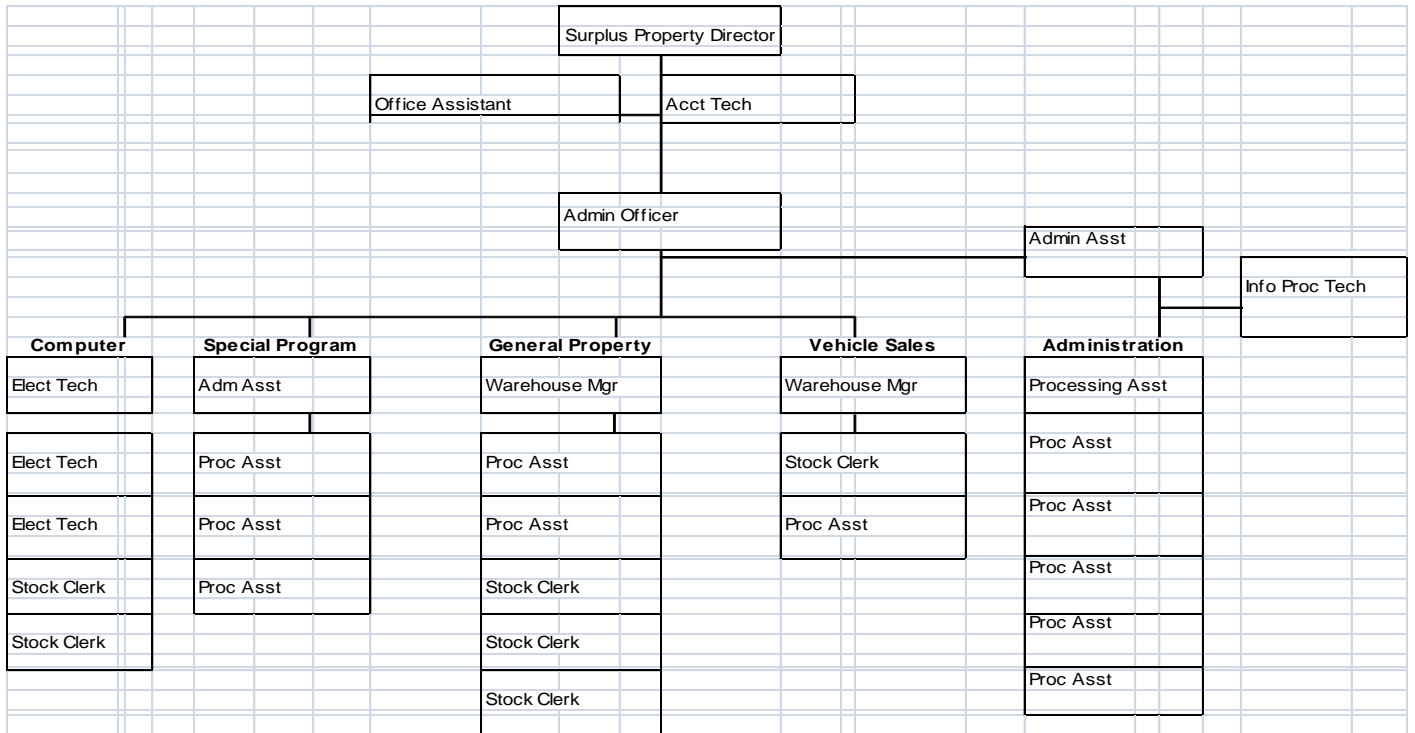
5. Governor's Budget: N/A

6. Position Summary: 38 positions

7. Vacancies from Beacon: 6

8. Retirement Eligibility 30 or more years: 1

## 9. Organization Charts



BUDGET PREPARATION SYSTEM  
BUDGET PREPARATION WORKSHEET I (DETAIL REQUEST)  
FUND DETAIL

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74100 Department of Administration - Internal 20:57:36 02/09/11  
7215 State Surplus Property

CODE	DESCRIPTION	2009-2010 ACTUAL	2010-2011 CERTIFIED	2010-2011 AUTHORIZED	2011-2012 INCR/DECR	2011-2012 TOTAL	2012-2013 INCR/DECR	2012-2013 TOTAL
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
REQUIREMENTS								
53 1212	SPA-REG SALARIES-RECPT	861,446	976,646	978,038	0	978,038	0	978,038
53 1312	REG(N S) TEMP WAGES-RECP	0	795	795	0	795	0	795
53 1412	OT PAY - RECEIPTS	19	0	0	0	0	0	0
53 1422	HOLIDAY PAY - RECEIPTS	357	0	0	0	0	0	0
53 1462	EPA&SPA-LONGVTY PAY-REC	9,094	7,939	7,939	0	7,939	0	7,939
53 1512	SOCIAL SEC CONTRIB-RECPT	64,737	75,483	75,589	0	75,589	0	75,589
53 1522	REG RETIRE CONTRIB-RECPT	76,194	80,146	80,259	0	80,259	0	80,259
53 1562	MED INS CONTRIB-RECPTS	107,797	113,693	113,693	0	113,693	0	113,693
53 1575	EMPLOYEE ASSISTANCE PROG	302	0	0	0	0	0	0
53 1576	FLEXIBLE SPENDING SAVING	1,018	0	0	0	0	0	0
53 1631	WRKER COMP-MED PAYMENTS	3,117	655	655	0	655	0	655
53 1632	WRKER COMP-TEMP DIS PAYM	170	0	0	0	0	0	0
TOTAL PERSONAL SERVICES		1,124,251	1,255,357	1,256,968	0	1,256,968	0	1,256,968
53 2110	LEGAL SERVICES	2,210	0	0	0	0	0	0
53 2140	INFORMATN TECHNOLOGY SVC	0	25,000	25,000	0	25,000	0	25,000
53 2144	PC/PRINTER SUPPORT SERV	22,901	21,182	23,000	0	23,000	0	23,000
53 2170	ADMIN SERVICES	139,733	59,185	70,077	0	70,077	0	70,077
53 2184	JANITORIAL SER AGREEMENT	7,200	6,500	7,200	0	7,200	0	7,200
53 2185	WASTE REM/RECY SER AGREE	19,228	12,710	19,300	0	19,300	0	19,300
53 2199	MISC CONTRACTUAL SERVICE	0	30,000	10,000	0	10,000	0	10,000
53 2200	UTILITY/ENERGY SERVICES	32,931	40,138	35,797	0	35,797	0	35,797
53 2300	REPAIR SERVICES	16,763	72,316	70,603	0	70,603	0	70,603
53 2400	MAINTENANCE AGREEMENTS	851	1,763	1,963	0	1,963	0	1,963
53 2500	RENTAL/LEASES	31,425	21,274	31,600	0	31,600	0	31,600
53 2700	TRAVEL&OTHER EMPLOYEE EX	6,158	3,627	6,300	0	6,300	0	6,300
53 2800	COMMUNICATION& DATA PROC	67,020	101,462	91,542	0	91,542	0	91,542
53 2900	OTHER SERVICES	1,719	7,189	6,664	0	6,664	0	6,664
TOTAL PURCHASED SERVICES		348,139	402,346	399,046	0	399,046	0	399,046
53 3100	GENERAL ADMIN SUPPLIES	11,379	22,860	22,860	0	22,860	0	22,860
53 3200	FACILITY & HARDWARE SUP	1,637	7,183	7,183	0	7,183	0	7,183
53 3300	VEHICLE/EQUIP OP SUPPL	17,731	30,227	30,227	0	30,227	0	30,227
53 3500	CLOTHING & RECREATNL SUP	4,036	3,300	4,500	0	4,500	0	4,500
53 3900	OTHER MATERIALS & SUPP	298	3,200	3,200	0	3,200	0	3,200
TOTAL SUPPLIES		35,081	66,770	67,970	0	67,970	0	67,970
53 4500	EQUIPMENT	6,571	5,715	7,715	0	7,715	0	7,715

## 7215 State Surplus Property

CODE	DESCRIPTION	2009-2010 ACTUAL	2010-2011 CERTIFIED	2010-2011 AUTHORIZED	2011-2012 INCR/DECR	2011-2012 TOTAL	2012-2013 INCR/DECR	2012-2013 TOTAL
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

## REQUIREMENTS

53 4700 INTANGIBLE ASSETS		139	500	500	0	500	0	500
TOTAL PROPERTY, PLANT & EQUIPMT		6,710	6,215	8,215	0	8,215	0	8,215
53 5100 LEGAL, LICENCE&PERMIT CS		0	476	476	0	476	0	476
53 5600 ASSET & OTHER ADJUSTMENT		50	100	100	0	100	0	100
53 5800 OTHER ADMINISTRATIVE EX		198	200	300	0	300	0	300
53 5900 OTHER EXPENSES		1,211	5,500	5,500	0	5,500	0	5,500
TOTAL OTHER EXPENSES & ADJUSTMEN		1,459	6,276	6,376	0	6,376	0	6,376
53 8101 TRSFR-14100-GENERAL FUND		74,862	77,361	77,361	0	77,361	0	77,361
TOTAL INTRAGOVERNMENTAL TRANSACT		74,862	77,361	77,361	0	77,361	0	77,361
TOTAL REQUIREMENTS		1,590,502	1,814,325	1,815,936	0	1,815,936	0	1,815,936

## ESTIMATED RECEIPTS

43 4190 OTH SALES & SVCS		1,221,618	1,403,056	1,404,667	0	1,404,667	0	1,404,667
43 4390 SALE OF SCRAP PAPER		269	73,700	73,700	0	73,700	0	73,700
43 5900 SURCHARGES FROM CUSTOMER		25,136	0	0	0	0	0	0
43 7127 PROCUREMENT CARD REB		68	0	0	0	0	0	0
43 7990 OTHER MISC. REVENUES		79,278	316,387	316,387	0	316,387	0	316,387
43 8101 TRSFR 14100 GENERAL FUND		0	21,182	21,182	0	21,182	0	21,182
43 8105 TRANSFER		32,068	0	0	0	0	0	0
53 8307 POSTAGE REIMBURSEMENT		-1,894	0	0	0	0	0	0
53 8352 REFUND OF PRIOR YR EXPEN		457	0	0	0	0	0	0
53 8399 MOTOR FLEET REBATE		2,468	0	0	0	0	0	0
TOTAL RECEIPTS		1,359,468	1,814,325	1,815,936	0	1,815,936	0	1,815,936

## 7215 State Surplus Property

CODE	DESCRIPTION	2009-2010 ACTUAL	2010-2011 CERTIFIED	2010-2011 AUTHORIZED	2011-2012 INCR/DECR	2011-2012 TOTAL	2012-2013 INCR/DECR	2012-2013 TOTAL
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

CHANGE IN FUND BALANCE		-231,034	0	0	0	0	0	0
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BUDGET PREPARATION SYSTEM  
BUDGET PREPARATION WORKSHEET I (DETAIL REQUEST)  
FUND DETAIL

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7310 Federal Surplus Property

CODE	DESCRIPTION	2009-2010 ACTUAL	2010-2011 CERTIFIED	2010-2011 AUTHORIZED	2011-2012 INCR/DECR	2011-2012 TOTAL	2012-2013 INCR/DECR	2012-2013 TOTAL
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
REQUIREMENTS								
53 1212	SPA-REG SALARIES-RECPT	283,995	354,060	354,060	0	354,060	0	354,060
53 1312	REG(N S) TEMP WAGES-RECP	0	6,500	6,500	0	6,500	0	6,500
53 1412	OT PAY - RECEIPTS	0	60	60	0	60	0	60
53 1422	HOLIDAY PAY - RECEIPTS	42	0	0	0	0	0	0
53 1462	EPA&SPA-LONGVTY PAY-REC	3,486	4,291	4,291	0	4,291	0	4,291
53 1512	SOCIAL SEC CONTRIB-RECPT	21,319	27,932	27,932	0	27,932	0	27,932
53 1522	REG RETIRE CONTRIB-RECPT	25,158	29,176	29,176	0	29,176	0	29,176
53 1562	MED INS CONTRIB-RECPTS	28,995	32,759	32,759	0	32,759	0	32,759
53 1572	UNEMP COMP PAYMNTS TO ES	0	785	785	0	785	0	785
53 1575	EMPLOYEE ASSISTANCE PROG	87	0	0	0	0	0	0
53 1576	FLEXIBLE SPENDING SAVING	217	0	0	0	0	0	0
53 1625	ST DISABILITY PMT	0	200	200	0	200	0	200
53 1631	WRKER COMP-MED PAYMENTS	0	1,000	1,000	0	1,000	0	1,000
TOTAL PERSONAL SERVICES		363,299	456,763	456,763	0	456,763	0	456,763
53 2133	EMPLOYEE-EMPLY PHYS	139	0	200	0	200	0	200
53 2144	PC/PRINTER SUPPORT SERV	3,360	10,184	4,000	0	4,000	0	4,000
53 2170	ADMIN SERVICES	0	3,000	3,000	0	3,000	0	3,000
53 2185	WASTE REM/RECY SER AGREE	0	1,540	500	0	500	0	500
53 2186	SECURITY SERV AGREEMT	0	960	500	0	500	0	500
53 2199	MISC CONTRACTUAL SERVICE	678	500	700	0	700	0	700
53 2200	UTILITY/ENERGY SERVICES	35,399	58,255	38,391	0	38,391	0	38,391
53 2300	REPAIR SERVICES	2,659	5,915	3,578	0	3,578	0	3,578
53 2400	MAINTENANCE AGREEMENTS	0	532	100	0	100	0	100
53 2500	RENTAL/LEASES	0	85	85	0	85	0	85
53 2700	TRAVEL&OTHER EMPLOYEE EX	767	3,503	2,254	0	2,254	0	2,254
53 2800	COMMUNICATION& DATA PROC	18,203	17,914	19,050	0	19,050	0	19,050
53 2900	OTHER SERVICES	19,386	18,992	20,410	0	20,410	0	20,410
TOTAL PURCHASED SERVICES		80,591	121,380	92,768	0	92,768	0	92,768
53 3100	GENERAL ADMIN SUPPLIES	1,115	1,280	1,380	0	1,380	0	1,380
53 3200	FACILITY & HARDWARE SUP	248	400	500	0	500	0	500
53 3300	VEHICLE/EQUIP OP SUPPL	10,817	18,434	12,750	0	12,750	0	12,750
53 3500	CLOTHING & RECREATNL SUP	1,270	1,056	1,400	0	1,400	0	1,400
53 3600	DRUG/PHARMACEUTICAL SUP	21	0	0	0	0	0	0
53 3800	PURCHASES FOR RESALE	105,100	72,969	107,736	0	107,736	0	107,736
53 3900	OTHER MATERIALS & SUPP	0	100	100	0	100	0	100
TOTAL SUPPLIES		118,571	94,239	123,866	0	123,866	0	123,866

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7310 Federal Surplus Property

CODE	DESCRIPTION	2009-2010 ACTUAL	2010-2011 CERTIFIED	2010-2011 AUTHORIZED	2011-2012 INCR/DECR	2011-2012 TOTAL	2012-2013 INCR/DECR	2012-2013 TOTAL
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

## REQUIREMENTS

53 4100 LAND	0	965	500	0	500	0	500
53 4500 EQUIPMENT	0	500	500	0	500	0	500
53 4700 INTANGIBLE ASSETS	0	500	500	0	500	0	500
TOTAL PROPERTY, PLANT & EQUIPMT	0	1,965	1,500	0	1,500	0	1,500
53 5600 ASSET & OTHER ADJUSTMENT	1,319	1,300	1,300	0	1,300	0	1,300
53 5800 OTHER ADMINISTRATIVE EX	805	900	900	0	900	0	900
53 5900 OTHER EXPENSES	169	1,550	1,000	0	1,000	0	1,000
TOTAL OTHER EXPENSES & ADJUSTMEN	2,293	3,750	3,200	0	3,200	0	3,200
53 8101 TRSFR-14100-GENERAL FUND	23,355	31,742	31,742	0	31,742	0	31,742
TOTAL INTRAGOVERNMENTAL TRANSACT	23,355	31,742	31,742	0	31,742	0	31,742
TOTAL REQUIREMENTS	588,109	709,839	709,839	0	709,839	0	709,839

## ESTIMATED RECEIPTS

43 4190 OTH SALES & SVCS	481,600	640,498	640,498	0	640,498	0	640,498
43 4320 SALE OF SURP PROP-EQUIP	28,019	17,900	17,900	0	17,900	0	17,900
43 4410 RENTAL OF REAL PROP	25,740	0	-1,341	0	-1,341	0	-1,341
43 7127 PROCUREMENT CARD REB	29	0	0	0	0	0	0
43 7990 OTHER MISC. REVENUES	51,664	39,916	39,916	0	39,916	0	39,916
43 8101 TRSFR 14100 GENERAL FUND	0	10,184	10,184	0	10,184	0	10,184
53 8352 REFUND OF PRIOR YR EXPEN	49	0	0	0	0	0	0

TOTAL RECEIPTS	587,101	708,498	707,157	0	707,157	0	707,157
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CHANGE IN FUND BALANCE	-1,008	-1,341	-2,682	0	-2,682	0	-2,682
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